ATTACHMENT A

MINUTES

- February 27, 2020 Joint Executive Committee Meeting
GREATER PENINSULA WORKFORCE BOARD
AND
HAMPTON ROADS WORKFORCE COUNCIL
JOINT EXECUTIVE COMMITTEE
MEETING MINUTES
FEBRUARY 27, 2020

A joint meeting of the Greater Peninsula Workforce Board (GPWB) and the Hampton Roads Workforce Council (HRWC) Executive Committees was convened at 9:02 a.m. on February 27, 2020, by Dr. John Olson, Chair, GPWB and Mr. Guenter Weissenseel, Vice-Chair, HRWC. The meeting was held in the Espada Conference Room, Moore Hall, Thomas Nelson Community College (TNCC) in Hampton. A quorum was present. Attendance records are attached.

Dr. Olson welcomed everyone and noted that Mr. Guenter Weissenseel was filling in for the HRWC’s Chairman, Mark Johnson. He recognized the meeting host, Dr. Susan English, Vice President for Academic Affairs and Workforce Development, TNCC. Dr. English welcomed everyone to the campus and provided logistical information.

CONSENT AGENDA

Dr. Olson directed the attention of the GPWB 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
Greater Peninsula Workforce Board’s Executive Committee Meeting minutes for January 23, 2020.

FINANCIAL REPORTS

GREATER PEINSULA WORKFORCE BOARD
Updated Bylaws for the Greater Peninsula Workforce Board.

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, seconded and passed.

Mr. Weissenseel directed the attention of the HRWC 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:

HAMPTON ROADS WORKFORCE COUNCIL MEETING MINUTES
Hampton Roads Workforce Council’s Executive Committee minutes for November 6, 2019.

FINANCIAL REPORTS
Hampton Roads Workforce Council’s Budget Revisions.
HAMPTON ROADS WORKFORCE COUNCIL OTHER ACTION ITEMS
A. New ITA Programs
B. Employee Benefit Resolution

Mr. Weissenseel 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, seconded and passed.

Dr. Olson recognized new GPWB Members Dr. Jason Perry, Rappahannock Community College and Dr. Robert Orth, Gloucester County Board of Supervisors. It was suggested that members and guests introduce themselves. The meeting continued after the introductions.

MEETING AGENDA

I. REPORT ON VISIT TO INDIANAPOLIS, INDIANA WORKFORCE PROGRAMS
Mr. Shawn Avery, President & CEO, HRWC, reported that he and, Messrs. Steve Cook and Whitney Lester visited the Indianapolis, Indiana Workforce System. He said this area was doing interesting things around talent retention and talent attraction. The delegation met with both Workforce System and Economic Development staff.

II. OVERVIEW OF REGIONAL EFFORT TOWARD BOARDS REALIGNMENT
Mr. Avery reported that he and Mr. Mann, Executive Director, GPWB, would be presenting a review of the external state prescribed procedures and internal decision points that would have to be addressed as part of the regional realignment effort. The information to be presented was the result of a number of staff strategy meetings that had been held over recent months, along with a meeting of an Ad Hoc Realignment Committee that had been formed by the GPWB and HRWC Chairs. The membership of this committee included both organization’s Chairs, Vice-Chairs and a Local Elected Official (LEO) from each of the respective boards.

Mr. Mann proceeded to review a handout that described the State’s procedural requirements for requesting Local Workforce Development Area (LWDA) Re-designation and Re-designation Assistance (see Attachment 1). The first step in this process was for the localities seeking re-designation to secure the support of their LEOs and their associated existing local workforce development boards for such action. Mr. Mann advised that to a large extent this had already been accomplished but that the process would require the adoption of a formal resolution for re-designation by each of the region’s governing bodies.

The next steps in the process would involve preparing the re-designation request and opening a 30 day public comment period to solicit comments from all interested parties on the proposed re-designation. The re-designation request needs to include information on how the proposed LWDA would align with labor market areas, regional economic development, and details concerning the proposed organization’s administrative and programmatic capabilities. At the end of the public comment period the re-designation request, along with any comments received during the public comment period, would be submitted to the Virginia Board for Workforce Development (VBWD) for review and a recommendation to the Governor’s Office.

Along with the re-designation request a “re-designation assistance request” could also be submitted to ask for additional funding to help defray expenses incurred as a result of the realignment process. The Governor’s Office in consultation with both the VBWD and the WIOA Title I Administrative Agency (the Virginia Community College System) would render a decision on the re-designation request which if approved would allow the VCCS to consider and act on the accompanying re-designation assistance request for additional funding.
Following Mr. Mann’s remarks, Mr. Avery commented that all of the region’s localities would receive correspondence from the two Board Chairs urging support for the proposed re-designation request. This correspondence would be forwarded to their respective City Manager’s or County Administrator’s office so that a resolution could be placed on upcoming Council and Board agendas for consideration and approval.

