

**Central Virginia Workforce Development Area Council**  
of  
**Chief Local Elected Officials (CLEOs)**

- **John Hinkle**, Appomattox County Board of Supervisors (CLEO Chair)
- **Drew Wade**, Amherst County Board of Supervisors (CLEO Vice Chair)
- **John Sharp**, Bedford County Board of Supervisors
- **Jon R. Hardie**, Campbell County Board of Supervisors
- **Larry Taylor**, Mayor, Lynchburg City Council

**Agenda**

***May 29, 2025; 4 p.m. at CVPDC***

*828 Main St., 12<sup>th</sup> Floor  
Lynchburg VA 24504*

1. Welcome & Roll Call.....John Hinkle, Chair
2. Approval of Minutes (6/18/24) ..... John Hinkle, Chair  
<https://vcwcentralregion.com/wp-content/uploads/6-18-24-CLEO-Meeting-Minutes-draft.docx>
3. Director's Report.....*Traci Blido, Exec. Director, CVWDB*
4. Finance Report & PY25 Budget Approval...*Sandy Dobyns, Finance Director, CVPDC*
5. Approval of PY25 Infrastructure Funding Agreement Budget for One-Stop System
6. Approval of new Workforce Development Board Members (*see attachment*)
7. Approval of Board Certification document per state requirement
8. Other Business .....All
9. Adjourn .....John Hinkle, Chair

# MEETING MINUTES

CENTRAL VIRGNIA WORKFORCE COUNCIL OF CHIEF LOCAL  
ELECTED OFFICIALS (DRAFT – UNTIL APPROVED)

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Date: June 18, 2024

Time: 4:00 PM

Meeting called to order by: John Hinkle, CLEO Chair

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## **MEMBERS PRESENT:**

John Hinkle, Appomattox County Board of Supervisors (Chair); Jon Hardie, Campbell County Board of Supervisors; Drew Wade, Amherst County Board of Supervisors; John Sharp, Bedford County Board of Supervisors (Virtual).

## **MEMBERS ABSENT:**

Stephanie Reed, Lynchburg City Council

## **Staff**

Traci Blido, Executive Director, Central Virginia Workforce Development Board (CVWDB); Alec Brebner, Executive Director, Central Virginia Planning District Commission (CVPDC); Sandy Dobyns, CVPDC; Nat Marshall, Chair, CVWDB; Tim Saunders, CVWDB; Patti Lassiter, CVPDC

## **WELCOME AND INTRODUCTIONS:**

Traci Blido welcomed and introduced attendees. John Hinkle started the meeting at 4:04 p.m.

## **VOTE TO ALLOW MEMBER PARTICIPATION BY ELECTRONIC MEANS:**

A motion was made by Drew Wade and seconded by John Hinkle to approve electronic participation by John Sharp, who joined the meeting by phone. The motion was unanimously approved.

## **APPROVAL OF 11/16/23 MEETING MINUTES:**

The motion was made by Jon Hardie and seconded by Drew Wade, to approve the November 16, 2023, meeting minutes. The motion was unanimously approved as presented.

## **DIRECTOR'S REPORT:**

Traci provided an overview of the work being undertaken at the Virginia Career Works Lynchburg Center and presented an overview of state and federally measured performance metrics. Traci said the numbers are very promising and, in most cases, have met or exceeded expectations, despite a \$200,000 budget cut. Jon Hardie asked whether the presented numbers could be broken down by locality to better understand the allocation of funds. Traci will provide these reports.

Traci also highlighted upcoming opportunities to collaborate with educators, including the Worlds of Opportunity Career Expo for 7th and 8th grade students on October 14-15. During this event at Central Virginia Community College, students will have the chance to interact with local employers, offering them valuable exposure to potential future career opportunities.

Additionally, Traci noted that the Virginia Career Works Central Virginia Business Services Team has been actively connecting qualified candidates with local employers. They continue to organize job fairs and hiring events and are exploring ways to extend these opportunities to other localities, including using local libraries as venues.

## **APPROVAL OF WORKFORCE DEVELOPMENT BOARD BUDGETS**

### **a. Approval of PY24 Workforce Development Board Budget**

Council members reviewed the proposed Workforce Development Board Budget as presented. Sandy explained that after meticulous review of the numbers they are still about \$50,000 over. They have looked at cutting cost and have spoken with vendors to keep costs at current rate. Sandy presented the May monthly report for the members to use as a comparison between this current project year and the proposed budget. Traci advised that some expenses will be cut due to a staff position remaining vacant. Nat Marshall added that there has been a 4 to 5 percent cut for funding across the board for all Local Workforce Development Areas in Virginia.

