

## ATTACHMENT A

# MINUTES FROM THE JUNE 12, 2019 MEETING

### BOARD MEETING MINUTES

Meeting Minutes  
June 12, 2019  
9:03 A. M. – 10:00 A. M.

Hampton Roads Planning District Commission  
Regional Conference Room  
723 Woodlake Drive  
Chesapeake, Virginia 23320

**PRESIDING:** Ms. Delceno C. Miles, Chairperson

#### MEMBERS PRESENT:

Ms. Vonya Alleyne	Ms. Alice Graham	Dr. Keisha Pexton
Dr. Elsie M. Barnes	Mr. Andy Jaeckle	Mr. Thom Prevette
Ms. Virginia Batteen Hawks	Mr. Mark Johnson	Dr. James Shaeffer
Mr. Rick Brooks	Ms. L'Tanya Johnson	Ms. Kim Shepard
Mr. Hosey Burgess	Mr. Whitney Lester	Dr. Aaron Spence
Mr. Thomas Calhoun	Ms. Pamela Little-Hill	Mr. Bryan Stephens
Dr. Kenneth Chandler	Dr. Corey McCray	Mr. Chris Stuart
Mr. Ellis Cofield, Jr.	Ms. Mary D. McGovern	Mr. Guenter Weissenseel
Mr. Joe M. Donnelly	Dr. Ruth T. Jones Nichols	Ms. Edith White
Dr. Larry Dotolo	Mr. William L. Nusbaum, Esq.	Mr. Kevin Will
Dr. Johnny Garcia	Dr. John Olson	Mr. Steven C. Wright

#### MEMBERS ABSENT:

Mr. Jeff W. Ainslie	Dr. Daniel Lufkin	Mr. Ron Ritter
Mr. Ross Cherry	Ms. Carol McCormack	Mr. Chas Wright
Mr. William W. Crow	Mr. Bill Miller	
Mr. John Kownack	Ms. Barbara Murphy	

#### LOCAL ELECTED OFFICIALS:

Honorable Donald Goldberg	Honorable Mamie Johnson	Honorable Rick West
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#### STAFF PRESENT:

Mr. Shawn Avery	Mr. Steve Cook	Ms. Rose Marie Hollins
Ms. Christina Brooks	Mr. Clif Duncan	Ms. Jackie Rondeau
Mr. Mike Clark	Ms. Loretta Earl	Ms. Nancy Stephens
Mr. William Coley	Ms. Amanda Green	Ms. Chelta Wray

**GUESTS PRESENT:**

Mr. Joel English  
Mr. George Geyer  
Ms. Karen Hopkins

Mr. Michael Lanouette  
Ms. Kelly Morro  
Mr. Chris Nelson

Ms. Adrienne Parkmond  
Ms. Valerie Rockwell  
Ms. Kimberly Thomas

**I. Call to Order**

The meeting of the Hampton Roads Workforce Development Council (HRWDC) was called to order by the Vice Chairperson, Mr. Mark Johnson at 9:03 a.m.

**II. Approval of the Minutes**

A motion to approve the minutes of the December 19, 2018 and March 28, 2019 HRWDC meetings was made, seconded, and approved by a unanimous voice vote of the board.

Mr. Avery introduced Ms. Adrienne Parkmond, Chief Operating Officer and Ms. Karen Hopkins, Vice President of Performance and Innovation at the Workplace Inc. He stated that on July 1, 2019, the Workplace Inc. will be HRWC One-Stop Operator Contractor.

**III. Program Status Updates (Informational)**

**A. Finance and Audit Committee**

**Program Year 2018 (PY'18) Funding, Budget and Expenditure Summary** — Mr. Mark Johnson, Chairperson of the Finance and Audit Committee, provided the board with the PY'18 Funding, Budget and Expenditure Summary for the ten (10) month period ending April 30, 2019, which is 83.33% of the year completed. He reported that the Total Budget-Federal/State Programs is \$7,012,674.

**Rapid Response** – Mr. Johnson announced that HRWC received an additional \$320,000 of Rapid Response Dislocated Worker Funds primarily to serve former employees of Farm Fresh and Toys R Us, but can be used for any dislocated worker. He reported that one hundred and fourteen (114) participants have been served through the Rapid Response Grant. Mr. Johnson stated that the grant ended on April 30, 2019.

Mr. Johnson gave a summary of the Overall Workforce System as follows:

Total Workforce System Budget	\$ 8,331,367
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Total Workforce System Expenditures	\$ 5,548,124
% of Total Workforce System Expenditures against Budget	66.59%
Total Workforce System Expenditures and Training Obligations	\$ 5,963,225
% of Total Workforce System Expenditures & Training Obligations to Budget	71.58%

**Program Year 2018 (PY'18) Budget Revisions** — Mr. Johnson provided the board with a copy of the Program Year 2018 Budget Revisions and Narrative. The proposed revisions increase the total budget by \$99,705 to a new overall total of \$8,431,072. Mr. Johnson stated that the Hampton Roads Workforce Council has received a grant in the amount of \$99,705 from the Commonwealth of Virginia Department of Housing and Community Development under the terms of the Virginia Growth and Opportunity Act, commonly referred to as GO Virginia. The grant allows for the establishment of the Hampton Roads Coalition for Talent Development to enhance the collaborative efforts and implement talent pipelines and programs at all levels to meet the workforce needs of Hampton Roads' high growth sectors. This grant provides for the first-year funding of a new Senior Director of Talent Development position. A motion to approve the PY'18 budget revisions as presented was made, seconded and approved by a unanimous voice vote.

