

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

Present:

Sybil Wheatley	Dale Stone	Alan Archer
Dr. John Olson	Hon. James Icenhour	Ken Drees
Rhonda Bunn	Hon. Frank Kreiger	Pete Walentisch
Everett Jordan	Hon. Tina Vick	Barbara Watson
Mark Stefanick	Dr. John Dever	Randy Wheeler
Dr. Ned Carr	Lisa Zahralddin	Jean Steveson
Helen Manns		

PCFWD Staff:

Matthew James, Bill Mann, Shawn Avery, Gary Butler, Terri Partain, Jeanne Smith

1. Call to Order

Chairman Sybil Wheatley called the meeting to order at 8:00 a.m. and welcomed everyone to the Executive Committee meeting including a new member, Dr. John Dever, President of Thomas Nelson Community College.

2. Approval of Minutes

The minutes from the August 25, 2011 meeting were presented for approval. A motion was made by Jim Icenhour to approve the minutes as presented; the motion was seconded by Rhonda Bunn and unanimously approved.

3. Acceptance of Financial Reports

Treasurer Dale Stone presented the Non-Federal Division September 30, 2011 financial statements for acceptance. He explained several line items and answered a few questions. A motion was made by John Olson to accept the financial statements as presented. The motion was seconded by Frank Kreiger and unanimously accepted.

Bill Mann reported on the obligations vs expenditures by programs and activities as of September 30, 2011. He reported that 25% of the budget has been expended so far this year and discussed each program and activity.

3. **President's Report**

Matthew James reported on the executive presentation to the Career Pathways Executive Summit in which we unveiled our partnership with Thomas Nelson Community College in manufacturing. The Summit was well attended by elected officials as well as other community leaders. Fourteen manufacturing companies participated in the Skills to Succeed Inventory sponsored by PCFWD and Thomas Nelson Community College under a grant from the Virginia Community Colleges and the Ford Foundation. The study revealed that these employers report 11,150 jobs will open in 11 occupations throughout the Greater Virginia Peninsula in the next five years. The next step will be strategic planning.

Matthew reported on other issues including:

- \$5 million regional healthcare grant; each participant will be allowed up to \$10,000 for training in a healthcare career
- Auction in January in partnership with AGC
- Customer Service Training which will be held next month

4. **WIB Committee**

Communications Committee

John Olson reported on the following:

- Winter newsletter will be ready the end of December
- Media coverage regarding the \$5 million healthcare training grant
- Career Pathways Executive Leadership Summit
- Website Metrics – Average time on site is up
- Possibility of getting intern from William & Mary to help with website

Education and Training Committee

John Olson reported on the following:

- Opening of the Youth Career Café at the Historic Triangle
- Youth Career Expo March 6, 2012 with 2,700 students expected
- Healthcare Career Pathway
- Video contest will take place again this year
- Chili's Restaurant will give back 10% of proceeds through October 31 for anyone bringing in a coupon

New Horizons

Helen Manns reported that 18 students are enrolled in the in-school programs. Thirty four out of school students are enrolled in evening classes. Classes include welding, dental assistant and culinary arts. The nursing assistant class has 18 students enrolled. The pre-apprentice electrical class which just began has 12 students enrolled.

One Stop

Dr. Ned Carr explained the three levels of services which are core services, intensive services and training. The core services give an applicant access to information and various services. The next level is intensive services and then training. Currently there are 129 contracts for training with 53 being new and the rest is carry over from previous year. Dr. Carr mentioned that the 7 year old computers in the resource room are being replaced and that it is a much needed improvement.

Department of Rehabilitative Services

Lisa Zahralddin reported on their annual meeting stating that many new businesses attended with over 100 people in attendance. Additionally, she reported on a tri-state event with Virginia, D.C. and Maryland to celebrate the federal employment of people with disabilities.

5. New Business

Bill Mann discussed membership recommendations for the WIB Board. The candidates for reappointments for another two year term include Robert Baker, Rhonda Bunn, Dudley Harris, Everett Jordan, Mike McMann, Robin Nelheubel, Greg Richardson, Mark Stefanick, Dale Stone, Thomas Tingle, and Sybil Wheatley. New members for a two year term will be Barrett Stork and Dr. John Dever. The slate of candidates was not voted on due to the lack of a quorum. A vote will be taken at the next meeting.

Shawn Avery presented several candidates for the Greater Peninsula Workforce Development Corporation slate of directors. The chair is John Olson, Vice Chair; Sybil Wheatley and Treasurer, Dale Stone. One private sector member and one

Executive Committee Minutes

October 27, 2011

Page 4

elected official had to be elected. Everett Jordan was nominated to replace Bob Leber and Tina Vick was nominated to replace Buddy Green. A motion was made by Sybil Wheatley to approve Everett Jordan and Tina Vick; it was seconded by Jim Icenhour. The motion was unanimously approved.

Adjournment

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

Jeanne Smith, Recording Secretary