



PIEDMONT REGION

VCW-PIEDMONT CLEO Council QUARTERLY MEETING MINUTES

*Serving Albemarle ~ Charlottesville ~ Culpeper ~ Fauquier ~ Fluvanna ~ Greene ~ Louisa ~
Madison ~ Nelson ~ Orange ~ Rappahannock*

VCW-Piedmont Council Meeting Wednesday, June 8, 2022 1:00 PM- 2:30 PM	Culpeper Technical Education Center
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VCW-PIEDMONT COUNCIL	PROGRAM YEAR 2021 (JULY 2021 – JUNE 2022)			
COUNCIL MEMBERS	ATTENDED			
QUARTERLY MEETINGS	SEPT 2021	DEC 2021	MAR 2022	JUNE 2022
Lee Frame – Chair			X	X
Ron Frazier		X	X	
Heather Hill				
Tony O’Brien		X	X	
Ann Mallek		X	X	X
David Durr			X	X
Fitzgerald Barnes		X		
Holder Trumbo, Jr.			X	
Marie Durrer				
James Jewett		X	X	
Robert “Skip” Barton		X	X	
Sena Magill			X	X
PWDB STAFF				
Sarah Morton		X	X	X
Helen Cauthen		X	X	X
Jason Ford				X
Stephanie McNamara		X	X	X
Caroline Rice		X	X	X
Rahul Maitra			X	X
Shannon Holland				X
Candace Spence		X		
Kelvin Whitehurst				X
Thomas Best				X
OTHER GUESTS				
Stephanie Hoer		X	X	
Marty Baldwin				X
Steve Cox				X

- I. Meeting Called to Order by Ann Mallek at 1:05 p.m.
- II. **Determination and Announcement of Quorum**
 - a. Quorum was reached with 4 Council members in attendance.
- III. **Opportunity for Public Comment**
 - a. There was no public comment.
- IV. **Items Requiring Approval**
 - a. IFA and MOU
 - i. WIOA Funding
 1. State increase in Youth of 23%, 23% increase for Adult, and 9% decrease in Dislocated Worker.
 2. Budget estimates have been given to Goodwill, based off level funding from last year.
 3. Pending funding increase, funds will be allocated for incumbent worker training.
 - ii. Infrastructure Funding budget template sent to all partners May 24, 2022
 1. Goodwill, VEC, DARS, DSS Charlottesville and Albemarle, Job Corps, TJACE, PVCC, and MACAA.
 2. Negotiation is expected to be completed by June 15, 2022.
 - iii. Memorandum of Understanding
 1. Executed after IFA complete.
 2. Due June 1, 2022.
 3. Expected completion by June 30, 2022.
 - iv. Beginning the search for a One-Stop Center to include Board Staff and community partners.
 - v. Ann Mallek motioned to approve; David Durr seconded. The motion was voted on unanimously.
 - b. New Board Members:
 - i. Jess Peregoy (Greene County, CTE)
 - ii. Barbara Hutchinson (United Way)
 - iii. Tina Lance (Germanna Community College)
 - iv. **Nomination forms included in the packet prior to the meeting.
 - v. Sena Magill motioned to approve the new Board members, Ann Mallek seconded. The motion carried with a unanimous vote.
 - c. Council votes on:
 - i. Meeting minutes, March 2022
 - ii. One-Stop Provider addendum
 1. Ann Mallek motioned to approve the One-Stop provider and Sena Magill seconded. The motion carried unanimously.
 - iii. Executive Committee recommendations
 1. The Council entered a closed session to discuss staff changes.
 2. Ann Mallek motioned vote, Sena Magill seconded. The motion passed unanimously.
 3. The closed session ended at 1:35 p.m.
 4. Sena Magill moved that the Director's salary gets increased to \$120,000 and increase Board staff's salaries by 5%. She also moved that Sarah Morton is given the option of providing bonuses up to \$1,000 to staff

twice a year. Ann Mallek seconded, and the motion passed unanimously.

iv. Fiscal agent agreement

1. Ann Mallek suggested revising that the Partnership would agree prior to grant submission and remove “ideally”.
2. Sena Magill asked for clarification on the meaning of Board of Directors of the Partnership. Helen Cauthen stated that she would change the language to be clearer.
3. Ann Mallek motioned to approve of these changes, and Sena Magill seconded. The motion carried unanimously.

V. Director’s Report

a. Monitoring

i. State administrative, program, and fiscal monitoring PY’21.

1. Submitted to state for PY’21.
2. Preliminary results received with some comments regarding program tracking.
3. Corrective actions will be developed after receiving the final report.

ii. PWDB fiscal monitoring PY’21

1. Preliminary discussions with state indicate the new monthly fiscal monitoring meets or exceeds the state requirements.
2. Process documents with examples will be written in June for submission by the end of the month.

iii. PWDB Program monitoring PY’21

1. Local Program monitoring was completed May 4, 2022.
2. Outcomes created action steps within a continuous improvement plan and was submitted to the Local Program Operator.

iv. Steve Cox mentioned that open communication is going to be the key to continued success.

b. Go Virginia Talent Supply Connector

i. Bridging CTE and community college students with workforce opportunities.

ii. Funds 2 new staff members:

1. Career Pathways Leader
2. Mobile Resource Specialist

iii. Targets the Food and Beverage Manufacturing and Light Manufacturing sectors in all of Region 9.

iv. This 2-year grant is requesting \$391,528 in Go Virginia funds that will be matched with \$200,851 of WIOA federal funds.

v. Projected to create 180 internships resulting in filling 90 regional target sector jobs.

vi. The ROI is projected to be 44% in 3 years.

c. VCW-Piedmont Year in Review

i. The VCW-Piedmont team presented a year-end Prezi to showcase the organization’s achievements over the past year.

VI. Financial Agent Reports, Financials, and Budget Approval

a. Financial data displayed was shown through April ’22.

b. Carryforward is year 2. Program year funds not spent in the first year are available.

c. WIOA funds are delayed during the first quarter of each fiscal year. Unallocated funds are used for operations during that time.

- d. Approximately 20% is held back.
- e. Ann Mallek motioned to approve the budget for PY'23, Sena Magill seconded. The motion passed unanimously.

VII. Partner Provider Presentations

- a. Goodwill of the Valleys
 - i. There are now 6 centers in Area 6.
 - ii. May had the highest number of job placements at 87 hires.
 - iii. Goodwill also received an award for their Career Café events.
 - iv. Culpeper County schools hosted a signing day to celebrate 48 students who had signed letters of intent for jobs post-graduation.
- b. Virginia Employment Commission
 - i. VCW-Piedmont is working with Chris Pope and Don Shotwell on finding a space to host Board staff.
 - ii. There are two new hires to serve the PD9 area, one of whom will help serve migrant workers.

VIII. Questions and Answers

- a. Ann Mallek asked about options regarding maintaining a hybrid setting for future meetings.
 - i. According to state code, there must be a physical quorum.
 - ii. Sarah Morton suggested this as something to pitch to the State Board.

IX. Ann Mallek and Sena Magill were nominated as Council Chair and Co-Chair, respectively.

- a. Sena Magill moved to elect Ann Mallek, Lee Frame seconded.
- b. Ann Mallek moved to elect Sena Magill, Lee Frame seconded.
- c. Both motions passed with unanimous votes.

X. Meeting Adjourned at 2:35 p.m. by Lee Frame.