

Peninsula Council for Workforce Development  
Executive Committee Meeting Minutes  
April 22, 2010

Present:

Sybil Wheatley	Hon. Sheila Noll	Joe Johnson
Dr. John Olson	Dr. Alvin Schexnider	Dr. Bob Leber
Hon. Bobby Braxton	Dr. Deborah Wright	Dr. Ned Carr
Rhonda Bunn	Alan Archer	Jean Steveson
Hon. James Icenhour	Anne Smith	Helen Manns
Hon. Frank Kreiger	Randy Wheeler	Kendra Bish

PCFWD staff present: Matthew James, Bill Mann, Shawn Avery, Gary Butler, Terri Partain, Jeanne Smith

I. Call to Order

Chairman Sybil Wheatley called the meeting to order at 8:00 a.m. and welcomed everyone to the Executive Committee Meeting.

II. Approval of Minutes

The minutes of the February 25, 2010 meeting and the minutes of the Special Executive Committee meeting on April 1, 2010 were presented for approval. A motion to approve the minutes as presented was made by Bobby Braxton. The motion was seconded by Frank Kreiger and unanimously approved.

III. Financial Reports

Non Federal Division – Shawn Avery presented the financial statements for the month of March 2010. He explained various line items and answered several questions. A motion for acceptance was made by John Olson and seconded by Jim Icenhour. The motion was unanimously accepted.

Federal Division – Bill Mann reviewed the Financial Summary based upon PY '09 Comprehensive Budget, Obligations vs. Expenditures by programs and activities for March 31, 2010. He stated that all categories were on target and where they should be.

IV. President's Report

Matthew James reported on several items to include the following:

- Youth Career Cafes use is exceeding last year's use and we are discussing several satellite programs
- Visit from Walmart Foundation will take place in July
- Request from Mayor Joe Frank to assist with a letter which will be mailed to 160 companies requesting their help in providing summer jobs for youth
- Positive editorial in the Daily Press regarding Youth Career Cafes and youth
- Healthcare Symposium focusing on the future of healthcare will be held on June 22nd
- Customer Service Training will be held on May 26<sup>th</sup>
- Annual auction will be held on August 11<sup>th</sup> at the Virginia Air & Space Center

V. WIB Committee Reports

Communications Committee – John Olson reported on an editorial in the local paper regarding the youth career cafes and the summer employment program for youth. John discussed the Return on Investment Scorecard and stated that the cafes were ahead of last year on site visits, school visits and Workplace Readiness Training. Additionally, John mentioned that he and Shawn Avery are working on hiring an intern to update the website.

Education & Training Committee – Sybil Wheatley stated that we are still in need of a chairman for that committee and asked the executive committee members to give her any suggestions they might have.

New Horizons - Helen Manns reported on the New Horizons Regional Education Center's youth program stating that the In School Program participation has increased so far this year and the Out of School Program attendance has improved as well. The total participation in these programs currently is 45 while it was only 13 in the prior year.

One Stop – Dr. Ned Carr reported that registrations are ahead of schedule with the first time registrations at the One Stop. In the last three months the numbers have lessened somewhat. The ITA's total remaining for the year is \$290,000. Of that amount \$210,000 is the Rapid Response funds. Dr. Carr stated that the year has been very active.

Joint Finance and Strategic Planning – Bill Mann reported that the State did receive its allotment from the Department of Labor. The State of Virginia did well with 30% increase for youth services, another 30% for adults and 37% for dislocated workers.

Bill discussed the possibility of a summer youth program. If the funds materialize we can put a program together. The framework from last year's program is in place and would enable us to put together a program quickly. Bill reported on the success of last year's program.

The State has offered \$87,000 to implement a Youth Summer Program. We have to indicate our intent to accept these funds by April 30, 2010. A motion was made by Frank Kreiger to accept the \$87,000 offered by the State and proceed with a Youth Summer Program which would target smaller localities. The motion was seconded by Sheila Noll and unanimously approved.

Bill Mann discussed the updating of the Strategic Plan and the requirements from the State which include our goals and objectives for the coming year and how we plan to use our WIA dollars to achieve local priorities. The document will be sent to the state by June 1st, it will be reviewed and approval will be sent by the end of June. The next 30 days will be a public review and comment period. The document is on our website and comments can be sent to us by email. Shawn Avery reviewed various sections of the Strategic Plan explaining the kind of information that the State is requesting.

Gary Butler discussed the technical aspects of WIA service delivery and program operations. He talked about assessment procedures, case management and Training recommendations , youth recruitment, fiscal and budgetary matters.

A vote for approval of the Strategic Plan will be taken at the next Executive Committee meeting on May 27, 2010.

VI. New Business

Shawn Avery reported that the Green Jobs Alliance has been awarded a federal grant in the amount of \$20 million which included the partnership they have with a consortium in southeastern United States. The Green Jobs Alliance don't know yet what their share will be. A press conference will be held this evening and we will know more after this event.

VII. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:35 a.m.

  
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Jeanne Smith, Recording Secretary