

GREATER PENINSULA WORKFORCE BOARD
The premier business centric workforce solutions catalyst.

EXECUTIVE COMMITTEE

MEETING MINUTES

OCTOBER 24, 2019

A meeting of the Greater Peninsula Workforce Board Executive Committee was convened at 8:00 a.m. on October 24, 2019, by Chairman, Dr. John Olson. The meeting was held at the Board's Administrative Office in Newport News. A quorum was present with the following attendees:

GPWB MEMBERS PRESENT

Honorable James Gray	Hampton City Council
Honorable Herbert Green, Jr.	Poquoson 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
Honorable Tina Vick	Newport News City Council
Dr. Vince Warren	Newport News Shipbuilding
Honorable Jeffery Wassmer	York County Board of Supervisors

GPWB MEMBER (Nonvoting) PRESENT

John Myer	SynEnergy Inc.
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GPWB MEMBERS ABSENT

Honorable Phillip Bazzani	Gloucester County Board of Supervisors
Rhonda Bunn	Canon Virginia, Incorporated
Dr. John Dever	Thomas Nelson Community College
Greg Garrett	Greg Garrett Realty
Dr. Robin Nelhuebel	Riverside College of Health Careers
5 Vacant	Private Sector

GPWB MEMBER (Nonvoting) ABSENT

Dr. Susan English	Thomas Nelson Community College
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ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT

Casey Roberts	New Horizons Regional Education Center
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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
Sherri Newcomb	York County
Barbara Watson	James City County

LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Sherry Spring	Gloucester County
Randall Wheeler	City of Poquoson

GUESTS PRESENT

Franz Albertini	Thomas Nelson Community College
Curtis Wray	Virginia Employment Commission

HAMPTON ROADS WORKFORCE COUNCIL STAFF PRESENT

Shawn Avery President and CEO
Steve Cook Vice President of Workforce Innovation

GREATER PENINSULA WORKFORCE BOARD STAFF PRESENT

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

YOUTH WORKFORCE OFFICE, 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 August 22, 2019.

FINANCIAL REPORTS

Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through September 30, 2019.

PROGRAM REPORTS

Weekly registrations, registrations/enrollments by jurisdictions, and ROI Scorecard through September 30, 2019.

WIOA TITLE I ELIGIBLE TRAINING PROVIDER PROGRAMS

Approval of one new vendor and seven new programs of existing programs.

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 passed.

MEETING AGENDA

Dr. Olson advised that he was deviating from the previously published agenda to recognize Mr. Shawn Avery for the regional update, since he needed to depart early to attend another meeting.

I. REGIONAL UPDATE

Mr. Avery presented an update on the First Regional Annual Meeting that had been held on October 2nd at the Renaissance Portsmouth-Norfolk Waterfront Hotel. He noted that the event was a sold-out success with 325 guests attending and standing room only for staff. He went on to congratulate Mr. Casey Roberts, Executive Director, New Horizons Regional Education Center and Ferguson Enterprises, Inc.

both of whom were presented with a Workforce Innovation Award. Mr. Avery expressed his appreciation to all who attended and noted that next year's meeting would be held on the Peninsula.

Mr. Avery continued his report with an update on the regional fund-raising activity being undertaken in cooperation with the McDonnell Group. He advised that this effort was going well and that he anticipated delivering a check to the Greater Peninsula Workforce Board in the amount of approximately \$22,000, representing its share of the contributions that had been received to date.

Turning his attention to other regional activities, Mr. Avery reported that a workforce development proposal had been submitted to Newport News Shipbuilding for a \$300,000, three-year grant and that it had been selected for a follow up presentation/review. Additionally, Mr. Avery noted that discussions had been held regarding opening a Veterans Employment Center on the Peninsula like the Vet's Center operating in Norfolk and that meetings were continuing with key partners on the Peninsula. He noted that the Southside Center had been open for a year and had served about 5,500 individuals with approximately 10% of the total coming from the Peninsula.

Mr. Steve Cook continued the regional report with an update on the activities of the Business Services Team (BST). He advised that the BST continues to meet to develop a "next step" plan on how the Team will engage the community in alignment with the Talent Alignment Strategy. Mr. Cook said that with the hiring of Mr. Whitney Lester as the Director of Talent Development, the Business Services Team will work closely with him to coordinate these efforts. Mr. Cook also noted that the Hampton Roads Workforce Council was awarded a, "Women Apprentices in Nontraditional Occupations," Grant and that the next regional newsletter would be published in November.

