

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
April 28, 2016

Present:

Dr. John Olson	Hon. Judy Knudson	Alan Archer
Greg Garrett	Hon. Sheila Noll	Sherry Spring
Robin Nelhuebel	Hon. Will Moffett	Sheri Newcomb
Dale Stone	Dr. John Dever	Barbara Watson
Joe Johnson	Lisa Zahralddin	Valencia Huggins
Curtis Wray	Dan Girouard	

PCFWD Staff Present:

Matthew James, Bill Mann, Terri Partain, Jeanne Smith

I. Call to Order

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

II. Approval of Minutes

The minutes from the February 25, 2016 meeting were presented for approval. A motion was made by Judy Knudson for approval; it was seconded by Sheila Noll and unanimously approved.

III. Financial Reports

Treasurer Dale Stone reviewed the Federal Division's financial report for March 2016. He stated that everything was on track and obligations were being taken care of.

Dale also reviewed the financial statements for March 2016 for the Private/Public Partnerships Division. He stated that things continue to be very tight with the private contributions and Fee for Service being a large part of the problem. These two funding streams have not come in as planned. Dale suggested that the Finance Committee convene for a special meeting to discuss financial plans for the next fiscal year.

Bill Mann discussed the WIOA allocations stating that actual allotments would be received in another week. Bill met with the WIOA administrator in Richmond through which all funding flows. The administrator has taken the state allotment

to the Virginia Employment Commission which is where the data is housed to run the formula allocations.

Audit Report for Federal Division

Bill Mann reviewed the Independent Auditors' Report. The auditors believe that the audit evidence they have obtained is sufficient and appropriate to provide a basis for their audit opinion. The audit results states that "No instance of noncompliance material to the financial statements of Greater Peninsula Workforce Development Consortium were disclosed during the audit". In addition the Greater Peninsula Workforce Development Consortium was determined to be a low-risk auditee. The auditor did not identify any deficiencies in internal control over compliance that is considered to be material weaknesses.

IV. President's Report

Matthew James reported on the following items:

- Brooks Crossing
- Joint programs with Opportunity Inc.
- Hampton Roads Planning District
- Reinvent Virginia
- GO Virginia
- Ford NGL
- VET meeting
- Meeting with BB&T
- HREDA new director
- Open position
- Bank of America grant

V. WDB Committee Reports:

Joint Finance and Strategic Planning

Bill Mann discussed the State of the Workforce Report. He stated that Fletcher Magnum will prepare an updated report based on various analysis and a labor market study. The study should be completed by June 17th.

Communications Committee

John Olson stated that the website is stale and needs to be freshened up.

One Stop Update

Lisa Zahraiddin reported on the following:

- Regional Business & Community Resource
Speed Networking Session
- Rivermont
- Incumbent Worker
- Military Workforce Recruitment Event
- VersAbility
- Local Planning Group
- Tidewater Biz
- Jim's Local Market
- Literacy for Life

Youth Office Update

Valencia Huggins discussed the following issues:

- STEM grant
- Building Maintenance students
- Building libraries
- Habitat for Humanity
- Job Shadowing
- Lion's Club
- College Tours – VCU
- Mock Interviews
- Visionary boards

VI. New Business

Election of Consortium Officers – election will be held at the next meeting.

A poll will be sent out to determine the most convenience date and time for future Executive Committee meetings.

VII. Adjournment

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

Jeanne Smith, Recording Secretary