

PWDB Executive Committee Meeting Minutes
October 12, 2021 – 10 – 11:00 AM

Attendees:

- Helen Cauthen, President of CVPED
- Sarah Morton, Director of Workforce Development, VCW-Piedmont (Board Staff)
- Dave Kilgore, Operations Manager, VCW-Piedmont (Board Staff)
- Stephanie McNamara Workforce Specialist, VCW-Piedmont (Board Staff)
- Lee Frame, Chair, CLEO
- Ann Mallek, Vice Chair, CLEO
- Antwon Brinson, Chair, PWDB
- Steve Ray, Previous Chair, PWDB
- John Baldino, Chair, WIOA Committee
- Ravi Respeto, Chair, Strategic Planning Committee

Sarah Morton called the meeting to order at 10:00 AM.

Sarah Morton opened the meeting by reminding the members of the Committee that this is a reconvening of a regular meeting and spoke to the members included in on the meeting and why said members were included.

I. Career Pathways

- a. Dave Kilgore mapped out the current examples of the Career Pathways guide which are in partnership with Farmington Country Club and Bold Rock Cidery. Upcoming meetings are scheduled with Pepsi Cola and Gaston Wyatt.
 - i. When Dave Kilgore and Caroline Rice meet with an employer, they go through the following steps and questions:
 1. Logo
 2. What VCW-P plans to do to help.
 3. What are the companies must haves?
 4. The employer is encouraged to alter the template to their needs.
 - ii. A goal with the Career Pathways guide is to create opportunities with either incumbent worker or entry level workers.
 - iii. The Career Pathways guide reflects education providers in those areas (ex: tap room - cc level; PVCC offers specific courses)
 - iv. The Career Pathways guide maps out specific contacts so people don't have to dig around for the proper contact person.
 - v. The goal is to have businesses who are pleased with the product they have produced in conjunction with VCW-P as a Career Pathways guide to become Employer ambassadors. Employer ambassadors will vouch for the process as well as encourage other companies to use it.
 - vi. The Career Pathways guide is the center/intersection of the three branches of workforce development (Career Seeker, Businesses, Partners)
 - vii. The question was posed, are we working with the ED partners within the localities to make sure we are focused on the right customers? What is the prioritization? Dave Kilgore elaborated that the team is working within the priorities established during the last Strategic Planning meeting. Employer Ambassadors can share the process with similar companies. Eventually, the goal will be to fund more folks who can be out in the community.

Committee Member Comments:

- Ann Mallek commended the delivery and presentation, however, is hesitant to share the models within the Chambers as they have their own agendas that aren't necessarily career pathways.
- Antwon Brinson would love to see a more diversified food service outreach developed.

II. PWDB Bylaws Language Updates

- a. The language needs to reflect the CLEO agreement and bylaws - they have established an Executive Committee to convene the month before the quarterly Board meeting.
 - i. According to the current PWDB bylaws, the Committee is to include the PWDB Chair, Vice Chair, Committee Chairs, and Past Chair. CLEO bylaws asked for these and included the CLEO chair. The language has been updated within the PWDB bylaws to be in line with the CLEO bylaws language and it will be voted upon within the December meeting.

III. VCW-Piedmont Org Structure

- a. How do we want to proceed regarding the future and to establish a task force for org structure?
 - i. Sarah Morton suggested establishing a task force with two members of this committee as well as the CVPED exec committee to establish the best next steps on what the structure should be.
 1. Ann Mallek asked why these 4 members need to be the ones included. She also asked why the personnel/hiring wouldn't be established through the PWDB before it is a combined discussion with CVPED. Should this be a discussion during the quarterly meeting before it is a discussion for a task force.
 - a. Helen Cauthen verified that she (CVPED) is comfortable staying as the fiscal agent but as the team has grown and funds are growing, is the capacity realistic for the partnership?
 - ii. Helen Cauthen asked what are next steps on a 501(C)3 - do we need a consultant to walk through the process? Do we need an attorney to navigate?
 - a. Steven Ray says that there is no need for legal counsel now.

IV. Misc. Updates

- a. DSLW Grant has been awarded
- b. SNAP Grant MOU has been signed with the United Way and moving forward.

V. Next Steps:

- a. Next steps are to establish a meeting for the task force necessity
- b. Sarah will schedule a meeting with the CLEO to decide the next steps on the task force.
- c. The Committee will establish a regular meeting time going forward. 7-10 days before the PWDB meeting and afternoons are better. Mondays and Fridays are best. Stephanie McNamara to get them on the calendar.
- d. Lee Frame would like the vice chair to be added to the Executive Committee Roster within the bylaws officially.

Meeting adjourned at 11:00 AM