II. EMPLOYER REMARKS

Dr. Olson next recognized Mr. Casey Roberts, Executive Director, New Horizons Regional Education Center (NHREC). Mr. Roberts presented a video produced by Newport News Shipbuilding that highlighted "The Good Life Solution" Program. Mr. Roberts continued with a PowerPoint presentation noting that, from his perspective the Good Life Solution Program was an economic development initiative with the following mission statement: *"The employer and our team will engage the Virginia Peninsula Manufacturing, Construction, and Automotive economy by creating a ready to learn entry level workforce pipeline enabling employers to recapitalize their workforce thru recruiting, hiring, training and retaining talent (from the program) for one year."*

He discussed the program's curriculum and some of the challenges faced to help students be successful. Most notably Mr. Roberts said that they lose students in the program due to drug testing and said that some new strategy or solution to this problem was needed. He ended the presentation with several success stories and took questions from the committee members.

Mr. Green said that he was impressed with the program and suggested that Mr. Roberts do a similar presentation for each of the Peninsula's county boards and city councils. Ms. Croom added that it would be a good idea to also connect with each jurisdictions EDA/IDAs to afford them the opportunity to view his presentation. Mr. Mann said that he would like to see if the WIOA In-School Program could be coordinated to work in conjunction with the program. The session ended with a discussion of the drug problem and how that might be addressed through various testing procedures.

Dr. Olson ask if it would be possible to hold a future Executive Committee meeting at New Horizons and Mr. Roberts responded that he would welcome the opportunity to host a meeting at one of the NHREC locations.

III. 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 during the month of September including job fairs hosted by the Peninsula Agency on Aging (80 attendees); Ft. Eustis (300 attendees); and the Virginia Peninsula Regional Jail (124 attendees). During the month of October staff participated in a career fair at the St. Brides Correctional Institution (400 attendees); the ECPI Community Fair (75 attendees) and a TNCC Job Fair (65 attendees).

Ms. Harris said that Career Planners were now at Brooks Crossing on a scheduled basis to meet with customers and conduct orientations. Ms. Harris presented a success story on dislocated worker Sargent Allen who served 20 years in the military and transitioned out as dislocated worker. He was subsequently enrolled in truck driver training at Shipper's Choice and secured employment making between \$1,000 - \$1,300 per week. His goal is to become an owner/operator. In closing, Ms. Harris expressed her appreciation to Mr. Butler and Ms. Ellis for their creative ideas for the newly updated Rapid Response booklet that is used when meeting with dislocated workers.

B. Youth Services, Youth Workforce Center – Mr. Roberts said that he and Ms. Huggins had recently met to review and set new goals to increase their performance. He said that the Youth Workforce Center was engaging senior leadership at CVS to be a worksite and to expand the Pharmacy Technician program. Mr. Roberts said that CVS was going to begin creating concierge services in their drug stores to assist nurse practitioners who would diagnose customers seeking treatment, and CVS was looking to the Youth Workforce Center as a possible source for trained concierge workers.

IV. COMMITTEE REPORTS

A. Finance and Strategic Planning Committee – PY '19 Budget Update – Mr. Mann stated that the Committee had met and reviewed the Post-Program PY '19 Budget. He noted that this budget was prepared based upon the closeout of the 2018 Program Year. Referring to Attachment D, Mr. Mann reviewed the PY '19 budget with PY '18 year-end adjustments.

Mr. Butler commented that he is currently holding meetings with partner agencies involved with the operation of the One-Stop operating system to leverage partner participation and funding for the One-Stop by the completion of WIOA MOU and Infrastructure Funding Agreement.

Mr. Mann said that he, Mr. Butler and Dr. Olson met with Dr. Jason Perry and Dr. Shannon Kennedy, Rappahannock Community College, to discuss an RCC appointment to serve on the GPWB and the Board's Executive Committee. He noted that they were receptive to serving on the board and committee. The conversation continued with Mr. Perry as to how One-Stop Career Center services could be expanded into the Gloucester area. Along this line, Mr. Mann commented that the budget included funding for two new Career Planner positions to assist with providing service at Brooks Crossing and serving outlying jurisdictions.

Mr. Mann concluded his report, noting that the committee recommended approval of the budget. Dr. Olson asked if there were any question and receiving none, accepted a motion to approve the PY '19 Budget Update. A motion to approve was made, seconded and passed.

In his final remarks, Mr. Mann said that he had been advised that the state had received their October 1st fund allocation from DOL and that the local areas should expect to receive their Notice of Obligations from the state within the next week. Also, Chmura has released a draft copy of the economic impact study that they had been commissioned to produce and that it showed the federal expenditures incurred by the local boards in delivering WIOA services had produced a very positive return on investment.

According to the study's Executive Summary, in fiscal year 2019 the costs associated with all programs operated in the Southside and the Peninsula amounted to 8.2 million dollars with 5.8 million coming from Hampton Roads and 2.3 from the Peninsula. The benefit was defined as the total labor income attributable to persons who were served through our various program activities. Excluding the business services component, the benefit to cost ratio of programs was 3.5 in FY 2019, which indicated that the benefit of our programs was 3.5 times the public costs that was required to provide those services. If you expand this analysis to include the business services component, the benefit to cost ratio jumps to 4.3. Mr. Mann expressed that this is very good news and would be used in future presentations. A copy of the final report will be provided to the GPWB Membership.

