

## **ATTACHMENT A**

### **MINUTES**

- **February 27, 2020 Joint Executive Committee Meeting**



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**GREATER PENINSULA WORKFORCE BOARD  
AND  
HAMPTON ROADS WORKFORCE COUNCIL  
JOINT EXECUTIVE COMMITTEE  
MEETING MINUTES  
FEBRUARY 27, 2020**

A joint meeting of the Greater Peninsula Workforce Board (GPWB) and the Hampton Roads Workforce Council (HRWC) Executive Committees was convened at 9:02 a.m. on February 27, 2020, by Dr. John Olson, Chair, GPWB and Mr. Guenter Weissenseel, Vice-Chair, HRWC. The meeting was held in the Espada Conference Room, Moore Hall, Thomas Nelson Community College (TNCC) in Hampton. A quorum was present. Attendance records are attached.

Dr. Olson welcomed everyone and noted that Mr. Guenter Weissenseel was filling in for the HRWC's Chairman, Mark Johnson. He recognized the meeting host, Dr. Susan English, Vice President for Academic Affairs and Workforce Development, TNCC. Dr. English welcomed everyone to the campus and provided logistical information.

**CONSENT AGENDA**

Dr. Olson directed the attention of the GPWB Executive 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**

Greater Peninsula Workforce Board's Executive Committee Meeting minutes for January 23, 2020.

**FINANCIAL REPORTS**

Greater Peninsula Workforce Board's Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through January 31, 2020.

**GREATER PEINSULA WORKFORCE BOARD**

Updated Bylaws for the Greater Peninsula Workforce Board.

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.

Mr. Weissenseel directed the attention of the HRWC Executive 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:

**HAMPTON ROADS WORKFORCE COUNCIL MEETING MINUTES**

Hampton Roads Workforce Council's Executive Committee minutes for November 6, 2019.

**FINANCIAL REPORTS**

Hampton Roads Workforce Council's Budget Revisions.

## **HAMPTON ROADS WORKFORCE COUNCIL OTHER ACTION ITEMS**

- A. New ITA Programs
- B. Employee Benefit Resolution

Mr. Weissenseel 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.

Dr. Olson recognized new GPWB Members Dr. Jason Perry, Rappahannock Community College and Dr. Robert Orth, Gloucester County Board of Supervisors. It was suggested that members and guests introduce themselves. The meeting continued after the introductions.

## **MEETING AGENDA**

### **I. REPORT ON VISIT TO INDIANAPOLIS, INDIANA WORKFORCE PROGRAMS**

Mr. Shawn Avery, President & CEO, HRWC, reported that he and, Messrs. Steve Cook and Whitney Lester visited the Indianapolis, Indiana Workforce System. He said this area was doing interesting things around talent retention and talent attraction. The delegation met with both Workforce System and Economic Development staff.

### **II. OVERVIEW OF REGIONAL EFFORT TOWARD BOARDS REALIGNMENT**

Mr. Avery reported that he and Mr. Mann, Executive Director, GPWB, would be presenting a review of the external state prescribed procedures and internal decision points that would have to be addressed as part of the regional realignment effort. The information to be presented was the result of a number of staff strategy meetings that had been held over recent months, along with a meeting of an Ad Hoc Realignment Committee that had been formed by the GPWB and HRWC Chairs. The membership of this committee included both organization's Chairs, Vice-Chairs and a Local Elected Official (LEO) from each of the respective boards.

Mr. Mann proceeded to review a handout that described the State's procedural requirements for requesting Local Workforce Development Area (LWDA) Re-designation and Re-designation Assistance (see Attachment 1). The first step in this process was for the localities seeking re-designation to secure the support of their LEOs and their associated existing local workforce development boards for such action. Mr. Mann advised that to a large extent this had already been accomplished but that the process would require the adoption of a formal resolution for re-designation by each of the region's governing bodies.

The next steps in the process would involve preparing the re-designation request and opening a 30 day public comment period to solicit comments from all interested parties on the proposed re-designation. The re-designation request needs to include information on how the proposed LWDA would align with labor market areas, regional economic development, and details concerning the proposed organization's administrative and programmatic capabilities. At the end of the public comment period the re-designation request, along with any comments received during the public comment period, would be submitted to the Virginia Board for Workforce Development (VBWD) for review and a recommendation to the Governor's Office.

Along with the re-designation request a "re-designation assistance request" could also be submitted to ask for additional funding to help defray expenses incurred as a result of the realignment process. The Governor's Office in consultation with both the VBWD and the WIOA Title I Administrative Agency (the Virginia Community College System) would render a decision on the re-designation request which if approved would allow the VCCS to consider and act on the accompanying re-designation assistance request for additional funding.

