

Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
January 22, 2015

Present:

Dr. John Olson	Hon. Sheila Noll	Peter Walentisch
Mark Stefanick	Hon. Tina Vick	Barbara Watson
Dr. Rob Fleishauer	Dr. John Dever	Lisa Zahralddin
Dr. Deborah Wright	Everett Jordan	Valencia Huggins
Hon. Buddy Green	Laurie Coleman	Hon. Will Moffett
Leonard Sledge	Dan Girouard	Robin Nelhuebel

PCFWD staff present:

Bill Mann, Gary Butler, Matt Johnson, Jeanne Smith

I. Call to Order

Chairman John Olson called the Executive Committee meeting to order at 8:00 a.m. John introduced Hon. Will Moffett who represents the City of Hampton.

II. Approval of Minutes

The minutes from the November 20, 2014 meeting were presented for approval. A motion for approval was made by Robin Nelhuebel, it was seconded by Everett Jordan and unanimously approved. Note: John Olson requested that the name of the Virginia Culinary Institute (Page 3, paragraph VI) be corrected to read College of Culinary Arts of ECPI University.

III. Financial Reports

Presentation of Annual Audit – Dixon Hughes Goodman

Kristen L. Jones who is a Manager with Dixon Hughes Goodman reviewed the financial audit for years ended June 30, 2014 and 2013. She discussed various parts of the audit to include Consolidated Statements of Financial Position, Consolidated Statements of Activities, Consolidated Statements of Cash Flows, and Notes to Consolidated Financial Statements. In the opinion of the auditors, the consolidated financial statements fairly show the financial position of the Peninsula Council for Workforce Development as of June 30, 2014 and 2013 and the audit was done in conformity with generally accepted accounting principles. At the conclusion of the presentation a motion for approval of the financial statements was made by Mark Stefanick. The motion was seconded by Buddy Green and unanimously approved.

Financial Statements as of December 31, 2014 for the Private/Public Partnership Division

Matt Johnson reviewed the financial statements discussing various line items. He noted that funds had been transferred from the Operational Reserve which was due to cash flow difficulties. Many of the investors pay quarterly and the larger ones pay in the last quarter. Other line items were tracking in line with budget predictions.

Financial Statements as of December 31, 2014 for the Federal Division

Bill Mann reviewed various line items including the Youth Programs, One Stop, and Health Care. He stated that under the One Stop, the Operations and ITAs expenditures are in line with where they should be. He stated that the Health Care grant, which will be completed in November of this year, is meeting expectations.

IV. President's Report

There was not much to report as Matthew James is a representative to the General Assembly and is in Richmond for five to six weeks.

V. WIB Committee Reports

Joint Finance and Strategic Planning

John Olson commented on the Strategic Planning Retreat which was held recently at Canon Virginia. They started with reviewing the SWOT Analysis which had been done at a past meeting to see if the items were still relevant. More information on this will be given at the next meeting.

Communications Committee

Matt Johnson discussed the Youth Career Expo to be held on February 18th at the Hampton Convention Center from 8 a.m. - 3 p.m. He asked for volunteers in the area of mock interviewing and other areas.

New Horizons Youth Program

Valencia Huggins discussed the Out of School and In School programs and other issues such as:

- Application process
- Interest in Pharmacy Tech program
- Assistance to get better jobs
- Industry Certification
- Work Experience Workshop
- College Fair College Tours

### One Stop Update

Lisa Zahraiddin discussed the number of registrations which is lower than previous years which appears to be due to higher employment. She also discussed the following:

- Enrollments
- H1 Update
- Vendors
- HIRE Peninsula – February 25
- Military to Maritime Conference
- Multicultural Conference
- WIOA
- Workplace Essentials Skills Training

### VI. New Business

#### WIOA Update

Bill Mann reported on the Virginia Board of Workforce Development meeting which took place on January 6, 2015. Some of the items on their agenda included JLARC Report on Workforce Development programs, New Virginia Economy and the Governor's Workforce Agenda, State Certification of Workforce Development Boards, Professional Staff Certification, Publication of WIOA regulations delayed until Spring 2015.

He also reported on the JLARC study which was directed by the General Assembly to assess how effectively Virginia's workforce development programs meet the needs of employers and the transparency of information on program expenditures and outcomes. Bill discussed what was found and the recommendations such as legislative action and executive action.

In addition, Bill discussed the Workforce Development Services organizational chart explaining some of the key positions. Each committee member had a copy of the chart. Also he reported on an Apprenticeship Grant solicitation which is a three million dollar 5 year grant to increase apprenticeship in advance manufacturing and ship repair. We will partner with Opportunity Inc., and Thomas Nelson Community College.

A meeting will be held with Alan Archer to discuss the summer training and enrichment program for summer of 2015.

VII. Adjournment

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

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Jeanne Smith, Recording Secretary