



**PWN Council Meeting Agenda**

June 15, 2017 – 1:00 PM – 2:30 PM

UVA Research Park, Town Center Two

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

Charlottesville, VA 22911

<b>Council Member</b>	<b>Present</b>
Diantha McKeel	X
Kathy Galvin	X
Alexa Fritz	
Holder Trumbo, Jr.	
Tony O'Brien	X
Jim Frydl	
Stephanie Koren	X
Clay Jackson	
Allen Hale	
Lee Frame	
Ron Frazier	X
<b>PWN Staff</b>	<b>Present</b>
Helen Cauthen	X
Stephanie Boynton	X
Phil Geer	X

**Welcome & Introductions**

Kathy Galvin welcomed everyone and called the meeting to order at 1:10 PM.

**Public Comment**

No public comments were made.

**Consent Agenda**

Ms. Galvin presented the consent agenda to the Council, which included the following items:

- March 30, 2017 PWN Council Meeting Minutes
- WIOA Performance Results through April

***Motion by Tony O'Brien to approve the Consent Agenda as presented. Diantha McKeel seconded. Motion carried.***

**Financial Reports**

Stephanie Boynton presented the FY2017 year-to-date financials. She explained that our spending levels were lower than anticipated in the Incumbent Worker Training (IWT) program. For this reason, we'll need to make adjustments to be able to meet our obligation requirements. PWN staff recommended moving up \$90,000 from the Dislocated Worker Program (DWP) funds, which are the source of funding for the IWT program, to the Adult programs in the PD-9 and PD-10 One Stop Centers. The budget that

was presented allocated \$35,000 to the PD-10 One Stop, and \$30,000 to the PD-9 One Stop. These amounts are covered in the amount up to \$90,000 from DWP.

***Motion by Diantha McKeel to approve the transfer of up to \$90,000 from the Dislocated Worker Program to the Adult Program. Seconded by Stephanie Koren. Motion carried.***

Ms. Boynton explained the remainder of the requested budget allocations. WIOA staff has requested upgraded equipment since the current equipment is getting old and slow. PWN staff recommended allocating \$4,000 for equipment upgrades at the Charlottesville One Stop Center, and \$4,030 for equipment upgrades at the Orange Workforce Satellite Center. Staff also requested the approval of funds to develop a new website for job seekers to obtain important information in the amount of \$39,324. The new location of the Charlottesville One Stop will not have a dedicated computer lab, therefore, staff requested allocating \$13,000 for equipment to build mobile computer labs. Staff also requested the approval of spending up to \$10,000 on expenses related to moving the Charlottesville One Stop Center to a new location.

***Motion by Diantha McKeel to approve the spending of up to \$10,000 on expenses related to moving the Virginia Workforce Center – Charlottesville. All other expenses will be tabled until the next PWN Council Meeting. Seconded by Stephanie Koren. Motion carried.***

Ms. Boynton 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.

***Motion by Diantha McKeel to approve the presented budget for the first quarter of FY18 for the WIOA Programs, WIF Grant, and Incumbent Worker Programs. Seconded by Tony O'Brien. Motion carried.***

#### **PWN Workforce Development Board Appointments**

Phil Geer explained that to remain compliant with the requirements of the State, we need to re-certify our PWN Board. In order to do so, we need to appoint 2 Economic Development reps, and 2 Community Based Organization (CBO) reps. We will also need to replace Susan Erno upon her retirement with an interim rep for Adult Education. The people who are being nominated have already agreed to serve on the Board. We will need to find one more CBO rep, we have 90 days to fill this vacancy beginning on July 1.

- Economic Development Nominees
  - Andy Wade, Louisa County ED Director
  - Miles Friedman, Fauquier County ED Director
- Community Based Orgs Nominees
  - Ridge Schuyler, Charlottesville Works
  - Joe Martin, Fauquier Chamber of Commerce
- Title II Adult Education Nominee
  - Carol Coffey, Thomas Jefferson Adult and Career Education

***Motion by Stephanie Koren to approve the appointments to the PWN Board as presented. Seconded by Diantha McKeel. Motion carried.***

### **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).

***Motion by Diantha McKeel to approve the One-Stop MOU Extension as presented. Seconded by Stephanie Koren. Motion carried.***

### **PWN Local Plan Update**

Phil Geer let the Council know that the PWN Local Area Plan had been approved by VCCS on May 31, 2017.

### **GO Virginia Update**

Helen Cauthen provided an update on the GO Virginia Regional Council 9 activities. This initiative will produce a report that will identify skill gaps in our region, which is valuable information to PWN.

### **Adjournment**

Kathy Galvin adjourned the meeting at 2:24 PM