



PIEDMONT REGION

**VCW – Piedmont Council Meeting Minutes**

January 16, 2019; 1:00 PM - 2:30 PM  
 UVA Research Park, Town Center Two  
 1001 Research Park Blvd, 4<sup>th</sup> Floor Conference Room  
 Charlottesville, VA 22911

VCW - PIEDMONT COUNCIL COUNCIL MEMBERS	PROGRAM YEAR 2018 (JULY 2018 – JUNE 2019)			
	ATTENDED			
QUARTERLY MEETINGS	Jun - 2019	Mar - 2019	Jan - 2019	Sept - 2018
Lee Frame - Chair			x	x
Alexa Fritz			x	x
Amber Foster				
Ann Mallek				x
Bob Babyok				
Holder Trumbo, Jr.			x	
Kathy Galvin				
Marie Durrer				
Ned Galloway				
Ron Frazier			x	x
Thomas Bruguire, Jr.				
Tony O'Brien			x	
PWDB Chair				
<b>PWDB STAFF</b>				
Monica Long			x	x
Helen Cauthen			x	x
Stephanie Boynton			x	x
<b>OTHER GUESTS</b>				

**I. Welcome & Introductions**

Chair Lee Frame called the meeting to order at 1:05 AM and directed welcome and introductions.

**II. Public Comment**

No public comments were made.

**III. Consent Agenda**

Chair Lee Frame presented the consent agenda including:

- a. September 20, 2018, Piedmont Workforce Development Board Meeting Minutes

***Motion by Alexa Fritz to approve as presented. Second by Holder Trumbo, Jr. Motion carried unanimously.***

**IV. Administrative Updates**

Helen Cauthen updated the members on the PWDB staff changes; Stephanie Boynton agreed to move back into the Grants Accountant position as she was desperately needed in that role. Monica Long was promoted to Workforce

Development Director with Helen Cauthen acting as a part-time Executive Director until Monica Long is fully acclimated to the position.

Monica Long presented the following updates:

- a. WIOA Final PY 2017 Performance Report
  - WIOA programs met most performance indicators except for credential attainment in the Youth and Dislocated Worker programs
- b. WIOA 1<sup>st</sup>-Quarter PY 2018 Performance Report
  - Generally, on target
  - New report format which includes demographics and barriers to employment
  - Reports will no longer be cumulative until the final report
  - Lee Frame would like reports provided to council members per jurisdiction to support future initiatives
- c. Rebranding – presented the new banner, table cloth, and hand out materials with new Virginia Career Works brand. Additionally, the following new branding items were discussed:
  - The new website at vcpiedmont.com
  - The new name is fully implemented
  - Partners are changing their brands to include Virginia Career Works as well
  - Purchased brochures, folders, banners, signage for all 3 centers,
  - Social media contract and plan for LinkedIn, Facebook, Twitter, Instagram. Members asked that the information regarding all social media accounts (names of accounts) be forwarded to all.
  - Received \$25,000 to implement – spent about \$20,000
- d. VCCS PY 18 Annual Administrative Monitoring Draft Report – included in the packet  
Finding at the board level -
  - Chamber of Commerce categorized as community-based organization – remained as an issue but now a concern – see definition of CBO: Community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and “out of school” youth may be included in addition to the aforementioned labor organization representatives.
  - Discussions were regarding how to keep the Chambers engaged on the board and in what capacity. The topic of the Chambers as Ex officio members was discussed.
  - The Council must work to fill the vacancy of the Chambers’ as they filled CBO spots. The board is now in noncompliance with board composition. The Council must fill the vacancy within 90-days.
  - Lack of Supporting documentation of procurement of the one-stop operator and service provider contracts.
- a. MOU kickoff for PY 2019 and update to the process
  - MOU for PY 18 in place – No current Infrastructure Funding Agreement – IFA for PY 18.
  - New Template MOU/IFA mandatory for PY 19 – Need to begin the process for developing MOU/IFA
  - Provided VWL 17-04 and went over the steps to reach consensus.
  - Members expressed a desire to be included in the MOU/IFA process and would like invitations sent out when meetings are scheduled. They also requested more information be sent out for their review.

