

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

Present:

Dr. John Olson	Hon. Jeffrey Wassmer	Sheri Newcomb
Dr. Vince Warren	Dr. John Dever	Peter Walentisch
Dale Stone	Dr. Deborah Wright	Barbara Watson
Hon. Jim Icenhour	Sherry Spring	Joe Johnson

PCFWD Staff Present:

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

I. Call to Order

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

II. Approval of Minutes

The minutes of the January 25, 2018 meeting were presented for approval. A motion was made by Dale Stone for approval. The motion was seconded by Jeffrey Wassmer and unanimously approved.

A motion was made by Jeffrey Wassmer to deviate from the printed agenda. The motion was seconded by Vince Warren and unanimously approved.

III. President's Report

Matthew James gave a brief report on what is happening in the General Assembly including medicare expansion, cyber security, budget appropriation committee, incremental funding for the Virginia Economic Development Partnership, etc.

IV. Old Business

Bill Mann reported on the RFP for a One-Stop Operator. An RFP has been published through the City of Newport News Purchasing Department. We have received proposals and we will be convening a meeting of the Finance and Strategic Planning Committee to review and evaluate those proposals and bring

back a recommendation to the Executive Committee for the awarding of the contract.

The Audit RFP is with the City Purchasing Department and is being properly formatted. The City has changed their format and we are expecting it to be released in the near future.

The Youth RFP is completed in final draft and waiting for review and approval of the Purchasing Department. We hope for a release the first week in March and out for a 30 day period. We then would begin our review process mid April. It would be a one year award with the opportunity of three one year extensions. The award would be effective July 1, 2018.

Bill Mann reported that we have executed a memorandum of agreement with the Department of Aging and Rehabilitative Services for Career Pathways for individuals with disabilities. This is a joint effort with Thomas Nelson Community College and the Council. This will take place within the One Stop Center. A coordinator will work with individuals with disabilities to increase their work experience and increase their access to training.

V. New Business

Request for the Governor's approval to provide In-House WIOA individualized career & follow-up services for FY'18. This would be the second submission of a waiver request to continue providing Individualized Career and Follow Up Services with the Board's WIOA Title I Peninsula Worklink Staff. Bill stated that he is working on a letter which will be sent to the WIOA Title I Administrator.

A motion was made by Dale Stone to submit a letter to WIOA administrator which allows us to continue providing in-house WIOA individualized career and follow-up services for PY'18. The motion was seconded by Jim Icenhour and unanimously approved. (Since a quorum was not present, an electronic request was sent out and all committee members not present approved this motion).

VI. Closed Session

At 8:35 a.m. Dale Stone made a motion that the Council go into a closed meeting pursuant to VA Code of Virginia, Section 2.2-3711 for the purpose of authorizing the Chairman and President to modify expenses for the months of March, April, May and June 2018. Whereas, the Executive Committee as the governing body of the Peninsula Council for Workforce Development (PCFWD), as a result of a deliberative process the Executive Committee has chosen to empower the Chairman and President to modify selected expenses for the months of March, April, May and June of 2018. Be it hereby resolved that the Executive Committee of the Peninsula Council for Workforce Development that the Chairman and President are authorized to make the modification. This resolution shall take effect immediately. The motion was seconded by Vince Warren and unanimously approved.

At 9:05 a.m. the Executive Committee of the Peninsula Council for Workforce Development returned to open session following a certification motion by Dr. John Olson in accordance with the Code of Virginia, Section 2.2-3711 that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under this chapter; and (ii) only such public business matters as were identified in the motion by which the closed meeting was heard, discussed or considered by the Executive Committee in the closed meeting. Vince Warren seconded the motion and it was unanimously approved.

VII. Adjournment

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

Jeanne Smith, Recording Secretary

