



**PIEDMONT**  
Workforce Network

**PWN Council Meeting Agenda**

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

Holiday Inn Express

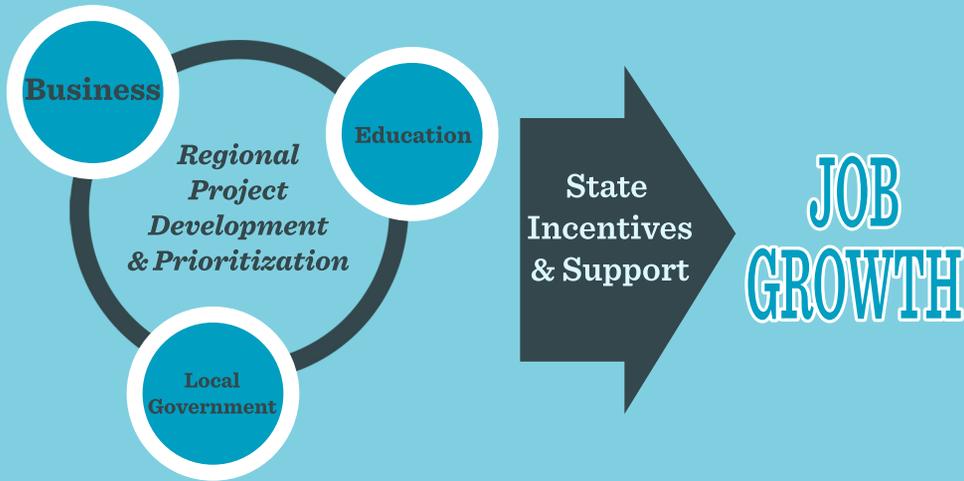
5920 Seminole Trail

Ruckersville, VA 22968

- |              |   |                          |
|--------------|---|--------------------------|
| <b>I.</b>    | <b>Welcome &amp; Public Comment</b> – <i>Kathy Galvin</i>   | <b>1:00 PM – 1:05 PM</b> |
| <b>II.</b>   | <b>Consent Agenda</b> – <i>Kathy Galvin</i> <ul style="list-style-type: none"><li>• PWN Year-to-Date Financials</li></ul>   | <b>1:05 PM – 1:10 PM</b> |
| <b>III.</b>  | <b>GO Virginia Presentation</b> – <i>Helen Cauthen</i>  | <b>1:10 PM – 1:25 PM</b> |
| <b>IV.</b>   | <b>Administrative Tasks</b> – <i>Morgan Romeo</i> <ul style="list-style-type: none"><li>• <b>CLEO-Board Agreement</b></li><li>• <b>PWN Bylaws</b></li><li>• Local Plan &amp; MOU Development</li><li>• VBWD Policy Update</li><li>• <b>PWN Board Appointments</b></li><li>• <b>Incumbent Worker Training Challenges</b></li></ul> | <b>1:25 PM – 1:40 PM</b> |
| <b>V.</b>    | <b>Youth Targeted Outreach Discussion</b> – <i>Kathy Galvin</i> <ul style="list-style-type: none"><li>• <b>Letter to Youth Practitioners</b></li><li>• Youth Employment Summit – October/November<ul style="list-style-type: none"><li>○ Rapid Response Funding</li></ul></li></ul>   | <b>1:40 PM – 1:55 PM</b> |
| <b>VI.</b>   | <b>Financial Report</b> – <i>Morgan Romeo</i> <ul style="list-style-type: none"><li>• <b>FY2017 Budget Allocations</b><ul style="list-style-type: none"><li>○ WIOA Operator Budgets</li><li>○ Locality Budget</li><li>○ Incumbent Worker Allocation – Dislocated Worker</li><li>○ Carryforward Budget</li></ul></li></ul>         | <b>1:55 PM – 2:05 PM</b> |
| <b>VII.</b>  | <b>Local Area Designation Process</b> – <i>Kathy Galvin</i> <ul style="list-style-type: none"><li>• CLEO Agreement</li></ul>  | <b>2:05 PM – 2:20 PM</b> |
| <b>VIII.</b> | <b>Charlottesville One Stop Lease Update</b> – <i>Helen Cauthen</i>   | <b>2:20 PM – 2:25 PM</b> |
| <b>IX.</b>   | <b>Additional Items</b>   | <b>2:25 PM – 2:30 PM</b> |
| <b>X.</b>    | <b>Adjournment</b>  | <b>2:30 PM</b>           |

# GO Virginia Mission

GO Virginia is working to restore Virginia's position of economic leadership by growing and diversifying the state's economy. Our focus is the creation of state financial incentives, technical support, and other assistance that will encourage collaboration on private-sector job growth and job creation by business, education, and government in each region.



# “GO Grant” Funding Distribution

The General Assembly passed the Growth and Opportunity Act to create the GO Virginia Board; and the Collaborative Jobs Act to create revenue sharing opportunities for localities when jointly pursuing economic development projects. The GO Grant funding totals \$35.95 million.



McGuireWoods Consulting presents overview to the Partnership Board

McGuireWoods Consulting provides updates on legislation to the Partnership Board

The Partnership Board adopts the recommendation of its GO Virginia Planning Team to serve as the lead organization

GO Virginia Workgroup holds its initial meeting to develop recommendations on boundary decisions and other challenges

December 18, 2015

February 19, 2016

April 22, 2016

May 5, 2016

June 24, 2016

August 12, 2016

August 15, 2016

October 15, 2016

Partnership Board unanimously approves resolution of support for GO Virginia

The Partnership's GO Virginia Planning Team is formed

Governor McAuliffe makes final appointments to the GO Virginia Board

GO Virginia Board to consider the Workgroup recommendations

Regional Activity

State Activity

VIRGINIA



**GO VIRGINIA IN CENTRAL VIRGINIA**  
**September 6, 2016**

**GO Virginia**

The Virginia Initiative for Growth & Opportunity in each Region or “GO Virginia” is an initiative launched by the Virginia Business Higher Education Council and the Council on Virginia’s Future to help generate private-sector growth and job opportunities in the Commonwealth. GO Virginia is based on three main factors: 1) the state needs strong private sector growth and job creation; 2) effective collaboration is essential to grow and diversify the state’s economy; and 3) state government must provide incentives for strategic job-focused collaboration in each region. Highlights of the initiative include:

- Bipartisan, business-led
- Provides new framework for strengthening the economy in each region through enhanced collaboration by business, education and local government
- Incentivized and encouraged by the State
- Voluntary – no requirement that every locality participate

The General Assembly passed two pieces of legislation this year: the Growth and Opportunity Act to create the Virginia Growth and Opportunity Board and Fund; and the Collaborative Jobs Act to create revenue sharing opportunities for localities when jointly pursuing economic development projects. “GO Grant” funding includes a total of \$35.95 million: \$5.5 M in FY 2017 for regional planning work; \$450,000 for State staff; and \$30 M in FY 2018 for project funding.

**Progress at the State Level**

On August 12, the Governor announced the final appointments to the GO Virginia Board. The Board has not yet met. On August 15, the GO Virginia Workgroup held its initial meeting. The Workgroup is made up of representatives of a variety of organizations including VEDP, Virginia Association of Counties, Virginia Municipal League, Virginia Manufacturers Association and Virginia Chamber. This Workgroup will develop recommendations to the Board on proposed regional boundaries, Regional Council details such as formation, membership, structure, certification and support organizations, requirements for the regional “economic growth and diversification plan,” and other issues. These recommendations are intended to be developed for the GO Virginia Board’s consideration no later than October 15, 2016.

**The Central Virginia Partnership’s Role in GO Virginia**

The Central Virginia Partnership for Economic Development (Partnership) is a nonprofit, public/private partnership of business, higher education, and local government. The organization serves as the regional economic development organization for all of Planning District 10 (Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa and Nelson) and for 3 of 5 counties in Planning District 9 (Counties of Culpeper, Madison and Orange). As the administrative and fiscal agent for the Piedmont Workforce Network, the Partnership has a strong working relationship with all of the Counties/City in Planning Districts 9 and 10, including Fauquier and Rappahannock Counties.

