HAMPTON ROADS
WORKFORCE COUNCIL
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BOARD OF DIRECTORS MEETING AGENDA

December 18, 2024 9:00 AM

HUB 757 6801 Bridgeway Dr, Suffolk, VA 23435

	AGENDA ITEMS	ACTION ITEM	ATTACHMENT	PRESENTER
I.	**Quorum Assessment & Call to Order**	X		Mark Johnson, Chair
II.	**Participant Success Stories**			
III.	**Special Presentation: Hampton Roads Investment Playbook**			Doug Smith, President & CEO Hampton Roads Alliance
IV.	**Consideration of Minutes (June 26, 2024)**	X	A	
V.	**COMMITTEE REPORTS**			
	A. Business & Workforce Services			Dr. Larry Dotolo
	-Committee Report		B	& Amanda Rafferty
	-Training Provider Recommendations	X		
	B. Youth Services Committee			Dudley Harris
	Committee Report		C	& Amanda Rafferty
	C. Finance and Strategy Committee			Jesse Goodrich
	- PY '24 YTD Financials		D	& Stacey D-Fayson, CFO
VI.	**PRESIDENT UPDATES**			Shawn Avery
VII.	**OLD BUSINESS**			
VIII.	**NEW BUSINESS**			
IX.	**ANNOUNCEMENTS**			
X.	**PUBLIC COMMENT PERIOD AND ADJOURNMENT**			

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Board of Directors Meeting

Call To Order

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Special Presentation

Participant Success Stories

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Special Presentation

Hampton Roads Investment Playbook

Hampton Roads Alliance

The Hampton Roads Alliance (the Alliance) is a nonprofit, public-private partnership supported and led by the region's most influential business leaders, local governments, and top academic institutions representing nearly 100 private sector investors to govern and resource the organization and its regional economic development efforts. Those efforts focus on the following service areas: business attraction, business expansion, and business intelligence.

Doug Smith,
President & CEO

Office: 757 627-2315
dougsmith@hamptonroadsalliance.com

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Assessment of Quorum

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Board of Directors Meeting

ATTACHMENT A

MEETING MINUTES

HAMPTON ROADS
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Board of Directors Meeting
June26, 2024
HUB757 Suffolk, VA

An official meeting of the Board of Directors for the Hampton Roads Workforce Council (HRWC) convened on June 2024, at HUB757 6801 Bridgeway Drive, Suffolk. With quorum, the meeting was called to order by Co-Chair Dr. John Olson at 9:08 AM who welcomed guests Kevin Barto and Eric Hilton who accompanied board member Joe Barto. (A list of attendees is attached to the Minutes.)

CONSIDERATION OF MINUTES

Councilman Carey Freeman motioned to approve the Minutes as presented from the prior meeting conducted on March 20, 2024. The motion was seconded by Dr. Marcia Coston and carried with unanimous consent.

COMMITTEE REPORTS

(All reports were provided to board members before the meeting.)

BUSINESS AND WORKFORCE SERVICES COMMITTEE

Committee Chair, Dr. Larry Dotolo highlighted information from the "dashboard" reports from HRWC's Virginia Career Works Centers, Veteran Employment Centers, Talent Division, Business Services, Regional Workforce Training Systems, and One-Stop Operator.

YOUTH SERVICES COMMITTEE

Chairperson Dudley Harris presented the committee's report regarding the federal WIOA youth programs and Emerging Workforce.

FINANCE AND STRATEGY COMMITTEE

Chairperson, Dr. Johnny Garcia referenced the financial reports and called attention to the PY 2024 Proposed Budget for the year ending June 30th, 2025. Dr. Garcia shared specifics on the Finance Committee's revised budget from $38,081,653 to $40,070,052, for which the Finance Committee secured approval from the Executive Committee on June 12, 2024. Dr. Garcia highlighted the funding pillars of Operations, Business Services, Virginia Career Works, Veterans Centers, Emerging Workforce, Maritime, Infrastructure, Equity in the Workforce, Talent Development Healthcare & IT, and "other" to total $40,070,052; asking if anyone had questions or concerns about sources, budgeted items, or uses. HRWC president, Shawn Avery reminded all that the numbers will continue to change as the accounting department continues with closing out the program year ending June 30, 2024. Dr. Marcia Conston asked for more information on the Veteran Center funding. President Shawn Avery responded that separately from the support provided in collaboration with others supporting transitioning veterans, the HRWC operates Veterans Centers in Norfolk and Newport News. He further explained that much of the interface is on the bases, but these centers are staffed with trained and dedicated personnel to offer an array of services to military personnel and importantly, their spouses. No further questions or concerns were posed. The Finance and Strategy Committee's recommendation to accept the Budget was seconded by Mayor Bobby Dyer, Chief Local Elected Official of the Hampton Roads Workforce Council, and passed with unanimous consent.

PRESIDENT'S REPORT

Shawn Avery asked all board members to attend the annual meeting and Innovation Awards in September. He shared the evolution of the Workforce Council which will celebrate 50 years at this event. Mr. Avery asked for board members to direct nominations for awards to his attention and asked if there were any general questions about the categories or process.

The healthcare pipeline was launched with a kickoff in May.

Led by the pipeline in conjunction with partners from business and community-based organizations, the focus remains on four areas: training capacity, marketing, K-12, and targeted recruitment. The HRWC is now fully operational with 30-40 staff members- some of whom are employed via our partners. Pass-through funding is in place for the infrastructure of our educational partners' training facilities. Tidewater Community College (TCC) will add 750 slots with the expanded capacity. Virginia Peninsula Community College (VPCC) is building a facility in downtown Newport News that will add 700 slots. Three community colleges in North Carolina are being supported with extension services planned for Richmond and Petersburg.) The K12 system is integrated into the Regional Maritime Training System (RMTS) ecosystem, (e.g., Virginia Beach's expansion of its technical training center). To date, there is approximately $67 million supporting the entire maritime system, (not just HRWC) with multiple funding streams and programs such as Good Jobs Challenge, The City of Norfolk, HR Strong, Go Virginia, Submarine Industrial Base (SIB), and private contributions. Mr. Avery updated the board on the maritime focus and showed a commercial presentation for the 100-mile radius of Hampton Roads surrounding Newport News Shipbuilding.

Mr. Avery continued that progress has been made on the planning toward the three imperatives (workforce development, technology, and supply chain) with the HRWC the Submarine Industrial Base (SIB), and the Defense Industrial Base.

A $2.5 million marketing campaign has launched with creative outreach planned with the Meridian Group, with priorities through 2030. Mr. Avery showed a short video and shared the bold and innovative plan for the Regional Maritime Training System. Demonstrating the innovative methods for marketing, board members were offered event tickets to Richmond's track for races on August 11th where HRWC (via BuildSubmatines.com) is sponsoring a NASCAR racecar.

Targeted inclusion is planned for K12 outreach with Go Tech's expansion program to seven middle schools with career expos, trips, and engagement. [GO TEC is a talent pathway initiative that introduces middle school students to the strategic sectors of Healthcare Technologies, Automation & Robotics, IT Coding & Networking, Precision Machining, Metrology, Mechanical Engineering, Electrical Engineering, Manufacturing Engineering, Welding, Precision Agriculture and Energy.] Marginalized communities will be targeted with marketing and provided support services to increase participation rates within social, economic, and racial bands. Women in Skilled Careers (WISC) program will continue to get more women exposed to skill trades opportunities. In HRWC's partnership with Newport News Shipbuilding, the DOD's SkillBridge program boasts 172 connected, and 800 participants locally engaged through Vet Centers.