Dr. Olson, noting that in order to proceed with the process as outlined by Mr. Mann, it would be necessary for the Executive Committees of the two boards to formally approve going forward with this initiative. Therefore, he asked for a motion to approve the realignment of LWDA 14 and 16 into a single new LWDA. The motion was made, seconded and approved by both Executive Committees.

Mr. Avery, referring to a handout (see Attachment 2) conducted a review of the internal reorganization which outlined the various internal decision points by topic. These decision points were categorized by issues that would need to be addressed by either the two board’s administrative staffs, the boards themselves, or their LEOs. He noted that a timetable had been developed to help guide the process and that July 1, 2021, was set as the target date for completion of all actions and the start of operations under the new organization.

Following Mr. Avery’s remarks both he and Mr. Mann responded to a number of questions concerning some of the internal decision points. These questions included:

- **What would be the structure of the new organization?** It would retain the HRWC’s structure as a Local Political Subdivision of the Commonwealth. This would allow staff to participate in both the VRS and existing ICMA-RC retirement plans as appropriate.

- **What would be the process for naming the new organization?** The Ad Hoc Realignment Committee would take the lead on this with final approval of a new name by both boards. The state’s Virginia Career Works branding would be retained for the One-Stop Centers.

- **Who would serve as the board’s Grant Recipient and Fiscal Agent?** To be determined.

- **How would the realignment impact the region’s localities per capita contributions to the board?** The HRWC’S .25 per capita contribution is relatively new, while the Peninsula’s .51 per capita has been in place for many years. In order to maintain the same level of local funding for the new organization a .35 per capita rate is anticipated to be recommended.

- **How would administrative functions, particularly financial management functions be handled?** It will be recommended that these functions be handled in-house with existing staff continuing to carry out these responsibilities and duties.

It was noted that the current two boards both use the same auditor, one stop operator, and that offices would be maintained in both Norfolk and Newport News. Contracts would be combined where possible. Legal counsel would be private, memberships would be combined and the 501C3 would be the Hampton Roads Workforce Foundation. The Communications Committee would also continue to function with the support of The KBD Group.

Newport News Vice-Mayor Vick said that it is important that the staff be comfortable with realignment. Both Mr. Avery and Mr. Mann responded that there was an underlying commitment to not negatively impact any of the existing staff as this process moved forward. It was also noted that there were a number of staff in key positions that would likely be retiring in the not so distant future which would create new staffing opportunities.
Mr. Avery continued his report with the Board Decision points which included decision points on by-laws, terms of office, leadership make-up of Chair, Vice Chair, Treasurer, Membership, LEO Staff, Executive Committee, meeting schedule, and locations.

Mr. Gray noted that he had requested that staff brief Hampton’s City Council on this initiative and that some of the other governing bodies may also be interested in having a similar briefing. Mr. Avery said that the board leadership and staff could be scheduled to make such presentations.

Dr. Olson commended the staff from both boards for the work accomplished.

III. OPEN DISCUSSION
There being none the meeting continued with announcements.

IV. ANNOUNCEMENTS
Dr. Olson said that the next meeting of the Greater Peninsula Workforce Board would be a Full Board meeting that would be held on March 26, 2020, at 8:30 a.m. the Freight Shed, 331 Water Street, Yorktown.

Mr. Weissenseel said that the next meeting of the Hampton Roads Workforce Council would be a Full Board meeting that would be held on March 18, 2020, at 9:00 a.m. at the Council’s Administrative Offices, 999 Waterside Drive, 4th Floor Board Room, Norfolk.

V. PUBLIC COMMENTS
There being no public comments, the meeting was adjourned at 9:57 a.m.

Respectfully Submitted,

[Signature]

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

Attachments
GREATER PENINSULA WORKFORCE BOARD
JOINT EXECUTIVE COMMITTEE
FEBRUARY 27, 2020
ATTENDANCE RECORD

GPWB MEMBERS PRESENT
Rhonda Bunn
Canon Virginia, Incorporated
Greg Garrett
Garrett Realty Partners
Jesse Goodrich
Riverside Health System
Honorable James Gray
Hampton City Council
Honorable Herbert Green, Jr.
Poquoson City Council
Dudley Harris
Bay Electric Co., Inc.
Dr. John Olson
ECPI University
Honorable Robert Orth
Gloucester County Board of Supervisors
Dr. Jason Perry
Rappahannock Community College
Dale Stone
Walmart Distribution Center
Honorable Tina Vick
Newport News City Council