Assuming that Planning Districts 9 and 10 are combined into one GO Virginia region, the Partnership has agreed to serve as the lead organization for GO Virginia and its Regional Council. Over the past several months, the Partnership’s Board has taken an active interest in the GO Virginia initiative. On December 18, 2015, Frank Atkinson, Chairman of McGuireWoods Consulting, gave an overview presentation to the Board and facilitated discussion on how our region could prepare to take advantage of the initiative. This year, the Board unanimously approved the attached resolution of support for GO Virginia on February 19. Chris Lloyd, Senior Vice President of McGuireWoods Consulting, gave an update to the Partnership Board on the legislation and potential next steps on April 22.

At the Partnership's 20<sup>th</sup> Anniversary Celebration and Annual Meeting on June 24, the Partnership Board adopted the recommendation of its GO Virginia Planning Team. The Thomas Jefferson Planning District Commission and the Rappahannock-Rapidan Regional Commission will each have a seat on the Regional Council and provide regional planning coordination. The remaining seats on the Council will be determined once the guidelines are released by the GO Virginia Board.

As a regional economic development organization, the Partnership's main focus – fostering collaboration to promote economic growth and job creation in the region – aligns exactly with the GO Virginia initiative. The Partnership has led a successful collaboration of public, private and educational stakeholders for two decades and is uniquely positioned to foster the regional cooperation required to successfully executive GO Virginia.

### **Progress at the Regional Level**

The Partnership has reached out to all of the localities in Planning Districts 9 and 10 to be sure they are comfortable with the Partnership as the lead for GO Virginia. To date, resolutions of support have been adopted by the Counties of Albemarle, Culpeper, Fluvanna, Madison, Nelson, and Orange and the City of Charlottesville. Outreach to the business community has also occurred through discussions with the many of the region's Chambers of Commerce including Charlottesville Regional Chamber, Culpeper Chamber, Orange County Chamber and Fauquier County Chamber.

The Partnership's GO Virginia Planning Team now is waiting for further direction from the GO Virginia Workgroup to determine its next steps.

### **Potential Projects**

At least 2 localities must participate in a project in order to receive funds. Projects should come up from the community and regional levels, rather than down from the state. Regional councils will be required to prioritize the projects that benefit the region the most. The projects can take many forms including, but not limited to:

- Business Development (i.e., Business formation, incubation, acceleration)
- Education and Skills Development (i.e., Regional Career and Technical Education Center)
- Business Attraction and Retention (i.e., Site readiness, Regional Industrial Park)
- Government Efficiency (i.e., Reforming government related to repurposing of funds to support economic and workforce development)

### **How You Can Help**

We have been very pleased with support for this initiative in our region from government, higher education and business. Please consider the following ways you can help:

- Communicate to your local elected officials your support for GO Virginia, thank them for their support to date and encourage them to start thinking about possible collaborative projects.
- Let your local Chamber of Commerce know of your support for GO Virginia and encourage them to take an active role in support of this initiative.
- Do you have an innovative idea for a collaborative economic development project? Please share your idea with your locality, your Chamber of Commerce, or the Partnership directly at the contact information below.

### **Contact Information**

For more information about GO Virginia in Central Virginia, please contact:

Helen Cauthen, President  
Central Virginia Partnership for Economic Development  
Telephone: 434.979.5610 ext 22  
Email: [hcauthen@centralvirginia.org](mailto:hcauthen@centralvirginia.org)



**A Partner of Elevate Virginia**



**Chief Local Elected Officials-Board Agreement**

Piedmont Workforce Network

Local Workforce Development Area 6 (LWDA 6)

Effective Date: October 1, 2016

### **Purpose**

The purpose of this agreement is to describe the respective roles and responsibilities under the Workforce Innovation and Opportunity Act (WIOA) of the Piedmont Workforce Network (PWN) Council, made up of the Chief Local Elected Officials from Local Workforce Development Area 6 (LWDA6), and the PWN Board, made up of public and private representatives from around the region.

### **Piedmont Workforce Network Council Responsibilities**

The sole duties of the Council include, but are not limited to the following:

- Designate the Grant Recipient for LWDA6;
- Designate the Fiscal/Administrative Agent, if applicable, for LWDA6;
- Accept fiscal liability for the use of WIOA funds;
- Appoint LWDB members and maintain Local Board Membership Certification every 2 years;
- Accept annual A-133 audit;
- Approve annual budget submitted by the LWDB and any subsequent modifications through the fiscal/program year;
- Approve the LWDB By-laws;
- Oversee funds contributed to LWDA6 by the localities in this agreement for additional projects and services in the region; and
- Any other functions, responsibilities or actions referred to within the CLEO Agreement or this agreement as requiring action by the Council.

**Commented [M1]:** From a number of sources – WIOA law, VBWD Policy, PWN past procedures, other WDBs CLEO-Board Agreements.

### **PWN Council and Board Shared Responsibilities**

In partnership with the PWN Board, the PWN Council's additional responsibilities include, but are not limited to the following:

- Development of a vision and goals for the local workforce development system that are aligned with both the economic development missions for the local area and Virginia Board of Workforce Development's (VBWD) goals
- Development of the 4-year local strategic plan to include a workforce demand plan and a plan for business engagement
- Selection of one-stop operator(s) and locations, including operators of career services if the one-stop operator does not provide career services as described in section 134(c)(2)
- Selection of training providers
- Approval of the local one-stop operation(s) budget
- Conduct oversight of local programs of youth, adult and dislocated worker activities authorized under Title I of WIOA
- Negotiate and reach agreement with the VBWD on behalf of the Governor on local performance accountability measures; and
- Any other activities as required by the Workforce Innovation and Opportunity Act, Section 107(d), by state statute or by the Governor.

**Commented [M2]:** Directly from VBWD Policy 200-03

### **PWN Board Responsibilities**

The establishment of the PWN Board in LWDA6 is to create a public-private partnership to ensure that the region's workforce development activities and strategies are focused on providing a trained and skilled workforce that meets the current and future demand of the local employer's in Central Virginia. In following this vision, the PWN Board will solely be responsible for the following strategic activities:

- Decide how best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers;
- Decide how best to provide comprehensive services to regional private sector employers;
- Decide how best to deploy available resources to achieve negotiated local performance accountability measures and build capacity for continuous improvement; and
- Decide how to expand the resource base and service capability through the development of strategic partnerships, an integrated service-delivery system, and generation of additional public and private funding.

**Commented [M3]:** Directly from VBWD Policy 200-03.

In order to complete the above strategic activities, the PWN Board will also be responsible for the following items, which include but are not limited to:

- Conduct workforce research and regional labor market analysis in accordance with Section (d)(2) of the Workforce Innovation and Opportunity Act;
- Develop a budget for the purpose of carrying out the duties of the PWN Board, subject to the approval of the PWN Council;
- Meet at least quarterly and review presented financial reports that reflect actual expenditures and their relationship to the approved budget as well as workforce program outcomes and their relationship to negotiated performance levels;
- Solicit and accept grants and donations from sources other than federal funds made available under Title I of WIOA assuming the PWN Board is organized in a manner to do so;
- Select eligible providers of youth activities by awarding grants or contracts on a competitive basis;
- Identify eligible providers of training services for adults and dislocated workers;
- Assist the Governor and the Virginia Board of Workforce Development to develop a statewide employment statistics system;
- Coordinate the workforce activities under WIOA with local economic development strategies and develop employer linkages with those activities;
- Promote the participation of local private sector employers through the statewide workforce development system;
- Lead efforts to engage with a diverse range of employers and with entities in the region involved to:
  - Promote business representation on the PWN Board;
  - Develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment activities;
  - Ensure that workforce investment activities meet the needs of employers and support economic growth; and
  - Develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers;
- In partnership with representatives of secondary and postsecondary education programs, lead efforts in LWDA6 to develop and implement career pathways within the region by aligning the employment, training, education, and supportive services that are needed by adults and youth, particularly individuals with barriers to employment;

- Lead efforts in LWDA6 to identify and promote proven and promising strategies and initiatives for meeting the needs of employers and workers and job seekers, and identify and disseminate information on findings;
- Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers and workers and job seekers by:
  - Facilitating connections among the intake and case management information systems on the one-stop partner program;
  - Facilitating access to services in remote areas;
  - Identifying strategies for better meeting the needs of individuals with barriers to employment; and
  - Leveraging resources and capacity with the local workforce development system, including resources and capacity for services for individuals with barriers to employment;
- Enter into Memorandums of Understanding with workforce development system partners;
- Coordinate activities with education and training providers in LWDA6, including providers of workforce investment activities, providers of adult education and literacy activities under Title II, providers of career and technical education and local agencies administering plans under Title I of the Rehabilitation Act of 1973 as described in Section 107 (D)(11); and
- Annually assess the physical and programmatic accessibility of all one-stop centers in the local area are described in Section 107 (D)(12).

