

**EXECUTIVE COMMITTEE**

**MEETING MINUTES**

**OCTOBER 22, 2020**

A virtual meeting of the Greater Peninsula Workforce Board Executive Committee was convened using Zoom at 9:00 a.m. on October 22, 2020, by Chairman, Dr. John Olson. A roll call was conducted, and a quorum was present with the following attendees:

**GPWB EXECUTIVE COMMITTEE MEMBERS PRESENT**

|                              |  |
|------------------------------|--|
| Rhonda Bunn                  | Canon Virginia, Incorporated           |
| Greg Garrett                 | Garrett Realty Partners                |
| Jesse Goodrich               | Riverside Health System                |
| Honorable James Gray         | Hampton City Council                   |
| Honorable Herbert Green, Jr. | Poquoson City Council                  |
| Dudley Harris                | Bay Electric Co., Inc.                 |
| Honorable Ted Maslin         | Williamsburg City Council              |
| Dr. John Olson               | ECPI University                        |
| Honorable Robert Orth        | Gloucester County Board of Supervisors |
| Dale Stone                   | Walmart Distribution Center            |
| Honorable Tina Vick          | Newport News City Council              |
| Dr. Vince Warren             | Newport News Shipbuilding              |

**GPWB MEMBERS PRESENT (Nonvoting)**

|                |                         |
|----------------|-------------------------|
| Rachel Ambrose | Denbigh Learning Center |
|----------------|-------------------------|

**GPWB EXECUTIVE COMMITTEE MEMBERS ABSENT**

|                          |  |
|--------------------------|--|
| Dr. Gregory DeCinque     | Thomas Nelson Community College        |
| Honorable John McGlennon | James City County Board of Supervisors |
| Dr. Jason Perry          | Rappahannock Community College         |

**ONE-STOP PARTNER AGENCY (Nonvoting) NOT PRESENT**

|                   |   |
|-------------------|---|
| Dr. Susan English | Thomas Nelson Community College         |
| Casey Roberts     | New Horizons Regional Education Centers |

**LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)**

|                |                      |
|----------------|----------------------|
| Wendy Evans    | City of Williamsburg |
| Sherry Spring  | Gloucester County    |
| Barbara Watson | James City County    |

**LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)**

|                 |                      |
|-----------------|----------------------|
| Alan Archer     | City of Newport News |
| Sherri Newcomb  | York County          |
| Randall Wheeler | City of Poquoson     |

**HAMPTON ROADS WORKFORCE COUNCIL STAFF PRESENT**

|            |  |
|------------|--|
| Steve Cook | Vice President of Workforce Innovation |
|------------|--|

**GUESTS PRESENT**

|                         |                                      |
|-------------------------|--------------------------------------|
| Franz Albertini         | Thomas Nelson Community College      |
| Christopher Andrews Sr. | The Colonial Williamsburg Foundation |
| Timothy Richardt        | Fairlead                             |
| Curtis Wray             | Virginia Employment Commission       |

**GREATER PENINSULA WORKFORCE BOARD STAFF PRESENT**

|                        |                               |
|------------------------|-------------------------------|
| Rita Bond              | Administrative Office Manager |
| Gary Butler            | Deputy Director               |
| Diana Cordero          | Business Services Coordinator |
| Cathy Ellis            | Executive Support Specialist  |
| Angela Sullivan Harris | Program Manager               |
| Katherine Henderson    | Senior Project Manager        |
| William H. Mann, Jr.   | Executive Director            |
| Terri Partain          | Accountant                    |
| Shannon Trochuck       | Program Support Manager       |
| Randy Troutman         | One-Stop Operator             |

**YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT**

|                  |                 |
|------------------|-----------------|
| Valencia Huggins | Program Manager |
|------------------|-----------------|

**CONSENT AGENDA**

Dr. Olson welcomed everyone and advised the committee members that in order to expedite matters requiring a vote during a virtual meeting, he would accept motions and seconds to approve any item brought up for action but then only call for “nay” votes. This would allow the committee to avoid having to go through a roll call vote. He then 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**

Virtual Joint Executive Committee Meeting minutes for August 13, 2020, and Virtual Full Board Meeting of the Hampton Roads Workforce Council Board and the Greater Peninsula Workforce Board minutes for September 24, 2020.

