

HAMPTONROADS WORKFORCECOUNCIL

ONE REGION. ONE WORKFORCE. ONE ECONOMY.

EXECUTIVE COMMITTEE MEETING

AGENDA

September 21, 2023

4:30 PM

Rivers Casino Portsmouth

AGENDA ITEMS	ACTION ITEM	ATTACHMENT	PRESENTER
1) CALL TO ORDER A. Quorum Assessment B. Recognition of New Members and Guests			Dr. John Olson
2) CONSIDERATION OF MINUTES Executive Committee Meeting- June 7, 2023	X	A	
3) COMMITTEE RECOMMENDATION -Finance & Strategy Committee Financial & Compliance Audit Recommendation	X	B	Dr. Johnny Garcia
4) PRESIDENT UPDATES			Mr. Shawn Avery
5) OLD BUSINESS			
6) NEW BUSINESS			
7) ANNOUNCEMENTS			
8) ADJOURNMENT			Dr. Olson, Chair

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**BOARD OF DIRECTORS
OF THE HAMPTON ROADS WORKFORCE COUNCIL
EXECUTIVE COMMITTEE
MEETING MINUTES
June 7, 2023**

The Executive Committee of the Hampton Roads Workforce Council (HRWC) met on June 7, 2023. With a quorum present, Chairperson John Olson called the session to order at 9:00 a.m.

CONSENT AGENDA

Dr. Olson directed the attention of attendees to the Consent Agenda which included

- Meeting Minutes from the last Executive Committee Meeting of April 19, 2023, (Attachment A), and
- the previously distributed Workforce Council Committee Reports on past performance:
 - Business & Workforce Services Committee Report presented by Dr. Larry Dotolo (Attachment B)
 - The Finance & Strategy Committee Report (Attachment C), presented by Dr. Johnny Garcia, plus
 - The Youth Services Committee Report presented by Mr. Dudley Harris. (Attachment D).

Dr. Olson asked if any items on the Minutes or Committee Reports needed correction, clarification, discussion, or removal from the Consent Agenda. There were none. Dr. Dotolo moved that the Executive Committee of the Hampton Roads Workforce Council adopt the Consent Agenda as presented. Executive Committee Member Kasia Grzelkowski seconded the motion, which unanimously carried.

AGENDA

Business and Workforce Committee Presentation

Dr. Larry Dotolo, Committee Chair gave a brief overview highlighting HRWC's grants, Career Services, and Veterans' Centers. Further, he announced the retirement of the Operations Officer, Mr. William "Bill" Coley, and applauded his contributions toward the workforce of Hampton Roads.

Dr. Dotolo acknowledged Mr. Whitney Lester, Senior Director of the Talent Development Team, (whose initiatives were highlighted in the Minutes from the last meeting), for their "excellent efforts" in continuing great service. Dr. Dotolo applauded our team members who further relationships with the military and "quite notably extend our outreach beyond the doors of our Veteran Employment Centers, which has led to impressive growth in that sector."

Dr. Dotolo described the process for public notices, RFPs, objective evaluation, and the selection process for Training Providers as a preface to presenting the Business and Workforce Services Committee's Recommendations of

- Current ITA Training Program Re-certifications; and the
- Regional ITA Application Package APP ITARP#1- PY'23 Training Program Approval Recommendations for 7/1/23 to 6/30/24. (Attachment E)

Dr. John Olson recused himself from the discussion and voting process to avoid any conflict of interest with ECPI's submission of candidacy as a Training Provider. Dr. Dotolo affirmed that due process was given to the selection process, and ECPI's level of service and responsiveness to the RFP was excellent. After a review of the detailed listings, all voted in favor of the Business and Workforce Committee's recommendations.

Dr. Dotolo presented the recommendation to continue services for the One-Stop Operator for the 2023/2024 Program Year with a 4.5% increase. All Executive Committee Members voted yes.

