

***Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
August 26, 2010***

Present:

Dr. John Olson	Hon. Judy Knudson	Hon. Will Moffett
Rob Brown	Hon. Frank Kreiger	Dr. Alvin Schexnider
Everett Jordan	Hon. Buddy Rilee	Dr. Deborah Wright
Dale Stone	Hon. Sheila Noll	Alan Archer
Hon. Jim Icenhour	Hon. Tina Vick	Pete Peterson
Pete Walentisch	Joe Johnson	Dr. Ned Carr
Lisa Zahralddin	Richard Sindy	Helen Manns
Dennis Ruffin		

PCFWD Staff present: Matthew James, Bill Mann, Shawn Avery, Gary Butler, Terri Partain, Jeanne Smith

I. Call to Order

The meeting was called to order at 8:00 a.m. In the absence of the Chair, Dale Stone presided over the meeting. Dale introduced and welcomed Councilman Will Moffett who was attending for Councilman Christopher Stuart from Hampton, Councilwoman Judy Knudson, Williamsburg City Council and Dennis Ruffin from New Horizons.

II. Approval of Minutes

A motion was made by Rob Brown to approve the minutes from the May 27, 2010 meeting as presented. The motion was seconded by Tina Vick and unanimously approved.

III. Financial Reports

Treasurer, Dale Stone, reviewed the Non-Federal Division Financial Report for July 31, 2010. A motion was made by Rob Brown to accept the financial report as presented. The motion was seconded by Buddy Riley and unanimously accepted.

Bill Mann gave a financial summary on the Obligations vs. Expenditures by programs and activities as of July 31, 2010 for the Federal Division.

Bill gave a review of budget adjustments since preliminary approved budget of 6/24/1020 for the Federal Division. He reviewed and gave an explanation of how the budget system works. Additional funding came from Incentive Funds, grants for Dislocated Worker/Rapid Response, OJT, Green Jobs and office space rental to Dept. of

Rehabilitative Services. Bill discussed the increase in expenses for various categories stating that the net increase will be \$156,183.

At the conclusion of Bill's report a motion was made by Jim Icenhour to approve the budget adjustments as presented. The motion was seconded by Frank Kreiger and unanimously approved by members of the Consortium.

A motion was made by Buddy Riley to approve the budget adjustments as presented. The motion was seconded by Sheila Noll and unanimously approved by members of the Executive Committee.

Shawn Avery reported on the Budget Adjustments since preliminary approved budget of 6/24/2010 Non-Federal Division. The primary increase in funding comes from the result of a new grant for Career Pathways which resulted in an additional \$75,000 for FY 2011. Increase in expenses came from General and Administrative, Youth Career Cafes, WIB Committee and Career Pathways Grant. The net increase is \$8,417.

Matthew James discussed the reinstatement of several of the original budget reductions. A motion was made by Tina Vick to approve the budget adjustments and the partial reinstatement of the original budget reductions. The motion was seconded by Everett Jordan and was unanimously approved.

IV. President's Report

Matthew James reported on the following issues:

- Federal Government Contract Seminar Series 2010
- Reappointment of officers (no need for a nominating committee) - Committee voted unanimously to reappoint.
- Budget revenue change
- Additional grants

V. WIB Committees

Communications Committee – John Olson reported on the newsletter which will be out in the near future. The Annual Report is in the process of being completed and will be presented at the Annual Meeting.

Education & Training Committee – John reported on the last committee meeting where it was decided to hold a contest for all high school students and ask them to develop a video from a student’s perspective for students that would increase awareness and educate young people on the workplace readiness skills that employers are seeking when hiring for high demand careers. The top three entries will be displayed at the 2011 Youth Career Expo on March 15, 2011.

One Stop Committee – Dr. Ned Carr reported on his data for July 2010 which shows 1,011 new registrations compared to around 1,200 per month last year. He discussed the REEP program which is to assist juvenile offenders with employment and assimilating back into the community.

VI. New Business

Dale Stone reported on the visit from the Wal-Mart Foundation. The representative was very impressed and the visit went extremely well. Dale stated they were given pointers on the best way to apply for grants with Wal-Mart.

Shawn reported that the Auction which had to be rescheduled will be held on January 7, 2011. Additional information will be sent out soon.

VII. Adjournment

There being no further business to conduct, the meeting was adjourned at 9:45 a.m.

Jeanne Smith, Recording Secretary