



**HAMPTON ROADS WORKFORCE COUNCIL
AND
GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
MEETING MINUTES
APRIL 21, 2021**

A virtual joint meeting of the Hampton Roads Workforce Council (HRWC) and the Greater Peninsula Workforce Board (GPWB) Executive Committees was convened using the Zoom meeting platform at 9:00 a.m. on April 21, 2021. The meeting was called to order by Dr. John Olson, Chair, GPWB. Mr. Shawn Avery, President and CEO, HRWC read the virtual meeting guidelines statement. A roll call was conducted, and a quorum was present. See Attachment 1 for a list of attendees.

CONSENT AGENDA

Dr. Olson directed the attention of the Executive Committee members to the Consent Agenda.

MEETING MINUTES

Joint Executive Committee of the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board minutes for February 25, 2021.

FINANCIAL REPORTS

Greater Peninsula Workforce Board’s Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through March 31, 2021.

Hampton Roads Workforce Council’s Finance and Audit Committee Report: Funding, Budget and Expenditure Summary through February 28, 2021.

WIOA TITLE I ELIGIBLE TRAINING PROVIDERS

Submission and approval of a new program for existing vendor, Norfolk Public Schools Technical Center (Licensed Practical Nursing).

YOUTH COMMITTEE REPORT

Review of the Youth Services Committee funding recommendation for RFP # OSY-PY’20/21-1 to the Communities In-Schools of Hampton Roads, Inc. \$280,000.00 to serve 35 youth and to the School Board of the City of Virginia Beach \$160,000.00 to serve 20 youth. Approval of PY ’21 Contract Recommendation to award a total of \$1,001,164.72 to seven vendors to serve a total of 170 youth.

A motion to approve the Consent Agenda was made by the Honorable Buddy Green and seconded by the Honorable Bobby Dyer. The motion was approved.

MEETING AGENDA

I. PROGRAM REPORTS

Mr. Avery introduced the staff of the youth programs, Mr. Kevin Will, Chair of the Youth Services Committee, Ms. Christina Brooks, Senior Director, NextGen Programs and Special Projects, Ms. Amanda Green, Director of Youth Services for Federal and Ms. Nikiesha Virgil, Program Manager, Youth Workforce Center, New Horizons Regional Education Centers.

Ms. Brooks presented a PowerPoint on HRWC's youth programs. She stated that the programs are divided into two subdivisions: the WIOA Federal Youth Program and Non-Federal Open Access. Below are presentation highlights.

The HRWC WIOA Youth Program headed by Ms. Green, has eight regional youth programs serving youth ages 16-24 through partnerships with school systems, higher education institutions, and community agencies. Participants are typically low income with educational and transportation barriers. HRWC provides detailed technical assistance including case management, training, database management assistance, best practices exchanges, and work experience consultations. HRWC provides a comprehensive youth follow-up program.

The HRWC Out of School Program offers a GED, Certified Medical Assistant, and Ship Repair training.

HRWC's In-School Program assists in-school students leading them to post-secondary education or assisting with employment post-graduation.

HRWC's Non-Federal Youth Programs: NextGen Pathways – hosts the NextGen Pathway Opportunity Fair; Financial Literacy Series: Paid Summer Internships Hire Our Grads Event; Regional Internships Program; Regional Events - Regional Immersion Events: Healthcare Expo; Regional Educator Events - Career Guidance Academy.

HRWC's Youth Services Committee provides oversight to WIOA and Non-WIOA Youth Programs and sets the vision and direction of WIOA Youth RFPs, makes funding recommendations, develops partnerships on behalf of the HRWC, volunteers at events, and mentors NextGen Youth.

Mr. Will, Chair of the Youth Services Committee, from the Boys & Girls Club of Southeast Virginia stated that he has been on the Youth Committee for several years. He congratulated Ms. Brooks for the great job she has done with the Youth Programs and the Committee. Mr. Will stated he is interested in helping the Committee to grow. He noted that a person does not have to be a Board member to serve on the Committee.

Mr. Avery stated that the Southside and Peninsula youth programs have already begun working together.