Finance & Strategy Committee


Dr. Johnny Garcia informed the Executive Committee Members of the “next level” work that the Accounting and Finance Department had done. He commended the leadership of Stacey Daniels-Fayson, CFO, and the presentation of the Budget. Dr. Garcia thanked the members of the Finance Committee for their commitment to reviewing such detailed reporting and flexibility of schedules. Dr. Garcia highlighted the Funding Budget and Expenditure Summary. Dr. Garcia stated that the budget for the Workforce Council increased in five years from approximately \$11 million (when he started) to the \$40,439,102 that the Finance & Strategy Committee is now recommending. He highlighted the Proposed Budget for the Program Year ending June 30th, 2024, which CFO Fayson formatted in a PowerPoint presentation that detailed the budget to correlate to the strategic pillars established, and guide the Workforce Council’s Logic Model and Operations. Further, the PowerPoint detailed Sources and Uses and carryover projections by comparison to the last program year and YTD trends by each program area. Mr. Avery and several Executive Board Members stated how impressive and relatable the reports were and should become a source document for utilization, not just after-the-fact reporting.

Mr. Avery interjected that this is a very conservative budget that will be updated in August due to grant “closeout,” carryover amounts, and end of Program Year funding that will modify the numbers. Secondly, the Program Year “...started at \$15 million, therefore the growth is quite impressive”, but very much needed- given the challenges and opportunities the workforce faces. Notably, the Workforce Council is developing a Regional Ecosystem that meets the skilled trades needs of the maritime industry, shipbuilding, ship repair, tunnel and bridge construction and repair, and the offshore wind workforce. Recognizing the dependency in this regard, The U.S. Navy is investing \$11 million for eight projects, with the pledge of approximately \$29 million to include the Northern Neck and borderline areas of North Carolina. Executive Board Member Bill Crow stated that he is most excited about the long-term commitment to developing these industries' career pathways. He further announced that a full-time person would be hired to administer this program.

Chairperson Dr. Olson agreed and asked for questions, discussions, or motions relating to the financials. Isle of Wight Supervisor Grice asked if we project the growth to remain. Mr. Avery replied that there will always be some fluctuations, but the funding sources are strategically from a wide variety of industry clusters, and public/private sources intended to meet the community’s long-term needs.

Executive Board Member Delceno Miles concurred with the compliments of the integrated budget that reveals the sectorial industry impact, but also the exponential growth overall. She amplified that the sheer numbers present an opportunity for substantial change in the Hampton Roads economy and the potential for more income distribution of our citizenry. She inquired about the Council’s focus and strides to build the organization’s capacity for optimal service delivery during such expanding operations. Mr. Avery assured the Executive Committee that these were continuing conversations and areas of focus within the organization. Ms. Miles implored the various HRWC Committee Chairs to be intentional about incorporating these capacity-building discussions in future committee meetings. Dr. Garcia stated that was an excellent idea- and suggested we take it one step further and have the HRWC Committees share progress in upcoming reports. With that said, Executive Board member Delceno Miles motioned that the Executive Committee of the Hampton Roads Workforce Council accept the Budget as presented in the amount of \$40,439,102. The motion was seconded by Guenter Weissenseel and unanimously approved.

Dr. Garcia shared the Budget Revision recommendations of the Finance and Strategy Committee for the remaining weeks. Dr. Dotolo motioned to approve the Budget Revision that would result in a transfer of Adult Funds to Dislocated Worker Funds for \$500,000. The motion was seconded by Councilwoman Tina Vick and unanimously carried. (Attachment H).



Dr. Garcia presented the Finance Committee's Recommendation for an Enterprise Business System from the best RFP response of Oracle NetSuite for a three-year contract and ADP for a two-year contract. Ms. Grzelkowski questioned what services ADP would be providing. All Executive Committee Members voted yes to approve the Finance Committee's recommendation as presented for the Enterprise Business System.

