

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
February 25, 2016

Present:

Dr. John Olson

Dr. John Dever

Joe Johnson

Everett Jordan

Dr. Deborah Wright

Lisa Zahralddin

Dale Stone

Sherry Spring

Curtis Wray

Hon. Judy Knudson

Sheri Newcomb

Dan Girouard

Hon. Sheila Noll

Barbara Watson

PCFWD Staff present:

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

I. Call to Order

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

II. Approval of Minutes

The minutes from the January 28, 2016 meeting were presented for approval. A motion was made by Judy Knudson for approval; it was seconded by Everett Jordan and unanimously approved.

III. Financial Reports

Treasurer Dale Stone reviewed the Federal Division's financial report for January 2016. He discussed the Obligations vs. Expenditures by Programs and Activities stating that expenditures were in line with the budget.

Dale also reviewed the financial report for the Private/Public Partnerships Division. He emphasized the need for an increase in funding stating that the next three remaining months of the fiscal year will be very tight and spending will have to be limited. He reviewed the private contributions that will be coming in for the rest of the year and also the funds coming in from the localities which support the Council. He reviewed the report line by line with the committee.

During the audit it was mentioned that several accounts which were very old needed to be cleaned up and remove old reconciling items. This has been accomplished and all accounts are current.

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At the conclusion of the financial review a motion for acceptance was made by Sheila Noll; the motion was seconded by Judy Knudson and unanimously accepted.

IV. President's Report

Matthew James discussed the audit and stated that all concerns with old accounts has been cleared up. Matthew stated that he would like to form an ad hoc committee to look at our structure and how we do business and restructure our organization. He further stated that he did not hire a new employee to fill the current vacancy until we restructure. He will be looking for a perspective employee who is focused on new partnerships, new funding and someone who will be out in the community calling on businesses. In addition Matthew discussed the following:

- Ford grant
- NAWB conference
- Annual auction
- Youth Career Expo

V. WDB Committee Reports

Joint Finance and Strategic Planning

Bill Mann reported on the old WIA funding and the new WIOA funding which includes a requirement that 40% of funding must be spent on training.

Lisa Zahralddin discussed the following topics:

One Stop update

- TechHire Grant
- Business Services Team
- Hire Peninsula
- Job Fair – Williamsburg
- Military SeaLift Command
- Rivermont High School
- 186 people served this year
- Increase in OJT
- AARP Intern

VI. New Business

Workplace Excellence Series Training Agreement

The Workplace Excellence Series is designed to help people understand and deliver the essential workplace skills that companies demand today. Participants of the ten-module program will gain a better understanding of the employer's perspective, practical skills and the "bottom line" in ten essential areas.

Bill stated that this is an opportunity for Fee for Service. He discussed the Workplace Excellence Distributorship Agreement between Anne Arundel Workforce Development Corporation and Greater Peninsula Workforce Development Consortium in which GPWDC acts in their region as an exclusive distributor of The Workplace Excellence Series.

Lisa Zahralddin further explained the program stating it can be tailored to any type of business. She has seen a significant difference in employees who have been through the program. She explained the ten modules stating that the program maximizes employee performance, it reduces turnover and associated costs. It helps students and graduates get hired faster, perform better, and move up sooner.

A motion to move forward with this program was made by Sheila Noll; it was seconded by Dale Stone and unanimously approved.

WIOA Update

Bill Mann gave an update on the latest information regarding the WIOA legislation. He discussed the combined state plan stating that states have an option of submitting to the Department of Labor a unified state plan or a combined state plan. The difference is that the unified state plan only addresses bringing together those four programs that are set up under the WIOA legislation. In Virginia it has been decided to submit a combined state plan.

H-1B Tech Hire Partnership Grant Opportunity

Gary Butler stated that we will be applying for a \$4 million grant which will serve 450 people. This will be done in partnership with Thomas Nelson Community College and Opportunity Inc.

John Olson reminded everyone of the Auction on Thursday, March 3rd. Also the Youth Career Expo will be held on March 23rd at the Hampton Convention Center.

VII. Adjournment

There being no further business, the meeting was adjourned at 9:40 a.m.

Jeanne Smith, Recording Secretary