

Piedmont Workforce Development Board (PWDB)
Executive and Finance Committee Meeting
Minutes

Executive and Finance Committee
Meeting Tuesday – January 30, 2024
3:00 PM – 4:00 PM
VCWP Conference Room
943 Glenwood Station Lane, Suite 103
Charlottesville, VA 22901

Attendees:

- Ann Mallek – Chair, CLEO
- Juandiego Wade – Co-Chair, CLEO
- Scott Kozuch – Co-Chair PWDB, Chair of the VCWP BOD,
Chair – PWDB Business and Education Outreach Committee
- Kenny Allison – Chair, PWDB (Virtually)
- John Baldino – Chair, PWDB Programs Committee
- James Tsikerdanos – Chair, PWDB Strategic Planning Committee
- Sarah Morton - Executive Director, VCWP
- Stephanie McNamara - Compliance Manager, VCWP
- Ti-Erra Elam - Accounts Payable Manager, VCWP

- I. **Call to Order** – Ann Mallek called the meeting to order at 3:00 PM
- II. **Director's Report**

[Redacted content]

- III. **Financial Update**

[Redacted content]



IV. Voting Items

a. Stephanie McNamara reviews items that have gone two Board meetings with no vote (over 7 months) due to lack of quorum. The following items were voted upon:

i. Updated VCWP Policies

- 1. Priority of Service Policy
- 2. Self Sufficiency Policy
- 3. On the Job Training Policy
- 4. Work Experiences and Internship Policy
- 5. Member Participation by Electronic Means
- 6. VCW Telework Policy

a. Kenny Allison makes a motion to approve the policies as presented (and that were reviewed prior by the Programs Committee. James Tsikerdanos seconded. The motion passed unanimously.

ii. ETPL Provider Approval

- 1. 180All Smiles

iii. ETPL Program Approval

- 1. Dental Assistant – 180All Smiles
- 2. Phlebotomy Technician – NIHCP

a. Kenny Allison moves to approve the new provider and new programs as presented to the ETPL. Scott Kozuch seconded. The motion passes unanimously.

v. With no further business, Ann Mallek adjourns the meeting at 3:48