



PIEDMONT REGION

**VCW-PIEDMONT PWDB QUARTERLY MEETING MINUTES**

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

PWDB Quarterly Meeting Wednesday, December 8, 2021 3:00 PM- 4:30 PM	Via Zoom Videoconference
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VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2021 (JULY 2021 – JUNE 2022)			
	ATTENDED			
	SEPT 2021	DEC 2021	MAR 2022	JUNE 2022
Naomi Aitken		x		
Kenny Allison		x		
Laura Amdusky		x		
John Baldino		x		
Antwon Brinson		x		
Bo Bundrick		x		
Carol Coffey		x		
Linda Copeland		x		
ThermaJean Cossette		x		
Kaki Dimock		x		
Laura Duckworth		x		
Jeff Earney				
Allyn Gutasukas				
Amy Henecke				
Sheila Hoffman		x		
Annette Hyde		x		
Ray Knott		x		
Scott Kozuch		x		
Clare Lillard		x		
Steven Ray		x		
Ravi Respeto		x		
Jack Rickett		x		
Bryan Rothamel		x		
Lorne Seay				
Don Shotwell		x		
Gary Spry		x		
Shawn Woodfolk				
<b>PWDB STAFF</b>				
Sarah Morton		x		
Helen Cauthen				
Dave Kilgore		x		
Stephanie McNamara		x		
Caroline Rice		x		
Candace Spence				
Kelvin Whitehurst		x		
<b>OTHER GUESTS</b>				
Stephanie Hoer		x		
Alicia Lenahan		x		
Sam Spencer		x		
Marty Bywaters-Baldwin		x		



I. **Meeting Called to Order** by Antwon Brinson at 3:01 p.m.

II. **Determination and Announcement of Quorum**

Public quorum was reached with 11 board members in attendance. Private quorum was also reached with 11 members in attendance.

III. **Opportunity for Public Comment**

There were no public comments.

IV. **Items Requiring Approval**

**Board meeting minutes – September 2021**

- Kenny Allison motioned to approve and was seconded by Laura Amdusky.
- The motion was carried with 15 yays, 0 nays, and 6 abstentions.

**Bylaw Updates**

- The cover sheet was changed to show the new amendment.
- “Assistant Director” was changed to “Director” in Article IV, Section 5 since there isn’t an Assistant Director
- Committee names were updated in the index and Article VI, Section 2.
- The roster of the executive committees in Article VI, Section 3 to include the CLEO Chair and Vice-Chair.
  - Laura Duckworth asked about the potential impact and Kenny Allison explained that these are elected officials that are very supportive of the Board.
  - Kenny Allison’s only reservation was wondering why there was a rush to elect a Chair and Vice-Chair.
    - Sarah Morton answered that it was to build continuity between the Council and Board.
- Steve Ray motioned to vote, and this was seconded by Don Shotwell
  - The motion carried with a majority approval with 18 yays, 0 nays, and 3 abstentions.

**ETPL Approvals - Renewals**

- CATEC
  - Auto Technician
  - Barbering
  - Cosmetology
  - Medication Aide
  - Nurse Aide
  - Pharmacy Technician
- A motion was carried by Kenny Allison and seconded by Laura Duckworth.
- Policy Updates
  - Virginia Board of Workforce Development (VBWD) policy updates
    - Business services requirements, 403-01, Change 1
    - Provision of career services, 401-03, change 1
    - Provision of supportive services, 401-05, change 1
    - Services to individuals with disabilities, 600-03, change 1
    - Registered apprenticeship programs, 404-02, change 1
  - PWDB policy updates
    - Business services policy, #23
    - Provision of career services policy, #24
    - Supportive services policy, #4

- Accessibility & reasonable accommodations policy, #15
- Eligible training provider policy, #25
- Inventory purchase & records policy, #12
- Self-sufficiency policy, #2
- Virginia Workforce Letters
  - Equipment management – acquisition, inventory, and disposition, VWL, 16-08
  - Poverty guidelines and 70% lower living standard income levels and use of economic self-sufficiency under the Workforce Innovation and Opportunity act, VWL 21-02
- Naomi Aitken motioned to vote and was seconded by Kenny Allison
  - The vote moved forward with 20 yays, 0 nays, and 1 abstention.