**Commented [M4]:** Directly from VBWD Policy 200-03 and WIOA law with the exception of MOU statement which I added.

**PWN Board Detailed Operations**

Membership Composition

The PWN Council has the sole authority to appoint members to the PWN Board in accordance with Section 107(b) of WIOA and Virginia Board of Workforce Development Policy 200-02. A detailed composition of the PWN Board will be outlined in the PWN Policy titled “Workforce Development Board Composition”.

Bylaws Development

The PWN Board shall approve a standard set of Bylaws that provides detail into the operations of the meetings of the PWN Board and its subsequent committees. This will include details on voting procedures, elections of officers, committee provisions, public notices of meetings and conflict of interest and confidentiality procedures.

**Leadership and Committee Establishment**

Chairperson

The members of the PWN Board shall elect a chairperson from among the private sector representatives. The chairperson shall serve as the Executive Committee Chair and shall identify the method for selecting the chairs for all standing committees and taskforces of the PWN Board. If the PWN Board elects Co-Chairs, both Planning Districts must be represented.

**Commented [M5]:** Directly from VBWD Policy 200-02

### Executive Committee

The Executive Committee will consist of the following members:

- Chair (or Co-Chairs)
- Immediate Past Chair
- PWN Council Chair
- All PWN Committee Chairs
- One At-Large Member (can be private sector or non-business representatives)

Commented [M6]: From previous CLEO Agreement

Details of the Executive Committee's authority and responsibility should be outlined in the PWN Bylaws.

### Programmatic Committees

The PWN Board has the authority to establish programmatic committees as workforce development challenges arise or a new focus area emerges for LWDA6 and the process for establishing those committees should be outlined in the PWN Board Bylaws.

### General Administrative Provisions

#### Sunshine Provisions

The PWN Board shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.

The PWN Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the PWN Board, including information regarding the local plan prior to submission of the plan, membership, the designation and certification of one-stop operator(s) consistent with the State Plan, and the award of grants or contracts to eligible providers of youth activities, and the minutes of formal meetings of the PWN Board.

In order to comply with the Sunshine Provisions, the PWN Board and any Committees authorized to take official action on behalf of the PWN Board shall do the following:

- Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of PWN Board business. "Deliberations" are discussions of PWN Board business necessary in order to reach decisions.
- Ensure that all meetings are held in locations accessible to individuals with disabilities and that all information is available in accessible and alternate formats.
- Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
- Ensure that votes of PWN Board members be publicly cast and, in the case of roll call votes, recorded.
- Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.

- Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such sessions may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, PWN Board members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
- Official action on any matter discussed at an executive session must be taken at an open meeting.

**Commented [M7]:** Directly from VBWD Policy 200-03

#### Conflict of Interest Provision

All members of the PWN Board serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the PWN Board are to be based on promoting the best interest of the state and the public good. Accordingly:

- All members of the PWN board are subject to the provisions of the State and Local Government Conflict of Interest Act;
- The PWN Board shall adopt in its Bylaws a conflict of interest policy meeting the minimum standards set forth in the State and Local Government Conflict of Interest Act. The conflict of interest standards shall apply to all Board members (voting and non-voting).
- A member of the PWN Board shall neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents); not on any matter that would provide any direct benefit to such member or the immediate family of such member. Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent. Dependent means any person, whether or not related by blood or marriage, which receives from the member, or provides to the member, more than one-half of his/her financial support.
- Any PWN board member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
- Any PWN Board member who participates in a PWN Board decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid or Requests for Proposals or other such bid processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any results contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the Board member who participated in this manner.
- Each PWN Board member shall file a statement of economic interest with the PWN Board Staff as a condition of assuming membership and then annually while serving as a Board member. The PWN Council shall determine the composition of the statement of economic interest.
- Any PWN Board member with a potential or actual conflict of interest shall disclose that fact to the PWN Board as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it is determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse

himself from the remainder of the discussion and voting on that item. Each PWN Board member is responsible for determining whether any potential or actual conflict of interest exists or arises during his tenure on the PWN Board.

- If a contract or purchase is made by the PWN Board involving its own member with a conflict of interest, the PWN Board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.
- PWN Board members who are also one-stop center operators shall not serve on any committees that deal with oversight of the one-stop system or allocation of resources that would potentially be allocated to that member's program.
- All members of the PWN Board are subject to all other provisions of the State and Local Government Conflict of Interest Act not outlined above.

**Commented [M8]:** Directly from VBWD Policy 200-02

#### **Effective Dates of this Agreement**

This agreement shall take effect October 1, 2016 by a majority vote of all members of the PWN Council and the PWN Board on and shall remain in effect until the WIOA law is no longer in effect.

#### **Amendment of the Agreement**

This agreement may be modified by a written amendment approved by a majority vote of all members of the PWN Council and PWN Board, following notice of (1) the specific language of the proposed amendment, and (2) of the date, time and location of the meeting at which the amendment will be presented to the PWN Council and PWN Board for a vote.

#### **Signatures**

\_\_\_\_\_  
*PWN Council Chair Signature*

\_\_\_\_\_  
*PWN Board Chair Signature*

\_\_\_\_\_  
*PWN Council Chair Printed Name*

\_\_\_\_\_  
*PWN Board Chair Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*



**PIEDMONT**  
Workforce Network

**A proud partner of:**



## **BYLAWS**

**Adopted: July 1, 2015**

**Amended: October 1, 2016**

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**ARTICLE I**  
**NAME, MISSION AND AUTHORITY**

These bylaws are established by the Piedmont Workforce Network (PWN) Board, hereinafter referred to in these bylaws as the Board. The mission of the Board is to be a proactive partner with employers and economic development leaders in order to provide a qualified workforce that meets current and future job demand. The Board and its authority to operate shall conform to the provisions of Public Law 113-128, Workforce Innovation and Opportunity Act (WIOA) of 2014, and to all federal and state guidelines for the Act. It shall also conform to any grant requirements for any other funding source. The Board is authorized to hire and/or contract with persons to provide administrative and/or technical support.

**ARTICLE II**  
**SERVICE AREA**

The Board shall serve Local Workforce Development Area 6 (LWDA 6) as defined in the Piedmont Workforce Network’s Chief Local Elected Officials Agreement.

**ARTICLE III**  
**MEMBERSHIP**

**Section 1 – Appointment of Members**

The Consortium of Chief Local Elected Officials for LWDA6, also known as the Piedmont Workforce Network Council, hereinafter referred to as the “Council”, shall appoint the Board in accordance with WIOA law and Virginia Board of Workforce Development Policy 200-02. A vacancy may occur by removal or by resignation. The Council must fill vacancies within 90 days. Appointments to fill vacancies shall be carried out in the same manner as an original appointment.

**Section 2 – Composition**

The Board composition shall be in accordance with WIOA, Section 107, Virginia Board of Workforce Development Policy 200-02 and will be detailed in the PWN Policy titled “Workforce Development Board Composition”, and Attachment A of the Piedmont Workforce Network Chief Local Elected Officials Agreement.

**Section 3 – Term of Office**

All PWN Board members will have three (3) year terms, with the exception of Economic Development and Community Based Organization representatives, which will have one (1) year terms.

