



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 Wednesday, June 14, 2023 1:00 PM- 2:30 PM	Culpeper Technical Education Center (CTEC) 17441 Frank Turnage Drive, Culpeper, VA 22701
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VCW-PIEDMONT COUNCIL		PROGRAM YEAR 2022 (JULY 2022 – JUNE 2023)			
COUNCIL MEMBERS		ATTENDED			
QUARTERLY MEETINGS	Location	SEPT 2022	DEC 2022	MAR 2023	JUNE 2023
Ann Mallek – Chair	Albemarle	X		X	X
Juandiego Wade – Co-Chair	Charlottesville			X	X
Ron Frazier	Rappahannock	X (Virtual)		X (VIRTUAL)	
Tony O’Brien	Fluvanna	X (Virtual)	X	X	X (virtual)
Lee Frame	Orange	X (Virtual)	X	X	
David Durr	Culpeper	X		X	X
Fitzgerald Barnes	Louisa				
Holder Trumbo, Jr.	Fauquier				
Marie Durrer	Greene	X			
James Jewett	Madison				
Robert “Skip” Barton	Nelson	X	X	X	

VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2021 (JULY 2022 – JUNE 2023)			
	ATTENDED			
	SEPT 2022	DEC 2022	MAR 2023	JUNE 2023
John Jackson			X (VIRTUAL)	X
Kenny Allison	X (VIRTUAL)	X (VIRTUAL)	X (VIRTUAL)	X (virtual)
Dawn Hutchison			X	X
John Baldino	X	X	X	X (virtual)
Antwon Brinson		X	X	
Carol Coffey	X	X	X	X
Kaki Dimock	X (PROXY)		X	
Laura Duckworth	X	X	X	X
Jeff Earney	X	X	X	X
TJ Ronayne				
James Tsikerdanos		X	X	X
Judith Cooper		X	X	X
Annette Hyde	X	X (VIRTUAL)	X	X
Ray Knott		X (VIRTUAL)		
Scott Kozuch		X	X	X
Clare Lillard		X		X

Steven Ray	X	X	X	
Barbara Hutchinson		X (VIRTUAL)		
Jack Rickett				
Dana Cooke			X (VIRTUAL)	X
Jess Peregoy				
Bryan Rothamel	X	X	X	X
Lorne Seay				
Don Shotwell	X	X	X	
Ronnie Megginson				
Hunter Johnson			X	
Gary Spry	X (VIRTUAL)			X
Shawn Woodfolk				
NAME	ORGANIZATION	NAME	ORGANIZATION	
Sarah Morton	PWDB Staff	Marty Bywaters-Baldwin	RGI	
Helen Cauthen	CVPED	Sara Drebes	RGI	
Samantha Romano	PWDB Staff	Brookes Sims	VCW-P Charlottesville VA	
Rahul Maitra	CVPED	Shannon Holland	GOVirginia	
Stephanie McNamara	PWDB Staff	Jane Dittmar	Consultant	
		Steve Cox	Rappahannock Goodwill Industries	
		Candace Spence	CVPED	

Meeting Called to Order by Ann Mallek at 1:05 PM

- I. Determination and Announcement of Quorum**
 - a. CLEO Quorum was reached.
 - b. PWDB Quorum was reached.
- II. Opportunity for Public Comment**
 - a. There was no public comment.
- III. CLEO Items Requiring Approval**
 - a. March 2023 Meeting Minutes
 - i. Motion to approve by David Durr; Second by Juandiego Wade. Motion carried by unanimous vote.
 - b. Motion to Approve Grant Fiscal Authority to the VCW-P Foundation
 - i. Explanation by Sarah Morton and Helen Cauthen.
 - ii. Question by Laura Duckworth about the makeup of the Foundation Board.
 - iii. Motion to approve by Juandiego Wade; Second by David Durr. Motion carried by unanimous vote.
 - c. Motion to Approve New PWDB Members – Cheryl Kirby
 - i. Motion to approve by David Durr; Second by Juandiego Wade. Motion carried by unanimous vote.
 - d. Motion to approve Financials and Budget
 - i. Rahul Maitra reviewed budget and financials.
 - ii. Sarah Morton explained the budget deficit due to cut from WIOA funding.
 - i. Motion to approve by David Durr; Second by Juandiego Wade. Motion carried by unanimous vote.
- IV. Board Items Requiring Approval**
 - a. March 2023 Meeting Minutes
 - i. Motion to approve by John Baldino; Second by Laura Duckworth. Motion carried by unanimous vote.
 - b. Motion to approve On the Job Training Policy
 - i. Laura Duckworth had concerns on the definition of Registered Apprenticeship and minimum requirements on hours.

- ii. Laura Duckworth making sure use of registered apprenticeship is correct.
 - iii. Motion by Kenny Allison and second by John Baldino to table this for approval until September 2023.
 - c. Motion to approve Member Participation by Electronic Means
 - i. Bryan Rothamel highlighted the two virtual attendances per calendar year.
 - ii. Laura Duckworth had concerns over language on providing explanation.
 - iii. Laura Duckworth had concerns over redundancy on page two of the policy.
 - iv. Motion by Bryan Rothamel second by XX to approve the policy. Roll call vote. X in favor and 1 abstention.
 - d. Motion to approve new ETPL Program Approval (existing provider)
 - i. John Baldino commended the application put forth by Culinary Concepts – GO Cook!
 - ii. Motion by Kenny Allison, second by Laura Duckworth. Roll call vote. Motion carried unanimous vote.
 - e. Motion to move the September 2023 meeting at 9:00 am.
 - i. Motion by Antwon Brinson, second by Kenny Allison. Roll Call vote. Motion carried unanimous vote.
- V. **Director’s Report**
 - a. **Annual Report review**
 - i. Sarah Morton reviewed the Annual Report and highlights.
 - ii. Ann Mallek would like copies to take with her.
 - 1. A copy of the VCWP Annual Report was mailed to each member of the CLEO unable to attend in person.
 - b. **Retreat Recap and “After Action” Report**
 - i. Jane Dittmar presented findings from the retreat held on May 18, 2023.
 - c. **Referral Portal Update**
 - d. **State Transition**
 - e. **VCW Transition**
 - i. **New Hires**
- VI. **Partner and Provider Presentations**
 - a. **Rappahannock Goodwill Industries (WIOA Title I)**
 - i. Steve Cox (CEO, Rappahannock Goodwill Industries) presented information on RGI, service area, and mission.
 - ii. Marty Bywaters-Baldwin (Chief Mission Office, Rappahannock Goodwill Industries) presented graphs to illustrate the community members and career seekers served within the multiple One-Stop Centers, Affiliate Centers, and Satellite Centers.
 - iii. Marty Bywaters-Baldwin shared a WIOA Youth Success Story, a two WIOA Adult Success Stories.
 - iv. Marty Bywaters-Baldwin shared information on the workforce staff in the community.
- VII. **PWDB Committee Reports**
 - a. **Business and Outreach**
 - i. Scott Kozuch said the highlighted grant worked by Samantha Romano.
 - b. **Strategic Planning**
 - i. Sarah Morton will be working with Creative Solutions to develop the Strategic Plan.
 - c. **WIOA**
 - i. John Baldino said the committee reviewed an application for a ETPL provider that needed assistance.
- VIII. **Comments**
 - a. Sentara, MJH is looking to hire for a Community Advancement Coordinator.
- IX. **Adjournment**
 - a. Meeting adjourned by Ann Mallek and Kenny Allison at 2:40 PM.