

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
April 26, 2012

Present:

Sybil Wheatley	Hon. Frank Kreiger	Pete Peterson
Dr. John Olson	Hon. Sheila Noll	Pete Walentisch
Rhonda Bunn	Hon. Tina Vick	Barbara Watson
Dale Stone	Dr. John Dever	Joe Johnson
Hon. Jim Icenhour	Alan Archer	Lisa Zahralddin
Jean Steveson	Helen Manns	

PCFWD Staff: Matthew James, Shawn Avery, Bill Mann, 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 to the Executive Committee meeting.

II. Approval of Minutes

The minutes of the January 26, 2012 meeting were presented for approval. A motion to approve the minutes was made by Frank Kreiger; it was seconded by Jim Icenhour and unanimously approved.

III. Financial Reports

Treasurer Dale Stone reviewed the financial statements for the Non-Federal Division as of March 31, 2012. He reviewed various line items explaining the percentage of expenditures and remaining balances.

Bill Mann reviewed the Federal Division financial summary, Obligations vs. Expenditures by programs and activities as of March 31, 2012. He reviewed each line item stating that 58% of budgeted funds have been expended.

A motion was made by Sheila Noll to accept the financial reports as presented. The motion was seconded by Rhonda Bunn and unanimously accepted.

IV. President's Report

Matthew James discussed several issues to include:

- Nominations for officers for the new year to be presented at the June meeting
- Looking at inviting John Warner to be our speaker for the Annual Meeting

- Distributed Investor Report as of April 25, 2012 showing status of each partner
- Presentation to the Secretary of Education on the Advanced Manufacturing Grant
- Grant received from the Williamsburg Community Foundation
- Partnered with Newport News schools to hold STEM Summit

V. WIB Committee Reports

Joint Finance and Strategic Planning

Dale Stone stated that both the Federal and Non-Federal Divisions are working on their draft budgets. The Finance Committee will be meeting the early part of May to review their draft budgets which will be presented at the May Executive Committee meeting and then presented to the Board of Directors in June.

Bill Mann reviewed the annual funding cycle and discussed background information. Some of the issues he discussed included:

- Annual Funding Cycle
- Summary of annual Audit results
- Notice of Obligation from the Virginia Community College System
- Income streams
- New Request for Proposals for auditor for next five years
- Discussed flow of appropriations and allocations

Communications Committee

John Olson reviewed the website metrics stating that we have had over 10,000 visits so far this year. We will be updating some of the outreach materials that we have available. In addition, we are working on submitting a variety of articles to the Virginia Workforce Council newsletter.

Education and Training Committee

John Olson reported that the youth career cafes continue to be busy with 3,187 visits year to date at Patrick Henry. He also reported on the following items:

- Historic Triangle café is operating three days a week and providing youth programs.
- Wal-Mart grant review team will be visiting the cafes next week.
- Green Jobs Weatherization program recruitment through the Youth Career Café.
- Summer Camp series is in planning process.

Shawn Avery showed two videos to the Committee; one from the Youth Career Expo, the other was the winning video in the High School Video Contest which was from Gloucester High School.

One Stop Update

Helen Manns reported that the Youth Workforce Center has 69 older youth enrolled in the out of school program. Target enrollment has been exceeded. A 2nd nursing assistant class is currently in session and will finished on June 6. Other statistics given by Helen include:

- 2nd pre-apprentice electrical wiring is ending in a few days
- Of the 69 older youth, 32 are enrolled in nursing assistant classes, 16 in pre-apprentice classes and 21 in adult education classes.
- Sixty younger youth are enrolled in the in-school program. The breakdown is 22 from Newport News, 10 from Hampton, 9 from Williamsburg/James City County, 2 from Poquoson, 4 from York County and 13 from Gloucester.
- This is the highest enrollment in many years with good representation.

VI. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:15 a.m.

Jeanne Smith, Recording Secretary