Dr. Garcia stated that the Finance Committee reviewed the long-awaited Financial Audit, and any Executive Committee Member could contact them for a copy.

Youth Services Committee

Committee Chair Dudley Harris presented ongoing initiatives targeted at youth and gave the Youth Services Committee's recommendation for PY'23 Funding ("Attachment G"). The Executive Committee unanimously voted yes to the recommendation of the Youth Services Committee. Dr. Olson thanked Mr. Harris for his engagement with the vital programs targeting youth and his continued leadership of the Committee.

PRESIDENT'S REPORTS

Shawn Avery, President & CEO of the Hampton Roads Workforce Council (HRWC), presented an overview of Key Performance Indicators (KPI) for July 1, 2022, through March 2023. Isle of Wight Supervisor Richard Grice suggested we include points of reference such as trends or data comparative to goals set on future presentations of KPI. Mr. Avery stated that the HRWC has plans to hire someone to administer the timely upkeep and reporting of KPIs.

NEW BUSINESS

Mr. Avery stated that Ms. Miles' focus on supportive infrastructure and capacity building has remained top-of-mind and announced that one such measure would begin on July 1, 2023, when the HRWC would begin utilizing Launchpad. (This platform provides interconnectivity, integration, and collaboration of other software and databases to enhance efficiency by reducing duplication and providing database compilation, sorting, filtering, and on-demand queries.) Mr. Gary Butler, Chief Administration Officer informed the Executive Committee that while we are excited about the software's capabilities, we remain committed to not asking for client information unless strictly warranted, ensuring that The Workforce Council remains..." a welcoming and non-intrusive service provider".

Councilwoman Tina Vick commended this client-based focus and asked that we do more to reach people of color and be more inclusive of the burgeoning Latino population. Mr. Butler stated that we track population demographics to ensure we are reaching everyone and noted that there had been a definite rise in our ESL courses. Ms. Kasia Grzelkowski, Executive Committee Member, recommended that the HRWC consider the standard usage of Martii, a software that seamlessly interprets and translates language on demand in real-time. Dr. Garcia informed he was the President of the Hispanic Chamber of Coastal Virginia and could connect us to that population.

Mr. Avery opened the floor for discussion of the Executive Committee and Board leadership. Executive Committee Members and elected officials overwhelmingly applauded Dr. Olson's leadership as Chairman. Mr. Avery commented that the HRWC's rapid expansion had not been an easy undertaking, particularly for a volunteer. However, Dr. Olson has been highly flexible and responsive to the organization's needs and remains an advisor to him. A vote was initiated to reappoint Dr. John Olson as Chairperson of the Executive Committee and Board of Directors of the Hampton Roads Workforce Council. The motion was made by Dr. Dotolo, seconded by Executive Board Member Terry Banez, and unanimously carried.

ANNOUNCEMENTS

Dr. Olson announced that the next meeting of the Board of Directors Meeting is scheduled to take place on June 21st, 9 AM at HUB757.

PUBLIC COMMENTS

None.

Chairperson Olson adjourned the meeting at 10:07 AM.

Respectfully submitted on September 13, 2023,



Shawn Avery, Recording Secretary
Attachments

EXECUTIVE COMMITTEE OF THE HAMPTON ROADS WORKFORCE COUNCIL MEETING – June 7, 2023

EXECUTIVE COMMITTEE MEMBERS PRESENT

Dr. John Olson, Chairperson	ECPI University
Delceno Miles	The Miles Agency
Dr. Johnny Garcia	SimIS, Inc.
Dr. Larry Dotolo	Virginia Tidewater Consortium for Higher Education
Dudley Harris	Bay Electric Company, Inc.
Guenter Weissenseel	IMS Gear Virginia Inc.
Kasia Grzelkowski	VersAbility Resources
Kevin Will	Boys and Girls Club of Southeast Virginia
Mark Johnson	Truist Bank
Rhonda Bunn	Canon Virginia, Inc.
Robert McKenna	Virginia Peninsula Chamber of Commerce
Terry Banez	Greater Williamsburg Business Council
William W. Crow	Virginia Ship Repair Association

