



PIEDMONT REGION

VCW – Piedmont Council Meeting Minutes

March 14, 2019; 1:00 PM - 2:30 PM

UVA Research Park, Town Center Two

1001 Research Park Blvd, 4th Floor Conference Room, Charlottesville, VA 22911

VCW - PIEDMONT COUNCIL	PROGRAM YEAR 2018 (JULY 2018 – JUNE 2019)			
COUNCIL MEMBERS	ATTENDED			
QUARTERLY MEETINGS	Jun - 2019	Mar - 2019	Jan - 2019	Sept - 2018
Lee Frame - Chair		X	X	X
Alexa Fritz –Vice Chair			X	X
Amber Foster				
Fitzgerald Barnes				
Holder Trumbo, Jr.			X	
Kathy Galvin		X		
Marie Durrer				
Ann Mallek/Ned Galloway		X		X
Ron Frazier		X	X	X
Thomas Bruguire, Jr.				
Tony O’Brien		X	X	
PWDB Chair				
PWDB STAFF				
Monica Long			X	X
Helen Cauthen		X	X	X
Stephanie Boynton		X	X	X
OTHER GUESTS				
Goodwill: Marty Bywaters-Baldwin, Melanie Blosser and Stephanie Hoer X				

I. Welcome & Introductions

Chair Lee Frame called the meeting to order at 1:05 AM and directed welcome and introductions.

II. Public Comment

No public comments were made.

III. Transparency of Council Decisions

Council members did not identify any conflicts with today’s agenda.

IV. Consent Agenda

Chair Lee Frame presented the consent agenda including:

- a. Council Meeting Minutes from January 16, 2019
- b. Local Plan Addendum
- c. CLEO Agreement Amendment

Motion by Ron Frazier to approve the Consent Agenda but correct the Local Plan to use “who or whom” when appropriate instead of “that.”. Seconded by Ann Mallek. Motion carried unanimously.

V. Partner Presentations and Updates

Goodwill staff, as our One-Stop operator, presented an update on workforce activities in Planning District 9 and 10. Marty Bywaters-Baldwin reviewed a handout with an overview of service provided in PD-9 from July through December 2018. He also shared flyers about two Spring Job Fairs in April planned at the Lord Fairfax Community College's Fauquier Campus and at the Culpeper County library. He also shared success from the ex-offenders reverse job fair in the fall. Eleven job seekers sat at tables and five employers rotated to interview each of them. Seven of the eleven have been hired to date. At the April 9 Job Fair, several high schools will bring soon-to-graduate CTE students to a private event prior to the job fair opening to the public. Melanie Blosser shared a handout regarding activity in PD-10. They've conducted jobs fairs focused on re-entry workers, youth and retail only and handled Rapid Response for National Optronics. Recently TSA Job Fair had an event at the Charlottesville Center and hired four people that day. Right now, they are serving 100 adults and 113 youth as part of the WIOA program.

Councilor Kathy Galvin stated her continued interest in doing more for youth and requested more details about the Youth Job Fairs and successes. Supervisor Ann Mallek suggested an open house at the Charlottesville Center (and perhaps Culpeper too) with special guest Jane Dittmar, given her new position.

VI. Fiscal Agent Reports and Financials

A. Financials

Stephanie Boynton gave an overview of the financials through December 31, 2018. The Council requested staff provide a narrative about WIF's successes. After discussion, two motions were made and approved:

- 1. Motion by Tony O'Brien to approve the transfer of \$125,000 in WIF direct to client services dollars back to the state. Seconded by Ann Mallek. Motion carried unanimously.**
- 2. Motion by Kathy Galvin to approve the December 31, 2018 financials. Seconded by Ann Mallek. Motion carried unanimously.**

B. FY 2018 Audited Financial Statements

Helen Cauthen gave an overview of the Partnership's FY 2018 audit, which has been completed. The full audit was sent out to all Council and Board members and reminded the Council that this audit complies with all federal requirements given that it covers the VCW-Piedmont as well as other programs. There was a segregation of duties finding due to the organization's small size. As part of the current RFP process, the Partnership is working to convince whichever firm is not selected for the audit to help with work needed to eliminate this finding.

VII. Administrative Updates

A. General Updates

Helen Cauthen reviewed with the Council the performance updates and state level staffing changes. Stephanie Boynton explained the Memorandum of Understanding and Infrastructure Funding Agreement process that needs to be completed by June 30.

B. Nomination of PWDB Board Members

Motion by Kathy Galvin to approve Jennifer Garrett of UVA Health System as an At-Large Member of PWDB to replace Steven Snyder who has resigned and to accept Madison County's appointment of Supervisor Amber Foster to the Council and Emily Dyer to the county's PWDB seat. Seconded by Ann Mallek. Motion carried unanimously.

C. Legal Assistance Update

Helen Cauthen explained that she has meet with every County Administrator and the Interim City Manager except for Fluvanna County (with whom a meeting is scheduled on March 18). After discussion, staff was directed to share a sample document(s) with Albemarle County and talk to Tom Lacheney, Ron Frazier's recommendation and any other attorneys to get detailed pricing.

Motion by Ann Mallek to approve up to \$5,000 in locality money for attorney's fees and to designate Chair Lee Frame to work with staff to identify legal services no later than June 30, 2019. Seconded by Ron Frazier. Motion carried unanimously.

VIII. Next Quarterly Meeting

Staff was directed to determine whether June 13th and Thursdays would work for a majority of Council members. The suggestion was made to look at Wednesdays. Tony O'Brien would be available on the 2nd and 4th Wednesday of the month only.

IX. Adjournment

There being no other business, Chair Lee Frame adjourned the meeting at 2:30 PM.