~~All terms of office for Board Members shall be in accordance with Attachment A of the Chief Local Elected Officials Agreement.~~

**Section 4 – Removal and/or Resignation**

Any Board Member may be removed after missing more than three consecutive meetings or for a violation of the conflict of interest provision set forth in these Bylaws. Removal would occur after contact with the Board Member and notification in writing by the Council. Removal of Board Members is the responsibility of the Council. Members desiring to resign should remain on the Board until a replacement has been appointed.

**Section 5 – Compensation**

No Board or Council Member shall receive compensation for services provided in that capacity.

## **ARTICLE IV** **VOTING RIGHTS**

### **Section 1 – Voting**

Each Member of the Board shall have one equal vote in all matters before the Board. Robert’s Rules of Order shall guide the Board in all proceedings, except as otherwise provided for in these Bylaws.

### **Section 2 – Majority**

Unless indicated otherwise in these bylaws, all actions of the Board shall be approved by a simple majority vote of the member present and voting.

### **Section 3 – Quorum**

A quorum for a meeting, as required under §2.2-2472(J) of the Code of Virginia, shall consist of a majority of both the private sector and public sector members.

### **Section 4 – Voting Prohibitions**

A member of the Board who has a personal interest in a proposal or contract that is presented to the Board is not in violation of the Act if, in negotiating for the proposal/contract, the member does not participate in any way as a Board member and this action is set forth as a matter of public record. No member of the Board shall cast a vote on the provision of services by that member (or any organization for which that member directly represents) or vote on any matter which would provide direct or indirect financial benefit to that member. A Board member who is associated with an entity that has submitted a RFP for a contract must abstain from the discussion process as well as the voting process when that entity is presented to the Board. Willful violation of conflict of interest standards may be cause for removal from Board membership. (See Article VIII on Conflict of Interest and Confidentiality.)

## **ARTICLE V** **OFFICERS**

### **Section 1 – Officers**

The Board shall elect a Chair, or Co-Chairs, and a Vice-Chair and any other such officers as are deemed necessary. The Chair(s) and Vice-Chair shall be Business Representatives and shall together represent both Planning District areas.

### **Section 2 – Election Term**

Officers shall be elected at the last regular meeting of the Program Year for a term of one year to begin July 1<sup>st</sup> and end June 30<sup>th</sup>. Officers may be elected for subsequent years. No officer shall serve more than four (4) consecutive terms.

### **Section 3 – Removal of Officers**

An officer may be removed by a majority action of the Board.

### **Section 4 – Duties of the Chair**

The Chair(s) shall conduct the meetings of the Board, work with PWN Staff to create the agenda, appoint members to the committees, represent the Board or designate other members or staff to represent the Board at public functions and be the spokesperson for the Board. The Chair(s) may authorize the expenditure of up to \$5,000 without prior approval of the Board. In all such cases, the Chair will request approval by the Board of this expenditure at its next scheduled meeting.

### Section 5 – Duties of the Vice-Chair

The Vice-Chair shall perform all functions of the Chair(s) in the absence of the Chair(s).

### Section 6-5 – Duties of Board Staff

The Board Staff shall send out meeting notices and keep the official records of the Board including the minutes, agendas, financial statements, manage the finance of the Board, contracts, plans, and other such documents as pertain to the business of the Board.

## **ARTICLE VI** **COMMITTEES**

### Section 1 – Creation of Committees

The Board may create one or more programmatic committees, in addition to the~~including an~~ Executive Committee, and appoint Members to serve on such committees. The creation of a committee and appointment of Members to it shall be approved by the Board when the action is taken. Committee members may include non-Board members with expertise in areas that would assist the Committee and the Board in their decision-making. All Committees must be chaired by an appointed Board Member. The Board Chair shall appoint all standing Committee chairs.

### Section 2 – Standing Committees

The following ~~Standing~~ Programmatic Committees will be in place for the PWN Board:

- ~~Executive Committee~~
- Finance Committee
- Marketing and Business Outreach Committee
- WIOA Committee
- Program Planning and Service Delivery Committee

The authority of the Committees shall be outlined in an official charge. At no time, unless otherwise noted, may a Committee act on behalf of the Board without consent of a quorum of the Board. Committees may schedule their meetings without notice to the full Board. Committees shall keep minutes of the meetings and submit them to the Board.

### Section 3 – Executive Committee

The Executive Committee, appointed by the Board, will consist of the following:

- The Chair or Co-Chairs of the PWN Board
- The Vice-Chair of the PWN Board
- The Past Chair of the PWN Board
- All Standing Committee Chairs
- One At-Large Representative on the Board

The Executive Committee will be responsible for handling the business of the Board between meetings of the entire Board and is the only committee that may take formal actions on behalf of the full Board. These actions could include, but are not limited to the following:

- Approval of financial reports including annual budgets, transfer of funds requests, budget modifications and budget vs. actual expenditures
- Approval of committee reports
- Approval of programmatic reports

The PWN Council will also need to review and approve any financial report provided to the Executive Committee. Items approved by the Executive Committee will be reported to the Board at the next quarterly meeting and the corresponding documentation or reports will be made available in an online format. Any Board member can request to review an item approved by the Executive Committee at the next quarterly Board meeting in detail.

#### Section 4 – Quorum

Thirty percent (30%) of the number of current committee members shall constitute a quorum.

### **ARTICLE VII** **MEETINGS**

#### Section 1 – Regular Meetings

Regular meetings will be held at least quarterly at a place within the region. The Board may adopt a schedule of additional meetings that shall be considered regular meetings for purposes such as developing a plan, preparing the budget, or other such purposes as required.

#### Section 2 – Special Meetings

Special meetings may be called by the Chair(s) or the Executive Committee for any purpose.

#### Section 3 – Notice of Meetings

Written notice, including a tentative agenda, will be transmitted to the Board and posted on the PWN website ([www.piedmontworkforce.net](http://www.piedmontworkforce.net)) no less than five (5) business days prior to the regularly scheduled meeting. Members of the Board shall be provided written notice of special meetings a minimum of 48 hours in advance of the special meeting. Such notice shall include a description of the matter(s) for which the special meeting is called. Only business specified in the special meeting notice may be considered. Public notice of the date, time, and place of the Board Meetings shall be provided as required by law.

#### Section 4 – Meetings Open to the Public

All meetings of the Board and its committees shall be open to the public. The Board shall make available to the public, on a regular basis through its open meetings, information regarding activities of the Board, including information on the Local Plan, information regarding members, and the minutes of Board meetings.

#### Section 5 – Executive Session

Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such sessions may be held during or after an open meeting, or may be announced for a future time. The purpose for holding a closed executive session must be announced at the open meeting either immediately prior or subsequent to the closed executive session. Official action on any matter discussed at a closed executive session must be taken at an open meeting.

#### Section 5 – Compliance with Sunshine Laws

The Board shall comply with all applicable aspects of the Sunshine provision which are outlined in the CLEO-Board Agreement.

**ARTICLE VIII**  
**CONFLICT OF INTEREST AND CONFIDENTIALITY**

No official or employee of the Board authorized in their official capacity to negotiate, make, accept for approval, or to take part in the negotiating, making accepting or approving any contract or subcontract in connection with the project; shall have directly or indirectly any financial or personal interest in such contract or subcontract. It shall be against the policy of the Board for any employee or volunteer to directly or indirectly, corruptly ask, for themselves or any other person or entity in return for: being influenced in their performance of their job or position; being influenced to commit or aid in committing, or to collude in, or allow, any fraud, or to make opportunity for the commission of any fraud on the Board; being induced to do or admit to any act in violation of their official duties

**Section 1 – Voting and Conflict of Interest**

Section 107(h) of the WIOA and these ~~by-laws~~Bylaws prohibit a member of the Board from voting on a matter under consideration by the Board when:

- The matter concerns the provision of services by the member or by an entity that the member represents; or
- The matter would provide direct financial benefit to the member or the immediate family of the member. (For purposes of this policy, immediate family means wife, husband, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandson, granddaughter, grandparent, stepparent, stepchild, or any person residing in the same household); or
- The matter concerns any other activity determined by the Board to constitute a conflict of interest as specified in the Local Plan.

