



PIEDMONT REGION

VCW-PIEDMONT CLEO + PWDB QUARTERLY MEETING MINUTES

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

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|--|---------------------------|
| VCW-Piedmont CLEO + PWDB Quarterly Meeting Tuesday, March 19, 2024 3:00 PM – 4:30 PM | Culpeper Technical Center |
|--|---------------------------|

| VCW-PIEDMONT COUNCIL | | PROGRAM YEAR 2023 (JULY 2023 – JUNE 2024) | | | |
|---------------------------|-----------------|---|----------|------------|-----------|
| COUNCIL MEMBERS | | ATTENDED | | | |
| QUARTERLY MEETINGS | Location | SEPT 2023 | DEC 2023 | MAR 2024 | JUNE 2024 |
| Ann Mallek – Chair | Albemarle | x | x | X- Virtual | |
| Juandiego Wade – Co-Chair | Charlottesville | x | x | X | |
| Ron Frazier | Rappahannock | | | | |
| Tony O’Brien | Fluvanna | x | | | |
| Lee Frame | Orange | x | | | |
| David Durr | Culpeper | x | x | | |
| Fitzgerald Barnes | Louisa | | | | |
| Holder Trumbo, Jr. | Fauquier | | | | |
| Marie Durrer | Greene | | | | |
| James Jewett | Madison | | | | |
| Robert “Skip” Barton | Nelson | | | | |
| Donna Comer | Rappahannock | | | | |
| Dr. Jessica Ligon | Nelson | | | | |
| Ike Broaddus | Fauquier | | | X | |
| David Lee | Culpeper | | | X | |

| VCW-PIEDMONT PWDB MEMBERS | PROGRAM YEAR 2023 (JULY 2023 – JUNE 2024) | | | |
|---------------------------|---|----------|----------|-----------|
| | ATTENDED | | | |
| | SEPT 2023 | DEC 2023 | MAR 2024 | JUNE 2024 |
| John Jackson | | | X | |
| Kenny Allison | | | | |
| Dawn Hutchison | X | | X | |
| John Baldino | X | X | X | |
| Antwon Brinson | X | X | | |
| Carol Coffey | X | X | X | |
| Kaki Dimock | X | X | | |
| Laura Duckworth | X | X | | |
| Frank Churillo | | | | |
| Eric Robertson | | | X | |
| James Tsikerdanos | X | X | | |
| Judith Cooper | | | X | |
| Annette Hyde | | X | X | |
| Cheryl Kirby | X | X | X | |

| Scott Kozuch | X | X | X | |
|--------------------|----------------|------------------------|--------------------------|--|
| Clare Lillard | | | X | |
| Steven Ray | | X | X | |
| Jane Colony Mills | | | X | |
| Kara Chandeysson | | | | |
| Dana Cooke | X | X | X | |
| Jess Peregoy | | | | |
| Bryan Rothamel | X | | X | |
| Lorne Seay | | | | |
| Don Shotwell | | X | X | |
| Patrick McAloon | | | | |
| Hunter Johnson | | | | |
| Gary Spry | | | X | |
| Shawn Woodfolk | | | | |
| NAME | ORGANIZATION | NAME | ORGANIZATION | |
| Sarah Morton | PWDB Staff | Marty Bywaters-Baldwin | RGI | |
| Ti-Erra Elam | PWDB Staff | Sara Drebes | RGI | |
| McKenzie Smith | PWDB Staff | Brookes Sims | VCW-P Charlottesville VA | |
| Kyaw Khine | PWDB Staff | Quinn-Lynn Bates | RGI | |
| Stephanie McNamara | PWDB Staff | Jacque Washington | JVSG | |
| Shawn Batten | PWDB Staff | Kate Dulaney | CVPED | |
| Jason Ford | VCW-P Culpeper | | | |

Meeting Called to Order by Juandiego Wade, Co-Chair at 3:03 PM. Stephanie McNamara provided instructions on the format of the meeting.