The community college partners have been asked to design curricula that is universal for the shipbuilding and ship repair industry with built-in training provider accountability. The Submarine Industrial Base is supporting the efforts of the HRWC to recruit additional instructors for trades training.

Doug Smith, HRWC Board Member and President of the Hampton Roads Alliance enthusiastically endorsed the approach and asked that the Port of Hampton Roads be added since it is our unique asset and an integral component to the region.

SPECIAL PRESENTATION

An integral partner of HRWC's Talent Pipeline Program is TMG. Board member Joe Barto, President of TMG gave a presentation on his company which was selected as the national Program Manager and developer of the US Navy's Talent Pipeline Program. (TMG's presentation slides are available upon request.)

Board member Greg Garrett asked if recruitment and marketing partners be intentional about recruiting the diversity previously mentioned and extended to include the returning citizens and immigrants into the talent pipeline. Regarding the latter, he stated a natural extension via the AUKUS agreement, could be a pipeline process for Australians. Mr. Avery stated that immigrants and returning citizens would be worthy of further exploration and included in reports by groups like TMG. Additional board members chimed in on the subject with emphasis placed on intentional focus and accountability for the inclusion of marginalized communities to be more reflective of the demography since federal funds support the program.

In response to Mr. Barto's comments, Board Member Rachael Ambrose who serves as Regional Program Manager for Adult Education mentioned that the Adult Education Department with which she works can design training programs on soft skills, fundamental reading and math, and English as a second language.

OLD BUSINESS

- **None**

NEW BUSINESS

- **None**

PUBLIC COMMENT PERIOD

- **None**

Adjournment

Dr. Olson asked if there were any other discussions or items to add to the next meeting. There were none. The meeting was adjourned at 10:28 AM.

Submitted by,

Shawn Avery, President & CEO
RecordingSecretary

Attendance Record Attached

HAMPTON ROADS WORKFORCE COUNCIL As of: **6/26/2024**

Attendance Roster HRWC Board of Directors Meeting June 26, 2024 9AM HUB757

BOARD MEMBERS	ATTENDED	RSVP-YES	RSVP-No	No Response to Invite
Aaron Woodard		1		
Amanda Jarratt			1	
Andy Jaeckle				1
Brad Barnes			1	
Bryan Stephens	1	1		
Carrie Chi			1	
Casey Roberts			T	
Cathie Vick		0		
Clifford Mustaafa Dozier				1
Chris Stuart		1		
Delceno Miles			1	
Donald Goldberg	1	1		
Doug Smith	1	1		
Dr. Corey McCray		1		
Dr. James Shaeffer (nonvoting)			1	
Dr. John Olson (Chair)	1	1		
Dr. Johnny Garcia	1	1		
Dr. Keisha Anderson		1		
Dr. Larry Dotolo	1	1		
Dr. Marcia Conston (non-voting)	1		1	
Dr. Shannon Kennedy (non-voting)			1	
Dr. Towuanna Porter Brannon		1		
Dudley Harris	1	1		
Edith White		1		
Ellis Cofield, Jr.		1		
Greg Garrett	1	1		
Guenter Weissenseel	1	1		
Hosey Burgess	1	1		
Howard H. Hoege, III	1	1		
Jeff Clemons			1	
Jesse Goodrich			1	
Joe Barto	1	1		
Josie Pearson			1	
Kasia Grzelkowski			T	
Kevin Will				1
Kim Shepard			1	
Mark Johnson	1	1		
Rachel Ambrose	1	1		
Rhonda Bunn				1
Robert Bob McKenna			1	
Sarah Welch			1	
Shannon Kane		1		
Stephanie Gorham		1		
Steve Barley	1	1		
Terry Banez			1	
Thomas Calhoun				1
Tony Barlett			1	
Wendy Evans				
William Crow			1	
LOCAL ELECTED OFFICIALS	**ATTENDED**	**YES RSVP**	**RSVP-NO**	**No Response**
CHESAPEAKE- The Honorable Jeffrey Bunn			1	
FRANKLIN- The Honorable Linwood Johnson				1
GLOUCESTER- The Honorable Chris Hutson				1
HAMPTON- The Honorable James Gray, Vice Mayor			1	
ISLE OF WIGHT- The Honorable Renee Roundtree	1	1		
JAMES CITY Cty- The Honorable James Icenhour	1			1
NEWPORT NEWS- The Honorable Tina Vick	1			1
NORFOLK- The Honorable Mamie Johnson				1
POQUOSON- The Honorable Carey Freeman	1	1		
PORTSMOUTH- The Honorable Shannon Glover, Mayor			1	
SOUTHAMPTON COUNTY-The Honorable Chris Cornwell				1
SUFFOLK- The Honorable John Rector	1			1
WILLIAMSBURG- The Honorable Barbara Ramsey	1	1		
VIRGINIA BEACH- The Honorable Bobby Dyer	1			1
York County- The Honorable Sheila Noll,Vice Chair			1	

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Board of Directors Meeting

ATTACHMENT B

BUSINESS AND WORKFORCE SERVICES

COMMITTEE REPORT

Virginia Career Works

Report Period: 7/1/24 – 11/30/24

Notables:

Virginia Career Works (VCW) Center Certification Events:

- **11/18/24**: Portsmouth Center

Americans with Disabilities Act (ADA) Surveys Completed:

- **11/22/24**: Portsmouth Center
- **11/25/24**: Suffolk Center
- **11/26/24**: Norfolk Center

Making a Difference:

Kaila Hartzell

- Received Clinical Medical Assistant training at T&D Phlebotomy. She is currently employed with TPMG as a Clinical Medical Assistant earning $18.00 an hour.

Yazmine Gonzales-Diaz

- Received Phlebotomy training at Tidewater Medical Training. She is currently employed with GiFols Biomat USA as a Phlebotomist earning $17.00 an hour.

Vitals:

- First time visits: **4,162**
- Total visits: **12,709**
- New Training Obligations: **$689,914.50**
- New Training Starts: **155**
- Credentials Earned: **103**
- Employment Placements: **68**
- Average Wage: **$23.67**

Key Upcoming Events:

December 3 – Reemployment Services and Eligibility Assessment (RESEA) &Title I Referral Pilot Meeting Review
December 4 – What's Next Open House (Tidewater Community College-Portsmouth Campus)
December 10 – Partnership Power Up-Glen Allen, VA
December 11 – Virginia Career Works (VCW) Suffolk Center Certification
December 14 – Councilman John Eley's Community Holiday Event
December 16 – Senior Services of Southeastern Virginia (SSSEVA) & Hampton Roads Workforce Council (HRWC)- Follow-up Meeting

Veterans Employment Centers

Report Period: 7/1/24 – 11/30/24

Notables:

From the last 757 Career Summit for 2024:
A HRVEC Participant has started a position as a Power Systems Coordinator with Georgia Power with a starting salary of $103K.

BFA Success Story – From School Administrator to Cybersecurity Analyst:
In November 2024, a veteran who utilized the Navy-funded BlueForge Alliance (BFA) grant achieved her goal of becoming a Cybersecurity Analyst with Tetrad Digital Integrity (TDI). Supporting the Navy Authorizing Official (NAO) contract in Suffolk, VA, she will now earn $93,000 annually in a role directly contributing to Navy operations.

Previously an administrator for a local public school system, she turned to the Hampton Roads Veterans Employment Center (HRVEC) to transition into a high-demand cybersecurity career within the Defense Industrial Base. Through the BFA grant, she completed MD Technical School's RMF/Security+ program, gaining hands-on training and earning her CompTIA Security+ certification.

