



PIEDMONT REGION

**VCW-PIEDMONT PWDB QUARTERLY MEETING MINUTES**

*Serving Albemarle ~ Charlottesville ~ Culpeper ~ Fauquier ~ Fluvanna ~ Greene ~ Louisa ~  
Madison ~ Nelson ~ Orange ~ Rappahannock*

VCW-Piedmont Council Meeting Wednesday, September 8, 2021 3:00 PM- 4:30 PM	PVCC Eugene Giuseppe Center 222 Main Street Stanardsville, VA 22973
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VCW-PIEDMONT PWDB MEMBERS	PROGRAM YEAR 2021 (JULY 2021 – JUNE 2022)			
	ATTENDED			
	SEPT 2021	DEC 2021	MAR 2022	JUNE 2022
Naomi Aitken				
Kenny Allison	X			
Laura Amdusky				
John Baldino	X			
Antwon Brinson	X			
Bo Bundrick				
Carol Coffey	X			
Linda Copeland				
ThermaJean Cossette				
Laura Duckworth	X			
Jeff Earney	X			
Allyn Gutasuskas				
Amy Henecke				
Sheila Hoffman				
Annette Hyde	X			
Ray Knott				
Scott Kozuch	X			
Steven Ray	X			
Ravi Respeto	X			
Jack Rickett				
Bryan Rothamel				
Lorne Seay				
Don Shotwell	X			
Gary Spry				
Shawn Woodfolk	X			
<b>PWDB STAFF</b>				
Sarah Morton	X			
Helen Cauthen	X			
Dave Kilgore	X			
Stephanie McNamara	X			
Caroline Rice	X			
Candace Spence	X			
<b>OTHER GUESTS</b>				
Stephanie Hoer	X			
Ellen Markowitz	X			
Caitlin Reinhard	X			
Alicia Lenahan	X			
Sara Drebes	X			
Sam Spencer	X			

**I. Meeting Called to Order** by Steven Ray at 3:01 PM

**II. Determination and Announcement of Quorum**

Quorum was not reached. Voting was determined to take place at the close of the general meeting with the members of the Executive Committee present. The Executive Committee included the chairpersons of each Committee and the current acting Chair of the PWDB.

**III. Opportunity for Public Comment**

There were no public comments.

**IV. Items Requiring Approval**

**The items requiring approval were presented and not voted on by the Board.**

**June 2021 Meeting Minutes**

**ETPL**

- The WIOA Committee recommended the following ETPL Program and Provider Applications be approved by the PWDB to be added to the VAWC Database.
  - Carolina's Solution Group – New Provider and 5 New Programs
  - National Institute of HealthCareer Certifications – New Provider and 3 New Programs
  - Rappahannock Center for Education – 3 New Programs
  - PVCC – 24 Program Renewals
  - Orange County DSS - VIEW – 4 Program Renewals

**Policy Updates**

- VCW-Piedmont Policies updates needed to take place as part of the State Monitoring CAP.
- Sarah Morton explained that the Policy updates were adapted from other regions within the State.
- John Baldino raised the issue that the Grievance Policy is complex and difficult to follow. He supports the policy despite the complexity.

**PWDB Chair and Vice-Chair**

- Antwon Brinson volunteered to become the Chair of the PWDB.
- Kenny Allison volunteered to become the Vice-Chair of the PWDB.

**V. Director's Report**

**Introduction - New Team Members**

Sarah Morton gave an overview of the two new Board Staff Members hired, partially using funds from the Go VA Grant.

- Caroline Rice, Communications and Engagement Specialist
- Kelvin Whitehurst, Talent Engagement Specialist (shared with CVPED)

**Strategic Plan and Local Plan, DEI Framework**

- Caroline Rice will be sending out the Strategic Plan when it is complete. The Strategic Plan includes an element of support for the DEI framework as charged by the Board.

- At the Board level the DEI Framework will focus on Culture, Climate, and defining roles.
  - DEI Sub-Committee was recommended by the Strategic Planning Committee.
- The goal is to establish connections to deepen Community impact.
- Sarah Morton emphasized that the DEI focus is not about race, rather the idea of opportunities for everyone from an inclusive perspective.
  - Due diligence is required to make sure there are equal opportunities for all.
  - Cultural competence is important regarding new staff members as they are hired.

### **Monitoring Status**

- State Administrative, Program, and Fiscal Monitoring were submitted for PY '20.
  - The formal report was received by the State.
  - CAP (Corrective Action Plan) was completed and submitted to the State as well.
- PWDB Fiscal Monitoring PY '20
  - Sarah Morton informed the Board of the approval from the State on June 22, 2021.
- PWDB Program Monitoring PY '20
  - Local program monitoring was completed on June 15, 2021.
  - There was a gap with Financial Literacy, and it was resolved through connections with Atlantic Union Bank to offer training.
  - State data validation took place on September 3, 2021.

### **Board Certification**

- The VCW-P Board has been certified by the State.

### **Infrastructure Funding Agreement/MOU**

- Submitted to the State for approval on August 25, 2021.
- All partners agreed without negotiation which was taken as a positive sign of improved communication and support for the LWDB.

