Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
June 8, 2011

Present:

Sybil Wheatley	Hon. Frank Kreiger	Randy Wheeler
Rick Bagley	Hon. Sheila Noll	Helen Manns
Sandy Donaldson	Hon. Tina Vick	Jean Steveson
Robin Nelhuebel	Anne Smith	Dr. Ned Carr
Dale Stone	Barbara Watson	

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 3:00 p.m.

II. Approval of Minutes

The minutes from the April 28, 2011 meeting were presented for approval. A motion was made by Sheila Noll to approve the minutes as presented. The motion was seconded by Tina Vick and unanimously approved.

III. 2011/2012 Federal and Non-Federal Division Budgets

Bill Mann gave some background on the proposed federal division budget according to various categories and discussed the funding process. He stated that we will receive 100% of the youth funds and 7.64% of adult funds and 19% of our dislocated money by July 1st. The balance will be received after October 1st. The state of Virginia is one of nine states that will see an increase in all funding streams.

Non-Federal Budget - Shawn Avery introduced the Non-Federal Division budget. The funding streams for the Non-Federal Division include private sector, local government support and grants and special income. The major activities are the Youth Career Cafes, Industry Cluster Groups and Educational Initiatives. The overall budget for both divisions totals $4,068,109. The Non-Federal Division budget totals $696,462.

Gary Butler introduced the Federal Division Budget stating that the funding streams include the Workforce Investment Act which represents the traditional formula funding, the American Recovery Act which represents the last of the stimulus funds, and other sources to include grants. The major activities are Peninsula Worklink, Year Round Youth Program and Special Grants. In addition, Gary explained Income and Expenses by funding source and showed the variance between the approved PY 10/FY11 budget and the PY11/FY12 draft budget.

Shawn Avery discussed the Non-Federal Budget Plan Summary which shows the FY11 approved budget and the FY12 proposed final budget and the variance between the two. Shawn explained each line item under Funding and Expenses.

Gary Butler reviewed the Staff Support Budget for Approved Budget PY 10 and Draft Budget PY 11 and discussed the Personal items and the Non-Personal items. Gary also reviewed the One Stop Budget discussing the Personal expenses, Non-Personal Expenses and the ITA's.

Shawn Avery reviewed the Non-Federal Division Approved FY 11 Budget Vs. Proposed FY 12 Expense Budget. He explained each line item and discussed the variance that included Personal, Non-Personal, WIB Committees, Career Pathways Grant and Healthcare Workforce Partnership. Shawn discussed the Youth Career Cafes Budget. He informed the committee that the NetCenter Café will be closed effective June 30. He stated that we are looking for a better location in Hampton. The Youth Career Café Budget for FY'12 has decreased by 17%.

A motion was made by Consortium member Jim Icenhour for approval of the Federal Division budget. The motion was seconded by Sheila Noll and unanimously approved.

A motion was made by Jim Icenhour to approve the entire budget for Peninsula Council for Workforce Development. The motion was seconded by Robin Nelheubel and unanimously approved.

Jim Icenhour nominated Tina Vick for the position of Vice Chair of the Consortium. The motion was seconded by Sheila Noll and unanimously approved.

The approved budget will be presented for approval to the Board of Directors at their next meeting on June 23, 2011.

There being no further business to come before the committee, the meeting was adjourned at 4:15 p.m.

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Jeanne Smith, Recording Secretary