**FINANCIAL REPORTS**

Cumulative Expenditure Reports; New Expenditures, Per Capita, and Private Contributions Report through September 30, 2020.

**PROGRAM REPORTS**

Weekly registrations, registrations/enrollments by jurisdictions, and ROI Scorecard through September 30, 2020.

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 was made, seconded and approved.

**MEETING AGENDA**

**I. PUBLIC COMMENT**

Mr. Mann recognized Mr. Christopher Andrews Sr., Executive Director, Human Resources, The Colonial Williamsburg Foundation and Mr. Timothy Richardt, Facilities Security Manager/Apprenticeship Program Manager, Fairlead.

Mr. Andrews gave a presentation on The Colonial Williamsburg Foundation. He indicated that the Foundation was founded in 1926 by John D. Rockefeller Jr. and Dr. William Archer Rutherford Goodwin. It is recognized as the nation's largest outdoor living museum and it provides visitors with an 18<sup>th</sup> century experience through re-enactments, hands-on experiential activities and programming.

The Foundation has 1,800 employees and 900 volunteers that perform different functions to include: accounting/finance, operations, communications/public affairs/publishing, sales and marketing, and several others. Hospitality is the main function of The Colonial Williamsburg Foundation. It consists of 5-star hotels, restaurants that offer 18<sup>th</sup> century dining, two 18-hole golf courses, among which, the Golden Horseshoe has been rated top in the country, and a wellness spa. The goal of the Foundation is to preserve, restore, and operate Virginia's eighteenth-century capital as a city of ideas and aspirations.

Mr. Andrews stated that on April 12 the Colonial Williamsburg Foundation experienced an operational closure due to the COVID-19 pandemic. This resulted in the furlough of 49% of the hospitality employees. Of the remaining workforce approximately 22% were able to telework, 19% went on administrative leave and 10% of the operations staff continued to work onsite. During this period the Historic Area staff developed new digital programming such as blogs, podcasts, workshops, live feeds and virtual tours. These efforts helped to increase their online activities, generating leads to new guests as well as increased donations. Social media followings also increased as did YouTube and live streams viewings.

Also, of note and great pride to the Foundation was the work the hospitality staff undertook to provide meals to needy families residing within the Williamsburg area during the lock down period.

Mr. Andrews reported that the preparations for reopening have involved comprehensive site-specific protocols, risk management assessments, mandatory training for returning staff, management reinforcement of new protocols and temporary changes to leave policy. Initial challenges to these initiatives included working with high-risk staff members who were afraid to return to guest-facing positions, guest not adhering to established protocols and staff not wanting to return to work because they were receiving unemployment benefits that were higher than their current wages.

An ongoing challenge to reopening has been the need to address COVID fatigue, anxiety and emotional stress among the staff, which has put an increased emphasis on insuring that employees are referred to and can take advantage of the services provided by the Foundation's Employee Assistance Program (EAP). Mr. Andrews concluded his remarks with a discussion of some of the Foundation's post COVID concerns to include resignations, retirements, delays in filling vacant positions and, as noted above, reaching out to employees who were reluctant or not willing to return to work.

Mr. Timothy Richardt, Facilities Security Manager/Apprenticeship Program Manager, Fairlead was recognized next to present on how his company has and was navigating their way through the COVID Pandemic. Fairlead is a ship repair company that has two major properties in Newport News and a newly developed Norfolk yard that provides additional ship repair services. Fairlead also has properties in Portsmouth for component production for newly build ships and its small boats division. This facility specializes on repair of small fast-moving vessels for Naval special warfare operations, as well as for Coast Guard and Army special operations.

Mr. Richardt discussed the different trades that Fairlead employs its workforce. These trades included welders (particularly experienced journeyman level welders), ship fitters, electricians, diesel mechanics, fiber optics technicians, blasters, painters, machinists, maritime riggers, and thermographers. To ensure that they have the skilled workforce that they need, Fairlead works closely with local colleges/universities such as TNCC and ODU. He noted that they were particularly interested in assisting members of their workforce to enroll in digital shipbuilding and digital ship repair imagery courses. Fairlead also works

closely with the Virginia Ship Repair Association (VSRA), to help their workforce take advantage of some of the courses they offer such as blueprint reading and several safety related courses. Other educational institutions that Fairlead works with include the Mid-Atlantic Maritime Academy, Prillaman's Crane and Rigging Inc. QED Systems, Kenco, Infraspections, and Tidewater Community College (TCC).