### **40% Training Mandate**

- Directors of Workforce Boards across the State were pulled together to discuss the 40% Training Mandate. Case management will count retroactively back to July 1, 2021, which is considered a positive step forward.
- A final ruling on the Mandate is expected by the end of September 2021.

### **Grant Updates**

- GO Virginia Grant – "Project Future of Workforce Outreach"
  - The project kicked off in July/August 2021.
  - Project Future will be mobilizing workforce in Madison, Nelson, Louisa, and Fluvanna with the cooperation of the respective localities
  - Communications and Outreach Specialist position is partially funded through Project Future.
  - Mobile Resource Specialist will be funded through Project Future with a target hire date of September 15, 2021.
- Return to Earn Grant
  - The parameters of the grant have been updated to reimburse up to \$500 per qualifying new hires without requiring the business to match the \$500 given as a sign on bonus.
- PPE Grant
  - Funding to ensure safety is top priority within the Piedmont Region.
- Temperature Taker Grant
  - Temperature Taker is currently in the Culpeper One-Stop Center.

- Temperature Taker is pending in Charlottesville.
- The Security Grant has been extended through 2022
  - This Grant is imperative to ensure the safety of staff and clients in the Centers.
  - Career Readiness Coordinator will be assisting jobseekers with soft skills.
- Dislocated Worker Grant
  - Application by the State Workforce Directors to support social services with up to \$200,000 per region.

### **One-Stop Center Certifications and Albemarle Affiliate**

- Applications have been recommended to be approved by the State for Charlottesville Comprehensive One-Stop Center, Culpeper One-Stop Affiliate Center, and Orange One-Stop Affiliate Center.
- The application to make the Albemarle Career Center a VCW-Piedmont Affiliate One-Stop Center has been submitted to the State.
- Charlottesville Career Center Collaboration – Sarah Morton recommended that VCW-P continues discussions with the Downtown Charlottesville Job Center to explore cooperation options.

### **VI. VCW-Piedmont and Goodwill Continuous Improvement**

- Dave Kilgore presented updates to the Goodwill Continuous Improvement Plan
  - Management Communication and Coordination
  - Metrics and Key Performance Indicators
  - Financial Controls will be moved from monthly to quarterly.
  - Branding and Outreach will continue to focus on successful co-branding.
  - Dave Kilgore shared the metrics and KPI of the Continuous Improvement Plan in the following categories for all localities:
    - New Enrollment and Participation rates for Youth, Adult, and DLW
    - Youth Action Plan – Best Practices
    - Measurable Skills Gain

### **Financial Agent Reports and Financials**

- Dave Kilgore presented the Financial Overview through the end of PY'21 as well as program spending versus budget for WIOA.
- The following financial milestones were shared:
  - Monthly monitoring meets State requirements.
  - Goodwill WIOA documents showed progress during the July 2021 reconciliation and reflected 100% accuracy.
  - PY'21 VCW-Piedmont and Goodwill contracts were signed.

### **Partner Updates**

- **Central Virginia Partnership for Economic Development**
  - Candace Spence presented the Labor Sector Strategies Report
    - CVPED has created one page fact sheets for some of the Labor Sectors such as Light Manufacturing, Business and Financial Services, Information Technology, Food and Beverage Manufacturing.
- **Virginia Employment Commission**
  - Don Shotwell presented an operational update for the VEC. The VEC has resumed all Wagner Peyser actions as of July 1st. Currently, the biggest issue is that clients looking for assistance don't recognize the phone number calling them back and they don't answer.

- Jobseekers have returned to job search requirements effective September 4, 2021.
- There are officially no additional funds for assistance under UI claims.
- **Goodwill Industries**
  - Stephanie Hoer shared success stories from within the Goodwill Industries Organization within the Piedmont Region.
    - VCW Culpeper One-Stop Center partnered with CTEC by hosting a job fair at their new facility on August 7, 2021 including a tour of the grounds.
    - VCW Culpeper One-Stop Center co-hosted a job fair with LFCC on September 8, 2021 on the Warrenton Campus.
    - One-Stop Centers within PD 9 have launched their Work Readiness Program including resources in LinkedIn Learning.
    - VCW Charlottesville One-Stop Center hosted four virtual job fairs in August 2021.
    - VCW Charlottesville One-Stop Center has fostered a partnership with the Piedmont Housing Alliance and subsequently co-hosted a job and experience fair in Friendship Court on September 7, 2021.

## **VII. Committee Updates**

### **Business and Education Outreach Committee**

- Dave Kilgore presented an update as the acting Chairperson of the Business and Education Outreach Committee. Career Pathways are gaining a lot of traction among the three Committees. With the help of business partners, they are close to launch and will hopefully positively impact the Region.

### **Strategic Planning Committee (Given at the beginning of the meeting)**

- Ravi Respeto referred to the Career Pathways regarding the Strategic Plan. She asked if anyone would be interested in forming a DEI Taskforce. Antwon Brinson, Ellen Markowitz, and Laura Duckworth volunteered.

## **VIII. Open Forum**

The partners in attendance from the IRC spoke to the PWDB. There is an unprecedented number of Afghan families in need of housing, cars, and family mentors. Contact Ellen Markowitz or Caitlin Reinhard with the IRC for more information on how to help.

General meeting adjourned by Steven Ray at 4:15