



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*

**Friday, November 8, 2019
12 Noon – 1:30 PM
3rd Floor Conference Room**

**1001 Research Park Blvd, Suite 301
Charlottesville, VA 22911
(434) 979-5610**

AGENDA ITEMS

Item # and Description	Presenter	Action
I. Call to Order/Roll Call/Introductions	Liz Walters	
II. Determination of Quorum	Liz Walters	
III. Opportunity for Public Comment	Liz Walters	
IV. Memorandum of Understanding and Infrastructure Funding Agreement for Approval	Candace Spence	VOTE
V. Policies for Approval A. Conflict of Interest Policy B. Updated Procurement Policy C. Cost Allocation Plan Policy	Helen Cauthen	VOTE
VI. Personnel/Staffing Strategy Session	Liz Walters	
VII. Other Business	All	
VIII. Adjournment	Liz Walters	

Americans with Disabilities Act: *In accordance with the Americans with Disabilities Act, the PWDB will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Helen Cauthen, EO Officer at hcauthen@centralvirginia.org | (434) 979-5610 | TDD/TTY Dial 7-1-1 Toll-free. Requests for assistance should be made at least three business days in advance of the meeting.*



VCW – Piedmont Executive Committee Meeting Minutes
October 16, 2019; 2:00 PM – 3:30 PM
UVA Research Park, Town Center Two
1001 Research Park Blvd, Suite 301, Charlottesville, VA 22911

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

I. Welcome & Introductions

Chair Liz Walters called the meeting to order at 2:05 PM and directed welcome and introductions.

II. Transparency of Council Decisions

Council members did not identify any conflicts with today's agenda.

III. Public Comment

No public comments were made.

IV. Consent Agenda

The Consent Agenda included Council meeting minutes from June 21, 2019 and PWDB Board meeting on June 13, 2019.

Motion by John Baldino to approve the Consent Agenda. Seconded by Lee Frame. Motion carried unanimously.

V. Fiscal Agent Reports and Financials

Stephanie Boynton presented the following:

- A. PY2018 Statement of Income and Expense
- B. PY2018 Statement of Financial Position
- C. FY2020/PY2019 Operating Budget
- D. \$5,000 in locality dollars allocated for budget requests to locality
- E. Set locality funding requests for FY2021 at 15 cents per capita

Motion by Dave Kilgore to approve all five financial items. Seconded by Lee Frame. Motion carried unanimously.

VI. ETPL Approval

Monica Long presented the request from Culinary Concepts to have the training programs, Basics 101-Life Skills through Culinary Arts, approved for the eligible training providers list. John Baldino shared that a recent WIOA Committee meeting was held at this facility and was very impressive.

Motion by John Baldino to approve the Basics 101-Life Skills through Culinary Arts of Culinary Concepts for ETPL approval. Seconded by Dave Kilgore. Motion carried unanimously.

VII. WIOA Committee Update

John Baldino have an update on the committee's discussions about apprenticeships. Several PWDB members will attend the summit later this month.

VIII. Closed Session for Personnel Matter

Liz Walters asked for a motion to move to Closed Session following Closed Meeting Procedures in accordance with Section 2.2-3712 Code of Virginia. She stated that this meeting is called for the purpose of:

“Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.”

Motion by Lee Frame to move into Closed Session. Seconded by John Baldino.

Liz Walters called for a voice vote of all attending members, which was given in the affirmative by Lee Frame, John Baldino, Dave Kilgore and herself.

After the closed session ended, the Chair asked for a roll call of each attending Council member to signify by yes or no vote that certifies that to the best of each member’s knowledge, only public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Council.

Liz Walters called for a voice vote of all attending members, which was given in the affirmative by Lee Frame, John Baldino, Dave Kilgore and herself.

IX. EO Officer

With Monica Long’s departure, a new EO Officer needs to be approved.

Motion by Lee Frame to appoint and approve Helen Cauthen as the new EO Officer. Seconded by John Baldino.

Motion carried unanimously.

X. Adjournment

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

Title: Conflict of Interest	Related Forms: Yes
Effective Date: November 8, 2019	Revised Date:

Purpose:

To ensure staff & members of the Piedmont Workforce Development Board (PWDB) and WIOA Title I providers of Adult, Dislocated Worker, Youth and One-Stop Operator programs (“employees”) as well as all sub-grantees and contractors will comply with the standards of conduct, hereinafter specified, for maintaining the integrity of PWDB programming and avoiding any conflict of interest. Hereinafter, all staff & members referenced above will be referred to as “employees” for the purpose of this policy.

