



PIEDMONT REGION

VCW-PIEDMONT COUNCIL MEETING MINUTES

*Serving Albemarle ~ Charlottesville ~ Culpeper ~ Fauquier ~ Fluvanna ~ Greene ~ Louisa ~
Madison ~ Nelson ~ Orange ~ Rappahannock*

VCW-Piedmont Council Meeting Wednesday, March 9, 2021 1:00 PM- 2:30 PM	Via Zoom Videoconference
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VCW-PIEDMONT COUNCIL	PROGRAM YEAR 2021 (JULY 2021 – JUNE 2022)			
COUNCIL MEMBERS	ATTENDED			
QUARTERLY MEETINGS	SEPT 2021	DEC 2021	MAR 2022	JUNE 2022
Lee Frame – Chair			X	
Ron Frazier		X	X	
Tony O’Brien		X	X	
Ann Mallek		X	X	
Fitzgerald Barnes		X		
Holder Trumbo, Jr.			X	
Marie Durrer				
Robert “Skip” Barton		X	X	
Sena Magill			X	
David Durr (new in 2022)			X	
James Jewett (new in 2022)			X	
PWDB STAFF				
Sarah Morton		X	X	
Helen Cauthen		X	X	
Dave Kilgore		X		
Stephanie McNamara		X	X	
Caroline Rice		X	X	
Rahul Maitra			X	
Shannon Holland				
Candace Spence		X		
OTHER GUESTS				
Stephanie Hoer		X	X	

I. **Meeting Called to Order** by Lee Frame at 1:00 p.m.

II. **Determination and Announcement of Quorum**

Public quorum was reached with 9 Council members in attendance.

III. **Opportunity for Public Comment**

There were no public comments.

IV. **Council Votes**

Board meeting minutes – December 2021

- Robert Barton motioned to approve the December 2021 minutes, seconded by Ann Mallek. The motion passed with 5 votes in favor and 2 abstentions.

Go Virginia Implementation Grant

- Proposal is in draft form – due April 4, 2022
- Two-year grant – requested start date September 1, 2022
- Major initiatives:
 - Develop Light Manufacturing and Food and Beverage Manufacturing Coalitions.
 - Create 180 internships and 90 intern to FTE jobs in three years.
 - Improve the Career Pathways Guide.
- Fund request: \$423K of GO Virginia Funds
- Staff Positions: 2.2 positions for two years
- Ann Mallek motioned to approve, and Sena Magill seconded. The motion passed with 7 votes in favor.

V. **Director's Report**

501c3 and Administrative/Fiscal Agent Options

- Task Force (CVPED/VCW-Piedmont) discussions have continued.
- Revised Fiscal and Administrative Agent Agreement is in the final stages of negotiation.
- VCW-Piedmont EIN and 501c3 status may be beneficial to attract additional grants.
 - 501c3 status is often required by Grantors.
 - Current structure and/or changes shown above are compatible with either structure.
- 12-18 month transition plan is in development based on Council proposal.
- Ann Mallek noted that the process of achieving 501c3 independence will move along faster as improvements are made, and more paperwork is filled out.
- Locality funds are outlined in the annual request, which are pre-approved by CLEO.
 - The specific funds for the Workforce Director were set by CLEO, which approved a budget of \$20,000.
 - A single expenditure of \$10,000 would need to be approved by CLEO.
- Sena Magill motioned to approve; Ann Malley seconded. The motion passed with 7 votes in favor.
- John Young shared a summary of CVPED's mission, strategic plan, and duties and responsibilities moving forward with VCW-Piedmont.
- With independence, VCW-Piedmont would be able to apply for more diverse grants that the

organization would not otherwise qualify for under CVPED's 501c3 status. There are various 501c3 status paths that VCW-Piedmont could take throughout this process.

- Ann Mallek volunteered to lead establishing a work committee to oversee the 501c3 revision.
- Sarah Morton said she would pull a volunteer from the Board to aid Ann Mallek in this endeavor. Sena Magill will be included in conversations and help when available.

Charlottesville Downtown Job Center (CDJC)

- VCW-Piedmont is providing on-site support one day per week.
 - Provides a connection between VCW-Piedmont and the CDJC.
 - Allows time for the CDJC team member to be out in the community.
- Next Steps:
 - On-site Support: continue one day per week support through June. Include funding support options in FY'23 budget (i.e., parking vouchers for Stephanie McNamara).
- Location: consider options for a combined location when VCW-Piedmont lease expires.
- This helps fulfill the mission of serving the Charlottesville City community and maintaining partner relations.

Other Grant Status

- Dislocated Worker Supportive Services - CAREER
 - Subgrant awarded through VCW - Hampton Roads
 - Two years, \$65K total with \$40K available to support DLW
- SCHEV
 - UVA is leading.
 - Two-year grant, \$250K total.
 - Focus on internships in the region.
 - VCW-Piedmont will support with one team member – 32 hours/week
 - Starts in May

WIOA Metrics

- Youth and DLW enrollments are our meeting or exceeding the stretch targets.
- Adult enrollments are below the stretch target.
- Adult
 - Employment: slightly behind
 - Credentials: slightly behind
 - Measurable Skills Gain: behind with positive trends.
- Dislocated Workers
 - Employment: exceeding
 - Credentials: exceeding
 - Measurable Skills Gain: behind with positive trends.
- Youth
 - Employment: slightly behind
 - Credentials: exceeding
 - Measurable Skill Gain: behind

VI. Financials

Financial Status through 1/31/2022

- WIOA Spending through 12/31/21 is \$84K below budget: Goodwill (\$129K), VCW-Piedmont (\$46K).
- Locality funds are unrestricted. Balance expected to increase to ~215K by end of FY'22.

Financial Forecast through 7/31/2022

- After protecting Q1 PY'22, we are projecting to carry forward an additional \$170K from PY'21 to PY'22.
- Spending is likely to slow for several months as team members are replaced (3 Goodwill, 1 VCW-Piedmont).
- Transfer of \$100,000 is required between Dislocated Worker and Adult.
 - Sarah Morton recommended transferring at least \$150,000 and leave roughly \$100,000 in the Dislocated Worker budget.
- Sena Magill motioned to approve the transfer; Ann Mallek seconded.
- The motion passed with 7 votes in favor.

Budget Change Request (Council Vote)

- WIOA program underspent by \$83K through December, VCW-Piedmont overspent by \$46K
- VCW-Piedmont underspending Locality Funds - expect to grow end of fiscal year balance by \$120K vs. budget. Decision to grow reserves while future organization decision is under review.
- Request: Continue on current path - overspend WIOA by \$95K and underspend locality by similar amount.
 - Goodwill has agreed to this request.
- Tony O'Brien motioned to approve; Sena Magill seconded. The motion passed with

VII. Questions and Answers

There were no questions.

VIII. Partner Updates

- Goodwill
 - PD9
 - There was a job fair through the Culpeper Center targeting those experiencing homelessness and recovering from addiction in February.
 - Euro Composites hosted an on-site hiring event through VCW-Piedmont and received a customized Career Pathways Guide to strengthen employee recruitment and retention strategies.
 - PD10
 - TJACE started a Spring semester English-second-language class
 - Greene County is hosting a career fair in April
 - The state is not continuing to fund LinkedIn Learning, but VCW-Piedmont has purchased it for the Career Centers for at least the next four months.

IX. Open Forum

There were no comments.

General meeting adjourned by Lee Frame at 2:37 p.m.