



PIEDMONT REGION

VCW-PIEDMONT PWDB QUARTERLY MEETING MINUTES

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

VCW-Piedmont Council Meeting Wednesday, March 9, 2022 3:00 PM- 4:30 PM	Via Zoom Videoconference
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VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2021 (JULY 2021 – JUNE 2022)			
	ATTENDED			
	SEPT 2021	DEC 2021	MAR 2022	JUNE 2022
Naomi Aitken		x	x	
Kenny Allison		x	x	
Laura Amdusky		x	x	
John Baldino		x	x	
Antwon Brinson		x		
Bo Bundrick		x	x	
Carol Coffey		x	x	
Linda Copeland		x	x	
ThermaJean Cossette		x	x	
Kaki Dimock		x		
Laura Duckworth		x	x	
Jeff Earney			x	
Allyn Gutaszkas			x	
Amy Henecke				
Sheila Hoffman		x		
Annette Hyde		x	x	
Ray Knott		x		
Scott Kozuch		x	x	
Clare Lillard		x		
Steven Ray		x	x	
Ravi Respeto		x	x	
Jack Rickett		x		
Bryan Rothamel		x	x	
Lorne Seay				
Don Shotwell		x	x	
Gary Spry		x	x	
Shawn Woodfolk				
PWDB STAFF				
Sarah Morton		x	x	
Helen Cauthen			x	
Dave Kilgore		x		
Rahul Maitra			x	
Stephanie McNamara		x	x	
Caroline Rice		x	x	
Candace Spence			x	
Kelvin Whitehurst		x	x	
OTHER GUESTS				
Stephanie Hoer		x	x	
Alicia Lenahan		x	x	
Sam Spencer		x	x	

Marty Bywaters-Baldwin		x	x	
Sara Drebes			x	
Justis Bratt			x	
Jazmine Jackson				
Sean Young			x	
Ellen Markowitz			x	

I. **Meeting Called to Order** by Kenny Allison at 3:00 p.m.

II. **Determination and Announcement of Quorum**

Public quorum was reached with 9 private sector members and 9 public sector members in attendance.

III. **Opportunity for Public Comment**

There were no public comments.

IV. **Items Requiring Approval**

Board meeting minutes – December 2021

- Kenny Allison motioned to approve, and John Baldino seconded. The motion passed with 13 votes in favor and 3 abstentions.

ETPL Approvals - Renewals

- Certified Phlebotomy Technician
- Medical Billing and Coding
- Certified Clinical Medical Assistant (CCMA)
- Radiation Technician
- Don Shotwell motioned to approve, and John Baldino seconded. The motion passed with 16 votes in favor.

Policy Updates

- VCW-Piedmont Policy #26- Basic Skills Functioning Levels Participation
 - In accordance with USDOL TEG: 19-16, Pg 3
 - Carol Coffey made a recommendation to add 'integrative education and training' under Moderate Basic Skills.
 - This change will be updated, sent out for feedback, and voted on at the next Board meeting in June.
- VCW-P Policy #27 (Update)- Processing Grievances & Complaints
 - In accordance with VWL # 16-09, Change 1 WIOA Program Grievance and Complaint Processing
 - After discussion of some concerns, Sarah Morton offered to send this policy back to the state for negotiation, however it was decided that the Board would vote on it now and request changes later.
 - Naomi Aitken motioned to adopt this policy change, and Don Shotwell approved. The motion passed with 13 votes in favor, 1 opposed, and 3 abstentions.

V. **Director's Report**

Charlottesville Downtown Job Center (CDJC)

- VCW-Piedmont is providing on-site support one day per week.
 - Provides a connection between VCW-P 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., providing parking vouchers for Stephanie McNamara).
- Location: consider options for a combined location when VCW-Piedmont's lease expires.

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

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

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-P 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.
- There was discussion of forming a group for supporting VCW-Piedmont’s efforts in achieving 501c3 status during the quarterly CLEO meeting. Ann Mallek and Sena Magill volunteered to put lead this group.
 - Kenny Allison and Antwon Brinson volunteered to join this effort.

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 about \$150,000 is required between Dislocated Worker and Adult and was approved by the Council.

Budget Change Request

- WIOA program underspent by \$83K through December, VCW-Piedmont overspent by \$46K
- VCW-Piedmont is 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.
 - The Council approved this request.

VII. Questions and Answers

There were no questions.

VIII. Partner Updates

- VEC
 - The number of career seekers reached and served continues to increase, especially as services are provided virtually.
 - The VEC has implemented the QI Project to assist those with issues regarding banking, finances, fraud, etc.
 - They are also working on filling a job opening at the Center. The posting will be closed in a few days, and interviews will start tentatively next week.
- 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. Committee/General Updates

- Strategic Planning
 - The focus has been Diversity, Equity, and Inclusion (DEI).
- The Career Pathways Guide has continued to expand and has helped bridge gaps between career technical education programs and employers.

X. Open Forum

- Bo Bundrick added that Louisa County High School will be hosting a career fair for 10th-12th grade students April 27th.
- UVA is hosting an apprenticeship fair April 12th.
- Ravi Respetto has DEI survey results to share with the Board.

General meeting adjourned by Kenny Allison at 4:25 p.m.