

***Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
May 27, 2010***

Present:

Sybil Wheatley	Keith Potts	Dr. Deborah Wright
Dr. John Olson	Dale Stone	Doug Powell
Rhonda Bunn	Hon. Bobby Braxton	Anne Smith
Sandy Donaldson	Hon. Frank Kreiger	Peter Walentisch
Everett Jordan	Hon. Buddy Rilee	Dr. Ned Carr
Hon. Sheila Noll	Hon. Tina Vick	Lisa Zahralddin
Richard Sindy	Helen Manns	Jean Steveson
Alan Archer		

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

I. Call to Order

Chairman Sybil Wheatley called the meeting to order at 8:00 a.m. and welcomed everyone to the Executive Committee meeting.

II. Approval of Minutes

The minutes of the April 22, 2010 were presented for approval. A motion was made by Dale Stone to approve the minutes as presented. The motion was seconded by Frank Kreiger and unanimously approved.

III. Financials Reports

Non-Federal Division - Treasurer Dale Stone presented the Financial Statements for the month of April 2010. He explained several line items and answered questions. A motion for acceptance was made by Everett Jordan. The motion was seconded by Keith Potts and unanimously accepted.

Federal Division - Terri Partain presented the Obligations vs. Expenditures by Programs & Activities for the month of April 2010. She stated that 81% of the budget amount has been expended. Terri reviewed various line items and answered several questions.

IV. President's Report

Matthew James reported that a Request for Proposal was mailed to seven accounting firms for auditing and tax preparation services. We received two proposals. He discussed the difference in costs between the two vendors. Goodman & Company was the vendor whose cost proposal was the highest. They are the company which we have been using for the last several years. The second vendor was from Richmond, VA. Committee members were in favor of hiring a local firm and keeping the business on the Peninsula if possible.

Matthew reported that we have been approached by the Boys and Girls Club to form a partnership which would allow us to have a part-time presence at their new facility on Nettles Drive. There would be no expense to us and would give us an opportunity to serve youth from York County, James City County, Williamsburg and Gloucester.

Matthew advised the committee that Opportunity Inc. has decided to open a Youth Career Café. They would like to use our logo and trademark but they want to do their own program and do not want to pay for the use. After some discussion the recommendation will be that Opportunity Inc. will not be allowed to use our brand name and logo. A written response stating our position will be sent to them.

V. WIB Committee Reports

Joint Finance and Strategic Planning - Shawn Avery and Gary Butler presented the proposed budget for July 1, 2010 – June 30, 2011. Shawn presented the Non-Federal Division budget reviewing the estimated sources of funding and activities. The funding will be provided by Private Sector/Reserve, Local Government, and Grants and Special Income. Activities for the Non-Federal Division included Youth Career Cafes, Industry Cluster Groups and Educational Initiatives. Gary presented

the Federal Division estimated sources of funding which include Workforce Investment Act, American Recovery Act and other sources. The major activities for the Federal Division are Peninsula Worklink, Year Round Youth Program and Summer Jobs Program. At the conclusion of their presentation, Gary & Shawn answered questions from committee members.

It was suggested by Tina Vick that representatives from the Council make a presentation to the Newport News City Council work session.

Strategic Plan – Gary Butler reminded the committee that the updated Strategic Plan was presented to them at the last executive committee meeting. In addition, the plan has been posted for public comments for the last 30 days. No public comments were received. The Plan will be mailed to the State prior to June 1, 2010. A motion to approve the Strategic Plan as presented was made by Frank Kreiger. The motion was seconded by Sandy Donaldson and unanimously approved.

VI. WIB Committee Reports

Communications Committee – John Olson reported that the next newsletter will be published within the next few weeks. He discussed several articles regarding the Youth Career Expo and the Council that appeared in the Virginia Gazette.

In addition, John discussed the Return on Investment Scorecard stating that the website has had more visitors this year. We are looking for an intern to assist with the website.

Education and Training – Helen Manns gave an update on New Horizons Regional Education Centers' Youth Program. She stated that all the programs had improved this year regarding number of youth involved.

Shawn Avery reported on the Youth Career Cafes stating that on-site visits are very good. There has been improvement in the number of businesses that are

engaged going from 25 in the prior year to 73 businesses year to date. Shawn further stated that Workplace Readiness Training is up this year over last year.

Sybil Wheatley announced that John Olson is the new chairman of the Education and Training Committee with their first meeting being held next Thursday, June 3, 2010.

One Stop Committee – Ned Carr reported that registrations are a little below what they were at the same time last year. Approximately 1,000 new people register each month for core services. The ITA funds have been cut so training will be limited to whatever the staff can provide in the way of workshops, etc. We will work with employers to provide on the job training.

VII. New Business

Consortium Nominating Committee – Bill Mann reported that Chairman Bobby Braxton's term is coming to an end and typically the Vice Chair, Buddy Rilee, would move up to Chair. Mr. Rilee has agreed to accept that position. The Nominating Committee will present the nomination for Vice Chair at the June 24 Board of Directors meeting for approval.

Shawn Avery announced that a symposium on the future of the healthcare workforce will be held on June 22, from 8:30 to Noon, at Thomas Nelson Community College.

VIII. Adjournment

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

Jeanne Smith, Recording Secretary