I. Determination and Announcement of Quorum

- a. Quorum was declared for the CLEO with 3 members.
- b. Quorum was not reached with the PWDB.
- c. Sarah Morton expressed her concern with lack of attendance from the Board on a regular basis. She opened the floor from suggestions.
 - i. Bryan Rothamel asked if there is a procedure on replacing members who do not attend.
 1. Stephanie McNamara acknowledged the time and dedication from the members in attendance despite the difficulty to the schedules and travel.
 - ii. Eric Robertson questioned why there is only one meeting allowed by electronic means per year.
 1. Stephanie McNamara responded that this is a State mandate and not within the power of the Region to change this mandate.
 - iii. Ike Broaddus shared perspective as a new CLEO member that people may not know what they are committing to once they are appointed. He suggested a more concrete onboarding process.
 1. Sarah Morton shared that this onboarding is offered currently, however, new members don't always make it a priority to take advantage of the training.
 - iv. Dana Cooke asked how other regional workforce boards handle attendance issues.
 1. Annette Hyde suggested creating an onboarding manual modeled after the retreat held in March 2023.

II. Opportunity for Public Comment

- a. There was no public comment.

III. CLEO Items Requiring Approval

- a. December 2023 Meeting Minutes

- i. Motion to approve by David Lee; Second by Ann Mallek. Motion carried by unanimous vote.
- b. The RFP review committee recommendation, presented by Scott Kozuch, was to accept the proposal from Rappahannock Goodwill Industries as the VCWP Program Provider.
 - i. Sarah Morton provided the stipulations of this transition which include a 100 day plan and a communication plan.

IV. Board Items Requiring Approval – Due to lack of Quorum, no PWDB votes could be taken. The following were tabled until the next Quarterly Meeting; for the second quarter in a row.

- a. December 2023 Meeting Minutes

V. Financial Updates

- a. Continuing with the reconciliation of financial accounts to bring budgets and accounts current.
 - i. The Executive and Finance Committee reconvened in January 2024.
 - ii. Ann Mallek asked about the SCHEV payments.
 - iii. Sarah Morton explained that the payments have already been accounted for and acknowledged the work put into getting the financials on track by Accounts Payable Manager, Ti-Erra Elam.
- b. To balance out PY23 funds, Sarah Morton suggests making a transfer from DSW funds to Adult funds with an amount to be determined up to \$100,000 after RGI reviews and evaluates what will be needed. Although there isn't a quorum to vote, the Board shows full support in giving the Executive Director authority to make the request at her discretion.

VI. Director's Report

a. New Board & CLEO Member Updates

i. Board

- 1. Eric Robertson, Smith and Robertson, Inc.
- 2. Kara Chandeysson, Ting, Inc.
- 3. Jane Colony Mills, Loaves and Fishes Food Pantry
- 4. Patrick McAloon, The Holladay House
- 5. Frank Churillo, Extrema Cables

ii. CLEO

- 1. David Lee, Culpeper
- 2. Edwin "Ike" Broaddus, Fauquier
- 3. Jessica Ligon, Nelson
- 4. Donna Comer, Rappahannock

b. Review of Career Seeker Outreach, Employer Engagement, Focused Initiatives, and Community Partnerships

- i. Third Business Coalition Meeting coming up on March 21, 2024
- ii. Partnership with Atlantic Union Bank on Financial Literacy
- iii. Food resiliency program supporting local small farms to provide protein
- iv. Sarah Morton will be entering into an MOU with Charlottesville City Schools to support development of a program within CATEC.
 - 1. This role will be 50% funded by CCPS.

VII. Provider Presentation - Rappahannock Goodwill Industries, Marty Bywaters-Baldwin

- a. Shawn Summerscales and Bryan Rothamel
 - i. Shawn Summerscales shared updates on CTEC Principal, shared career readiness. CTE Enrollment, EPF, CTEC, Work-Based Learning, Job Attainment.
 - ii. Bryan Rothamel shared updates on the community job board for entry-level positions in the area after noticing there was a gap in areas in jobs, doesn't store any data on job applicants, and requires businesses to register with WINC in order to attend the job fair

- iii. Marty 728 job seekers served each month, job placement, 225 WIOA participants YTD (see presentation).

VIII. PWDB Committee Reports

a. Business and Outreach

i. Scott Kozuch

- 1. New focuses include Rack Cards by Kyaw Khine and Business Coalitions and WBLA lead by Shawn Batten and McKenzie Smith.

b. Strategic Planning

- i. James Tsikerdanos – report was not given in the absence of the chairperson.

c. WIOA (Programs)

i. John Baldino

- 1. John Baldino would like to see the Programs committee focus a bit more on an increase to students' abilities to sustain a job. Can they make a career from the training they receive?

IX. Adjournment

- a. Meeting adjourned by Juandiego Wade at 4:09pm