Following Mr. Mann's remarks, Mr. Avery commented that all of the region's localities would receive correspondence from the two Board Chairs urging support for the proposed re-designation request. This correspondence would be forwarded to their respective City Manager's or County Administrator's office so that a resolution could be placed on upcoming Council and Board agendas for consideration and approval.

Dr. Olson, noting that in order to proceed with the process as outlined by Mr. Mann, it would be necessary for the Executive Committees of the two boards to formally approve going forward with this initiative. Therefore, he asked for a motion to approve the realignment of LWDA's 14 and 16 into a single new LWDA. The motion was made, seconded and approved by both Executive Committees.

Mr. Avery, referring to a handout (see Attachment 2) conducted a review of the internal reorganization which outlined the various internal decision points by topic. These decision points were categorized by issues that would need to be addressed by either the two board's administrative staffs, the boards themselves, or their LEOs. He noted that a timetable had been developed to help guide the process and that July 1, 2021, was set as the target date for completion of all actions and the start of operations under the new organization.

Following Mr. Avery's remarks both he and Mr. Mann responded to a number of questions concerning some of the internal decision points. These questions included:

- *What would be the structure of the new organization?* It would retain the HRWC's structure as a Local Political Subdivision of the Commonwealth. This would allow staff to participate in both the VRS and existing ICMA-RC retirement plans as appropriate.
- *What would be the process for naming the new organization?* The Ad Hoc Realignment Committee would take the lead on this with final approval of a new name by both boards. The state's Virginia Career Works branding would be retained for the One-Stop Centers.
- *Who would serve as the board's Grant Recipient and Fiscal Agent?* To be determined.
- *How would the realignment impact the region's localities per capita contributions to the board?* The HRWC'S .25 per capita contribution is relatively new, while the Peninsula's .51 per capita has been in place for many years. In order to maintain the same level of local funding for the new organization a .35 per capita rate is anticipated to be recommended.
- *How would administrative functions, particularly financial management functions be handled?* It will be recommended that these functions be handled in-house with existing staff continuing to carry out these responsibilities and duties.

It was noted that the current two boards both use the same auditor, one stop operator, and that offices would be maintained in both Norfolk and Newport News. Contracts would be combined where possible. Legal counsel would be private, memberships would be combined and the 501C3 would be the Hampton Roads Workforce Foundation. The Communications Committee would also continue to function with the support of The KBD Group.

Newport News Vice-Mayor Vick said that it is important that the staff be comfortable with realignment. Both Mr. Avery and Mr. Mann responded that there was an underlying commitment to not negatively impact any of the existing staff as this process moved forward. It was also noted that there were a number of staff in key positions that would likely be retiring in the not so distant future which would create new staffing opportunities.

Mr. Avery continued his report with the Board Decision points which included decision points on by-laws, terms of office, leadership make-up of Chair, Vice Chair, Treasurer, Membership, LEO Staff, Executive Committee, meeting schedule, and locations.

Mr. Gray noted that he had requested that staff brief Hampton's City Council on this initiative and that some of the other governing bodies may also be interested in having a similar briefing. Mr. Avery said that the board leadership and staff could be scheduled to make such presentations.

Dr. Olson commended the staff from both boards for the work accomplished.

### **III. OPEN DISCUSSION**

There being none the meeting continued with announcements.

### **IV. ANNOUNCEMENTS**

Dr. Olson said that the next meeting of the Greater Peninsula Workforce Board would be a Full Board meeting that would be held on March 26, 2020, at 8:30 a.m. the Freight Shed, 331 Water Street, Yorktown.

Mr. Weissenseel said that the next meeting of the Hampton Roads Workforce Council would be a Full Board meeting that would be held on March 18, 2020, at 9:00 a.m. at the Council's Administrative Offices, 999 Waterside Drive, 4<sup>th</sup> Floor Board Room, Norfolk.

### **V. PUBLIC COMMENTS**

There being no public comments, the meeting was adjourned at 9:57 a.m.

Respectfully Submitted,



William H. Mann, Jr.

