



PIEDMONT REGION

**VCW-PIEDMONT COUNCIL MEETING MINUTES**

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

VCW-Piedmont Council Meeting Wednesday, June 9, 2021 1:00 PM- 2:30 PM <i>Zoom Virtual Meeting Due to State of Emergency declared by the Governor</i>	North Fork 1001 Research Park Blvd Charlottesville, VA 22911 (434) 979-5610
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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	X	X
Ron Frazier	X	X	X	X
Heather Hill	X	X	X	
Tony O’Brien	X	X	X	X
Ann Mallek			X	X
Kathy Campbell				
Fitzgerald Barnes				
Holder Trumbo, Jr.				
Marie Durrer			X	
Amber Foster				
Robert “Skip” Barton				X
PWDB STAFF				
Sarah Morton	X	X	X	X
Helen Cauthen	X	X	X	X
Stephanie McNamara	X	X	X	X
Deborah Harms	X	X	X	X
Rahul Maitra	X		X	X
Kristy Dancy	X			
Shannon Holland			X	X
Candace Spence			X	X
OTHER GUESTS				
Mary Ann Gilmer	X	X	X	
Stephanie Hoer				X

- **Meeting Called to Order** by Lee Frame at 1:00 PM

- **Determination and Announcement of Quorum**

Quorum was declared with 5 Council members in attendance.

- **Opportunity for Public Comment**

There were no public comments.

- **Items Requiring Approval**

#### **March 2021 Meeting Minutes**

There were no comments. Ron Frazier motioned to approve March minutes; Tony O'Brien seconded. The motion carried with one abstention.

#### **Albemarle Affiliate Career Center**

Sarah Morton introduced the collaboration with the Albemarle DSS Team, led by Director Phyllis Savides, to certify the Albemarle Job Center as a VCW-Piedmont Affiliate Career Center. The VCW-P Board Staff has been working with and offering guidance to the points of contact within the existing center.

Ann Mallek motioned to approve the Albemarle job center as a VCW-P Affiliate One-Stop Center pending Board Staff certification and application submission; Ron Frazier seconded. The motion carried by unanimous vote.

#### **New PWDB Members**

Sarah Morton introduced the nomination forms (shared in the meeting packet distributed prior to the meeting) for five new Piedmont Workforce Development Board (PWDB) members and one extended term.

Amy Henecke  
Scott Kosuch  
Shawn Woodfolk  
Gary Spry  
Jack Rickett  
Bryan Rothamel

Ann Mallek motioned to approve the five members to the PWDB; Skip Barton seconded. The motion carried by unanimous vote.

#### **Strategic Plan and Local Plan**

Dave Kilgore updated the Council with the Local plan that was submitted on March 3, 2021, and following extensive comments received by State and a rework is in progress. None of the State's comments created concern for VCW-P and the Action Plan was submitted on June 2, 2021. Final Submission will be due to September 30, 2021.

Dave Kilgore and Sarah Morton updated the Council on the status of the Strategic Plan and reminded that it is

a living document. It has been reviewed by each Committee and endorsed by the Strategic Planning Committee.

Once approved/endorsed by the Council and Board, the Staff will create formal action plans and metrics to ensure Plan execution as well as a Diversity, Equity and Inclusion framework.

Ann Mallek motioned to endorse the Strategic Plan; Skip Barton seconded. The motion carried by unanimous vote.

**\*Financials are voted upon following the report.**

● **Director's Report**

- **Board Certification** – Sarah Morton updated the Council with the status of the state Board Certification which was submitted to the state on April 23, 2021 (one week before the due date). Upon receiving corrections from the state, the Board Staff has worked diligently to make required modifications. All Local Boards must be certified by July 1, 2021.
- **Monitoring** - State Administrative, Program, and Fiscal Monitoring PY'20 was completed by State for PY'19 and the PWDB Board Staff is waiting on feedback from PY'20. Preliminary results were received with some comments regarding program tracking. The formal report for PY'20 is delayed waiting on financial analysis. Corrective actions will be developed after receiving final report.  
**PWDB Fiscal Monitoring PY'20** - Preliminary discussions with State indicate the new monthly fiscal monitoring meets or exceeds the State requirements. Process document with examples will be written in June for submission by month end.  
**PWDB Program Monitoring PY'20** - Preliminary work done during One-Stop Center Certification Application process. Local Program monitoring started week of June 2. A more detailed audit will be conducted in June for submission by month end.
  - i. Ron Frazier asked about not having an EO focus and instead just focusing on hiring on the whole.
- **Infrastructure Funding Agreement (IFA) and MOU - WIOA Funding** - Local increases in Adult and Youth of 27% as well as an increase in Dislocated Worker of 13%. There was a State increase of 19%. The following updates are being made within the infrastructure:
  - Front desk staff in Charlottesville and Culpeper.
  - Career Readiness staff members for job seeker and incumbent worker training.
  - Additional Youth Career Counselor support in Charlottesville.Infrastructure Funding Budget template sent to all partners on May 25, 2021, including Goodwill, VEC, DARS, DSS Charlottesville and Albemarle, Job Corps, TJACE, PVCC. Expected completion by June 30, 2021.
- **One-Stop Center Certifications** – Dave Kilgore and Sarah Morton are recommending Certification for the comprehensive Center in Charlottesville and the Affiliate One-Stop Centers in Culpeper and Orange. Some areas for improvement were acknowledged and continue to be a part of the continuous improvement plan such as:
  - Training records and tracking
  - Customer Feedback
- **Go Virginia Grant** – The two priorities pending approval of funds are to create mobile outreach for the underserved counties of Nelson, Fluvanna, Louisa, Greene, Madison, and Rappahannock as well as continuing outreach efforts for businesses and job seekers started previously by Project Reconnect.

- **VCW-P and Goodwill Continuous Improvement** – Agreement has been reached on joint improvement plans in several areas. Dave Kilgore noted significant progress in all areas of improvement in the short time since establishment of the plan.
- **Financial Controls** - Monthly timeline published to ensure compliance to required reporting dates. Continuous improvement plans have been put in place to eliminate process waste. The system has preliminary approval from State as meeting the annual Fiscal Monitoring requirement.
- **Branding and Outreach** – Dave Kilgore shared the VCW-P branding efforts put forward to establish compliance and uniformity across all agencies under the VCW-P umbrella including email signature blocks, and outreach templates. The PWDB staff is continuing consistent communication on co-branding opportunities.
- **Metrics and KPI** were shared within the packet presented to the CLEO prior to the meeting.

## **VI. Financial Agent Reports**

The financial reports were presented to the Council reflecting funds through April 30, 2021. It is noted that spending remains significantly below budget due to the lack of job seekers and COVID related factors. The sectors most severely impacted are Manufacturing and Hospitality. Forecasted reserve in addition to WIOA spending were reviewed and captured within charts also distributed prior to the meeting to the Council. Next steps are to continue to improve the monthly financial tracking and forecasting and to consider process and format changes to reduce waste and improve transparency.

- Two Motions were made regarding financials:
  1. Ann Mallek motioned to approve the full budget as presented; Skip Barton seconded. The motion passes by unanimous vote.
  2. Ann Mallek motioned to transfer the carryover balance of DLW funds to Adult funding stream; Tony O'Brien seconded. The motion passes by unanimous vote.

## **VII. Partner and Provider Update**

Goodwill of the Valleys: Stephanie Hoer shared a success story from a job seeker within the WIOA structure of the Piedmont Region which stemmed from connecting the client with proper resources and services.

## **VIII. Adjournment**

Lee Frame adjourned the meeting at 2:20.