



PIEDMONT REGION

VCW-PIEDMONT PWDB QUARTERLY MEETING MINUTES

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

VCW-Piedmont Board Meeting Wednesday, December 14, 2022 3:00 PM- 4:30 PM	North Fork Research Park, Meeting Center 994 Research Park Blvd, Charlottesville, VA 22911 Additionally - Zoom Option
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VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2021 (JULY 2022 – JUNE 2023)			
	ATTENDED			
	SEPT 2022	DEC 2022	MAR 2023	JUNE 2023
Naomi Aitken	X	X		
Kenny Allison	X (VIRTUAL)	X (VIRTUAL)		
Charles Bodden	X			
John Baldino	X	X		
Antwon Brinson		X		
Carol Coffey	X	X		
Kaki Dimock	X (PROXY)			
Laura Duckworth	X	X		
Jeff Earney	X	X		
Annette Hyde	X	X (VIRTUAL)		
Ray Knott		X (VIRTUAL)		
Scott Kozuch		X		
Clare Lillard		X		
Steven Ray	X	X		
Barbara Hutchinson		X (VIRTUAL)		
Jack Rickett				
Tina Lance				
Jess Peregoy				
Bryan Rothamel	X	X		
Lorne Seay				
Don Shotwell	X	X		
Gary Spry	X (VIRTUAL)			
Shawn Woodfolk				
NAME	ORGANIZATION	NAME	ORGANIZATION	
Sarah Morton	PWDB Staff	Marty Bywaters-Baldwin	RGI	
Helen Cauthen	CVPED	Sara Drebes	RGI	
Allyn Sinderbrand	PWDB Staff	Chris Pope	VEC	
Rahul Maitra	CVPED			
Stephanie McNamara	PWDB Staff			
Candace Spence	CVPED			
Dana Cook	Germanna Comm College			
Chad Abrahamson	GIV			

ABSENT

- I. Determination and Announcement of Quorum**
 - a. Quorum was reached with 8 members of the private sector and 9 members of the public sector.
- II. Opportunity for Public Comment**
 - a. There was no public comment.
- III. Items Requiring Approval**
 - a. March 2022, June 2022, and September 2022 Meeting Minutes
 - i. Motion to approve by James Tsikerdanos; Second by Don Shotwell. Motion carried by unanimous vote.
 - b. Motion to Approve updated Policies - Financial Policy, Electronic File Policy, Membership by Electronic Means Policy, and Update to Grievance/Complaint Policy
 - i. Motion to approve by Naomi Aitken; Second by Kenny Allison. Motion carried by unanimous vote.
 - c. Motion to approve Kenny Allison as Board Chair and Scott Kozuch as Vice-Chair.
 - i. Motion to approve by Bryan Rothamel; Second by Laura Duckworth. Motion carried by unanimous vote.
- IV. Director's Report**
 - a. **Local Plan Modifications**
 - i. Sarah Morton shared requested modifications passed down from the State for the LWDB local plans as well as the timeline by which they should be submitted. Sarah Morton also shared that she, in addition to her team, will modify our local plan and subsequently for PWDB and Council approval.
 - b. **WIOA Performance Updates**
 - i. Sarah Morton presented WIOA performance graphs and data reflecting positive activity within the One-Stop Centers throughout the Piedmont Region, including job searches, resume building, education guidance, and financial literacy courses. The praise from the most recent WIOA performance call with the State was also discussed and Sarah acknowledged Marty Bywaters-Baldwin and team for the hard work contributing to the praise.
 - c. **Staff Updates**
 - i. Kelvin Whitehurst has taken a position closer to home in Lynchburg, thus leaving the VCW-Piedmont team. We are in the process of interviewing for his replacement as VTOP Program Coordinator.
 - d. **One-Stop Center property search update**
 - i. Sarah Morton has reviewed four properties for the VCW-Piedmont 501c3 home but due to the high build out costs, they landed on a property on the same campus as the VCW One-Stop Charlottesville Center.
 1. \$25.00/sq ft, has been toured by all partners, and subsequently approved.
 2. VCW-Piedmont Board Staff will be relocating roughly April 1, 2023.
- V. Financial Agent Reports and Financials**
 - a. Rahul Maitra presented a projected budget as well as the budget thus far in PY 2023. Graphs were shared to illustrate the financial data in relation to the WIOA dollars as well as grant funds to date.
- VI. Partner and Provider Presentations**
 - a. **Rappahannock Goodwill Industries (WIOA Title I)**
 - i. Marty Bywaters-Baldwin (Chief Mission Office, Rappahannock Goodwill Industries) introduced Sara Drebes (Director of Workforce Services, Rappahannock Goodwill Industries) and Chad Abrahamson (Manager of the

VCW One-Stop Center, Charlottesville).

1. Marty also presented graphs to illustrate the community members and career seekers served within the multiple One-Stop Centers, Affiliate Centers, and Satellite Centers.
2. A success story was shared by a client named, "Karen" via video recording. Karen expressed her gratitude for the support and guidance provided to her through her experience as a WIOA client.

b. TJACE @ PVCC (WIOA Title II)

- i. Carol Coffey (Director, TJACE @ PVCC) presented the ongoing services provided to the community through the Adult Education program at TJACE (Thomas Jefferson Adult Center for Education) @ PVCC as well as the upcoming new programs; Example: The free GED program offered to all students interested within the Piedmont Region.
 1. Demographics were shared via pie charts showing enrollees divided by ethnicity, gender, language speakers, and age.
 2. A success story was shared via video featuring, "Doreen." Doreen shared her story of coming to America with her family, learning to speak English, and subsequently receiving her GED within TJACE @ PVCC. Doreen also shared her promise to her father to receive an education in the medical field and pursue her dream of becoming a doctor.

c. Virginia Employment Commission (WIOA Title III)

- i. Don Shotwell (Workforce Services Manager, VEC Charlottesville) shared data on how the VEC is serving the regional population through programs like Wagner Peyser and job searches to name a couple. Data was also shared to reflect services provided and clients served.
- ii. Antwon Brinson asked if there was an online presence for the VEC.

d. DARS (WIOA Title IV)

- i. Naomi Aitken (Counselor Manager, Charlottesville and Fishersville Offices, DARS) presented graphs reflecting the year end statistics of the served populations.
 1. Examples of the graphs shared: Credentials Earned PY 2021, Measurable Skills Gains PY 2021, and Percent of Cases Employed 2Q After Closure to name a few.

VII. Adjournment

- a. Meeting adjourned by Antwon Brinson and Kenny Allison at 4:30 PM.