

ATTACHMENT A-1

Joint Executive Committee Meeting – Thursday, August 13, 2020

MINUTES FROM THE MAY 20, 2020 MEETING

VIRTUAL MEETING
HAMPTON ROADS WORKFORCE COUNCIL EXECUTIVE COMMITTEE &
CHIEF LOCAL ELECTED OFFICIALS

Meeting Minutes

May 20, 2020

9:00 a.m. – 10:00 a.m.

PRESIDING: Mr. Mark Johnson, Chairperson

MEMBERS PRESENT:

Ms. Vonya Alleyne
Dr. Elsie Barnes
Dr. Kenneth Chandler
Mr. William Crow
Dr. Larry Dotolo

Dr. Johnny Garcia
Mr. Andy Jaeckle
Dr. Ruth Jones-Nichols
Ms. Mary McGovern
Ms. Delceno C. Miles

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

MEMBERS ABSENT:

Dr. Corey McCray

STAFF PRESENT:

Mr. Shawn Avery
Mr. Steve Cook

Mr. Clif Duncan
Ms. Loretta Earl

CHIEF LOCAL ELECTED OFFICIALS PRESENT:

The Honorable Barry Cheatham
The Honorable Robert M. "Bobby" Dyer

The Honorable Mamie Johnson
The Honorable John Rowe

The Honorable Rick West

GUESTS PRESENT:

Mr. William Mann

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 9:00 a.m.

II. Approval of Minutes

After a request was made by Ms. Delceno C. Miles with suggested edits to amend the joint February 27, 2020 Executive Committee minutes, a motion to approve the minutes as presented was made by Ms. Delceno C. Miles, seconded by Mr. William Crow, and approved by a unanimous voice vote. A motion to approve the minutes of the April 15, 2020 meeting as presented was made by Ms. Delceno C. Miles, seconded by Mr. William Crow, and approved by a unanimous voice vote.

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 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 per week). Mr. Avery also 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/state. He stated that we are working on opening in different stages. Mr. Avery said some services at the Virginia Career Works will still be done on-line.

IV. Program Year 2019 (PY'19) Budget Revisions

Dr. Johnny Garcia, Chairperson of the Finance and Audit Committee, provided the committee with a copy of the Program Year 2019 Budget Revision. The proposed revisions increase the total budget by \$595,838 to a new overall total of \$8,105,606. He stated that the proposed revisions are the following:

Revision #1 – New Grant – Economic Equity Initiative Award from the Virginia Community College System – \$500,000. Dr. Garcia stated that the Greater Peninsula Workforce Board and the

HRWC have been awarded a \$500,000 grant by the Virginia Community College System to serve individuals who are employed and face significant barriers to employment, or who are underemployed.

Revision #2 – New Grant – Campus 757 GO Virginia – \$95,838. Dr. Garcia stated that the HRWC has received a one-year grant in the amount of \$95,838 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.

Dr. Garcia stated that the Finance and Audit Committee approved the budget revisions and is requesting the Executive Committee approval. A motion to approve the PY'19 budget revision as presented was made by Dr. Johnny Garcia, seconded by Mr. William Crow, and approved by a unanimous voice vote.

V. Proposed Program Year Program 2020 (PY'20) Budget

Dr. Garcia provided the committee with a copy of the proposed Program Year 2020 (PY'20) Budget and Budget Narrative. He stated that the proposed budget for Program Year 2020 is \$7,145,223.

Mr. Shawn Avery explained that the original budget when approved is always based on estimates of new and carryover funding. He said the budget is then revised after the beginning of the program year to adjust for actual allocations and actual carryover funds. Mr. Avery stated that the proposed budget does not include a cost of living increase for the HRWC staff effective July 1, 2020, and that this likely will be considered during the revisions next program year. Dr. Garcia stated that the Finance and Audit Committee approved the proposed program year 2020 budget and is requesting the Executive Committee approval. A motion to approve the PY'20 budget revisions as presented was made by Dr. Johnny Garcia, seconded by Ms. Delceno C. Miles, and approved by a unanimous voice vote.

