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Workforce Network

PWN Council Meeting Minutes
June 14, 2018 – 1:00P M – 2:30 PM
UVA Research Park, Town Center Two
1001 Research Park Boulevard, Suite 301, Charlottesville, Virginia 22911

Council Member	Present
Supervisor Bob Babyok	
Supervisor Thomas Bruguiera, Jr.	
Supervisor Marie Durrer	
Supervisor Amber Foster	
Supervisor Lee Frame	X
Supervisor Ron Frazier	X
Supervisor Alexa Fritz	
Supervisor Ann Mallek	X
Supervisor Tony O’Brien	
Supervisor Holder Trumbo, Jr.	
Mayor Nikuyah Walker	
Steve Ray, PWN Board Chair	X
PWN Staff	
Helen Cauthen	X
Stephanie Boynton	X

I. Welcome and Introductions – Supervisor Lee Frame, Chair

Lee Frame called the meeting to order at 1:10 PM.

II. Public Comment

No public comments were made.

III. Consent Agenda

The Consent Agenda included: PWN Council minutes from March 29, 2018; WIOA Performance Results through May; and One-Stop Certifications Approved for Comprehensive Center in Charlottesville and Affiliate Centers in Culpeper and Orange.

Motion by Supervisor Ron Frazier to approve the Consent Agenda. Second by Supervisor Ann Mallek. Motion carried unanimously.

IV. Personnel Changes

Chair Lee Frame introduced Stephanie Boynton as the new director of the Piedmont Workforce Network. She will be hiring an Operations Manager. Mary-Huffard Kegley has left the Partnership to explore other opportunities.

V. FY 2018 Year-to-Date Financials and Budget Adjustments

Stephanie Boynton explained the FY 2018 revised budget allocations presented on pages 14-15. She also reviewed the financials through April 30, 2018.

Motion by Supervisor Ron Frazier to approve the year-to-date financials and budget adjustments. Second by Supervisor Ann Mallek. Motion carried unanimously.

VI. FY 2019 Operating Budget

Stephanie Boynton updated the Council with the FY 2019 formula funds. She also mentioned the need for legal services for the Council moving forward. Due to the late notice of funds available for the upcoming year, the Council discussed a partial year, four-month, FY 2019 budget for July 1, 2018 to October 31, 2018.

Motion by Supervisor Ron Frazier to approve the four-month FY 2019 budget. Second by Supervisor Ann Mallek. Motion carried unanimously.

VII. PWN Council Officer Appointments

After discussion, the Council nominated Lee Frame as Chair and Ann Mallek as Vice Chair.

Motion by Supervisor Ann Mallek to approve Lee Frame as Council Chair. Second by Supervisor Ron Frazier. Motion carried unanimously.

Motion by Supervisor Lee Frame to approve Ann Mallek as Council Vice Chair. Second by Supervisor Ron Frazier. Motion carried unanimously.

VIII. PWN Board Appointments

The slate for the PWN Board, proposed on page 32 of the Council packet, was discussed.

Motion by Supervisor Ann Mallek to approve the PWN Board slate as proposed with Bo Bundrick of Louisa County Schools as the CTE representative. Second by Supervisor Ron Frazier. Motion carried unanimously.

IX. Virginia Career Works Branding Campaign/Name Change

Stephanie Boynton explained the new Virginia Career Works brand adopted by the state. The goal is to better direct job seekers and businesses to workforce services available. To help Piedmont Workforce Network capitalize on this branding initiative, staff proposes that the Piedmont Workforce Network name be changed to match to state branding.

Motion by Supervisor Ann Mallek to approve the name change from Piedmont Workforce Network to Virginia Career Works – Piedmont Region and the use of Piedmont Workforce Development Board. Second by Supervisor Ron Frazier. Motion carried unanimously.

X. FY 2019 Meeting Calendar

Quarterly meeting dates were proposed to the Council: September 13, December 13, March 14, and June 13 at 1:00 PM at the UVA Research Park, 1001 Research Park Blvd, Suite 301 Conference Room.

Motion by Supervisor Ann Mallek to adopt the meeting calendar for the upcoming year. Second by Supervisor Ron Frazier. Motion carried unanimously.

XI. Other Business

Helen Cauthen explained that the Central Virginia Partnership Executive Committee would like to ensure that PWN and its other partners are self-sustaining and mission congruent. Meetings will be held with CLEO members along with the county administrator, local economic development, and local center manager when there is one, in the next several months to assure everyone is on the same page and to seek assistance from localities for PWN legal services. The suggestion was made for Stephanie Boynton to meet with Chamber executives throughout the region.

XII. Adjournment

There being no other business to come before the Council, Supervisor Lee Frame adjourned the meeting at 2:30 PM.