

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

## Minutes

**Executive and Finance Committee Meeting**  
**Thursday, May 23, 2024**  
**4:00 PM – 5:00 PM**

**VCWP Conference Room**  
**943 Glenwood Station Lane, Suite 103**  
**Charlottesville, VA 22901**



- I. **Call to Order** Ann Mallek
  - a. Meeting was called to order by Ann Mallek at 4 PM
- II. **Attendees:**
  - Ann Mallek
  - Juandiego Wade
  - John Baldino
  - James Tsikerdanos
  - Kenny Allison
  - Scott Kozuch
  - Sarah Morton
  - Stephanie McNamara
  - Marty Bywaters-Baldwin
  - Ti-Erra Elam
- III. **Director Update** Sarah Morton
  - a. Sarah Morton recommended Stephanie McNamara be promoted to Assistant Director of Programs. The meeting is then closed to only Executive Committee members and the Executive Director to discuss position and salary.
    - i. The Executive Board recommended Sarah Morton's recommendations are approved.
  - b. The Charlottesville MOU is reviewed during the meeting. The link to the current MOU was provided to participants. [Link to Current Charlottesville MOU](#)
- IV. **Financial Update/Budget** Sarah Morton/Ti-Erra Elam
  - a. Ti-Erra Elam (Ti-Erra) shared that the MEDR is up to date and for FY24 and reviewed the current funding at a glance. All accounts are up to date and partner invoices are up to date.
  - b. The budget for FY 25 is ready to be approved by the Board at the next quarterly meeting.
  - c. An extension for the GoVA Talent Supply Connector grant has been submitted for approval.
- V. **VCW-P Organizational Update** VCWP Team
  - a. Review/Approve Updated [VCWP Employee Handbook](#)
    - Stephanie McNamara updated the Executive Committee with the latest version of the Employee Handbook including an addition of a wellness reimbursement incentive.
      - Juandiego Wade makes a motion to adopt the Employee Handbook as updated; Seconded by John Baldino. Motion passes by unanimous vote.
    - [EO Monitoring Results](#) were shared by Stephanie McNamara. The four centers for VCWP passed the EO monitoring with flying colors.

VI. **RGI Requested Time**

Marty Bywaters-Baldwin

- a. Rappahannock Goodwill Industries (RGI) Chief Mission Officer (CMO), Marty Bywaters Baldwin spoke to the Executive Committee regarding RGI's concern for the proposed budget allotment to RGI for programming.
- b. Marty also shared the [100 Day Plan](#) for programming following the award of the RFP to RGI.

VII. **Adjournment**

Ann Mallek

- a. Ann Mallek adjourned the meeting at 5:15 PM