With no further comments or discussion, a motion to approve the budget as presented was made by John Hinkle and seconded by Drew Wade. The budget was unanimously approved.

### **b. Authorize CLEO chair to sign PY24 Workforce Center IFA**

Traci provided a brief overview of the cost infrastructure funding agreement (IFA) process. She explained that, with the one-stop center budget not yet complete, the IFA would need to be signed and authorized by the council members. Traci requested approval for the chair of the CLEO council to execute the PY24 Workforce Center IFA document on behalf of the board, once the IFA is completed.

There being no questions or comments, a motion to approve was presented by Jon Hardie and seconded by Drew Wade. The IFA execution was unanimously approved.

## **APPROVAL OF WORKFORCE DEVELOPMENT BOARD MEMBERS:**

Traci reviewed the slate of proposed new and reappointed Central Virginia Workforce Development Board (CVWDB) Members. The following individuals were presented for consideration:

James Davis (Alternate to Bryan Lyttle)

Sherie Fulcher, Apprenticeship Coordinator, Southern Air, Inc. (Registered Apprenticeship Representative)

Leidra McQueen (Community Based Organization Representative)

Jeff Spaeth (Business Representative)

Michael Hertzler (Business Representative - Reappointment)

Christian Wiscovitch (TitleIV/VDARS Representative - Reappointment).

There being no questions or comments, a motion to approve the proposed new and reappointed board members as presented was made by Drew Wade and seconded by John Hinkle. The motion was unanimously approved.

The board member slate will be sent to Richmond for approval by the Governor through a board certification process.

## **LOCAL BUSINESS ENGAGEMENT:**

Tim provided the board with a list of 130 local businesses that have been touched by the Central Virginia Business Services Team over the last year. Tim said the Business Services Team is a great tool to educate employers about the services we offer to help connect them with potential candidates. Tim explained that, once each quarter, the team visits businesses to make connections. The team learns the history of the company and their goals. The team then tries to align with the goals of the business. Contact information for every team member is shared with the business(es) for future reference.

Tim restated how excited everyone is to be having the community coordinated events, but like Traci mentioned, really want to branch out with other localities to host some job events. Nat Marshall asked if these opportunities were open to the public. Yes, they are.

Tim provided an overview of the workforce board's Incumbent Worker Training program. This is available to support upskilling of existing employees within a company that may need additional equipment, training or a new skill set. There is a line item within the workforce budget that assists with this.

## **LOCAL BUSINESS ENGAGEMENT – continued**

Tim shared a breakdown from the last program year to show the companies that had been assisted through this program. Jon Hardie asked about follow-through, to see who is providing the training. Tim stated that, as a requirement, a training syllabus must be provided before the request is approved.

Tim briefly discussed a recent layoff at the University of Lynchburg. The Business Services Team executed a Rapid Response effort to contact all the dislocated employees, to inform them about the services available to support their job search and reemployment. The team is looking for a date to host a hiring event for impacted workers. Nat Marshall asked if the team had an idea of how many employees would show up for the event. Traci said it's hard to know how many people might show up from University of Lynchburg, but that the hiring event would be marketed broadly to all job seekers.

## **OTHER BUSINESS:**

No further business was discussed.

## **ADJOURNMENT:**

There being no further business, a motion to adjourn was made by John Hinkle and seconded by Jon Hardie. The motion was unanimously approved, and the meeting was adjourned at 4:46 PM.

**Central Virginia Planning District Commission**  
**Profit & Loss Budget Overview**  
 July 2025 through June 2026

	Jul '25 - Jun 26
Ordinary Income/Expense	
Income	
4200 - Grant Revenue	
0000015 - WIOA - DW current year	211,589.82
0000016 - WIOA - Adult	322,630.29
AD - Previous year carryover	103,000.00
Total 0000016 - WIOA - Adult	425,630.29
0000017 - WIOA - YO	311,391.14
YO - Previous year carryover	82,000.00
Total 0000017 - WIOA - YO	393,391.14
0000018 - WIOA - YI	103,797.04
0000033 - WIOA Admin	105,489.81
0000035 - Youth program - Campbell County	30,000.00
0000036 - Youth program - Bedford County	30,000.00
4270 - IFA Partner reimbursements	114,951.00
4280 - Dept of Social Services	15,000.00
4281 - CVCC outreach support	5,000.00
4285 - CVWDB - other grant revenues	25,000.00
Total 4200 - Grant Revenue	1,459,849.10
Total Income	1,459,849.10
Gross Profit	1,459,849.10
Expense	
5100 - Operations	
5002 - Full Time Salary	206,216.00
5050 - Benefits	48,185.48
5109 - Fiscal Agent Expense	50,000.00
5120-A - IT Managed Services - WDB	18,357.00
5152 - Telephone	2,000.00
5220 - Computer Equipment & Software	6,400.00
5230 - Office Expenses	1,000.00
5300 - Travel	7,000.00
5303 - Education and Seminars	1,000.00
5400 - Miscellaneous	1,000.00
Total 5100 - Operations	341,158.48
5250 - Career Center Expenses	
5120-B - IT Managed Services,Direct cost	3,215.00
5120-C - IT Managed Services - One Stop	9,725.00
5131 - One stop Personnel	79,903.04
5151 - Internet Service	2,880.00

