

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

Present:

Sybil Wheatley  
Dr. John Olson  
Rob Brown  
Rhonda Bunn  
Everett Jordan  
Chris Rogan  
Kristen Jones

Dale Stone  
Hon. Judy Knudson  
Hon. Frank Kreiger  
Dr. John Dever  
Dr. Deborah Wright  
Hon. Sheila Noll

Pete Walentisch  
Barbara Watson  
Lisa Zahralddin  
Mark Stafanick  
Ken Drees  
Leah Mazar

PCFWD Staff:

Bill Mann, Shawn Avery, 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 from the October 27, 2011 meeting were presented for approval. A motion for approval was made by Sheila Noll; it was seconded by Rob Brown and unanimously approved.

**III. Special Presentation**

Leah Mazar and Kristen Jones, auditors from Dixon Hughes Goodman, presented the Non-Federal Division audited financial statements for years ended June 30, 2011 and 2010. The auditor explained that Goodman & Company merged with Dixon Hughes in April 2011. Ms. Mazar reviewed the statements and several management letters with committee members. At the conclusion of the presentation she stated that questions could be directed to members of management or call Dixon Hughes Goodman directly.

**IV. Financial Reports**

Non-Federal Division

Treasurer Dale Stone reviewed the financial statements for the non-federal division for the month of December 31, 2011. He stated that Income and Expenses are on target and in line with the budget. At the conclusion of his remarks a motion for acceptance

was made by Rob Brown. The motion was seconded by John Olson and unanimously accepted.

#### Federal Division

Bill Mann reviewed the Financial Summary based on PY '11 approved Budget 8/25/11, Obligations vs. Expenditures by Programs & Activities effective December 31, 2011. Bill stated that 48% of the total budget has been expended and all expenses are in line with the budget.

Bill discussed the REEP program which is to assist juvenile offenders who are being released find employment and transition back into the community. We are currently working with 22 individuals at Hanover, Beaumont, and Culpepper facilities. SNAP sites are being established at these three sites.

#### **V. President's Report**

Shawn Avery gave the president's report in the absence of Matthew James. He discussed the following issues:

- Career Pathways – an MOU which was signed by Matthew James and Dr. John Dever, is being circulated for signature by the public school divisions, ECPI, Old Dominion University, Canon, Newport News Shipbuilding and others. We will have 20 partners to assist us in implementing Career Pathways.
- Audit – we have been very active in an effort to bring in additional revenue particularly in the area of applying for grants.
- Cluster Activity – meetings are well attended and clusters are becoming very active.
- Community Partner Investor Report – this report will be provided at each meeting of the Executive Committee. This report shows a listing of community partners, level of contribution and which companies have renewed their membership. Members are invoiced quarterly. Members of the committee were given a listing of prospective members and were asked for their assistance in contacting these companies regarding membership.

#### **VI. WIB Committee Reports**

##### Joint Finance and Strategic Planning Committee

Chairman Dale Stone reported that changes have been made to the budget driven by changes in funding and will be explained by Shawn Avery and Bill Mann.

Shawn Avery reviewed the Non-Federal Division budget adjustments to include Funding, Expenses and Total Adjustment. Funding will increase by \$7,125 while Expenses will increase \$17,151. The total adjustment shows a net decrease since 8/25/11 budget of \$10,026. Shawn explained the reason for each adjustment.

Bill Mann reviewed the Federal Division budget adjustments to include Funding, Expenses and Operational Reserve. Funding will increase by \$639,969 while Expenses will increase by \$538,666. The total adjustment will be \$101,303. Bill explained the reason for each adjustment. The adjustments included a 1% salary increase for staff to offset increase in health insurance costs.

Sheila Noll made a motion for the Consortium for approval of the budget adjustments. The Consortium did not have a quorum present but the members that were present voted in favor. Bill Mann will contact the absent members with the adjustment information and ask them to vote electronically.

Sheila Noll made a motion for the entire Executive Committee to approve the Federal Division budget adjustments. The motion was seconded by Judy Knudson and unanimously approved.

Sybil Wheatley proposed that the new budget for the Non-Federal Division include a 1% salary increase for staff. She stated that the total increase would be less than \$2,000. A motion was made by Dale Stone to approve this proposal. The motion was seconded by Frank Kreiger and unanimously approved.

A motion was made by John Olson to approve the entire budget. The motion was seconded by Dale Stone and unanimously approved.

#### Communications Committee

Chairman John Olson reported on several items including an article in Inside Business honoring Hon. Tina L. Vick who received the first SunTrust Diversity and Inclusion Leadership Award. He also reported on several additional items:

- The next newsletter will be available in a few weeks.
- The Youth Career Café website is being updated.
- Metric Scorecard - the website had high activity in December.

### Education and Training Committee

Chairman John Olson reported on the following items:

- Youth Career Expo to be held March 6<sup>th</sup> with 2,500 students expected.
- Youth Career Café opened a satellite in Gloucester.
- Healthcare career pathways meeting was held with good attendance from healthcare providers and education providers.
- Video contest will be held again this year with winners being announced in March.

Helen Manns from New Horizons gave an update on the Youth Workforce Center for out of school and in school youth. She stated that as of December 31, fifty-one participants were enrolled in the out of school program while forty-six high school students are receiving WIA services.

### One Stop Update

Sybil Wheatley reported that the One Stop has a new manager and congratulations are in order for Lisa Zahralddin.

Chris Rogan reported that the number of registrations for the year is 988 which are down by 54 since last December. WIA enrollment is 184. The ITAs are currently at 174.

### **VII. New Business**

Bill Mann presented the members for two year reappointments to the WIB Board. Sheila Noll made a motion that the WIB members present approve the reappointments as presented. Since the Consortium did not have a quorum present, Bill will contact the remaining members for their vote. The motion was seconded by Judy Knudson and it was unanimously approved. Bill mentioned that he had been contacted by several people who expressed an interest in being WIB Board members. Since there are several vacancies to fill, he will contact them.

### **VIII. Adjournment**

There being no further business, the meeting adjourned at 9:30 a.m.

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Jeanne Smith, Recording Secretary

