



PIEDMONT REGION

**VCW-PIEDMONT CLEO + PWDB QUARTERLY MEETING MINUTES**

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

<b>VCW-Piedmont CLEO + PWDB Quarterly Meeting</b> Tuesday, September 17, 2024 3:00 PM – 4:30 PM	Via Zoom – Participation by Electronic Means
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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			
Juandiego Wade – Co-Chair	Charlottesville	X			
Donna Comer	Rappahannock	X			
Tony O'Brien	Fluvanna	X			
Bryan Nicol	Orange	X			
David Lee	Culpeper				
Fitzgerald Barnes	Louisa				
Marie Durrer	Greene				
James Jewett	Madison				
Dr. Jessica Ligon	Nelson				
Ike Broaddus	Fauquier	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			
Cheryl Kirby – Vice Chair	X			
John Jackson	X			
Dawn Hutchison	X			
John Baldino				
Antwon Brinson				
Carol Coffey	X			
Kaki Dimock	X			
Laura Duckworth	X			
Eric Robertson				
James Tsikerdanos	X			
Judith Cooper				
Clare Lillard				
Steven Ray	X			
Jane Colony Mills	X			
Kara Chandeysson				
Dana Cooke	X			
Bryan Rothamel				
Lorne Seay				
Don Shotwell	X			
Hunter Johnson				
Gary Spry				
Shawn Woodfolk				
Shaun Summerscales	X			

NAME	ORGANIZATION	NAME	ORGANIZATION
Sarah Morton	PWDB Staff	Marty Bywaters-Baldwin	RGI
Ti-Erta Elam	PWDB Staff	Sara Drebes	RGI
Stephanie McNamara	PWDB Staff	Brookes Sims	VCW-P Charlottesville VA
Jason Ford	VCW-P Culpeper	Jennifer Hynson	VA Works

- I. **Determination and Announcement of Quorum**
  - a. The CLEO participation met quorum at 6 of 11 members present.
  - b. The PWDB did not meet quorum with 5 of the 8 required Business Representatives and 8 of the 7 Public Representatives present; Both requirements need to be met to have quorum.
- II. **Opportunity for Public Comment**
  - a. No Public Comment
- III. **CLEO Items Requiring Approval**
  - a. **June 2024 Meeting Minutes**
    - i. Juandiego Wade made a motion that the June 2024 Meeting Minutes be approved as presented; Tony O'Brien seconded. The motion passed by unanimous vote.
  - b. **Transfer of WIOA Funds – DSW to Adult**
    - i. Tony O'Brien made a motion that the Transfer of WIOA Funds be approved; Bryan Nicol seconded. The motion was approved unanimously.
  - c. **Executive Committee Meeting Updates – No Vote Needed**
- IV. **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. **June 2024 Meeting Minutes**
    - ii. **One-Stop Center Certification – Recommended by the Center Certification Team (CCT)**
      1. Charlottesville Comprehensive Center
      2. Culpeper Affiliate Center
      3. Albemarle Affiliate Center
    - iii. **Updated Policies**
      1. Self Sufficiency Policy
      2. WIOA Uniform Guidance Policy
      3. Member Participation by Electronic Means Policy
- V. **Financial Updates**
  - a. **Ti-Erra Elam presented the funding at a glance as of August 31, 2024.**
    - i. The GOVA Talent Supply Connector Grant payment remittances have been slowed down for reimbursement due to a backlog submitted to the DHCD. These backlogs have happened with corrections and re-evaluation of the budget lines.
  - b. Ann Mallek asked why locality payments seem to still be delivered to CVPED (previous fiscal agent of VCWP).
    - i. Sarah Morton explained that Ti-Erra and herself have corresponded repeatedly with the accounting offices of the localities in question as well as CVPED to rectify this over the previous fiscal year. The hope is that this will be fixed with the new billing cycle through the diligence of our accounts payable department as well as the collaborative efforts of CVPED to get this corrected.
- VI. **Director's Report**
  - a. **Board Staff Updates**
    - i. Sarah reminded the members of the Board and CLEO that the Virginia Works Workforce Summit will be held on September 19, 2024 in Richmond.
    - ii. Nicole Overly will be taking the place of the retiring Carrie Roth as Commissioner of Virginia Works.
      1. Sarah has invited the Virginia Works leadership team to the Business and Industry Coalition Meeting, October 30, 2024.
    - iii. Sarah will be attending the State Workforce Board meeting on September 20 in Richmond.
    - iv. The conversations will continue between Sarah and Dr. Jean Runyon regarding the PVCC Center for Ag Innovation.
    - v. Virginia Works is leading a statewide virtual job fair which will also offer in person options depending on the regions. Brookes Sims, Jason Ford, Stephanie McNamara and Sarah Morton have been participating in weekly statewide information sessions to determine logistics for the Piedmont Region to best serve our population.
      1. Ann Mallek asked if career/job-seekers would be able to have a separate room to come to for help during this virtual job fair.
        - a. Brookes Sims shared that there will be a 'breakout' room will be provided for career/job-seekers who need help with resume assistance and mini-job fair prep.
        - b. Brookes also shared that there will be a Greene County Food Pantry job fair coming soon. Details to come.

