

EXECUTIVE COMMITTEE
MEETING MINUTES
NOVEMBER 21, 2019

A meeting of the Greater Peninsula Workforce Board Executive Committee was convened at 8:00 a.m. on November 21, 2019, by Chairman, Dr. John Olson. The meeting was held at New Horizons Regional Education Centers, Conference Room, Hampton. A quorum was present with the following attendees:

GPWB MEMBERS PRESENT

Rhonda Bunn	Canon Virginia, Incorporated
Greg Garrett	Garrett Realty Partners
Jesse Goodrich	Riverside College of Health Careers
Honorable James Gray	Hampton City Council
Dudley Harris	Bay Electric Company, Inc.
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
Honorable Jeffery Wassmer	York County Board of Supervisors

GPWB MEMBER (Nonvoting) PRESENT

Dr. Susan English	Thomas Nelson Community College
John Myer	SynEnergy Inc.

GPWB MEMBERS ABSENT

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Dr. John Dever	Thomas Nelson Community College
Honorable Herbert Green, Jr.	Poquoson City Council
Honorable Ted Maslin	Williamsburg City Council
Honorable Tina Vick	Newport News City Council
2 Vacant	Private Sector Representatives

ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT

Casey Roberts	New Horizons Regional Education Centers
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LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)

Alan Archer	City of Newport News
Pamela Croom	City of Hampton
Wendy Evans	City of Williamsburg
Sherry Spring	Gloucester County
Barbara Watson	James City County

LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Sherri Newcomb	York County
Randall Wheeler	City of Poquoson

GUESTS PRESENT

Curtis Wray	Virginia Employment Commission
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HAMPTON ROADS WORKFORCE COUNCIL STAFF PRESENT

Steve Cook Vice President of Workforce Innovation
Mark Johnson Chair, Hampton Roads Workforce Council Board

GREATER PENINSULA WORKFORCE BOARD STAFF PRESENT

Rita Bond Administrative Office Manager
Gary Butler Deputy Director
Cathy Ellis Executive Support Specialist
Angela Sullivan Harris Program Manager
Katherine Henderson Senior Project Manager
William H. Mann, Jr. Executive Director
Terri Partain Accountant

YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT

Valencia Huggins Program Manager

CONSENT AGENDA

Dr. Olson welcomed everyone and directed the attention of the committee members to the Consent Agenda. He noted that the Consent Agenda had been emailed to the membership in advance of the meeting and included the following items:

MEETING MINUTES

Executive Committee Meeting minutes for October 24, 2019.

FINANCIAL REPORTS

Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through October 31, 2019.

PROGRAM REPORTS

Weekly registrations, registrations/enrollments by jurisdictions, and ROI Scorecard through October 31, 2019.

WIOA TITLE I ELIGIBLE TRAINING PROVIDER PROGRAMS

Approval of one new vendor; Advance Cosmetology Academy, LLC.

Dr. Olson asked if there were any items that members would like removed from the Consent Agenda. There being none, he asked for a motion to approve the Consent Agenda. A motion to approve was made, seconded and passed.

MEETING AGENDA

Dr. Olson advised that the time usually set aside for a guest speaker would be reserved for a tour of the New Horizons Regional Education Center following the close of the meeting.

I. PROGRAM STATUS UPDATES

A. Adult and Dislocated Worker Services, Virginia Career Works – Greater Peninsula Region –
Ms. Angela Harris reported that staff participated in several events and meetings during the month of November which included: a meeting with Newport News Department of Social Services’ new point of contact for their Community Outreach Site; participating, along with VCW – Hampton Roads Region

Staff in the Hampton Roads Bridge Tunnel (HRBT) expansion project meeting; participating in a Department of Aging and Rehabilitative Services, Assistance Technology Training session; and participating in a Newport News Public Schools Family Forum and Resource Fair (200 attendees).