References:

2 CFR 200.318 (c)(1)
2 CFR 200.112

Code of Virginia Title 2.2, Subtitle I, Part E, Chapter 31, Article 1 State and Local Government Conflict of Interests Act

Definitions:

Immediate family means (1) a spouse and (2) any other person residing in the same household who is a dependent, or as such definition may be amended from time to time by applicable federal and/or state law and regulation.

Dependent means any person, whether or not related by blood or marriage, who receives from or provides to the employee more than one-half of his/her financial support.

Policy:

Every reasonable course of action will be taken to maintain the integrity of the expenditure of public funds and to avoid any favoritism or questionable or improper conduct. Funds received by the PWDB will be awarded in an impartial manner, free from personal, financial, or political gain. Employees will avoid situations which give rise to a suggestion that any decision was influenced by prejudice, bias, special interest and/or personal gain. Employees will be particularly aware of the varying degrees of influence that may arise and will exercise due diligence to avoid situations which may give rise to an assertion that favorable treatment is being granted. Employees will follow standards and regulations as specified in the Code of Virginia State and Local Government Conflict of Interests Act.

No individual in a decision-making capacity shall engage in any activity if a conflict of interest (real, implied, apparent or potential) is involved. This includes decisions involving the selection, award or administrative of a sub grant or contract supported with WIOA funds. Furthermore, One Stop Operators must disclose any potential conflicts of interest arising from relationships with training providers and other service providers. Immediate family of employees will not receive favorable treatment for enrollment into services provided or employment with the PWDB or a PWDB funded contractor. Employees also will avoid entering into any agreements for services with immediate family.



When it is in the public interest for employees to conduct business (only for the purpose of services to be provided) with a relative, the employees will obtain approval from the PWDB and VCW-Piedmont Council before entering into an agreement. All correspondence will be kept on file and available for monitoring and audit reviews.

Employees will not solicit or accept money or any other consideration from a third person or entity for the performance of an act reimbursed. Supplies, materials, equipment, or services purchased with funds allocated to the PWDB will be used solely for purposes of the organization.

Any contract, transaction or business conducted by employees in violation of this policy or related applicable federal and/or state law and regulation is subject to dismissal by the PWDB and/or VCW-Piedmont Council in addition to any other fines. In the event a contract or transaction is rescinded or invalidated, compensation or payment due to PWDB, VCW-Piedmont Council and/or the Contractor shall be determined in accordance with applicable law.

All PWDB Staff, Board and Council members, and local staff of the WIOA Title I Programs and One-Stop Operator Contractor will complete the Conflict of Interest form. The forms will be updated annually & kept on file at the PWDB office and retained for a period of 5 years.

Related Forms:

Conflict of Interest Form



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Title:	Procurement Policy	Policy #:	21
Effective Date:	June 14, 2018	Revision Date:	November 8, 2019

Purpose:

To have in writing the procurement policies and procedures for Virginia Career Works-Piedmont Region (VCW-Piedmont).

References:

Uniform Grant Guidance (UGG) (2CRF 200)

Policy:

It is the policy of VCW-Piedmont to procure those items that are required to perform its mission following the City of Charlottesville’s procurement policies and procedures in regards to purchases. The City’s policies meet or exceeds the Virginia Public Procurement Guidelines. The City’s procurement policies can be found on their website at:

<http://www.charlottesville.org/departments-and-services/departments-h-z/procurement-and-risk-management>

Procurement will be made with complete impartiality based strictly on the merits of supplier and applicable related considerations such as delivery, quantity, etc. All purchases should be made in the best interest of VCW-Piedmont. Quality supplies and services should be obtained that will be delivered in a timely manner.

The Executive Director shall have the authority to approve purchases that are within the framework of the annual budget. Prior approval, from the Executive Director, is necessary before an employee may make purchases.

The Executive Committee must approve expenditures outside of the annual budget.

City of Charlottesville: Limits

Single Quote Process - \$3,500 and less

Single transactions \$3,500.00 and under do not require competition for expenditure of federal monies under the Uniform Grant Guidance micro-purchase rules. A single quote is required. Order splitting to

avoid competitive requirements is prohibited. The City limit is \$5,000; which will be followed for the expenditure of non-federal funds by PWN.

