

**EXECUTIVE COMMITTEE**  
**MEETING MINUTES - REVISED**  
**JUNE 27, 2019**

A meeting of the Greater Peninsula Workforce Board Executive Committee was convened at 8:00 a.m. on June 27, 2019, by Chairman, Dr. John Olson. The meeting was held at the Newport News Marriott at City Center, Newport News. A quorum was present with the following attendees:

**GPWB MEMBERS PRESENT**

Rhonda Bunn	Canon Virginia, Incorporated
Dr. John Dever	Thomas Nelson Community College
Greg Garrett	Greg Garrett Realty
Honorable James Gray	Hampton City Council
Honorable Ted Maslin	Williamsburg City Council
Honorable John McGlennon	James City County Board of Supervisors
Dr. John Olson	ECPI University
Dale Stone	Walmart Distribution Center
Dr. Vince Warren	Newport News Shipbuilding

**GPWB MEMBER (Nonvoting) PRESENT**

Dr. Susan English	Thomas Nelson Community College
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**GPWB MEMBERS ABSENT**

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Honorable Herbert Green, Jr.	Poquoson City Council
Dr. Robin Nelhuebel	Riverside College of Health Careers
Honorable Tina Vick	Newport News City Council
Honorable Jeffery Wassmer	York County Board of Supervisors
Vacant	Private Sector (Vice Chair)
Vacant	Private Sector
Vacant	Private Sector

**LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)**

Alan Archer	City of Newport News
Wendy Evans	City of Williamsburg
Sherri Newcomb	York County
Sherry Spring	Gloucester County
Barbara Watson	James City County

**LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)**

Pamela Croom	City of Hampton
Randy Wheeler	City of Poquoson

**ONE-STOP PARTNER REPRESENTATIVE ABSENT (Nonvoting)**

Casey Roberts	New Horizon Regional Education Center
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**GPWB STAFF PRESENT**

Gary Butler	Deputy Director
Cathy Ellis	Executive Support Specialist
Katherine Henderson	Career Center Assistant Manager
William H. Mann, Jr.	Executive Director
Terri Partain	Accountant

Dr. Olson thanked everyone for attending an early convening of the Executive Committee prior to the full Board meeting to consider recommendations of the Finance and Strategic Planning Committee concerning a number of business items.

**CONSENT AGENDA ITEMS**

Dr. Olson said that the Consent Agenda was emailed to the committee members in advance of the meeting and included:

**MEETING MINUTES**

Executive Committee Meeting minutes for May 23, 2019.

A motion to approve the Consent Agenda was made, seconded and passed.

**AGENDA ITEMS**

**I. FINANCE AND STRATEGIC PLANNING COMMITTEE REPORT**

Dr. Olson said that the Executive Committee will go into a closed session to receive the Finance and Strategic Planning Committee’s recommendation for the award of the WIOA Youth PY ’19 Contract for In-School and Out-of-School Program Services.

Treasurer, Dale Stone moved that the Executive Committee go into executive session under Virginia Code S2.1-344, Subsection: \*A.6. to discuss the investing of public funds where competition and bargaining is involved relating to the issuance of RFP 19-3064-1012 WIOA Authorized Youth Program Services. The motion was seconded and passed.

Mr. Stone moved that having completed deliberations in executive session that the Greater Peninsula Workforce Board’s Executive Committee reconvene in public session to conclude its remaining business. The motion was seconded and passed.

Mr. Stone stated that because the Executive Committee convened in executive session today pursuant to an affirmative-recorded vote and in accordance with the Virginia Freedom of Information Act, and because Virginia Code Section 2.1-344.1 requires that we certify that such executive session was conducted in conformity with Virginia law.

Mr. Stone moved that the Executive Committee certify by vote that, to the best of each member’s knowledge,

- (1) Only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the executive session to which this certification motion applies, and
- (2) Only such public business matters as were identified in the motion convening the executive session were heard, discussed, or considered by the Executive Committee.

The motion was seconded and passed.

#### **A. Award of WIOA Youth PY '19 Contract**

Dr. Olson opened the floor for a discussion of the first item of business, the award of the WIOA Youth PY '19 Contract. Mr. Mann provided a summary of the results of the Request for Proposals (RFPs), noting that only one application had been received and that was from the New Horizons Regional Education Center (NHREC).

Mr. Greg Garrett asked several questions concerning the NHREC Youth Program's capacity limitations; potential candidate pool; barriers to entry; marketing efforts; and completion/success rates.

Mr. Mann responded that these were good questions and that to a large extent these same issues were addressed in the RFP Statement of Work that had been submitted by the NHREC in their grant application. Noting that New Horizon had been the Board's Youth Service Provider since the implementation of the Workforce Investment Act (WIA), Mr. Mann commented that they had historically performed well in meeting our yearly WIOA youth performance standards, and asked Mr. Butler to provide more details in response to Mr. Garrett's questions.