GPWB MEMBERS PRESENT (Nonvoting)
Robert “Bob” McKenna
Virginia Peninsula Chamber of Commerce

GPWB MEMBERS ABSENT
Dr. Gregory DeCinque
Thomas Nelson Community College
Honorable Ted Maslin
Williamsburg City Council
Honorable John McGlennon
James City County Board of Supervisors
Dr. Vince Warren
Newport News Shipbuilding
Honorable Jeffery Wassmer
York County Board of Supervisors
1 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
Sherry Spring
Gloucester County
Barbara Watson
James City County
Randall Wheeler
City of Poquoson

GPWB LEO STAFF REPRESENTATIVES ABSENT (Nonvoting)
Pamela Croom
City of Hampton
Wendy Evans
City of Williamsburg

GPWB 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
Ruth Potter
Career Center Assistant Manager

YOUTH WORKFORCE CENTER, NHREC STAFF PRESENT
Valencia Huggins
Program Manager
HAMPTON ROADS WORKFORCE COUNCIL
JOINT EXECUTIVE COMMITTEE
FEBRUARY 27, 2020
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HRWC EXECUTIVE MEMBERS PRESENT
Dr. Elsie Barnes  
Dr. Larry Dotolo  
Dr. Johnny Garcia  
Dr. Corey McCray  
Guenter Weissenseel  
Norfolk State University  
VA Tidewater Consortium for Higher Ed.  
SimIS, Inc.  
Tidewater Community College  
IMS Gear Virginia Inc.

HRWC EXECUTIVE MEMBERS ABSENT
Dr. Ken Chandler  
Andy Jaeckle  
Mark Johnson  
Mary D. McGovern  
Dr. Ruth Jones Nichols  
Kevin Will  
City of Virginia Beach  
STIHL Incorporated  
SunTrust Bank  
Divaris Real Estate, Inc.  
Foodbank of S. E. Virginia & Eastern Shore  
Boys & Girls Club of Southeast Virginia

ASSOCIATION OF BUSINESSES MEMBER PRESENT
William W. Crow  
Bryan Stephens  
Virginia Ship Repair Association  
Hampton Roads Chamber

ASSOCIATION OF BUSINESSES MEMBER ABSENT
Vonya Alleyne  
Cox Communications Virginia

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 Christopher Cornwell  
The Honorable Don Goldberg  
The Honorable John Rowe  
Southampton County  
City of Suffolk  
City of Portsmouth

Chief Local Elected Officials (CLEO's) REPRESENTATIVES ABSENT (Nonvoting)
The Honorable Barry Cheatham  
The Honorable Mamie Johnson  
The Honorable Robert M. Dyer  
The Honorable William McCarty  
The Honorable Rick West  
City of Franklin  
City of Norfolk  
City of Virginia Beach  
Isle of Wight County  
City of Chesapeake

HRWC STAFF
Shawn Avery  
Steve Cook  
Clif Duncan  
Loretta Earl  
President & CEO  
Vice Pres. of Workforce Innovation  
Vice President of Finance & Administration  
Office Manager
ATTACHMENT A - 1

MINUTES

• April 15, 2020 Executive Committee Meeting
ATTACHMENT A-1
Executive Committee Meeting – Wednesday, May 20, 2020

MINUTES FROM THE APRIL 15, 2020 MEETING

VIRTUAL – WORKFORCE COUNCIL EXECUTIVE COMMITTEE & CHIEF LOCAL ELECTED OFFICIAL MEMBERS

Meeting Minutes
April 15, 2020
9:00 a.m. – 10:07 a.m.

PRESIDING: Mr. Mark Johnson, Chairperson

MEMBERS PRESENT:
Dr. Elsie Barnes
Dr. Kenneth Chandler
Mr. William Crow
Dr. Larry Dotolo
Dr. Johnny Garcia
Dr. Corey McCray
Ms. Mary McGovern
Ms. Delceno C. Miles
Dr. John Olson
Mr. Bryan Stephens
Mr. Guenter Weissenseel

MEMBERS ABSENT:
Ms. Vonya Alleyne
Mr. Andy Jaeckle
Dr. Ruth Jones-Nichols
Mr. Kevin Will

STAFF PRESENT:
Mr. Shawn Avery
Mr. Steve Cook
Mr. Clif Duncan
Ms. Loretta Earl

CHIEF LOCAL ELECTED OFFICIALS PRESENT:
The Honorable Christopher Cornwell
The Honorable Mamie Johnson
The Honorable John Rowe
The Honorable Rick West

GUESTS PRESENT:
Mr. William Mann
Ms. Kelly Morro
Ms. Kelly Webb

I. Call to Order
The meeting of the Hampton Roads Workforce Council’s (HRWC) Executive Committee and Chief Local Elected Officials was called to order by the Chairperson, Mr. Mark Johnson, at 9:03 a.m.
II. Welcome and Introductions
Mr. Johnson welcomed the HRWC’s Executive Committee members and Chief Local Elected Officials. Mr. Shawn Avery conducted a roll call of the members of the virtual meeting and confirmed we had a quorum.

