



PIEDMONT REGION

PIEDMONT WORKFORCE DEVELOPMENT BOARD (PWDB) MEETING MINUTES

PWDB Quarterly Meeting Wednesday, June 9, 2021

3:00 PM – 4:30 PM

Join Zoom Meeting

Meeting ID: 858 2919 3346

Meeting held virtually via Zoom due to a state of emergency called by the Governor.

VCW - PIEDMONT BOARD	PROGRAM YEAR 2020 (JULY 2020 – JUNE 2021)				
BOARD MEMBERS	ATTENDED				
QUARTERLY MEETINGS	Sep 2020	Dec - 2020	Mar - 2021	June - 2021	
Private:					
Allyn Gutaszkas	X	X	X	X	
Annette Hyde	X	X	X	X	
Antwon Brinson	X		X	X	
Don Cantore		X			
Kenny Allison		X	X	X	
Laura Amdusky	X	X	X	X	
Linda Copeland	X	X			
Peter Mocarski	X	X			
Randy Soderquist					
Ray Knott			X	X	Guest Attendees (June 2021)
Steven Ray	X	X	X	X	Dana Korotovski
Public:					Sara Drebes
Don Shotwell	X	X	X	X	Helen Cauthen
Bo Bundrick	X	X	X		Sarah Morton
Carol Coffey	X	X	X	X	Dave Kilgore
John Baldino	X	X	X	X	Stephanie McNamara
Laura Duckworth	X	X	X	X	Deborah Harms
Lorne Seay					Rahul Maitra
Bryan Rothamel		X	X		Candace Spence
Naomi Aitken	X	X	X	X	Ellen Markowitz
Ravi Respeto	X		X	X	Joy Johnson
Phyllis Savides	X			X	Chris Pope
Ridge Schuyler	X	X	X		Stephanie Hoer
Jeanne Wesley	X	X	X		Tom Gillette
Rebecca Gartner			X	X	Marty Bywaters-Baldwin
Jeff Earney				X	Kathleen Glenn-Matthews
Sheila Hoffman				X	Joy Johnson
ThermaJean Cossette				X	Alicia Lenahan

- I. **Call to Order/Roll Call**
Acting Board Chair Steven Ray called the meeting to order at 3:00 p.m.
- II. **Determination and Announcement of Quorum**
Board Chair noted that a quorum was present.
- III. **Opportunity for Public Comment**
No public comment was received.
- IV. **Items for Approval**

March Board Meeting Minutes

- There was no discussion. Naomi Aitken motioned to approve the minutes; Kenny Allison seconded. The motion passed by unanimous vote.

V. **Director's Report**

a) **Albemarle Affiliate Career Center**

Dave Kilgore introduced the collaboration with the Albemarle DSS Team, led by Director Phyllis Savides, to certify the Albemarle Job Center as a VCW-Piedmont Affiliate Career Center. The VCW-P Board Staff has been working with and offering guidance to the points of contact within the existing center. It is brought to the attention of the Board that the CLEO approved this affiliation.

b) **Acknowledgment of PWDB Members Exiting their Term.**

Sarah Morton thanked the Board Members who have completed their term within the PWDB or are retiring.

- Ridge Schuyler
- Randy Soderquist
- Peter Mocariski
- Don Cantore
- Jeanne Wesley

c) **Strategic Plan and Local Plan**

Dave Kilgore updated the Board with the Local Plan that was submitted on March 3, 2021, and following extensive comments received by State and a rework is in progress. None of the State's comments created concern for VCW-P and the Action Plan was submitted on June 2, 2021. Final Submission will be due to September 30, 2021.

Dave Kilgore and Sarah Morton updated the Board on the status of the Strategic Plan and reminded that it is a living document. It has been reviewed by each Committee and endorsed by the Strategic Planning Committee.

Once approved/endorsed by the Council and Board, the Staff will create formal action plans and metrics to ensure Plan execution as well as a Diversity, Equity and Inclusion framework.

- Antwon Brinson motioned to endorse the Strategic Plan; John Baldino seconded. The motion carried by unanimous vote.

d) **Board Certification** – Sarah Morton updated the Board with the status of the state Board Certification which was submitted to the state on April 23, 2021 (one week before the due date). Upon receiving corrections from the state, the Board Staff has worked diligently to make required modifications. All Local Boards must be certified by July 1, 2021.

e) **Monitoring** - State Administrative, Program, and Fiscal Monitoring PY'20 was completed by State for PY'19 and the PWDB Board Staff is waiting on feedback from PY'20. Preliminary results were received

with some comments regarding program tracking. The formal report for PY'20 is delayed waiting on financial analysis. Corrective actions will be developed after receiving final report.

