

Peninsula Council for Workforce Development
Executive Committee Meeting Minutes
March 22, 2018

Present:

Dr. John Olson	Dr. Robin Nelhuebel	Hon. Tina Vick
Mark Stefanick	Dale Stone	Dr. John Dever
Rhonda Bunn	Hon. James Icenhour	Dr. Deborah Wright
Dr. Rob Fleishauer	Hon. Buddy Green	Sherry Spring
Dr. Vince Warren	Hon. Jeffrey Wassmer	Peter Walentisch
Barbara Watson	Randy Wheeler	Joe Johnson

PCFWD staff present:

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

I. Call to Order

Chairman John Olson called the meeting to order at 8:00 a.m. and welcomed everyone to the meeting of the Executive Committee.

II. Approval of the Minutes

A motion was made by Jeffrey Wassmer to approve the minutes from the February 22, 2018 meeting. The motion was seconded by James Icenhour and unanimously approved. Note: An incorrect name was recorded as the person who seconded a motion. The correct name was given, voted on, and unanimous approval was recorded. The minutes were modified accordingly.

III. Old Business

Bill Mann reviewed the summary of the results of the auditor's report of the financial statements of the Greater Peninsula Workforce Development Consortium. No instances of noncompliance material to the findings were disclosed during the audit. It was determined that the Consortium is a low risk auditee and there were no unresolved issues from the prior year. It was considered a very clean audit. Bill stated that if anyone had questions and wanted additional information he would be happy to meet with them. Bill recognized Terri Partain for her hard work in keeping the books in order and her assistance with the audit.

IV. New Business

John Olson recognized Deborah Wright on her upcoming retirement and thanked her for everything she has done to promote workforce development. Dr. Dever reminded everyone that a reception will be held for Dr. Wright on Thursday, March 29, from 3:00 – 5:00 p.m. at Thomas Nelson Community College.

At this time in the meeting it was decided not to go into Closed Session as stated in the agenda due to an administrative error regarding the motions. The agenda was modified and the meeting continued in Open Session to discuss financial issues.

Matthew James suggested that the committee discuss the short term resolution of the cash flow problem and the long term resolution. Bill Mann reviewed the financial statements for January, February and March for the Private/Public Partnerships Division which shows projections for cash flow and expenditures and then projections for April, May and June 2018.

He also discussed the contributions from Wal Mart and Ferguson stating that a portion of these contributions had to be deposited into the 501(c)(3) account and reserved for specific projects.

Dale Stone expressed his appreciation to the city of Newport News for moving up their 4th quarter payment and paying it sooner than due. This assisted the Council in meeting their obligation to pay several outstanding invoices. Dale would like all localities to consider paying their contribution at the beginning of the fiscal year.

Randy Wheeler talked to all six localities at Matthew's request regarding their willingness to assist financially if needed. They were all willing to assist if the need arises.

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Matthew discussed the office lease we have with Harvey Lindsay which expires in September 2018. He will discuss with Florence Kingston from the City of Newport News and HREDA who leases several offices from the Council. The City pays for the conference room. After discussing with Florence and HREDA he will go to Harvey Lindsay and negotiate with them .

V. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 9:45 a.m.



Jeanne Smith, Recording Secretary