

ATTACHMENT A

Executive Committee Meeting – Wednesday, November 6, 2019

MINUTES FROM THE August 21, 2019 MEETING

EXECUTIVE COMMITTEE & CHIEF LOCAL ELECTED OFFICIALS MEETING

Meeting Minutes
August 21, 2019
9:00 A.M. – 10:30 A.M.

999 Waterside Drive
4th Floor Board Room
Norfolk, Virginia 23510

PRESIDING: Mr. Mark Johnson, Chairperson

MEMBERS PRESENT:

Dr. Elsie Barnes
Dr. Ken Chandler
Mr. William Crow

Dr. Larry Dotolo
Mr. Andy Jaeckle
Ms. Delceno C. Miles

Dr. John Olson

MEMBERS ABSENT:

Dr. Johnny Garcia
Ms. Mary McGovern

Dr. Ruth Jones-Nichols
Mr. Bryan Stephens

Mr. Guenter Weissenseel
Mr. Kevin Will

STAFF PRESENT:

Mr. Shawn Avery
Mr. Steve Cook

Mr. Clif Duncan
Ms. Loretta Earl

CHIEF LOCAL ELECTED OFFICIALS PRESENT:

The Honorable John Rowe

GUESTS PRESENT:

None

I. Call to Order

The meeting of the Hampton Roads Workforce Development Board (HRWDB) Executive

Committee and Chief Local Elected Officials was called to order by the Chairperson, Mr. Mark

Johnson, at 9:04 a.m. He asked everyone to introduce themselves.

II. Approval of the Minutes

A motion to approve the minutes of the May 15, 2019 Executive Committee meeting was made by Dr. Larry Dotolo, seconded by Mr. Bill Crow and approved by a unanimous voice vote .

III. Program Status Updates

A. Finance and Audit Committee

Final Program Year 2018 (PY'18) Funding, Budget and Expenditure Summary — Dr.

Ken Chandler, Vice Chairperson of the Finance and Audit Committee, provided the Committee with the Final PY'18 Funding, Budget and Expenditure Summary for the twelve (12) month period ending June 30, 2019. He reported that the amount of new Program Year 2018 funds for Adults, Dislocated Worker and Youth funds have been increased by a total of \$17,430.

Program Year 2019 (PY'19) Budget Revisions— Dr. Chandler provided the Committee with a copy of the Program Year 2019 Budget Revisions and narrative which begins on July 1, 2019.

He explained that HRWC's total budget was decreased by \$175,187 to a new overall total of \$6,796,746. The revisions are the following:

Revision #1 Actual Allocation

- **Decrease** – The total decreased from the initial budget in Workforce Innovation Opportunity Act (WIOA) formula funds for PY'19 is \$205,884.

Revision #2 Actual Carryover

- **Increase** – The total increase in the budget resulting from the inclusion of the actual carryover funds is \$30,697.

Revision #3 Transfer from Dislocated Worker to Adult – The amount of Program Year 2019 is being revised from \$400,00 to \$550,000.

Revised the amount of Program Year 2019 Dislocated Worker Funds to transfer to Program Year 2019 Adults from \$400,000 to \$550,000.

Revision #4 Reduction of Virginia Career Works System Budget, Adult and Dislocated Worker Training and Operations

- **Decrease** – The amount of Adult and Dislocated Worker funds available for Program Year is \$153,645 less than the initial budget.

Reduce Virginia Career Works System-Federal/State Programs	\$ 68,573
Reduce Training	\$ 81,853
Reduction-Revised Operations Allocation	\$ 3,219
TOTAL	\$ 153,645

Revision #5 Management Fees/Unrestricted

- **Increase** – The actual amount of Unrestricted Funds carried over into Program Year 2019 is \$40,524, an increase of \$10,524 over the initial budget.

Revision #6 Locality Funds

- **Increase** – The actual amount of Locality Funds carried over into Program Year 2019 is \$42,927, an increase of \$42,927 over the initial budget.

Revision #7 Council Local Programs

- **Increase** – The actual amount of Council Local Programs Funds carried over into Program Year 2019 is \$112,587, an increase of \$8,587 over the initial budget.

Mr. Avery stated that the Finance and Audit Committee approved the Program Year Budget Revisions and is requesting the Executive Committee’s approval. A motion to approve the PY’19 Budget Revisions as presented was made, seconded and approved by a unanimous voice vote.

B. Youth Services

Youth Service Committee Update — Dr. Elsie Barnes, Vice Chairperson of the Youth Services Committee, gave the Committee an update on the Youth Career Center. She announced that the Youth Career Center kicked off PY’19 with the NextGen Regional Internship Program. The program provided a paid internship to fifty-seven (57) youth, ages 16-21 in Chesapeake, Norfolk, and Portsmouth.