**Section 2 – Appearance of Conflict**

Members of the Board are expected to avoid unethical behavior in the course of performing their official duties. The Board not only expects its members to avoid impropriety, but also to avoid the appearance of impropriety whether or not any actually exists. Members must avoid the appearance of: using their position for private gain; giving preferential treatment to any person or entity; losing their independence or impartiality in making decisions; acting in any way that might erode public confidence in the integrity of the Board.

**Section 3 – Confidentiality**

All information, whether transmitted orally or in writing, that is of such a nature that it is not, at that time, a matter of public record or public knowledge is deemed confidential by the Board. Members shall not disclose confidential information obtained in the course of or by reasons of his/her membership on the Board to any person or entity not directly involved with the business of the Board.

- No member shall use confidential information obtained in the course of or by reason of his/her membership on the Board in any matter with intent to obtain financial gain for the member, the member's immediate family or any business with which the member is associated.
- No member shall disclose confidential information obtained in the course of or by reason of his/her membership on the Board in any manner with the intent to obtain financial gain for any other person.

**ARTICLE VIV**  
**MISCELLANEOUS PROVISIONS**

Section 1 – Seal

The Board may adopt a seal or logo for identification of the Board.

Section 2 – Program Year

The Program Year of the Board shall be July 1<sup>st</sup> to June 30<sup>th</sup>.

Section 3 – Amendments

These ~~h~~Bylaws may be amended by a simple majority vote of the current members of the Board and are subject to the approval of the PWN Council.

## Local Plan Development Summary & Next Steps

The PWN is required by the WIOA legislation to develop a Local Plan which describes the operations and strategies that the Board will take to implement the WIOA legislation and develop strategies to meet the region's workforce development needs.

### Timeline

Event	Date
VWL with Local Plan Guidance Released	September 15, 2016
Local Plans Due	March 1, 2017
Review and Evaluation Period	March 2, 2017 through April 7, 2017
Initial Approval Status and Summary Feedback Provided	April 12, 2017
Response from PWN Due (as needed)	May 10, 2017
Second Review and Evaluation Period (as needed)	May 11, 2017 through June 2, 2017
Presentation of Local Plan Review Results to VBWD	June 15, 2017
Final Approval Deadline	June 30, 2017

### Requirements for Local Plan

The following policy emphasis items must be addressed in the plan but should be incorporated into the contents that are listed below:

- Increase business engagement and deliver value to customers
- Achieve measurable skills development in job seeking customers in the form of workforce credentials that matter to business;
- Fill jobs in demand occupations that show promise for long-term growth in industries that are strategic to Virginia's economic and strengthen Virginia's regions;
- Help individuals, including individuals with barriers, gain access to the middle class and demonstrate career progression; and
- Ensure that workforce system public investments generate a quality return to Virginia and the customers that are served.

### Required Contents

#### Local Strategic Planning Elements

1. Workforce Demand Analysis
2. Workforce Supply Analysis
3. SWOT Analysis
4. Vision & Goals
5. Strategy & Partnerships
6. Additional Strategic Elements, such as outcomes for operational delivery, alignment of monetary and other resources to support the workforce system, generation of new sources, etc.

#### Local Workforce Development System Elements

1. Programs/Partners Overview
2. Collaborative Strategies
3. Business Services
4. Economic Development Collaboration
5. One Stop System
6. Adult & Dislocated Worker Services Provided
7. Rapid Response Coordination
8. Youth Services Provided
9. Supportive Service Provision
10. Training Services

11. Collaboration with the Community Colleges
12. Collaboration with Education
13. Collaboration with Adult Education and Literacy
14. Priority of Service
15. Incorporation of Technology
16. Efficient and Effective Service Delivery
17. Fiscal Agent
18. Procurement
19. Performance
20. Quality Assurance
21. Public Comment Period

**Public Comment Period**

The Local Plan will need to be released for a 30-day public comment period prior to submission and all comments received have to be submitted along with the plan.

**Updating the Local Plan**

The plan will have to be revisited after the first two years of implementation (July 1, 2016 through June 30, 2018).

**Agencies/Organizations Involved**

Virginia Employment Commission (VEC)	1
Virginia Employment Commission (VEC) – Jobs for Veterans State Grant	1
Adult Education and Literacy	1 (PD-10)
	1 (PD-9)
Community Colleges	1 (Lord Fairfax)
	1 (Germanna)
	1 (PVCC)
Department for Aging and Rehabilitative Services (DARS)	1 (PD-10)
	1 (PD-9)
Department for the Blind and Visually Impaired (DBVI)	1
SNAP E&T	1
TANF/VIEW	1 (PD-10)
	1 (PD-9)
Registered Apprenticeship	1
Business Representatives	1
Labor Organization Representative	1
Community Based Organization	1
WIOA and One Stop Operator	1 (GIV)
	1 (Rappahannock)
Economic Development	1

**Timeline**

Event	Date
Presentation to PWN Board and Council	September 29, 2016
First Partner Meeting: Overview (meetings every 2 weeks)	October 12, 2016
Plan is finalized with partners	December 16, 2016
Plan is submitted for public comment	January 6, 2017
Special Board and Council Meeting for review and approval	February 15, 2017
Submission to VCCS	February 27, 2017

## Virginia Board of Workforce Development Update

Last Meeting Date: September 15, 2016 – Abingdon, VA

Policies were **NOT** approved due to the fact that a quorum of the WIOA Committee was not met. A special WIOA Committee meeting will be held in October or November and the policies will be resubmitted to the Board at the December meeting.

### 1. **One Stop Delivery: Comprehensive and Affiliate One Stop Career Centers**

- Defines the structure and composition of the One Stop Career Centers in the Local Workforce Development Areas (LWDA).
- Mandates that one comprehensive physical One Stop Center be located in each LWDA.
- Mandates that full-time staff (5 days a week, 8 hours a day) be present at the comprehensive One Stop Career Center from the following programs:
  - WIOA Adult, Dislocated Worker and Youth Programs
  - Adult Education and Literacy Services (*currently not at the Charlottesville One Stop Career Center full-time*)
  - Wagner Peyser Employment Services (VEC)
  - Vocational Rehabilitation (DARS and/or DBVI)
  - Jobs for Veterans State Grants Staff (including Disabled Veterans Outreach Program (DVOP) or Local Veterans Employment Representatives (LVER))
- Mandates that all other partner programs (TANF, SNAP ET, Trade, Non-Credit Workforce Training, Apprenticeship, etc.) must be accessed at the Comprehensive One Stop Career Center.
- Defines Affiliate Centers as having at least two or more partner programs with a physical staff presence at the location. (*Some current Satellite Centers would not be considered Affiliate Centers under this new policy*)

### 2. **Provision of Career Services**

- Defines the term “career services” and breaks it into two separate categories of services:
- Basic Career Services (used to be known as “core” under WIA) – these include, orientation to workforce system services, initial needs assessments, registration in VaWC, basic job search assistance such as job search and resume writing, filing unemployment, staff assistance in the Resource Room, referrals to other programs
- Individualized Career Services (used to be known as “intensive” under WIA) – these include assessments, individual employment plan development, eligibility establishment for non-WIOA aid, career planning, short term pre-vocational skills (work readiness), financial literacy, ESL classes, internships and work experiences.
- Mandates that all basic career services are to be provided by Wagner Peyser funded staff (VEC) in coordination with other One Stop partners. (*all services are not currently being provided by VEC in the Charlottesville One Stop Career Center*)
- Instructs Workforce Development Boards to identify strategies to make sure that all business and industry customers receive labor market information

### 3. **Provision of Training Services**

- Mandates that training services must be linked to in demand job opportunities
- Defines that individuals can access training services at any time, unlike WIA, and do not have to prove that they have been unsuccessful in finding employment with their current skills.
- Defines that individuals with barriers to employment should be given priority for training services, including individuals with low reading and math levels, ESL, low income, etc.