Secretary

Greater Peninsula Workforce Board

Attachments

**GREATER PENINSULA WORKFORCE BOARD  
JOINT EXECUTIVE COMMITTEE  
FEBRUARY 27, 2020  
ATTENDANCE RECORD**

**GPWB 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.
Dr. John Olson	ECPI University
Honorable Robert Orth	Gloucester County Board of Supervisors
Dr. Jason Perry	Rappahannock Community College
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council

**GPWB MEMBERS PRESENT (Nonvoting)**

Robert "Bob" McKenna	Virginia Peninsula Chamber of Commerce
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**GPWB MEMBERS ABSENT**

Dr. Gregory DeCinque	Thomas Nelson Community College
Honorable Ted Maslin	Williamsburg City Council
Honorable John McGlennon	James City County Board of Supervisors
Dr. Vince Warren	Newport News Shipbuilding
Honorable Jeffery Wassmer	York County Board of Supervisors
1 Vacant	Private Sector

**GPWB ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT**

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

**GPWB LEO STAFF REPRESENTATIVES PRESENT (Nonvoting)**

Alan Archer	City of Newport News
Sherri Newcomb	York County
Sherry Spring	Gloucester County
Barbara Watson	James City County
Randall Wheeler	City of Poquoson

**GPWB LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)**

Pamela Croom	City of Hampton
Wendy Evans	City of Williamsburg

**GPWB 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
Ruth Potter	Career Center Assistant Manager

**YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT**

Valencia Huggins	Program Manager
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**HAMPTON ROADS WORKFORCE COUNCIL  
JOINT EXECUTIVE COMMITTEE  
FEBRUARY 27, 2020  
ATTENDANCE RECORD**

**HRWC EXECUTIVE MEMBERS PRESENT**

Dr. Elsie Barnes	Norfolk State University
Dr. Larry Dotolo	VA Tidewater Consortium for Higher Ed.
Dr. Johnny Garcia	SimIS, Inc.
Dr. Corey McCray	Tidewater Community College
Guenter Weissenseel	IMS Gear Virginia Inc.

**HRWC EXECUTIVE MEMBERS ABSENT**

Dr. Ken Chandler	City of Virginia Beach
Andy Jaeckle	STIHL Incorporated
Mark Johnson	SunTrust Bank
Mary D. McGovern	Divaris Real Estate, Inc.
Dr. Ruth Jones Nichols	Foodbank of S. E. Virginia & Eastern Shore
Kevin Will	Boys & Girls Club of Southeast Virginia

**ASSOCIATION OF BUSINESSES MEMBER PRESENT**

William W. Crow	Virginia Ship Repair Association
Bryan Stephens	Hampton Roads Chamber

**ASSOCIATION OF BUSINESSES MEMBER ABSENT**

Vonya Alleyne	Cox Communications Virginia
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**PAST BOARD CHAIR MEMBER PRESENT**

Delceno Miles	The Miles Agency
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**PENINSULA REPRESENTATIVE (Non-voting)**

Dr. John Olson	ECPI University
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**Chief Local Elected Officials (CLEO's) REPRESENTATIVES PRESENT (Nonvoting)**

The Honorable Christopher Cornwell	Southampton County
The Honorable Don Goldberg	City of Suffolk
The Honorable John Rowe	City of Portsmouth

**Chief Local Elected Officials (CLEO's) REPRESENTATIVES ABSENT (Nonvoting)**

The Honorable Barry Cheatham	City of Franklin
The Honorable Mamie Johnson	City of Norfolk
The Honorable Robert M. Dyer	City of Virginia Beach
The Honorable William McCarty	Isle of Wight County
The Honorable Rick West	City of Chesapeake

**HRWC STAFF**

Shawn Avery	President & CEO
Steve Cook	Vice Pres. of Workforce Innovation
Clif Duncan	Vice President of Finance & Administration
Loretta Earl	Office Manager

**ATTACHMENT A - 1**

**MINUTES**

- **April 15, 2020 Executive Committee Meeting**



## ATTACHMENT A-1

Executive Committee Meeting – Wednesday, May 20, 2020

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### MINUTES FROM THE APRIL 15, 2020 MEETING

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#### VIRTUAL – WORKFORCE COUNCIL EXECUTIVE COMMITTEE & CHIEF LOCAL ELECTED OFFICIAL MEMBERS

##### Meeting Minutes

April 15, 2020

9:00 a.m. – 10:07 a.m.

**PRESIDING:** Mr. Mark Johnson, Chairperson

**MEMBERS PRESENT:**

Dr. Elsie Barnes  
Dr. Kenneth Chandler  
Mr. William Crow  
Dr. Larry Dotolo

Dr. Johnny Garcia  
Dr. Corey McCray  
Ms. Mary McGovern  
Ms. Delceno C. Miles

Dr. John Olson  
Mr. Bryan Stephens  
Mr. Guenter Weissenseel

**MEMBERS ABSENT:**

Ms. Vonya Alleyne  
Mr. Andy Jaeckle

Dr. Ruth Jones-Nichols  
Mr. Kevin Will

**STAFF PRESENT:**

Mr. Shawn Avery  
Mr. Steve Cook

Mr. Clif Duncan  
Ms. Loretta Earl

**CHIEF LOCAL ELECTED OFFICIALS PRESENT:**

The Honorable Christopher Cornwell  
The Honorable Mamie Johnson

The Honorable John Rowe  
The Honorable Rick West

**GUESTS PRESENT:**

Mr. William Mann

Ms. Kelly Morro

Ms. Kelly Webb

**I. Call to Order**

The meeting of the Hampton Roads Workforce Council's (HRWC) Executive Committee and Chief

Local Elected Officials was called to order by the Chairperson, Mr. Mark Johnson, at 9:03 a.m.