Her success is a testament to the impact of the Navy's investment in workforce development, ensuring our military community has the resources and training to fill critical roles. This veteran credits the HRVEC for helping her achieve a fulfilling career that aligns with the Navy's strategic goals.

Making a Difference:

HRVEC held its first DOD Skillbridge at Camp Elmore with 81 participants.

In November 2024, 4 HRVEC Newport News clients reported that they obtained employment with the following employers: HII. Boeing, Tetrad Digital Integrity, and Newport News Shipbuilding.

HRVEC Hosts Impactful "Lunch 'n' Learn" for Military Families: On November 13, the HRVEC held its second Military Family & Veteran Resource Lunch 'n' Learn, featuring experts from the Hampton VA Medical Center, SSGT Fox Suicide Prevention Program, Virginia Department of Veterans Services, Military OneSource, American Corporate Partners, Armed Forces Arts Partnership, ECPI, VroomBrick, and Pinnacle Recovery.

Vitals YTD:

1st Time Individual Visits: **508**
Total Visits: **1,282**
Total Employed: **47**
Average Salary: **$79,012.50**
Enrolled in Training: **44**
Total Employers Engagements: **503**
Total Hiring Events: **40**
Employer Information Services|V3 Referrals: **49**

Upcoming Key Events:

- **December 3:** Federal Application Workshop (CISA)
- **December 10:** Executive Military Transition Seminar
- **December 5 and 19:** Cyber Certificate Info Sessions (SCIPP)
- **December 13:** DoD SkillBridge EXPO (Huntington Hall)
- **January 10:** DoD SkillBridge EXPO (Langley)

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Business Services

Report Period: 7/1/24 –11/30/24

Notables:

- Created a partnership with Urban Strategies to find employment for over 550 of their participants
- Hosted City of Norfolk East Side Task force for their final meeting this year
- Hampton Sheriff Transition and Reentry (STAR) Center: We were invited to the STAR Center at 1320 La Salle Ave., a one-stop shop for recently released individuals to access employment, housing, education, and identification support. This center serves Hampton residents recently released from the Hampton Community Corrections Center (within 24 hours of release), local jails, and state prisons (within 30 days of release). We look forward to collaborating with the STAR Center to connect individuals with vital workforce resources and support as they are interested in us hosting monthly hiring events.

Making a Difference:

- Atlas Systems, Access Program Manager is making $48 / Hour (previous pay $30) due to past IWT credentials acquired with WIOA funds and is now enrolled for additional services once more to acquire her Project Management Credential.
- On November 13, the Business Services Team hosted a Hampton Application Fest at the Hampton Career Works Center. The City of Newport News and UNITUS Family Services participated, engaging with job seekers and providing guidance on effective application strategies for their organizations. The event attracted approximately 70 attendees, resulting in several online applications, 25 scheduled interviews, and 15 hires.

Vitals:

- New Training Obligations: **$73,807.56**
- New Training Starts: **13** OJT **4** IWT
- Employment Placements: **114** (jobs board, OJT, hiring events)
- Average Wage: **$22.74**

Key Events:

Upcoming Recruitment Events (Southside):

- **December 3 and 17 –** Kaye's Unity Home Care Hiring Event
- **December 11 –** Va Beach Application Fest

Upcoming Recruitment Events (Peninsula):

- **December 5 –** Open Pathways Hiring Event
- **December 11 –** Poquoson Application Fest

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Regional Maritime Training System

7/1/2024-11/30/2024

Talent Development Efforts

- Provided key representation as a member of the Maritime Skilled Trades Alignment (MSTA) project led by Old Dominion University. Competency levels and proficiency expectations for a basic Coatings tradesperson were defined for publication.
- Chaired and facilitated the bi-monthly RMTS Sub-Committee meeting, leading regional efforts to develop curriculum for the essential maritime trade skills: Coatings, Electrician, Pipefitter, and the Marine Trades Training program.
- Attended 2024 Regional Apprenticeship Summitt and Talent Pipeline Management Digital Transformation Workshop in Chicago, Ill.
- RMTS Workforce Staff:
  - Established strategic partnership with The Neighborhood
  - Collaborated with Hampton High School and VPCC to enroll eligible students in Welding, fostering pathways to in-demand careers
  - Now working out of Brooks Crossing facility, aiming to reach a broader audience by providing enhanced access to resources available

Vitals through 10/2024

Cumulative Totals

- Enrolled since July 2023: **1404 Participants Enrolled**
- Training Completers:**1108 Graduates to Date**
- Employed: **555 Positive Employment Outcomes Recorded**

Sample Occupations: CDL Drivers, Coatings Specialists, Craft Apprentices, Fire Watch Specialists, Forklift/Equipment Operators, HVAC Technicians, Loaders, Marine Electricians, and Pipefitters.

Grant/Project Updates

- *Norfolk Strong: Co-enrolling participants with WISC, RMTS and WIOA*
- *Virginia General Assembly (HR Strong):*Remaining funds from HR Strong 2.0 ($2.5M) approved for carry over. New funds from HR Strong 3.0 ($2M) currently being executed. Funding workforce development position for VMA. $865,865 training obligated
- *EDA GJC:* No-Cost project extension approved through Sep 30, 2025. $1,247,377 training obligated
- *DOL Community Projects Grant:* Monitoring completed in Nov. Funding allocated through Dec 31, 2025. $212,679 training obligated
- *Navy/BFA:* We have 6 active grants from FY 23. (1) Social Media grant will expire on Dec 31, 2024. Requested through BFA a 3-month PoP extension for (2) Planning grants; Roanoke-Chowan & Martin Community College to expend remaining fundings. (3) Grants have been extended to 2025: Military and Vets - Dec 31 , 2025, GO-TEC & K-12 Outreach - Jun 30, 2025.

Making a Difference

As a participant in the Regional Maritime Training System (RMTS) program and a CDL student at Shipper's Choice of Virginia, Rodney Lee faced challenges but remained steadfast in pursuing his goals. The RMTS program provided Rodney with vital resources, supportive services, and guidance, helping him stay focused and overcome obstacles. Grateful for the support, Rodney shared his appreciation, noting the staff's patience and encouragement: *"You've been very pleasant to work with."* Rodney is now actively pursuing job opportunities and eagerly awaits several offers. His journey highlights the power of persistence and the impact of compassionate support in achieving success.

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One-Stop Operator (OSO)

Report Period: 7/1/24 – 11/30/24

Notables:

- Working to review and update the Staff Reference, Customer Reference, and Equal Opportunity binders placed at each sites to include recent changes and ensure completeness. This will also make us compliant for upcoming state inspections at the beginning of 2025.
- Attended several Slate program trainings to learn the system and have now started to use the platform to load events, updates, and to forward referrals to the appropriate contacts. This ensures our customers are getting the correct point of contact and our numbers are accurate for reports.
- Attended several professional development workshops. This allows me to bring best practices into the OSO system and identify areas of weakness that need improvement.

Making a Difference:

Acting as a bridge between partners, businesses, and communities, I detect and communicate beneficial events and resources for the One-Stop System, while facilitating the efficient flow of referrals and services provided by the system.

Vitals:

- Partner Engagement-
  - In my role as Co-chair of the Peninsula Advisory Council (PAC), I oversee meeting arrangements, disseminate information, and lead sessions, as necessary. The PAC comprises diverse agencies and professionals convening monthly to network, educate, collaborate, and advance collective knowledge and outcomes for the Peninsula's welfare. There are currently over 150 contacts participating in the PAC. I continue to forward event information while the PAC meetings take a holiday break from meetings in November and December.