	<b>Jul '25 - Jun 26</b>
5152 OS · Telephone - One Stop Center	1,200.00
5163 · Lease - Career Center	13,540.00
5170-A · Resource Room Copier	3,840.00
5170-B · Staff Copier	3,120.00
5200 · Materials and Supplies	1,000.00
5221 · One Stop Center - Software	2,250.00
<b>Total 5250 · Career Center Expenses</b>	<b>120,673.04</b>
<b>5340 · Program Operations</b>	
5132 OP · Payroll -Operations	308,760.22
5133 OP · Benefits - Operations	107,997.08
5134 OP · Indirect Expenses Operations	43,954.03
5141 · Insurance - HK	4,893.00
5152 HK · Telephone - HK	4,490.00
5153 HK · Postage - HK	400.00
5301-B · Transportation - Program Op	13,000.00
<b>Total 5340 · Program Operations</b>	<b>483,494.33</b>
<b>5350 · Direct Program Costs</b>	
5108 · ITAs	130,500.00
5135A · Certification & Exams	5,000.00
5135B · Client Misc Support Services	40,689.00
5138 · On The Job Training	58,500.00
5138a · Incumbent Worker Training	25,000.00
5139-1 · Work experience incentives	108,000.00
5139-2 · WEX supportive services	15,037.11
<b>Total 5350 · Direct Program Costs</b>	<b>382,726.11</b>
<b>Total Expense</b>	<b>1,328,051.96</b>
<b>Net Ordinary Income</b>	<b>131,797.14</b>
<b>Net Income - Carryover to FY 27</b>	<b>131,797.14</b>

Is this a Comprehensive Center?

Is this a Comprehensive Center?

Is this a Comprehensive Center?



One-Stop Center Name:

Virginia Career Works Lynchburg Center

PARTNER ENTITY or PARTNER PROGRAM	# OF POSITIONS	% of Total	SQUARE FEET OCCUPIED	% of Total	Customers Receiving Service	% of Total
VEC - UI	1.00	4.17%	2,417.00	53.81%		0.00%
VA Works	13.00	54.17%	1,376.50	30.65%		0.00%
CVWDB -WIOA Title I Adult & DW	3.00	12.50%	390.00	8.68%		0.00%
CVWDB - WIOA Title I Youth	2.00	8.33%	148.00	3.30%		0.00%
LynCag	1.00	4.17%	0.00	0.00%		0.00%
DARS Title IV	1.00	4.17%	80.00	1.78%		0.00%
DOE - Adult Ed	1.00	4.17%	0.00	0.00%		0.00%
Job Corp	1.00	4.17%	0.00	0.00%		0.00%
	0.00	0.00%	0.00	0.00%		0.00%
DSS - TANF	0.00	0.00%	0.00	0.00%		0.00%
CVCC	0.00	0.00%		0.00%	100.00	100.00%
SCSEP - Goodwill	1.00	4.17%	80.00	1.78%		0.00%
B		0.00%		0.00%		0.00%
C		0.00%		0.00%		0.00%
D		0.00%		0.00%		0.00%
E		0.00%		0.00%		0.00%
F		0.00%		0.00%		0.00%
G		0.00%		0.00%		0.00%
H		0.00%		0.00%		0.00%
I		0.00%		0.00%		0.00%
J		0.00%		0.00%		0.00%
K		0.00%		0.00%		0.00%
<b>TOTALS:</b>	<b>24.00</b>	<b>100.00%</b>	<b>4491.50</b>	<b>100%</b>	<b>100.00</b>	<b>100%</b>

List each partner's programs providing service through Virginia's Career Works Center: If the allocation is for a Comprehensive Center, at minimum, all partner programs as required by the Virginia Combined State Plan must be included.