FY2016 PWN Board Roster - Last Updated: July 1, 2015

Albemarle County (2) - 3 year term		
Debbie Desmond	Martha Jefferson Hospital	2019
		2018

City of Charlottesville (2) - 3 year term		
Christy Phillips	WillowTree	2018
Casey Carwile	Design Electric Inc.	2018

Culpeper County (2) - 3 year term		
Valerie Reid	Continental Corporation	2018
Elizabeth Walters	Bingham & Taylor	2018

Fauquier County (2) - 3 year term		
Janelle Downes	Fauquier County Human Resources	2018
Katy Reeves	Fauquier Health	2019

Fluvanna County (1) - 3 year term		
Karen Gottlieb	Van Der Linde Recycling	2018

Greene County (1) - 3 year term		
Darla Rose	Bankers Insurance LLC	2018

Louisa County (2) - 3 year term		
Jeff Waite	Wal-Mart Stores Inc., DC 7016	2018

Madison County (1) - 3 year term		
Peter Rice	BoxInBoxOut	2018

Nelson County (1) - 3 year term		
Mark Stapleton		2019

Orange County (1) - 3 year term		
Randy Soderquist	R.M. Soderquist Inc.	2018

Rappahannock (1) - 3 year term		
Steven Ray	IslerDare PC	2018

At-large (4) - 3 year term		
John Boswell	UVA Medical Center	2018
Amanda Moxham	Alere Informatics	2018
Wes Mayles	Euro-Composites Corporation	2018
Peter MocarSKI	Brantlett Farms	2018

Dept. for Aging and Rehab Services (1) - 3 year term		
Naomi Aitken	VA Dept. for Aging and Rehab Services	2018

Virginia Employment Commission (1) - 3 year term		
Richard Sindy	Virginia Employment Commission	2018

Title II Adult Education Provider (1) - 3 year term		
Susan Erno	Thomas Jefferson Adult Career Education (TJACE)	2018

Career and Technical Education (K-12) (1) - 3 year term		
Gena Keller	Fluvanna County Public Schools	2018

Community College (2) - 3 year term		
Jeanne Wesley	Germanna Community College	2018
Valerie Palamountain	Piedmont Virginia Community College	2018

Economic Development (2) - 1 year term		
Miles Friedman	Fauquier County Economic Development	2017
Andy Wade	Louisa County Economic Development	2017

Labor (2) - 3 year term		
John Baldino	Virginia Education Association	2018
Lorne Seay	IBEW Local 26	2018

Apprenticeship (1) - 3 year term		
Todd Cook	VA Dept. for Labor and Industry	2018

Community Based Organization (2)-1 year term		
Ronda Guill	Greene Chamber of Commerce	2017
Ridge Schuyler	Charlottesville Works Initiative	2017
Joe Martin	Fauquier Chamber of Commerce	2017

Job Corps (1) - 3 year term		
Sherry Millner	JobCorps	2018

55% Total Business = 18  
 45% Total Non-Business = 15  
 21% Labor/Apprenticeship/CBO



**Piedmont Workforce Network Council**  
2211 Hydraulic Road, Suite #104  
Charlottesville, VA 22901  
[www.piedmontworkforce.net](http://www.piedmontworkforce.net) • (434) 979-5610

September 29, 2016

*Council Members:*

The Honorable Ann Mallek  
Board of Supervisors  
Albemarle County

The Honorable Kathy Galvin  
City Council  
City of Charlottesville

The Honorable Alexa Fritz  
Board of Supervisors  
Culpeper County

The Honorable Holder Trumbo, Jr.  
Board of Supervisors  
Fauquier County

The Honorable O'Brien  
Board of Supervisors  
Fluvanna County

The Honorable Jim Frydl  
Board of Supervisors  
Greene County

The Honorable Stephanie Koren  
Board of Supervisors  
Louisa County

The Honorable R. Clay Jackson  
Board of Supervisors  
Madison County

The Honorable Allen Hall  
Board of Supervisors  
Nelson County

The Honorable Lee Frame  
Board of Supervisors  
Orange County

The Honorable Ron Frazier  
Board of Supervisors  
Rappahannock County

NAME  
TITLE  
ORGANIZATION  
STREET ADDRESS  
CITY, STATE, ZIP

Dear XXXXX:

Youth unemployment is a challenge that is being faced in almost every locality in the Commonwealth of Virginia. While the unemployment rate is reported as 6% throughout the Commonwealth, the rate for youth ages 16-19 is 24.1% and for youth ages 20-21 is 14.9%. Even further, the turnover rate in employment opportunities for this population is high at 26.2% and 22.6% - the highest rate among any age group. In addition to the general statistics, there are other barriers to employment and education that our youth face, including pregnancy and/or parenting, lack of basic reading and math skills, prior felony and misdemeanor convictions and a lack of work readiness skills. There is a critical need to assist youth in the region to gain the technical skills needed to find self-sufficient employment and to learn the necessary life skills and work readiness skills to retain a job.

In FY2017, over \$470,000 was available in the PWN's region and \$117,000 was left unused. The Workforce Innovation and Opportunity Act (WIOA) Youth program can be a solution to helping the youth in Central Virginia obtain their education and employment goals. The funding that is provided to our area each year goes toward providing services to qualified youth including, but not limited to, the following:

- Tuition assistance in order to increase credential and skills attainment;
- Supportive services such as mileage reimbursement, bus passes, uniforms and equipment for education and/or employment;
- Work readiness activities to prepare youth for the expectations in an education or working environment;
- Paid work experiences to explore areas of career interest;
- Career counseling and education exploration;
- Basic Skills, interests and aptitudes assessments;
- Job placement assistance, including resume and cover letter development and interview preparation; and
- Financial literacy education

The WIOA Youth Program is overseen by all eleven (11) jurisdictions in Local Workforce Development Area 6, which is known as the PWN Council. The Council is fully committed to ensuring that the funding provided to the region is made available to all eligible youth in Central Virginia, and that information regarding the program is accessible. Attached to this letter you will find an informational brochure for the WIOA Youth Program. If you would like to request that a bundle of these brochures be sent to you for distribution to potential eligible participants or if you

would like to find out more information on how to refer individuals to the program, please feel free to contact the appropriate Case Manager.

**Jennifer Johnson**

[jjohnson@goodwillvalleys.com](mailto:jjohnson@goodwillvalleys.com)

(434) 963-2964

City of Charlottesville and Counties of Albemarle, Fluvanna, Greene, Louisa & Nelson

**Sara Drebes**

[Sara.drebes@fredgoodwill.org](mailto:Sara.drebes@fredgoodwill.org)

Counties of Culpeper, Fauquier, Madison, Orange and Rappahannock

We encourage you to find out more about this program and utilize the WIOA Youth Program funding to not only maximize your agency's funding, but more importantly to assist the youth in Central Virginia become better equipped to obtain the skills they need to gain self-sufficient employment.

The Honorable Kathy Galvin  
PWN Council Chair  
Charlottesville City Council

The Honorable Alexa Fritz  
PWN Council Vice-Chair  
Culpeper Board of Supervisors



A Partner of Elevate Virginia



**Chief Local Elected Officials Agreement Amendment**

Local Area Redesignation: PY17 – PY19

Piedmont Workforce Network

Local Workforce Development Area 6 (LWDA 6)

Effective Date: July 1, ~~2017~~2017

## CHIEF LOCAL ELECTED OFFICIALS AGREEMENT

AMONG LOCAL GOVERNMENTS IN LWDA 6:

ALBEMARLE COUNTY  
CITY OF CHARLOTTESVILLE  
CULPEPER COUNTY  
FAUQUIER COUNTY  
FLUVANNA COUNTY  
GREENE COUNTY  
LOUISA COUNTY  
MADISON COUNTY  
NELSON COUNTY  
ORANGE COUNTY  
RAPPAHANNOCK COUNTY

### Area Designation

The localities named above agree to ~~operate~~ re-designate as Local Workforce Development Area 6 (LWDA 6) in the Commonwealth of Virginia, also known as the Piedmont Workforce Network (PWN). Each of the localities named above is a party to this Agreement.

### Purpose

The purpose of this agreement is to ~~create~~ reaffirm the creation of the Consortium of Chief Local Elected Officials (CLEOs) of the above-named local governments, and to set forth the process, procedures, and responsibilities for ~~continuing to~~ implementing the Workforce Innovation and Opportunity Act (WIOA) for Local Workforce Development Area 6 (LWDA 6). The WIOA requires Chief Local Elected Officials (CLEOs) to take certain responsibilities and actions which are enumerated in this document and to appoint and form a working relationship with a local Workforce Development Board.

