

Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
February 24, 2011

Present:

Sybil Wheatley	Hon. Jim Icenhour	Hon. Tina Vick
Dr. John Olson	Hon. Judy Knudson	Alan Archer
Rhonda Bunn	Hon. Frank Kreiger	Anne Smith
Sandy Donaldson	Hon. Christian Rilee	Joe Johnson
Dale Stone	Hon. Sheila Noll	Dr. Ned Carr
Dr. Richard Sindy	Jean Steveson	Dan Girouard

Council Staff: Shawn Avery, Bill Mann, Terri Partain, Jeanne Smith

I. Call to Order

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

II. Approval of Minutes

The minutes from the January 27, 2011 meeting were presented for approval. A motion was made by Sheila Noll; the motion was seconded by Judy Knudson and unanimously approved.

III. Acceptance of the Financial Statements – Non-Federal Division

Treasurer Dale Stone explained the new format for reporting the financial summary of the Non-Federal Division. He discussed the income and expenditures by programs and activities. A motion was made by Frank Kreiger to accept the January 31, 2011 financial summary. The motion was seconded by Buddy Rilee and unanimously accepted.

Federal Division - Bill Mann reviewed the Obligations vs. Expenditures by Programs and Activities as of January 31, 2011 as well as the approved PY '10 Budget approved August 26, 2010 with adjustments as of February 24, 2011.

IV. President's Report

In the absence of the President, the report was given by Vice President, Shawn Avery. Shawn discussed the following issues:

- We have been invited by the Bank of America to submit a grant application to be used for youth programs.
- Wal-Mart grant has been submitted requesting 20K.

- We will be partnering with Congressman Wittman in holding a young professionals breakfast to discuss some of their concerns.
- A meeting was held of the Financial Services Cluster with ten banks attending.
- A Financial Services Academy is being held at Heritage High School.
- Customer Service Training will be held in April.

V. WIB Committee Reports

Joint Finance and Strategic Planning

Chairman Dale Stone reported that the committee has met and discussed various situations and will be meeting again next week. They are waiting to hear what funding decisions will be made at the federal level.

Bill Mann discussed the updated Federal Division Budget with February adjustments. The adjustments were due to additional funding received. A motion was made by Sandy Donaldson to approve the February budget adjustments as presented. The motion was seconded by Everett Jordan and unanimously approved.

A Consortium motion was made by Jim Icenhour to approve the budget adjustments as presented. The motion was seconded by Buddy Rilee and unanimously approved by Consortium members.

Education and Training Committee

John Olson reported that the Youth Career Expo is two weeks away and volunteers are needed. He asked committee members to consider this volunteer opportunity.

Five videos have been received so far for the video contest. They will be judged after the Expo and the winning video will be shown at the next meeting.

One Stop Committee

Ned Carr reported on the Weekly Summary Report stating that the month of January was the largest month of the year with 1,328 registrations. He stated that through the month of January, 200 individuals have been enrolled in intensive services. Training services is going well with goals being met. Ned explained the status of training funds as of February 22, 2011.

New Horizons Report

Joe Johnson stated they are on track with the out-of-school youth. A CNA Class has just started as well as an electrical class which will begin in May. Joe discussed the in-school youth program and said they are working with 13 youth from Gloucester.

VI. New Business

The Board of Directors meeting will be held in March. Information will be sent prior to the meeting date.

VII. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 8:50 a.m.

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Jeanne Smith, Recording Secretary