Mr. Gary Butler, Deputy Director, GPWB provided some general remarks about the status of youth programming under the merger. He stated that staff from Southside and the Peninsula had been meeting regularly and working diligently to bring the best practices of both sides together, including policies, procedures, reports, contract packages, budgets, work processes to incorporate best practices going forward. He anticipates a seamless launch starting July 1, 2021. Mr. Butler then turned the meeting over to Ms. Virgil for comments on the Peninsula's youth programs.

Ms. Virgil stated that New Horizons Regional Education Centers is a regional education organization that offers specialized programming to educate, train, and create a world-class competitive workforce. It is owned and operated by the six Peninsula School Divisions (Gloucester, Hampton, Newport News, Williamsburg/James City County, York County and Poquoson) through a regional partnership. NHREC is the largest of the nine regional educational centers in the Commonwealth of Virginia in both size and scope of service. The Youth Workforce Center is one of seven centers that comprises the NHREC.

Ms. Virgil stated that the Youth Workforce Center is the only Peninsula-wide contractor of the WIOA Youth Program. Currently, there are six staff members at the Youth Workforce Center. The program administers two programs – In-School Youth and Out-of-School Youth that serves all six school divisions. It provides multiple tracks for occupational skills training for program participants, including access to the Center for Apprenticeship and Adult Training which allows students to obtain industry recognized certifications and licensures. The occupational skills training includes Welding, Pharmacy Technician, Medical Administrative Assistant, and Dental Assistant.

Additionally, the program provides academic remediation, work readiness training, tutoring, GED preparation, credit recovery, leadership development, career exploration, and job readiness training. In leadership development, the students are taken to job and career fairs and arrangements are made for campus visits for students interested in post-secondary education. Students are also provided with financial literacy education. Other opportunities for students include paid work experiences, which have often enabled many of them to obtain unsubsidized employment. Supportive services are also provided for the students to ensure that they have all the basic necessities to successfully complete their training.

Ms. Virgil stated that they have accelerated their efforts to get into a more regional posture keeping in mind the July 1 merger. They are working closely with the HRWC's Director of Youth Services, and the GPWB staff to have an effective transition.

Mr. Mann commended New Horizons on the outstanding job they have done over many years working with youth with multiple issues and problems to help them complete their education and move forward into post-secondary education or into the workforce. Recognizing that Ms. Virgil was relatively new to her position, Mr. Mann stated that he thought that she was doing a great job carrying on New Horizon's tradition of excellence and he appreciated her efforts.

II. OLD BUSINESS

Merger Update - Mr. Avery stated that things are moving rapidly with the upcoming merger. He is meeting with Messrs. Mann, Butler, Duncan, and Cook on a regular basis. He stated the Charter for the Hampton Roads Workforce Council has been approved by 14 of the 15 localities. He thanked representatives from each local jurisdiction for their assistance.

Mr. Avery stated that he has been working with Ms. Kelli Webb, KBD Group on the new branding and marketing materials. He stated that we will keep the HRWC's logo, but it will be refreshed with a tagline added: One Region, One Workforce, One Economy. He also stated that the KBD Group has begun making changes to HRWC's website.

Mr. Avery continued by stating that a regional budget will be presented at the next Executive Committee meeting that will include both organizational budgets. He anticipates that both an Ad Hoc Committee meeting and a regional Finance and Audit Committee meeting will be held where both treasurers and committee chairs will be present.

Mr. Avery stated that new programs are still being launched during the merger including the Veteran's Employment Center on the Peninsula. He said that staff have scheduled a site visit along with representatives from Smithfield Foods to seek their approval. The Satellite Career Center located on TNCC's historic triangle campus was making excellent progress.

Mr. Avery concluded his remarks that that staff are still working to finalize job descriptions, retirement, and benefits packages.

Mr. Mann added that we are staying in touch with our partners in Richmond to make sure that they are aware of our progress and ensure that no problems arise between the locals and the state as the transition proceeds.

III. NEW BUSINESS

Waiver Request – Mr. Avery stated that a waiver request to continue providing individualized career services and follow-up for Program Year 2021 had been submitted to the Virginia Community College System. A motion to approve the Waiver Request was made by Mr. Bill Crow and seconded by Mr. Mark Johnson.

