HAMPTON ROADS WORKFORCE COUNCIL
AND
GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
MEETING MINUTES
JANUARY 28, 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 January 28, 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.

Mr. Shawn Avery welcomed the Honorable Shannon Glover from the City of Portsmouth as new member of the Hampton Roads Workforce Council.

CONSENT AGENDA

Dr. Olson directed the attention of the 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
Joint Executive Committee of the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board minutes for November 18, 2020.

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

FINANCIAL REPORTS
Hampton Roads Workforce Council's Finance and Audit Committee Report: Funding, Budget and Expenditure Summary through November 30, 2020.

WIOA TITLE I ELIGIBLE TRAINING PROVIDERS
Submission of two new training vendors for the GPWB's Approved Eligible Training Provider list: ArcWeld (Beginning Welding, Specific Process Welding, and Welding) and MD Technical School, Inc. (Security Plus and Helpdesk & Security+) and approval of new programs for existing vendors: Centura College (CDL Class A Truck Driving) and MedCerts (RX-3000 Pharmacy Technician Professional Program).

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 by Dr. Larry Dotolo and seconded by The Honorable James Gray. The motion was approved.

MEETING AGENDA

I. STRATEGIC PLANNING DISCUSSION

Mr. Avery recognized the Performance Management Group (PMG) at Virginia Commonwealth University who has been assisting in the development of a joint WIOA local plan a
nd setting the stage for our area's strategic plan which is due this summer with a new board of directors once the merger is complete.

Mr. Avery mentioned that there are four focus groups: workforce partners, One-Stop partners, customers, and the business community. He recognized Ms. Gina Barber from PMG who then recognized Ms. Sherida Davis-Bryan also with PMG. Ms. Barber and Ms. Davis-Bryan delivered a presentation of the draft local plan entitled, "Hampton Roads Local Plan for WIOA 2020-2024." Ms. Barber said that since the December Board meeting, they had reviewed previous HRWC and GPWB strategic plans from 2016-2020.

Ms. Barber began the presentation stating that the main subjects included Workforce and Economic Analysis, Strategic Vision and Goals, Local Partnerships and Investment Strategies, Program Design and Evaluation and Compliance. She reviewed the plan's timeline.

Ms. Davis-Bryan continued the presentation by discussing the Strategic Vision and Goals for 2020-2024. Themes included adaptability, service members leaving the military looking for training and jobs, increase in virtual work, emerging and expanding industries, communication gaps, difficulty in sustaining, rebuilding and maintaining workforce, pre-COVID obstacles exacerbated, and the need for mental health services. She continued the discussion of the mission and vision, partnerships and investment strategies, program design and evaluation and compliance. Ms. Davis-Bryan reviewed the goals for the Plan: Goal #1 – collaborate with regional partners to develop long-term employment expansion opportunities for economic growth; Goal #2 – deliver flexible and effective workforce development services to all customers who need them; Goal #3 – enhance regional communication and partnerships to increase awareness of available services and resources, and Goal #4 – ensure strong organizational health including a high performing staff and robust funding.

Ms. Davis-Bryan concluded their presentation by discussing local partnerships and investment strategies which outline the current core partner programs and the non-core programs. Ms. Barber and Ms. Davis-Bryan asked if there were any comments or questions.

City of Norfolk Councilwoman Johnson expressed her concern over transitioning military not receiving sufficient support in order to remain in the Hampton Roads area. Without support in areas such as job opportunities, housing, and healthcare many return to their hometowns to gain support from family. On another matter, Councilwoman Johnson stated that she is in support of technology but is concerned for those who do not have access. She posed the question, "how can the Workforce Council assist them?" Further, Councilwoman Johnson stated if we already know what jobs are needed in Hampton Roads, how do we work in advance to prepare workers for these jobs.

Mayor West suggested that the vision statement be changed as it is very similar to the mission statement. He suggested, "the Hampton Roads Workforce Council promotes the development of highly skilled workforce that meets employer demand and supports the expansion of the region's economy." A discussion followed.

Mr. Stephens suggested that diversity and inclusion should be included in the business community and that a set of values should be developed.

Dr. Dotolo suggested that some provision be made in the plan to entice out-of-the area Hampton Roads college graduates to consider returning to the area to pursue local employment opportunities and careers.