- f) **PWDB Fiscal Monitoring PY'20** - Preliminary discussions with State indicate the new monthly fiscal monitoring meets or exceeds the State requirements. Process document with examples will be written in June for submission by month end.
- g) **PWDB Program Monitoring PY'20** - Preliminary work done during One-Stop Center Certification Application process. Local Program monitoring started week of June 2. A more detailed audit will be conducted in June for submission by month end.
- h) **Infrastructure Funding Agreement (IFA) and MOU - WIOA Funding** - Local increases in Adult and Youth of 27% as well as an increase in Dislocated Worker of 13%. There was a State increase of 19%.

The following updates are being made within the infrastructure:

- Front desk staff in Charlottesville and Culpeper.
- Career Readiness staff members for job seeker and incumbent worker training.
- Additional Youth Career Counselor support in Charlottesville.

Infrastructure Funding Budget template sent to all partners on May 25, 2021, including Goodwill, VEC, DARS, DSS Charlottesville and Albemarle, Job Corps, TJACE, PVCC. Expected completion by June 30, 2021.

- i) **One-Stop Center Certifications** – Dave Kilgore and Sarah Morton are recommending Certification for the comprehensive Center in Charlottesville and the Affiliate One-Stop Centers in Culpeper and Orange. Some areas for improvement were acknowledged and continue to be a part of the continuous improvement plan such as:
 - Training records and tracking
 - Customer Feedback
- j) **Go Virginia Grant** – The two priorities pending approval of funds are to create mobile outreach for the underserved counties of Nelson, Fluvanna, Louisa, Greene, Madison, and Rappahannock as well as continuing outreach efforts for businesses and job seekers started previously by Project Reconnect.
- k) **VCW-P and Goodwill Continuous Improvement** – Agreement has been reached on joint improvement plans in several areas. Dave Kilgore noted significant progress in all areas of improvement in the short time since establishment of the plan.
- l) **Financial Controls** - Monthly timeline published to ensure compliance to required reporting dates. Continuous improvement plans have been put in place to eliminate process waste. The system has preliminary approval from State as meeting the annual Fiscal Monitoring requirement.
- m) **Branding and Outreach** – Dave Kilgore shared the VCW-P branding efforts put forward to establish compliance and uniformity across all agencies under the VCW-P umbrella including email signature blocks, and outreach templates. The PWDB staff is continuing consistent communication on co-branding opportunities.

VI. Financial Agent Reports

The financial reports were presented to the Board reflecting funds through April 30, 2021. It is noted that spending remains significantly below budget due to the lack of job seekers and COVID related factors. The sectors most severely impacted are Manufacturing and Hospitality. Forecasted reserve in addition to WIOA spending were reviewed and captured within charts also distributed prior to the meeting to the Board. Next steps are to continue to improve the monthly financial tracking and forecasting and to consider process and format changes to reduce waste and improve transparency.

- Naomi Aitken motioned to approve the full budget as presented; John Baldino seconded. The motion passed by unanimous vote.

VII. Partner and Provider Update

- a) **Goodwill of the Valleys:** Stephanie Hoer shared a success story from a job seeker within the WIOA structure of the Piedmont Region which stemmed from connecting the client with proper resources and services.

- b) **VEC:** Don Shotwell shared the updates and changes occurring within the VEC starting at the start of the next program year. Some the changes included were the overtaking of the Wagner Peyser participant tracking as well as offering more services in person and virtually for the job seeker.

VIII. Committee Reports

- a) Business and Education Outreach: Dave Kilgore, interim Committee Chair, updated the PWDB with the upcoming changes for the committee such as Candace Spence (CVPED Economic Director) acting as co-Chair with a PWDB member to be named. The Business and Education Outreach Committee will be focusing on pushing out directives based on experience in particular business sectors.
- b) WIOA: The WIOA Committee Chair, John Baldino, reported that the current providers that have been approved have also been updated in the VAWC system. The committee will be working to approve new providers as well as renewing current providers before the next PWDB meeting in September 2021.

IX. Adjournment

Steven Ray adjourned the meeting at 3:20.