

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

**Special Executive and Finance Committee Meeting**

Tuesday, July 8, 2025

3:30 PM – 4:00 PM

Virtual:

[https://us06web.zoom.us/j/5556775434?  
pwd=M2IicUJlbXVvcDhuUHdPZUM2d0paUT09&omn=83860640415](https://us06web.zoom.us/j/5556775434?pwd=M2IicUJlbXVvcDhuUHdPZUM2d0paUT09&omn=83860640415)

Meeting ID: 555 677 5434



- I. **Call to Order** at 3:34 PM by Ann Mallek
- II. **Voting Items**
  - a. **Approval of Minutes:** June 17, 2025, PWDB & CLEO Annual Meeting
    - i. Motion: John Baldino
    - ii. Second: Annette Hyde
    - iii. Outcome: Unanimously approved
  - b. **ETPL:**
    - i. New Provider: Nomad Nursing
    - ii. New Programs:
      1. CPR
      2. Direct Care Aide (DCA)
    - iii. Motion: John Baldino
    - iv. Second: Annette Hyde
    - v. Outcome: Unanimously approved
  - c. **Updated Bylaws**
    - i. Discussion:
      1. Chair terms updated from 1 year to 2 years, effective immediately upon approval.
      2. Annette Hyde and Ann Mallek each begin new 2-year terms, to be considered their first. Chairs are eligible to serve for two consecutive 2-year terms.
    - ii. Motion: Cheryl Kirby
    - iii. Second: John Baldino
    - iv. Outcome: Unanimously approved
  - d. **Updated VCWP Employee Handbook**
    - i. Discussion:
      1. Handbook carried over from CVPED. This proposal brings it current to address the present organizational needs.
      2. Proposed definition updates:
        - a. Full-Time (FT): 40+ hours/week
        - b. Part-Time (PT): 32 or fewer hours/week
      3. PTO accrual added for PT employees. Three options for accrual discussed, with Ti-Erra providing calculations.
      4. Consensus to adopt a 6-month trial using the chart.
      5. PTO payout may be issued as a bonus in June and December.
    - ii. Motion: Ann Mallek
    - iii. Second: John Baldino
    - iv. Outcome: Unanimously approved
    - v. Action: Sarah Morton to draft official handbook language and share with Executive Council to be

implemented immediately. There will be a 6-month review by the Executive Council in December for effectiveness.

III. **Presentation of the Budget – FY26** by Sarah Morton and Ti-Erra Elam

- a. FY25 Year-End Summary
  - i. Ti-Erra reviewed grants, MOUs, MEDR.
  - ii. Awaiting Jobs Plus invoice (submitted Feb 2025)
  - iii. Ending with a positive fund balance despite cuts
- b. FY26 Budget Highlights
  - i. WIOA funding decreased for FY26
  - ii. Operating reserve is in good shape
  - iii. There is an expected 2027 per capita funding increase on the horizon
  - iv. Program provider exceeded 2024 goals
  - v. WIOA may be transitioning to MASA (Make America Skilled Again) block grants
- c. The Executive Committee recognizes board staff and program provider accomplishments.
- d. **Motion to Adopt Budget as presented**
  - i. Motion: Annette Hyde
  - ii. Second: Ann Mallek
  - iii. Outcome: Unanimously approved

IV. **Presentation of MOU/IFA Draft**

- a. Status: IFA is ready.
- b. Discussion:
  - i. Senior Community Service Employment Program (SCSEP) is being cut at the Federal Level in favor of MASA grants. Ti-Erra is keeping an eye on this.
  - ii. If RGI does not pay, it needs to be removed from the budget.

V. **PY25 Meeting Planning**

- a. Regular Meeting Schedule: Executive and Finance Committee to meet alternating months to review the health of the organization.
- b. Board/CLEO Meeting Flow:
  - i. New format starting this year: Partner/community updates at the beginning, so there's more opportunity to have a quorum. Guest speakers can get in and out without having to wait.
  - ii. A meeting to prep the chairs will precede board and CLEO meetings by a week.

VI. **Executive Director Evaluation**

- a. To occur in closed session
- b. Ann Mallek requests Sarah's self-assessment in advance – Sarah will email hers to the Council.
- c. Anne & Annette will schedule a review with Sarah and the Council later in July.

VII. **Adjourned** at 4:56 PM by Ann Mallek

**Executive & Finance Committee Members:**

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

**Board Staff:**

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

**Guest(s):** N/A