Mr. Mann commented that in terms of inclusiveness, our partner organizations and state agencies have worked hard to ensure that our programs include and have been accessible to individuals with disabilities. He stated that while we focus on youth and veterans, we've always had a strong interest in helping to reintegrate individuals with disabilities back into the mainstream workforce and help employers consider hiring individuals with disabilities.

Mr. Avery stated that the presentation would be sent to the Committee members for their comments to be received by February 15, 2021.

II. OLD BUSINESS

Merger Update - Mr. Avery commented that the leadership team had begun to meet with the Virginia Community College System, Workforce officials on a monthly basis. Mr. Avery provided a timeline for the next five months; he noted that the establishment of a Nominating Committee was necessary to move forward. Of particular importance was the revised Seventh Amended Charter Agreement of the Hampton Roads Workforce Council. He explained that the Charter Agreement revision was required in order to add the seven Greater Peninsula localities. Currently, the revised Charter was being reviewed by the City Attorney's office in Virginia Beach who serves as the Council's grant recipient. Mr. Avery expressed appreciation to Dr. Chandler and Mayor Dyer for their assistance. He stated that once the agreement was returned from Virginia Beach, it would be forwarded to the 14 localities for approval and signature. This document establishes the Hampton Roads Workforce Council as a Special Purpose Unit of Local Government. Mr. Avery noted that the Charter should be fully executed by June 30, 2021.

Mr. Avery stated that beginning with the February Executive Committee Meeting, merger items would be included on the agenda for consideration and approval. He anticipated that Revised Board By-Laws that include the Board's new composition effective July 1, 2021, would be presented along with an updated Personnel Manual. Additionally, the Hampton Roads Local Plan for WIOA 2020-2024 will be included as an agenda item. The Nominating Committee will present nominees for Board leadership. Mr. Avery said that during the April and May timeframe, the new Board nominations will be approved by the Local Elected Officials. Branding for the new organization has been assigned to Kelli Webb of The KDB Group. A review of joint budgets for the new organization will be conducted in May. It was noted that the GPWB will conduct a financial closeout. The final process of approving action items will be completed by June so that the newly merged organization will be operational by July 1, 2021. Mr. Avery noted that a review of the 501c3 organization will be conducted to learn how to best merge the two foundations.

Mr. Mann stated that he and other GPWB staff members met virtually with Mr. Alan Archer, Assistant City Manager, City of Newport News to initiate discussion about the GPWB separating from the City of Newport News. Mr. Mann commented that the City of Newport News had graciously been our fiscal agent for over 40 years. He stated that while a number of activities may be concluded prior to June 30, 2021, there will be an on-going need for some connection with the City through the first quarter while closeout is being conducted. Mr. Mann said that Mr. Archer will be working with our agency along with other members from the City's staff to ensure that closeout of various types of support may be completed at the appropriate time, to facilitate the transition to the new organization. Mr. Mann said he would be getting with the Consortium Chair, Tina Vick, and Vice Chair, Buddy Green to review some internal Consortium employee close-out/benefit reconciliation policies, such as leave and personnel matters.

Dr. Olson asked if there were any questions. There being none the meeting continued with new business.

III. NEW BUSINESS

Dr. Olson stated that the Ad Hoc Committee served as the Nominating Committee and included the following members: Councilwoman Johnson, Vice Mayor Gray, Dr. Warren, Messrs. Johnson, Avery, Mann, Cook, Butler and himself.

City of Virginia Beach Mayor Dyer reported that the Dominion offshore wind turbines project will need the support of the Workforce Council. He went on to note that there was a real need to focus our attention on how to keep our graduating students and young talent in the local area. As an example, Mayor Dyer cited the pressing need to fill vacant manufacturing jobs throughout the region. He commented that he had met with former Mayor Sessoms who had established a Manufacturer's Roundtable to address this problem and that it would probably be re-instituted on the regional level.

Mayor Dyer also reported that he was about to launch the Mayor's IDEA Commission which stands for Inclusion, Diversity, Equity and Accessibility. He said that he would like for workforce development to be a part of this initiative to making sure that everyone had an equal opportunity to obtain a good job and profession.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT PERIOD

Mr. Johnson announced that the next meeting of the HRWC and GPWB would be a virtual Joint Executive Committee Zoom Meeting at 9:00 a.m. on February 25, 2021.

