

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
November 20, 2014

Present:

Dr. John Olson	Hon. Judy Knudson	Peter Walentisch
Rhonda Bunn	Hon. Sheila Noll	Barbara Watson
Dr. Rob Fleishauer	Dr. Deborah Wright	Joseph Johnson
Dale Stone	Alan Archer	Greg Garrett
Dan Girouard	Curtis Wray	Leonard Sledge
Lisa Zahralddin	Matt Johnson	

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

i. Call to Order

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

ii. Approval of Minutes

The minutes from the September 25, 2014 meeting were presented for approval. A motion for approval was made by Judy Knudson; the motion was seconded by Sheila Noll and unanimously approved.

iii. Financial Reports

Treasurer Dale Stone reviewed the financial statements for the Federal Division as of October 31, 2014. He discussed Income/Funding and General and Administrative Expenses stating that all categories were in line with the budgeted amount for the year. A motion for approval was made by Rhonda Bunn; it was seconded by Judy Knudson and unanimously approved.

Dale Stone reviewed the financial report for the month of October 2014 for the Federal Division's Obligations vs. Expenditures by programs and activities. He reviewed various line items stating that all line items were tracking well.

iv. President's Report

Matthew James introduced Matt Johnson as the new Sr. Workforce Development Manager who will begin his employment with the Council on November 24, 2014. Matt told the committee a little about himself and his work history. His most recent employment was with the Department of Development, City of Newport News. Matthew also discussed:

- Hampton Roads Foundation
- Financial Services Academy
- Youth Career Expo
- AGC Auction
- Excellence in Virginia Government Award
- National Association of CTE Directors

V. WIB Committee Reports

Joint Finance and Strategic Planning Committee

Dale Stone reviewed the budget adjustments since the approved budget of 6/26/2014 for the Federal Division. He discussed the adjustments to Income, Expenses, and Operational Reserve. A motion for approval of adjustments was made by Sheila Noll; it was seconded by Judy Knudson and unanimously approved by those present. The Consortium did not have a quorum. Note: Information on the budget adjustments was sent out by email for a vote. Affirmative votes were received from Tina Vick and Keven Onizuk.

John Olson discussed creating a Strategic Plan. He suggested choosing 12 people as a committee to meet the first or second week in January. He stated that this is the perfect time for new strategies, setting goals and moving forward. He further suggested having an outside consultant review the proposed plan.

Bill Mann discussed the Workforce Innovation and Opportunity Act which will improve our nation's workforce development system to prepare workers for the 21st century and employers will have the skilled workers they need. The new requirements are effective July 1, 2015.

Gary Butler discussed the new Incumbent Worker Training program which is a training opportunity for employees who are facing layoff. This is good for the worker and the employer. This is a new standard feature of the new WIOA and is a pilot program. Sentara has expressed an interest in the program. New requirements would be for all nurses to have a BSN. This must be completed in 24 months and employee is subject to layoff if not completed on time. A motion was made by Sheila Noll to go forward with program. The motion was seconded by Judy Knudson and unanimously approved.

Education and Training Committee

Rhonda Bunn reported on the Youth Career Café stating that from July through October visits to the Café total 2,138. The Workplace Readiness Training totals are 932 to date. Rhonda also discussed the upcoming Youth Career Expo in February 2015.

New Horizons WIA Youth program

Valencia Huggins reported on the Out of School program stating that the welding class has 14 students and six in the Medical Assistant program. New classes will begin January 22 and 23rd. She stated they are partnering with the Food Bank and the students in the Building Maintenance Tech program are building boxes for the Food Bank. They are also working with Bayport Credit Union. There are eight students in this program.

One Stop Update

Lisa Zahralddin reported on the following:

- STEP Program
- REEP
- Workplace Excellence
- Working with Refugees
- New employer in Hampton
- National Emergency Grant
- WIOA
- Job Fairs
- Digital Literacy Workshop

VI. New Business

John Olson announced that the Board Meeting/Holiday Reception will be held at the College of Culinary Arts of ECPI University on December 18th at 4:00 p.m.

VII. Adjournment

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

Jeanne Smith, Recording Secretary