**Central Virginia Workforce Development Board**

**Operations & Performance Committee Meeting Minutes**

**Date:** March 24, 2025  
**Time:** 1:00 PM  
**Location:** Microsoft Teams

**Attendees:**

Board Members Present: Andy Crawford (Chair), Jason Shockley, Cheryl Giggetts, Luke Saechao

Staff Present: Traci Blido, Tim Saunders, Shantel Crews

Others Present: Chris Poindexter (Greater Lynchburg Transit Company)

**Meeting Minutes:**

**1. Welcome**

Chair Andy Crawford called the meeting to order and welcomed members and guests. There was brief informal discussion at the beginning regarding accessing the agenda and screen-sharing it for visibility. Andy expressed appreciation for the committee members and staff taking time to participate.

**2. Title I & One-Stop Leadership Changes**

Shantel Crews introduced herself as the new Director of Workforce Operations for the region, taking over from her predecessor, Keith Cook. She reported on several recent staff transitions at the Lynchburg Center, particularly in the Youth Career Navigator roles. Two new hires, Renee Regal and Kaitlyn Windsor, are scheduled to begin shortly, with Renee starting March 25 and Kaitlyn starting April 8 in Bedford. Shantel noted that she has also filled her former position, with the new individual expected to start April 8 as well.

Because of these transitions, the new staff will each inherit caseloads of 40–45 youth participants. However, Shantel expressed confidence that the incoming team members will adjust quickly, especially given the detailed case notes left by the departing staff. Shantel thanked the previous team for their work and emphasized her focus on ensuring continuity of services during this transition.

**3. Review of One-Stop and Title I Program Metrics**

Although Shantel did not have a formal presentation ready during the meeting, she and Traci Blido shared key metrics with the committee. Since the beginning of the program year on July 1, 2024, the Lynchburg Center has recorded 4,342 walk-in visits. These include individuals seeking services ranging from job search assistance to unemployment support.

Within Title I programming specifically, 762 participants are currently active, with 214 new enrollments recorded this program year. Traci emphasized that these figures demonstrate the high level of demand for workforce services and the proactive efforts by staff to meet that demand. Shantel confirmed she would be ready to present these figures at the upcoming Board meeting on April 8.

Later in the meeting, Shantel shared a spreadsheet with detailed breakdowns by program area and demographics, including data on credentials earned, employment exits, and work-based learning placements. Luke Saechao requested a more longitudinal view of performance—spanning two to three years—and additional disaggregated data by demographics and service type. Traci agreed to provide previous reports from Brian Long to support that analysis, and Shantel offered to consolidate historical and current data for the committee.

**4. Business Services Activities**

Tim Saunders provided a comprehensive update on business services activities, focusing on the Incumbent Worker Training (IWT) Program and regional hiring events.

Since July 1, 2024, the board has invested $18,712 of the $25,000 set aside for IWT. This funding supported training for 16 workers across four companies:

* **BMS Direct**: Trained staff in advanced maintenance procedures and leadership development.
* **C&C Piping & Fabrication**: Provided leadership training for field employees.
* **Central Virginia Manufacturing**: Supported sheet metal fabrication training.
* **Virginia Metal Fab**: Conducted SolidWorks Essentials training.

Tim explained that these trainings help local employers remain competitive while meeting the Department of Labor's requirement that 40% of WIOA funds be spent on training. Unlike participants in Title I programs, incumbent workers do not require case management, which makes this funding stream highly efficient.

Luke Saechao commended the effectiveness of the IWT program and suggested the board consider allocating additional funds to expand it in the next program year.

Tim also highlighted several hiring events held throughout the region, noting especially high turnout at events for Harco and Delta Star. These events have seen standing-room-only participation and successful employer engagement. Tim attributed the increased attendance to job seekers’ desire for stability in the current market. Multi-employer events at the Lynchburg Center and upcoming job fairs in Appomattox and Bedford counties were also discussed. Additionally, a statewide virtual hiring event organized in collaboration with Virginia Works and the VEC garnered participation from local job seekers.

Tim concluded with an update on social media outreach, reporting that the Virginia Career Works Lynchburg Center page has nearly 6,000 followers—three times more than any other workforce region in the state. This platform is used to promote job opportunities and partner programs, contributing to the center’s visibility and success.

**5. Adjournment**

As Chair Andy Crawford had to leave before the conclusion of the meeting, Traci Blido closed the session. She reminded members that the next full board meeting would take place on April 8, 2025, at 3:00 PM at the Alliance following the Education and Workforce Summit earlier that day.

Chris Poindexter from Greater Lynchburg Transit Company was welcomed as a new participant. He expressed interest in future collaboration to address transportation challenges affecting workforce participants.

The meeting adjourned with appreciation for the active discussion and contributions from all attendees.