



PIEDMONT REGION

**Piedmont Workforce Development Board (PWDB)
Executive Committee Meeting
Monday, November 14, 2022
4:00 PM – 5:00 PM – Via Zoom due to
Albemarle County Lockdown**

I. Call to Order/Roll Call

A. In Attendance

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|------------------|-----------------------|
| 1. Sarah Morton | 5. Antwon Brinson |
| 2. Helen Cauthen | 6. John Baldino |
| 3. Sena Magill | 7. Scott Kozuch |
| 4. Kenny Allison | 8. Stephanie McNamara |

B. Meeting called to order at 4:03 PM by Sena Magill

II. Director's Report

A. Staffing Update

1. Kelvin Whitehurst has submitted his notice to live closer to home. Sarah Morton will be working with David Lipinski (UVA) regarding the backfill of the VTOP Coordinator position with the SCHEV Grant.

B. Office Space Update

1. Sarah Morton, along with several community partners, toured a new office space that shares a parking lot with the current Charlottesville One-Stop Center at 944 Glenwood Station Road.
 - a) The space is move-in ready with office furniture and would create a Workforce Campus for resource sharing and partner space for members of the community.
 - b) The current landlord is anxious to keep the VEC and One-Stop in the existing space in addition to adding in roughly 8147 sq. feet.
 - c) \$24.50/Sq. ft – Offering one month free which would make the first month's rent April 1, 2023 for a five year lease.
 - d) Questions from Committee Members:
 - (1) John Baldino asks if there is an escalation clause within the contract regarding rent fees.
 - (a) Sarah Morton will ask the attorneys for clarification.
 - (2) Scott Kozuch asks to what the 'CAM fees' within the proposed lease are referring.

- (a) Fees for common space ex: restrooms, hallways, parking lots shoveling, etc.
- (b) Helen Cauthen adds that she personally oversaw the ADA Compliance audits for the current space ensuring that the shared parking lot is compliant.
- (3) The Committee notes that we will need to restructure the IFA with the VEC to establish new fees for more space allotted post campus development.
- (4) Kenny Allison recommends sending the lease proposal to the CLEO for approval (to keep all mandated partners in one facility). John Baldino seconds the motion. Motion carries unanimously.

C. Transferring Funds – DSW to Adult

- 1. Sarah Morton presented the request to transfer funds from the DLW budget to the adult budget. Sarah Morton points out that this is not uncommon in relation to the funds spent last program year.
 - a) Kenny Allison motions to recommend transferring 75% of the remaining DLW funds to Adult WIOA funds to the CLEO. John Baldino seconds. Motion carries unanimously.

D. Combining the Quarterly CLEO and PWDB Meetings

- 1. Sarah recommended the pilot to combine the CLEO and Board meetings for March and June. Sarah Morton and Antwon Brinson discuss the collaboration of both the CLEO and PWDB in other regions within the State as they learned at the Virginia State Workforce work session in September.
 - a) This meeting format encourages synergy and information sharing within the leadership of the region.
 - b) Antwon Brinson also highlights that both the Peninsula and Hampton Roads Regions combine efforts to increase funding.
 - c) Sena Magill and John Baldino both raise the concern of going back to separate meetings if this proves ineffective within the Piedmont Region.
 - (1) The group agrees to try the combined meetings in March and June of 2023 and re-evaluate following the annual meeting in June 2023.

E. Local Plan Modifications

- 1. Sarah Morton addresses the need to update the Region's Local Plan to match the changes which have matriculated down from the State Plan. Sarah Morton and staff will cross-reference the changes and update the Plan accordingly. The updated Local Plan will be submitted to the CLEO for approval.

F. Transition Timeline – Executive Directorship

1. Sarah Morton updates the Executive Committee on the status of the 501c3 and shares that the PWDB needs to start discussing what the transition will look like.
 - a) Antwon Brinson asks if there can be a timeline established and plans of action to act accordingly?
 - b) Sena Magill recommends scheduling a work session to discuss what next steps should be. Sena also recommends talking to the CNE (Center for Non-Profit Excellence).
 - c) Helen Cauthen asks for clarification and timing regarding transitional expectations of the Partnership as fiscal agents because of administrative billing that should no longer be expected after the move to campus.
 - (1) Antwon Brinson asks for clarification on what administrative duties are expected of the Partnership currently?
 - (a) Helen Cauthen shares that currently, she may bill 1-2 hours per week working with VCW-Piedmont and the Financial Director works with VCW-Piedmont as well.

III. Adjournment

- A. With no further discussion, Sena Magill adjourns the meeting at 4:45 PM.