

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
February 23, 2017

Present:

Dr. John Olson	Dale Stone	Dr. Deborah Wright
Mark Stefanick	Sheri Newcomb	Sherry Spring
Rhonda Bunn	Hon. Jeffrey Wassmer	Pete Peterson
Dr. Rob Fleishauer	Hon. Jimmy Gray	Peter Walentisch
Dr. Robin Nelhuebel	Dr. John Dever	Joe Johnson
Valencia Huggins	Angela Harris	Barbara Watson

PCFWD Staff Present:

Bill Mann, Gary Butler, Lisa Zahraiddin, Terri Partain, Jeanne Smith

I. Call to Order

Chairman John Olson welcomed everyone to the February 23rd Executive Committee meeting. He acknowledged Jeffrey Wassmer, representing York County, who is a new committee member.

II. Approval of Minutes

The minutes from the October 27, 2016 meeting were presented for approval. A motion was made by Jimmy Gray; it was seconded by Robin Nelhuebel and unanimously approved.

III. Acceptance of Financial Reports

Treasurer Dale Stone reviewed the financials for the Federal Division for January 2017. He stated there were no issues and reviewed the financial statements line by line stating that everything was in compliance with WIOA regulations.

Dale also reviewed the financial statements for the month of January for the Private/Public Partnership Division. He stated that we have not had to withdraw from our Operational Reserve. The division has reduced expenses by closing the Youth Career Café and the expenses associated with the cafe have been eliminated. He mentioned that we are still offering youth support but in a different way.

Rhonda Bunn made a motion to accept both financial statements as presented. Mark Stefanick seconded the motion and it was unanimously approved.

IV. Chairman's Report

In the President's absence the Chairman reported on the following issues:

- Annual Auction
- Youth Career Expo
- Volunteers
- Reinvent Hampton Roads
- Gap Analysis Report
- Newsletter

V. Joint Finance and Strategic Planning

Bill Mann gave an overview of the Strategic Plan. This document is quite lengthy and was prepared for public review and comment. The document was available on our web site and a legal notice was placed in the Daily Press. We received no comments. The Plan will be submitted to the Virginia Community College System, Workforce Development Services office by March 1, 2017.

Bill Mann reviewed the Executive Summary for the LWDA #14 Local WIOA Plan. The local plan serves as a 4-year action plan to both develop, align and integrate LWDA service delivery strategies and support the State's workforce development vision and strategic/operational goals. Following the 2nd year of operations, WIOA requires that LWDBs, in partnership with their area's Chief Local Elected Officials, prepare and submit modifications to their original plan that reflects changes in labor market and economic conditions or in other factors affecting the implementation of the local plan.

Local Policies and Procedures

Gary Butler discussed local policies and procedures stating that as part of the planning process we were required to include a number of local policies which are similar to policies at the State. This list was a required attachment to the 4 year plan which was submitted to the state. This list will be updated from time to time. This list was reviewed with the Joint Finance and Strategic Planning committee and they had input on it. This information is posted on our website.

ETPL Additions

As part of the training provider review and eligibility process, PCFWD maintains an open enrollment process during the year whereby interested training providers can submit an application to become a Board Approved Eligible Training provider, or add new programs, anytime throughout the year. We have a request from Thomas Nelson Community College to add three additional programs. The three programs are: Information Technology, EKG Technician and Child Development. This request has been reviewed by the WIOA administrative staff and recommends full approval from the Executive Committee.

A motion to approve the Plan, the Local Policies and Procedures and the ETPL additions was made by Rhonda Bunn: it was seconded by Jimmy Gray and unanimously approved.

A motion was made by Tina Vick for a vote by the Consortium members. The two members who were present voted their approval. Note: Since the meeting the absent members have been contacted and all voted their approval. The vote by Consortium members was unanimous.

Career Services Waiver Application and update of RFP process (One Stop Operator)

The new WIOA legislation has a requirement for a competitively procured One Stop Operator. The duties of a One Stop Operator could vary widely depending on what the wishes of the Board happen to be. Under the old plan we had a One Stop Operator Team led by Joe Johnson as the Chair and we functioned under that plan for many years.

We have developed a Request for Proposal for a One Stop Operator that will coordinate services and resources that are available to the various partner organizations. The RFP closed last week and we have received three applications. They will be reviewed and evaluated by a committee. After this process a contract will be awarded.

Bill Mann reviewed the Request for Governor's Approval for Local Workforce Board to Provide WIA Individualized and Follow-up Career Services. This waiver requests that LWDB continue to provide services directly rather than through a competitive procurement process.

A motion was made to approve the waiver by Mark Stefanick; it was seconded by Rob Fleishauer and unanimously approved.

Jeffrey Wassmer made a motion on behalf of the Consortium to approve the Waiver; it was seconded by Jimmy Gray and unanimously approved. Note: The absent members were contacted and each gave their approval. The Consortium vote for approval was unanimous.

One Stop Update

Angela Harris reported on the following issues:

- Hampton Economic Development Job Fair with approximately 2,100 participants.
- ECPI Job Search Workshop
- Free flu clinic
- York County Social Services seeing clients
- Partnered with Literacy for Life
- Family Transitions
- Virginia Justice Initiative
- Dale Carnegie course for staff
- Employer partners

Youth Office

Valencia Huggins reported on some statistics on how they ended last year and some information on this year to include the following:

- In School Program: 56 graduates last year, so far this year we have 31 enrolled with more to come
- Out of School: Welding –first year for Industry testing – 14 took test and 7 passed.
- Building Maintenance – twelve took the test and no one passed – will take the test again in May after much review and extending the time of the class.
- Medical Assistant – 21 took the test and 14 passed.
- CNA – two took test and 1.5 passed
- Career Certificate – 45 tested and 36 passed
- Driver's License – 18 took test and passed, 12 now have their license
- Work Experience - last year we served 59 students, this year we have 29.

VI. New Business

Bill Mann introduced Chris Companion from Adult Education and Family Literacy who gave an overview of their Executive Summary. There is a requirement for this Plan to be presented to the Executive Committee to determine if it's in alignment with the Council Strategic Plan.

Bill Mann reported that Sharon Johnson, who is working on her doctoral dissertation, will be with the Executive Committee members at the next meeting of the full Board to do a survey. She is surveying all boards. Sharon is the Chief Executive Officer, Shenandoah Valley Workforce Development Board. In addition, she will be the guest speaker at the Board meeting speaking on "Optimizing Local Workforce Development Board Effectiveness".

VII. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 4:00 p.m.

Jeanne Smith, Recording Secretary