- b. **New Board and CLEO Member Manual Review**
  - i. Stephanie McNamara shared the New Board and CLEO Member Manual and will be sharing the electronic copy with the attendees following the meeting.
- c. **Guest Speaker: VA Works, Registered Apprenticeship, Jennifer Hynson**
  - i. Jennifer Hynson, VA Works Registered Apprenticeship Consultant, joined the quarterly meeting to help strengthen our relationship/partnership.
    - 1. Jennifer shared the distinction and overlapping factors for a Youth Registered Apprenticeship and a Registered Apprenticeship.
  - ii. Ike Broaddus asked what the benefit was to a business not just having apprenticeships on their own internally.
    - 1. Laura Duckworth expressed the distinction between an internal apprenticeship and a registered apprenticeship. The businesses that are registered have full access to the State consultants (like Jennifer) who connect businesses with necessary resources.
  - iii. Jennifer shared the information for their partnership with the Virginia Department of Professional and Occupational Regulation (DPOR). <https://www.dpor.virginia.gov/>

## VII. Provider Presentation

- a. **Rappahannock Goodwill Industries, Marty Bywaters-Baldwin Goodwill Industries**
  - i. Marty Bywaters-Baldwin introduced the Board and CLEO members to a WIOA success story, who not only utilized the resources within the WIOA program as a participant, but was also hired with a Paid Work Experience in the Culpeper One-Stop Center.
  - ii. Marty presented the quarterly report from the WIOA programs and One-Stop Center traffic.
    - 1. Donna Comer wants to serve localities more effectively. She notes there does not seem to be much traffic coming from Rappahannock or Fauquier respectively.
    - 2. Marty offered to share a more isolated breakdown of Rappahannock and Fauquier with Donna Comer and Ike Broaddus specifically. He also denotes the trend of higher career seekers being served where there is a physical site to assist the community.
      - a. Donna and Ike will partner to come up with solutions and action steps toward how their localities can assist their populations more.

## VIII. PWDB Committee Reports

- a. **Business and Education Outreach**
  - i. Sarah Morton gave the updates from the Business and Education Outreach Committee in the place of Chair Gary Spry.
    - 1. The committee discussed re-evaluating the target sectors within LWDA 6. Which are the most in demand as well as being utilized by WIOA funds?
- b. **Strategic Planning**
  - i. James Tsikerdanos recapped that the panel will be participating in the Business panel discussion coming up in October.
    - 1. James shared that he and the committee will be working with Stephanie McNamara to ensure the Workforce Wednesday Podcast can be used as an outreach tool to assist larger businesses in the area in bridging talent and workforce needs.
- c. **WIOA (Programs)**
  - i. Stephanie McNamara gave the updates for the Programs Committee in place of Chair John Baldino.
    - 1. The committee has divided up the focused initiatives from the Strategic Plan to take one per committee member. Each has agreed to come up with action steps and discussion points on how to reach the deliverables within the goals.
    - 2. Within the next quarter, the committee will be reviewing updated policies as well as a new ETPL provider with its programs.

## IX. Comments

- a. Mark calendars for the next quarterly meeting, December 17, 2024, 3 PM.
  - i. Location – Virtual Via Zoom

## X. Adjournment

- a. With no further discussion, Ann Mallek adjourned the meeting at 4:32 PM.