

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

Special Executive and Finance Committee Meeting

Thursday, December 4, 2025

2:00 PM – 2:30 PM

Virtual: Microsoft Teams



- I. **Call to Order** at 2:00 PM by Ann Mallek
- II. **Director Updates:**
 - a. **Upcoming Gubernatorial Transition:** Sarah reminded the council that workforce policy and funding items are unknown until the new administration sets priorities (e.g., program merge may be possible between WIOA adult/dislocated worker funding).
 - b. **Board & CLEO Retreat After Action Report:**
 - i. Reflected gaps in board understanding of VCWP activities. As a result, leadership will request stronger board diligence, preparation, and participation (read materials, engage, and serve as advocates).
 - ii. Report correction noted: change “Sarah Kirby” to “Cheryl Kirby.”
 - iii. **Executive report highlights** include middle school sector work; NextGen Trades Day at PVCC; clothing closet launch; BioBridge collaboration; engagement with UVA Health; AstraZeneca apprenticeship model interest; planning incumbent worker training in 2026 through new funding.
 - c. **Virginia Works branding**
 - i. Survey discussed
 - ii. Tentative full implementation timeline mentioned for next year may shift with the new administration.
 - iii. Council discussed the need for clear center signage, cost considerations, and coordination with VDOT if signage changes occur.
- III. **Voting Items**
 - a. **Budget – FY26** by Sarah Morton and Ti-Erra Elam
 - i. **Discussion**
 1. FY26 budget was reviewed, highlighting adjustments to staff hours and leveraging Jobs Plus and a Charlottesville Schools MOU help cover salaries and reduce pressure on core funds.
 2. Carry-forward funds from prior year supported current operations despite cuts.
 3. **Locality contributions** request has increased from \$0.20 to \$0.40 per capita.
 - a. ROI reports show substantial returns (e.g., Orange County received \$165,000 benefits).
 - b. Advocacy suggested: Board staff to share budget packets with the Executive Committee ahead of time so that board members can engage local elected officials during budget season.
 - ii. **Adoption of FY26 Budget:**
 1. **Motion:** Ann Malleck
 2. **Second:** Juandiego Wade
 3. **Passes Unanimously**

b. **Transfer of funds:** WIOA Title I transfer of up to \$80,000 from DLW to Adult from PY25 funds. Voted on in a special follow-up session on December 10, 2025.

i. **Motion:** Juandiego Wade

ii. **Second:** Raye Elliott

iii. **Passes Unanimously**

IV. **Adjourned** at 2:30 PM by Ann Mallek

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): N/A