## **II. Welcome and Introductions**

Mr. Johnson welcomed the HRWC's Executive Committee members and Chief Local Elected Officials. Mr. Shawn Avery conducted a roll call of the members of the virtual meeting and confirmed we had a quorum.

## **III. Overview of Current Operations**

Mr. Shawn Avery gave an overview of current operations at the HRWC. He stated that on the HRWC's website there is a COVID-19 Response Plan and a number of activities that we are doing to support the region. Mr. Avery stated that he currently participates twice per week in a conference call with the Governor's office on what they are doing for recovery of the region.

Mr. Avery gave an overview of the administration, regional roundtable, Virginia Career Works, Youth/NextGen, and Business Services. He discussed the following:

**Administration** — Mr. Avery stated that all staff currently are allowed to telework and the Divisions and Leadership Team (Virginia Career Works, Business Services - Regional, Youth, and Leadership Team meets twice a week).

**Regional Roundtable consists of the following organizations, which meets three (3) times per week to discuss response and recovery plans.**

- Workforce Council and Peninsula Workforce
- Hampton Roads and Peninsula Chambers
- Hampton Roads Alliance
- Re-invent Hampton Roads
- Hampton Roads Transit
- Hampton Roads Military Alliance
- Old Dominion University
- Hampton Roads Planning District Commission
- Others

**Business Leaders Survey** — Mr. Avery encouraged everyone to visit [www.757recovery.com](http://www.757recovery.com)

- The first 757 COVID-19 Business Leaders Survey
- Sent out 6,000 surveys to businesses
- Your virtual home for up to date COVID-19 analysis, connection, and ongoing dialog with those who know the 757 best

**Virginia Career Works**

- Supporting the Virginia Employment Commission
- Case Management
- Job Search Assistance
- Resume Development
- Outreach to Partners
- Career Access Network – Online Workshops
- Strategic Plan for Re-opening

**Youth / NextGen**

- Supporting In-school / Out-of-School Programs (Work Experience)
- Developing an internal Youth ITA Program
- Case Management
- Adult Learning Center / Sentara
- NextGen Inspire EXPO postponed until October 2020
- Strategic Plan for Re-opening

**Business Services** — Mr. Steve Cook

- Rapid Response Grant- \$201,856 (\$2,000 max award, 300+ applications and 100+ awards)
- Business Retention Taskforce
- Employer Outreach
- OJT / Incumbent Worker

➤ Recruitment

**IV. Program Year 2019 (PY'19) Budget Revision**

Mr. Avery provided the committee with a copy of the Program Year 2019 Budget Revision. The proposed revision increases the total budget by \$201,856 to a new overall total of \$7,509,768. Mr. Avery stated that the HRWC has received an award in the amount of \$201,856 in WIOA Dislocated Worker Rapid Response Funds through the Virginia Community College System. The funds will assist businesses to avert layoffs by reimbursing them for certain expenses they have incurred during COVID-19 national emergency that likely enabled them to remain open for business. A motion to approve the PY'19 budget revision as presented was made, seconded, and approved by a unanimous roll call vote.

**V. Update on Regional Effort Toward Boards Realignment**

Mr. Avery gave an update on the regional effort towards boards realignment. He stated that five (5) localities out of fifteen (15) signed the board resolution before COVID-19 impacted the region. The five (5) are Norfolk, Franklin, Isle of Wight, Williamsburg, and Poquoson. Mr. Avery announced that a taskforce team has been created and they meet twice a week. The team includes Mr. Guenter Weissenseel, the Honorable Mamie Johnson, the Honorable James Gray, and Dr. Vince Warren, with Mr. Mark Johnson and Dr. John Olson as team leaders. Mr. Avery stated that at the last meeting, a draft organization re-alignment was presented.

**VI. Open Discussion**

Dr. Kenneth Chamber, the Honorable Mayor John Rowe, the Honorable Mamie Johnson, and the Honorable Mayor Rick West gave an update on their localities.

**VII. Announcements**

Mr. Avery reminded the committee that the next meeting will be held on May 20, 2020 at 9:00 a.m.

**VIII. Public Comment**

There were no public comments.

**IX. Adjournment**

There being no further business for the Executive Committee to discuss, the meeting was adjourned at 10:07 a.m.