



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, March 8, 2023 1:00 PM- 2:30 PM	North Fork Research Park, Meeting Center 994 Research Park Blvd, Charlottesville, VA 22911
---	---

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	
Juandiego Wade – Co-Chair	Charlottesville			X	
Ron Frazier	Rappahannock	X (Virtual)		X (VIRTUAL)	
Tony O’Brien	Fluvanna	X (Virtual)	X	X	
Lee Frame	Orange	X (Virtual)	X	X	
David Durr	Culpeper	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)	
Kenny Allison	X (VIRTUAL)	X (VIRTUAL)	X (VIRTUAL)	
Dawn Hutchison			X	
John Baldino	X	X	X	
Antwon Brinson		X	X	
Carol Coffey	X	X	X	
Kaki Dimock	X (PROXY)		X	
Laura Duckworth	X	X	X	
Jeff Earney	X	X	X	
TJ Ronayne				
James Tsikerdanos		X	X	
Judith Cooper		X	X	
Annette Hyde	X	X (VIRTUAL)	X	
Ray Knott		X (VIRTUAL)		
Scott Kozuch		X	X	
Clare Lillard		X		

Steven Ray	X	X	X	
Barbara Hutchinson		X (VIRTUAL)		
Jack Rickett				
Dana Cooke			X (VIRTUAL)	
Jess Peregoy				
Bryan Rothamel	X	X	X	
Lorne Seay				
Don Shotwell	X	X	X	
Ronnie Megginson				
Hunter Johnson			X	
Gary Spry	X (VIRTUAL)			
Shawn Woodfolk				
NAME	ORGANIZATION	NAME	ORGANIZATION	
Sarah Morton	PWDB Staff	Marty Bywaters-Baldwin	RGI	
Helen Cauthen	CVPED	Sara Drebes	RGI	
Christa Poindexter	PWDB Staff	Samantha Romano	PWDB Staff	
Rahul Maitra	CVPED			
Stephanie McNamara	PWDB Staff			

Meeting Called to Order by Ann Mallek at 1:04 PM

I. Determination and Announcement of Quorum

- a. CLEO Quorum was reached with 7 members in attendance.
- b. PWDB Quorum was reached with 9 private sector members and 9 public sector members in attendance.

II. Opportunity for Public Comment

- a. There was no public comment.

III. CLEO Items Requiring Approval

- a. December 2022 Meeting Minutes
 - i. Motion to approve by Juan Diego Wade; Second by Lee Frame. Motion carried by unanimous vote.
- b. Motion to Approve New PWDB Members – Dawn Hutchison, John Jackson, Hunter Johnson, Reggie Megginson, and Dana Cook.
 - i. Motion to approve by Lee Frame; Second by Juan Diego Wade. Motion carried by unanimous vote.
- c. Motion to approve Juan Diego Wade as new CLEO Vice-Chair.
 - i. Motion to approve by Ann Mallek; Second by Lee Frame. Motion carried by unanimous vote.
- d. Motion to approve Executive Committee Recommendations.
 - i. Motion to approve by Lee Frame; Second by David Durr. Motion carried by unanimous vote.

IV. Board Items Requiring Approval

- a. December 2022 Meeting Minutes
 - i. Motion to approve by James Tsikerdanos; Second by Antwon Brinson. Motion carried by unanimous vote.
- b. Motion to New/Updated Policies.
 - i. Motion to approve by John Baldino; Seconded by Don Shotwell. 16 in favor and 2 abstentions.

V. Director's Report

- a. Recommendations for VCW-Piedmont Foundation Board

- i. Sarah Morton recommended the creation of the VCW-Piedmont Foundation Board. Laura Duckworth asked for clarity on the various boards and roles. Sarah gave an overview of the current CLEO and PWDB board as well as how the new Foundation Board will operate.
 - ii. Sarah Morton recommended a Board Retreat for May 2023.
 - b. Development of VCW-P Handbook and Operating Financial Policy**
 - i. Sarah Morton presented on the development of the VCW-Piedmont Handbook and Operating Financial Policy.
 - c. VCW-Piedmont Workforce Campus Updates**
 - i. Sarah Morton reviewed the current poll results for the naming of the campus. She reminded members of the board to vote.
 - c. Staff Updates**
 - i. Christa Poindexter has joined the VCW-Piedmont team as the Program Manager for Career Pathways.
 - ii. Samantha Romano has joined the VCW-Piedmont team as the Program Coordinator for Career Pathways.
 - d. Grant Updates**
 - i. Christa Poindexter reviewed the GOVA Talent Supply Connector grant. Deliverables of the Employers' and Educators' Guides were reviewed.
 - ii. Christa Poindexter reviewed the Central Virginia Talen Collaborative grant.
 - iii. Christa Poindexter presented on the Employer Coffee Chats for Regional Employers. The first event was held on March 2, 2023 and had 32 participants. The next event is being held on March 14, 2023 and April 6, 2023. Antwon Brinson recommended the event details be sent to the Board to send out to their network as well as shared on social media. He also recommended a video tutorial on the guidebooks. Laura Duckworth recommended getting connected with UVA Pipelines & Pathways as well.
 - iv. Christa Poindexter reviewed the upcoming regional career expos and fairs that VCW-P staff will be attending.
 - e. State Updates**
 - i. Sarah Morton reviewed information regarding the Referral Portal Implementation Plan. She has asked for the deadline to be extended.
 - ii. Sarah Morton reminded the board that Board Certification is due May 1, 2023.
 - iii. Sarah Morton reviewed information regarding the Local Plan that had been modified and approved.
 - iv. Sarah Morton gave an update on the Office of Workforce Development and Advancement that had been approved by the General Assembly. She said it is awaiting signature of the Governor.

VI. Financial Agent Reports and Financials

- a. Rahul Maitra presented a projected budget as well as the budget thus far in PY 2023. Graphs were shared to illustrate the financial data in relation to the WIOA dollars as well as grant funds to date.
- b. Hunter Johnson asked for clarification on what the \$222, 522 under adult represent and how many adults that could impact.
- c. Juan Diego Wade asked if there were any numbers in the financials that were causing struggles, etc.
- d. Laura Duckworth asked about a new board orientation.

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. Marty Bywaters-Baldwin shared an internship success story of a young adult from Louisa County. The young adult was able to secure an internship with the Tax Ladies of Charlottesville which provided 320 hours of paid work experience. The young adult is now employed as an office position at Tri-Dim Corporation, located in her community.
- iii. Marty Bywaters-Baldwin shared information on the workforce staff in the community.
- iv. Marty Bywaters-Baldwin shared information on upcoming job fairs RGI will be attending.

b. Virginia Employment Commission (WIOA Title III)

- i. Don Shotwell (Workforce Services Manager, VEC Charlottesville) shared data on how the VEC is providing services to employers and individuals.

VIII. PWDB Committee Reports

a. Business and Outreach

- i. Scott Kozuch said the committee discussed the need for ambassadors showing the success of internship programs.
- ii. Scott Kozuch said the committee discussed the need for more facility visits to get a better understanding of the employers in the region.
- iii. Antwon Brinson committed to participating in both an internship program and a facility visit.

b. Strategic Planning

- i. Sarah Morton said the committee had been put on hold due to the transition.
- ii. Sarah Morton said the committee had worked on some Diversity, Equity and Inclusion (DEI) pieces. Laura Duckwork requested in the spirit of DEI to change from using "manpower" to "staffing."

c. WIOA

- i. John Baldino said the committee continues to discuss barriers within the system.

IX. Adjournment

- a. Meeting adjourned by Sarah Morton at 2:49 PM.