Key Events:

Attended the Gloucester Resource Council November meeting via Zoom, ensuring that they remain informed about the One-Stop's events and resources for employers and job seekers. Over 20 local agencies were represented, and they received information on the Regional Maritime Training System. Presentation by Addy's Colors, a non-profit organization out of Topping, VA dedicated to celebrating the lives of children who have fought or passed away from life-threatening illnesses. They provide counseling services and support groups to parents to assist them with their grief.

Attend the monthly Military Advisory Council meetings at the Virginia Peninsula Chamber of Commerce. This ensures updated events and news from the Hampton Roads Workforce Council is communicated to a broad audience.

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REGIONAL ITA APPLICATION PACKAGE APP ITARP#3 – PY'23
NEW TRAINING PROGRAM APPROVAL RECOMMENDATIONS
1/1/25 TO 12/31/25

1. Dudley's Driving Center Inc.

- Class A (ELDT Training) – 8 weeks – $5,000
- Class B (ELDT Training) – 8 weeks – $4,500

2. Association for Materials Protection and Performance (AMPP)

- Abrasive Blaster Certification (C7) – 2 days –$1,480
- Spray Application Certification (C12) – 2 days – $1,480
- Marine Plural Component Certification (C14) – 2 days – $1,480
- Coating Application Specialist (CAS) – 3 days – $2,300

3. Virginia Technical Academy

- HVAC/R (HV 600) – 16 weeks (Day) or 48 weeks (Night) –$7,530
- Electrical (EL 600) – 16 weeks (Day) or 48 weeks (Night) –$7,530
- Plumbing (PL 600) – 16 weeks (Day) or 48 weeks (Night) –$7,530

4. Old Dominion University

- Medical Billing and Coding Bootcamp – 30 weeks – $10,000

5. College of William and Mary – Center for Military Transition – Mason School of Business

- Flourishing through Life Transitions – 11 weeks – $2,500
- Veteran Logistics Accelerator Program – 1 week – $2,500

6. Camp Community College

- Certified Medical Assistant – 20 weeks –$3,900
- EKG (Electrocardiogram) Technician Certification – 4 weeks – $1,800
- Patient Care Technician Certification – 21 weeks – $3,900
- Phlebotomy Technician Certification – 3 weeks – $3,000

NOTE: Training providers on this list are approved to operate for the delivery of their respective programs and all training programs will result in an applicable industry recognized credential upon the successful completion of training services.

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REGIONAL ITA APPLICATION PACKAGE APP ITARP#3 – PY'23

PROGRAMS NOT APPROVED

1. Johnson Marine, LLC

- Non-destructive Testing/Quality Assurance Course – 3 weeks – $4,500
  - No bricks and mortar presence and no history of WIOA performance outcomes success in the region
  - Incomplete application

MEETING OF: Hampton Roads Workforce Council
COMMITTEE: Board of Directors
DATE: December 18, 2024
ITEM: **Eligible Training Providers and Programs Recommendations**
RECOMMENDED ACTION: Approval

Background:
The Hampton Roads Workforce Council (HRWC) Board of Directors (BOD), in consultation with the HRWC Business and Workforce Services Committee (BWSC), selects training programs for inclusion on the LWDA #14 Approved ITA Training Programs List. Selection recommendations are based on a review of submitted ITA Application Packages, against all applicable ETPL performance and policy requirements, in order to establish the program selection recommendations being made for the HRWC BOD to consider at their next regularly scheduled meeting.

The BWSC considers such factors as capacity to provide the proposed training services; performance outcomes; training credential recognition; organization qualifications; labor market demand; training curriculum/training provider accreditation; and the skills to be obtained from the training program. The HRWC BOD Executive Committee may review and approve proposed training programs between HRWC BOD meetings.

Actions Recommended:
The Executive Committee recommended the following at its meeting on December 4, 2024:

- **Attachment 1** - REGIONAL ITA APPLICATION PACKAGE APP ITARP#3 – PY'23 NEW TRAINING PROGRAM APPROVAL RECOMMENDATIONS 1/1/25 TO 12/31/25

- **Attachment 2** - REGIONAL ITA APPLICATION PACKAGE APP ITARP#3 – PY'23 PROGRAMS NOT APPROVED

RESOURCE PERSON:
Amanda Rafferty, Senior Director of Operations
757-314-2370 ext. 105
arafferty@theworkforcecouncil.org

Action Taken: [ ] Approved [ ] Not Approved [ ] Tabled

Certified By: _____

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Board of Directors Meeting

ATTACHMENT C

YOUTH SERVICES

COMMITTEE REPORT

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FEDERAL YOUTH PROGRAMS
WORKFORCE INNOVATION AND OPPORTUNITY ACT

As of November 30, 2024, the In-School and Out-of-School year-round programs had served 189 youth for PY '24. That includes 38 In-School youth and 151 Out-of-School youth.

The WIOA Youth Program Staff conducted its quarterly contractor training on November 6 at the HRWC Administrative Office in Newport News. All youth contractors received technical assistance and participated in peer-to-peer file reviews.

The following on-site monitoring reviews are scheduled that include reviews of our WIOA Youth Programs:

- February 2025: Equal Opportunity Monitoring
- March 10 – 14, 2025: Department of Labor Monitoring
- March 24 – 28, 2025: Virginia Works Monitoring

NON-FEDERAL YOUTH PROGRAMS
EMERGING WORKFORCE

Recurring Regional Programming

The NextGen program has connected with 12,969 youth regionally since July 1, 2024. Additionally, the Campus757 program has served 1,107 college students and young professionals regionally since July 1, 2024. Activities have included the below:

The 2024 NextGen Regional Internship and Campus757 Internship Programs have served 86 youth this year. Youth have worked in business administration, social media marketing, customer service, childcare, conservation engineering, workforce development, library services, music, and more. An additional 50 youth will be enrolled and placed during PY'24.

NextGen cohosted Worlds of Work 2024 hosted at the Chesapeake Conference Center. Over 3,500 8th graders from the City of Chesapeake and Portsmouth attended the immersive experience where they were exposed to hands on activities in 8 different worlds. This included hands on experiences in IT, Healthcare, and Skilled Trades.

The NextGen Career Coaching team continues to provide support to job shadowing, mock interviewing, DECA competitions, entrepreneurship labs, lunch and learns, and other career development programming at public schools in Chesapeake, Portsmouth, Norfolk, York County, Williamsburg/James City County, Newport News, Hampton, and Virginia Beach.

The NextGen program continues to partner with the Boys and Girls Club to provide workforce readiness classes at Rosemont and Truitt Boys and Girls Clubs. The team partnered with Brooks Crossing and Innovation Center to host thirty students in the GOTEC Lab. Students made t-shirts and 3D modeling with engraving.

NextGen has been providing workforce readiness training for YouthBuild at Portsmouth Housing and Redevelopment. The students have received job search assistance, resume workshops, and interview tips.

Campus757, in partnership with Virginia Talent + Opportunity Partnership (VTOP), hosted the inaugural 757: Life and Career Summit, focused on empowering Gen Z college students by offering insights into career planning, skill development, and networking opportunities.

Upcoming Events

- VTOP Employer Session, January 14, Higher Learning Conference Center
- Building Bosses Youth Empowerment Conference February 1, 2025, with Vision Driven 757
- Top 20 Under 20 Awards will be held in May 2025. Get your nominations ready!
- Planning Campus 757 and Summer 757 Events for 2025
- Will be attending Spring Career Fairs for colleges in all cities across the Hampton Roads area
- ODU Experience Fair on January 21

HAMPTONROADS
WORKFORCECOUNCIL
ONE REGION. ONE WORKFORCE. ONE ECONOMY.

