

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



Special Executive and Finance Committee Meeting

Tuesday, June 30, 2026

2:00-2:30 PM

Virtual via Teams and in-person at 943 Glenwood Station Lane

- I. **Call to Order** at 2:00 PM by Ann Mallek
This Executive Committee meeting was convened to vote on items from the June 16, 2026, Board/CLEO meeting, where a quorum was not present.
- II. **Voting Items & Approvals**
 - a. **Financial Policies & Procedures** (Revised April 2026): Updates made to ensure compliance with federal and state requirements.
 - i. Motion: Gary Spry
 - ii. Second: Juandiego Wade
 - iii. Vote: Unanimous approval
 - b. **Credit Card Usage Policy**: Updated to align with federal/state compliance standards and to clarify that credit card expenses are paid using local funds only, not federal funds.
 - i. Motion: Cheryl Kirby
 - ii. Second: Juandiego Wade
 - iii. Vote: Unanimous approval
 - c. **March 2026 Board & CLEO Meeting Minutes**: Reviewed for adoption due to lack of quorum at prior meeting.
 - i. Motion: Gary Spry
 - ii. Second: Annette Hyde
 - iii. Vote: Unanimous approval
 - d. **New Board Member Nomination: Brittany Niemeyer** - Nominated by Maureen Kelly (Nelson County Economic Development).
 - i. Motion: Juandiego Wade
 - ii. Second: Gary Spry
 - iii. Vote: Unanimous approval
 - e. **FY 2027 Budget Approval**
 - i. Discussion:
 1. No substantial updates since last review.
 2. Includes allocation of newly received federal funds:
 - a. Portion retained by VCWP
 - b. Maximizes allocation to RGI for program operations
 - c. Supports return to five-day service delivery
 - ii. Motion: Annette Hyde
 - iii. Second: Gary Spry
 - iv. Vote: Unanimous approval
 - f. **Board Leadership (Reappointment)**
 - i. Voting on:
 1. Board Chair: Annette Hyde
 2. Vice Chair: Cheryl Kirby
 - ii. Motion: Ann Mallek
 - iii. Second: Gary Spry
 - iv. Vote: Unanimous approval

g. CLEO Leadership (Reappointment)

- i. Voting on:
 1. CLEO Chair: Ann Mallek
 2. Vice Chair: Juandiego Wade
- ii. Motion: Cheryl Kirby
- iii. Second: Annette Hyde
- iv. Vote: Unanimous approval

III. Discussion & Director Updates

a. Travel Policy Clarification – Sarah Morton

- i. Travel within the region is covered by the Executive Director’s allotted travel budget
- ii. Travel outside the region (e.g., conferences, federal meetings) will be expensed separately.

b. Staff Recognition Discussion

- i. Gary Spry raised recognition of Sarah Morton’s leadership and contributions.
 1. Discussion included potential options such as:
 - a. Additional leave
 - b. Bonus compensation (prior practice referenced)
 - ii. Board leadership will consider options and revisit at a future meeting.

IV. Closing Remarks

- a. Appreciation expressed by staff to Executive Committee members for convening to ensure timely approvals.
- b. Emphasis on importance of approving budget and governance items before fiscal deadlines.

V. Adjournment: The meeting was adjourned by Ann Mallek at 2:20 PM.

Executive & Finance Committee Members:

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

Board Staff:

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