



**HAMPTON ROADS WORKFORCE COUNCIL
AND
GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
MEETING MINUTES
MAY 27, 2021**

A hybrid meeting of the Hampton Roads Workforce Council (HRWC) and the Greater Peninsula Workforce Board (GPWB) Executive Committees was convened in the conference room, administrative offices, 11820 Fountain Way, Newport News and virtually using the Zoom meeting platform at 9:00 a.m. on May 27, 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. He asked if there were any items that members would like removed; none were requested.

MEETING MINUTES

Joint Executive Committee of the Hampton Roads Workforce Council and the Greater Peninsula Workforce Board minutes for April 21, 2021.

FINANCIAL REPORTS

Greater Peninsula Workforce Board’s Cumulative Expenditure Reports; New Expenditure, Per Capita, and Private Contribution Report through April 30, 2021.

Hampton Roads Workforce Council’s Finance and Audit Committee Report: Funding, Budget, and Expenditure Summary through March 31, 2021.

HRWC

Recertification of current approved ITA programs, approval of three new ITA programs, renewal of The WorkPlace contract for Program Year ’21 and One-Stop Center certification process for submission to the Virginia Community College System (VCCS).

GPWB

Renewal of The WorkPlace contract for Program Year ’21, renewal of New Horizons Regional Education Centers, Youth Workforce Center Contract and One-Stop Center certification process for submission to the VCCS.

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

MEETING AGENDA

SPECIAL PRESENTATION – Dr. Olson stated that Mr. Dale Stone would be retiring from Walmart and had served on the GPWB since 2003 and had served as Treasurer for most of those years. Dr. Olson commented that Mr. Stone had been a great partner and dedicated member. Dr. Olson presented a clock with engraving “Presented to Dale Stone, Grateful Appreciation for Outstanding Service and Dedication, Treasurer July 1, 2004 – May 30, 2021.” Mr. Stone stated that he will miss serving on the Board.

He reflected on reasons why he continued to serve all these years and the main reason was the great company, Walmart, that he represented promoted community service. He noted that serving on the Board enabled him to assist their Associates and their family members that were seeking job training or employment by providing information on Virginia Career Works. Mr. Stone further stated that serving as a Board member had assisted him with his personal career development. Over the years, learning from the vision that various Board leaders held had assisted him in performing his duties. He stated that he always found the Board staff to be helpful and accommodating. Mr. Stone said that he found both Board members and Board staff personalities to be both dynamic and intelligent and passionate to assist people involved in the workforce system. He recommended that the Staff continue to report participant success stories which always drove home the importance of the Board's work. Mr. Stone wished the Board great success.

I. PROGRAM REPORTS

Dr. Olson recognized Dr. Johnny Garcia for a report from the Finance and Audit Committee Report. Dr. Garcia stated that the Committee had conducted a lot of work regarding the development of the Program Year 2021 budget which was a large document. He expressed that he hoped that members had time to review the Proposed Program Year 2021 \$13,826,425 total budget that was distributed prior to the meeting. Dr. Garcia present a brief review of the proposed budget, highlighting revenues and expenditures. He stated that the first nine pages of the budget document provided a summary. He requested any questions or concerns from members before he reviewed the budget summary. There being none, he conducted a brief review of the revenues and expenditures. On behalf of the Finance and Audit Committee, Dr. Garcia requested a motion to approve. Mr. Avery expressed his appreciation to Dr. Garcia for leading the Committee in the first combined budget of the Southside and the Peninsula and explained the process for presenting the final budget after closeout. He explained that with the merger, the Hampton Roads Region will represent 25.8% of adult funds that the state receives and 25.7% of youth funds and 22.3% of dislocated worker funds. Mr. Avery stated that this gives our area a lot of power with the state.

Dr. Olson requested a motion to approve the budget. A motion was made by Dr. Dotolo, seconded by the Honorable Buddy Green. The motion to approve the Program Year 2021 Budget was approved.

Dr. Olson expressed his appreciation to Dr. Garcia and the Committee for their work on the Budget Summary especially the narrative.

II. OLD BUSINESS

Merger Update - Mr. Avery stated that staff had been busy wrapping up loose ends and putting final pieces into place for July 1, 2021. He stated that the strategic planning event was in place and discussions with Cathy Lewis had begun and that shortly we will be voting on the new Board appointments effective July 1, 2021. Onboarding on the Peninsula staff is taking place June 8, 2021, where staff may complete paperwork. The KBD Group had been working on the communication aspect of the merger and that over the next six months activities will be highlighted on social media. He stated that working on the composition of the Executive Committee was currently taking place; approval of the Charter of the organization had been approved unanimously by all 15 localities; new activities include the opening of a new Veterans Center on the Peninsula; working on reopening Virginia Career Works Centers to the public; Campus 757 retention effort has launched; approval to move forward with a \$500,000 Go Virginia Grant. As the merger comes to a close the merger of the 501C3 organization on the Peninsula will be consolidated with the Foundation; working with Ms. Delceno Miles Chair of the Foundation to add a Peninsula member.