Informal Competitive Process - \$3,500.01 to \$50,000.00:

Solicit at least four (4) written quotes. The City minimum is \$5000.01; which will be the minimum for the expenditure of non-federal funds by PWN. For expenditures using federal funds, PWN will follow the lower limit of \$3,500.01 set by Uniform Grant Guidance. City processes are followed except in terms of vendor solicitation requirements. For example, two vendors are not required to come only from the City's Vendor Database.

Formal Competitive Process - \$50,000.01+ (Non-Construction)

A formal procurement process is required.

Procedure

Each RFP process will be documented in an RFP notebook. Documentation will include:

- Copy of the original RFP
- Publication of the announcement (website screenshot for electronic posting, newspaper posting, email distribution list/emails, etc.)
- Responses to the RFP that were received
- The scoring sheets by the RFP Committee members
- Minutes from the Board and CLEO regarding final selection and approval of the vendor.



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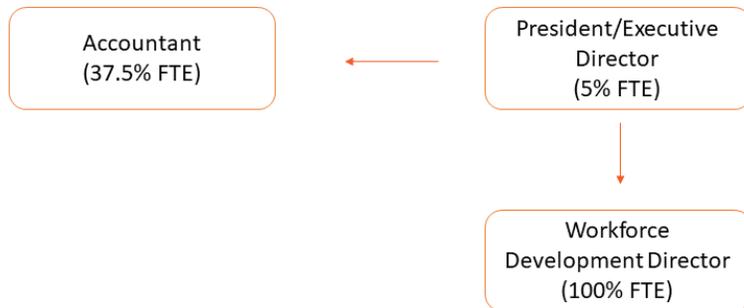
Title:	Cost Allocation Plan	Financial Policy #:	3
Effective Date:	July 1, 2015	Revision Date:	November 8, 2019

Purpose:

The purpose of the Cost Allocation Plan (CAP) is to ensure costs benefiting multiple fund sources (including Federal, State, and Entity) are distributed fairly among each fund source based on the benefits received.

Organizational Chart:

**Piedmont Workforce Development Board
Organizational Chart
PY 2018**



Definitions and References:

200.405 Allocable costs – A cost is allocable to a particular Federal award or other cost objective if the goods or services involved are chargeable or assignable to a Federal award or cost objective in accordance with relative benefits received.

200.413 Direct Costs –identifiable specifically to a particular cost center or program.

Direct Shared Costs - Direct expenses that benefit more than one funding source.

200.56 Indirect Costs –incurred for common or joint programs and cannot be readily identified with a particular cost center or program.

200.28 Cost Objective – A program, function, activity, award, organizational subdivision, contract, or work unit for which cost data are desired.

200.60 Intermediate Cost Objective – A cost objective used to accumulate shared costs subsequently allocated to one or more cost pools or final cost objectives.

200.44 Final Cost Objective – Sum of direct, shared and indirect costs.

2 CFR 200 Subpart E Cost Principles Unallowable Costs – Costs unallowable, including alcoholic beverages, bad debts, advertising (other than help-wanted ads), contributions, entertainment, fines and penalties. Lobbying and fundraising costs are unallowable, however, they are treated as direct costs and allocated their share of general and administrative expenses.

Purpose

This cost allocation plan will be used to document, identify, and allocate all allowable direct costs of the Piedmont Workforce Development Board (PWDB). When an allocation can be assigned directly to a program or funding source, the allocation shall be made in that manner. When it is not possible or practical to direct charge to a specific funding source, the PWDB will use an intermediate cost objective using the following standards:

- A.** The allocation will recognize all costs charged to the agency and not just the cost charged to federal or state programs,
- B.** Allocations will use an acceptable allocation base directly related to the types of costs being allocated,
- C.** Only actual, not budgeted, costs may be pooled,
- D.** All costs in the allocation will be allowable costs for all the funding sources to which the funding source will subsequently be allocated.