## V. FY 2019 Year to date Financials

Stephanie Boynton presented the year to date financials. Additionally, she mentioned that the VCCS has asked the region if there was an interest in donating the VFSNs remaining funds to the Benefit Bank that would be accessible by other programs in the country. The discussion will be brought to the March meeting for a vote. We anticipate the amount available to be around \$150, 000.00.

***Motion by Ron Frazier to approve as presented. Second by Alexa Fritz. Motion carried unanimously.***

## VI. FY 2019 Budget Reallocation

Stephanie Boynton presented the need for a funds transfer of \$60, 000 from Dislocated Worker Funds to Adult Funds.

***Motion by Alexa Fritz to approve as presented. Second by Tony O'Brien. Motion carried unanimously.***

Stephanie also presented the need for a budget modification to allocate carry forward of \$20, 254.00.

***Motion by Tony O'Brien to approve as presented. Second by Alexa Fritz. Motion carried unanimously.***

## **VII. Locality Funding**

Helen Cauthen presented the need for the Council to request 15 cents per capita from each locality in the VCW-Piedmont Region. The funding will allow a gap fill and unrestrictive funding.

***Motion by Tony O'Brien to approve as presented. Second by Ron Frazier. Motion carried unanimously.***

## **VIII. Equal Opportunity (EO) and Nondiscrimination**

Monica Long presented the revisions and updates to the EO and Nondiscrimination Policy which included the expanded bases language added including; pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity, and the name of the EO Officer as well as the new branding name for the region. The brand name and EO Officer was also changed on the EO is the Law Notice document. Ron Frazier questioned the validity of the language.

***Motion by Alexa Fritz to approve as presented. Second by Tony O'Brien. Motion carried unanimously.***

Helen Cauthen described for the members the events of the EO complaint of 2018.

## **IX. Legal Assistance**

Helen Cauthen presented the need for legal counsel. It was asked of the council if they had access to legal assistance. A letter will be sent to each jurisdiction in regards to assisting in the need for legal help.

## **X. Modification Approvals**

Monica Long presented that the Local Plan modifications were underway and that the version would be placed on the website for public comment. She explained the requirements set forth in the States Local Plan Modification Memo as well as provided a copy for review. The memo explains that the Local Plan must be modified by the end of two years of a 4-year plan. Items modified included: Demographic and employment data – Industry/occupation outlooks, new branded names for the board, council, and centers, funding levels, contract dates, website address, partner co-location in One-Stops, etc. The Council needs to approve posting the modified local plan for public review. The modifications must be submitted to VCCS by March 29, 2019.

***Motion by Tony O'Brien to approve as presented. Second by Holder Trumbo. Motion carried unanimously.***

Additional items revised to reflect new brand names and logos were the PWDB By-laws and CLEO Agreement. No content changes.

By-Laws: Amended January 16, 2019

***Motion by Alexa Fritz to approve as presented. Second by Tony O'Brien. Motion carried unanimously.***

CLEO Agreement: New effective date as of the last signature. Email to all Council members with a blank effective date and signature page.

***Motion by Alexa Fritz to approve as presented. Second by Tony O'Brien. Motion carried unanimously.***

One-Stop Operator and Service Provider contracts revised and signed

***Motion by Alexa Fritz to approve as presented. Second by Tony O'Brien. Motion carried unanimously.***

## **XI. Training Program Recertifications and Approvals**

Monica Long presented that two Training Provider programs were up for approval. New Pathways' Machinist program was approved for recertification and PVCCs EKG program was approved to be added to the Eligible Training Provider List.

***Motion by Naomi Aitken to approve as presented. Second by John Baldino. Motion carried unanimously.***

## **XII. Other Business**

- Next meeting will be held on March 14 at 1:00 PM.
- Chair requested a copy of the Local Plan with a list of changes
- Chair requested a summary of PY 17 and PY 18 services with demographics
- Ron Frazier questioned the validity of language added to EO and Nondiscrimination Policy

## **XIII. Adjournment**

There being no other business, Chair Lee Frame adjourned the meeting at 2:30 PM.