**Proposed Program Year 2019 Budget** — Mr. Johnson stated that the estimated and proposed amount to be available for expenditures in Program Year 2019 is \$6,971,933. Mr. Johnson called upon Mr. Avery to present the board with the proposed PY'19 budget. Mr. Avery reminded the board members that the original budget when approved is always based on estimates of next year's funding and will be revised after the close out of the year. He stated that enclosed in the agenda package was a copy of the proposed revisions and narrative describing the revisions. Mr. Avery stated that the proposed program year 2019 budget was approved by the Executive and the Finance and Audit Committees. He stated that the estimated and proposed amount to be available for expenditures in PY'19 is \$6,971,933. Mr. Avery gave

a highlight of the proposed program year 2019 budget sources of funds and use of funds. a motion to approve the proposed program year 2019 (PY'19) budget as presented was made, seconded and approved by a unanimous voice vote of the board.

**B. Youth Services Committee**

Mr. Kevin Will, Chairperson of the Youth Services Committee, provided the board with the Youth Services RFP Ad Hoc Committee recommendations. He stated that on May 21, 2019, the committee met to hear reconsideration requests for two (2) Out-of-School Youth Program Applicants: Tidewater Community College (TCC) and Southampton County Public Schools. Mr. Will stated that the Ad Hoc Reconsideration Committee voted to uphold the original decision not to fund the TCC and Southampton County Public Schools. A motion to approve the Youth Services RFP Ad Hoc Committee recommendations as presented was made, seconded and approved by a unanimous voice vote of the board.

**C. Workforce Services Committee**

Dr. Larry Dotolo, Chairperson of the Workforce Services Committee, gave an update on the program year 2018 One-Stop System's performance from July1, 2018 to April 30, 2019. He reported that basic career services activity was steady with 6,612 first-time customers and 29,891 multiple visits to the One-Stop Centers.

**Hampton Roads Veterans Employment Center Update** — Dr. Dotolo gave an update on the Hampton Roads Veterans Employment Center. He reported as of May 24, 2019, services have been provided to one thousand six hundred and seventy-five (1,675) individual customers and four thousand seven hundred eighteen (4,718) multiple visits to the center.

**New Individual Training Account (ITA) Program Recommendations** — Dr. Larry Dotolo provided the board with the new Individual Training Account (ITA) Program recommendations. He stated that posted on HRWC's website is an ongoing revolving ITA application package. Dr. Dotolo reported that the Workforce Services Committee recommends

adding **Paul D. Camp Community College (PDCCC)** (Forklift and Warehouse Foundations Course); **Norfolk Allied Health Training Center** (Medication Aide, Phlebotomy Technician and Medical Assistant); and, **Retail Alliance Foundation-Center for Retail Excellence** (Certificate in Retail Operations) to the Hampton Roads Workforce Council (HRWC) approval ITA Training Providers List and is requesting board approval. A motion to approve the recommendation from the Workforce Services Committee was then made, seconded and approved by a unanimous voice vote.

**Individual Training Account (ITA) Program Re-Certification Recommendations** — Dr. Dotolo gave a summary of the ITA Program Re-Certification for Continued Eligibility criteria. He stated that when new ITA Programs are approved by the local board it is only for one (1) year and then recertified for subsequent annual periods based on performance. The state has issued specific guidelines regarding the initial eligibility and recertification processes. Dr. Dotolo stated that the Workforce Services Committee approved the following Individual Training Account (ITA) Program Re-Certification Recommendations: **Centura College/Tidewater Tech** – Health Information Technology; **Paul D. Camp Community College** – (Phlebotomy Technician; Certified Logistics Technician; Certified Logistics Associate; EKG Technician; Certified Nurse Aide); **Suffolk Public Schools: The College and Career Academy at Pruden** – (Certified Nurse Aide); **Norfolk Allied Health Training Center** – (Certified Nurse Aide); and; **Regent University** – (Career Switcher Program; Provisional Licensed to Professional Program (PLPP); Information Technology (IT) Bootcamp (CompTIA Security +, CompTIA CySA, CompTIA CASP, ISC2 or Certified Ethical Hacker). **Note:** The bootcamp is intended to be a standalone program for only one (1) of the five (5) indicated certifications. A motion to approve the HRWC ITA Programs for Re-certification of continued eligibility as presented was made, seconded and approved by a unanimous voice vote.

#### **D. Communication Committee**

Mr. Lester Whitney, Chairperson of the Communication Committee, gave an update on the Communication Committee activities. He stated that on October 2<sup>nd</sup>, the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board will present the first 2019 inaugural joint annual meeting and Workforce Innovation Awards at the Renaissance Portsmouth.