## V. **Director's Report**

### **Introduction - New Team Member**

- Sarah Morton gave an overview of the new Board Staff Member hired, partially using funds from the Go VA Grant.
  - Kelvin Whitehurst, Talent Engagement Specialist (shared with CVPED).

### **Website Update**

- Sarah Morton started with presenting the recent updates made to the VCW-P website.
  - The website is now easier to navigate with minimal text and heavier use of visuals.
  - Readily available with resources, social media updates and news.
  - The next steps are to make the website more dynamic to retain and educate users and to work with partners to make it more user-friendly.

### **Charlottesville Career Center Collaboration**

- Stephanie McNamara is providing on-site support one day each week.
- This provides a connection between VCW-P and the CDJC and allows time for the team member to be out in the community .
- Next Steps
  - Expansion of support will be considered.
  - Digital outreach and co-branding opportunities.
  - Inclusion of the CDJC team members in job fairs and career symposiums when appropriate.
  - Options for a combined location when VCW-P's lease expires.
  - VCW-P will make suggestions for a hospitality grant program.

## VI. **Career Pathways Guide Update**

- Dave Kilgore presented the completed, in-process and pending Career Pathways Guides with businesses in the region.
- Many businesses VCW-P has visited are outside of the target sectors, but Dave Kilgore assured that we are more than willing to work with any sector and industry.
- The testimonials from businesses that we have visited have been overwhelmingly positive.

## VII. **State Performance Update**

- The state was particularly impressed with our progress in Employment in the 2<sup>nd</sup> and 4<sup>th</sup> quarters after exit.
- Metrics and KPI
  - Overall and Participants
    - The main focus is reviewing long-term trends versus targets.
    - There has been excellent progress in PD10 youth participation.
  - New Enrollments – Region
    - Adult and DLW enrollments are our exceeding the stretch targets.

- Youth enrollment is slightly below the stretch target, but there has been significant improvement over PY'20 with positive momentum, in PD10.
  - Measurable Skills Gain
    - Adult
      - Employment is slightly behind.
      - Credentials are slightly behind.
      - Measurable skills gain is behind, but had an increase in October.
    - Dislocated Workers
      - Employment is exceeding.
      - Credentials are exceeding.
      - Measurable skills gain is behind.
    - Youth
      - Employment is exceeding.
      - Credentials are exceeding.
      - Measure skills gain is behind but had a positive trend.
    - The measurable skills gains should improve once fall courses are completed.

#### **VIII. Other Grant Status**

- PPE, DW Temperature Taker, Security, and Return to Earn Grants are continuing and the funds will be returned for each of these grants. DSS 4F – Food, Farm, Family, Finance
  - Partnering with United Way to implement a \$190K grant, with a potential for 5 renewals.
  - Culinary concepts was chosen by UW to teach a course.
  - An extension is required – an email confirmation was received during the grant application process. .
  - The plan is to kick-off in January, and an outreach plan is in-process.
- SCHEV Grant (State Council of Higher Education for Virginia)
  - Partnering with UVA.
  - Includes one part-time VCW-P position for internships.

#### **IX. Funding Opportunities**

- YouthBuild: \$700K - \$1.5 million
  - The grant goes until January 21, 2022.
  - The purpose is to provide a pre-apprenticeship program model that encompasses education, occupational skills training, leadership development, and high-quality post-program place opportunities to opportunity youth.
  - The delivery model is to include meaningful partnership and collaboration with public workforce development systems, education and human services systems and labor and industry partners.
  - Balances project-based academic learning and occupational skills training to prepare opportunity youth for career placement.