Mr. Richardt stated that through Virginia Career Works (VCW), Fairlead has become a member of the V3 (Virginia Values Veteran) Program. In this regard, he noted that, as a veteran he was very interested in hiring other military veterans and helping them to transition into the civilian labor market. He also noted that Fairlead had an OJT program that they established with the assistance of Diana Cordero, Greater Peninsula Workforce Board (GPWB), Business Services, and expressed his appreciation to both the GPWB and the Hampton Roads Workforce Council (HRWC) for their support.

Concluding his remarks, Mr. Richardt discussed Fairlead's work with the Virginia Beach and Hampton Public School Divisions to establish a Pre-Apprentice Program to acquaint high school students with the career opportunities available within the region's Maritime Industry. Students in this program begin their training performing various functions in the boat yard. As they progress they have the opportunity to work in the different trade areas and after 90-days working as Pre-Apprentices, they have the opportunity to start an apprenticeship with Fairlead, who will then employ and assist them to enroll in an appropriate school consistent with their career interests.

## **II. PROGRAM STATUS UPDATES**

**A. Adult and Dislocated Worker Services, Virginia Career Works – Greater Peninsula Region -** Ms. Harris, Program Manager, GPWB, reported that she was very proud of her staff at the One-Stop Center as they have continued to work through the pandemic, serving customers in the Resource Center which has averaged about 4-5 customers per day. The Career Planners are busy enrolling people in various training activities and services. Ms. Harris also noted the work the staff had been doing supporting virtual job fairs as well as standing up employment services under the new Wagner-Peyser contract with the VEC.

Ms. Harris concluded her report with a brief success story about Sharina Jones who was enrolled in WIOA Dislocated Worker Program. At the time of her enrollment, she had been unemployed since September of 2017. Ms. Jones was interested in the technology field, and in January of this year, she enrolled in the Helpdesk Administration and Management Program offered through ECPI. Ms. Jones finished her training in August and received a CompTIA Security plus Certificate and Network certificate. She has since landed a position with aXseum, Inc. as a software engineer with a salary of \$50,000.

**B. Youth Services, Youth Workforce Center –** Ms. Huggins, NHREC Youth Workforce Center (YWC) Director, reported on the delivery of WIOA In-School and Out-of-School Youth Services. She referenced the challenges they have had due to COVID but stated they still were able to enroll youth and provide comprehensive services. Ms. Huggins reported that the YWC has 28 new enrollees: 5 in Pharmacy Tech Program (virtual); 2 in the Vet Tech Program which is a hybrid program (2 days in class/2 online); 1 student in Auto Tech (hybrid); 8 GED (virtual); on November 7<sup>th</sup>, 8 students will begin the Medical Assistant Program (virtual); November 8<sup>th</sup>, 8 students will begin the Welding Program (hybrid); and 4 will begin the Work Experience Program. Ms. Huggins asked that if any of the Committee members knew of any businesses that would provide work experience opportunities for their students, to please contact her with that information.

**C. Southeastern Virginia Regional Workforce Collaborative/Merger Update** – Mr. Cook reported that the Business Services Team had been involved in numerous meetings with the Hampton Roads Connector Partners who are involved in the Hampton Roads Bridge Tunnel Expansion Project. He noted that the Business Services Team was ready to assist companies involved in this project to acquire the skilled workers that they would need.

Mr. Cook also reported on the Commonwealth Offshore Wind project. He advised that although the training for this project would not begin for about the next three years, now was the time to start putting the processes in place that would be required to meet the projected manpower needs of the industries that would be involved in this initiative. Toward that end, the two regional boards were working with the Workforce Development Committee of the Commonwealth Offshore Wind Taskforce. Mr. Cook also advised that they were working to get information about this new industry and its related career pathways into the region's high schools and middle schools.

