

Peninsula Council for Workforce Development  
Executive Committee Meeting minutes  
May 28, 2015

Present:

Dr. Rob Fleishauer	Hon. Sheila Noll	Barbara Watson
Everett Jordan	Dr. John Dever	Leonard Sledge
Dale Stone	Dr. Deborah Wright	Lisa Zahralddin
Hon. Judy Knudson	Sherry Spring	Jean Steveson
Hon. Buddy Green	Peter Walentisch	Valencia Huggins
Chris Young	Dan Girouard	

PCFWD Staff present: Matthew James, Bill Mann, Gary Butler, Matt Johnson, Terri Partain, Jeanne Smith

*I. Call to Order*

Due to the absence of the Chairman and Vice Chairman, Dale Stone presided over the meeting which he opened at 8:00 a.m. and welcomed everyone including Sherry Spring from Gloucester and Christine Young from the VEC in Williamsburg.

*II. Approval of Minutes*

The minutes from the April 23, 2015 meeting were presented for approval. A motion was made by Everett Jordan for approval; it was seconded by Sheila Noll and unanimously approved.

*III. Financial Reports*

Treasurer, Dale Stone, reviewed the financial statement for the month of April 30, 2015 for the Private/Public Partnerships Division. He reviewed the Income/Funding section and the General & Administrative Expenses explaining various line items.

Dale reviewed the financial statement for the month of April 2015 for the Federal Division. He discussed the Obligations vs. Expenditures by programs and activities explaining various line items. He stated that all line items were on schedule according to the budget and were where they should be at this time of the year.

At the conclusion of Dale Stone's review a motion was made to accept the financial statements for both divisions. The motion was made by Buddy Green; it was seconded by Sheila Noll and unanimously approved.

*IV. President's Report*

Matthew James discussed the 2014/2015 comprehensive approved budget vs 2015-2016 draft comprehensive budget. He reviewed the Sources of Funding and the Expenses. He stated that the private sector and fee for service line items will probably be merged. This proposed budget includes 2% cost of living adjustment and 1% merit salary increase for employees effective July 1, 2015. In addition he discussed strategic planning and ways we should proceed into the future.

Bill Mann reported on the proposed 2015/2016 estimated comprehensive budget. He discussed the WIA/WIOA formula funds. He stated that the H1B grant will be ending in November. Other issues he discussed included the summer training enrichment program, the probability of receiving an Incentive Award, carry over and other sources of funding. The proposed Federal Division budget includes a 2% cost of living adjustment and 1% merit salary increase for employees.

A motion for approval of the two division budgets was made by Judy Knudson. The motion was seconded by Sheila Noll and unanimously approved. The budget will be presented next month to the full Board for final approval.

*V. WIB Committee Reports*

Education and Training Committee

Matt Johnson stated that the Education & Training committee will be meeting at the end of June.

New Horizons Youth Program

Valencia Huggins stated that they have had a successful year with their In School Program. She stated they are focusing on tutoring to improve student's GPA. In addition she reported on the following:

- Work Experience
- Boot Camp
- Leadership Academy
- Working with the youth Career Café
- Job Shadowing

One Stop Update

Lisa Zahralddin stated that the number of registrations are lower than last year at this time which means people are getting jobs. She discussed the following:

Year of the Employer

Registered Apprenticeship

V3 Employer (Virginia Values Veterans)

Pharmacy Tech Program

WIOA Update

Bill Mann stated that solicitations for nominations for appointment of members to the Greater Peninsula Workforce Development Board were open until June 12, 2015. He discussed the composition requirements which include private sector, local educational entity and labor.

VI. New Business

Dr. John Dever discussed the Dana B. Hamel award which recognizes individuals for their commitment to public service; to fostering access to higher education; and promoting an understanding of the role of workforce development as an essential part of Thomas Nelson Community College's mission. This year's recipient is Matthew James.

VII. Adjournment

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

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Jeanne Smith, Recording Secretary