Procedure:

PWDB staff is required to deliver effort to each of the funding streams through the Board and shall be required to keep a time and attendance record that reflects the effort by type of activity (including intermediate cost objectives). The costs will be distributed against the funding streams managed by and through the PWDB and adjusted as appropriate.

a. Personnel Services:

- i. Documented with timesheets showing time distribution for all employees on a daily basis and directly charged based on time spent on each program or grant.
- ii. Salaries and wages are charged directly to the program for which work has been done.
- iii. Fringe benefits (FICA, UC, and Worker's Compensation) are allocated in the same manner as salaries and wages. Health insurance, dental insurance, life & disability and other fringe benefits are also allocated in the same manner as salaries and wages.
- iv. Vacation, holiday, and sick pay are allocated in the same manner as salaries and wages.

- b. Travel Costs** are allocated based on purpose of travel. All travel costs (local and out-of-town) are charged directly to the program for which the travel was incurred. Travel costs will be allocated in the same manner as salaries and wages. Each staff member maintains and submits a monthly Mileage Reimbursement

Request to the Piedmont Workforce Network Bookkeeper. The Mileage Reimbursement Request will include a distribution of miles traveled in support of individual grants.

- c. **Membership fees, conference or workshop travel or other related Administrative/Services/Operations staff costs** are directly charged to the appropriate function and project upon determination of the grant and/or cost category benefited.
- d. **Supplies and Equipment:** Supplies and equipment for staff use shall be allocated in accordance with the same distribution method set for allocating costs for the PWDB and/or for the Operations and Service Delivery staff. Every care shall be taken to identify costs that can be allocated between cost categories and sub-categories directly.
- e. **Building Expenses:** Building expenses are allocated based on square footage and then the same methods as PWDB staff costs.

A. Direct Costs

- a. An expense that benefits only one funding source will be direct charged 100% to that funding source.
- b. Items allocable to WIOA Administrative cost limitation are charged directly to WIOA Administration.
 - i. All costs associated with functions as outlined in 20CFR 683.215 (b).

B. Direct Shared Costs

- a. Direct costs that benefit more than one funding source will be allocated by an equitable base relative to the benefits received.
 - i. **Intermediate Cost Objectives**
 - 1. **WIOA Program Cost Pool**
 - a. A non-administrative cost pool associated with the work of the PWDB Staff has been established. These responsibilities benefit each funding stream equally as they pertain to access to all WIOA programs regardless of participant numbers served and are charged to the WIOA Program Cost Pool to then be charged equally to each WIOA programmatic funding stream (Adult, DLW, and Youth).
 - i. Oversight of operations of the Piedmont Workforce Development Board and all of its partner programs,
 - ii. Preparing for and staffing Committee, Council, and Board meetings
 - iii. Development of the Local Plan for the region
 - iv. Marketing and communications associated with Business Services

- v. Comprehensive and Affiliate Center and One-Stop Operator oversight duties including:
 - a. Management of resources at Virginia Career Works Centers
 - b. Negotiating the regional MOU and/or IFA
 - c. Duties as required by EO
- vi. Other duties as assigned that benefit the workforce system as a whole

2. **WIOA Administrative Cost Pool**

- a. WIOA Administrative Cost Pool has been established to allocate costs associated with office operations that are not directly attributable to one funding stream. Direct shared costs will be allocated to benefiting funding sources based on the ratio of each program's direct labor hours to the total of such direct labor hours (see Examples 1 and 2). The direct labor hour allocation is updated each month.

3. The Central Virginia Partnership for Economic Development (Partnership) functions as the fiscal and administrative agent for the PWDB as well as other programs. The PWDB staff is co-located with the Partnership at 1001 Research Park Blvd. Ste. 301, Charlottesville, VA 22911. The Partnership maintains several intermediate cost objectives to facilitate overall operations. They are outlined below:

- a. **Rent cost pool:** Facility rent costs are charged based on direct square footage occupied by the staff member. That allocation is further broken down by direct labor hours for the month. This calculation is performed on a monthly basis.
- b. **Phone and copier cost pool:** Phone and copier costs are allocated based on phone handsets used, then on direct labor hours. This calculation is performed on a monthly basis.
- c. **IT Cost Pool:** IT support costs are allocated based on computer assignment, then on direct labor hours. This calculation is performed on a monthly basis.
- d. **Management and general cost pool:** Management and general costs are allocated on direct labor hours. The amount allocated to PWDB is then charged 100% to WIOA Administration. Management and general expenses include those associated with organization wide accounting and human resource functions.
- e. **Fiscal Cost Pool:** Fiscal costs are allocated on YTD Revenue. These costs are charged 100% to WIOA Administration.