Ms. Harris concluded her report with a success story concerning Ms. Dina Abdulkareem. Ms. Abdulkareem, a single mother and a United States Air Force veteran, was enrolled in the WIOA Adult Program. With a passion to serve others, she decided to pursue a career in health care. Toward that end, she enrolled in the Certified Medical Administrative Assistant program at Thomas Nelson Community College and successfully completed the course, passing her certification exam with a score of 95. In order to increase her earning potential she went on to obtain an EKG certification. Ms. Abdulkareem was subsequently hired in a full-time position as an EKG specialist at Riverside Regional Medical Center, earning approximately \$16.00 hourly with a full benefits package.

B. Youth Services, Youth Workforce Center - Ms. Huggins presented two success stories, one concerning a Mr. Morton who participated in the Youth Workforce Center's Out-of-School Program and a Ms. Lindsay who was enrolled in the center's In-School Program. Mr. Morton had a passion to serve his community and wanted to pursue a career as a firefighter. Through the Youth Workforce Center, he was able to earn his firefighter certification and develop the skills needed to qualify for entry level employment. As an In-School Participant, Ms. Lindsay was enrolled in a work experience activity through the Hampton City Schools as a Youth Program Aide. As a result of the work ready skills she learned and welding skills that she had gained from an entry level high school welding course, she was able to secure a position with Fairlead Integrated Headquarters in Newport News as a full-time, Welder's Helper.

Ms. Huggins also reported that the Youth Workforce Center had its first student, a Mr. Xavier Buffaloe, receive a GED through their GED program. She also reported that since the start of the Program Year, three welding students had been hired at the Newport News Shipbuilding and two students were in the pipeline for interviews.

C. Southeastern Virginia Regional Workforce Collaborative Update - Mr. Steve Cook reported that a \$22,000 check was being presented to the Greater Peninsula Workforce Board. This was part of the regional fund-raising activity that had been undertaken in cooperation with the McDonnell Group. He also advised that, unfortunately, the Boards' \$300,000 grant application to Newport News Shipbuilding had not been approved for an award.

However, Mr. Cook went on to report that the budget for the Women Apprentices in Nontraditional Occupations grant had been approved. The grant will provide training funds for enrollments at Thomas Nelson Community College and other local community colleges. Mr. Cook stated that the program will initially enroll 40 women, but he anticipates that the number will increase with additional enrollments.

Mr. Cook concluded his report with an update on a business services informational session that was made to the Virginia Ship Repair Association (VSRA) by Ms. Diana Cordero, Business Services Coordinator, VCW - GPR and Jackie Rondeau, Business Services Coordinator, VCW - HRR. The purpose of the session was to discuss ways the Virginia Ship Repair industry could access workforce services within the region. Mr. Cook also reported that the VSRA intended to re-start a Business and Workforce Services Committee and that he along with Ms. Cordero and Ms. Rondeau would participate on the committee.

II. COMMITTEE REPORTS

A. Ad Hoc By-Laws Review Committee – Mr. Mann stated that the Committee met November 8, 2019, to discuss updating the By-Laws. Committee recommendations included the creation of a section for the Board and add a subsection with an updated version of the By-Laws for the Consortium. Additional recommendations included adding a chair emeritus as an official position, adding a paragraph regarding the staffing for the Board and section that describes the duties and expectations of an active Board member. Mr. Mann stated that a position for Rappahannock Community College (RCC) had been added to the Board's Executive Committee. Mr. Mann said he expected a draft of the By-Laws would be ready to send to the entire Executive Committee for review and discussion by January 2020.

III. OLD BUSINESS

A. One-Stop Operator Vacancy - Mr. Mann reported that he had been working with The Workplace to fill the current vacancy that was previously filled by Ms. Katherine Henderson who is now the Senior Project Manager for the Greater Peninsula Workforce Board. Mr. Mann reported that the position advertisement resulted in 56 applicants and that interviewing should begin around December 9th, with the vacancy filled by mid-January 2020.

