



PIEDMONT REGION

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**VIRGINIA CAREER WORKS - PIEDMONT REGION  
EXECUTIVE COMMITTEE**

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

**Wednesday December 11, 2019**

**2:30 – 3:00 PM**

**3<sup>rd</sup> Floor Conference Room**

**1001 Research Park Blvd, Suite 301**

**Charlottesville, VA 22911**

**(434) 979-5610**

**AGENDA ITEMS**

<b>Item # and Description</b>	<b>Presenter</b>	<b>Action</b>
<b>I. Call to Order/Roll Call/Introductions</b>	<b>Liz Walters</b>	
<b>II. November 8, 2019 Executive Committee Meeting Minutes</b>	<b>Liz Walters</b>	<b>Accept</b>
<b>III. Personnel Update</b>	<b>Helen Cauthen</b>	<b>Information</b>
<b>IV. Other Business</b>	<b>All</b>	
<b>V. Adjournment</b>	<b>Liz Walters</b>	

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**VCW – Piedmont Executive Committee Meeting Minutes**  
**November 8, 2019; 12:00 PM – 1:30 PM**  
**1001 Research Park Blvd, Suite 301, Charlottesville, VA 22911**

**ATTENDEES:** Elizabeth Walters, Chair, Lee Frame, Dave Kilgore, Steve Ray and John Baldino  
**STAFF:** Helen Cauthen, Stephanie Boynton  
**OTHER GUESTS:** Melanie Blosser

**I. Welcome & Introductions**

Chair Liz Walters called the meeting to order at 12:05 PM.

**II. Public Comment**

No public comments were made.

**III. MOU/IFA Agreement**

Staff explained the status of the Memorandum of Understanding and Infrastructure Funding Agreement for PY 2019. Due to delays with gaining agreement from the Department of Social Services (DSS) contribution to the shared funding plan, we did not meet the October 31<sup>st</sup> deadline. However, Albemarle County and Charlottesville DSS have now agreed to contribute so we are just awaiting signatures.

***Motion by Dave Kilgore to approve the MOU and IFA. Seconded by Lee Frame. Motion carried unanimously.***

**IV. Policies for Approval**

As part of our administrative and fiscal review by the state, a few policies needed to be created or updated. The members reviewed the new Conflict of Interest and Cost Allocation Plan policies and the updated Procurement policy.

***Motion by Dave Kilgore to approve all three policies. Seconded by Liz Walters. Motion carried unanimously.***

**V. Personnel/Staffing Strategy Session**

As a starting point for the discussion, staff propose the following staffing as indicated in the two job descriptions:

1. Full-time Workforce Development Director - \$80,000 - \$85,000
2. Contract Operations Manager - \$30/hour or flat contract of about \$20,000 (666 hours/year or 2 days/week)  
The contract person could be an individual who is retired and/or works as a contractor or this role could be taken on by another workforce area's operations staff.

Stephanie Boynton explained the financial impact of such a change. Most of the additional allocation would come from carry-forward dollars. After much discussion, the group agreed to proceed with three options in the following order:

1. See if Barbara Kessler would take the position for 3-6 months as an interim.
2. Post the Director job opening on Indeed, LinkedIn, website, etc. and distribute to our contacts.
3. If a strong candidate cannot be found, request that the Partnership to explore options (and reimburse for such staff time)

The new Director would be asked to make a recommendation regarding the operations manager and how best to handle that position.

**VI. Adjournment**

There being no other business, the meeting was adjourned at 3:30 PM.