-Once program is inserted in Column A row within table above, the balance of the spreadsheets will be automatically populated with the program name information. The balance of the spreadsheets should be formatted appropriately to display the information.

**Square Foot Occupied** is the sum of the floor area of each office, work station, or other room or space that is assigned to or reserved for the use of one or more partners rather than being shared by all.

**# OF POSITIONS** are the # of staff that each program has dedicated to the One-Stop Center. The # OF POSITIONS are represented in full time position equivalence in relation to 40 hour workweeks. The formula to determine the # to enter is: **# of hours per week that a program staffs the One-Stop Center/40 (full time workweek hours).**

**Customers Receiving Service** are the # of people served by each program either at, or through the One-Stop Center. Includes customers received by the One-Stop Center who received services from multiple programs. These customers will be counted by each program serving them.

**ONE-STOP CENTER NAME:**

[illegible]

## ONE-STOP CENTER NAME:

[illegible]

**Note:** This spreadsheet allocates costs based on a suggested allocation method (see color key above). Partners may agree on a different basis for allocation, as long as it is appropriately supportable and applied consistently. If a different allocation method is applied, the percentages on the Partner Information tab must be revised to reflect the agreed on basis.

## ONE-STOP CENTER NAME:

[illegible]

Allocated costs, Direct and Indirect, must equal the amount on the One-Stop Center Budget spreadsheet (1st sheet in this workbook)

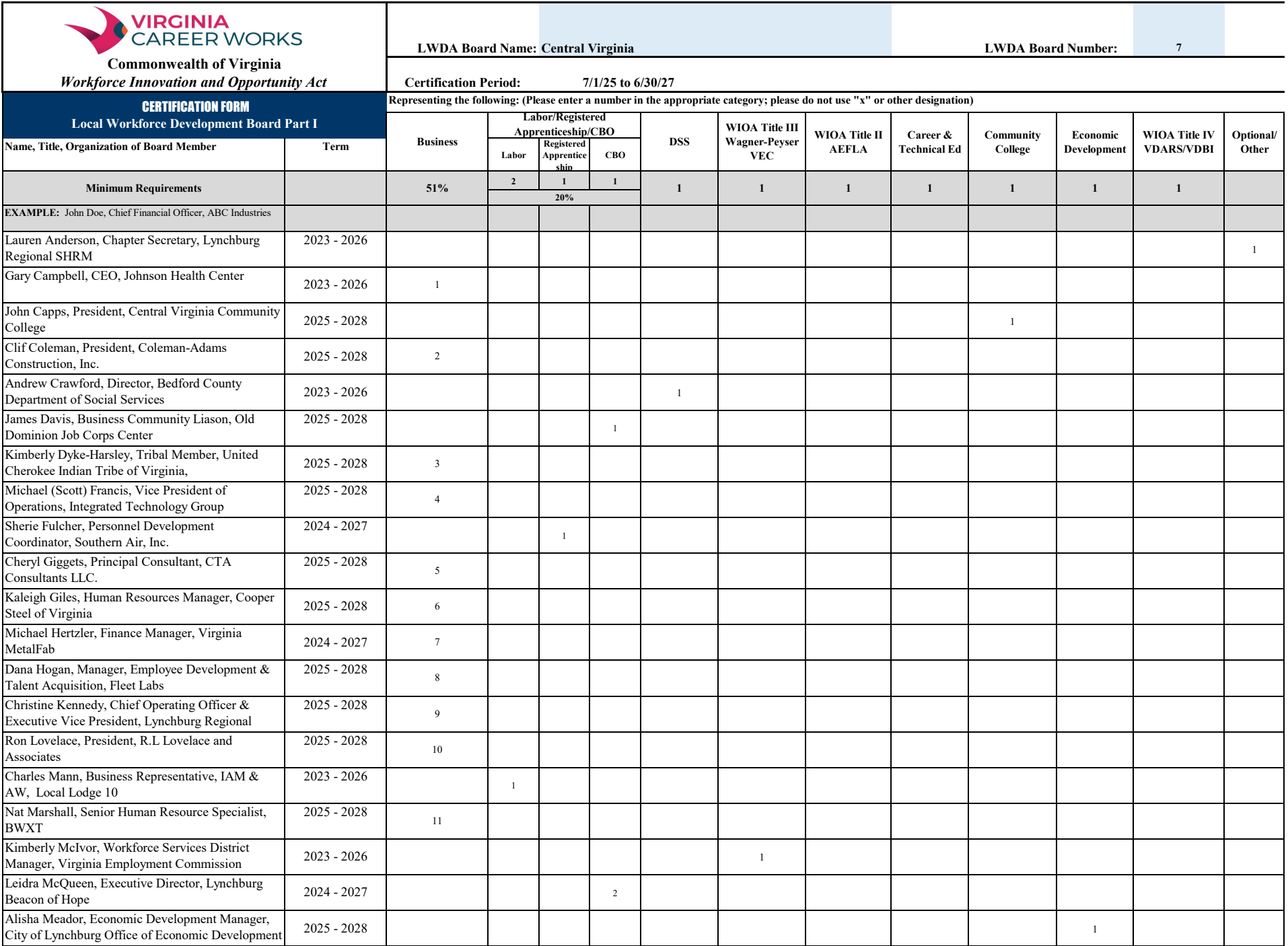
**Central Virginia Workforce Development Board  
Proposed Slate of New and Re-appointed Members  
for CLEO approval on May 29, 2025**