Board of Directors Meeting

ATTACHMENT D

FINANCE AND STRATEGY

Hampton Roads Workforce Council
Funding, Budget, and Expenditure Summary
Actual through June 2024

SOURCES OF FUNDS

PY 2023 Actual Sources	OPERATIONS	BUSINESS SERVICES	VIRGINIA CAREER WORKS	VETERAN CENTER	EMERGING WORKFORCE	MARITIME	INFRASTRUCTURE	EQUITY IN THE WORKFORCE	TALENT DEVELOPMENT - HEALTHCARE/ IT	OTHER	AGENCY TOTAL	PY 2023 #3 REVISED BUDGET
GRANT PERIOD	PY 2022 AND PY 2023	PY 2022 AND PY 2023	TOTAL	VARIOUS	TOTAL	TOTAL	9/30/2023 TO 9/30/2028	TOTAL	TOTAL	TOTAL		
SOURCES OF FUNDS:												
Carry Over Fund Balance	$ 586,965	$ 88,891	$ 4,709,345	$ 536	$ 841,806	$ 12,386,679	$ -	$ 885,925	$ 461,796	$ 597,736	$ 20,559,678	$ 20,735,356
PY 2023 Year Funds												
Federal Grant - WIOA												
Adult	$ 857,555	232,404	$ 2,809,787	$ 8,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,907,746	$ 3,907,744
Dislocated Worker	153,569	27,731	401,882	169,000	-	-	-	-	-	-	752,182	752,183
Youth	852,528	151,323	496,953	-	1,627,663	-	-	-	-	-	3,128,467	3,128,467
Admin	865,377	-	-	-	-	-	-	-	-	-	865,377	865,377
Total Federal Grant - WIOA	$ 2,729,029	$ 411,458	$ 3,708,622	177,000	1,627,663	$ -	$ -	$ -	$ -	$ -	$ 8,653,771	$ 8,653,771
Federal Grant - Other	$ -	$ -	$ -	$ -	$ -	$ 12,950,000	$ 5,000,000	$ -	$ -	$ -	$ 17,950,000	$ 17,950,000
State	-	-	-	-	-	2,500,000	-	-	250,000	200,000	2,950,000	2,950,000
Locality Funds/Local Governments	-	-	-	106,059	100,000	-	-	-	-	181,724	387,783	427,438
Partners	-	-	609,077	163,732	396,825	250,000	-	-	229,439	2,443,822	4,092,894	3,728,332
Management Fees	-	-	-	-	-	-	-	-	-	445,721	445,721	1,068,937
Sponsorships	-	-	-	-	-	-	-	-	-	30,530	30,530	35,000
Less: Returned/Not Expended	-	-	(3,417,711)	-	(148,184)	(500,000)	-	-	(1,953)	-	(4,067,848)	-
Less: Expenditures for the Future	-	-	(306,711)	-	-	(18,286,106)	(5,000,000)	(421,904)	(474,943)	(47,273)	(24,536,937)	(16,717,182)
TOTAL SOURCE OF FUNDS	**$ 3,315,994**	**$ 500,349**	**$ 5,302,622**	**$ 447,327**	**$ 2,818,110**	**$ 9,300,573**	**$ (0)**	**$ 464,021**	**$ 464,339**	**$ 3,852,260**	**$ 26,465,593**	**$ 38,081,652**

USES OF FUNDS

PY 2023 Actual Expenses	OPERATIONS	BUSINESS SERVICES	VIRGINIA CAREER WORKS	VETERAN CENTER	EMERGING WORKFORCE	MARITIME	INFRASTRUCTURE	EQUITY IN THE WORKFORCE	TALENT DEVELOPMENT - HEALTHCARE/ IT	OTHER	TOTAL	PY 2023 #3 Revised Budget	Percentage of Budget
Salaries and Benefits													
Salaries	$ 1,723,071	$ 253,059	$ 1,343,815	$ 398,971	$ 351,306	$ 1,378,366	$ -	$ 65,877	$ 121,560	$ 2,194,097	$ 7,830,124	$ 8,106,538	97%
Temporary Labor	66,588	-	-	-	-	-	-	-	-	-	66,588	-	100%
Benefits	415,040	85,948	367,678	70,009	112,703	391,641	-	22,644	30,426	409,759	1,905,849	2,330,334	82%
Salary Offset from Management Fees / Dislocated Worker Funds	(399,626)	-	-	(169,000)	-	-	-	-	-	-	(568,626)	-	#DIV/0!
Salaries and Benefits	$ 1,805,073	$ 339,008	$ 1,711,493	$ 299,980	$ 464,009	$ 1,770,008	$ -	$ 88,521	$ 151,987	$ 2,603,856	$ 9,233,935	$ 10,269,118	90%
Space Rent and Utilities	261,577	5,525	382,464	19,405	1,650	64,106	-	-	-	10,800	745,528	698,551	107%
Equipment Rental and Purchases	23,467	990	(5,926)	13,541	6,526	7,963	-	-	2,484	-	49,044	144,946	34%
Equipment/IT Maintenance & Support	215,902	6,240	11,882	18,290	29,579	106,966	-	675	4,080	120	393,734	247,185	159%
Travel	90,587	3,977	22,946	8,546	26,587	25,694	-	1,280	534	8,628	188,780	368,679	51%
Telephone/Internet/Email/Postage	24,539	3,541	60,126	8,131	5,404	21,240	-	699	-	143	123,824	103,601	120%
Legal and Classifed Ads	-	-	-	-	-	-	-	-	-	-	-	5,672	0%
Communications/Program Outreach	227,677	26,875	10,715	5,066	9,704	57,079	-	1,045	-	104,344	442,505	801,454	55%
Signage/Office Supplies/Publications	25,689	825	16,538	2,953	9,154	16,800	-	3,907	2,688	714	79,268	149,880	53%
Audit Expense	40,000	-	-	-	-	-	-	-	-	-	40,000	75,000	53%
Dues and Memberships	42,040	947	3,743	672	563	74	-	74	250	269	48,631	45,782	106%
Staff Development	12,108	1,325	4,148	499	5,152	1,248	-	1,010	-	2,500	27,990	56,206	50%
Security	-	-	55,789	-	-	-	-	-	-	-	55,789	63,223	88%
One Stop Operator	-	-	90,047	-	-	-	-	-	-	-	90,047	115,000	78%
Business Insurance	28,944	-	-	-	-	-	-	-	-	-	28,944	16,217	178%
Research/Labor Market Information/	49,210	-	-	-	164	-	-	-	-	-	49,374	67,210	73%
Contracts/Contractual	23,589	-	53,338	-	-	5,643,600	-	-	251,995	66	5,972,588	10,551,722	57%
Youth Contracts and Incentives	-	-	-	-	1,454,444	-	-	-	-	-	1,454,444	2,293,345	63%
Supportive Services/Incentives	-	2,646	25,136	-	31,043	55,937	-	243,868	-	2,820	361,450	1,980,303	18%
Internships	-	-	-	-	93,740	-	-	-	-	-	93,740	93,000	101%
Training	-	26,784	1,809,205	8,000	450,688	1,190,450	-	112,156	-	116,847	3,714,130	6,870,019	54%
Locality Funds	-	-	-	-	-	-	-	-	-	21,250	21,250	-	100%
Partner Program Support									-	95,000	95,000	184,694	100%
Locality Fund Offset	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Miscellaneous Expenses	49,859	122	12,105	9,560	12,145	11,001	-	1,766	61	33,864	130,484	397,155	33%
Navy Grant	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Indirect Costs/ Management Fees	-	-	5,850	3,000	45,686	237,918	-	9,020	40,259	90,326	432,059	1,040,637	42%
TOTAL EXPENSES	**$ 2,920,261**	**$ 418,805**	**$ 4,269,598**	**$ 397,645**	**$ 2,646,239**	**$ 9,210,083**	**$ -**	**$ 464,021**	**$ 454,338**	**$ 3,091,548**	**$ 23,872,537**	**$ 36,806,351**	**65%**
CARRY OVER / EXCESS RESOURCES	**$ 395,733**	**$ 81,544**	**$ 1,033,023**	**$ 49,682**	**$ 171,871**	**$ 90,490**	**$ -**	**$ -**	**$ 10,000**	**$ 760,713**	**$ 2,593,055**	**$ 1,275,301**	

