Governance & Leadership Committee
Tuesday, November 24, 2026, 2:00-2:30 PM
Meeting Minutes
Held via Zoom

VIRGINIA CAREER WORKS
PIEDMONT REGION

Committee Description: *The Governance and Leadership Committee safeguards the Regional Workforce Board's leadership and integrity, ensuring it remains inclusive, future-focused, and aligned with VCWP's mission to strengthen workforce opportunities across the region. The committee develops emerging leaders through mentorship, oversees board composition and succession planning, promotes equity and diverse representation, and ensures compliance with bylaws and ethical standards. By fostering transparency, strategic alignment, and organizational effectiveness, the Governance and Leadership Committee enhances the Board's ability to convene partners, drive innovation, and advance equitable workforce solutions that empower individuals and communities.*

Committee Members:

- Cheryl Kirby, Atlantic Union Bank
- *Dawn Hutchison, Sentara Martha Jefferson Hospital - absent*
- David Newsome, Tapestry, LLC
- *Jacqueline Washington, Virginia Works – unable to join*
- Jane Colony Mills, Loaves and Fishes
- John Jackson, Virginia DARS
- *Lorne Seay, IBEW26 - absent*
- Steven Ray, IslerDare PC – Chair

VCWP Staff:

- Liz Burnett

Meeting:

I. Called to order

a. 2:02 PM by Chair Steven Ray.
b. Steven thanked members for attending ahead of the Thanksgiving holiday.

II. Approval of August 2026 Minutes

a. Committee members reviewed the August 2026 meeting minutes.
b. Motion: Approve the August 2026 Governance & Leadership Committee meeting minutes.
    i. Moved by: Jane Colony Mills
    ii. Seconded by: David Newsome
c. The motion passed unanimously with no opposition.

III. Board Recruitment & Succession Planning

a. **Current Vacancies:** Liz Burnett provided an update from Stephanie McNamara regarding Piedmont Workforce Development Board recruitment efforts. Key updates included:
    i. The Registered Apprenticeship representative vacancy has been filled by Raye Elliott (FLIPP Inc), who now serves as the Board's Registered Apprenticeship representative.
    ii. The Board currently needs one additional business representative.
    iii. Recruitment efforts are focused on identifying candidates outside the Charlottesville-Albemarle area to improve geographic representation.
    iv. Additional business-sector vacancies are anticipated as several current members complete their terms and do not plan to seek reappointment.
b. **Recruitment Discussion:**
    i. Members discussed potential recruitment sources and outreach opportunities. Suggestions included:

1. Consulting with our program provider regarding employers who have hired workforce program participants and may be interested in Board service.
2. Exploring potential candidates from Madison Wood Preservers.
3. Identifying future business representatives from Planning District 9 localities.

ii. Board Composition Review

1. The committee reviewed current Board composition requirements and discussed future succession planning considerations.
2. Staff will provide additional Board composition and membership ratio information to assist recruitment efforts.

IV. Board Engagement & Relationship Building

a. **Board Member Portal** – Liz demonstrated the Board Member Portal and Resource Page at https://vcwpiedmont.com/members. Members expressed support for the portal and indicated it provides a useful central location for Board information, but it needs to be communicated more regularly. Suggestions included:
   i. Adding the portal link to Board communications
   ii. Including the portal URL on meeting agendas and related correspondence
   iii. Incorporating the portal into future Board orientations and demonstrations

b. Steven recommended providing a brief demonstration of the portal at the December Board meeting.

c. **PWDB & CLEO Member Spotlight Series**
   i. Liz shared the first Board Member Spotlight featuring Antwon Brinson of Culinary Concepts AB.
   ii. The committee discussed the value of highlighting Board members' backgrounds, businesses, and workforce perspectives to strengthen relationships and engagement.
   iii. Members were encouraged to complete their own spotlight profiles for future newsletters.

V. Volunteer & Board Engagement Opportunities

a. Liz provided an update on the proposed Board engagement catalog and the organization's exploration of the GoGood volunteer engagement platform (https://gogood.app/). The platform could be used to:
   i. Promote volunteer opportunities
   ii. Facilitate event participation
   iii. Increase Board engagement between meetings
   iv. Track member participation

b. Staff will continue evaluating the platform and share additional information with members as development progresses.

VI. Board Mentorship/Buddy Program: The committee revisited the Board mentorship concept first discussed at previous meetings. Discussion focused on:

a. Identifying newer Board members who may benefit from mentorship, defining "new" members as those serving two years or less.
b. Pairing experienced Board members with newer members.
c. Connecting business-sector representatives with workforce-system partners to strengthen understanding of workforce programs and services.
d. Leveraging existing relationships (i.e., nominator-nominee) when assigning mentors.
e. Committee recommendations:
   i. Identifying members with less than two years of service.
   ii. Creating mentor pairings.
   iii. Introducing the concept at a future Board meeting.

f. Staff will review Board appointment dates and develop initial pairing recommendations.

VII. Recommendations for the December Board Meeting: The committee discussed potential items to elevate to the full Board:

a. Providing a demonstration of the Board Member Portal.
b. Introducing the Board mentorship/buddy program concept.
c. Continuing recruitment efforts for business representatives.
d. Encouraging Board members to participate in spotlight profiles and engagement opportunities.
e. No additional governance recommendations requiring Board action were identified

VIII. Adjournment:

a. With no further business, the meeting was adjourned at approximately 2:30 PM.
b. Chair Steven Ray thanked members for their participation and wished everyone a happy Thanksgiving

Action Items

PWDB Staff (Liz Burnett)

- Follow up with RGI regarding potential business representative candidates.
- Provide Board composition and membership ratio information to committee members.
- Continue enhancements to the Board Member Portal.
- Distribute Board Member Spotlight participation form.
- Explore analytics to measure Board Member Portal usage.
- Continue evaluation and development of the GoGood volunteer engagement platform.
- Identify Board members with fewer than two years of service and develop proposed mentor pairings.

Committee Members

- Identify prospective business representatives.
- Submit Board Member Spotlight information for future newsletters.
- Provide feedback on Board engagement resources and mentorship program development.

Chair (Steven Ray)

- Present Governance & Leadership Committee updates at the December Board meeting.
- Support implementation of the Board mentorship initiative.