**New Proposed Members (2025-2028 Term):**


- **Clif Coleman**, President, Coleman-Adams Construction, Inc. *Note: Clif will be a business representative on the board.*
- **James Davis**, Business Community Liaison, Old Dominion Job Corps Center. *Note: James was appointed in 2024 to serve as an alternate for board member Bryan Lyttle, who represented Old Dominion Job Corps. Bryan passed away on April 1, 2025.*
- **Kimberly Dyke-Harsley**, Tribe Member, United Cherokee Indian Tribe of Virginia. *Note: Kimberly will be a Community Based Organization representative on the board.*
- **Kaleigh Giles**, Human Resources Manager, Cooper Steel of Virginia. *Note: Kaleigh will be a business representative on the board.*
- **Tori Gilmartin**, Director of Talent & Workforce Development, Lynchburg Regional Business Alliance. *Note: Tori will be a business representative on the board.*
- **Cheryl Servis**, Director of Curriculum, Instruction, and CTE, Appomattox County Public Schools. *Note: Cheryl will fill a required “Career & Technical Education” seat on the board.*

**Re-appointments (2025-2028 Term)**

- **John Capps**, President, Central Virginia Community College
- **Michael (Scott) Francis**, Vice President of Operations, Integrated Technology Group
- **Cheryl Giggets**, Principal Consultant, CTA Consultants LLC.
- **Dana Hogan**, Manager, Employee Development & Talent Acquisition, Fleet Labs
- **Ron Lovelace**, President, R.L Lovelace and Associates
- **Nat Marshall**, Senior Human Resource Specialist, BWXT
- **Alisha Meador**, Economic Development Manager, City of Lynchburg Office of Economic Development
- **Luke Saechao**, Regional Manager, Adult & Continuing Education of Central VA



[illegible]

 <b>Commonwealth of Virginia</b> <i>Workforce Innovation and Opportunity Act</i>	<b>LWDA Board Name:</b> Central Virginia		<b>LWDA Board Number:</b> 7							
	<b>Certification Period:</b> 7/1/23 to 6/30/25									
<b>CERTIFICATION FORM</b> <b>Local Workforce Development Board Part II</b>	Business	Labor/ CBO/ Apprentice	DSS	WIOA Title III Wagner-Peyser VEC	WIOA Title II AEFLA	Career & Technical Ed	Community College	Economic Development	WIOA Title IV VDARS/VDBI	Optional/ Other
<b>TOTALS</b>	30	16	6	1	1	1	1	1	1	1
<b>PERCENT OF TOTAL (Business &amp; Labor Only)</b>	53%	20%								

**ASSURANCES**

➤ Business appointments include representatives from employers in the local workforce development area that reflect the employment opportunities in the area and adequately represent, to the extent possible, urban, suburban, and rural interests.

➤ Business representatives reflect the incidence of small, medium, and large businesses in the local workforce development area.

➤ Other members of the Local Board are individuals with optimum policy-making authority within the organizations, agencies, or entities they represent.

➤ Appointments reflect the demographic composition of the local labor market.

☐ Current Board membership is available on local Virginia Career Works website.

**Action by the Chief Elected Official**

Subject to the certification required by Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 20-02 of the Virginia Board for Workforce Development, the persons nominated herein have been duly appointed to the Local Workforce Development Board by the Chief Local Elected Official.

**Action by the Governor**

The above named Local Workforce Development Board is certified in accordance with the provisions of Section 107 of the Workforce Innovation and Opportunity Act and Policy Number 20-02 of the Virginia Board for Workforce Development.