

Piedmont Workforce Development Board (PWDB) Executive and Finance Committee Meeting Minutes



Quarterly Executive and Finance Committee Meeting

Tuesday, March 3, 2026 (*Rescheduled from Wednesday, February 25, 2026*)

3:00-4:00 PM

Virtual via Teams

- I. **Call to Order** at 3:01 PM by Ann Mallek and Annette Hyde
- II. **Audit Review** – James Benson, Larry Saunders & Associates
 - a. James reported that the FY2025 audit resulted in an unmodified (clean) opinion, the highest level of assurance.
 - b. No findings, disclaimers, or adverse opinions.
 - c. The audit process went smoothly with fewer issues.
 - d. James reviewed the audit and Form 990 with the committee.
 - i. James completed the draft Form 990 and asked for board approval pending minor corrections.
 - ii. Committee members noted updates needed to vote member counts, board list, and small grammatical corrections.
 - e. **Motion of Approval of Audit & Form 990**
 - i. **Motion: Approve the FY2025 audit and Form 990 as amended.**
 - ii. Motion by: Juandiego Wade
 - iii. Second: Annette Hyde
 - iv. **Vote: Unanimous approval; none opposed.**
- III. **Finance Review** – Ti-Erra Elam
 - a. **WIOA Program Year 2025 Spending reviewed:**
 - i. All required performance spending thresholds exceeded.
 - ii. PY24 funds were fully utilized by December, allowing PY25 funds to stretch further.
 - b. **Locality Contributions:** Nearly all localities have paid their FY26 contributions.
 - c. **Grants & Other Funding discussed:**
 - i. Jobs Plus is invoiced monthly.
 - ii. Charlottesville City Schools MOU
 - iii. Sentara Food Resiliency Grant: Ongoing spend-down.
 - iv. Operations reserves are at 210 days of operating funds, which was celebrated by the committee.
 - d. **Discussion: Locality Return on Investment (ROI)**
 - i. Committee members emphasized the importance of presenting ROI data to localities during budget season.
 - ii. **Action:** VCWP staff will send updated ROI calculations to all CLEOs for advocacy use.
 - e. **Budget Planning for FY27:**
 - i. Sarah requested confirmation of each locality's cost-of-living adjustment (COLA) rates to build into the upcoming budget draft.
 - ii. **Action:** Members will follow up
- IV. **Director Updates** – Sarah Morton
 - a. **Grant Recipient: City of Charlottesville:**
 - i. **Action:** Juandiego will speak directly with the City Manager to confirm whether the city intends to continue as fiscal grant recipient.
 - ii. VCWP may need to begin routing signature requests through the City Manager's office rather than economic development.
 - b. **Leadership Succession: June Board & CLEO Elections**

- i. Committee members should begin considering nominees for: Board Chair / Co-Chair and CLEO Chair / Co-Chair
 - ii. The importance of continuity, stability, and regional representation was highlighted.
 - iii. Current leadership expresses willingness to continue if desired.
- c. HR & Policy Updates**
- i. VCWP must update its employee handbook to comply with Virginia’s new Earned Safe and Sick Time Act (ESSTA), which applies to employees working 32+ hours weekly.
 - ii. **Action:** Policy revisions will be drafted and presented.
- d. State & Federal Legislative Update**
- i. Sarah met with the new Secretary of Labor Jessica Looman. She brings strong experience and interest in regional engagement.
 - ii. Secretary invited by Sarah to attend upcoming CTE signing days.
 - iii. Federal budget still uncertain; potential cuts remain possible.
 - iv. VCWP’s strong carryover and meeting PY25 spending requirements place the region on stable footing.
- e. Program & Grant Updates**
- i. Partnered with CRHA on a YouthBuild-style grant proposal: ~\$90,000 over 3 years for career readiness and trades exposure.
 - ii. Preparing for Charlottesville City Schools contract renewal this spring.
 - iii. PWDB Reps are reviewing Virginia Department of Education Adult Basic Education grants (Matt Brown and Dana Cook).
 - iv. Continuing the Employee-Led Incumbent Worker Training grant (VAULT), with Cedar Mountain participating and potential for an additional employer in PD10.
- f. Upcoming Events:**
- i. **Senior Day / Job Fair:** March 10 at PVCC’s Bolick Center (9:30 AM-12:30 PM for high school seniors, 1:30-4:30 PM for community).
 - ii. **CATEC CTE Signing Day:** May 6 (time TBD, expected 9 AM). Please notify Sarah of other CTE/Signing Day events in our region as you hear of them.
 - iii. **Statewide Workforce Symposium:** April 20–21, Harrisonburg
 - 1. Rappahannock Goodwill Industries and several PWDB members have had presentation proposals accepted for the event.
 - 2. Registration available at <https://meetinghand.com/e/virginia-workforce-symposium-2026/>

V. **Adjourned** at 4:00 PM by Ann Mallek and Annette Hyde

Executive & Finance Committee Members:

- Ann Mallek (CLEO Chair)
- Annette Hyde (Board Chair)
- Cheryl Kirby (Board Vice-Chair) – absent
- Raye Elliott (Programs Committee) – absent
- Juandiego Wade (CLEO Vice-Chair)
- Gary Spry (Business & Education Outreach Committee)

Board Staff:

- Sarah Morton, Executive Director
- Stephanie McNamara, Assistant Director, Programs
- Ti-Erra Elam, Accounts Payable Manager
- Liz Burnett, Communications Specialist

Guest(s): James Benson, Larry Saunders & Associates