Mr. Johnson then invited comments and updates from the local elected officials in attendance.

City of Virginia Beach, Mayor Dyer announced that he appreciated being a part of HRWC. He said that there was a plethora of opportunities going forward. HRWC is invaluable to what Virginia Beach is doing. This is a mosaic of many parts not only workforce development but working also with the local education institutions. We need to get a ready workforce if we going to achieve successful economic development initiatives within our region. He expressed his sincerest thanks to Mr. Avery and the entire HRWC for their work.

City of Chesapeake, Mayor West noted that he continued enjoying being a part of HRWC and that he always learned a lot and gather good ideas from the meetings. As a city, they are committed to diverse hiring and improving their workforce. Mayor West announced that February is Technical Education Month and that Chesapeake would be promoting recognition of Technical Education and the opportunities it afforded.

City of Norfolk, Councilwoman Johnson expressed her appreciation to HRWC for their assistance to the City of Norfolk, by providing access to employment for 58 employees that had been furloughed. Councilwoman Johnson announced that Norfolk was preparing to launch on February 15, 2021, a new commission on lifelong learning that included - inclusion, diversity, equity and accessibility.

City of Portsmouth, Mayor Glover expressed his appreciation to the HRWC. He expressed that his mission is to work towards getting the citizens trained for good paying jobs so they can take care of their families and their futures. Mayor Glover expressed how excited he was about being a part of the team and bringing his talents and ideas to the table to assist in meeting that effort.

City of Franklin, Councilman Johnson noted that he enjoyed the meeting. On a related issue, he advised that he was working on getting COVID-19 Vaccinations for the citizens of Franklin.

City of Hampton, Vice Mayor Jimmy Gray recognized the City's new staff support representative, Ms. Erica Spencer, Minority Business Development Coordinator with Hampton's Economic Development Department and complimented her on the wonderful work she was doing to assist small businesses in the City. She is the first line of contact for those interested in starting new business, helping them through the process, assisting with getting the doors opened and the ribbons cut, as well as providing on-going support. Vice Mayor Gray went on to express his appreciation to the city managers who were working together to support the COVID-19 Vaccine roll out. He noted that it was really important for the workforce in our region to get the pandemic under control, and create a safe working environment to get the economy moving again.

City of Newport News, Councilwoman Tina Vick thanked the presenters from VCU for their presentation. She asked that she be kept in the loop about what positions would be required to move the Offshore Wind Turbine Project forward. She would like to learn about requirements for the positions and what was needed to inform job seekers about these positions on the Peninsula

City of Williamsburg, Councilman Maslin gave a shout out to the six Peninsula jurisdictions and the Virginia Health District for banding together to come up with three sites for mass COVID-19 Vaccinations. He also thanked State Senator Monty Mason for introducing legislation to try get some help with the vaccination effort from the executive branch. He noted that the City of Williamsburg, James City County and York County were partnering with the Colonial Williamsburg (CW) Foundation to help roll out the vaccinations; with CW offering the use of its visitor center and call center to help support the effort.

Gloucester County, Supervisor Orth said that Gloucester was having vaccination issues similar to the other localities. They have set up a call center for people who do not have internet access and are getting from 800 - 1,000 calls daily. Supervisor Orth said that the County presently doesn't have plans for mass vaccinations. Most of the vaccinations are given through Riverside by appointment. He noted that Gloucester shares a concern with the other area localities about the number of vaccines that will be available to each locality. He also noted that a considerable number of Gloucester's elderly citizens were concerned about and fearful of the vaccine. In other matters, Supervisor Orth said that a recent review of Gloucester's budget revealed some good news that was based upon the receipt of what was higher than expected revenue from sales tax as compared against prior non-COVID years. He believed that high ABC sales contributed to this positive impact on the budget. The sales tax revenue is helping their overall budget for the current fiscal year and they will be closely watching the figures for the remaining six months as the COVID-19 Vaccinations are rolled out.

