

PWDB Executive Committee Meeting Minutes

May 27, 2022 – 2 – 3:30 PM

Executive Committee Meeting, May 27, 2022 - 2-3:00 PM
1001 Research Park Blvd, Charlottesville, VA Suite 301

Agenda Item	Presenters
Call to Order/Roll Call	Antwon
Items for Discussion	Sarah Morton
501c3 Update	
Budget	
Cost Pool	
Staffing	
Goodwill Addendum	
Steve Cox, CEO RGI - Introduction	Steve Cox
Adjournment	Antwon

Attendees:

- Helen Cauthen, President of CVPED
- Sarah Morton, Director of Workforce Development, VCW-Piedmont (Board Staff)
- Jason Ford, Operations Manager, VCW-Piedmont (Board Staff)
- Lee Frame, Chair, CLEO
- Ann Mallek, Vice Chair, CLEO
- Antwon Brinson, Chair, PWDB
- Kenny Allison, Co-Chair, PWDB
- John Baldino, Chair, WIOA Committee
- Scott Kozuch, Chair, Education & Business Outreach Committee

Antwon called the meeting to order at 2:00 PM.

Sarah Morton began the meeting with the opening of the presentation and an overview of the meeting's agenda.

501c3/Opening Conversation

- I. Sarah provided an update on where VCWP is on the process on becoming an independent 501c3 Non-Profit Organization.
- II. Anne – “Any word from the state on divisions within programs?
 - a. Sarah – “Working on the formula funds because we have not gotten a complete response yet.”
- III. Antwon – “When is the information on funding getting trickled down?”

- a. Sarah – “We don’t know, it’s on track with the same dates as last year. It’s simply the state being behind schedule.”
 - b. Helen – “We’re using level funding because we need ‘concrete’ numbers to use to operate on.
- IV. Anne – Asked about new office locations.
- V. Antwon – “Why did we choose this location?”
- a. Helen – “The board initially wanted to be together in the centers, then it transitioned to another location together, and now has transitioned back to being in the field.”
- VI. Lee – How does this affect the relationship between VCWP and the Partnership?
- a. Helen – The fiscal responsibility reverts to the Partnership over the space occupied by VCWP.
- VII. Scott – Do we have comparable information from other regions or other organizations.
- a. Sarah – We do have that comparable information.

Personnel

- VIII. Sarah – Confirmed Stephanie is working part-time.
- IX. Kenny – Stated he would like to support any increase for staff. Additionally, Committee agreed to Sarah providing incentives for staff.
- X. John – “What are the benefits that each employee receives?” – States it should build-in steps to provide fairness across the board.
- XI. Lee – Stated that he is eager to retain and help grow the team effectively with inflation. Also believes Jason should strive to get to Dave’s salary.
- XII. Antwon – Recommended 115k-120k for the Director’s Salary. Committee agreed to put forth this range to this council.
- XIII. Ann – Is looking at building-in steps but is more concerned with staff & director retention in the immediate term.
- XIV. Lee – Stated retention is critical to the organization. We need to strive to ensure that talent is properly compensated.
- XV. Helen – Recommends giving Sarah a boost now, and in the future when Sarah becomes executive director move her up more.

XVI. John – Stated we need to establish a salary range for Board Staff Positions.

Introduction of Steve Cox

XVII. Steve Cox – Introduced his team and what roles they now play in Rappahannock Goodwill Industries (RGI). – Shared that he is looking forward to engaging with the board, communities, and the localities across the region. – He believes it is a natural extension and it aligns with RGI Strategic plan, engagement, outreach, and impacts.

Q&A

XVIII. Lee – Observed that there will be changes to the personnel but they are moving to new positions on the ground, therefore will see the same faces with new management and leaderships roles.

XIX. Focusing on capturing individuals who are entering re-entry as a priority in the next Planning year.

XX. Sarah – Recommended we collaborate with Gary Spry with OAR to present a potential work together plan to help prepare individuals as they transition out of jail for the workforce.

XXI. Are the employers paying a livable wage?

- a. A plan of action was discussed to address that matriculation of re-entry citizens into our region.

Action Steps

XXII. We should look towards a partnership with local chambers on educating employers about the benefits/tax credits to hiring re-entry individuals. This partnership will focus on informing folks about the Training release programs/Work release programs to help ease the transition to private employment.

XXIII. Financial literacy training should be conducted during incarceration to help fast-track individuals manage their income immediately upon re-entry.

Meeting adjourned at 3:24 PM.