



PIEDMONT REGION

VCW – Piedmont Council Meeting Minutes

March 11, 2020; 1:00 PM - 2:30 PM

UVA Research Park, Town Center Two

1001 Research Park Blvd, 3rd Floor Conference Room

Charlottesville, VA 22911

VCW - PIEDMONT COUNCIL	PROGRAM YEAR 2019 (JULY 2019 – JUNE 2020)			
COUNCIL MEMBERS	ATTENDED			
QUARTERLY MEETINGS	Sep 2019	Dec - 2019	Mar - 2020	June - 2020
Lee Frame - Chair	X	X	X	
Alexa Fritz				
Amber Foster				
Ann Mallek			X	
Kathy Campbell				
Fitzgerald Barnes				
Heather Hill			X	
Holder Trumbo, Jr.				
Kathy Galvin		X		
Marie Durrer			X	
Ned Galloway				
Ron Frazier	X	X	X	
Thomas Bruguere, Jr.				
Tony O'Brien		X		
PWDB Chair				
PWDB STAFF				
Helen Cauthen	X	X	X	
Candace Spence		X		
Sarah Morton			X	
Rahul Maitra			X	
OTHER GUESTS				
Melanie Blosser	X			
Bo Bundrick		X		
John Baldino		X		
Laura Duckworth		X		
Lisa Rengers (speaker)		X		

I. Welcome & Introductions

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

II. Determination and Announcement of Quorum (30%)

It was noted that a quorum was present.

III. Opportunity for Public Comment

No public comments were made.

IV. Consent Agenda

Chair Lee Frame presented the consent agenda which included the December 11, 2020, Piedmont Workforce Development Council meeting minutes.

Motion by Ann Mallek to approve as presented. Second by Heather Hill. Motion carried unanimously.

V. Fiscal Agent Reports and Financials

Rahul Maitra presented financial Reports through January 31, 2020. He updated the Council on remaining PY 18 dollars in the following categories: Adult \$40,763 and DLW \$18,530. These monies must be spent prior to June 30, 2020. He also shared that the Economic Equity Initiative Grant (EEI) will provide some additional revenue to fund adult programs through December 2020 (\$102,192) and (\$19,837) for administrative. Helen Cauthen reported that all budget requests for FY 2021 funding from localities have been submitted on behalf of VCW-Piedmont.

Motion by Ann Mallek to approve as presented. Second by Heather Hill. Motion carried unanimously.

VI. New Members and Board Appointments

The Council welcomed new member Councilor Heather Hill, who will represent the City of Charlottesville. Supervisor Kathy Campbell also is a new member, representing Culpeper County, but she was not able to attend the meeting. The Council considered four new appointments to the Piedmont Workforce Development Board.

Public Sector:

- a. Phyllis Savides, Albemarle County Department of Social Services

Private Sector:

- b. Laura Amdusky, Director of Talent Acquisition, UVA Medical Center
- c. Linda Copeland, Cardinal Institute for Health Careers (Greene County)
- d. Annette Hyde, small business owner (Madison County)

Motion by Ron Frazier to approve these four new PWDB Board members. Second by Marie Durrer. Motion carried unanimously.

VII. Documents to be Approved

Helen Cauthen presented three new documents for the Council to consider for approval.

- a. **Fiscal Agent Agreement:** the revisions simply update the existing agreement from Piedmont Workforce Network to VCW-Piedmont.

Motion by Ann Mallek to approve the fiscal agent agreement. Second by Marie Durrer. Motion carried unanimously.

- b. **Equal Opportunity & Nondiscrimination Policy:** It was proposed that Sarah Morton be designated as the EO Officer in place of Helen Cauthen.

Motion by Ann Mallek to approve Sarah Morton as EO Officer. Second by Heather Hill. Motion carried unanimously.

- c. **Economic Equity Initiative Grant (EEl) MOU with Shenandoah Valley Workforce Development Board:** the Council reviewed the draft MOU. They agreed that Kurt Krueger, the Partnership’s attorney, could finalize the MOU between VCW-Piedmont and Shenandoah Valley and develop and finalize a sub-award agreement with Goodwill of the Valleys for this grant.

Motion by Heather Hill to approve the MOU and give Kurt Krueger authority to finalize the MOU and sub-award agreement. Second by Ann Mallek. Motion carried unanimously.

VIII. Goodwill of the Valleys – Performance Update

Goodwill’s performance for WIOA Adult, Dislocated Worker and Youth programs through January 2020 was reviewed.

VIII. SWOT Analysis

Sarah Morton has met with the VCW-Piedmont Executive Committee and developed a SWOT analysis. She shared the SWOT results with the Council as she iterated the importance of having an active and participatory Council and PWDB to help move the workforce mission forward.

Significantly, she expressed the need to expand our in reach to younger youth, veteran youth and veteran spouses which requires unrestrictive dollars. Sarah shared one of her goals is to acquire a technology grant to help support our rural communities. Lastly, Sarah is planning to launch a lunch and learn series with required partners to build synergy and more cohesive collaborative relationships to eliminate program saturation and strengthen the great work being led by our partners. She is looking to launch the lunch and learn series towards the end of March. She shared visuals (click hyperlink) [Workforce Partner Matrix and Board Structure](#).

Sarah recommended moving to an electronic version of the Council meeting packet. Lee Frame requested hard copies of financials: Funding at a Glance and Statement of financial position (pages 5 and 11 of today’s packet).

IX. Other Business

Helen Cauthen asked the Council to consider providing up to \$2,500 to match up to \$2,500 from the Partnership. The funds will be used to have Barbara Kessler, a former PWN Co-Chair, develop a GO Virginia project proposal in the talent/workforce development arena.

Motion by Ron Frazier to approve up to \$2,500 in locality funding for GO Virginia proposal development. Second by Marie Durrer. Motion carried unanimously.

X. Next Quarterly Meeting

The next meeting date is **June 10, 2020, from 1:00-2:30 pm.**

XI. Adjournment

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

Meeting Schedule:

June 10th, 2020

September 9th, 2020

December 16th, 2020

March 10th, 2021

June 9th, 2021