



**PWN Board Meeting Minutes**

June 15, 2017 – 3:00 PM – 4:30 PM

UVA Research Park, Town Center Two

1001 Research Park Boulevard, 4<sup>th</sup> Floor Conference Room

Charlottesville, VA 22911

<b>Board Member</b>	<b>Present</b>	<b>PWN Staff</b>
Steven Ray, Co-Chair	X	Helen Cauthen
Amanda Moxham, Co-Chair		Stephanie Boynton
Naomi Aitken	X	Phil Geer
John Baldino	X	
John Boswell		
Casey Carwile	X	
Carol Coffey		
Todd Cook		
Debbie Desmond	X	
Janelle Downes		
Miles Friedman	X	
Karen Gottlieb		
Ronda Guill		
Joe Martin		
Wes Mayles		
Peter MocarSKI	X	
Valerie Palamountain		
Christy Phillips		
Katy Reeves		
Valerie Reid		
Peter Rice	X	
Darla Rose		
Ridge Schuyler	X	
Richard Sindy		
Steven Snyder		
Randy Soderquist		
Mark Stapleton	X	
Jeff Waite		
Elizabeth Walters	X	
Jeanne Wesley		

**Welcome and Introductions**

Steven Ray welcomed everyone and called the meeting to order at 3:10 PM. He explained that we had not reached a quorum and will be unable to take official action on the agenda items. Miles Friedman suggested having the discussion and making a recommendation for the PWN Executive Committee to vote on.

## **Public Comment**

No public comments were made.

## **Consent Agenda**

The Consent Agenda consisted of the following items:

- March 30, 2017 PWN Board Meeting Minutes
- FY2017 Year-to-Date Financials
- WIOA Performance Results through April

***Steve Ray asked if there were any objections to recommending approval by the PWN Executive Committee of the Consent Agenda as presented. No nays.***

## **One-Stop Memorandum of Understanding Extension**

Phil Geer explained that a new One-Stop Memorandum of Understanding needs to be in place by July 1, 2017. The State is requiring us to draft a new MOU that contains many more mandated partners than has been required in the past. There is also a shared cost component among partners that will need to be worked out.

Phil explained that we were successfully able to secure an extension on the “new” MOU requirements until March 31, 2018. This allows time to identify the new space for the Charlottesville One-Stop, and develop the “new” MOU once partner roles in the new space are identified. In order to have an MOU in place by July 1, we will extend the same MOU that we have had in place since 2008. There has been minor changes, such as removing “George Mason University – PTAC” from our list of partners (since they are no longer part of the One-Stop here).

***Steve Ray asked if there were any objections to recommending approval by the PWN Executive Committee of the One Stop MOU Extension as presented. No nays.***

## **FY2018 Operating Budgets**

Stephanie Boynton presented the financial report. She explained that we have not received our formula funds from the State, yet. Because of this, we’ve decided to budget for the first quarter only, using our carryforward funds that we currently have. Once we have our formula funds, we can budget accordingly and approve the remainder of the year’s budget at our September meeting.

Stephanie explained that there is a need for more money in the Adult program and requested that the Board approve the transfer of up to \$90,000 from the Dislocated Worker Program to fill the gap. The reconciliations presented from FY2017 are to be sure our budget and actual expenses are accurately reported to the State.

***Steve Ray asked if there were any objections to recommending approval by the PWN Executive Committee of the FY2018 Budget and PY16 adjustments as presented. No nays.***

## **Policy Updates**

Phil Geer explained that each of these policies have been updated and need to be approved by the Board.

- Incumbent Worker Training
  - We no longer are required to collect I-9 forms from employers, so that has been removed from the policy
  - Added some language to make the policy easier on businesses to use:

- Relaxed the requirement that all employees must be employed with the company for at least six months. The policy now states that if the *majority* of the cohort of trainees has been employed for at least six months, that makes the entire cohort eligible
    - Removed the language that a business can only use the IWT funds once per year. The policy now states that the employer *may* only be eligible for one training program per year, *depending on budgetary constraints and regional demand for IWT funds.*
      - Removed Morgan as contact, added Phil Geer
- Customized Training Policy
  - Our Local Plan required us to have a current customized training policy
  - Updated from WIA to WIOA
  - Added some new required language about restricting the filling of job openings due to the former occupant being on strike
- Youth Program Allocation
  - This policy was approved at the last Board meeting to allow 100% of Youth Program funding to be allocated to Out-of-School Youth, with up to 25% being available for “special projects” that involved In-School Youth. The packet includes the updated policy to reflect what was approved.
- Equal Opportunity (EO) and Nondiscrimination Policy
  - Updated Phil Geer as the EO Officer
- Youth Policy on 5% Low Income Exception
  - Phil asked the Board for a decision on whether they want to allow for this exception to take place. Upon discussion, it was decided that allowing this exception would lead to serving more participants.

***Steve Ray asked if there were any objections to recommending approval by the PWN Executive Committee to approve the policy updates as presented. No nays.***