



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, September 13, 2023 9:00 AM – 10:30 PM	North Fork, Town Center 2 1001 Research Park Blvd, 4 th Floor Off Grounds Conference Room
--	--

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			
Juandiego Wade – Co-Chair	Charlottesville	x			
Ron Frazier	Rappahannock				
Tony O’Brien	Fluvanna	x			
Lee Frame	Orange	x			
David Durr	Culpeper	x			
Fitzgerald Barnes	Louisa				
Holder Trumbo, Jr.	Fauquier				
Marie Durrer	Greene				
James Jewett	Madison				
Robert “Skip” Barton	Nelson				

VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2023 (JULY 2023 – JUNE 2024)			
	ATTENDED			
	SEPT 2023	DEC 2023	MAR 2024	JUNE 2024
John Jackson				
Kenny Allison				
Dawn Hutchison	X			
John Baldino	X			
Antwon Brinson	X			
Carol Coffey	X			
Kaki Dimock	X			
Laura Duckworth	X			
Jeff Earney				
TJ Ronayne				
James Tsikerdanos	X			
Judith Cooper				
Annette Hyde				
Cheryl Kirby	X			
Scott Kozuch	X			
Clare Lillard				

Steven Ray			
Barbara Hutchinson			
Jack Rickett			
Dana Cooke	X		
Jess Peregoy			
Bryan Rothamel	X		
Lorne Seay			
Don Shotwell			
Ronnie Megginson			
Hunter Johnson			
Gary Spry			
Shawn Woodfolk			
NAME	ORGANIZATION	NAME	ORGANIZATION
Sarah Morton	PWDB Staff	Marty Bywaters-Baldwin	RGI
Sam Spencer	Albemarle DSS	Sara Drebes	RGI
Angela Hobson	PWDB Staff	Brookes Sims	VCW-P Charlottesville VA
Kyaw Khine	PWDB Staff	Jane Dittmar	Consultant
Stephanie McNamara	PWDB Staff		
Shawn Batten	PWDB Staff		
Jason Ford	VCW-P Culpeper		

Meeting Called to Order by Ann Mallek at 9:03 PM

I. Determination and Announcement of Quorum

- a. CLEO Quorum was reached.
- b. PWDB Quorum was not reached.

II. Opportunity for Public Comment

- a. There was no public comment.

III. CLEO Items Requiring Approval

- a. June 2023 Meeting Minutes
 - i. Motion to approve by David Durr; Second by Juandiego Wade. Motion carried by unanimous vote.
- b. Motion to transfer \$169,000 of WIOA Funds from DLW to Adult
 - i. Explanation by Sarah Morton.
 - ii. Motion to approve by David Durr; Second by Ann Mallek. Motion carried by unanimous vote.
- c. Motion to approve VCWP Bylaws – Specifically WIOA Committee to Programs Committee and Executive Committee to Executive and Finance Committee.
 - i. Motion to approve by Lee Frame; Second by Juan Wade. Motion carried by unanimous vote.
- d. Board of Directors update, no vote needed.
 - i. **Reorganize our financial department. Changes made from CVPED to VCWP – further discussion in Closed Session.**

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.

- a. June 2023 Meeting Minutes
- b. New ETPL provider, new ETPL programs, and ETPL renewals
- c. Policy update approvals
 - i. OJT Policy

ii. Revisit Participation by Electronic Means Policy

iii. WEX Policy

V. Jane Dittmar – Strategic Plan Rough Draft Presentation

a. Strategic plan rough draft presentation by Jane Dittmar. Suggestions for revisions should be delivered to Jane by the end of September. Tactics will be the next phase to develop.

i. The rough draft of the VCW-P Strategic Plan was presented after the PWDB/CLEO retreat as well as interviews with community members and individual Board and Council members.

1. Suggestions were made throughout the open discussion; noted by Jane Dittmar for future drafts.

VI. Director's Report

a. Quarterly Report review

i. Sarah Morton reviewed the Quarterly Report by providing introductions to new staff. Updates include launching industry tours as well as launching pilot locations for Work-Based Learning Academies. CLEO will head to Richmond to develop a blueprint for the state. Stephanie McNamara is developing a new monitoring manual. Talent Supply Connector grant ends July 31, 2024. The SHEV grant will be extended another year.

VII. Partner and Provider Presentations

a. Rappahannock Goodwill Industries (WIOA Title I)

i. 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.

ii. Brookes Simms shared a WIOA Adult Success Story.

iii. Marty Bywaters-Baldwin shared information on the workforce staff in the community, specifically mobile locations in Orange County.

VIII. PWDB Committee Reports

a. Business and Outreach

i. Scott Kozuch - Counselor's Coalition meeting is coming on October 25, 2023.

b. Strategic Planning

i. James Tsikerdanos working on dates for next month to work on the strategic plan.

c. WIOA (Programs)

i. John Baldino – the WIOA (Programs) Committee will be putting forward ETPL programs, new provider, as well as policies that have been updated for vote when quorum is reached.

IX. Comments

a. Thank you from Marty Bywaters-Baldwin to Lee Frame for his service to the board and community of Orange County.

X. Adjournment

a. Meeting adjourned by Ann Mallek and Scott Kozuch at 10:44 AM.

XI. *The Quarterly moved to Closed Session with members of the CLEO in attendance.*

a. *The closed session protocol was followed by Ann Mallek as the CLEO Chair.*