

Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
April 24, 2014

Present:

Dr. John Olson	Hon. Judy Knudson	Pete Walentisch
Mark Stefanick	Hon. Sheila Noll	Barbara Watson
Robin Nelhuebel	Hon. Tina Vick	Randy Wheeler
Everett Jordan	Laurie Coleman	Lisa Zahralddin
Jean Steveson	Valencia Huggins	

PCFWD Staff Present: Matthew James, Bill Mann, Gary Butler, Shawn Avery, Terri Partain, Jeanne Smith

I. Call to Order

Chairman John Olson called the meeting to order at 8:00 a.m.

II. Approval of Minutes

The minutes from the February 6, 2014 meeting were presented for approval. A motion was made by Judy Knudson and seconded by Everett Jordan. The motion was unanimously approved.

III. Financial Reports

Shawn Avery reported on the Financial Report for the Private/Public Partnerships Division effective March 31, 2014 stating we are on target with funding and spending. The Operational Reserve showed a negative balance but we will be reimbursed for Disney expenses and will show a positive number next month. A motion for approval was made by Everett Jordan, seconded by Mark Stefanick, and unanimously approved.

Bill Mann reported on the Obligations vs. Expenditures by Programs & Activities for the Federal Division, effective March 31, 2014. He stated that all categories are tracking well. The One Stop ITA line showed an expenditure of 109% but will show a budget adjustment next month. Bill mentioned the REEP grant stating that this will be the last year for funding after four years. TNCC is low in percentage of funds expended due to quarterly billing.

IV. President's Report

Matthew James reported on the following items:

- Grants received (Wells Fargo, WalMart, Bank of America)

- AGC Auction - \$4,800 raised
- Partnership with Opportunity Inc. on H1B grant
- CTE meeting

Shawn Avery reported on the Disney event stating that 320 tickets were sold with a \$28,000 profit. The survey taken had mixed results with some attendees stating that the speakers were not as good as last year. We plan to hold this event again next year and have relayed our concern regarding the speakers to Disney.

Shawn discussed the Regional Employer Survey. We will be partnering with Opportunity Inc. This is the third time we have done this so a comparison can be done. All employers will be contacted electronically.

V. WIB Committee Reports

Joint Finance and Strategic Planning

The State of the Workforce breakfast will be held on April 29<sup>th</sup>. Attendees (approximately 128) will hear the findings of the report. Everyone attending will receive an executive summary of the report.

Bill Mann reported on anticipated funding from the state. He explained funding streams and how the state allocates funds and how funds flow.

Terri Partain reviewed budget adjustments since approved budget of 6/21/2013. She explained each category stating that Funding increased by \$585,690 and Expenses increased by \$188,648.

A motion to approve the budget adjustments was made by Tina Vick and was seconded by Judy Knudson. The motion was unanimously approved by the Consortium members.

A motion to approve the budget adjustments was made by Everett and was seconded by Robin Nelheubel. The motion was approved by members of the Executive Committee.

Communications

Shawn Avery stated that we have been very successful in getting our name out to the public. An article recently appeared in the Virginia Gazette regarding Matthew James'

appearance before the Williamsburg Economic Development Authority's Business Round Table and the discussion about the importance of a strong workforce. In addition, an article will soon appear in the Oyster Pointer relating to the Disney event.

#### Education and Training

Shawn Avery reported on the Youth Career Expo stating that 2,200 students attended, 70 vendors participated and 300 interviewers talked to students. Students from Isle of Wight, Suffolk, and Richmond County attended in addition to all the local schools. ECPI donated one ipad for each school.

The Youth Career Café had 356 visits in March and is on target with their goals. The Youth Career Cafe in Williamsburg will reopen with Thomas Nelson Community College assisting with staffing.

Gary Butler stated they are in the process of re-bidding for the youth contract. We are required to do an RFP. An ad hoc WIA subcommittee will review responses to the solicitation.

#### New Horizons

Valencia Huggins reported on the Out of School program which has an expanded menu. Currently 53 students are enrolled and active. The In-School program has 41 students enrolled. Valencia stated that the students have requested more college tours. Over the Spring break they went to Norfolk State and in the near future will be conducting a workshop with the military. Most of the students will be working in fast food establishments this summer so a class is being held so they can qualify for a food handling card.

Bill Mann discussed the summer youth program. He is working with Alan Archer on this program. Youth ages 16-24 will be served with the funding coming from the City of Newport News. The program will serve 80 -100 youth.

#### One Stop Update

Lisa Zahraiddin reported on activities at the One Stop. She reported the numbers for Adult Workers, Dislocated Workers, Healthcare grant, REEP, and OJT. In addition, she discussed the following:

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- Women's Veterans Conference
- Regional Job Fair
- Ethical Hacking Certificate
- Summer Youth Committee
- Staffing changes
- Apprentices

VI. New Business

Matthew James talked about forming a committee to discuss how we can improve workforce development on a regional level.

VII. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:15 a.m.

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Jeanne Smith, Recording Secretary