

Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
May 24, 2012

Present:

Sybil Wheatley	Hon. Jim Icenhour	Pete Peterson
Dr. John Olson	Hon. Frank Kreiger	Barbara Watson
Everett Jordan	Hon. Sheila Noll	Randy Wheeler
Mark Stefanick	Hon. Tina Vick	Lisa Zahralddin
Dale Stone	Dr. John Dever	

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 from the April 26, 2012 meeting were presented for approval. A motion for approval was made by Sheila Noll; the motion was seconded by Jim Icenhour and unanimously approved.

III. Financial Reports

Treasurer Dale Stone reviewed the Non-Federal Division financial statements for April 2012. Dale stated that we are 83% through the year and are right on track with the budget. Our income is actually ahead of expenses. A motion was made for acceptance by Frank Kreiger; it was seconded by Everett Jordan and unanimously accepted.

Bill Mann reviewed the Federal Division financial statement for April 2012. He explained the summary of expenditures and funding which are tracking on schedule.

IV. President's Report

Matthew James reported on the following items:

- Advanced Manufacturing Partnership with Thomas Nelson Community College
- Healthcare Cluster
- Customer Service Training
- Grants
- Certificate of Appreciation from New Horizons
- Investor meetings and membership report

V. WIB Committee Reports

Joint Finance and Strategic Planning Committee

Dale Stone reported that the committee had met on several occasions to formulate the budget for FY 2013. Dale stated that the proposed budget will be presented to the committee by Shawn Avery and Gary Butler.

Shawn Avery began by explaining that the two divisions have changed their names to be more representative of what they do. The Federal Division's name has changed to Division of Federal Grants and Programs. The Non-Federal Division's name has changed to Division of Private/Public Strategic Partnerships.

Gary Butler reviewed the proposed budget for the Division of Federal Grants and Programs. He discussed the Sources of Funding and Major Activities. Sources of funding include Workforce Investment Act, Healthcare Grant and Other Sources. Major activities include Peninsula Worklink, Year Round Youth Program, Special Grants and HR Healthcare Workforce Partnership. Gary presented a chart to the committee which included Income, Expenses and Operational Reserve. He explained each line item.

Shawn reviewed the proposed budget for the Division of Private/Public Strategic Partnerships to include Sources of Funding and Major Activities. The sources of funding include private sector, local government support and grants and special income. Major activities include Youth Career Cafes, Industry Cluster Activities, Educational Initiatives and Career Pathway Development. Shawn reviewed a chart that was given to each member which showed all sources of funding and categories of expenses.

Dale Stone reported that the proposed budgets include a three percent cost of living increase for employees of both divisions.

Gary reviewed all variances in expenses from last year. He reviewed the categories of Personnel and Non-Personnel. He reviewed the One Stop Budget explaining each line item.

Shawn reviewed the categories of Personnel and Non-Personnel explaining each line item for the Division of Private/Public Strategic Partnerships Div. He explained the Patrick Henry and Historic Triangle Youth Career Cafes budget.

A motion was made by Jim Icenhour to take the proposed budgets to the full Board for approval. The motion was seconded by Everett Jordan and unanimously agreed upon.

Consortium member Sheila Noll made a motion to approve the proposed budget for the Div. of Federal Grants and Programs. The motion was seconded by Frank Kreiger and unanimously approved. It was noted that the budget includes a three percent cost of living increase for employees.

#### Communications Committee

Chairman John Olson reported on the Website Metrics. He stated that there were 11,489 visits to the website since July 2011 with the average time on site being 2:39 minutes. He said that we will be using social media to a greater degree in the future.

#### Education & Training Committee

John Olson reported that a regional healthcare grant meeting will be held in July.

#### New Horizons Update

Helen Manns reported that their enrollment goals for this grant year have been met for in school youth and out of school youth. Services were provided to 69 older youth and 65 younger youth.

#### One Stop Update

Lisa Zahralddin reported that there were 50 enrollments during the month of April 2012. Of the 50 enrollments, 29 were adult applicants, 13 were dislocated workers, 2 were OJT and 6 were healthcare. The areas of healthcare training include RN, LPN, Surgical Tech, Dental Hygienist, Respiratory Therapy, and Speech Pathology. Lisa reported on an event at Toby Keith Restaurant in partnership with Newport News Economic Development with 37 applicants being hired.

Lisa discussed the DEI Grant stating that there is 1 client employed, 2 are in training, and 9 in job search. Under the REEP grant we are working with 10 young men at Hanover Correctional Center, 5 at Culpepper, and 6 at Beaumont. Seven young men have been employed so far.

#### VI. New Business

Consortium Nominating Committee – Jim Icenhour stated that his term as Chair is up at the end of June and he made a motion to nominate Tina Vick to fill the position of Chairman. Additionally, he made a motion to nominate Frank Kreiger as Vice Chair. The motion was seconded by Sheila Noll and unanimously approved.

Executive Committee Meeting Minutes

May 24, 2012

Page 4

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Council Nominating Committee – Sybil Wheatley stated that she is working on a slate of officers. John Olson has volunteered to fill the position of Chairman and Dale Stone will continue as Treasurer. She asked the committee members for volunteers to fill the position of Vice Chairman.

VII. Adjournment

There being no future business to come before the committee, the meeting was adjourned at 9:30 a.m.

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Jeanne Smith, Recording Secretary