

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
August 23, 2012

Present:

Dr. John Olson	Hon. Judy Knudson	Dr. Deborah Wright
Everett Jordan	Hon. Sheila Noll	Alan Archer
Robin Nelhuebel	Hon. Billy Hobbs	Ken Drees
Dale Stone	Hon. Tina Vick	Peter Walentisch
Hon. Jim Icenhour	Dr. John Dever	Barbara Watson
Lisa Zahralddin	Dr. Richard Sindy	

PCFWD Staff: Matthew James, Bill Mann, Shawn Avery, Gary Butler, Terri Partain, Rita Boyd, Sharnya Smith, Jeanne Smith

I. Call to Order

Chairman John Olson called the meeting to order at 8:00 a.m.

II. Approval of Minutes

The minutes from the May 24, 2012 meeting were presented for approval. A motion for approval was made by Jim Icenhour; the motion was seconded by Everett Jordan and unanimously approved.

III. Financial Reports

Treasurer Dale Stone reported on the end of year financial report dated June 30, 2012 for the Private/Public Partnerships Division. He reviewed several line items and reported that we ended the year with a positive balance of \$1,000 which was an improvement over last year. Dale also reviewed the financial statement for the first month of the new fiscal year dated July 31, 2012, explaining various line items for Income and Expenses.

Bill Mann reviewed the end of the year financial statement dated June 30, 2012 for the Federal Division. He discussed various programs and reviewed each line item. In addition, Bill reviewed the Obligations vs. Expenditures by Programs and Activities for the first month of the program year dated July 31, 2012. He discussed various categories such as PCFWD, WIB Committees, NHREC, One Stop and Health Care.

IV. President's Report

Matthew James reported on the following issues:

- Investor Report
- Grants
- Economic Development/Workforce Development Summit
- Annual Meeting
- Cluster Activity
- Labor Market Study
- Advanced Manufacturing
- Partnerships
- Auction
- Government Contracting Class

V. WIB Committee Reports

Joint Finance and Strategic Planning

Budget Adjustments – Shawn Avery reviewed adjustments on funding and expenses for the Private/Public Partnerships Division. On the Income side there were adjustments for Private Contributions, Special Income, Fee for Services and Grants and Special Contributions. The total adjustment was an increase of \$26,081. On the Expense side there were adjustments for Salaries and Benefits, General and Administrative, Youth Career Cafes and Incentive Award. The total adjustment was an increase of \$15,455.

Bill Mann reviewed the adjustment on Funding and Expenses for the Federal Division. Funding had an increase of \$262,957 for Operational Reserve PY '11 while the PY'12 funds decreased \$196,595 for a total adjustment of \$66,362. On the expense side the total adjustment was an increase of \$30,174. Bill explained each category with increases and decreases including the operational reserve which showed an increase of \$36,188 for total adjustment. At the conclusion of Bill's presentation a Consortium vote was taken. A motion was made by Jim Icenhour to approve the budget adjustments for the Federal Division. The motion was seconded by Tina Vick and unanimously approved.

A second vote was taken by the Executive Committee to approve the budget adjustments for the Private/Public Partnerships Division and the Federal Division. A motion was made by Jim Icenhour to approve the budget adjustments as presented. The motion was seconded by Dale Stone and unanimously approved.

Communications Committee

Shawn Avery reported that articles pertaining to the Council have recently appeared in Inside Business, Virginia Gazette and the Daily Press. He stated that we will be sending out a Press Release every two weeks on something that is happening at the Council in order to increase public awareness.

Shawn also reported that the newsletter will be published twice a year. The new Youth Career Café newsletter “Café 411” will be sent out to schools. The Annual Report will be ready in late October and will be given out at the Annual Meeting. The Youth Career Café website will be revamped and should be ready in a few weeks.

Education & Training Committee

John Olson reported that Rhonda Bunn will be the new Chair of this committee. He reported on several issues including:

- Summer camps (Gaming, Career Exploration, Manufacturing Camp at TNCC)
- Youth Career Café Metrics
- Youth Career Expo (March 2013))

New Horizons

Gary Butler gave the WIA Youth Program report. He discussed the In School Program and Out of School Program. Additionally, he reported on the services available, goals, and barriers to employment.

One Stop

Lisa Zahralddin reported that a Trade Specific Job Fair was held on June 27th with the Green Jobs Alliance. Several people were hired as a result of the Fair. She stated that the H1B Grant is moving along with 42 applicants.

The Hiring Our Heroes U.S. Chamber of Commerce event took place on August 2nd. Over 1,500 people were in attendance with 1,250 being military or military spouses. An estimated 686 hires will result within the next year due to this event.

New Business

John Olson recognized Everett Jordan and the Apprentice School at Newport News Shipyard stating they have been given recognition by the Department of Labor as a 21st Century Registered Apprenticeship Trailblazer.

The Greater Peninsula Workforce Investment Board membership recommendations were presented to the Executive Committee (list of recommendations attached). A motion was made by Sheila Noll to approve the membership recommendations. The motion was seconded by Judy Knudson and unanimously approved.

Another matter of business to come before the committee was to approve Mark Stefanick as Vice Chairman of the Council. A motion was made by Jim Icenhour to approve Mark Stefanick as Vice Chairman; the motion was seconded by Tina Vick and unanimously approved. In addition, Mark Stefanick needed to be appointed to the 501(c)(3) Board. A motion was approval was made by Everett Jordan and seconded by Dale Stone. The motion was unanimously approved.

Bill Mann reviewed the summary of the Internal Audit for the Federal Division for the year ended June 30, 2011. There were no incidents of non-compliance and there were no deficiencies in internal control over compliance that is considered to be material weaknesses. No reportable conditions were noted.

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