



PIEDMONT REGION

PWD Board Meeting Minutes

January 17, 2019; 9:00 - 10:30 AM
 UVA Research Park, Town Center Two
 1001 Research Park Blvd, 4th Floor Conference Room
 Charlottesville, VA 22911

PIEDMONT WORKFORCE DEVELOPMENT BOARD	PROGRAM YEAR 2018 (JULY 2018 – JUNE 2019)			
	ATTENDED			
VOTING MEMBERS	Jun - 2019	Mar - 2019	Jan - 2019	Sept - 2018
BUSINESS				
Allyn Gutauskas				x
Antwon Brinson			x	x
Casey Carwile				
Darla Rose				
Dave Kilgore			x	x
Debbie Desmond				
Don Cantore				x
Elizabeth (Liz) Walters - Vice Chair			x	
Emily Dyer				
Janette Downes				
Jeff Waite - Chair				
Kenny Allison			x	
Melanie Thigpen			x	x
Peter Marcarski			x	x
Randy Soderquist				
Ray Knott			x	
Steven Ray			x	x
Steven Snyder			x	x
Ted Horn				
NON-BUSINESS				
Andy Wade				
Bo Bundrick			x	x
Carol Coffey			x	x
Chad Ratcliff				
Jason Smith				
Jeanne Wesley				x
Joe Martin			x	
John Baldino			x	x
Laura Duckworth			x	x
Lorne Seay				
Marilyn Henderson			x	x
Miles Friedman				
Naomi Aitken			x	x
Raheem Turane				

Ridge Schuyler			X	X
Valerie Palamountain			X	X
Wes Mayles			X	
PWN COUNCIL MEMBERS				X
NON-VOTING MEMBERS				
PWDB STAFF				
Monica Long			X	X
Helen Cauthen			X	X
Stephanie Boynton			X	X
OTHER GUESTS			X	
Marty Baldwin, Goodwill Culpeper			X	X
Sarah Drebes, Goodwill Culpeper			X	X
Jennifer Perregoy			X	
Melanie Blosser			X	
Chris Pope			X	

I. Welcome & Introductions

Acting Chair Liz Walters called meeting to order at 9:05 AM and directed welcome and introductions. All members in attendance introduced themselves.

II. Public Comment

No public comments were made.

III. Consent Agenda

Acting Chair Liz Walters presented the consent agenda including:

- a. September 20, 2018 Piedmont Workforce Development Board Meeting Minutes
Motion by Peter Naomi Aitken to approve item a. as presented. Second by Peter Marcarski. Motion carried unanimously.

- b. Policy updates with regards to Virginia Career Works branding name and logo changes
Motion by Marilyn Henderson to approve item b. as presented. Second by Naomi Aitken. 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 1st-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 final report
- c. Rebranding – presented new banner, table cloth, and hand out materials with new Virginia Career Works brand. Additionally, the following new branding items were discussed:

- New website at vcwpiedmont.com
 - New name is fully implemented
 - 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 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 PWDB must work to fill the vacancy of the Chambers’ the board is in noncompliance with board composition. The Council must fill the vacancy within 90-days.
- Other items in the report:
- Conflict of interest forms not signed - removed
 - Procurement documentation/records - remained
 - Service provider contracts missing two provisions - remained
 - Monitoring – Fiscal monitoring and corrective action plans from provider – CAP remained – received CAP from provider -completed
 - American job center branding - removed
 - Required information in public communication - remained
 - Policy – standards of conduct and COI for WDB staff and contractors engaged in the selection award and administration of contracts – remained
- 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 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 Joe Martin to approve as presented. Second by Naomi Aitken. 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 Kenny Allison to approve as presented. Second by Joe Martin. Motion carried unanimously.

VII. 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.

Motion by Naomi Aitken to approve as presented. Second by Ray Knotts. Motion carried unanimously.

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

VIII. Modification Approvals

Monica Long presented that the Local Plan modifications were under way 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 board, council, and centers, funding levels, contract dates, website address, partner co-location in One-Stops, etc. The board needed to approve posting the modified local plan for public review. The modifications must be submitted to VCCS by March 29, 2019.

Motion by Valerie Palamountain to approve as presented. Second by Kenny Allison. Motion carried unanimously.

Additional items revised to reflect new brand names and logos were the PWDB By-laws and CLEO Agreement.

By-Laws:

Motion by Joe Martin to approve as presented. Second by Kenny Allison. Motion carried unanimously.

CLEO Agreement:

Motion by Naomi Aitken to approve as presented. Second by Bo Bundrick. Motion carried unanimously.

IX. 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. Ridge Schuyler and Valerie Palamountain abstained.

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

X. Other Business

Members voiced desire to form an apprenticeship committee: Bo Bundrick, Ridge Schuyler, Valerie Palamountain, and Liz Walters.

XI. Adjournment

There being no other business, Chair Steve Ray adjourned the meeting at 4:30 PM.