VI. Program Year 2020 Youth Program Funding Recommendations

Program Year 2020 In-School & Out-of-School Youth Program Funding Recommendations —

Mr. Kevin Will, Chairperson of the Youth Services Committee provided the committee with Program Year 2020 In-School & Out-of-School Youth Programs Funding Recommendations. He stated that the Youth Services Committee recommended the following programs for Program Year 2020 In-School and Out-of-School Programs:

- Franklin City Public Schools receive \$86,400 to serve twenty (20) in-school youth,
- Mid Atlantic Maritime Academy receive \$176,875 to serve twenty-five (25) out-of-school youth,
- Norfolk Redevelopment and Housing Authority receive \$164,700 to serve thirty (30) out-of-school youth,
- Paul D. Camp Community College receive \$144,000 to serve twenty (20) out-of-school youth,
- Southampton County Public Schools receive \$135,000 to serve thirty (30) In-school youth,
- Tidewater Community College (TCC) receive \$144,000 to serve twenty (20) out-of-school youth,
- Virginia Beach City Schools receive \$108,000 to serve twenty-five (25) in-school youth and \$129,600 to serve twenty (20) out-school youth; and
- Virginia Beach City Schools Adult Learning Center receive \$129,600 to serve twenty (20) out-of-school youth.

Mr. Will stated that the Youth Services Committee approved the Program Year 2020 In-School and Out-of-School Youth Programs Recommendations and is requesting the Executive Committee approval. A motion to approve the recommendations from the Youth Services Committee was then made by the Honorable Barry Cheatham, seconded by the Honorable Robert M. Dyer, and approved by a unanimous voice vote.

VII. Program Updates (Informational)

A. Finance and Audit Committee

Program Year 2019 (PY'19) Funding Budget and Expenditure Summary — Dr. Johnny Garcia spoke briefly on the Program Year 2019 (PY'19) Funding Budget and Expenditure Summary.

B. Youth Services Committee

Mr. Kevin Will gave an update on the Youth Service Committee activities. He announced that the 2020 Career Guidance Academy scheduled for June has been cancelled due to COVID-19.

He also announced that the NextGen Regional Internship Program has been suspended during the social distancing period.

C. Business and Workforce Services

Dr. Dotolo gave an update on the Virginia Career Works Center and the Hampton Roads Veterans Employment Center established a Virtual Workshop Calendar to accommodate customers remotely. They also continued to work with the current customers and provide services to new customers virtually via Zoom or over the phone.

Steve Cook, Vice President of Workforce Innovation, gave an update on the Business Services Committee activities. He also gave highlights on the joint virtual hiring events and workshops.

D. Communication

Mr. Shawn Avery gave an update on the Communication Committee activities. He announced that the HRWC partnered with WTKR to discuss recovery.

VIII. President's Report

Mr. Shawn Avery discussed the following:

- Local Initiatives Support Corporation (LISC) – Million-Dollar Project for three (3) years
- Regional Board's Realignment
- Restructure of both the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board
- Youth Apprenticeship Grant

➤ Board Resolution

IX. Old Business

There was no old business.

X. New Business

A. Request to continue to provide Career Services

Mr. Avery provided the committee with a copy of a letter sent to Mr. George Taratsas, Director of the WIOA Title I Administration and Compliance. He stated that the HRWC is requesting a continuation to provide career services in the local workforce development area. A motion to approve the request to continue to provide career services as presented was made by Ms. Delceno C. Miles, seconded by Mr. William Crow, and approved by a unanimous voice vote.

B. Extension of the Workplace One-Stop Contract

Mr. Avery stated that the Workplace One-Stop Operator Contract will expire on June 30, 2020. He stated that the HRWC is requesting an extension of the Workplace One-Stop Operator Contract for the additional one-year period of July 1, 2020 through June 30, 2021, at a total budget amount up to \$54,000. A motion to approve the extension of the Workplace One-Stop Contract as presented was made by Ms. Delceno C. Miles, seconded by the Honorable Mayor Robert M. "Bobby" Dyer, and approved by a unanimous voice vote.

XI. General Discussion and Public Comment

The Honorable Robert M. "Bobby" Dyer, the Honorable Mayor Rick West, the Honorable Mamie Johnson, the Honorable Mayor John Rowe, and the Honorable Barry Cheatham thanked the board and council for all their work.

There were no public comments.

XII. Adjournment

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