



**PIEDMONT**  
Workforce Network

**PWN Council Meeting Minutes**

September 29, 2016 – 1:00 PM – 2:30 PM

Holiday Inn Express

5920 Seminole Trail

Ruckersville, VA 22968

<b>Council Members</b>	<b>Present</b>
Ann Mallek	X
Kathy Galvin	X
Alexa Fritz	X
Holder Trumbo, Jr.	
Tony O'Brien	
Jim Frydl	X
Stephanie Koren	
Clay Jackson	
Allen Hale	
Lee Frame	X
Ron Frazier	X

<b>PWN Co-Chairs</b>	<b>Present</b>
Steve Ray	X
Amanda Moxham	

<b>PWN Staff</b>	<b>Present</b>
Helen Cauthen	X
Morgan Romeo	X
Debi Pettry	X
Phil Geer	X

**Welcome & Public Comment**

Kathy Galvin welcomed everyone to the meeting and called the meeting to order at 1:05 PM.

**Consent Agenda**

Kathy Galvin presented the consent agenda as outlined in the packet. The consent agenda included the following items:  
PWN Year-to-Date Financials

Lee Frame asked a question regarding the financials and wanted clarification on why the Culpeper One Stop personnel line item was projecting an increase. Morgan Romeo stated that PWN staff believe that there was a discrepancy with salaries for Rappahannock Goodwill Industries, and that there is a meeting in two weeks with Goodwill staff to discuss this line item in particular.

***A motion was made by Alexa Fritz to approve the consent agenda as presented. Lee Frame seconded the motion. Motion carried.***

**GO Virginia Presentation**

Helen Cauthen gave a presentation on the new GO Virginia legislation that was passed by the Virginia General Assembly. Helen reported that the initiative is geared toward economic development in the regions and would provide the possibility for funding opportunities to conduct projects such as a skills gap analysis. Helen reported that there were a lot of logistics to be worked out by the state GO Virginia Planning Team, but that the current proposal would be to divide Virginia into 9 different GO Virginia planning regions. Helen reported that the Piedmont Workforce Network region remains intact, with the GO Virginia region being proposed including Planning Districts 9 and 10. Helen reported that other Workforce Development Boards were combined or split up around the Commonwealth.

### **Administrative Tasks**

#### **CLEO – Board Agreement**

Morgan Romeo reported that the PWN must put into place an agreement between the CLEO (Council) and the Board that outlines the tasks and responsibilities between the two groups. Morgan reported that this agreement was drafted using existing policies and guidance on the federal and state level. Morgan directed the Council to review the responsibilities specifically assigned to the CLEO (Council) and hoped that this would allow the Council to move toward more strategic projects.

***A motion was made by Ann Mallek to approve the CLEO-Board Agreement as presented. Jim Frydl seconded the motion. Motion carried.***

#### **PWN Bylaws**

Morgan Romeo presented the Council with a revised version of the area's Bylaws. These Bylaws would need to be approved by the Council and set up the operating procedure for the Workforce Development Board. Kathy Galvin asked for clarification regarding the Bylaws as she wanted to make sure the Council is not losing its oversight role of the area. Morgan Romeo stated that the Board will follow the Bylaws and be looking at the area on a more detailed level than the Council would be. Morgan stated that the Council would receive reports on the Board's activities as often as they would like, and Kathy reiterated that she would like reports on the success of the various programs that the PWN operates. Ann Mallek suggested that a report be provided to the Council on important successes and failures from each provider. The Council also noted that the PWN Council Chair OR Vice-Chair should be listed under Section 3, as either one could serve on the Executive Committee.

***A motion was made by Lee Frame to approve the PWN Bylaws, with the amendment made that the PWN Council Chair or Vice-Chair may serve on the Executive Committee. Motion was seconded by Ann Mallek. Motion carried.***

#### **Local Plan Development**

Morgan Romeo noted that the strategic planning retreat was coming up next month on October 27, 2016, but that simultaneously, the area was also responsible for developing a Local Plan detailing the operations of the workforce development system. Morgan noted that there is a quick turnaround time for these plans, and they are due March 1<sup>st</sup> to the Virginia Community College System. Due to the requirement that the plan be released for public comment, the plan will need to be completed by mid-January to be released. A special Council/Board meeting will be held on February 15<sup>th</sup> at 10:00 AM to review the plan and approve for submission to the Virginia Community College System.

#### **VBWD Policy Update**

Morgan Romeo notified the Council that there would be a couple of policies presented at the State Workforce Development Board meeting in December that would affect the operations of the PWN area. The first policy provides a definition of comprehensive and affiliate One Stop Centers (formerly known as satellite centers). Morgan stated that she

would like to ask for a waiver pending the composition of the policy, due to the lease ending in January 2018. Morgan also made the Council aware that several of the current satellite centers would no longer be considered “affiliate” centers as they do not meet the definition in the policy. The second policy is in regards to the new career services under WIOA. The policy states that career services will be provided in the comprehensive One Stop Centers by the Virginia Employment Commission. Currently, not all of the career services are being provided by the VEC.