WIOA PY 2023 ACTUALS
June 30, 2024

	FEDERAL WIOA TITLE 1 FORMULA ALLOCATIONS				PY 2023
	ADULT	DISLOCATED WORKER	YOUTH	Admin	Revised Budget
SOURCE OF FUNDS					
Prior Years' Funds	$ 470,420	$ 247,114	$ 1,070,992	$ 83,044	$ 1,871,570
New Program Year 2023 Funds	$ 2,907,745	$ 1,752,182	$ 3,128,467	$ 865,377	$ 8,653,771
Transfer WIOA					
From DW to Adult	1,000,000	(1,000,000)	-	-	-
To One- Stop Partners	-				
TOTAL SOURCE OF FUNDS	**$ 4,378,165**	**$ 999,296**	**$ 4,199,459**	**$ 948,421**	**$ 10,525,341**

	FEDERAL WIOA TITLE 1 FORMULA ALLOCATIONS				PY 2023
	ADULT	DISLOCATED WORKER	YOUTH	Admin	Total
EXPENSES					
Operations	$ 728,737	$ 148,369	$ 1,094,771	$ 948,385	$ 2,920,262
Virginia Career Works System	995,442	181,596	639,224	-	1,816,262
Business Services	197,590	26,893	194,322	-	418,805
Youth Services	-	-	233,173	-	233,173
Training Total	1,326,686	203,046	-	-	1,529,732
Contracts	-	-	1,855,922	-	1,855,922
Veterans Employment Centers	8,000	169,000	-	-	177,000
TOTAL EXPENSES	**$ 3,256,455**	**$ 728,905**	**$ 4,017,411**	**$ 948,385**	**$ 8,951,156**
PROJECTED CARRYOVER	**$ 1,121,710**	**$ 270,391**	**$ 182,047**	**$ 36**	**$ 1,574,185**

METRICS- PER MEDR REPORT	PY 2022 Final	PY 2023 YTD		Goal
Adult / Dislocated Worker Training	47.1%	30.89%	0.00%	40%
Youth Work Experience	20.0%	23.71%	0.00%	20%
Out of School Youth Expenditure	80.0%	77.30%	0.00%	75%

Hampton Roads Workforce Council
Funding, Budget, and Expenditure Summary
ACTUAL THROUGH September

	OPERATIONS	BUSINESS SERVICES	VIRGINIA CAREER WORKS	VETERAN CENTER	EMERGING WORKFORCE	MARITIME	INFRASTRUCTURE	EQUITY IN THE WORKFORCE	TALENT DEVELOPMENT - HEALTHCARE/ IT	OTHER	PY 2024 PROPOSED BUDGET
GRANT PERIOD	PY 2023 AND PY 2024	PY 2023 AND PY 2024	TOTAL	VARIOUS	TOTAL	TOTAL	9/30/2023 TO 9/30/2028	TOTAL	TOTAL	TOTAL	
SOURCES OF FUNDS:											
Carry Over Fund Balance	$ 555,941	$ 92,070	$ 1,262,168	$ 30,576	$ 834,949	$ 20,907,086	$ 5,000,000	$ 517,584	$ 460,841	$ 952,891	$ 30,614,106
PY 2024 Year Funds											
Federal Grant - WIOA											
Adult	$ 474,665	152,310	$ 2,849,301	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,476,276
Dislocated Worker	190,748	20,132	526,714	169,000	-	-	-	-	-	-	906,594
Youth	366,300	166,592	156,632	-	2,179,971	-	-	-	-	-	2,869,495
Admin	805,818	-	-	-	-	-	-	-	-	-	805,818
Total Federal Grant - WIOA	$ 1,837,530	$ 339,035	$ 3,532,647	169,000	2,179,971	$ -	$ -	$ -	$ -	$ -	$ 8,058,183
Federal Grant - Other	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
State	-	-	-	-	-	-	-	-	-	-	-
Locality Funds/Local Governments	-	-	-	150,000	200,000	4,000,000	-	-	-	184,823	4,534,823
Partners	-	-	279,413	430,391	451,472	-	-	-	335,000	2,189,819	3,686,095
Management Fees	-	-	-	-	-	-	-	-	-	1,028,547	1,028,547
Sponsorships	-	-	-	-	-	-	-	-	-	81,049	81,049
Less: Expenditures for the Future	-	-	-	-	-	(3,995,152)	(3,857,391)	(80,208)	-	-	(7,932,750)
TOTAL SOURCE OF FUNDS	**$ 2,393,471**	**$ 431,105**	**$ 5,074,228**	**$ 779,967**	**$ 3,666,392**	**$ 20,911,934**	**$ 1,142,609**	**$ 437,376**	**$ 795,841**	**$ 4,437,129**	**$ 40,070,053**

