

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
November 21, 2013

Present:

Dr. John Olson	Hon. Sheila Noll	Joe Johnson
Rhonda Bunn	Hon. Tina Vick	Lisa Zahralddin
Dale Stone	Dr. Deborah Wright	Valencia Huggins
Hon. James Icenhour	Pete Walentisch	Alan Archer
Hon. Judy Knudson	Barbara Watson	

PCFWD Staff present:

Matthew James, Bill Mann, 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.

II. Approval of Minutes

The minutes from the August 22, 2013 meeting were presented for approval. A motion for approval was made by Tina Vick; it was seconded by Sheila Noll and unanimously approved.

III. Financial Reports

Treasurer Dale Stone reviewed the financial statements for the month of October 2013 for the Private/Public Partnerships Division. He stated that funding is at 36% for the year and is on target. The only unusual expense was in the Travel category and was due to travel in partnership with Thomas Nelson Community College to Advanced Manufacturing sites across the country. This cost will be reimbursed.

Dale also reviewed the October 2013 financial statement for the Federal Division, Obligations vs. Expenditures by Programs and Activities stating that all categories were on target.

IV. President's Report

Matthew James reported on the following items:

- Membership renewals
- Fee for Service (William & Mary College)
- Completion of Federal Government Seminar
- Disney Institute
- Blueprint Virginia (Chamber of Commerce)
- Auction February 25th
- Youth Career Expo

Shawn Avery reported on the Disney Institute seminar stating that registration is open with a goal in mind of 300 participants. Sponsorship opportunities are available. A one page ad will appear in Inside Business in January.

Shawn also discussed recent travel with Thomas Nelson Community College and other organizations. They have been visiting Advanced Manufacturing Centers all over the country. Several cities which were

visited were Cleveland, Seattle, Huntsville, Salt Lake City and others. Best practices will be incorporated on the Peninsula.

V. WIB Committee Reports
Joint Finance and Strategic Planning

Shawn Avery reported on the State of the Workforce project which should be completed in the Spring. This will be an excellent resource for us and economic developers as well.

Communications Committee

Shawn Avery reported that the next newsletter will be ready in December. Shawn stated that the PCFWD Website Metrics shows that year to date the website has received over 5,000 visits as compared to 14,000 for the entire prior year. We have started tracking the Youth Career Café website.

Education & Training Committee

Rhonda Bunn reported on the 6th Youth Career Expo to be held in March stating that more Mock Interviewers are need. She also discussed the following:

- Review of summer camps
- Job Fair Day (a pre-session was held to learn how to dress, resume writing, etc.)
- Financial Service Academy
- Girls Get I.T.
- Video Contest (something related to Youth Career Café)
- Youth Career Café at the Historic Triangle

New Horizons WIA Youth Program

Valencia Huggins reported on year end numbers stating that 60 in school youth were served.

Valencia also reported on the following:

- Currently have 16 new enrollments
- Moving into York, Williamsburg, and James City County school systems
- In school results
- The need for businesses who might be open to job shadowing or volunteering
- Funds needed for activities not just tutoring so students can be engaged
- 96 out of school students served
- CNA results
- New Programs (Electrical, Welding, Computer Business Application)

One Stop Update

Lisa Zahralddin reported that for the month of September they had 39 new enrollees with the total for October being 32. She also reported on:

- Health Care Program (added 28 new people to the H1B program)
- Dislocated workers
- Peninsula Partnership Business Services Team
- Working with new employer (Liberty Source)
- Pharmacy technicians

- Veteran Grant (eight in training)
- Return on Investment

VI. New Business

Matthew James asked committee members for ideas for enrolling new members.

VII. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:25 a.m.

Jeanne Smith, Recording Secretary