



PIEDMONT REGION

PIEDMONT WORKFORCE DEVELOPMENT BOARD (PWDB) MEETING MINUTES

PWDB Quarterly Meeting Wednesday, December 16, 2020

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:				
Elizabeth (Liz) Walters, Chair	X	X		
Allyn Gutaszkas	X	X		
Annette Hyde	X	X		
Antwon Brinson	X			
Dave Kilgore	X	X		
Don Cantore		X		
Kenny Allison		X		
Laura Amdusky	X	X		
Linda Copeland	X	X		
Melanie Thigpen				
Peter Mocarski	X	X		
Randy Soderquist				
Ray Knott				
Steven Ray	X	X		
Public:				
Don Shotwell	X	X		
Bo Bundrick	X	X		
Carol Coffey	X	X		
John Baldino	X	X		
Laura Duckworth	X	X		
Lorne Seay				
Bryan Rothamel		X		
Naomi Aitken	X	X		
Ravi Respeto	X			
Phyllis Savides	X			
Ridge Schuyler	X	X		
Jeanne Wesley	X	X		

I. Call to Order/Roll Call

Board Chair Liz Walters 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. Consent Agenda

- a) September 9, 2020, PWDB Meeting Minutes
- b) Wagner-Peyser Extension MOU
 - It was noted that the MOU had not changed, only the extension of the grant.
- c) RFP for Operator, DLW, Adult, Youth
 - Discussion surrounding who is the current operator of the One-Stop Centers.

Kenny Allison moved to approve the consent agenda; Don Shotwell seconded. Motion carried unanimously.

V. Fiscal Agent Reports and Financials

- a) Monthly Financials through October 31, 2020 – Detailed report provided in meeting packet for review
 - Helen Cauthen presented on behalf of Rahul Maitra
- b) Audit Update
 - Helen noted the audit is wrapping up and a final audit report would be shared with the PWDB once available.
- c) Locality Funding Request Update
 - Sarah Morton updated the board on the locality funding requests which she has been completing and submitting based upon locality deadlines, respectively.
 - Sarah noted that not all localities grant us funds, but the applications are submitted, nonetheless.

Kenny Allison moved to approve the financial reports; Linda Copeland seconded. Motion carried unanimously

VI. Discussion

a) Local Plan

- Sarah updated the board on her work to this point with the LWDB Local Plan which is due on March 1, 2021. The work outlined includes the hiring of a facilitator (Mr. Morris White) for the research and surveying that goes into the reporting of the plan. Additionally, a writer for the plan was contracted (Fletcher Mangum of Mangum Economics).
- Although Sarah will rely on the collaboration of the board staff and PWDB committees, she will remain the point of contact for both Mr. White and Mr. Mangum.

b) Board Staff Update

- A new part time position of Workforce Development Specialist will be shared as Stephanie McNamara has requested to move to a 30-hour role.
- Subsequently, it is agreed that a full time Workforce Development Operations Manager will be necessary to backfill and offer relief to the role of the director.
- The board agreed to participate in an executive meeting to discuss strategies to bring relief to Sarah. Laura Duckworth coined to create a job ticket in the network to work system for the operations manager to expedite the process. Sarah will be sending out the job description to board members and council members to share with their professional cohorts. Jeanne Wesley inquired about previous board staff positions to glean a perspective for the future structure. Helen provided the level of work that currently exceeds what has been done in the past. The

new leadership has provided a level of performance that exceeds previous directors. Bo Bundrick raised the question “what other line items will be taking funds from”? Sarah shared there was funding in the GOVA Grant, NW2W, and locality funding to support the position. Additionally, Laura Duckworth asks the salaries of all staff aligned with the market? Sarah shares funds are comparable specific position but not all. Helen shared, Sarah is underpaid for her skills and experience, however, and there is minimal funding.

c) Cultural Competency Training (Set a date)

- Laura Duckworth recommended the board outline expectations and outcomes for cultural competency training before seeking a facilitator.
- Liz recommended surveying the board to glean goals and objectives keeping the end in mind. Liz will collaborate with Sarah to craft a survey.
- Additionally, Helen recommended Liz attending the CVPED meeting in February to hear Kevin McDonald, UVA’s VP for Diversity, and share her findings with the board.
- An executive committee will meet in January to discuss the next steps. Sarah shared the executive committee is comprised of each committee chair, co-chair, and council chair.

