



PIEDMONT REGION

VCW-PIEDMONT CLEO + PWDB QUARTERLY MEETING MINUTES

Serving Albemarle ~ Charlottesville ~ Culpeper~ Fauquier ~ Fluvanna ~ Greene ~ Louisa ~ Madison ~

Nelson ~ Orange ~ Rappahannock

VCW-Piedmont CLEO + PWDB Quarterly Meeting Tuesday, June 17, 2025 3:00 PM – 4:30 PM	Culpeper Technical Education Center, Culpeper, VA
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VCW-PIEDMONT COUNCIL		PROGRAM YEAR 2024 (JULY 2024 – JUNE 2025)			
COUNCIL MEMBERS		ATTENDED			
QUARTERLY MEETINGS	Location	SEPT 2024	DEC 2024	MAR 2025	JUNE 2025
Ann Mallek – Chair	Albemarle	X	X	X	X
Juandiego Wade – Co-Chair	Charlottesville	X	X	X	
Donna Comer	Rappahannock	X	X		
Tony O'Brien	Fluvanna	X	X		
Bryan Nicol	Orange	X		X	X
David Lee	Culpeper		X	X	X
Fitzgerald Barnes	Louisa				
Marie Durrer	Greene				
James Jewett	Madison		X		X
Dr. Jessica Ligon	Nelson				
Ike Broaddus	Fauquier	X		X	X

VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2024 (JULY 2024 – JUNE 2025)			
	ATTENDED			
	SEPT 2024	DEC 2024	MAR 2025	JUNE 2025
Annette Hyde - Chair	X	X	X	X
Cheryl Kirby – Vice Chair	X	X	X	
John Jackson	X	X		X
Dawn Hutchison	X		X	X
John Baldino		X	X	X
Antwon Brinson		X	X	X
Carol Coffey	X	X		X
Kaki Dimock	X			
Laura Duckworth	X	X	X	
Eric Robertson		X	X	
James Tsikerdanos	X	X	X	
Judith Cooper				
Clare Lillard		X		X
Steven Ray	X	X	X	
Jane Colony Mills	X	X	X	X
Kara Chandeysson				
Dana Cooke	X	X	X	X
Bryan Rothamel		X	X	
Lorne Seay				
Don Shotwell	X	X	X	X
Hunter Johnson				
Gary Spry			X	X
Shawn Woodfolk				
Shaun Summerscales	X			
Tony Williams		X		
Raye Elliott		X		X
Matt Brown			X	X
Rick Forsythe		X	X	
Ray Battani		X		
Jessica Thompson				X

NAME	ORGANIZATION	NAME	ORGANIZATION
Sarah Morton	PWDB Staff	Marty Bywaters-Baldwin	RGI
Ti-Erra Elam	PWDB Staff	Sara Drebes	RGI
Stephanie McNamara	PWDB Staff	Brookes Sims	VCW-P Charlottesville VA
Liz Burnett	PWDB Staff	Jenny Biche	Charlottesville Economic Development
Jason Ford	VCW-P Culpeper	Shannon Holland	GoVA Region Nine
Crystal Bland	Albemarle DSS	Katie Dulaney	CVPED
Caleb Walker	Albemarle DSS	Chris Pope	VA Works
Cody Banks	Banks Graphic Design	Lexi Wetzel	Banks Graphic Design

- I. Meeting was called to order at 3:05 PM by Ann Mallek (CLEO) and Annette Hyde (PWDB)
- II. Opportunity for Public Comment
 - a. No Public Comment
- III. Determination and Announcement of Quorum
 - a. The CLEO participation reached quorum.
 - i. Roll call by Stephanie McNamara
 - b. The PWDB did not meet quorum for the duration of the meeting, with only 6 of the 8 required Business Representatives present. 8 Public Representatives were present, 7 are required for quorum.
 - i. Roll call by Stephanie McNamara
- IV. Opportunity for Public Comment
 - a. No Public Comment
- V. CLEO Items Requiring Approval
 - a. March 2025 Meeting Minutes
 - i. A motion was made by Ike Broaddus and seconded by Bryan Nicol to adopt the minutes as presented.
 1. The motion was approved unanimously
 - b. New Board Member - Jessica Thompson
 - i. A motion was made by Bryan Nicol and seconded by David Lee to approve Jessica Thompson as a member of the PWDB.
 1. The motion was approved unanimously
 - c. Executive Committee Meeting Updates – No vote needed.
 - i. The Executive Committee met on May 20.
 1. **Audit:** The audit for FY 2023 was submitted and approved as presented by James Benson, CPA. Both the audit and the 990 were subsequently submitted to the IRS, ensuring financial compliance.
 2. **Legislative:** Letters were sent to federal and state senators and congressmen on behalf of the agency, expressing concern about rumored cuts to WIOA funding and emphasizing the need for training dollars.
 3. **Budget:** The proposed budget was presented but not adopted, as the agency is still awaiting the Notice of Obligation (NOO) from the state for the next program year. Sarah Morton estimates receiving level funding of approximately \$800,000, with numbers expected by Friday, June 20.
- VI. Board Items Requiring Approval
 - a. The following items were not able to be voted upon due to lack of quorum. The Executive Committee will be called to a ‘Special Session’ to vote on them:
 - i. March 2025 Meeting Minutes
 - ii. New ETPL Provider Approval
 - iii. New ETPL Programs Approval
 - iv. Updated VCWP Bylaws
- VII. Financial Updates
 - a. Ti-Erra Elam presented financials as of April 30.
 - i. The organization is currently operating entirely on Program Year (PY) 2024 funds, as PY 2023 funds have been spent down.
 - ii. \$572,858 of PY 2024 funds have been spent as of April 30, with \$285,054 remaining. Submissions for May expenditures will occur in the next few days.

