



PIEDMONT REGION

VCW PIEDMONT COUNCIL MEETING MINUTES

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

<p>VCW Piedmont Council Meeting Wednesday, December 16, 2020 1:00 PM- 2:30 PM <i>Zoom Virtual Meeting Due to State of Emergency declared by the Governor</i> Join Zoom Meeting Meeting ID: 555 677 5434</p>	<p>UVA Research Park 1001 Research Park Blvd Charlottesville, VA 22911 (434) 979-5610</p>
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VCW-PIEDMONT COUNCIL	PROGRAM YEAR 2020 (JULY 2020 – JUNE 2021)			
COUNCIL MEMBERS	ATTENDED			
QUARTERLY MEETINGS	SEPT 2020	DEC 2020	MAR 2021	JUNE 2021
Lee Frame – Chair	X	X		
Ron Frazier	X	X		
Heather Hill	X	X		
Tony O’Brien	X	X		
Ann Mallek				
Kathy Campbell				
Fitzgerald Barnes				
Holder Trumbo, Jr.				
Marie Durrer				
Amber Foster				
PWDB STAFF				
Sarah Morton	X	X		
Helen Cauthen	X	X		
Stephanie McNamara	X	X		
Deborah Harms	X	X		
Rahul Maitra	X			
Kristy Dancy	X			
Shannon Holland				
Candace Spence				
OTHER GUESTS				
Mary Ann Gilmer	X	X		

- I. **Meeting Called to Order** by Lee Frame at 1:30 PM
- II. **Determination and Announcement of Quorum**
Quorum was declared.
- III. **Opportunity for Public Comment** – No public comment
- IV. **Consent Agenda**
 - a. **September 9, 2020 meeting minutes**
No comments
Heather Hill motioned to approve September minutes; Second – Tony O’Brien. Motion carried unanimously.
 - b. **(New Position) Workforce Specialist**
Stephanie McNamara will be transitioning to a part-time role of Workforce Specialist in January 2021; therefore, the LWDB will have a vacancy for a FT Operations Manager.
Ron Frazier motioned approval of the new position(s); Second – Heather Hill. Motion carried unanimously.
 - c. **Project Reconnect**
Sarah presented the possibility of pursuing another GO Virginia grant due in April 2021. Locality funding will be needed to support the match in the GO Virginia grant.
Heather Hill motioned to pursue another GO Virginia grant; Second – Tony O’Brien. Motion carried unanimously.
 - d. **PWDB Appointment**
To ensure board compliance, a nomination has been made by Marty Bywaters-Baldwin for Rebecca Gartner of the Virginia Cooperative Extension to represent a COB on the board.
Ron Frazier motioned to approve Rebecca as a member of the PWDB; Second – Heather Hill. Motion carried unanimously.
 - e. **RFP for Operator, DLW, and Adult**
Sarah provided an update on the RFP process. RFP’s are currently open, and applications and packets are being accepted through January 22, 2021. Updated forms and applications have been uploaded to the VCW website.
Heather Hill motioned to approve the documents posted to the website; Second – Tony O’Brien. Motion carried unanimously.
- V. **Fiscal Agent Reports and Financials**
 - a. Financials through November 30, 2020
 - b. Council approved a fund transfer from DSLW to Adult of \$40,000.00
 - c. Audit update
Lee Frame asked that the discussion regarding the financials and the audit be delayed due to some unanswered questions. Helen Cauthen agrees to circle back after clarifying with Rahul Maitra.
Discussion delayed until March 2021 meeting.
- VI. **Director’s Report**
 - a. Sarah provided a year end update and accomplishments to date. The PWDB awarded over \$76,000 in small business grants as well as brought in over \$400,000 in additional grant funding to support the body of work.
 - b. Created three additional positions under Workforce Development.

- c. Completed and distributed the Interactive Job Seeker Resource Guide as part of advance outreach strategy for ERR grant.
- d. Launched a VCW-P monthly newsletter.
- e. Received a dislocated worker grant and a PPE grant from VEC.
- f. To date, we have 33 co-enrolled adults out of the 56 required by June for the EEI grant
- g. Developed and executed an emergency COVID-19 plan as well as a safety checklist for One-Stop Center reopening.
- h. Partnered with Network 2 Work to receive a \$15,000 grant to enroll manufacturing and IT job orders into the database.
- i. Collaborated with VEC to establish security guards within the One-Stop Centers and affiliates.

VII. Partner Update

- a. Goodwill of the Valleys
Mary Ann Gilmer provided an overview for PD 9 and PD 10 to include success stories which highlighted success stories for each planning district.
- b. VEC
Sarah gave an update on behalf of VEC for the services being offered currently. A staggering presence of VEC staff has been implemented to reinforce safe social distancing. The number of constituents being served in person varies depending on restrictions however when the centers are closed, virtual services are being offered.

VIII. Other Announcement

No further announcements.

IX. Adjournment

With no further announcements, Lee Frame adjourns the meeting at 2:30.