# Peninsula Council for Workforce Development Executive Committee Meeting Minutes January 27, 2011

## Present:

Sybil Wheatley **Everett Jordan** Hon. Frank Kreiger Dr. John Olson Robin Nelhuebel Hon. Buddy Rilee Rob Brown Dale Stone Hon. Sheila Noll Rhonda Bunn Hon. Jim Icenhour Alan Archer Hon. Judy Knudson Sandy Donaldson Pete Peterson Dr. Deborah Wright Hon. Christopher Stuart Anne Smith Pete Walentisch Dr. Ned Carr Richard Sindy

Helen Manns Lisa Zahralddin

Council Staff Present: Shawn Avery, Gary Butler, Terri Partain, Jeanne Smith

## I. <u>Call to Order</u>

Chairman Sybil Wheatley called the meeting to order at 8:00 a.m. and welcomed everyone including Chris Stuart, Councilman from the City of Hampton.

## II. Approval of Minutes

The minutes from the November 18, 2010 meeting were presented for approval. A motion was made by Rob Brown to approve the minutes; the motion was seconded by Rhonda Bunn and unanimously approved.

## III. <u>Acceptance of the Financial Statements -Non-Federal Division</u>

Treasurer Dale Stone presented the financial statements for December 2010. He explained various line items and answered several questions from the committee. A motion to accept the financial statements was made by Sheila Noll, seconded by Buddy Rilee and unanimously approved.

<u>Federal Division</u> – Terri Partain reported on the Financial Summary for the month of December explaining the obligations vs. expenditures by programs and activities.

Gary Butler reported on the Audit Report performed by Saunders & Associates which covered program year 2009/2010. The report showed no instances of non-compliance, no reportable conditions and was given a clean bill of health.

## IV. Vice President's Report

In the absence of President Matthew James, Shawn Avery reported on several issues including:

- Winner of Torchbearer award for the 2<sup>nd</sup> district from the Virginia Chamber of Commerce
- Recipient of Cox Charties Grant
- Other grants that have been applied for: Wells Fargo, WalMart, DOL in partnership with TNCC
- Auction was successful and well attended
- New member Dominion Virginia Power
- Council to partner with Congressman Wittman in holding a Job Fair

Gary Butler reported on a grant in partnership with the Department of Rehabilitative Services that provides for a Disability Employment Initiative program. It is a three year grant in the amount of \$327,000. The program will be implemented through the One Stop and is designed for people who are on disability through Social Security or SSI.

The Federal Division is in the running to receive a BRAC grant which will go into effect March  $\mathbf{1}^{st}$ . The grant is a two year grant in the amount of \$255,000 which would assist with the transition of the closing of Ft. Monroe.

Gary reported that we received notification from the Virginia Community College System that our board membership and Youth Council have been certified and approved for a two year period.

### V. WIB Committee Reports

## Joint Finance and Strategic Planning Committee

Sybil stated that a meeting will be set up in the near future to discuss the budget for the coming year. Gary Butler gave an update on anticipated funding for next year stating they are waiting to see if Congress adopts year 2008 levels of funding which would represent as much as a 20% reduction.

In addition, Gary reported that the State had some questions regarding the PY10 Local WIA Plan Review. The document is posted on our website with answers to those questions. It will remain on the website for the month of February for public comments.

## **Communications Committee**

John Olson reported on an article that appeared in the Virginia Workforce Connection and another in the Daily Press recognizing the Council for its accomplishments.

John discussed the Website Metrics stating that the visits for December 2010 were slightly lower than last year in December but the percentage of new visits was slightly higher this year over last year. We are still getting good activity on the website.

## **Education and Training Committee**

John Olson reported on the Youth Career Expo 2011 which is to be held on March 15, 2011 from 8:00 – 2:30 p.m. at the Hampton Roads Convention Center. John asked for volunteers to conduct Mock Interviews.

Shawn Avery is working on planning five summer camps for high school students including game technology, hard hat camp, exploring careers in healthcare opportunities, advanced manufacturing, and career exploration.

#### **New Horizons Report**

Helen Manns reported on the In School Program which serves youth 14 to 18 and the Out of School Program which serves youth 18 to 21.

## One Stop Committee

Ned Carr reported on the One Stop Weekly Summary. He discussed the various levels of service and the level of enrollment in each. He stated that six computers have recently been added. The VEC has moved across the hall and two of their employees are working in the Career Resource Center. In addition, he discussed the status of training funds as of December 31, 2010.

#### VI. New Business

The Board of Directors meeting will be held on March 24, 2011. Time and location will be announced later.

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## VII. <u>Adjournment</u>

There being no further business to come before the committee, the meeting was adjourned at 9:00 a.m.

Jeanne Smith, Recording Secretary