Mr. Will, Boys & Girls Club of Southeast Virginia, gave an update on Youth program. He said that the Youth program had moved into the Boys & Girls Club in Virginia Beach and that it would be a hub for the youth to go when they needed to find a job, explore careers, and or apply for a job. Mr. Will expressed that with the help of Dr. Garcia and Mayor Glover, they are preparing to open another Boys & Girls Club in Portsmouth. The facility will include dedicated space for the NextGen Youth Development Staff, and it will also be a hub for youth to come to when they are looking for a job. He expressed the need for internships and asked employers who provide internships to connect with him. Mr. Well reported they are doing a lot of virtual industry panels throughout all the municipalities.

Mr. Avery announced that Christina Brooks, Senior Director of Youth and Special Projects has begun working with the Peninsula localities to expand the internships, externships, and mentorships programs. Ms. Brooks has also been working with Mr. Casey Roberts at New Horizons Regional Education Centers.

Mr. Johnson commented on the great job Mr. Will was doing with the Boys & Girls Club from a leadership standpoint. He said that Mr. Will has really trying to embed workforce development into the curriculum for the youth in efforts to get them focused on future jobs opportunities. Mr. Johnson also expressed his appreciation to Mr. Will for his efforts in re-opening the Boys & Girls Club in Portsmouth as well as the work he has done in Virginia Beach

Mr. Mann reminded those Peninsula Executive Committee Members who serve on the GPWB 501 C-3 Corporation that there would be a brief meeting following the adjournment. Those involved are Councilman Green, Dr. Olson, Mr. Stone, Councilwoman Vick and Dr. Warren.

Mr. Johnson asked if there were any more comments. He then expressed his appreciation for everyone who attended the meeting and to enjoy the rest of the day.

V. PUBLIC COMMENTS

There being no public comments, the meeting was adjourned at 10:27 a.m.

Respectfully Submitted,

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

Attachments

HAMPTON ROADS WORKFORCE COUNCIL
JOINT EXECUTIVE COMMITTEE
JANUARY 28, 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

Bryan Stephens	Hampton Roads Chamber

ASSOCIATION OF BUSINESSES MEMBER ABSENT

William W. Crow	Virginia Ship Repair Association

PAST BOARD CHAIR MEMBER PRESENT

Delceno Miles	The Miles Agency

PENINSULA REPRESENTATIVE (Non-voting)

Dr. John Olson	ECPI University

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

The Honorable Robert M. "Bobby" Dyer	City of Virginia Beach
The Honorable Linwood Johnson	City of Franklin
The Honorable Mamie Johnson	City of Norfolk
The Honorable Shannon Glover	City of Portsmouth
The Honorable Rick West	City of Chesapeake

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

The Honorable Joel Acree	Isle of Wight County
The Honorable Christopher Cornwell	Southampton County
The Honorable Don Goldberg	City of Suffolk

HRWC STAFF

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

GUEST

Gina Barber	Performance Management Group at VCU, A Division of the L. Douglas Wilder School of Government and Public Affairs
Sherida Davis- Bryan	Performance Management Group at VCU, A Division of the L. Douglas Wilder School of Government and Public Affairs
Kelly Morro	The KBD Group, LLC
Kelli Webb	The KBD Group, LLC

GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
JANUARY 28, 2021
ATTENDANCE RECORD

GPWB MEMBERS PRESENT

Honorable James Gray	Hampton City Council
Greg Garrett	Garrett Realty Partners
Honorable Herbert Green, Jr.	Poquoson City Council
Dudley Harris	Bay Electric Co., Inc.
Honorable Ted Maslin	Williamsburg City Council
Honorable John McGlennon	James City 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

GPWB MEMBERS PRESENT (Nonvoting)

Rachael Ambrose	Denbigh Learning Center

GPWB MEMBERS ABSENT

Rhonda Bunn	Canon Virginia, Incorporated
Jesse Goodrich	Riverside Health System
Dr. Jason Perry	Rappahannock Community College
Dr. Vince Warren	Newport News Shipbuilding
Vacant	Thomas Nelson Community College
Vacant	York County Board of Supervisors
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
Erica Spencer	City of Hampton
Sherry Spring	Gloucester County
Barbara Watson	James City County

GPWB LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)

Wendy Evans	City of Williamsburg
Randall Wheeler	City of Poquoson

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

Tonya Oglesby	Interim Program Manager