#### **X. 501c3 and Administrative/Fiscal Agent Options**

- Positive discussions with the Central Virginia Partnership have continued, but changes are being considered.
  - Director reporting to CLEO, with hiring and compensation.
  - The partnership's ability to ramp up fiscal support for new grants.
  - Processes for significant decisions with clear thresholds and delegation of responsibilities between VCW-P and the partnership.
- The 501c3 status could be beneficial for obtaining additional grants.
  - 501c3 status is often required by Grantors.

- The Central Virginia Partnership Foundation is the current 501c3 organization.
  - VCW-P's business-oriented programs are aligned with the Foundation's purpose – some social services-oriented programs may be outside of scope.
- The current structure and/or proposed changes are compatible with either structure.
- A move to full independence is not possible in the short-term due to insufficient financial reserves.
- Sarah Morton opened the floor for discussion and said that an update would be sent to the Board after meeting with the Council.

## **XI. Financial Agent Reports and Financials**

- The WIOA spending through 10.31.21 is \$133K below budget.
  - About \$153K is under-spent with Goodwill.
  - About \$20K is over-spent with VCW-P
  - These are the only unrestricted locality funds available.
- An increase in Locality Funds to about \$300K will be necessary if we move to full independence.
- Financial forecast through 7/31/2022.
  - After protection Quarter 1 in PY'22, we are projecting to carry forward an additional \$240K from PY'21.
  - Goodwill monthly spending is likely to increase due to hiring delays in Q1 PY'21.

## **XII. Partner Updates**

### **Virginia Employment Commission**

- Don Shotwell has worked with the public both in-person and virtually.
- 136 career-seekers and 95 businesses have been served.
- Weekly distribution of new job listings has been established.
- An outreach program was implemented at the local level to stay in contact with those who lost jobs due to the Pandemic to find out if they have returned to the workforce.
- Unemployment Insurance software was rolled out to provide access to information that was previously only accessed through the VEC Center.

### **Goodwill of the Valleys**

- Stephanie Hoer presented updates for Goodwill of the Valleys, starting with PD'9.
  - A total of 145 career-seekers and 76 businesses were served through monthly hiring events.
  - An HR roundtable was hosted for manufacturing and distribution businesses in Orange County, Virginia.
- PD'10
  - 28 career-seekers and 61 employers were served at 3 job fairs.
  - 97 high school students had opportunities to meet with potential future employers.
  - 3 new additions to the Goodwill team.
    - Tracy Sides
    - William Morris
    - Lisa Smith
- Ron's success story
  - Ron is a re-entry individual who required more help in the career-seeking journey. Through WIOA, Ron was able to find a job as a truck-driver and completed his Commercial Driver's License class. Additional funds were provided through the Charlottesville Area Community Foundation.
- Questions for Stephanie Hoer
  - ThermaJean Cossette and Sheila Hoffman asked if we could promote the success stories on social media, and Dave Kilgore answered that Kelvin Whitehurst and Caroline Rice were currently working on developing a strategy for social media to increase outreach to better

spread the success stories. Sarah Morton mentioned adding a section to feature success stories on VCW-P's website, too.

### **XIII. Committee Updates**

#### **Strategic Planning Committee - Diversity, Equity, and Inclusion (DEI)**

- Diversity, equity, and inclusion framework.
  - The DEI Sub-Committee was formed as part of the Strategic Planning Committee.
    - The members are Antwon Brinson, Laura Duckworth, Kaki Dimock, and Ellen Markowitz (special guest).
  - A survey is in development to assess Board member awareness level.
  - Board and staff training options are being reviewed, and it's likely to start with a local trainer.
- Ravi Respeto opened the floor for questions.
  - There were no questions.

### **XIV. Open Forum**

There were no comments.

General meeting adjourned by Antwon Brinson at 4:06 p.m.