- iii. Carry-forward funds are being protected to provide financial stability until the new NOO is received.
- iv. Operating funds total \$245,380 as of the end of May. All budgeted funding requested from localities has been received.
- v. **Grant Updates:**
 - 1. Sentara Grant: \$2,400 has been spent.
 - 2. Charlottesville City Schools: The last quarterly payment of \$20,000 is still pending.
 - 3. Go Virginia Talent Supply Connector Grant: \$334,199 was spent down, though some funds were left on the table.
 - 4. Jobs Plus Grant: An invoice for \$40,000 has been submitted but not yet received. This is a five-year grant of \$160,000 facilitated through the Charlottesville Housing Authority. The delay is due to waiting on federal drawdown, and the grant has not been cut. Ti-Erra frequently follows up on this.
- vi. The organization is in "good shape" and meeting expectations despite an earlier budget cut.
- vii. Ti-Erra remarks that this fiscal year marks the first year the organization operated as its own entity and nonprofit for audit and tax return purposes, which was a significant accomplishment.

VIII. Executive Director Updates – Sarah Morton:

- a. Federal Updates:
 - i. WIOA: Significant shifts at the federal level could impact WIOA, including the potential elimination of youth program funding in favor of adult and dislocated worker programs. There is a proposal for WIOA Youth to be potentially replaced by "Make America Skilled Again," which would require a legislative vote. Virginia experienced a 10% cut in WIOA funding this year. However, VCWP is in a strong fiscal position due to carry-forward funding.
 - ii. States are expected to gain more funding autonomy, and the state is increasing scrutiny of Workforce Boards' performance. VCWP is a high-performing board with strong numbers.
 - iii. Many legislative items are stalled at the Senate level.
 - iv. Job Corps centers, including Blue Ridge, have been shut down, raising concerns about their impact on the region and the federal government's plan to demolish these buildings.
 - v. Sarah Morton encouraged everyone to contact their senators and representatives to advocate for education and training funding, particularly for rural areas.
 - vi. A federal audit of the state flagged some issues. Piedmont's previous findings were rectified and predate current management. Investing in a monitoring & compliance position within the board staff has been highly beneficial.
 - vii. Federal layoffs (affecting approximately 11,000 people) from earlier this year are expected to impact the region by late winter/early January, as affected individuals will be re-entering the job market.
- b. State Updates:
 - i. The current state administration is in a "sprint to the finish line" as its term concludes. Virginia Works is revamping a number of positions.
 - ii. Depending on funding received, services may be reduced from four days a week to three. Currently, the reduction from five to four days in the past program year has already led to a slight decrease in overall performance.
 - iii. Concerns were raised about the future of American Job Centers given the elimination of Job Corps. A mobile service model is proposed for July 2026 if cuts materialize, involving partnerships with libraries, schools, and food pantries to reduce overhead.
 - iv. Funding for PY 2027 is expected to shift to a performance-based model.
 - v. Sarah highlighted the state's tendency to refer to VCWP as a "local board" rather than a "regional board," which can unfairly impact funding and perception.
 - vi. The state has not yet released new performance goals for the next year. New metrics are being pushed, with potential penalties for boards failing to meet targets.
 - vii. Virginiahasjobs.gov is a new website for small businesses and federal contractors.
 - viii. Numerous Virginia Works job fairs have been held across the state, including virtual and hybrid events, attracting thousands of job seekers and filling vacancies.
 - ix. Major layoffs are anticipated from Georgia Pacific in Emporia and NASA at Langley, potentially impacting around 700 people each.
 - x. The "Blueprint 2035" from the State of Virginia Chamber of Commerce notably omitted workforce boards as partners. Sarah has requested their inclusion, stressing the vital connection between economic development and workforce initiatives.
 - xi. Virginia Community College System (VCCS) Partnership: VCCS is seeking to partner with workforce

boards on a five-year "building pathways to infrastructure jobs" grant, potentially worth \$300,000. VCWP may partner with PVCC. Raye Elliott from FLIPP Inc. offered assistance, as their organization has the same grant.

c. Discussion:

- i. Stephanie McNamara thanked Sara Drebes and her team for their strong record-keeping and policy adherence, which helped clarify federal audit findings and facilitate accurate reporting.
- ii. Carol Coffey emphasized the critical role of adult education in providing functional literacy and basic skills for training and careers. She noted that despite exceeding performance metrics, adult education programs are threatened with zero funding and stressed the need to preserve these fundamental programs.

d. Annual Report: Highlights were discussed that provided a snapshot of the year's success.

