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

Minutes

Executive and Finance Committee Meeting
Tuesday, May 20, 2025
2:00 PM – 3:30 PM

VCWP Conference Room
943 Glenwood Station Lane
Charlottesville, VA 22901

VIRGINIA CAREER WORKS
PIEDMONT REGION

I. **Call to Order** at 2:05 PM by Ann Malleck

II. **Audit Draft for Approval** - Presented by James Benson, CPA, Larry Saunders & Assoc.
   a. Review
      i. VCWP received an Unqualified Opinion Letter, the best possible audit outcome.
      ii. Financial Position (Balance Sheet): Fixed assets were added to ensure completeness. No change in total assets. Liabilities included accrued/unused vacation.
      iii. Statement of Activities: Clarified treatment of restricted vs. unrestricted funds.
      iv. Expenses & Program Breakdown: Detailed on pages 4, 6, and 11 of the audit.
      v. Notes to Financial Statements: Covered mission, accounting basis (accrual), fixed asset capitalization threshold (currently $5,000, with upcoming federal changes allowing up to $10,000).
      vi. Federal Awards: WIOA programs are classified as a "cluster" and treated together as a major program.
      vii. Compliance: No findings or noncompliance reported. VCWP is considered a high-risk auditee this year due to it being the first audit but may qualify as low-risk next year.
   b. Discussion:
      i. James raised concerns related to prior bookkeeping errors and misstatements by a previous CPA. However, there is nothing in place now that you should have to worry about other than administrative stuff.
      ii. James emphasized the importance of accurate financials for decision-making and compliance.
      iii. Shout out from Sarah Morton to Ti-Erra Elam for her hard work on VCWP finances.
      iv. Ann Mallek thanks James for his explanation
   c. Motion to Approve Audit:
      i. Moved: Juandiego Wade
      ii. Seconded: Annette Hyde
      iii. Approved unanimously

III. **Tax Filing Update** - Presented by James Benson, CPA, Larry Saunders & Assoc.
   a. Form 990
      i. Submitted on May 15, 2025.
      ii. Form 990 will be publicly available at VCWP location and/or on the VCWP website.
      iii. This form is used in grant applications and locality funding requests.
   b. Form 990-T: There are no unrelated business income (eg, rental income); therefore, no 990-T is required.
   c. James reminded the board members of their fiduciary responsibilities.

IV. **Director's Report** - Presented by Sarah Morton

a. **Funding Updates**
   i. Anticipated 10% Federal funding cut across all categories.
   ii. Awaiting Notice of Obligation (NOO) from the state for final allocations. Sarah is anticipating level funding.
   iii. VCWP is performing well and is on track to meet or exceed goals.

b. Grant Strategy:
   i. VCWP (Sarah Morton) signed three letters of support for NGO grant applicants, contingent on inclusion of VCWP communications funding.
   ii. Ongoing efforts to secure diversified funding (e.g., Manning, VDACS, Atlantic Union Bank, etc.).
   iii. Melinda Gates Foundation grant application was not successful, but Sarah is impressed with how far the grant application made it.

c. Staffing Implications:
   i. If cuts are realized, only Sarah Morton would remain full-time at VCWP.
   ii. Stephanie McNamara may shift to part-time. Ti-Erra Elam is already part-time. Liz Burnett is 1099 contract employee, but may be able to become a part-time VCWP employee.

d. Advocacy:
   i. Annette Hyde suggested a joint letter from board members to state and federal representatives regarding funding concerns and administrative inefficiencies.

V. **Financial Update/Proposed Budget** - Presented by Sarah Morton & Ti-Erra Elam

VI. **Annual Report Preview** – Presented by Liz Burnett
   a. Draft of the Annual Report was reviewed.
   b. Designed primarily for online distribution with animations and interactive elements.
   c. Includes success stories, performance metrics, funding breakdowns, and locality ROI.
   d. DEI acronym removed from the "Unity, Community, Civility, Grace & Respect" section per board suggestion.
   e. Updated logos from partners (OAR, Atlantic Union Bank) to be included.

VII. **Adjourned** at 3:32 PM by Ann Mallek

Executive & Finance Committee Members:

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

Board Staff:

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

Guest(s): James Benson, CPA (Larry Saunders & Associates)