Mr. Mann stated that staff are continuing to work with the City of Newport News Finance and Human Resources Departments to ensure that there is no gap of health care coverage as we move forward with the transition and also the transfer of Paid Personal Leave and Paid Medical Leave.

III. NEW BUSINESS

Board of Directors Appointments – Mr. Avery stated that the new Board of Directors includes 51 members with 60% business lead. Next step is to vote on member by the Local Elected Officials. Mr. Avery explained that business members are nominated by local area Chambers of Commerce and that members had been contacted regarding serving on new board and 100% agreed to serve. Mr. Avery read the list of members as follows:

CHAIR, John Olson, Ed.D., Campus President, ECPI University Newport News
VICE CHAIR, Mark A. Johnson, Vice President, Truist Bank
Taylor Adams, Deputy City Manager, Director of Economic Development, City of Virginia Beach
Vonya Alleyne, Vice President, Human Resources, Cox Communications Virginia
Terry Banez, Executive Director, Williamsburg Business Sector
Dr. Towanna Porter Bannon, President, Thomas Nelson Community College
Brad Barnes, Director of Learning and Development, Ferguson Enterprises
Joseph C. “Joe” Barto, Founder and President, TMG
Mike Briley, Vice President At-Large, Virginia Peninsula Central Labor Council
Rhonda Bunn, Director, Human Resources, Public Relations Canon Virginia, Incorporated
Hosey Burgess, Regional Manager, Virginia Employment Commission
Thomas Calhoun, President, Norfolk Federation of Teachers
Carrie Chi, Vice President of Human Resources, 1st Advantage Federal Credit Union
Jeffrey Clemons, Senior Vice President, The PNC Financial Services Group
Ellis Cofield, Jr., CEO and Founder, Cofield Locksmith
Kermit A. Crawford, Ph.D., Endowed Chair in Psychology, Hampton University
William W. Crow, President, Virginia Ship Repair Association
Dr. Larry Dotolo, President, Virginia Tidewater Consortium for Higher Education
Dr. Johnny Garcia, President, SimIS, Inc.
Greg Garrett, Senior Partner/CEO, Garrett Realty Partners
Voncile “Von” Gilbreath, Executive Director, Greater Williamsburg Partnership
Jesse Goodrich, Vice President, Human Resources Riverside Health System
Stephanie Gorham, Executive Director, Volunteer Hampton Roads
Alice Graham, Regional Program Manager, Southside, Adult Education and Literacy
Kasia Grzelkowski, President & CEO, VersAbility Resources, Inc.
Dudley Harris, Vice President, Special Projects, Bay Electric Company, Inc.
Howard Hoege, Member, Newport News EDA/IDA, Mariners Museum
Andy Jaeckle, Senior Manager., Human Resources, Stihl Incorporated
L’Tanya Johnson, VDC Human Resource Manager, Cost Plus World Market
Shannon Kane, President, EWR Management Corporation
Dr. Corey McCray, President, Camp Community College
Robert “Bob” McKenna, President/CEO, Virginia Peninsula Chamber of Commerce
John Meyer, Senior Partner, SynEnergy Incorporated
Delceno C. Miles, President, The Miles Agency
Dr. Ruth T. Jones Nichols, President and CEO, The Foodbank of Southeastern Virginia and the Eastern Shore
Josie Pearson, Human Resource Manager, Science Systems and Applications Inc.
Dr. Keisha Pexton, Director, Learning and Development Innovation, Newport News Shipbuilding
Thom Prevette, Director, Advocacy and Community Relations, Bon Secours Health System
Casey Roberts, Executive Director, New Horizons Regional Education Centers
Becky C. Sawyer, Senior Vice President & CHRO, Sentara Healthcare
Kimberly “Kim” Shepard, Hampton Roads District Manager, VA Department of Aging & Rehabilitative Services
Doug Smith, President & CEO, Hampton Roads Alliance
Bryan K. Stephens, President and CEO, Hampton Roads Chamber

Chris Stuart, Vice President – Client Relations & Business Development, Top Guard Security
Cathie Vick, Chief Development and Government Affairs Officer, Virginia Port Authority
Barbara Watson, Assistant Social Service Director, James City County
Gunter Weissenseel, President, IMS Gear Virginia, Inc.
Edith G. White, Executive Director, Hampton Roads Community Action Program
Kevin Will, President and CEO, Boys & Girls Club of Southeast Virginia
Chas Wright, Executive Vice President, Commercial Lending TowneBank

A motion was seconded and passed by Executive Committee to approve the Board of Directors as presented above.

A motion was seconded and passed by the Local Elected Officials to approve the Board of Directors as presented above.

Award of Communications Services Request for Proposal – Mr. Avery stated that for the last five years the Council had secured the services of the KBD Group via a communications contract. A new Request for Proposal for Communications Services was issued and reviewed by an Ad Hoc Committee. The Committee is recommending that the Council continues its contract with the KBD Group in the amount of \$132,000.00. Mr. Avery stated that this amount was included in the budget.

A motion was seconded and passed to award the Communications Services Request for Proposal to the KBD Group in the amount of \$132,000.00.

