

EXECUTIVE COMMITTEE

MEETING MINUTES

November 29, 2018

A meeting of the Greater Peninsula Workforce Development Board Executive Committee was convened at 8:05 a.m. on November 29, 2018, by Chairman, Dr. John Olson. The meeting was held at the Board's Administrative Office in Newport News. A quorum was not present with the following attendees:

GPWDB MEMBERS PRESENT

Dr. John Dever	Thomas Nelson Community College
Honorable James Gray	Hampton City Council
Honorable Herbert Green, Jr.	Poquoson City Council
Dr. John Olson	ECPI University
Dr. Robin Nelhuebel	Riverside College of Health Careers

GPWDB MEMBERS ABSENT

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Rhonda Bunn	Canon Virginia, Incorporated
Greg Garrett	Greg Garrett Realty
Honorable James Icenhour	James City County Board of Supervisors
Honorable Ted Maslin	Williamsburg City Council
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council
Honorable Jeff Wassmer	York County Board of Supervisors
Dr. Vince Warren	Newport News Shipbuilding
Vacant	Private Sector (Vice Chair)
Vacant	Private Sector
Vacant	Private Sector

ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT

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

Pamela Croom	City of Hampton
Sherri Newcomb	York County
Peter Walentisch	City of Williamsburg
Barbara Watson	James City County
Alan Archer	City of Newport News
Randall Wheeler	City of Poquoson

LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Sherry Spring	Gloucester County
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GUESTS PRESENT

Dave Bruckheimer Pembroke Construction Company
Delceno Miles Board Chair, Hampton Roads Workforce Council

HAMPTON ROADS WORKFORCE COUNCIL STAFF PRESENT

Shawn Avery President and CEO, Hampton Roads Workforce Council
Steve Cook Vice President of Workforce Innovation, Hampton Roads Workforce Council

GREATER PENINSULA WORKFORCE BOARD STAFF PRESENT

Rita Bond Administrative Office Manager
Gary Butler Deputy Director
Angela Harris Program Manager, Virginia Career Works – Greater Peninsula Region
Katherine Henderson Career Center Assistant Manager, One-Stop Operator, The WorkPlace
Valencia Huggins Program Manager, Youth Workforce Center, NHREC
William H. Mann, Jr. Executive Director
Terri Partain Accountant
Shannon Trochuck Program Support Manager

Dr. Olson welcomed Shawn Avery and Delceno Miles.

CONSENT AGENDA ITEMS

The Consent Agenda was mailed to the committee members in advance of the meeting and included:

MEETING MINUTES

Executive Committee Meeting minutes for October 25, 2018.

FINANCIAL REPORTS

Cumulative Expenditure Reports through 10/31/18; and, New Expenditure, Per Capita, and Private Contribution Report through 10/31/18.

PROGRAM REPORTS

Weekly registrations, registrations/enrollments by jurisdictions, and ROI Scorecard through 10/31/18.

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

AGENDA ITEMS

I. PUBLIC COMMENT

Noting that the committee had expressed an interest in having an area employer attend their meetings to discuss their workforce concerns, Dr. Olson asked The Honorable Herbert Green to introduce the morning’s guest speaker, Mr. Dave Bruckheimer, Personnel Director, Pembroke Construction Company for comments.

In his opening remarks, Mr. Bruckheimer thanked everyone who works in the school systems, workforce development and at New Horizons Regional Education Center for their services. He continued his remarks sharing his concerns about employees who abandon their job without any notice to their employer. He indicated he would welcome any solutions anyone could offer in solving this problem.

Mr. Bruckheimer reviewed the types of positions and services his company needs:

- Class A drivers – 21 years of age, CDL license;
- Concrete finishers;
- Develop a program that can help companies achieve a culture shift so that mentoring becomes a force multiplier. Training employees to expand or maintain their capabilities.

He concluded his remarks, engaging in a question and answer session with the members of the committee.

II. PROGRAM STATUS UPDATES

A. Virginia Community College System (VCCS) Comprehensive One Stop Certification Letter - Referring to correspondence received from Mr. George Taratsas, Administrator, Federal Workforce Programs, VCCS, Mr. Mann recalled that the VCCS had expressed a concern last spring as to whether appropriate fire walls existed between the Administrative Staff's functions performed in support of the Board versus their supervisory responsibilities for the delivery of services at the Virginia Career Works-Hampton Center (One-Stop). The letter advised that VCCS had reviewed the staff's response, advising that appropriate firewalls were in place, and that they were now satisfied that the Board was in compliance with existing regulations concerning this matter.

B. Adult and Dislocated Worker Services, Virginia Career Works – Hampton Center - Ms. Angela Harris, Program Manager, Virginia Career Works – Greater Peninsula reported that her office had participated in the Third Annual Women's Veterans Conference on November 8, 2018. There were 80 attendees who participated in the conference. Ms. Harris noted that Canon was still recruiting 20 referrals and that Newport News Shipyard held a welder's recruitment event with 165 people attending.