Mr. Cook concluded his report noting that HRWC and GPWB have staff members that are working with the Virginia Ship Repair Association's Economic Development Committee and recognized Ms. Cordero's efforts in working with businesses throughout the Peninsula. Ms. Cordero is now a part of the Williamsburg Chamber's Economic Growth Committee representing workforce development. He also commented on the successful drive through job fair that was held on behalf of the Arvon Staffing and his interest in doing more such drive through events.

Following Mr. Cook's remarks, Mr. William Mann gave an update on the status of the merger. On September 17<sup>th</sup> and 18<sup>th</sup>, Mr. Shawn Avery and Mr. Mann made a presentation to the Virginia Board of Workforce Development (VBWD) on the merger request which was well received by the VBWD Membership. Following the presentation, the VBWD approve a motion to recommend that the Governor's office approve the local boards merger request.

Mr. Mann concluded his remarks noting that work was continuing on the "nuts and bolts" of the merger which was the more difficult part of the transition. He also indicated that, the two boards were expecting to receive an additional \$50,000 from the WIOA Title I Administrator's Office to cover any extraordinary costs associated with the merger. And last, but by no means least, Mr. Mann noted that the staffs of the two boards would be working together on the submission of the next four-year local plan which would cover operations on both sides of Hampton Roads.

### **III. COMMITTEE REPORTS**

Mr. Mann reported that the Finance and Strategic Planning (F&SP) Committee held a virtual meeting on October 14<sup>th</sup> to review revisions and updates to the PY '20 Budget. At that meeting the committee reviewed in detail the changes that staff was recommending and approved the same for action by the Executive Committee. Mr. Mann proceeded to refer to Attachment D that was emailed to the Executive Committee Members and provided a summary review of the revisions which included a 2.5% cost of living adjustment for the staff effective October 1, 2020.

Following Mr. Mann's review, Dr. Olson called for a motion to approve the revised budget. A motion was made, seconded and passed to approve the revised PY '20 Budget.

### **IV. OLD BUSINESS**

**A. Historic Triangle/TNCC Affiliate Virginia Career Works Center** – Mr. Mann reported that staff was still working to establish an affiliate One-Stop Center on TNCC's Historic Triangle Campus in James City County. Progress on this initiative has been interrupted because of the pandemic, however, Mr. Mann noted that both TNCC and the GPWB are still committed to making this affiliate center a reality.

**B. Gloucester County Affiliate Virginia Career Works Center** – Mr. Mann reported that staff was also still looking to secure office space in Gloucester County to facilitate the delivery of One-Stop and partner services to Gloucester County residents. This effort also includes an initiative to facilitate better working relationships with the Gloucester County Public School system and Rappahannock Community College. Mr. Mann noted that an office site has been identified and that a draft lease agreement was being prepared.

**V. NEW BUSINESS**

**A. Independent Auditor's Report for the Program Year Ended 6/30/19** – Mr. Mann gave a brief report on the summary of the PY '19 audit report. The audit expressed an unmodified opinion which is very good. There were no deficiencies or material weaknesses disclosed in any the reviews in terms of presentations of the financial statements, review of our compliance administrative requirements or with any of the major program requirements. The auditors concluded that the GPWB was a low risk auditee which is also very good. Additionally, there were no findings from the prior year that required resolution. Mr. Mann recognized the staff accountant, Ms. Terri Partain's for her work keeping the agency's financial records.

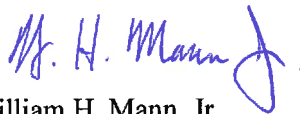
**VI. ANNOUNCEMENTS**

Mr. Mann announced that Jeffrey Wassmer, York County Board of Supervisors, had resigned from the Board of Supervisors so he was no longer a member of the Consortium. Mr. Mann has been in contact with Neil Morgan, County Administrator, about replacing Mr. Wassmer in January. Mr. Mann recognized the contributions that Mr. Wassmer had made to the board's work over the past several years.

Dr. Olson announced the next meeting would be a Joint Executive Committee meeting with the Hampton Roads Workforce Council at 9:00 a.m. on November 18, 2020.

There being no further business, the meeting was adjourned at 10:30 a.m.

Respectfully Submitted,



William H. Mann, Jr.  
Secretary