

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
August 25, 2011

Present:

Sybil Wheatley	Hon. Judy Knudson	Barbara Watson
Dr. John Olson	Hon. Buddy Rilee	Joe Johnson
Robin Nelhuebel	Hon. Tina Vick	Dr. Ned Carr
Mark Stefanick	Dr. Deborah Wright	Dr. Richard Sindy
Hon. James Icenhour	Ken Drees	Jean Steveson

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 new committee member Mark Stefanick from Ferguson Enterprises. She also welcomed Ken Drees from York County who is replacing Anne Smith.

II. Approval of Minutes

The minutes from the June 8, 2011 Executive Committee meeting were presented for approval. A motion was made by Judy Knudson to approve the minutes as presented; the motion was seconded by Robin Nelhuebel and unanimously approved.

III. Financial Reports

Joint Finance and Strategic Planning Committee

Treasurer Dale Stone discussed the budget process and some of the adjustments that will be presented for approval. He thanked everyone who worked on updating and adjusting the budget in order to continue providing a high level of service.

Matthew James discussed some of the adjustments to the budget and reported that he was happy to recommend a 2% cost of living increase for the staff.

Bill Mann discussed and gave a review of Budget Adjustments since preliminary approved budget of 6/23/2011. He reported that Income was to be adjusted by \$308,220, Expenses will increase by \$294,786 and Operational Reserve will increase by \$13,434. Included in the increase of expenses is a 2% cost of living adjustment for the Federal Staff and the One-Stop staff. Bill reported that an Incentive Award was received from the State in the amount of \$85,000.

At the conclusion of Bill Mann's discussion a motion was made to Consortium members by Jim Icenhour to approve the adjustments to the Federal Budget including the 2% cost of living adjustment. The motion was seconded by Tina Vick and unanimously approved.

Shawn Avery reported on the Non-Federal Budget adjustments. He stated that the original projection was \$696,462. The Revised Budget is \$773,199 for a total adjustment of \$76,737. The additional funding was due to an increase of Special Income and Grants and Special Contribution to include adjustments in the Green Jobs Alliance grant, adjustments in the Career Pathways grant and New Incentive Award for Career Pathways. The adjustment to Expenses is \$61,943.

At the conclusion of Shawn's budget presentation a motion was made by Jim Icenhour to approve the budgets as presented with adjustments to include the 2% cost of living increase. The motion was seconded by Buddy Rilee and unanimously approved.

IV. President's Report

Matthew James reported on several issues including:

- Expansion of the Youth Career Café to Williamsburg/James City County and the closing of the Café at NetCenter
- Working with Hampton Economic Development personnel to possibly relocate cafe at Peninsula Town Center
- Summer camps went very well and good feedback has been received.
- The Annual Meeting will be held September 22nd. Glen Odor has been approached as our speaker to discuss Ft. Monroe transition.

V. Committee Reports Communications Committee

John Olson reported that the Annual Report should be ready for our Annual Meeting. Additionally, he reported that the website continues to have good activity and has exceeded the numbers over last year at this time. John and Shawn Avery will be meeting soon to discuss a marketing audit.

Education and Training Committee

John Olson reported that a meeting was held last week with Dr. Gale Hardinge from STEM, College of William & Mary, giving a presentation. Several communities may create partnerships with William & Mary as a result of the presentation.

Other items which John reported on included:

- Summer Camps were very successful. Three camps were held; Hard Hat Camp, Modeling & Simulating and Career Exploration.
- Video Contest will be held again this year.
- Principal For a Day – shadowing a school principal
- Parent’s College – parents go to businesses to learn about jobs available.

One Stop Report

Dr. Ned Carr summarized 2010 results by presenting a Community Profile. Included in the Profile was Trends in Unemployment Rates, Unemployment Rates for the past 12 months, Characteristics of the Insured Unemployed, Top 5 Industries with Largest Number of Claimants in LWIA X1V, Top 5 Occupations with Largest Number of Claimants in LWIA X1V, Unemployment Insurance Payment Trends and Unemployment Insurance Payments for the past 12 months.

New Horizons

Helen Manns reported on the progress they are making with the Out of School and In School programs. She reported on the target and the actual numbers.

VI. New Business

The Department of Rehabilitative Services will hold their Annual Meeting on October 6, 2011.

VII. Adjournment

There being no further business to come before the committee the meeting was adjourned at 9:15 a.m.

Jeanne Smith, Recording Secretary

