

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
August 22, 2013

Present:

Dr. John Olson	Hon. James Icenhour	Dr. Deborah Wright
Rhonda Bunn	Hon. Buddy Green	Barbara Watson
Everett Jordan	Hon. Sheila Noll	Jean Steveson
Robin Nelhuebel	Hon. Tina Vick	Lisa Zahralddin
Dale Stone	Dr. John Dever	

PCFWD Staff Present:

Matthew James, Shawn Avery, Gary Butler, Terri Partain, Jeanne Smith

I. Call to Order

Chairman Dr. 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 May 23, 2013 meeting were presented for approval. A motion for approval was made by Jim Icenhour; it was seconded by Everett Jordan and unanimously approved.

III. Financial Reports

Dale Stone reported on the financial reports for the Private/Public Partnerships Division for June and July 2013. Dale stated that we ended the year right where we should be and we are in good financial standing. He also reported on the July statement explaining various line items such as Income/Funding and General & Administrative Expenses.

Dale Stone reported on the financial statements for the Federal Division reviewing the Obligations vs. Expenditures by Programs and Activities. The statements showed the year ended correctly and in line with what was budgeted. In addition, Dale reviewed the financial report for the first month of the new fiscal year. He stated that after reviewing several line items there was nothing unusual or anything to be concerned about and everything was in line.

IV. President's Report

President Matthew James reported on the following items:

- Investor Report
- Four write-off's
- Recruitment Effort
- Contract with Disney
- Grants
- Government Contracting Seminar
- Partnering with Goodwill
- Annual Meeting

V. WIB Committee Reports
Joint Finance and Strategic Planning

Dale Stone reported that the committee met earlier this week and discussed the RFP for the State of the Workforce Report and State of the Workforce Dashboard. The proposal would include Labor Force/Employment, Skill Requirements, Education, Demographics, Dashboard Indicators and Workforce Summit.

Communications Committee

Shawn Avery reported that the newsletter just went out last week and everyone should have received it. Shawn also mentioned an article in Inside Business which discussed the Council receiving a grant from the SunTrust Foundation. Additionally, there was an excellent article in the Daily Press regarding one of our summer camps which was held at ECPI.

Education and Training Committee

Rhonda Bunn reported that the date for the Youth Career Expo is February 10, 2014. She also discussed:

- Video contest
- Visits to the Café
- Summer camp series

One Stop Update

Lisa Zahralddin reported on several issues to include:

DEI – Disability Champions Breakfast
Staff recertification
Site certification
Peer Review Team (review best practices)
Healthcare grant
DEI grant extended for another six months

VI. New Business

The consortium members voted on the reappointment to the Greater Peninsula Workforce Investment Board of the members listed on the attached page. A motion was made by Jim Icenhour for the reappointment and also to appoint new members to a two year term (see attached page). The motion was seconded by Tina Vick and unanimously approved.

In addition, a vote was taken to reappoint Mark Stafanick, John Olson and Dale Stone to the Board of Directors of the 501(c)(3) for a two year term. A motion was made by Sheila Noll; it was seconded by Tina Vick and unanimously approved.

Observations from committee members regarding workforce development:

- Difficult finding qualified employees
- Difficult for convicted felons to find employment
- Training center needed in downtown Newport News

- A Temp Service needed that would work with felons
- Barriers to employment

VII. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:05 a.m.

Jeanne Smith, Recording Secretary