B. Ad Hoc Committee – Executive Committee Private Sector Membership Vacancies – Mr. Mann advised that following last month's Executive Committee Meeting an Ad Hoc Membership Committee had been convened to address the need to backfill several vacancies on both the Board and the Executive Committee. The most recent vacancy occurred following Mr. Whitney Lester's resignation from Versability to take a position with the HRWC Staff. In that particular case, however, a Mr. Fenton Priest had been hired to replace Mr. Lester and designated to fill Mr. Lester's vacancy on the Board.

Continuing his review, Mr. Mann said that there were four private sector vacancies on the 17-member Executive Committee. Three of these vacancies would be resolved as follows: Ms. Jesse Goodrich would be replacing Dr. Robin Nelhuebel from Riverside; Mr. Dudley Harris with Bay Electric will be a new addition and Mr. Greg Garrett would return to the committee to replace Ms. Amanda Schmidt, Greg Garrett Realty who had to resign for health reasons.

He said that the committee recommended deferring filling the fourth vacancy until the updates to the Board's By-Laws where additional position(s) may be added were completed.

Dr. Olson ask if there were any concerns regarding the three appointments. None were made.

V. OLD BUSINESS

A. Administrative and Program Staff Vacancies – Mr. Mann ask Ms. Harris to update the Board on filling the Career Planner positions. Ms. Harris said that while there was an excellent candidate for the Career Planner position at Butler Farm Road there was not a successful candidate for the Career Planner Regional Field Support position. She noted that a second round of interviews was still scheduled to be conducted for the first Career Planner position and that it was hoped that a second good candidate for the Career Planner Regional Field Support position could be identified. She said that our present Career Planners would continue to be scheduled to serve outlying areas.

Mr. Mann said that he, Mr. Butler and Ms. Barbara Watson conducted interviews to fill the administrative Senior Project Manager Position and that he was happy to report that Ms. Katherine Henderson was selected and has accepted the offer. He pointed out that this does leave a vacancy for the One-Stop Operator Manager position but that they would re-engage with The Workplace to backfill this position.

B. Thomas Nelson Community College Historic Triangle Campus One-Stop Satellite Center – Mr. Mann reported that he was continuing to meet with our partners to establish a One-Stop Affiliate Center at the TNCC Historic Triangle (HT) Campus. He noted that discussions continued to identify space at the HT Campus that would be suitable for this purpose. He asked Mr. Butler for comments.

Mr. Butler said that meetings had been held to review additional space options at the Historic Triangle Campus and Mr. Franz Albertini had suggested a new area that appeared very promising.

C. Dissolution of the Peninsula Council for Workforce Development – Mr. Mann said that work continued to formerly dissolve the Council and that documentation had been submitted to Attorney David Kramer with Kaufman & Canoles, P.C. to assist with the appropriate filings.

Mr. Mann also advised that the Council had failed to file their 2018 tax return and has a result they, and now in their stead, the GPWB were subject to a \$3,703 IRS penalty. The required information has been subsequently filed with the IRS by our auditors who have requested that the IRS forgive the penalty. The matter is still pending a response from the IRS.

VI. NEW BUSINESS

A. Appointment of Ad Hoc Committee – By-Laws Review – Mr. Mann said that he has developed first draft of By Laws. Dr. Olson asked for volunteers to serve on a By-Laws Ad Hoc Committee. He advised that anyone interested should contact Mr. Mann.

B. FY '21 External Agency Funding Request Applications – Mr. Mann said that we are in process of submitting PY '19 external funding applications to our seven localities for the same amounts that were requested for PY '18. Following the Christmas Holidays, it is anticipated that an Ad Hoc Committee would be convened to consider using more up to date census data for future requests. The applications being submitted are for PY '20 funding (July 1, 2020 – June 30,2021).

C. Strategic Plan for Engaging and Serving the Opportunity Youth Population -
Mr. Mann said that correspondence had been received from George Taratsas regarding a new requirement to submit a plan for engaging and serving the Opportunity Youth Population. Mr. Mann said that our existing youth contract with the NHREC is already designed to serve these youth who were typically out-of-school and unemployed for a variety of reasons. He advised that it was his intention to submit the NHREC Plan to satisfy this new requirement.

VI. ANNOUNCEMENTS

Dr. Olson called everyone's attention to an invitation from Versability Resources concerning an upcoming Business Luncheon they were holding on November 14, 2019.

Dr. Olson said that the next Executive Committee meeting would be held on November 21, 2019 at 8:00 a.m., at the James Room, City Center Conference Facilities, 700 Town Center Drive, Newport News.

There being no further business, the meeting was adjourned at 9:25 a.m.

Respectfully Submitted,



William H. Mann, Jr.
Secretary