

# MEETING MINUTES

## CENTRAL VA WORKFORCE DEVELOPMENT BOARD - EXECUTIVE COMMITTEE MEETING (DRAFT – UNTIL APPROVED)

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Date: June 26, 2024

Time: 1:30 PM; CVPDC Conference Room

Meeting called to order by: Mr. Nat Marshall, Chair of CVWDB

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### IN ATTENDANCE:

Nat Marshall, CVWDB Chairperson; Sierria Phillips, Vice Chairperson; Traci Blido, CVWDB; Ron Lovelace, Finance Committee Chairperson; Alex Brebner, CVPDC; Sandy Dobyons, CVPDC; Patti Lassiter, CVPDC

### CALL TO ORDER & ROLL CALL (NAT MARSHALL):

Nat welcomed attendees and started the meeting at 1:34 PM

### APPROVAL OF 6/12/2023 MEETING MINUTES:

The motion was made by Sierria Phillips and seconded by Ron Lovelace to approve the 6/24/23 Executive Committee meeting minutes. The motion was unanimously approved.

### ACTION ITEMS:

#### **Consideration to approve CVWDB PY24 Budget:**

Traci reviewed the proposed budget with the committee. She stated that a lot of thought went into the budget this year due to a shortfall of funding. Traci contacted a few vendors asking them to keep their cost at the same level or lower. In a few cases, the vendor agreed. So that was a savings. Also, there a cost savings with some of the space leases. Further discussion ensued regarding funding cuts across the state not just for us. Traci advised the board that without any additional funding, this shortfall affects our carryover each year. There was discussion regarding the initial grant received and asked for validation that those grant funding requirements are being met. Sandy assured the committee that the breakdowns required from the government are being met.

A motion to approve the PY24 budget was made by Ron Lovelace and seconded by Sierria Phillips. The motion was unanimously approved.

**Consideration to approve PY24 Memorandum of Understanding with Fiscal Agent: Central Virginia Planning District Commission:**

Traci informed the committee that she needs their authorization to enter the continued relationship with Central Virginia Planning District Commission as their financial manager. Traci is requesting the committee give her approval to sign the MOU on behalf of CVWDB.

A motion to approve the MOU agreement execution between CVWDB and CVPDC was made by Ron Lovelace and seconded by Sierria Phillips. The motion was unanimously approved.

**Consideration to approve renewal of contract with One-Stop/Title I Program Operator: HumanKind:**

Traci reviewed the history of HumanKind, One-Stop Center/Title I Program Operator and CVWDB. Traci discussed the relationship that has developed over the last year and what a valuable asset this partnership is for the region. Together this past year they have accomplished so much through making connections between adults, dislocated workers, youth and businesses. Of course, all this takes money and that's why she is working with businesses/local owners trying to educate them as partners. Showing them the valuable services being provided and they could benefit from hosting work experiences or OJT's. Over the next year there will be a few changes at the Lynchburg Center; As of July 1, 2024, VEC will be exclusively managing unemployment. While Virginia Works employees who were formerly VEC, will work with us to coordinate job fairs and will work in the Resource Room, along with our Virginia Career Works Intake Specialist who is a Human Kind employee.

Traci informed the committee that this motion to extend the Human Kind contract another year was approved by CLEO on June 18, authorizing her to execute the contract, if the motion was approved by CVWDB.

A motion to approve the contract renewal was made by Ron Lovelace and seconded by Sierria Phillips. The motion was unanimously approved.

**Consideration of title change request for Tim Saunders:**

Traci asked the board to consider a change of title for Tim Saunders to better reflect his daily duties. The title change is from Business Engagement and Outreach Coordinator to Assistant Director. Currently, there is no additional salary adjustment and Tim will continue his ongoing responsibilities, too. Nat commented that he would support this action, but felt it was more of a personnel matter that could be decided by Traci as Executive Director. The committee members said they do support this title change.

**OTHER BUSINESS/ADJOURNMENT:**

In PY24, we will continue to work on the eligible training renewal program with the State.

In other business, we want to thank Sierria Phillips for her years of valuable service to the Board and wish her well in all future endeavors, as she soon settles in Portugal. Nat will be vetting potential candidates for the board. The next meeting is July 9th from 3:00 to 4:30 PM at Lynchburg Regional Business Alliance location.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 2:00 PM.