Approval of LEOs to Extend Current Policies and Procedures – Mr. Avery stated that with the merger taking place July 1, 2021, there is going to be a gap with finalization of current policies and procedures. He recognized Mr. Gary Butler for comments.

Mr. Butler stated from an operational perspective a big challenge with the merger was to bring together the two agency's policies and procedures into a unified single format. These are the policies and procedures that govern our One-Stop operations, youth programming and all WIOA funded services. Mr. Butler said that both organizations have a history of high performance and combining policies is a process not to be rushed. From a technical perspective the two existing boards in place today, will officially be dissolved June 30, 2021. The new regional Board becomes active July 1, 2021. Consequently, staff is recommending that the Local Elected Officials, having authority and continuity from the past year and going forward, approve a blanket extension of current policies and procedures until such time that they are approved by the new board and superseded by new guidance.

Mr. Avery pointed out that the existing standard policies and procedures have been approved by either Board in the past. Mr. Mann added that these policies and procedures have been approved by the Virginia Community College System as well.

A motion was seconded and approved by the Local Elected Officials to issue a blanket extension of current policies and procedures until such time that they are superseded by new guidance.

IV. ANNOUNCEMENTS AND PUBLIC COMMENT PERIOD

Dr. Olson announced that the next meeting of the HRWC and GPWB would be a hybrid Full board meeting at 9:00 a.m. on June 16, 2021. Location to be determined. Ms. Vick stated that this morning's meeting worked well, where some members attended in person and some online. Dr. Olson then invited and received comments from the local elected officials (LEOs) in attendance.

LEO's expressed their appreciation for the information provided at today's meeting.

V. PUBLIC COMMENTS

There being no public comments, the meeting was adjourned at 9:45 a.m.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "W. H. Mann, Jr.", with a stylized flourish at the end.

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

Attachments

**HAMPTON ROADS WORKFORCE COUNCIL
JOINT EXECUTIVE COMMITTEE
MAY 27, 2021
ATTENDANCE RECORD**

HRWC EXECUTIVE COMMITTEE MEMBERS PRESENT

Vonya Alleyne	Cox Communications Virginia
Dr. Larry Dotolo	VA Tidewater Consortium for Higher Ed.
Dr. Johnny Garcia	SimIS, Inc.
Andy Jaeckle	STIHL Incorporated
Dr. Ruth Jones Nichols	Foodbank of S. E. Virginia & Eastern Shore
Bryan Stephens	Hampton Roads Chamber
Guenter Weissenseel	IMS Gear Virginia Inc.
Kevin Will	Boys & Girls Club of Southeast Virginia

HRWC EXECUTIVE COMMITTEE MEMBERS ABSENT

Dr. Kenneth Chandler	City of Virginia Beach
William W. Crow	Virginia Ship Repair Association
Mark Johnson	Truist Bank
Delceno Miles	The Miles Agency

PENINSULA REPRESENTATIVE (Non-voting)

Dr. John Olson	ECPI University
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Chief Local Elected Officials (CLEO's) REPRESENTATIVES PRESENT (Nonvoting)

The Honorable Christopher Cornwell	Southampton County
The Honorable Shannon Glover	City of Portsmouth
The Honorable Don Goldberg	City of Suffolk
The Honorable Linwood Johnson	City of Franklin
The Honorable Mamie Johnson	City of Norfolk

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

The Honorable Joel Acree	Isle of Wight County
The Honorable Robert M. "Bobby" Dyer	City of Virginia Beach
The Honorable Rick West	City of Chesapeake

HRWC STAFF

Shawn Avery	President & CEO
Christina Brooks	Senior Director, Youth Services and Special Projects
Steve Cook	Vice Pres. of Workforce Innovation
Clif Duncan	Vice President of Finance & Administration
Amanda Green	Interim Director, Youth Programs
Alexandra Howe	Director, Grants and Corp. Stewardship
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
MAY 27, 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 John McGlennon	James City County Board of Supervisors
Dr. John Olson	ECPI University
Dr. Towuanna Porter Brannon	Thomas Nelson Community College
Dale Stone	Walmart Distribution Center
Honorable Tina Vick	Newport News City Council

GPWB MEMBERS PRESENT (Nonvoting)

Rachael Ambrose	Denbigh Learning Center
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GPWB MEMBERS ABSENT

Rhonda Bunn	Canon Virginia, Incorporated
Greg Garrett	Garrett Realty Partners
Honorable James Gray	Hampton City Council
Honorable Ted Maslin	Williamsburg City Council
Honorable Sheila Noll	York County Board of Supervisors
Honorable Robert Orth	Gloucester County Board of Supervisors
Dr. Jason Perry	Rappahannock Community College\
Dr. Vince Warren	Newport News Shipbuilding

GPWB ONE-STOP PARTNER AGENCY (Nonvoting) PRESENT

Casey Roberts	New Horizons Regional Education Centers
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GPWB ONE-STOP PARTNER AGENCY (Nonvoting) ABSENT

Dr. Susan English	Thomas Nelson Community College
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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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