

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

Quarterly Executive and Finance Committee Meeting

Tuesday, May 26, 2026

2:00-3:00 PM

Virtual via Teams



- I. **Call to Order** at 1:05 PM by Ann Mallek
- II. **Director Updates – Sarah Morton**
 - a. **State & Funding Updates:**
 - i. VCWP received confirmation of their allocation of WIOA funding, the highest amount in 7 years.
 - ii. Funding allocations from the state are now more directly tied to performance outcomes. VCWP performance discussed:
 1. VCWP is currently meeting or exceeding performance targets across programs.
 2. Strong performance positions the organization to carry funds into the next program year.
 - iii. The Executive Committee recognized staff performance contributing to this achievement.
 - b. **Policy & Compliance Updates**
 - i. Updates were made to the Fiscal Procedures Manual following the audit.
 - ii. The Employee Handbook was updated to ensure compliance with current laws and regulations.
 - iii. If you would like to review either of these documents, reach out to Sarah or Stephanie.
 - c. **State Branding Mandate**
 - i. The state is requiring rebranding to “Piedmont Works,” with approximately \$25,000 allocated as reimbursable funding.
 - ii. Concerns have been raised by staff regarding cost, timing, and potential confusion.
 - iii. The Executive Committee echoes this and encourages VCWP to push back at the state level and explore alternative approaches.
 - iv. Ann Mallek offered to assist with outreach at the Governor’s office and requested draft messaging from VCWP staff.
 - d. **Executive Committee Resource Binder**
 - i. A new Executive Committee Resource Guide was shared via email with the committee prior to the meeting.
 - ii. Includes: Robert’s Rules, financials, MEDR, and directories.
 - iii. Feedback was positive; committee members were encouraged to provide input.
 - iv. Printed copies will be distributed at the June 16 Board & CLEO meeting.
- III. **Carryover Votes – Stephanie McNamara**
 - a. Due to no PWDB quorum at the March 2026 meeting.
 - b. The following items were reviewed and approved:
 - i. **VCWP Bylaws (Updated)**
 1. Motion: Annette Hyde
 2. Second: Ann Mallek
 3. Approved unanimously
 - ii. **ETPL Policy (Updated)** – Authority has shifted from local boards to the state. Local boards retain advisory input only.
 1. Motion: Ann Mallek
 2. Second: Raye Elliott
 3. Approved unanimously
 - iii. **Oversight & Monitoring Policy (New)** – The committee discussed minor wording updates to

implement; no substantive changes to policy document to be published.

1. Motion: Ann Mallek
2. Second: Gary Spry
3. Approved unanimously

iv. **Registered Apprenticeship Policy (New)** - Created as a standalone policy due to complexity of state guidance

1. Motion: Annette Hyde
2. Second: Ann Mallek
3. Approved unanimously

v. **December 2025 Meeting Minutes**

1. Motion: Ann Mallek
2. Second: Juandiego Wade
3. Approved unanimously

IV. **Financial Update & Preliminary Budget** – Ti-Erra Elam

a. VAULT/Incumbent Worker Training Grant:

- i. Still seeking employer participation
- ii. Deadline: October 31
- iii. Ti-Erra encourages the committee to send her businesses that need to train/upskill their employees.

b. Program Year 2025 remaining funds were discussed.

c. Next year allocation increased significantly, improving financial outlook.

d. Budget Strategy

- i. Plan to carry forward a portion of funds into the next program year.
- ii. Program provider (RGI) allocation was reviewed.
- iii. Total projected funds available were discussed.

e. Discussion:

- i. VCWP To return to 5-day service schedule to improve performance outcomes.
- ii. RGI is responsible for their own carry forward.

V. **Additional Updates and Reminders**

a. **Executive Director Evaluation:**

- i. Committee members to complete scoring
- ii. Send the completed evaluation to Ann Mallek and Annette Hyde, who will compile results and review with Sarah Morton.

b. **Community Update:** Bingham & Taylor (Culpeper) closing. 92 employees impacted and a WARN notice has been issued.

c. **Partner Engagement:** Gary Spry reports that OAR's Picnic event was successful despite the heat.

VI. **Adjournment:** The meeting was adjourned by Ann Mallek at 1:51 PM.

Executive & Finance Committee Members:

- Ann Mallek (CLEO Chair)
- Annette Hyde (Board Chair)
- Cheryl Kirby (Board Vice-Chair) – absent
- Raye Elliott (Programs Committee)
- 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): none