

Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
October 27, 2016

Present:

Dr. John Olson	Hon. Buddy Green	Dr. Deborah Wright
Rhonda Bunn	Hon. Sheila Noll	Alan Archer
Dr. Rob Fleishauer	Hon. Jimmy Gray	Sherry Spring
Everett Jordan	Hon. Tina Vick	Pete Peterson
Robin Nelhuebel	Dr. John Dever	Pete Walentisch
Barbara Watson	Lisa Zahralddin	Curtis Wray

PCFWD staff present:

Matthew James, Bill Mann, Jeanne Smith

I. Call to Order

Chairman John Olson welcomed everyone to the October 27<sup>th</sup> Executive Committee meeting. He acknowledged Jimmy Gray representing the City of Hampton who is a new committee member. In addition, he congratulated Everett Jordan on the accreditation of the Apprentice School.

II. Approval of Minutes

The minutes from the August 25, 2016 meeting were presented for approval. A motion was made by Buddy Green; it was seconded by Rhonda Bunn and unanimously approved.

III. New Business

There was a discussion of a Resolution, "Designation of a Regional Workforce Convener for the Greater Peninsula Local Workforce Development Area (LWDA) XIV."

Matthew stated that the Governor is the chief Workforce Development officer for the State. The Virginia Workforce Council has asked that the Workforce Development Board to be the convener of meetings within their geographical area. Dr. Dever stated that this is an appropriate role for the Council but he wants to ascertain that it will not hinder the ability of TNCC to work directly with the employer community. Thomas Nelson Community College would certainly view the Council and the local workforce Board as a major resource and partner.

TNCC is charged by Virginia Statue with workforce development as the public entity of higher education. This resolution will not have a negative impact on Thomas Nelson Community College.

A motion to approve the Resolution was made by Buddy Green; it was seconded by Sheila Noll and unanimously approved by the Council. The Consortium also unanimously approved the resolution.

*IV. Financial Reports*

In the absence of the treasurer, Matthew James reviewed the financial statements for the month of September for the Council. He discussed the Income and the Expenses by various line items. He explained the closing of the Café and the negotiating of an early buyout. The part time staff has been laid off and that liability has been eliminated. We are looking at new locations in Newport News and Hampton. The concept is to try to get closer to customers who we serve.

Bill Mann reported on the financial statement for the Federal Division for the month of September 2016. He stated that their additional funding is now available as of October 1<sup>st</sup>. Bill reviewed various line items and stated that the obligations and expenditures are where they should be for the 1<sup>st</sup> quarter.

Additionally, Bill stated that we received a letter from the Department of Labor advising they have accepted our preliminary settlement for the H1B grant. This was a five million dollar grant and we spent 4, 741,579.89. This was a joint effort with Opportunity Inc.

*V. President's Report*

Matthew James discussed the following issues:

- Youth Career Café
- Regional Meeting in Charlottesville
- New Members
- State of the Region
- Hampton Academy

- Strategic Finance Committee
- Council Annual Meeting
- Newport News State of the Union
- Opportunity Inc. Annual Meeting
- Industry Clusters
- GoVirginia

Matthew announced that Lisa Zahraiddin will be coming to work for the Council effective November 15<sup>th</sup> as Assistant Vice President.

VI. WDB Committee Reports

Joint Finance and Strategic Planning

Bill Mann reported that a meeting was held on September 20<sup>th</sup> to discuss the budget adjustments. The preliminary budget was approved in June. Bill explained each adjustment and the reason for the change. He discussed the adjustments in Total Revenue, Total Obligations and Operational Reserve.

A motion to approve the budget adjustments was made by Buddy Green; it was seconded by Sheila Noll and unanimously approved.

Bill discussed the transition from WIA to WIOA stating that we are required by WIOA legislation to competitively procure a One Stop operator. This is a new rule. We will be issuing an RFP in the near future that focuses on a coordination role for the delivery of One Stop services by all the partners.

Also discussed was the submission of the Strategic Plan which is due to the Virginia Community College System on March 1<sup>st</sup>. This is a very involved process which covers lots of ground. There is a special emphasis on coordination with Thomas Nelson Community College. The Plan will include workforce demand analysis, our vision and goals, how we deliver services, how do we engage the employer community, return on investment, etc. The Plan has to be ready by January 18<sup>th</sup> for public comment which is a 30 day period.

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PCFWD/Board Nominating Committee

The committee discussed the need for a Nominating Committee which would nominate the Chair, Vice Chair, and Treasurer. Our by-laws state that the Chair will remain the Chair until a replacement is named. The new leadership named by the Nominated Committee would be effective July 1, 2017.

John Olson announced that the November/December meeting will be combined and will be held at the Culinary Institute on December 8<sup>th</sup>.

*VII. Adjournment*

There being no further business to come before the committee, the meeting was adjourned at 9:45 a.m.

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Jeanne Smith, Recording Secretary