



**PIEDMONT**  
Workforce Network

**PWN Board Meeting Minutes**

September 7, 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, Chair	X	Helen Cauthen
Amanda Moxham		Stephanie Boynton
Naomi Aitken	X	Mary-Huffard Kegley
John Baldino	X	
Casey Carwile		
Carol Coffey	X	
Todd Cook		
Debbie Desmond	X	
Janelle Downes		
Matthew Eberhardt	X	
Miles Friedman		
Karen Gottlieb		
Ronda Guill		
Joe Martin	X	
Wes Mayles		
Peter MocarSKI	X	
Valerie Palamountain	X	
Christy Phillips	X	
Katy Reeves		
Valerie Reid		
Peter Rice	X	
Darla Rose	X	
Ridge Schuyler	X	
Richard Sindy	X	
Steven Snyder	X	
Randy Soderquist	X	
Mark Stapleton	X	
Jeff Waite		
Elizabeth Walters	X	
Jeanne Wesley		

**I. Welcome and Introductions**

Steven Ray welcomed everyone and called the meeting to order at 3:10 PM. Helen Cauthen introduced Mary-Huffard Kegley, the new PWN Assistant Director, who just started today.

**II. Public Comment**

No public comments were made.

**III. Consent Agenda**

The Consent Agenda consisted of the following items:

- June 15, 2017 PWN Board Meeting Minutes
- WIOA Performance Results through June 30, 2017

***A motion was made by Richard Sindy to approve the Consent Agenda. Darla Rose seconded. The motion was approved.***

**IV. Financial Reports**

Stephanie Boynton presented the FY2017 year-end financials and reviewed the details in the Board meeting packet (pages 5- 14). ***A motion was made by Naomi Aitken to approve the FY 2017 Financial Report as presented. Seconded by Valerie Palamountain. The motion was approved.***

She also reminded the Board that for FY 2018, only the first quarter budget was approved at the June meeting, and presented the full year FY 2018 budget (pages 15-16). ***A motion was made by Richard Sindy to approve the FY 2018 full year budget as presented. Seconded by Peter Rice. The motion was approved.***

**V. GO Virginia Update**

Helen Cauthen handed out the GO Virginia Region 9 Growth & Diversification Plan (Talent Development excerpt only; full report and appendices can be found at [www.GOVirginia9.org](http://www.GOVirginia9.org)) and gave a brief overview of workforce section of the plan. The Career hub website, which was proposed for FY 2018 locality funds this year, could be a project to submit for matching funds as not enough funds available for staffing to implement the website. She shared that the PWN Council will propose to the GO Virginia Region 9 Council that the PWN Council and Board serve as the region's workforce development task force. The Council also agreed to meet in early October to discuss possible GO Virginia workforce projects and they hope many PWN Board members will join them.

**VI. Charlottesville One-Stop Location Search Update**

Steve Ray and Helen Cauthen reported that there are two possible locations for the One-Stop Workforce Center: the current space at 2211 Hydraulic Road and 309 Hillsdale Drive. A few ADA issues were identified by a 2017 DARS report, which have created an obstacle for the current negotiations. Both locations will continue to be pursued.

**VII. Eligible Training Providers**

**A. Joshua Career Institute Appeal**

The PWN Board denied the initial application from the Joshua Career Institute at the June Board meeting. The Institute submitted more information on cost and credentials and appealed that decision. After discussion, the Board indicated that these programs already are offered locally, that it doesn't meet our needs and is too expensive. Questions remained about businesses that were partners with the Institute and who would hire their graduates. ***A motion was made by John Baldino to deny the appeal. Seconded by Joe Martin. The motion was approved.***

**B. New Pathways Tech, Inc.**

The PWN Board considered the application from New Pathways Tech in Culpeper to become an Eligible Training Provider for its machining skills certification program. They are a new non-profit organization that is already partnering with 7 manufacturers on this program. Several Board members mentioned the need for this type of training in our region. ***A motion was made by John Baldino to approve New Pathways Tech's application to be an Eligible Training Provider. Seconded by Valerie Palamountain. The motion was approved.***

**VIII. Formula Review Request**

Steve Ray explained the budget cuts on pages 17-18 of packet. Since FY 2016, PWN has had a \$359,046 or 25.95% reduction in WIOA funds. And, since FY 2015, there has been a \$38,528 or 15.47% reduction in administrative funds. There is a certain level of administrative funds

required to run the program, especially since there is a lot of compliance with public funds, and we cannot bear more cuts easily. The percent of overhead to services provided is not healthy nor ideal. We need more depth to be strategic, and there may be an opportunity to do that through GO Virginia.

He shared that the Council agreed to send a letter requesting a review of the formula used this year that resulted in a 17.5% cut borne by PWN, which was much larger than the 10% cut borne by Virginia. Steve Ray will also co-sign this letter as PWN Board Chair.

**IX. Administrative Tasks**

Helen Cauthen gave the following updates:

- MOU Development - Extension granted until March 31
- One-Stop Certification – Requested extension but not yet granted, currently due by October 31, 2017
- Virginia Incumbent Worker Innovation Program Challenges - \$160,000 in remaining funds for companies in the region; Helen Cauthen has talked to all three community colleges and encouraged each of them to help us spend at least \$50,000.
- WIF Grant Update – state reformatted the program to allow more participation (eliminated the randomization, which excluded some that wanted to participate); not high demand for this service in our region.
- Youth Program, In-School vs. Out-of-School – There is a request to allow Louisa County youth apprenticeship program to be a “special project” thus providing funds for youth who qualify for WIOA. ***At this point in the meeting, there was no longer a quorum, so there was not a formal vote on this issue. However, the PWN Board was clearly comfortable with this policy change.***

**X. Adjournment**

With no other business to come before the PWN Board, Steve Ray adjourned the meeting at 4:30 PM.