USES OF FUNDS

	OPERATIONS	BUSINESS SERVICES	VIRGINIA CAREER WORKS	VETERAN CENTER	EMERGING WORKFORCE	MARITIME	INFRASTRUCTURE	EQUITY IN THE WORKFORCE	TALENT DEVELOPMENT - HEALTHCARE/ IT	OTHER	AGENCY ACTUAL	PY 2024 PROPOSED BUDGET	PERCENTAGE
Salaries and Benefits													
Salaries	$ 304,544	$ 55,991	$ 273,481	$ 102,244	$ 79,009	$ 332,205	$ 5,308	$ 11,630	$ 22,707	$ 511,745	$ 1,698,864	$ 8,089,079	21%
Temporary Labor	60,334	-	-	-	8,898	-		-	-	-	69,232	60,000	115%
Benefits	105,108	15,038	54,283	10,135	16,167	67,233	1,123	1,503	3,327	125,248	399,166	2,467,323	16%
Salary Offset from Management Fees			-		-	-			-	-	-	-	#DIV/0!
Salaries and Benefits	$ 469,986	$ 71,029	$ 327,765	$ 112,379	$ 104,074	399,439	$ 6,431	$ 13,134	$ 26,034	$ 636,993	$ 2,160,831	$ 10,404,631	21%
Space Rent and Utilities	47,154	-	121,191	10,570	-	17,647	-	-	-	-	196,561	856,858	23%
Equipment Rental and Purchases	8,990	181	7,747	3,010	327	-	3,117	-	-	-	23,372	130,704	18%
Equipment/IT Maintenance & Support	33,898	-	200	-	5,226	37,000	-	-	-	-	76,324	228,349	33%
Travel	11,599	868	2,960	713	2,363	16,509	-	409	279	2,486	38,185	405,911	9%
Telephone/Internet/Email/Postage	5,919	815	16,864	728	2,846	2,675	259	144	86	-	30,336	116,790	26%
Legal and Classifed Ads	-	-	-	-	-	366	-	-	-	-	366	3,000	12%
Communications/Program Outreach	98,603	-	3,500	1,529	2,180	7,391	-	634	-	22,551	136,388	644,961	21%
Signage/Office Supplies/Publications	5,681	3,439	2,925	1,202	1,282	11,588	72	651	52	-	26,892	158,144	17%
Audit Expense	-	-	-	-	-	-	-	-	-	-	-	75,000	0%
Dues and Memberships	10,374	207	-	-	-	-	-	-	-	130	10,711	36,315	29%
Staff Development	11,485	-	1,073	449	-	336	-	-	-	235	13,578	61,971	22%
Security	-	-	13,230	-	-	-	-	-	-	-	13,230	63,926	21%
One Stop Operator	-	-	-	-	-	-	-	-	-	-	-	118,000	0%
Business Insurance	998	-	27	-	-	-	-	-	-	-	1,025	17,677	6%
Research/Labor Market Information/	14,420	-	-	-	-	-	-	-	-	-	14,420	44,710	32%
Contracts	-	-	20,204	-	531,055	1,913,399	-	-	-	-	2,464,659	11,574,943	21%
Youth Contracts and Incentives	-	-	-	-	-	-	-	-	-	-	-	2,526,515	0%
Supportive Services/Incentives	300	600	1,533	-	84,246	55,590	-	30,835	-	-	173,104	1,757,114	10%
Internships	-	-	-	-	-	-	-	-	-	-	-	213,337	0%
Training	-	12,881	311,086	38,683	8,382	316,852	-	22,515	-	1,589	711,989	6,948,191	10%
Locality Funds	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Partner Program Support	-	-	-	-	-	-	-	-	-	75,000	75,000	234,761	32%
Program Support	-	-	-	-	-	-	-	-	-	50,000	50,000	250,000	20%
Locality Fund Offset	-	-	-	-	-	-	-	-	-	(50,000)	(50,000)	(250,000)	20%
Special Events	-	-	-	-	-	-	-	-	-	20,507	20,507	143,221	14%
Miscellaneous Expenses	5,468	-	410	120	733	17,943	46	182	15	6,627	31,544	1,054,776	3%
Navy Grant	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Indirect Costs/ Management Fees	-	-	-	-	14,920	49,818	992	1,236	-	9,633	76,600	1,019,047	8%
TOTAL EXPENSES	**$ 724,874**	**$ 90,020**	**$ 830,715**	**$ 169,383**	**$ 757,634**	**$ 2,846,554**	**$ 10,916**	**$ 69,740**	**$ 26,465**	**$ 775,751**	**$ 6,302,052**	**$ 39,050,624**	**16%**
Add ITA/Training Obligations			$ 664,339								664,339		
Expenditures Including Obligations	**$ 724,874**	**$ 90,020**	**$ 1,495,054**	**$ 169,383**	**$ 424,982**	**$ 2,846,554**		**$ 69,740**	**$ 26,465**	**$ 775,751**	**$ 6,966,391**	**$ 39,050,624**	
CARRY OVER / EXCESS RESOURCES	**$ 1,668,597**	**$ 341,085**	**$ 4,243,514**	**$ 610,585**	**$ 2,908,758**	**$ 18,065,380**	**$ 1,131,693**	**$ 367,636**	**$ 769,376**	**$ 3,661,378**	**$ 33,103,662**	**$ 1,019,427**	

WIOA PY 2024 - Sept 2024

	FEDERAL WIOA TITLE 1 FORMULA ALLOCATIONS				PY 2024
	ADULT	DISLOCATED WORKER	YOUTH	Admin	Proposed Budget
SOURCE OF FUNDS					
Prior Years' Funds	$ 1,121,710	$ 270,391	$ 182,047	$ 36	$ 1,574,185
New Program YearFunds	$ 2,676,276	$ 1,706,594	$ 2,869,495	$ 805,818	$ 8,058,183
Transfer WIOA					
From DW to Adult	800,000	(800,000)	-	-	-
TOTAL SOURCE OF FUNDS	**$ 4,597,986**	**$ 1,176,985**	**$ 3,051,542**	**$ 805,855**	**$ 9,632,368**

	FEDERAL WIOA TITLE 1 FORMULA ALLOCATIONS				PY 2024
	ADULT	DISLOCATED WORKER	YOUTH	Admin	Total
EXPENSES					
Operations	$ 166,293	$ 36,536	$ 238,727	$ 283,318	$ 724,874
Virginia Career Works System	235,934	48,565	149,704	-	434,203
Business Services	33,079	6,106	37,354	-	76,539
Youth Services	-	-	45,505	-	45,505
Training					
Virginia Career Works	189,962	22,226	733	-	212,921
Business Services	7,901	5,580	-	-	13,481
Veteran Center	20,000	18,683	-	-	38,683
Youth	-	-	9,209	-	9,209
Contracts	-	-	531,055	-	531,055
Veterans Employment Centers	-	42,250	-	-	42,250
TOTAL EXPENSES	**$ 653,168**	**$ 179,947**	**$ 1,012,287**	**$ 283,318**	**$ 2,128,720**
Add: ITA TRAINING OBLIGATIONS	**$ 616,067**	**$ 48,272**			**$ 664,339**
TOTAL EXPENDED AND OBLIGATED	**$ 1,269,235**	**$ 228,219**	**$ 1,012,287**	**$ 283,318**	**$ 2,793,060**
TOTAL UNEXPENDED	**$ 3,328,751**	**$ 948,766**	**$ 2,039,255**	**$ 522,537**	**$ 6,839,309**

METRICS- PER MEDR REPORT	PY 2022 Final	PY 2023 YTD	PY 2024 YTD	Goal
Adult / Dislocated Worker Training	47.1%	40.43%	0.00%	40%
Youth Work Experience	20.0%	27.65%	5.83%	20%
Out of School Youth Expenditure	80.0%	85.00%	25.86%	75%

HAMPTONROADS
WORKFORCECOUNCIL
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Board of Directors Meeting

OLD BUSINESS

HAMPTONROADS
WORKFORCECOUNCIL
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Board of Directors of the Hampton Roads Workforce Council
Conflict of Interest Policy

1. **Background:** The Workforce Innovation and Opportunity (the Act), requires that all Workforce Development Boards adopt standards to prevent situations that may result in conflicts of interest among their membership. This requirement is also cited in the Commonwealth of Virginia, Virginia Community College System Policy Number 99-2, Establishment of Local Workforce Investment Boards, dated November 19, 1999. To ensure compliance with these regulations, the following standards are adopted and incorporated into the bylaws of the Board of Directors of the Hampton Roads Workforce Council (the Board).

2. **Introduction:** Board Members serve the public interest and are entrusted with the responsibility to carry out the duties assigned to them under the Act in an unbiased and fair manner. All decisions rendered by members of the Board must be based upon sound and prudent reasoning, free from any undue influence that could result from any real or perceived material interests that a member may have in such decision making.

3. **Policy Statement:** No Board Member shall engage in any activity, including participation in the selection, award or administration of a sub-grant or contract supported by WIOA funds, or any other federal or state funds for projects over which the Board has responsibility, in which the member or an entity that such member represents has a material interest. Further, members may not use their position to secure benefits, privileges, exemptions, or advantages for themselves, for members of their immediate family, or for an organization with which they are associated.

When a Board Member has a personal interest in a proposal or decision pending before the membership, it is incumbent upon that member to disclose such interest to the Chairperson. This disclosure shall be made verbally before the Board for inclusion in the minutes of the meeting. Following such a disclosure, that member may not vote or participate in the discussion on the matter in question under consideration by the Board.