Ms. Harris concluded her report with a success story about an adult worker, Mr. S, who was referred from Goodwill for On-the-Job Training (OJT). Mr. S first completed the TNCC 6-week electrical wiring program that is held at Goodwill. His background was in the retail industry, but he held a Bachelor's Degree in Information Technology. Unfortunately, he never acquired his IT certification nor worked in the field. The Career Planner referred Mr. S to Walsh Electric in Yorktown to interview for a registered apprenticeship position. He did so well on his interview that he was hired; he also passed his background check and began employment in July for \$14.00/hour. Mr. S achieved an above average rating in all categories on his evaluation. Once he receives his journeyman's license, his salary could increase to \$70,000/year. In summary, Mr. S's story is a perfect example of workforce development programs working together to provide training, supportive services, and pre-employment skills. It was also Mr. S's own determination to find the right career and improve his situation.

C. Youth Services, Youth Workforce Center - Ms. Huggins, Program Manager, Youth Workforce Center, New Horizons Regional Education Center (NHREC), updated the Executive Committee on the Center's recent activities and shared a Work Experience Success Story. A youth who was enrolled as a medical assistant student and was placed in a work site at Nehemiah Assisted Living was informed that her work experience was coming to an end. The student, however, indicated that she was not ready to leave. On her own initiative, the student said to the owner "I love working here, what can I do to stay?" The owner of Nehemiah Assisted Living then contacted the staff at the Youth Workforce Office to inform them that the student had been such a great asset that they had decided to hire her. The student who is still in high school started her part-time position at Nehemiah Assisted Living November 29, 2018.

III. COMMITTEE REPORTS

Communications Committee - Mr. Mann reported that the Communications Committee met on November 8, 2018, to review a name change and a proposed logo for the Greater Peninsula Workforce Development Board. The change that was proposed was to drop the word "Development" from Greater Peninsula Workforce Development Board and Greater Peninsula Workforce Development Consortium. Also, the Committee discussed accepting the new logo design for the Greater Peninsula Workforce Board. It was moved to accept the name changes and new logo. The motion was seconded, and unanimously approved.

IV. OLD BUSINESS

A. America Builds and Repairs Great Ships Launch Conference - Mr. Mann reported on the America Builds and Repairs Great Ships Launch Conference that he attended on November 6, 2018. The staff from the Greater Peninsula Workforce Board and Hampton Roads Workforce Council were invited do a workshop concerning their new business services collaborative relationship that had been recently established by the two organizations.

During the October Executive Committee meeting, the Greater Peninsula Workforce Development and Hampton Roads Workforce Council approved presentation of a check from both organizations for \$150,000 to provide training to support various in demand occupations within the maritime industry.

B. Jurisdictional per Capita Applications and Calendar for City Council and County Board meetings - Mr. Mann reported on the Per Capita Applications, noting that work had been completed on the Per Capita applications for the City of Hampton and Gloucester County. The application for York County is due December 3, 2018, and the one for the City of Newport News is due January 11, 2019.

Mr. Mann stated that he would soon develop a schedule to meet with the City Councils and County Boards of Supervisors to discuss the staff reorganization including rebranding and restructuring of the Greater Peninsula Workforce Board. He will coordinate with the senior staff of the City Councils and County Boards to set up these meetings at appropriate work or business sessions.

V. NEW BUSINESS

A. Staff Updates - Mr. Mann announced that Ms. Sharyna Smith, Workforce Development Community Coordinator has left the organization, accepting employment with Hampton City Schools for the Academies of Hampton.

Mr. Mann introduced Ms. Katherine Henderson, who has filled the position of Career Center Assistant Manager under the Board's contract with, The WorkPlace, our One-Stop Operator. She has also agreed to assist with the Youth Career Expo. Ms. Henderson shared some of her previous background with the U.S. Coast Guard.

B. Youth Career Expo, 2019 – Mr. Mann announced that the planning process for the Expo had begun. Ms. Rita Bond gave an update on the timeline for the event. The 2019 Youth Career Expo is scheduled for Thursday, March 21, 2019.

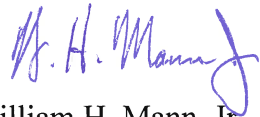
C. WIOA Youth Program, In-School/Out-of-School Request for Proposals (RFP) – Mr. Mann announced that a RFP will be issued for a new contract after the holidays.

D. Nomination Committee for Election of PY '19 Board Officers – Mr. Mann announced that a new nomination committee needed to be formed to nominate a new slate of officers for Program Year 2019. Dr. Olson stated that an email would be sent to the Board asking for volunteers to serve on this committee

ANNOUNCEMENTS

Dr. Olson thanked everyone for coming and thanked the staff for their hard work. He announced that the Board Holiday Luncheon would be held December 20, 2018, at 11:30 a.m. at the College of Culinary Arts of ECPI University. There being no further business, the meeting was adjourned at 9:07 a.m.

Respectfully Submitted,



William H. Mann, Jr.
Secretary