

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
April 25, 2013

Present:

Dr. John Olson	Dr. Deborah Wright	Hon. Tina Vick
Rhonda Bunn	Laurie Coleman	Hon. Sheila Noll
Everett Jordan	Barbara Watson	Chris Rogan
Dale Stone	Valencia Huggins	

PCFWD Staff Present:

Matthew James, Bill Mann, Gary Butler, Shawn Avery, Terri Partain, Sharnya Smith, Jeanne Smith

I. Call to Order

Chairman John Olson 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 February 28, 2013 meeting were presented to the committee for approval. A motion for approval was made by Tina Vick; it was seconded by Everett Jordan and unanimously approved.

III. Financial Reports

Dale Stone reviewed the March 31, 2013 financial statements for the Private/Public Partnerships Division. He explained some of the income and expense line items stating they are in line with the budget. A motion was made by Rhonda Bunn to accept the financial statements as presented. The motion was seconded by Tina Vick and unanimously accepted.

Bill Mann reported on the March 31, 2013 financial statements Obligations vs. Expenditures by Program and Activities for the Federal Division. He reviewed various line items and stated that we are where we should be and in line with the budget. He discussed the Healthcare Grant, REEP and ITA's.

Bill reported on the Regional Cross Training Meeting which was the first one in the state with our Juvenile Justice counterparts. Workforce development professionals were present from our area and Opportunity Inc. Over 100 were in attendance and was a very successful meeting.

Bill Mann discussed the letter which was part of the June 30, 2013 audit. The audit was performed by Larry Saunders & Assoc. There were no deficiencies noted and the report stated that the Federal Division is considered a low risk auditee.

IV. President's Report

Shawn Avery gave the President's Report in Matthew James' absence. He reported on the following:

- Investor Report
- Auction
- Customer Service Training
- Incentive Award Grant
- State of Workforce Report
- Manufacturing Grant

V. WIB Committees

Joint Finance & Strategic Planning Committee

Dale Stone reported that two meetings will be held during the month of May to work on next year's budget.

Terri Partain discussed the budget adjustments since approved budget of 8/23/2012 for the Federal Division. She reported on the adjustments to Income, Expenses and Operational Reserve. The adjustments resulted in a net increase of \$13,261.00.

Shawn Avery reported on the budget adjustments since approved budget of 8/23/2012 for the Private/Public Partnerships Division. He reviewed the adjustments for Income and Expenses. The total adjustments resulted in a net decrease since the 8/23/12 budget of \$7,273.00.

A motion to approve the budget adjustments for the Federal Division and the Private/Public Partnerships Division was made by Everett Jordan. The motion was seconded by Sheila Noll and unanimously approved.

Communications Committee

Shawn Avery reported that the electronic version of the Peninsula Council for Workforce Development Newsletter will be emailed bi-monthly. All of the newsletter work is now done in-house which has resulted in a cost saving. Next month the Youth Career Café

newsletter entitled "411" will be coming out and will be distributed to the schools. The new website will be ready by July 1.

Two articles highlighting the Council were published; one in Inside Business and the other was an editorial by Mike Kuhns from the Chamber of Commerce in which he was very complimentary of the Council.

Education and Training Committee

Rhonda Bunn reported on the Youth Career Expo stating that over 2000 students attended. Shawn showed a short video of the expo. Ronda discussed the Summer Camp Series 2013 with registrations beginning next week. In addition, special summer activities will be held at the Youth Career Café.

New Horizons Youth Workforce Center

Valencia Huggins reported that 55 students are enrolled in the pre-apprentice CNA Program. She also reported on:

- Pre-apprentice electrical program
- Streamlining and Managing programs
- 7 students receive Career Readiness Certificate
- Relationship with Case Manager
- New in-school case manager

One Stop Committee

Chris Rogan reported 9,340 core service registrations as of March 30th and 310 intensive service registrations. REEP is now serving 47 participants. Other issues discussed included:

- Regional Military Advisory Board Meeting
- Site Review
- Re-entry Job Share
- TNCC Job Fair
- On the Job Training
- H1B Training Program
- Jobs for Veterans
- SNAP Training
- Facebook Page

Executive Committee Meeting Minutes

April 25, 2013

Page 4

VI. New Business

Dale Stone discussed manufacturing grant possibilities. John Olson discussed the scheduling of a retreat.

VII. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:40 a.m.

Jeanne M. Smith, Recording Secretary