Programs Committee Quarterly Meeting
November Minutes

Programs Committee Quarterly Meeting

Tuesday, November 17, 2026

11 AM – 12 PM

Virtual – Zoom

I. Call to Order at 11:02 AM by Raye Elliott, Chair

a. **Membership Updates:**
   i. Laura Duckworth has rotated off the PWDB and vacated her space on the committee.
   ii. Kenny Allison has joined the Bay Consortium Workforce Board and is leaving the committee.
   iii. Membership is now Ray Elliott, Antwon Brinson, and John Baldino.
   iv. The need to recruit additional committee members was discussed.

II. ETPL Administration Updates – Raye Elliott

a. Raye provided an update on the state's administration of the Eligible Training Provider List (ETPL).
b. Committee members discussed:
   i. Increased documentation requirements for ETPL applications.
   ii. Delays in provider listings appearing in the state database.
   iii. Challenges providers face when operating outside their local workforce area.
   iv. Ongoing misconceptions regarding provider eligibility and regional participation requirements.
c. Raye encouraged training providers experiencing registration issues to contact her directly for assistance.
d. Further discussion:
   i. Antwon noted that some workforce regions continue to create barriers for providers without a local physical presence despite statewide eligibility.
   ii. Also noted were the differences in sector definitions around the state. For instance, culinary is not considered a part of the hospitality sector in some regions.
   iii. Members discussed instances where college partnerships have been used to facilitate participation across workforce areas.
   iv. Concerns were raised regarding local OJT requirements tied to employer-provided health insurance, which may limit participation by small businesses.

III. Registered Apprenticeship Update – Raye Elliott

a. **Key Updates:**
   i. Four registered apprenticeship applications have been submitted and are awaiting state approval.
   ii. State staffing shortages continue to create approval backlogs.
   iii. Registered Apprenticeship Intermediary status is helping support employer engagement and program development.
b. **Discussion:**
   i. Discussed challenges engaging hospitality employers in apprenticeship programs.

ii. Administrative burden and reporting requirements continue to be barriers to employer participation.
iii. Opportunities to streamline processes through the Intermediary model were discussed.
iv. Antwon will connect with Raye regarding the Hospitality Apprenticeship Hub initiative.

c. **Board Representation:**
i. Stephanie discussed the possibility of aligning the vacant Registered Apprenticeship Board seat with FLIPP's intermediary status to assist with board certification requirements.
ii. Additional guidance from Virginia Works will be sought before any changes are made.

IV. ETPL & WIOA Metrics – Stephanie McNamara

a. First quarter WIOA and ETPL reports were reviewed.
b. Current metrics remain below target levels.
c. Staff reported that vacancies and staffing transitions have contributed to lower performance figures.
d. Recruitment is underway for a Senior Case Manager position to strengthen program operations and improve outcomes.
e. Workforce center activity reports were reviewed.
f. Discussion:
i. Members discussed significant differences in customer traffic among locations.
ii. Additional reporting using the kiosk greeter system is being developed to better understand utilization patterns at the Charlottesville Center.
iii. Antwon highlighted Culpeper's recent success receiving multiple Virginia Restaurant, Lodging & Travel Association (VRLTA) awards and recognized the strong engagement taking place in that locality.
iv. Employer Services and Hiring Events:
1. Staff reported challenges with a recent Boar's Head hiring event.
2. Job seekers attended; however, communication issues at the employer level impacted event execution.
3. Members discussed the distinction between mentorship programs and Registered Apprenticeships.
4. Farmington's current model was described as more closely resembling a “mentorship” experience than a formal apprenticeship program.

V. VCWP Updates – Stephanie McNamara

a. **Recap: HR1 Regional Simulation – November 12**
i. Conducted in partnership with the Charlottesville Department of Social Services.
ii. Approximately 65 participants attended, including representatives from:
1. Local Departments of Social Services
2. Virginia Works
3. DARS
4. Workforce partners
5. Community organizations
iii. The event focused on:
1. SNAP work requirements
2. Service coordination challenges

3. Resource mapping
4. Customer journey scenarios

iv. Mentimeter was utilized throughout the workshop to facilitate engagement and scenario exercises.

b. **Communications:**

i. Antwon shared positive feedback regarding recent board newsletters.

ii. Appreciation expressed for the Board Member Spotlight feature and its role in increasing engagement and positive visibility.

iii. Ongoing podcast development efforts were discussed.

VI. Meeting Adjournment at 11:44 PM by Raye Elliott.

Committee Members:
Raye Elliott (Chair)
John Baldino
Antwon Brinson

Board Staff:
Stephanie McNamara
Liz Burnett

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