If the Board makes a contract or purchase that involves one of its own members, the Board shall provide a written justification to support the terms and conditions of the contract or purchase. Such justification shall include assurances, as appropriate, that the contract or purchase was adequately bid or negotiated and that the terms of the contract, or price of the purchase, were fair and reasonable.

Each Board Member shall file a statement of economic interest with the Hampton Roads Workforce Council Administrative Staff, as a condition of assuming membership and then, annually while serving as a Board Member.

Each Board Member is responsible for determining whether any potential or actual conflict of interest exists or may arise during his/her service on the Board. Members are also responsible for reporting such potential or actual conflicts of interest to the Board Chairman as soon as it is discovered that such a condition exists.

Board Members who are also members of organizations designated by the Board as part of the One-Stop Operator Team, shall not serve on any committees that deal with oversight of the One-Stop system or the allocation of resources that would potentially be obligated to that member's organization, without providing full disclosure and abstaining from any formal actions or discussions pertaining to areas of potential conflict of interests.

Nothing in this policy is intended to nor shall be deemed to limit in any way any actions or remedies permitted by state or local law for conduct constituting a violation of this Conflict of Interest Policy.

4. **Definitions:** A person is a member of the immediate family if he/she is related to the Board member (grandparent, parent, children, grandchildren, spouse or in-laws) or is residing in the same household as a member, and who is a dependent of the member or of whom the member is a dependent. The term also applies to any group, entity or organization in which the member or family member has a direct or indirect financial interest or serves as an officer, director, trustee, employee, consultant, advisor or representative (paid or unpaid).

A person is a "dependent" whether or not related by blood or marriage, who receives from the member, or provides to the member, more than one-half of his financial support.

A person is a "Member" of a regulated body if he/she is a member of that body, whether voting or non-voting.

A person has an "economic interest" if that person's economic or pecuniary interests (direct or indirect) may be affected in any material way by the outcome of the transaction. Economic or pecuniary interests shall include but not be limited to equity interests, compensation, fees or stipends, royalties, loans, and other income or participation rights that offer that person the prospect of financial return.

5. **Effective Date:** This policy shall be effective as of the date it is adopted and approved as an amendment to the Board's bylaws, as witnessed by the signature below.

BOARD OF DIRECTORS RELATED PARTY QUESTIONNAIRE FOR THE PERIOD July 1, 2024 – June 30, 2025

RELATED PARTY QUESTIONNAIRE

DEFINITIONS

Related Party	Means the agency; management, members of their immediate families; and any other party with which the agency may deal when one party has the ability to significantly influence the management or operating policies of the other, to the extent that one of the transacting parties might be prevented from fully pursuing its own separate interests.
Affiliate	Means a party that directly or indirectly, through one or more intermediaries, controls or is controlled by, or is under common control with the agency.
Control	Means the possession, direct or indirect of the power to direct or cause the direction of the management and policies of a specified party whether through ownership, by contract, or otherwise.
Principal Owner	Means the owner(s) of record or known beneficial owner(s) of more than ten percent of the voting interests of an entity.
Management	Means any person(s) having responsibility for achieving the objectives of the organization and the concomitant authority to establish the policies and make the decisions by which such objectives are to be pursued. It would normally include members of the Board of Directors and directors in charge of a principal business function, and any other individual who performs similar policy-making functions.

1. Have you or any related party of yours had any material interest, direct or indirect, in any transactions **since July 1, 2024,** to which the Hampton Roads Workforce Council Board of Directors was, or is to be a party? ____ YES ____ NO
2.
3. Do you or any related party of yours have any material interest, direct or indirect, in any pending or incomplete transaction to which the Hampton Roads Workforce Council Board of Directors is, or will be a party? ____ YES ____ NO
4. Have you or any related party of yours had any material interest, direct or indirect, in any transactions **since July 1, 2024** to whichthe Hampton Roads Workforce Council Board of Directors was, or is to be a party? ____ YES ____ NO
5. Have you or any related party of yours been indebted to the Hampton Roads Workforce Council Board of Directors at any time **since July 1, 2021?** Please exclude amounts due for services normally provided by the Hampton Roads Workforce Council Board of Directors and ordinary travel and expense advances. ____ YES ____ NO

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

_____ _____

Signature Date

_____

Printed Name

Economic and Conflict of Interest
Acknowledgment

Economic Interest Question:

Have you or any family member of yours had any material interest, direct or indirect, in any transactions which the Board of Directors of the Hampton Roads Workforce Council was, or is to be a party?

[ ] Yes [ ] No

I the undersigned, acknowledge the Conflict of Interest policy as a member of the Board of Directors of the Hampton Roads Workforce Council. By signing below, I am declaring that I will conduct myself within the intent, spirit and letter of the Conflict of Interest Laws, guidelines and by-laws. Further, my answer to the above question is correctly stated to the best of my knowledge and belief.

_____ _____

SIGNATURE DATE

_____

PRINT NAME

Please email this document (with 2 forms included) at your earliest availability to Jwilliams@theworkforcecouncil.org. Thank you.

HAMPTONROADS
WORKFORCECOUNCIL
ONE REGION. ONE WORKFORCE. ONE ECONOMY.

Board of Directors Meeting

NEW BUSINESS

HAMPTONROADS
WORKFORCECOUNCIL
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Board of Directors Meeting

ANNOUNCEMENTS

HAMPTONROADS WORKFORCECOUNCIL
ONE REGION. ONE WORKFORCE. ONE ECONOMY.

HAMPTON ROADS WORKFORCE COUNCIL BOARD & COMMITTEE MEETING SCHEDULE

2024						2025					
JULY	AUGUST	SEPT.	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
YOUTH SERVICES COMMITTEE											
		Thursday **09/19/2024** 9 -10:30 AM			~~Thursday 12/05/2024 9- 10:30 AM~~ Canceled.		Thursday 02/13/2025 9-10:30 AM		Thursday 4/17/2025 9-10:30 AM		
BUSINESS & WORKFORCE SERVICES COMMITTEE											
		Wednesday 9/25/2024 9-10:30 AM		Wednesday 11/13/2024 9-10:30 AM		Wednesday 01/22/2025 9-10:30 AM			Wednesday 04/16/2025 9-10:30 AM		
FINANCE AND STRATEGY COMMITTEE											
					Tuesday 12/03/2024 8:30-10 AM		Tuesday 02/18/2025 8:30-10 AM		Tuesday 04/22/2025 8:30-10 AM		
EXECUTIVE COMMITTEE											
		ANNUAL MTG & Innovation Awards Thursday 9/26/2024 5 PM	Wednesday 10/16/2024 9-10:30 AM		virtual Wednesday 12/4/2024 9-10:30 AM		Wednesday 02/19/2025 9-10:30 AM			Wednesday 5/21/2025 9-10:30 AM	
Board of Directors											
		ANNUAL MTG & Innovation Awards Thur. **5 PM 9/26/2024**			Wednesday 12/18/2024 9-10:30 AM HUB757			Wednesday 3/19/2025 9-10:30 AM			Wednesday 6/18/2025 9-10:30 AM

NOTE: THIS CALENDAR IS INTENDED TO SAVE THE DATES OF MEMBERS. MEETING UPDATES WILL BE PROVIDED BASED ON THE NEEDS OF THE COUNCIL WITH CONSIDERATION OF BOARD AND COMMITTEE MEMBER SCHEDULES. DATES & LOCATIONS ARE SUBJECT TO CHANGE. DRAFTED4/2/2024 LAST UPDATED: 12/16/2024

HAMPTONROADS
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Board of Directors Meeting

PUBLIC COMMENT PERIOD

HAMPTONROADS
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Board of Directors Meeting

ADJOURNMENT