

*Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
November 18, 2010*

*Present:*

Sybil Wheatley	Hon. Frank Kreiger	Pete Walentisch
Dale Stone	Hon. Buddy Rilee	Joe Johnson
Hon. Jim Icenhour	Hon. Sheila Noll	Lisa Zahralddin
Rick Bagley	Dr. Deborah Wright	Richard Sindy
Rob Brown	Alan Archer	Chris Rogan
Hon. Judy Knudson	Anne Smith	Robin Nelhuebel
Dr. John Olson		

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 including a new member, Robin Nelheubel, from the Riverside School of Health Careers.

***II. Approval of Minutes***

A motion was made by Sheila Noll to approve the minutes of the August 26<sup>th</sup> meeting. The motion was seconded by Frank Kreiger and unanimously approved.

***III. Financial Reports***

Treasurer Dale Stone reviewed the October 31, 2010 financial statements for the Non-Federal Division. A motion was made by Buddy Rilee to accept the statements as presented. The motion was seconded by Jim Icenhour and unanimously approved.

Bill Mann gave a financial summary based upon PY '10 approved comprehensive budget 8/26/2010. He reviewed the Obligations vs. Expenditures by programs and activities.

Presentation of Audited Financial Statements by Mike Mendelsohn, Goodman & Company

Mike reviewed the audited financial statements to include the Statements of Financial Position, Statements of Activities, Statements of Cash Flow and Notes to Financial Statements. He also discussed the supplemental information which includes Schedules of Functional Expenses.

At the conclusion of the Audited Financial Statements presentation, a motion to accept the statements was made by Sheila Noll. The motion was seconded by Buddy Rilee and unanimously accepted.

**IV. President's Report**

Matthew James reported on several issues to include the following:

- New board members
- Orientation completed for new members
- Council finalist to win Torchbearer Award – announcement in December
- Successful customer service training – over 80 people attended
- Auction to be held on January 7, 2011 – flyers will be sent
- Green Jobs contract
- Working with Congressman Wittman's office to hold a Job Fair
- Economic Development Summit January 25, 2011
- Youth Career Expo to be held on March 15, 2011

**V. WIB Committee Reports**

Communications Committee

Chairman John Olson reported on the website update stating that the visits keep increasing and are up substantially since last year. John mentioned that several articles have been written in various publications promoting the Council and its many services. The Youth Career Cafes have new Facebook and Twitter accounts.

#### Education and Training Committee

John Olson discussed the Career and Workplace Readiness Skills Video Contest which is a video to be created by students from a student's perspective that would increase awareness and educate young people on the workplace readiness skills employers are seeking. Prizes will be awarded to the top three videos and will be displayed at the Youth Career Expo.

John reported on the Youth Career Café Metrics stating that both cafes are very busy and the visits have increased over last year. The Boys and Girls Club is now included as a line item and results will be noted as this program moves forward.

#### New Horizons Regional Education Center

Helen Manns reported on their Out of School Program stating that 14 are currently enrolled in the Certified Nursing Assistant course which is a 15 week class. The class began in September and the enrollees are now beginning their clinicals. The Pre-Apprenticeship program enrolled 10 in the pre-electrical course. Efforts are being made to enhance that class with some extra training with an electrical employer. Helen also reported on the In School Program. She is working with high school counselors to identify those students that could benefit from this program.

#### One Stop Update

Chris Rogan, Program Coordinator for Peninsula WorkLink and Lisa Taylor, Community Relations and Business Services for Peninsula Worklink, gave a report on SNAP (Shared Network Access Point). This program allows Peninsula WorkLink to provide services to clients in their own community. There are currently 29 SNAP locations; 5 in Williamsburg and James City County, 4 in York County, 1 in Gloucester, 3 in Hampton, 15 in Newport News and 1 in Beaumont Correctional Center. Two volunteers from the New Zion Baptist Church (a SNAP location) which opened in 2008 were present and discussed their experiences with the SNAP program.

***VI. New Business***

Sybil Wheatley announced that she, Shawn Avery and Bill Mann will be attending the HIRE Conference in December at the Homestead. At this conference Shawn Avery will be receiving the Expanding Opportunities Award.

Bill Mann presented the slate of new members and re-appointments in the categories of Business Representatives, Education/Training Representative, Community Based Organizations Representative, Economic Development Representative and Mandated One-Stop Partners. A listing is attached.

A motion was made by Jim Icenhour to approve the list of appointees as presented. The motion was seconded by Sheila Noll and unanimously approved by members of the Consortium.

Matthew announced that the proposals received for the Labor Market Report will be evaluated and a decision made next week. Two excellent proposals were received.

***VII. Adjournment***

There being no further business to come before the Committee the meeting was adjourned at 9:25 a.m.

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Jeanne Smith, Recording Secretary