### Consortium of CLEOs formed

~~By this agreement,~~ As stated in the original WIOA CLEO Agreement effective July 1, 2015, ~~the~~ consortium ~~created by this Agreement~~ shall be known as the Piedmont Workforce Network Council (Council) for the purpose of implementing the tasks and performing the continuous oversight responsibilities set forth in the WIOA. Each party to this Agreement authorizes its ~~CLEO~~ representative to participate in the consortium and designates its ~~representative CLEO~~ representative as its authorized representative for purposes of this Agreement.

### Grant Recipient

The City of Charlottesville has been designated by the Council as the Grant Recipient of WIOA funds allocated to LWDA 6.

### **Fiscal and Administrative Agent**

The Council has designated the Central Virginia Partnership for Economic Development as the Fiscal and Administrative Agent (“Agent”) for WIOA funds allocated to LWDA 6. The Council shall require the Agent to make quarterly financial reports to the Council, in writing. An annual financial audit will be conducted in coordination with the Partnership’s audit, according to the requirements of all OMB and federal regulations. Further duties and responsibilities of the Agent will be outlined in the Piedmont Workforce Network Fiscal and Administrative Agent Agreement.

From time to time hereafter, the Council may designate a different agent, by affirmative majority vote of the Council. In the event a different agent is designated, the Council shall enter into a written Fiscal and Administrative Agent Agreement with the new agent. Once approved as set forth in this paragraph, the new designation and new Agreement shall supersede the designation referenced within this document, without the need for an amendment hereof.

### **Responsibility for use of funds and implementation of the Workforce Innovation and Opportunity Act:**

Under the WIOA, the final responsibility for use of the federal funds and for carrying out the tasks set forth in the Workforce Innovation and Opportunity Act rests with the CLEOs. The CLEOs, through the Council, shall enter into a contract with the Agent designated herein above, to perform certain tasks on behalf of the Consortium. Liability insurance will be provided by the Agent, with costs of such insurance to be paid out of the WIOA Administrative funds. The Council shall require that, prior to distribution of any funds under the WIOA, the Agent will obtain liability insurance satisfactory to the Council, providing coverage for each of the local governments and CLEOs forming the Consortium as additional insureds. Coverage shall be no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

### **Piedmont Workforce Network Council Organization**

- The term “Chief Local Elected Official” means the mayor of a city or the chair of the Board of Supervisors of a county or another elected official ~~from the Board or Council~~, as designated by the Board of Supervisors or City Council. Documentation of the appointment to the PWN Council will be collected from each City Council or Board of Supervisors’ record clerk.
- The Council shall elect a Chair and Vice-Chair from its members. One officer shall be from each Planning District.
- The Chair shall serve on the PWN Board Executive Committee.
- ~~The Vice-Chair shall serve on the PWN Board WIOA Committee.~~
- The Council will meet as a body, at least quarterly during each fiscal year.
- A quorum of at least 30% will be required for any action to be taken. No action shall be taken by the Council except at a meeting at which a quorum is present.
- Council members shall communicate the activities of the Council and Local Workforce Development Board (LWDB) to their respective governing bodies.

**Commented [M1]:** They haven’t been serving – but we can leave it in there if you think we should.

## **Piedmont Workforce Network Council Responsibilities**

The sole duties of the Council include, but are not limited to the following:

- Designate the Grant Recipient for LWDA6;
- Designate the Fiscal/Administrative Agent, if applicable, for LWDA6;
- Accept fiscal liability for the use of WIOA funds;
- Appoint LWDB members and maintain local Board Membership Certification every 2 years;
- Accept annual A-133 audit ;
- Approve annual budget submitted by the LWDB and any subsequent modifications through the fiscal/program year;
- Approve the LWDB By-laws;
- Oversee funds contributed to LWDA6 by localities in this agreement for additional projects and services in the region; and
- Any other functions, responsibilities or actions referred to within this Agreement as requiring action by the Council.

In partnership with the LWDB Workforce Development Board, the Council's responsibilities include, but are not limited to the following:

- Developing a vision and goals for the local workforce development system that are aligned with both the economic development mission(s) for the local area and Virginia Board of Workforce Development's goals
- Development of the 4-year local strategic plan to include a workforce demand plan and a plan for business engagement;
- Selection of One-Stop Operator(s) and locations, including operators of career services if the one-stop operator does not provide career services as described in Section 134 (c)(2) of WIOA;
- Selection of training providers;
- Approval of the local One-Stop Operation(s) budget;
- Conduct oversight of the local programs of youth, adult and dislocated worker activities authorized under Title I of WIOA Program oversight;
- Development of a Memorandum of Understanding for each comprehensive One Stop Center in the region;
- Negotiations with the Governor to and reach agreement with the VBWD on behalf of the Governor on local performance accountability measures;
- Any other activities as required by the Workforce Innovation and Opportunity Act, Section 107(d), or by the Governor;
- Designation of an Administrative and Fiscal Agent to act on its behalf relative to the WIOA funds allocated to LWDA 6;

**Commented [M2]:** From a number of sources – WIOA law, VBWD Policy, PWN past procedures, other WDBs CLEO-Board Agreements.

**Commented [M3]:** Added things per VBWD Policy 200-03

**Commented [M4]:** Board task – not CLEO.

- ~~Any other functions, responsibilities or actions referred to within this Agreement as requiring action by the Council.~~

Commented [M5]: These are not joint tasks – shouldn't have been in there! Only CLEO.

### **Establishment of the Workforce Development Board**

The Council hereby establishes the Local Workforce Development Board (LWDB) for LWDA 6, which will be known as the Piedmont Workforce Network Board (PWN Board). The duties, membership composition and staff structure will be outlined in the CLEO-Board Agreement. The activities of the WIOA in LWDA 6 shall be carried out by the PWN Board. The membership of the PWN Board shall be determined and appointed by the Council, in accordance with the requirements of WIOA Section 107(b)(2) and Virginia Board of Workforce Development Policy 200-02 and in an effort to ensure the most effective, regional participation in the WIOA implementation for LWDA 6 by all participating jurisdictions, partners, and businesses.

### **Composition of the Workforce Development Board**

#### **Mandatory Members**

The membership composition of the PWN Board will follow the requirements set forth in WIOA law and Virginia Board of Workforce Development Policy 200-02.

~~The PWN Board will be composed of at least 51% private sector business and industry representatives that are located in the local area that represent a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities, that at a minimum, include high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area.~~

~~Not less than 20% of the members of the PWN Board must be made up of representatives of labor organizations, apprenticeship programs, or community based organizations. At least two (2) representatives must be from labor organizations. This includes representatives that have been nominated by local labor federations and representatives from apprenticeship programs. Community based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and "out of school" youth can be included in this mix, as long as the aforementioned labor organization representatives are appointed to the local Board.~~

~~At least one representative from the Virginia Employment Commission who administers WIOA Title III activities for the local area.~~

~~At least one representative of eligible providers administering WIOA Title II Adult Education and Literacy activities locally. This includes a local representative from a secondary public school's Career and Technical Education program.~~

~~At least one representative from a local community college providing WIOA training services.~~

~~At least one representative from a local economic and community development entity.~~

~~At least one representative from the Department of Aging and Rehabilitative Services who administers WIOA Title VI activities for the local area.~~

The ~~approved composition of the PWN Board shall be as listed on Attachment A: Piedmont Workforce Network Board Composition.~~ detailed composition of the PWN Board shall be listed in the PWN Policy titled Workforce Development Board Composition.

**Commented [M6]:** No sense putting all this in here when we can reflect VBWD Policy and we will have our own PWN Policy.

**Commented [M7]:** Policy will be much easier to edit rather than an Attachment on this document which TECHNICALLY we should be getting all CLEO signatures – I have been skirting it by getting just the CLEO Chair.