Dr. Barnes announced that the NextGen Program provided a full day STEM Program integrated into the Portsmouth Tidewater Community College Young Explorers Camp and several half-days program. She also announced that the NextGen Program partnered with Norfolk Public Schools to provide a series of career exploration workshops to their Individual Student Alternative Education Plan students.

Dr. Barnes announced that on August 7, 2019, the Youth Career Center hosted the NextGen Opportunity Fair at the Norfolk Scope Arena. She reported that three hundred and seventeen (317) youth attended the event with over fifty (50) employers, post-secondary institutions, and volunteer organizations. The event was sponsored by the City of Norfolk.

Dr. Barnes reported that the in-school and out-of-school year-round programs have served sixty-one (61) youth, of which twenty-six (26) were in-school youth and thirty-five (35) were out-of-school youths.

Mr. Avery announced that Hampton Roads Workforce Council in partnership with the Boys and Girls Club of Southeast Virginia will provide a space for the Youth Career Center. The Center would move from Tidewater Community College in Virginia Beach to the Boys and Girls Club on Rosemont Road.

C. Business and Workforce Services

Final Program Year 2018 (PY18) Virginia Career Works – Hampton Roads Region

Performance — Dr. Larry Dotolo gave an update on the PY'18 Virginia Career Works – Hampton Roads Region Performance for the period of July 1, 2018 to June 30, 2019. He reported that Basic Career Services activity was very strong during PY'18 with 9,437 first time customers and 37,117 multiple visits.

Working Families Success Network (WFSN) Grant — Dr. Dotolo gave the Committee an update on the Working Families Success Network (WFSN) Grant. He stated that the goal of the Grant is to provide support to participants and assist them with increasing their short-and long-term financial well-being. The primary participant performance outcome metrics for the Grant are career advancement; improved credit; and, increased net worth. Dr. Dotolo reported that three hundred and ten (310) participants have been served through June 30, 2019. He stated that the Grant ended on June 30, 2019 and exceeded the goal of three hundred (300).

Rapid Response (RR) Grant — Dr. Dotolo gave the Committee an update on the Rapid Response (RR) Grant. He reported that of the one hundred and fourteen (114) participants who were enrolled and exited from the Grant, ninety-five (95) obtained employment. One hundred and eleven (111) participants obtained an industry recognized credential as a result of their training services. The average hourly wage at employment was \$29.58. Dr. Dotolo stated that the Grant was highly successful, and the Grant ended on April 30, 2019.

Hampton Roads Veterans Employment Center Update — Dr. Dotolo gave an update on the Hampton Roads Veterans Employment Center. He reported as of July 26, 2019, services have been provided to one thousand eight hundred and sixty-two (1,862) individual customers and five thousand four hundred eighty-seven (5,487) multiple visits to the Center.

D. Communication

Mr. Johnson informed the Committee that Mr. Whitney Lester had resigned from the Board and Communication Committee. He announced that Mr. Lester has accepted the new position as Senior Director of Talent Development at the Hampton Roads Workforce Council.

Communication Committee — Mr. Steve Cook, Vice President of Workforce Innovation, gave an update on the Communication Committee activities. He stated that on October 2nd, the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board will present the first 2019 Inaugural Joint Annual Meeting and Workforce Innovation Award at the Renaissance Portsmouth.

IV. President's Report

Mr. Avery discussed the following:

- Visit to Workplace in Bridgeport, Connecticut
- Staff Retreat (August 2019)
- Board Retreat (March 2020)
- Regional Effect (Added Dr. John Olson to the Executive Committee)

- Combining Business and Workforce Services Committee
- Joint Regional Annual Meeting of the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board
- Hampton Roads Workforce Foundation Fundraising Grants (Ferguson, Bank of America, SunTrust Bank, and Elizabeth River Crossings)
- Hampton Roads Workforce Council and the Virginia Ship Repair Association are in partnering on a Maritime Industrial Base Ecosystem (MIBE)

V. Old Business

There was no old business.

VI. New Business

There was no new business.

VII. General Discussion and Public Comment

The Honorable Mayor John L. Rowe and Dr. Kenneth Chamber gave an update on their cities.

Mayor Rowe discussed the shortage of CDL drivers in the City of Portsmouth. He stated that we need to focus on getting more people with CDL licenses.

VIII. Adjournment

There being no further business for the Executive Committee to discuss, the meeting was adjourned at 10:12 a.m.