

**Peninsula Council for Workforce Development and Greater
Peninsula Workforce Investment Board of Directors
Meeting Minutes
September 19, 2007**

Members Present:

Hon. Bobby Braxton
Jerry Clark
Kristin Craft
Sandy Donaldson
Hon. Jay Harrison
Dottie Jordan
David Kamer
Eric Kean
Dale Stone
Curtis Wray
Billy Scruggs
Pete Walentisch

Dr. Robert Leber
Kenneth Lewis
John Olson
Keith Potts
Greg Richardson
Richard Sindy
Leonard Sledge
Anne Smith
Dr. Charles Taylor
Linda Wilson
Dr. Deborah Wright

Others Attending:

Pierre Albright
Alicia Caldwell
Dr. Ned Carr
Steve Cook
Linda Cullinan
Von Gilbreath
Laurel Gregory
Joseph Hopkins
William Mann, Jr.
Terri Partain
Pete Peterson
Brenda Welborn

Council Staff: Matthew James, Shawn Avery, Jeanne Smith, Carolyn Tarrant

I. Call to Order

Chairman Dr. Bob Leber called the meeting to order at 8:00 a.m. and welcomed everyone. Bob introduced several members; Kenneth Lewis, United Steelworkers; Jim Icenhour, James City County; Robert Baker, Alcoa; Eric Kean, Lee Group.

II. Approval of June 20, 2007 Minutes

A motion was made by Buddy Green to approve the June 20, 2007 meeting minutes as presented. The motion was seconded by Dale Stone and was unanimously approved.

III. Acceptance of July 2007 Financial Statements

Treasurer Dale Stone reviewed the July 2007 financial statements. A motion was made by Bobby Braxton for acceptance of the July 2007 financial statements. The motion was seconded by Buddy Green and unanimously accepted.

IV. **Chair's Comments**

Bob Leber reported that he was called by the Governor this month and asked if he would accept the appointment of Chairman of the Virginia Workforce Council which he accepted. He explained that the Virginia Workforce Council is the primary advisory board to the Governor on workforce development policies and issues. Bob stated that he attended his first meeting of the Virginia Workforce Council yesterday.

V. **Old Business**
Committee Reports

Education and Training Committee – Chairman Sandy Donaldson reported on the Youth Career Cafes stating that over 300 students have visited the cafes this summer. She discussed ways of promoting the Youth Career Cafes including working with the Youth Commissions from each locality. A representative from each school system will attend the Education and Training Committee meetings to share their best practices and challenges. The committee is looking at a comprehensive plan for business and schools systems to work together in the handling of internships, job shadowing, and mentoring.

Communications Committee – Chairman John Olson reported that a meeting will be held today to kick off the new communications/marketing plan. Celina Shands from Full Capacity Marketing, Inc. will attend the meeting. The company has been hired to complete a market assessment and develop a system-wide communication/marketing plan.

John encouraged everyone to visit the Council's website and stated that he would welcome any comments or suggestions. He stated that it's an excellent website and is constantly being update to include any new programs.

Year End Review

Matthew James gave a review of the past fiscal year stating that the Council has made great strides with record income level particularly in the area of grants. He discussed the WIRED grant that was awarded to our locality along with 12 others.

We will be focusing on new sources of income and looking for new partners. Our goal is to achieve 70% non-public funding for the organization. A capital campaign will be held in the next twelve months. Significantly, the Peninsula Ports Authority of Virginia recently made a contribution of \$250,000 to assist the Council with its mission.

The Council is also working on obtaining its 501(c) (3) status enabling us to compete for foundation grants.

VI. Special Program

Dr. Ned Carr, Director of the One Stop, discussed their relationship with partners such as Thomas Nelson Community College and the Virginia Employment Commission and the various programs offered by the One Stop. Dr. Carr had two customers with him, Alesia Caldwell and Laurel Gregory, who received services from the One Stop. In addition, Dr. Carr introduced Brenda Welborn who is the One Stop coordinator for WIA services. Both customers, Alesia and Laurel, told of their experiences at the One Stop and some of the services they received such as testing, assessments, counseling, resume writing and mock interviews. Laurel has a good job due to the assistance she received at the One Stop and Alesia is working at the One Stop Center.

VII. Adjournment

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

Jeanne Smith, Recording Secretary