#### Executive Committee

~~The PWN Board will elect a Chair from among the private sector representatives. The Chair will serve as the Executive Committee Chair and selects the chairs for all standing committees and taskforces of the local Board. If the PWN Board elects Co-Chairs, both Planning Districts must be represented.~~

~~The PWN Board will elect a Vice-Chair from among the private sector representatives. The Vice-Chair will sit on the Executive Committee as well as represent the PWN Board on the WIOA Committee.~~

~~The Executive Committee will consist of the following members:~~

~~Chair (or Co-Chairs)~~

~~Vice-Chair~~

~~Immediate Past Chair~~

~~PWN Council Chair~~

~~All committee chairs~~

~~One At-Large Member (can be private sector or non-business representatives)~~

**Commented [M8]:** Moved to CLEO-Board Agreement.

#### Membership Terms

~~All PWN Board members will have three (3) year terms, with the exception of Economic Development and Chambers of Commerce representatives, which will have one (1) year terms.~~

**Commented [M9]:** This need to go in the new PWN Policy.

Members of the PWN Board must be individuals with optimum policy making authority within the organizations, agencies, or entities they represent.

Members of the PWN Board should be appointed for staggered terms.

Private sector representatives should be an appropriate mix of small, medium, and large employers that reflect the local labor market, i.e. the business representation should reflect the industry mix in the local labor market.

Individuals serving on the PWN Board who subsequently retire or no longer hold the position that made them eligible Board members may continue to serve on the PWN Board; however, if their membership

category changes as a result of their retirement or change in employment status, the PWN Board must account for that change when evaluating overall membership composition, not continue to serve on the PWN Board. The entity affiliated with the vacating PWN Board member may provide a new representative to the PWN Board.

Commented [M10]: Change had to be made due to VBWD 200-02.

Vacancies resulting from resignations or removal of mandatory members must be filled within 90 days.

### Local Board Appointment Process

#### Nominations and Selection

The PWN Council shall contact the appropriate entities in the local area for nominations to appoint members and/or to fill vacancies on the PWN Board from business, local educational entities, and labor representatives. The PWN Council may also design a process for nominations of individuals and other types of representation the officials would like to include on the PWN Board. Vacancies subsequent to the establishment of the PWN Board must be filled in the same manner as the original appointments.

Private sector representatives are to be selected from individuals nominated by local business organizations (ex. Business trade associations, chambers of commerce, economic development agencies). Individuals businesses may also nominate themselves or provide nominations of other businesses to the PWN Council. Private sector representatives can include owners of businesses, chief executives or operating officers of businesses, and other business executives with optimum policy making or hiring authority (ex. Vice President of Human Resources).

Non-mandatory educational entity representatives must be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities including local school boards, entities providing vocational education, and postsecondary educational institutions. Labor representatives must be selected from among individuals nominated by local labor federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL-CIO).

For all other members, the PWN Council should consult with the appropriate groups in the local area for possible individuals to serve including:

Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans where such organizations exist in the area.

Representatives of local economic development agencies, including private sector economic development entities.

#### Public Participation

The PWN Council must provide public notice of the intent to solicit nominations for PWN Board membership, including the process to be used for nominations and selection.

Commented [M11]: Directly from VBWD Policy 200-02

## **Appointments to PWN Board**

**The PWN Council shall appoint members to the PWN Board from private sector businesses and industry.**

**Private Sector Business and Industry Representatives:** Private sector representatives can include owners of businesses, chief executives or operating officers of businesses, and other business executives with optimum policy making or hiring authority (ex. Vice Presidents of Human Resources).

On behalf of the PWN Council, PWN staff will send correspondence to business and industry organizations (Chambers of Commerce, Economic Development Representatives, etc.) soliciting nominations to the Board.

An advertisement will be placed on the PWN website as well as distributed to local partners. PWN staff will also place a notice in a newspaper of general circulation in LWDA-6. The notice will include information on how to access a nomination form. Persons may nominate themselves.

Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. The PWN Council must select from those nominated.

The PWN Council will select the number of business and industry appointments and their distribution throughout the member localities based on the composition of the PWN Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**The PWN Council shall appoint members to the PWN Board from local educational entities.**

**Local educational entity representatives** must be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities including local school boards, entities providing vocational education, entities providing secondary adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist).

On behalf of the PWN Council, PWN staff will send correspondence to the appropriate educational entities soliciting nominations to fill the vacancies on the PWN Board.

Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. The PWN Council must select from those nominated.

The PWN Council will select the number of local educational entity appointments and their distribution throughout the member localities based on the composition of the PWN Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**The PWN Council shall appoint members to the PWN Board from local labor organizations, apprenticeships, or community based organizations.**

**Labor representatives** must be selected from among individuals nominated by local labor federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL-CIO).

Apprenticeship Program Representatives must be selected from among individuals nominated by local economic development representatives or the Department of Labor and Industry.

Community-Based Organizations must be selected from among individuals nominated for these PWN Board appointments.

On behalf of the PWN Council, PWN staff will send correspondence to the appropriate organizations soliciting nominations to fill the vacancies on the PWN Board.

Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. The PWN Council must select from those nominated.

The PWN Council will select the number of appointments and their distribution throughout the member localities based on the composition of the local Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**The PWN Council may appoint other members to the PWN Board.**

**For all other members**, individual CLEOs should consult with the appropriate groups in the local area for possible individuals to serve including:

Representatives of community based organizations, including organizations representing individuals with disabilities and veterans where such organizations exist in the area.

Representatives of local economic development agencies, including private sector economic development entities.

On behalf of the PWN Council, PWN staff will send correspondence to the appropriate organizations soliciting nominations to fill the vacancies on the PWN Board.

Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. By law, the PWN Council must select from those nominated.

The PWN Council will select the number of appointments and their distribution throughout the member localities based on the composition of the local Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**Vacancies** will be filled using the same procedure as for original appointments.

**Commented [M12]:** All of this I took out because up above you will see VBWD Policy 200-02 has a much simpler and shorter statement. We were making it too complicated.

### Sunshine Provisions

The PWN Council shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.

The PWN Council shall make available to the public, on a regular basis through open meetings, information regarding the activities of the PWN Council, including information regarding the local plan prior to submission of the plan, membership, the designation and certification of one-stop operator(s) consistent with the State Plan, and the award of grants or contracts to eligible providers of youth activities, and the minutes of formal meetings of the PWN Council.

In order to comply with the Sunshine Provisions, the PWN Council shall do the following:

- Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of PWN Council business. "Deliberations" are discussions of PWN Council business necessary in order to reach decisions.
- Ensure that all meetings are held in locations accessible to individuals with disabilities and that all information is available in accessible and alternate formats.
- Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
- Ensure that votes of PWN Council members be publicly cast and, in the case of roll call votes, recorded.
- Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.
- Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such sessions may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, PWN Council members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
- Official action on any matter discussed at an executive session must be taken at an open meeting.

**Commented [M13]:** Directly from VBWD Policy 200-03

**Commented [M14]:** We need to have this in there because there is nowhere in any of our documents that says the Council is subject to Sunshine Provisions – and they are! 😊

### Shared Responsibility among Members of LWDA 6

While the City of Charlottesville is the Grant Recipient for LWDA 6, all of the local governments named in this Agreement hereby agree to share any and all responsibility for administration and implementation of the WIOA. Nothing herein shall be construed as a waiver of sovereign immunity of or by any participating member locality.

**Effective Dates of this Agreement**

This agreement shall take effect on July 1, ~~2015-2017~~ and shall remain in effect ~~until the WIOA is no longer in effect-~~until June 30, 2019.

**Amendment of the Agreement**

This agreement may be modified by a written amendment approved by a majority vote of all members of the Council, following notice of (i) the specific language of the proposed amendment, and (ii) of the date, time and location of the meeting at which the amendment will be presented to Council for a vote. Notice shall be given in writing to the CLEO of each party to this Agreement.

**SIGNATURES**

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County of Albemarle

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City of Charlottesville

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County of Culpeper

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County of Fauquier

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County of Fluvanna

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County of Greene

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County of Louisa

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County of Madison

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County of Nelson

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County of Orange

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County of Rappahannock

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Fiscal and Administrative Agent  
Central Virginia Partnership for Economic Development