Board of Directors Appointments – Mr. Avery stated that staff are reviewing the requirements for the new board and expects to present the proposed membership at the next Joint Executive Committee meeting. He noted that the Board requires approval by our Local Elected Officials.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT PERIOD

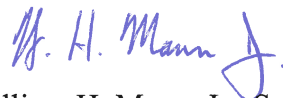
Mr. Johnson announced that the next meeting of the HRWC and GPWB would be a virtual Executive Committee Zoom Meeting at 9:00 a.m. on May 27, 2021. Mr. Johnson then invited and received comments from the local elected officials (LEOs) in attendance.

LEO's expressed how they enjoyed the presentations on the youth programs and how they appreciated the opportunities that these programs are affording the youth of Hampton Roads. Many of them expressed how pleased they are to see how their community agencies are working collaboratively to make the COVID vaccinations available.

V. PUBLIC COMMENTS

There being no public comments, the meeting was adjourned at 10:10 a.m.

Respectfully Submitted,



William H. Mann, Jr., Secretary
Greater Peninsula Workforce Board

Attachments

**HAMPTON ROADS WORKFORCE COUNCIL
JOINT EXECUTIVE COMMITTEE
APRIL 21, 2021
ATTENDANCE RECORD**

HRWC EXECUTIVE MEMBERS PRESENT

Vonya Alleyne	Cox Communications Virginia
Dr. Kenneth Chandler	City of Virginia Beach
Dr. Larry Dotolo	VA Tidewater Consortium for Higher Ed.
Dr. Johnny Garcia	SimIS, Inc.
Andy Jaeckle	STIHL Incorporated
Mark Johnson	Truist Bank
Dr. Ruth Jones Nichols	Foodbank of S. E. Virginia & Eastern Shore
Guenter Weissenseel	IMS Gear Virginia Inc.
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

PAST BOARD CHAIR MEMBER ABSENT

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 Joel Acree	Isle of Wight County
The Honorable Christopher Cornwell	Southampton County
The Honorable Robert M. "Bobby" Dyer	City of Virginia Beach
The Honorable Don Goldberg	City of Suffolk
The Honorable Linwood Johnson	City of Franklin
The Honorable Mamie Johnson	City of Norfolk
The Honorable Rick West	City of Chesapeake

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

The Honorable Shannon Glover	City of Portsmouth
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HRWC STAFF

Shawn Avery	President & CEO
Meagan Barnes	Campus757 Program Manager
Christina Brooks	Senior Director, Youth Services and Special
Projects	
Steve Cook	Vice Pres. of Workforce Innovation
Clif Duncan	Vice President of Finance & Administration
Loretta Earl	Office Manager
Amanda Green	Interim Director, Youth Programs
Whitney Lester	Senior Director of Talent Development

GUEST

Kelly Morro	The KBD Group, LLC
Kelli Webb	The KBD Group, LLC

**GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
APRIL 21, 2021
ATTENDANCE RECORD**

GPWB MEMBERS PRESENT

Jesse Goodrich	Riverside Health System
Honorable Herbert Green, Jr.	Poquoson City Council
Dudley Harris	Bay Electric Co., Inc.
Honorable Ted Maslin	Williamsburg City Council
Honorable Sheila Noll	York County Board of Supervisors
Dr. John Olson	ECPI University
Honorable Robert Orth	Gloucester County Board of Supervisors
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council
Dr. Vince Warren	Newport News Shipbuilding

GPWB MEMBERS PRESENT (Nonvoting)

Rachael Ambrose	Denbigh Learning Center
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GPWB MEMBERS ABSENT

Dr. Towuanna Porter Brannon	Thomas Nelson Community College
Rhonda Bunn	Canon Virginia, Incorporated
Greg Garrett	Garrett Realty Partners
Honorable James Gray	Hampton City Council
Honorable John McGlennon	James City County Board of Supervisors
Dr. Jason Perry	Rappahannock Community College\
Vacant	Private Sector

GPWB ONE-STOP PARTNER AGENCY (Nonvoting) ABSENT

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
Wendy Evans	City of Williamsburg
Sherri Newcomb	York County
Erica Spencer	City of Hampton
Sherry Spring	Gloucester County
Barbara Watson	James City County

GPWB LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Randall Wheeler	City of Poquoson
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GREATER PENINSULA WORKFORCE BOARD 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
Terri Partain	Accountant
Shannon Trochuck	Program Support Manager
Randy Troutman	One-Stop Manager

YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT

Nikiesha Virgil	Program Manager
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