Mr. Butler reviewed some of the different outreach and recruitment approaches, for both the in-school and out-of-school programs and discussed the regional nature of the grant serving residents from all seven jurisdictions and some of those challenges. Mr. Butler also described how the Board staff and NHREC Youth Program had hosted a meeting in the past 18 months with three other Board Staffs in Virginia to share information on our successes and experiences with effectively delivering youth services.

There being no further comments or questions a motion was seconded and approved to award the WIOA PY '19 Youth Contract for In-School and Out-of-School Program Services to New Horizons Regional Education Centers, (Youth Workforce Center).

#### **B. Second Year Extension of the One-Stop Operator Contract**

Mr. Mann reported that the first year of the One-Stop Operator Contract with The Workplace, Inc. was ending June 30, 2019. He commented that Ms. Katie Henderson, Career Center Assistant Manager had done a fine job since being hired to oversee the One-Stop Resource Room and coordinate with the One-Stop Operator Team. Mr. Mann said that the Finance and Strategic Planning Committee was recommending extending the One-Stop Operator Contract another year with The Workplace, Inc. There were no questions. The motion was seconded and approved to award the Second Year Extension of the One-Stop Operator Contract with The Workplace, Inc.

#### **C. Tiered Work Experience Payment Policy**

Mr. Butler reported that our area had utilized the prevailing federal minimum wage rate, \$7.25/hour, as the level of hourly stipends being paid to youth and adult participants for their work experience activity. He said that our work experience activity was competing with readily available, higher wage, part-time jobs making our WIOA Work Experience activity less attractive to youth and adult participants.

Mr. Butler stated that a tiered Work Experience Payment Policy was being recommended by the Finance and Strategic Planning Committee. The current stipend of \$7.25 for In-School participants would remain the same while the stipend payments for Out-of-School youth and adult participants would increase from \$7.25 to \$8.00 for participants going into a stand-alone work experience program and increase from \$7.25 to \$8.50 for Out-of-School youth and adult participants simultaneously participating in another training activity in addition to the Work Experience Program.

There being no questions, a motion was seconded and approved to adopt a Tiered Work Experience Payment Policy for Stipend Payments: \$7.25 In-School Youth Work Experience; \$8.00 Out-of-School Work Experience for Youth and Young Adults and \$8.50 Out-of-School Work Experience for Youth and Young Adults when coupled with other WIOA funded skill training either before, during or after the work experience.

#### **D. Approval of Program Year (PY) 2019 Preliminary Budget**

Noting that the Virginia had experienced an approximate 10% reduction in WIOA PY '19 Youth and Adult Funding, Mr. Mann reported that our area's new year funding was pretty much "held harmless" with only superficial reductions of +3% from PY '18 for both our Youth and Adult Programs. The PY '19 reduction for the Dislocated Worker Program at both the state and local level, for our area, was less than 2%. Other local areas around the state were not as fortunate, some experiencing reductions as much as 20% from their current year's funding.

Mr. Mann advised that as in the past the preliminary budget was based upon actual new PY '19 allocations and estimated PY '18 carry over. Once PY '18 was closed out and actual carry over had been calculated a final budget would be presented for review and approval.

Mr. Mann said that the Finance and Strategic Planning Committee had reviewed the PY '19 Preliminary Budget that included a 3% general increase for all employees and was recommending its approval. A motion was seconded and approved to accept the PY '19 Preliminary Budget.

#### **E. Formal Dissolution of the Peninsula Council for Workforce Development**

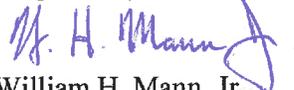
Following last year's decision to reorganize, Mr. Mann noted that the Board had not formally voted to dissolve the Peninsula Council for Workforce Development and file the necessary dissolution paperwork with the State Corporation Commission. He advised that this needed to be done, particularly because prior to the Board's decision the Council had entered into two contracts that now needed to be terminated to avoid further costs and that the leasing agents for these contracts were requesting formal documentation that the Council no longer existed.

One of the contracts was for a Konica copier leased through Wells Fargo and the second contract was for a postage machine. Mr. Mann said that this matter had been presented to the Finance and Strategic Planning Committee and it was their recommendation that the Executive Committee formally approve a motion to dissolve the Council, retroactive to the date it actually ceased conducting business, June 30, 2018.

A motion was seconded and passed to formally dissolve the Peninsula Council for Workforce Development effective June 30, 2018, and to file the required dissolution forms and documentation with the State Corporation Commission.

Dr. Olson announced that a meeting of the full membership of the Greater Peninsula Workforce Board would be following the adjournment of the Executive Committee with breakfast and a guest speaker. There being no further business, the meeting was adjourned at 8:30 a.m.

Respectfully Submitted,



William H. Mann, Jr.  
Secretary