- i. **Impact:** Over 5,000 people served, 543 placed in jobs, and 75 credentials earned. Quarterly reports are provided to each locality. Sarah encouraged Board & CLEO members to review these reports.
- ii. **Title 1 WIOA:** The Claude Moore Foundation is partnering with regional providers to form a Region 9 healthcare work group, spearheaded by Sentara and UVA. Sarah is on the steering committee to prevent duplication of efforts.
- iii. **Funds by Locality:** This report illustrates the return on investment for localities' funding contributions, which support services not covered by federal dollars.
- iv. **Overall Performance:** The organization shows compelling numbers in its regional impact.
- v. **Title 1 Participants:** Breakdown includes 156 adults, 88 youth, and 30 dislocated workers.
- vi. **Total Funding:** The organization has diversified funding and is exploring MOUs with two additional organizations for more revenue.
- vii. The complete 2024-2025 Annual Report is available on the VCWP website. Print copies can be picked up at the Charlottesville office.
- viii. **Discussion:** Stephanie pointed out that the performance slide has a slight decrease due to centers only being open 4 days a week.

IX. PWDB & CLEO Planning Retreat – Annette Hyde

- a. Annette noted that the previous retreat in May 2022 was very helpful for understanding the organization's acronyms and functions. A "New Board Member Manual" has been created to assist new members, but an in-person retreat can help solidify the knowledge.
- b. Board members are strongly encouraged to attend an upcoming planning retreat. A QR code is available to select preferred dates, mostly in late fall or January. Lunch will be provided.
- c. New workforce program brochures and rack cards have been developed to clarify services and in-demand sectors (e.g., light food & beverage, IT & business, financial services, manufacturing, hospitality, healthcare). Liz was thanked for her marketing efforts.
- d. A new partnership with Virginia Corporate Extension (VCE) will deliver work-based learning in middle and high schools this fall, with plans to expand to Orange, Madison, and other counties.
- e. Discussion: Ann Mallek suggested placing brochures at USPS counters in communities.

X. Provider Presentation

a. Rappahannock Goodwill Industries, Marty Bywaters-Baldwin Goodwill Industries

- i. RGI operates workforce programs on behalf of VCWP and PWFDB
- ii. Success Story: Alexis Wetzal and Cody Banks of Banks Graphic Design.
- iii. Welcome of New Team Member: Alfredo Hernandez joined the team, running the WIOA Adult and Dislocated Worker Programs in Charlottesville. He is a veteran, bilingual (Spanish), and has DSS experience.

XI. PWDB Committee Reports

a. Business and Education Outreach, presented by Gary Spry

- i. Recent meetings featured presentations on trades programs by Dana Cook (Germanna Community College) and the FACER Program by Emily.
- ii. On June 6th, Charlottesville DSS and OAR conducted a career essentials training with culinary concepts, with 10 participants. Plans are underway to continue these sessions.

b. Strategic Planning, presented by Sarah Morton as James Tsikerdanos was absent.

- i. The committee is working to organize a retreat to enhance board & CLEO organizational knowledge and input.
- ii. The current strategic plan requires updating as 90% of its goals have been accomplished. This will be

a key focus of the retreat.

c. WIOA (Programs), presented by John Baldino

- i. Discussions are ongoing regarding the committee's focus and operations.
- ii. The committee reviewed two new companies for ETPL (Eligible Training Provider List) approval:
 1. Nomad Nursing was approved due to its personal nature and to avoid overlap with existing providers.
 2. The second applicant was set aside as it duplicated the offerings of other providers.
- iii. John Baldino expressed concern over proposals to eliminate youth programs, highlighting the critical importance of middle and high school education and noted that many students are unaware of VCWP's free services.

XII. Comments

- a. David Lee inquired about the Melinda Gates grant proposal. Sarah Morton reported that while the VCWP did not make it to the final round, they reached the fourth round out of 4,000 international and national applicants, which was considered a significant accomplishment and a valuable experience. VCWP plans to apply again.

XIII. .Adjournment

- a. With no further discussion, Ann Mallek adjourned the CLEO meeting at 4:06 PM. The PWDB meeting was also adjourned.