EXECUTIVE COMMITTEE MEMBERS ABSENT

Bryan Stephens	Hampton Roads Chamber
Donald Goldberg	Harvey Lindsay Commercial Real Estate
Jesse Goodrich	Riverside Health System
Taylor Adams	City of Virginia Beach

CHIEF LOCAL ELECTED OFFICIALS PRESENT

The Honorable Barbara Ramsey	City of Williamsburg
The Honorable Jeffrey Bunn	City of Chesapeake
The Honorable Carey Freeman	City of Poquoson
The Honorable James Gray	City of Hampton
The Honorable James Icenhour	James City County
The Honorable Linwood Johnson	City of Franklin
The Honorable Richard Grice	Isle of Wight County
The Honorable Tina Vick	City of Newport News

CHIEF LOCAL ELECTED OFFICIALS ABSENT

The Honorable Christopher Cornwell	Southampton County
The Honorable Christopher Hutson	Gloucester County
The Honorable Mamie Johnson	City of Norfolk
The Honorable Robert M. "Bobby" Dyer	City of Virginia Beach
The Honorable Shannon Glover, Mayor	City of Portsmouth
The Honorable Sheila Noll	York County
The Honorable Timothy Johnson	City of Suffolk



**EXECUTIVE COMMITTEE OF THE HAMPTON ROADS WORKFORCE COUNCIL
MEETING – June 7, 2023**

HAMPTON ROADS WORKFORCE COUNCIL STAFF

Shawn Avery
Amanda Slosson
Amanda Rafferty
Angela Harris
Christina Brooks
Deborah Bailey
Dominique Mick
Gary Butler
Katherine Henderson
Rita Bond
Robert Schuller
Stacey Daniels-Fayson
Steve Cook
Whitney Lester

GUESTS

None

MEETING OF: Executive Committee of the Hampton Roads Workforce Council (HRWC)

DATE: 9/21/2023

ITEM: Selection of an Auditor for the Financial and Compliance Audit Services for the period of 10/1/2023 -9/30/2024

RECOMMENDED ACTION: Approval to Execute a Contract

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BACKGROUND:

HRWC issued a Request for Proposals (RFP) for Financial and Compliance Audit Services on May 1, 2023, which closed on June 1, 2023. The RFP requested proposals from qualified offerors to perform the Financial and Compliance Audit Services for The Hampton Roads Workforce Council and for the Hampton Roads Workforce Foundation for the twelve (12) month period ending June 30, 2023, and each year thereafter that the contract is in effect in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants. The initial contract performance is for a period of one year (10/1/2023 to 9/30/2024) with the option for up to four (4) one-year renewals at the discretion of HRWC. Only one (1) proposal was received: Wall Einhorn & Chernitzer, P.C.

On 7/11/2023 and 7/19/2023, a committee comprised of Dominique Mick, Interim Senior Director of Accounting, Holly Bryant, Human Resources Director, and Bo Garner, Board Committee Member met virtually to review the sole proposal and individually scored each based on the rating criteria stipulated in the RFP. As a result, the committee recommended moving forward with Wall Einhorn & Chernitzer, P.C.

ACTION REQUIRED:

Approval is requested for HRWC to enter a contract with the following offeror:

- Wall Einhorn & Chernitzer, P.C. – One year (10/1/2023 to 9/30/2024) with the option for up to four (4) one-year renewals. Pricing for the first year is \$75,000. The amount budgeted is currently \$40,000. A budget modification will be forthcoming.

RESOURCE PERSON:

Stacey Daniels-Fayson, Chief Financial Officer, (757) 314-2370, sdaniels-fayson@theworkfoceouncil.org