#### PWN Board Appointments

Morgan Romeo notified the Council that there were several vacancies on the PWN Board and nominations had been received to fill those vacancies. From Albemarle County, Debbie Desmond from Martha Jefferson Hospital had been nominated to fill a business representative appointment. From Fauquier County, Katy Reeves from Fauquier Health had been nominated to fill a business representative appointment. From Louisa County, Andy Wade from the Economic Development Office has been nominated to fill the PD-10 Economic Development Representative appointment. Morgan also noted that Miles Friedman, from Fauquier County Economic Development was currently representing PD-9 Economic Development and needed to be reappointed.

***A motion was made by Lee Frame to approve all appointments to the PWN Board. Ann Mallek seconded the motion. Motion carried.***

#### Incumbent Worker Training Challenges

The PWN Council did not discuss this agenda item.

#### Youth Targeted Outreach Discussion

Kathy Galvin spoke about the struggles facing the youth program after hearing Jennifer Johnson present in May. Morgan Romeo drafted a letter to raise awareness of the vulnerability of the youth ages 16-21. There was a question raised to be sure that the mailing would include school boards and counselors. Kathy answered that question with an affirmative answer. Also mentioned were alternative schools, foster care programs, and other social service programs.

***A motion was made by Ann Mallek to approve the letter as presented. Lee Frame seconded the motion. Motion carried.***

#### Youth Employment Summit – October/November

Kathy Galvin discussed bringing together a round table of youth practitioners in the region to discuss youth unemployment and solutions to getting the region’s youth educate and employed. Kathy noted that it was a great opportunity to get educators, practitioners, and employers together. Kathy said that ideally the PWN could get this event scheduled at the Boar’s Head Inn. Jim Frydl pointed out that the Council needed to look at the benefit of what would come from the summit and what PWN hopes to achieve. Jim also noted that he would like to see a dashboard to see if the summit will increase referrals. Helen Cauthen stated that getting schools to come in would be a huge win because the programs and schools are disconnected. Kathy noted that there would need to be assistance from the Council members to promote this summit. Morgan let the Council know that there was a potential to use Rapid Response funding for the event, but that other areas would need to be invited. Morgan said that she would speak with Sean McCusty further about this opportunity.

#### Financial Report

Morgan Romeo presented the financial reports to the Council and noted that the annual allocations would need to be approved for FY2017. This includes the following:

- WIOA Operator Budgets
- Locality Budget
- Incumbent Worker Allocation – Dislocated Worker

- Carryforward Budget

Morgan pointed out that funding was being kept back in the Adult and Dislocated Worker programs to prepare for carryforward during FY2018. She also noted that a significant amount of carryforward was left from FY2016 but that it might be best to wait until the December Council meeting to allocate these funds.

***A motion was made by Lee Frame to approve the FY2017 Budget Allocations as presented. Ann Mallek seconded the motion. Motion carried.***

#### **Local Area Designation Process**

Kathy Galvin let the Council know that the initial designation period for the Local Workforce Development Area would end on June 30, 2017. Due to this deadline, the Council would need to request for redesignation to the Governor's office prior to that date. In order to form with policy and streamline the process, Morgan Romeo noted that she had revised the CLEO Agreement to include only required language and moved the other language to the CLEO-Board Agreement and other internal policies. Morgan noted that she just needed consensus from the Council members to send to Albemarle County's attorneys for review prior to distribution to other county officials. The CLEO Agreement will need to be put out for public comment prior to submission to the Governor's office, but that can be done in February or January. The Council agreed to begin the process of revising the CLEO Agreement and redesignating the area.

#### **Charlottesville One Stop Lease Update**

Helen Cauthen gave an update on the Charlottesville One Stop lease. Helen reminded the Council that the Lease Task Force had sent a letter to the Secretary of Administration and the Secretary of Commerce and Trade requesting that the Department of General Services continue to be the leaseholder for the comprehensive center in the region. The PWN received a letter back from the Secretary of Commerce and Trade denying that request. As a result of that, Helen reported that after discussions with the City of Charlottesville and Albemarle County, both have agreed to be the leaseholder, pending the location of the comprehensive One Stop. The Partnership is proposing to use a tenant representative with CBRE to look for potential spots and negotiate with the current landlord.

#### **Additional Items**

Kathy Galvin reminded the Council of the strategic planning retreat which would be held on October 27, 2016.

**Seeing no other business, the meeting adjourned at 2:40 PM.**