



**PWN Council Meeting Minutes**  
September 7, 2017 – 10:00 AM – 11:30 AM  
Greene County Visitor’s Center  
8315 Seminole Trail, Ruckersville, VA

<b>Council Member</b>	<b>Present</b>
Supervisor Diantha McKeel	
City Councilor Kathy Galvin	X
Supervisor Alexa Fritz	X
Supervisor Holder Trumbo, Jr.	X
Supervisor Tony O’Brien	
Supervisor Jim Frydl	
Supervisor Stephanie Koren	X
Supervisor Clay Jackson	
Supervisor Connie Brennan	X
Supervisor Lee Frame	X
Supervisor Ron Frazier	X
<b>PWN Staff</b>	<b>Present</b>
Helen Cauthen	X
Stephanie Boynton	X
Mary-Huffard Kegley	X
Other Guests	Present
Clay Stein, Goodwill	X
Jackson Green, Goodwill (by phone)	X

**I. Welcome & Introductions**

Kathy Galvin, Chair, welcomed everyone and called the meeting to order at 10:00 AM. Helen Cauthen introduced Mary-Huffard Kegley, the new Assistant Director of PWN, and shared that it is her first day!

**II. Public Comment**

No public comments were made.

**III. Consent Agenda**

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

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

***A motion was made by Lee Frame to approve the Consent Agenda as presented. Holder Trumbo seconded. Motion carried.***

**IV. Financial Reports**

Stephanie Boynton presented the FY2017 year-end financials and reviewed the details in the Council meeting packet (pages 5- 14). ***A motion was made by Lee Frame to approve the FY 2017 Financial Report as presented. Seconded by Connie Brennan. Motion carried.***

She also reminded the Council 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). Due to the fire at

Communications Corporation of America, the Council was concerned about approving the full additional transfer of \$60,000 from Dislocated Worker to Adult (for a transfer total in FY 2018 of \$130,000). ***A motion was made by Lee Frame to approve the FY 2018 full year budget and approve an additional transfer of up to \$60,00 from Dislocated Worker to Adult as needed to serve dislocated workers. Seconded by Alexa Fritz. Motion carried.***

**V. Formula Review Request**

Helen Cauthen and 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, and we cannot bear more cuts easily. 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.

***A motion was made by Connie Brennan to send a letter requesting that the state review the funding formula that resulted in 17.5% cut this year. Seconded by Lee Frame. Motion carried.***

The Council also recommended that staff share legislative issues with each of them so they could request that their localities include PWN priorities in their locality recommendations to the General Assembly.

**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. GO Virginia Update**

Helen Cauthen handed out the GO Virginia Region 9 Growth & Diversification Plan (report only; 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. Kathy Galvin suggested that the youth employment summit, which has been discussed, may be another idea to develop into a GO Virginia project.

The Council agreed to devote \$5,000 in locality monies for PWN staff to develop these (and other) GO Virginia ideas regarding workforce. They also agreed to propose to the GO Virginia Region 9 Council that the PWN Council and Board serve as the region's workforce development task force. A meeting will be set up in early October to provide a PWN orientation for Council members followed by a discussion of possible GO Virginia workforce projects.

***A motion was made by Stephanie Koren to allocate \$5,000 for PWN staff to develop GO Virginia project ideas. Seconded by Alexa Fritz. Motion carried.***

**VIII. 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 – Request is on the PWN Board meeting agenda today to allow Louisa County youth apprenticeship program to be a “special project” thus providing funds for youth who qualify for WIOA.

**IX. Approval of New At-Large PWN Board Member**

With Amanda Moxham’s resignation, there is an opening for an At-Large PD-10 member for the PWN Board.

***Motion by Stephanie Koren to approve Kenny Allison of Louisa County as the new At-Large PD-10 PWN Board member. Seconded by Lee Frame. Motion carried.***

**X. Next PWN Council Meeting**

The Council agreed to hold its next meeting on **Thursday, December 7 at 10:00 AM** at a location to be determined.

**XI. Adjournment**

With no other business to come before the Council, Kathy Galvin adjourned the meeting at 11:30 AM.