#### **E. Business Services Committee**

Mr. Steve Cook, Vice President of Workforce Innovation, gave an update on the Business Services Committee activities. He gave highlights on the Hiring Events/Job Fairs and Rapid Response.

#### **IV. President's Report**

Mr. Avery announced that on June 25<sup>th</sup>, the Hampton Roads Workforce Council in partnership with the Hampton Roads Community Foundation will sponsor the Hampton Roads Workforce GAP Analysis at the Chesapeake Conference Center. He discussed the following:

- Hampton Roads Workforce GAP Analysis (Workforce Analysis, Supply-Demand Gap Analysis and Talent Alignment Strategy)
- Bank of America Grant, Wells Fargo Grant
- Hampton Roads Community Foundation Grant for three (3) years \$50,000 per year
- Regional Collaborative - Hampton Roads Workforce Council (HRWC) and the Greater Peninsula Workforce Board

#### **V. Old Business**

There was no old business.

#### **VI. New Business**

**A. By-Laws Revisions** — Ms. Miles provided the board with a copy of the proposed changes to the by-laws. The proposed changes are as follows:

Changed Opportunity Inc. of Hampton Roads to the Hampton Roads Workforce Council.

**Section 4. Terms** - Added the following statement:

Initial appointments to the Board were staggered, with one-third of the members having terms of three years; one-third having an initial term of two years; and, one-third having an initial term of one year. Appointments afterwards will be staggered with no more than one-half of the members terms expiring in a given year. Appointments begin on July 1<sup>st</sup> of each year and end on June 30<sup>th</sup>.

No appointed member shall be eligible to serve more than three (3) successive three-year terms.

Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. Members who are appointed to fill the remainder of a vacant unexpired term shall be eligible to serve two (2) additional three-year terms after the expiration of the remainder of a term, to which a member was appointed to fill a vacancy. A person may not be reappointed to the board until at least two (2) years from the end of their last term.

**Article IV Meetings of the Board/Fiscal Year**

**Section 4. Attendance.**

The chair may remove a voting member who does not attend 50% of all board meetings in writing and a copy of said written removal notice shall be submitted to the president and CEO.

Web-based and telephone technology may be used in order to support member participation in board/committee meetings. When such technology is used, the applicable call-in number and access code will be communicated to members in advance of the meeting date via email and posted to the Hampton Roads Workforce Council website for public participation. Actions taken by members who attend meetings remotely, as well as their meeting attendance, will be reflected in the meeting minutes. The use of technology for a specific meeting will be determined by the board/committee chair.

**Article V Committees**

**Section 1. Standing Committees** – Combined the Workforce Services and Business Service

Committee to Workforce and Business Services Committee.

**Section 4 & 5. Workforce Services Committee** – Combined the Workforce and Business Services Committee.

Ms. Miles stated that the executive committee approved the proposed by-laws and is requesting the board's approval. A motion to approve the Hampton Roads Workforce Council by-laws as presented was made, seconded and approved with Dr. Dotolo abstaining.

**B. Election of Officers** — Mr. William L. Nusbaum, Nominating Committee Chairperson, provided the board with the nominating committee recommendations. The committee made the following recommendations: Mr. Mark Johnson as Chairperson of the Hampton Roads Workforce Council and Mr. Guenter Weissenseel as Vice Chairperson. A motion to accept the nominating committee recommendations as presented was made, seconded, and approved by a unanimous voice vote.

Mr. Avery provided the board with a copy of the Hampton Roads Workforce Council nominations and reappointments for July 2019 – June 2020. He stated that one (1) of the responsibilities of the Chief Local Elected Officials Consortium is to appoint board members.

Mr. Avery stated that board members are appointed to a three-year term. A motion to accept the Hampton Roads Workforce Council nominations and reappointments for July 2019 – June 2020 recommendations as presented was made, seconded, and approved by a unanimous voice vote.

**C. Locality Updates** — Councilwoman Mamie Johnson and Dr. Ken Chandler thanked the board for their great works done toward regionalism.

## **VII. General Discussion and Public Comment**

**Resolutions of Appreciation** — On behalf of the Hampton Roads Council, Ms. Miles recognized Mr. Jeff W. Ainslie, President of Finance and Operations at the Ainslie Group, Mr. Joe M. Donnelly, President of Donnelly Real Properties, LLC, Mr. William L. Nusbaum, Esq., Partner at Williams Mullen, Ms. Barbara Murphy, Project Director at AARP Community Service Employment Program, Mr. Mark Dreyfus, President at ECPI University, Dr. James Shaeffer, retired



Dean of the College of Continuing Education and Professional Development at Old Dominion University and new President of Eastern Shore Community College, Mr. Rick Brooks, Registered Apprenticeship Consultant for the Virginia Department of Labor with a resolutions of appreciation. A motion to adopt the Resolution of Appreciation as presented was made by Ms. Delceno Miles and seconded by Dr. James Shaeffer and approved by a unanimous voice vote.

There were no public comments.

**VIII. Adjournment**

There being no further business for the board to discuss, the meeting was adjourned at 10:00 a.m.