B. Thomas Nelson Community College Historic Triangle Campus One-Stop Affiliate Center – Mr. Mann reported that progress continues to be made with space identified for the Center on the first floor of the TNCC Historic Triangle (HT) Campus. Staff have met with Mr. Franz Albertini to discuss modifications that will be needed to make the space functional for this purpose.

The site will serve residents located in Williamsburg, James City County and upper York County areas. Mr. Mann asked Mr. Butler for comments. Mr. Butler stated that the objective was to have a full-time presence but that it would take several partnering agencies working together to staff the facility full-time. He also noted that a new Career Planner had been hired to support One-Stop operations and that we were preparing to advertise another position that will be a Career Planner–Regional Field Support whose primary responsibilities will be in the field working at Brooks Crossing, the TNCC Historic Triangle campus and Gloucester County. Mr. Butler stated that the target date for the soft opening of the HT/TNCC Affiliate Center is April 1, 2020, with an official opening scheduled for July 1, 2020.

C. Dissolution of the Peninsula Council for Workforce Development – Mr. Mann reported that he had been working with Attorney David Kramer, Kaufman & Canoles, to officially dissolve the Peninsula Council for Workforce Development. Toward that end, he noted that Mr. Kramer had advised that in accordance with the Council's Articles of Incorporation, dissolution of the organization required a two-thirds vote of what was the Council's Board of Directors, a majority vote of what was the Council's general membership and its seven governmental representatives.

Mr. Mann reminded Mr. Kramer that these bodies/members no longer existed making it impossible to get the requisite votes needed for dissolution. Mr. Kramer consequently recommended that the alternative solution was to not file an Annual Report for the Council, which after a four-month period would result in the State Corporation Commission terminating the Council's existence.

D. Chmura Economic and Analytics Report, Economic Impact and Return on Investment of Virginia Career Works Hampton Roads and Greater Peninsula – Mr. Mann provided a brief summary of the report, noting that for every \$1.00 of public funds spent by the two workforce boards, there was a \$4.30 positive return on investment. Copies of the report were made available at the meeting.

IV. NEW BUSINESS

A. Youth Career Expo – On October 28, 2019, Mr. Mann and other staff members met with Mr. Bob McKenna from the Virginia Peninsula Chamber of Commerce to discuss the planned 2020 Youth Career Expo (YCE). Mr. McKenna stated that after 11 years, it was his recommendation to forgo the 2020 YCE so that our area can research and streamline the event with a focus on the middle school students. Messrs. Mann and McKenna said that they would meet with organizers of “Mission Tomorrow” a youth event for middle schoolers in the Richmond area, so they can glean information on organizing this even. Also, we will start researching a new venue on the Peninsula for our youth event that would accommodate the expected increase of students. On November 18, 2019, the GPWB staff members met with the school partners and they agreed it was time to revamp the YCE event.

Many Executive Members shared their thoughts and ideas on revamping the YCE: having an industry specific expo; having a session for parents; making the expo a two-day event; having the businesses/ industries facilitate multiple events, and having the students involved in the planning process.

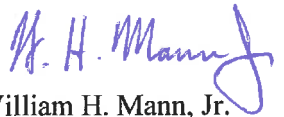
Mr. Mann suggested creating an ad hoc work group for this project which would include our public-school colleagues.

VI. ANNOUNCEMENTS

Dr. Olson announced that the College of Culinary Arts of ECPI University, would once again host a Holiday Luncheon for the Greater Peninsula Workforce Board. He noted that the meeting would be held a day earlier than planned in order to accommodate the class schedule. The luncheon meeting is scheduled for 11:30 a.m. on Wednesday, December 18, 2019.

There being no further business, the meeting was adjourned at 9:16 a.m. Dr. Olson invited attendees to take advantage of the tour of New Horizons Regional Education Centers.

Respectfully Submitted,



William H. Mann, Jr.
Secretary