VII. Committee Updates

a) Strategic Planning

- Co-Chair, Liz Walters, presented the next steps.
 1. Complete the search and engage the resources required to complete the Local Plan update.
 2. Create a living document in the Local Plan aligned with partner and community goals that serves as a tool for both direction and measurement of effectiveness for the PWDB in the next 5 years.
 3. Explore alternate funding models and methods to gain unrestricted funding to support capacity building.

b) Education/Business Outreach

- Chair, Dave Kilgore, presented the next steps.
 1. Send e-mail to Committee including this document –ask for consideration prior to the next Committee meeting in January.
 2. Notify Committee members that Dave Kilgore will be acting Committee Chair until further notice.

c) WIOA

- Chair, John Baldino, presented the next steps.
 1. Evaluate submissions by new providers for additions to the approved list.
 2. Experience, previous success, availability to participants, certificate availability upon completion, job prospects, adherence to EEOC and OSHA standards, and cost are among the considerations for approval.

VIII. Partner and Provider Presentation

a) Goodwill of the Valleys

- Mary Ann Gilmer shared good referral activity with partners overall. Wagner-Peyser is superseding expectations. Board expressed their gratitude for the compelling success stories. Kenny Allison shared how programs can lead to success. Specifically, Mary Ann shared her appreciation to VCW staff for their level of support and collaboration.

b) VEC

- Don Shotwell presented a high-level overview of the shifts in coverage at the VEC office in Charlottesville. Except for a two-week period where they were able to serve 15 clients per day, staff assists 30 clients per day in the office.
- The limitation of clients per day was due to VEC staff (statewide) being called away from the front lines to help in the efforts of rectifying unpaid or incorrectly paid claims, dating back to July 2020.
- They also continue to field phone calls and virtual assistance based up check-ins with the security guard while the Charlottesville office is closed indefinitely due to COVID exposure. Temperature takers are screened and hired as they are Dislocated Workers; however, due to

exposure at the Charlottesville and Culpeper Centers their start date has been delayed. Chris Pope is also on the line and praises Don and team for their hard work in serving the region.

IX. Director's Report

a) General

- Sarah provided a high-level overview of accomplishments this year, however, shared the increasing workloads and tasks with the job. If the board wants to retain leadership a collective strategizing is needed to ensure the body of work continues. Long hours due to COVID and the workload have been draining for staff.

b) Project Reconnect Highlights

- Resurgence of VCW-P social media presence, job seekers being connected with employers at an increasing rate (78 YTD hires), brand consistency within job flyers and communications coming from the One-Stop centers are among the multiple action steps we are taking to reach the outreach and reporting goals of Project Reconnect per the MOU.

c) Job Seeker's Resource Guide - <https://vcwpiedmont.com/wp-content/uploads/final-RESOURCE-GUIDE-FOR-JOB-SEEKERS-11.18.2020-digital.pdf>

- Regions across the state have reached out to Sarah to emulate the resource guide. Sarah praises Deborah Harms for all her work on bringing the resource guide to fruition.

d) VCW-Piedmont Workforce Development YouTube Channel -

https://www.youtube.com/channel/UC3UgNx5nLAXc_sfcd6w4Ig

X. Board Overview Presentation

- Presentation and overview the board would like staff to send over the PowerPoint to review. Sarah presented the option to work with each committee to field any questions and/or provide further insight

Adjournment

With no other matters, the meeting was adjourned by Liz Walters at 4:35 PM.

***Next Quarterly Meeting December 16, 2020 @ 3:00 PM**