III. Overview of Current Operations
Mr. Shawn Avery gave an overview of current operations at the HRWC. He stated that on the HRWC’s website there is a COVID-19 Response Plan and a number of activities that we are doing to support the region. Mr. Avery stated that he currently participates twice per week in a conference call with the Governor’s office on what they are doing for recovery of the region.

Mr. Avery gave an overview of the administration, regional roundtable, Virginia Career Works, Youth/NextGen, and Business Services. He discussed the following:

Administration — Mr. Avery stated that all staff currently are allowed to telework and the Divisions and Leadership Team (Virginia Career Works, Business Services - Regional, Youth, and Leadership Team meets twice a week).

Regional Roundtable consists of the following organizations, which meets three (3) times per week to discuss response and recovery plans.

- Workforce Council and Peninsula Workforce
- Hampton Roads and Peninsula Chambers
- Hampton Roads Alliance
- Re-invent Hampton Roads
- Hampton Roads Transit
- Hampton Roads Military Alliance
- Old Dominion University
- Hampton Roads Planning District Commission
- Others
Business Leaders Survey — Mr. Avery encouraged everyone to visit www.757recovery.com

➢ The first 757 COVID-19 Business Leaders Survey

➢ Sent out 6,000 surveys to businesses

➢ Your virtual home for up to date COVID-19 analysis, connection, and ongoing dialog with those who know the 757 best

Virginia Career Works

➢ Supporting the Virginia Employment Commission

➢ Case Management

➢ Job Search Assistance

➢ Resume Development

➢ Outreach to Partners

➢ Career Access Network – Online Workshops

➢ Strategic Plan for Re-opening

Youth / NextGen

➢ Supporting In-school / Out-of-School Programs (Work Experience)

➢ Developing an internal Youth ITA Program

➢ Case Management

➢ Adult Learning Center / Sentara

➢ NextGen Inspire EXPO postponed until October 2020

➢ Strategic Plan for Re-opening

Business Services — Mr. Steve Cook

➢ Rapid Response Grant- $201,856 ($2,000 max award, 300+ applications and 100+ awards)

➢ Business Retention Taskforce

➢ Employer Outreach

➢ OJT / Incumbent Worker

Page 3 of 5
Recruitment

IV. **Program Year 2019 (PY’19) Budget Revision**
Mr. Avery provided the committee with a copy of the Program Year 2019 Budget Revision. The proposed revision increases the total budget by $201,856 to a new overall total of $7,509,768. Mr. Avery stated that the HRWC has received an award in the amount of $201,856 in WIOA Dislocated Worker Rapid Response Funds through the Virginia Community College System. The funds will assist businesses to avert layoffs by reimbursing them for certain expenses they have incurred during COVID-19 national emergency that likely enabled them to remain open for business. A motion to approve the PY’19 budget revision as presented was made, seconded, and approved by a unanimous roll call vote.

V. **Update on Regional Effort Toward Boards Realignment**
Mr. Avery gave an update on the regional effort towards boards realignment. He stated that five (5) localities out of fifteen (15) signed the board resolution before COVOD-19 impacted the region. The five (5) are Norfolk, Franklin, Isle of Wight, Williamsburg, and Poquoson. Mr. Avery announced that a taskforce team has been created and they meet twice a week. The team includes Mr. Guenter Weissenseel, the Honorable Mamie Johnson, the Honorable James Gray, and Dr. Vince Warren, with Mr. Mark Johnson and Dr. John Olson as team leaders. Mr. Avery stated that at the last meeting, a draft organization re-alignment was presented.

VI. **Open Discussion**
Dr. Kenneth Chamber, the Honorable Mayor John Rowe, the Honorable Mamie Johnson, and the Honorable Mayor Rick West gave an update on their localities.

VII. **Announcements**
Mr. Avery reminded the committee that the next meeting will be held on May 20, 2020 at 9:00 a.m.
VIII. Public Comment
There were no public comments.

IX. Adjournment
There being no further business for the Executive Committee to discuss, the meeting was adjourned at 10:07 a.m.