

Peninsula Council For Workforce Development  
Executive Committee Meeting Minutes  
October 26, 2017

Present:

Dr. John Olson	Hon. Buddy Green	Dr. Deborah Wright
Dr. Rob Fleishauer	Hon. Jimmy Gray	Sherry Spring
Dale Stone	Hon. Tina Vick	Peter Walentisch
Hon. Benny Zhang	Dr. John Dever	Barbara Watson
Valencia Huggins	Angela Harris	

PCFWD staff present:

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

*I. Call to Order*

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

*II. Approval of Minutes*

The minutes from the May 18, 2017 meeting were presented for approval. Bill Mann noted a correction on Page 2 pertaining to the unemployment rate. A correction will be made to the May 18<sup>th</sup> minutes. A motion for approval was made by Buddy Green; it was seconded by Rob Fleishauer and unanimously approved.

*III. Financial Reports*

Treasurer Dale Stone reviewed the financial statements for the month of September 2017 for the Private/Public Partnership Division. He discussed the Income/Funding portion of the statement stating that James City County had paid their contribution for the entire year rather than quarterly. The amount in the Fee for Service line item was primarily due to Lisa Zahralddin's effort with the Work Readiness Series. In addition, he discussed the Capital Outlay line item which was for the purchase of a new telephone system. All other expenses were in line with the budget.

Bill Mann reviewed the financial statement for the Federal Division for the month of September 2017 stating that each line item was in line with budget projections with many of the line items showing 25% spent so far this year. He stated that some funds would be transferred from the Dislocated Worker category to the Adult Worker category.

In addition, Bill reviewed the budget adjustments since the approved budget of May 16, 2017 including the Total Revenue, Total Obligations and Operational Reserve. The approved budget 5/16/17 was \$1,140,160; the revised budget is \$1,121,767 with a net decrease of \$18,393.

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

A Consortium vote was taken with Tina Vick making the motion for approval of the budget adjustments. It was seconded by Buddy Green and unanimously approved.

#### *IV. New Business*

##### Approval of 3 New Programs

Gary Butler explained that three applications have been received for the addition of three new programs. The three vendors who have submitted requests for the approval of the new training programs to the local list of WIOA Approved Eligible Training Programs include Infotec, Medical Career Institute and Riverside College of Health Careers. Our One Stop Center uses these providers for necessary occupational skills training. The three programs are Cybersecurity Professional Track, Practical Nursing Diploma, and Nurse Aide. These programs would be added to our menu of programs. Staff recommends full and immediate approval.

Tina Vick made a motion to approve the three programs effective immediately; the motion was seconded by Benny Zhang and it was unanimously approved. (John Olson abstained due to a conflict).

##### One Stop Center Certification

Bill Mann stated that we are in the process of certifying our One Stop Facility. This is something that all 15 local areas are going through. We received a guidance letter from the Workforce Service Board which included 188 items to be addressed and respond to with documentation. Bill discussed some of the issues to be addressed. This document has a due date of October 31<sup>st</sup> and is 85% complete. We have the opportunity to request an extension which would give us more time to make sure that everything is correct and that all items have been addressed.

A motion was made by Benny Zhang to approve the request for an extension for the completion of the mentioned document. The motion was seconded by Jimmy Gray and unanimously approved.

V. WDB Committee Reports

One Stop Update

Angela Harris reported on activity at the One Stop Center. She stated that approximately 1,000 customers per month are visiting the One Stop in search of employment or training. Approximately 60 customers participate in the orientation to see if they are eligible for additional services. Five job fairs have been held recently at military installations, Thomas Nelson Community College, Newport News Rehabilitation and Housing. Additionally, 300 customers are in training.

Angela read a “success story” about a young man who had been incarcerated for 8 years. He came to the One Stop Center, went to the Orientation, took the four week CDL training and got his license. His right arm was partially paralyzed but in spite of this he never gave up and went on to get a job with a trucking company and eventually purchased his own rig. He credits all of his success to the help he received at the One Stop Center.

Youth Workforce Center

Valencia Huggins reported that a Transition Coach has been hired. She reported by the numbers: 57 out of school students, 12 in Building Maintenance Technology, 15 in Medical Assistance, 8 in Welding I, 4 in Welding II, and Adult Education 23 students. As of this date we have 100% retention rate.

Valencia stated this summer they tried to get STEP participants to transition into either work experience with their supervisor who wanted to keep them on or students who wanted to get occupational skills training. Twelve students were interested, six went through the entire certification process, two continued with their work experience, and four are in occupational skills training.

Valencia reported that a young lady that was in the welding program got hired by the Newport News Shipyard. She did so well that after three months the Shipyard offered to send her to school so she could become the first female nuclear pipe welder in the State of Virginia.

A young man who went through the work experience program was also hired by the Newport News Shipyard.

*VI. Old Business*

Discussion of One Stop RFP

Bill Mann stated that last September there was a visit to Richmond from the Department of Labor for a monitoring review. During their visit they reviewed four areas and had problems with each area. The problem with the RFP was we did not publish funding levels for that particular position. At the time we did not know our funding level for that program year so this was done intentionally. We are now in the process of preparing another RFP for the One Stop Operator.

Bill discussed that he made a presentation to the committee to review the three proposals which were received. The salaries which were requested were higher than the committee felt was reasonable and perhaps more than the partners collectively could agree to. The committee rejected all proposals. At that point we were directed to go forward with a sole source procurement. All procurements are done through the City of Newport News.

*VII. Adjournment*

There being no further business to come before the committee, the meeting was adjourned at 9:20 a.m.

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Jeanne Smith, Recording Secretary