

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
April 27, 2017

Present:

Dr. John Olson	Hon. Benny Zhang	Dr. John Dever
Greg Garrett	Hon. Buddy Green	Dr. Deborah Wright
Dr. Rob Fleishauer	Hon. Jeffrey Wassmer	Joe Johnson
Everett Jordan	Hon. Tina Vick	Valencia Huggins
Angela Harris		

PCFWD Staff Present

Matthew James, Bill Mann, Gary Butler, Lisa Zahralddin, Terri Partain, Jeanne Smith

1. Call to Order

Chairman John Olson welcomed everyone to the April 27th Executive Committee meeting at 3:00 p.m.

2. Approval of Minutes

A motion was made by Everett Jordan to approve the minutes of the February 23, 2017 meeting. The motion was seconded by Buddy Green and unanimously approved.

3. Closed Session

At 3:15 p.m. Benny Zhang made a motion that the Council go into a closed meeting pursuant to VA Code of Virginia, Section 2.2-3712 for the purpose of authorizing the Chairman and President to modify expenses for the months of April, May and June of 2017. Whereas, the Executive Committee as the governing body of the Peninsula Council for Workforce Development (PCFWD), is empowered to approve the Annual PCFWD Budget; and whereas, as a result of a deliberative process the Executive Committee has chosen to empower the Chairman and President to modify selected expenses for the months of April, May and June of 2017. Be it hereby resolved the Executive Committee of the Peninsula Council for Workforce Development that the Chairman of Board and President are authorized to make the modifications. This resolution shall take effect immediately. The motion was seconded by Mr. Buddy Green and unanimously approved.

At 3:30 p.m. the Executive Committee of the Peninsula Council for Workforce Development returned to open session following a certification motion by Dr. John Olson in accordance with the Code of Virginia, Section 2.2-3712 that to the best of

each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter; and (ii) only such public business matters as were identified in the motion by which the closed meeting was heard, discussed or considered by the Executive Committee in the closed meeting. Mr. Buddy Green seconded the motion and it was unanimously approved.

4. Financial Reports

Bill Mann reviewed the March 31, 2017 financial report for the Federal Division Obligations vs. Expenditures by programs and activities. He stated that all line items are in line with projected expenditures with 69% of the budget expended. He reviewed the Youth Programs and One Stop operations and ITAs.

5. President's Report

Matthew James reported on the following issues:

- Career Café – Brooks Crossing
- Potential partnership with Goodwill
- Award from City of Hampton for our support of the Academies
- GO Virginia
- State of the Workforce
- Clusters

6. Joint Finance and Strategic Planning

Bill Mann reviewed the Federal Division's annual Independent Auditor's Report as of June 30, 2016. The auditor's report expresses an unmodified opinion on the financial statements of Greater Peninsula Workforce Development Consortium. No instances of noncompliance material to the financial statements were disclosed during the audit. GPWDC complied, in all material respects, with the types of compliance requirements that could have a direct and material effect on each of its major federal programs. Greater Peninsula Workforce Development Consortium was determined to be a low-risk auditee.

VCCS Review of Strategic Plan

A letter was received from George Taratsas, Administrator, Federal Workforce Programs, regarding the Plan which was submitted. In his letter he wrote that after careful review, the WIOA Title I Administrator has determined that your Local Plan has

met the requirements for approval to be forwarded to the Virginia Board of Workforce Development for final consideration at the Board's June 2017 meeting.

VA Adult Education and Literacy Grant Review

Bill Mann discussed the request to provide WIOA individualized and follow-up career services. The request has been forwarded to the Governor for approval. If the request is approved, the LWDB will be asked to establish a policy documenting the appropriate controls including performance review practices.

One-Stop Operator RFP

A meeting of the Joint Finance and Strategic Planning committee was held to discuss the three proposals that were received. The committee came up with a recommendation that has been sent to the Purchasing Department of the City of Newport News. The process is moving along and a One Stop Operator should be in place by July 1st.

Communications Committee

A meeting of the Communications Committee will be held in May. Agenda items will include revamping the website, the newsletter and social media.

One-Stop Update

Angela Harris reported on the following topics:

- Job Fairs at Ft. Magruder and Ft. Eustis
- Workshops – Legal Aid
- Aviation Institute
- Literacy Assessment
- Two new employers
- Success Story

One Stop Registrations year to date (7/2016 – 3/2017) total 4,592.

Youth Office

Valencia Huggins reported on the following:

- Eight In School students passed the SOL with 15 others that will test in May
- Out Of School – 15 new enrollees – 90% retention rate
- Nine students received OSHA training
- Dental students – four passed their x-ray certified requirement
- Building Maintenance Tech – eight students have been hired

Executive Committee Meeting Minutes

April 27, 2017

Page 4

- Smart Transitions
- College Tour

7. Old Business

None to come before the committee

8. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 4:30 p.m.

Jeanne Smith, Recording Secretary