

PIEDMONT WORKFORCE DEVELOPMENT BOARD (PWDB) MEETING MINUTES

PWDB Quarterly Meeting Wednesday, March 10, 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		
Annette Hyde	X	X	X		
Antwon Brinson	X		X		
Don Cantore		X			
Kenny Allison		X	X		
Laura Amdusky	X	X	X		
Linda Copeland	X	X			
Peter Mocarski	X	X			
Randy Soderquist					
Ray Knott			X		
Steven Ray	X	X	X		
Public:					Guest Attendees (March 2021)
Don Shotwell	X	X	X		Helen Cauthen
Bo Bundrick	X	X	X		Sarah Morton
Carol Coffey	X	X	X		Dave Kilgore
John Baldino	X	X	X		Stephanie McNamara
Laura Duckworth	X	X	X		Deborah Harms
Lorne Seay					Rahul Maitra
Bryan Rothamel		X	X		Candace Spence
Naomi Aitken	X	X	X		Shannon Holland
Ravi Respeto	X		X		Mary Ann Gilmer
Phyllis Savides	X				Chris Pope
Ridge Schuyler	X	X	X		Stephanie Hoer
Jeanne Wesley	X	X	X		Tonya Brockman
Rebecca Gartner			X		Marty Bywaters-Baldwin

I. Call to Order/Roll Call

Acting Board Chair Steven Ray called the meeting to order at 3:06 p.m. once Quorum was reached.

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

December Board Meeting Minutes

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

VCW-P Policies: New and Modified

Sarah Morton presented the policies that were updated or modified to accommodate state compliance for VCW-Piedmont. The policies were distributed to the Board and posted online in the meeting packet.

John Baldino motioned to approve the updated policies; Don Shotwell seconded. The motion passed by unanimous vote.

Career Center Operator; Youth Provider; Adult and Dislocated Worker Provider

Steven Ray read the statement required to move into a closed meeting session as per state requirements for a “public contract involving the expenditure of public funds ...”. Jeanne Wesley moved that the meeting close to the public; John Baldino seconded. The motion passed by unanimous vote.

After the closed session discussion concluded, Steven Ray read the statement to move from the closed meeting session to the open session. John Baldino motioned to move into open session; Jeanne Wesley seconded. The motion carried by unanimous vote.

Ray Knott motioned to approve Goodwill Industries as the Career Center Operator, Youth Provider, and Adult and Dislocated Worker Provider; Don Shotwell seconded. The motion passed in a vote of 14 Yea; 3 Nay.

WIOA Training Providers and Programs

John Baldino presented the Providers/Programs applying to be included in the ETPL (Eligible Training Provider List). John Baldino recommended that the Eiden applications be approved at Sarah Morton’s discretion pending receipt of any remaining documentation necessary and pending approval from the WIOA Committee.

Kenny Allison moved to approve the presented providers to the ETPL; John Baldino seconded. The motion passed with a vote of 16 Y; 0 N; 1 Abstention (Ridge Schuyler).

V. Director’s Report

Sarah Morton presented the Director’s Report. Specific questions and points of discussion included:

Grant Extensions

PPE Grant Extension and Addendum

- COVID-19 Reopening Plan (Equipment and sanitizing services)

- MOU between VEC and VCW-P; Signed March 2, 2021
 - Allows continuation of purchase for PPE in the Career Centers and Offices

EEI Extension

- Grant covers LWDA4 and LWDA6 (Piedmont Region) – LWDA4 Leads
- LWDA extension request is to serve more job seekers between now and June 30, 2021.
- Extension is awaiting approval.

Local Plan and Strategic Plan

In accordance with the original timeline presented by Sarah Morton, the Local Plan was sent to the state for review by the March 1, 2021 deadline. VCW-P awaits the first round of feedback from the state by April 10, 2021. In parallel, the Strategic Planning Committee will continue to work with the Board Staff to ensure Board input is included in the final Local Plan. Sarah Morton reviewed the key points of the Local Plan (outlined in the pre-meeting packet shared with the PWDB).

A working draft of the VCW-P Strategic Plan has been shared and continues to be a working document. Prior to the June Board meeting, the plan will be reviewed, updated, and circulated to the Board.

IFA Status

The project kicked off in February 2021 and is due to be finalized in May 2021.

Locality Funding and New Grants

Sarah Morton reported that locality funding requests have been made and she anticipates 90% of the Counties to participate in 2021.

New Grants in process:

- Rappahannock Electric Cooperative – “The Power of Change”
- Women United in Philanthropy
- GO Virginia ERR Grant

Other Topics

Goodwill’s performance and the annual timeline, including projects and monitoring, were presented.

VI. Financial Agent Reports and Financials

Dave Kilgore presented the financial overview in the new format with a positive response from the Board. Dave Kilgore also discussed the forecast for the current fiscal year and our projections of funds remaining at year end. Carryover funds are likely to be required as job seekers return to the workforce and work centers see increased traffic.

VII. Partner and Provider Presentation

Goodwill of the Valleys: Mary Ann Gilmer presented activities for hiring - both Centers participated in these events statewide and locally. Training is opening up and training providers are either in hybrid programs or back to normal. Mary Ann Gilmer referred the council members to the handout provided in their packets for the success stories of PD9 and PD10.

VEC: Don Shotwell referred to the report sent out in the meeting packet. There are six VEC employees averaging 700 “touches” per week. The definition of “touches” is being in touch with a client (ex: phone, email, in person appointments). Sarah Morton asked if VEC can put a practice in place to have a phone sign in system

vs. the in-person system. Don Shotwell says he always suggests that people email. VEC does not have a dedicated person who can field the phone calls. Don Shotwell says his staff tries to answer the same day; but at the least, he aims for a response within 3 business days.

VIII. Committee Reports

The Committee Chairpersons gave brief summaries of the previous months' Committee meetings.

Strategic Planning – Ravi Respeto summarized that Sarah Morton covered her report of the working Strategic Plan as well as the Local Plan that have been submitted to the state.

Business and Education Outreach – Dave Kilgore is acting Chair until it is filled and recapped that this Committee is eager with next steps to reach out to businesses as soon as the Local Plan/Strategic Plan are more mature.

WIOA – John Baldino gave the Committee overview during the vote for the ETPL Providers and Programs.

IX. Adjournment

The meeting was adjourned by Steven Ray at 4:42 PM.