

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



Special Executive and Finance Committee Meeting

Tuesday, September 1, 2026

1:00 – 2:00 PM

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

- I. **Call to Order** at 1:07 PM by Ann Mallek
- II. **Outreach Discussion:** Annette and Sarah provided an update on their recent presentation to the Madison County Board of Supervisors. The presentation highlighted VCWP's services, regional impact, and return on investment for localities. Highlights included:
 - a. Madison County contributes receives an estimated \$33,000 in workforce-related services in return for their annual contribution.
 - b. Supervisors expressed surprise at the breadth of VCWP's work and regional impact.
 - c. The presentation reinforced the value of workforce development investments and the importance of continued local government engagement.
 - d. Sarah noted opportunities to strengthen partnerships with Madison County Schools, the library system, and community organizations.
 - e. Anne suggested incorporating employer and participant testimonials into future local government presentations to further demonstrate impact.
- III. **Financial & Budget Overview – Ti-Erra Elam & Sarah Morton**
 - a. **WIOA Funding**
 - i. PY25 administrative funds remain available and may be applied toward performance requirements.
 - ii. FY26 allocations have increased.
 - iii. Current expenditures for Adult, Dislocated Worker, Youth, and Administrative were discussed.
 - iv. Remaining Adult and Dislocated Worker allocations are expected from the state later in the fall.
 - b. **Locality Contributions**
 - i. Localities fully funding their requested contribution include Albemarle, City of Charlottesville, Culpeper, Louisa, Orange, Rappahannock
 - ii. VCWP has received \$29,078 in locality funding thus far this fiscal year. The organization continues transitioning to a 40-cent-per-capita funding model.
 - c. **Grant Updates**
 - i. Remaining Sentara outreach funds available.
 - ii. Jobs Plus grant remains in Year 2 of a four-year federal award.
 - iii. VAULT Grant (\$60,000) concludes in October 2026.
 1. Approximately \$6,415 reimbursed to date.
 2. Staff continue working with participating employers to maximize reimbursements before the program ends.
 - iv. Additional funding opportunities under consideration include:
 1. Sentara CARES Grant
 2. Women in Philanthropy Grant
 3. Virginia Opioid Abatement funding for youth workforce initiatives.
 - d. **Operating Funds:** Staff reported the organization remains financially stable with healthy operating reserves and expected reimbursements pending.
- IV. **HR-1 (SNAP & Medicaid Work Requirement) Implementation – Sarah Morton**
 - a. **Key information:**
 - i. Up to 33,000 individuals in the VCWP service region may be impacted.

- ii. Individuals who are able-bodied and do not qualify for exemptions will be required to complete 80 hours of employment, job search, training, and/or volunteer activities each month
- iii. New requirements begin implementation January 1, 2027. Notification letters already being distributed to Medicaid clients.

b. VCWP Response:

- i. Sarah has developed a tracking and referral system to
 - 1. Document client engagement.
 - 2. Coordinate referrals among workforce partners.
 - 3. Support DSS reporting efforts.
 - 4. Measure regional workforce outcomes.
- ii. A regional simulation exercise is being planned with local DSS offices and workforce partners.
- iii. Stephanie McNamara will attend Maryland's implementation conference to gather best practices.

V. Board Member Resource Portal – Liz Burnett

- a. Features include:
 - i. Mission and governance information.
 - ii. Meeting schedules and materials.
 - iii. Board and CLEO rosters.
 - iv. Committee information.
 - v. Board vacancies.
 - vi. Contact submission form.
 - vii. Future opportunities for board engagement and participation in community events.
- b. The site will be password protected and serve as a centralized resource for board members and CLEOs.
- c. Committee members expressed strong support for the initiative

VI. Strategic Partnerships Update – Sarah Morton

a. Piedmont Virginia Community College (PVCC)

- i. Sarah reported productive discussions with PVCC's new Corporate and Workforce Executive Director, Katherine Hanson, including developing stronger workforce partnerships; eliminating duplication of services; exploring a summer middle-school workforce program, "Future Makers Career Quest"; identifying opportunities for joint training initiatives and business engagement.
- ii. Katherine Hanson is expected to join the board as the PVCC representative.

- b. **Mahogany and Friends:** VCWP is exploring a partnership with Mahogany & Friends focused on financial literacy programming; grant development support; potential fiscal sponsorship opportunities; and expanding community-based financial education.
- c. **Virginia State University:** Sarah reported ongoing discussions regarding agricultural workforce training; leadership development; workforce initiatives connected to the Department of Corrections and farm-based programming.

VII. Business Solutions Employer Needs Assessment – Sarah

- a. Sarah introduced a newly developed Business Solutions Employer Needs Assessment. Its purpose:
 - i. Gather detailed workforce intelligence directly from employers.
 - ii. Identify staffing, training, retention, and expansion needs.
 - iii. Improve workforce planning and labor-market responsiveness.
 - iv. Strengthen collaboration with community colleges and training providers.
 - v. Support future requests for workforce positions such as a Business Solutions Analyst and Registered Apprenticeship Coordinator.
- b. Committee members expressed support for the assessment and its role in creating stronger employer relationships and workforce planning strategies.

VIII. Rapid Response/WARN Tracking – Sarah

- a. Sarah also discussed development of a new data collection process for WARN events and business closures. The effort will:
 - i. Track impacted workers.
 - ii. Measure reemployment outcomes.

- iii. Identify sector transitions.
- iv. Strengthen labor-market reporting.
- v. Provide outcome data from recent events involving Bingham & Taylor and Emerson.

IX. Final Remarks:

a. Upcoming Board Meeting

- i. The next Board Meeting will be held virtually on September 15, 2026.
- ii. Cheryl will provide a brief GO Virginia update.
- iii. Virginia Works leadership will provide a state workforce update.

- b. Executive Director Remarks:** Sarah reminded committee members she will be on vacation beginning September 4 and returning September 13. Staff coverage plans are in place.

X. Adjournment: The meeting was adjourned by Ann Mallek at 2:00 PM.

Executive & Finance Committee Members:

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