



WEST PIEDMONT REGION

WPWDB Executive Committee Meeting Agenda
September 16, 2021 • 12:00 PM
Zoom Meeting

Welcome/Call Meeting to Order..... Adam Wright

Roll Call (6 total, need 4 for quorum)

- Adam Wright
Jason Davis
Robin Ferguson

- John Parkinson
Rhonda Hodges
Shannon Hair
Teresa Fontaine

EX Officio Members:

- Debra Buchanan
Jim Daniel

Performance Update..... Kim Turner, Ross Project Director

Action Items

- Approval of Minutes from June 10, 2021
Approval of Financial Reports
Approval of Policy Revisions
Complaint & Grievances Policy
Equal Opportunity and Nondiscrimination
Self Sufficiency and Adult Eligibility Policy
Unlikely to Return Policy
Work Based Learning (Adult Internship) Policy
Youth Incentive Policy/Agreement
Incumbent Worker Training Policy
On the Job Training Policy

Updates

- Committee Updates:
Business Engagement - Rhonda Hodges
Quality Assurance - Teresa Carter-Fontaine
Special Populations - Jason Davis
Youth - Robin Ferguson
CEO Update

Old Business

New Business

Next Zoom Meeting - December 9, 2021 at 12:00 PM

Adjourn

Executive Committee Minutes  
March 18, 2021 at noon

Present: Adam Wright, Jason Davis, Rhonda Hodges, Teresa Fontaine, John Parkinson.

Absent: Robin Ferguson, Shannon Hair

Staff: Tyler Freeland, Lavinia Wingfield, Jael Membreno

Guests: Brandon Martin, Mallard & Mallard CPA; Natalie Hodge, Ross; Kim Turner, Ross  
Project Director

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The Zoom meeting was called to order by Mr. Wright. Roll call by Mr. Wright confirmed a quorum.

Ms. Turner, Project Director for Ross, began by sharing the Ross performance update. She explained that the Adult program enrollments are at 175%, Dislocated Worker enrollments are at 83%, and Youth enrollments are at 66%. At the time of the report, 27 participants were placed in On the Job Training. 135 participants were currently in occupational skills training. She also shared success stories of local Workforce system clients who have excelled in their training and job placement. Mr. Parkinson inquired as to where the On the Job Trainings were being held. Ms. Turner shared a few local businesses in where the participants are currently placed.

The minutes from March 18, 2021 were reviewed. Ms. Fontaine made a motion to approve the minutes; Mr. Parkinson seconded; the motion passed unanimously. The Service Provider RFP was reviewed. Ross was the only applicant. A motion to approve Ross as service provider was presented by Mr. Parkinson and seconded by Ms. Hodges. The motion passed unanimously.

Mr. Martin with Mallard and Mallard presented the financial reports through April 30, 2021. He presented the summary sheets by funding stream to the committee. Mr. Martin commented Ross is on target with operational spending. He noticed training spending is below ideal. If training continues to increase as it did in the month of April, Ross will be on track to spend the funds. Mr. Parkinson made a motion to approve the financial reports; Mr. Davis seconded; the motion passed unanimously.

Mr. Martin then reviewed the proposed budget for Program Year 21-22. The \$1.5 million budget is a 6% increase from the previous year. Mr. Parkinson made a motion to approve the budget; Ms. Fontaine seconded; the motion passed unanimously.

Committee Updates:

- Business Engagement – No report
- Quality Assurance – Ms. Fontaine reported the committee attempted to meet earlier that month and has scheduled a new meeting date for the near future.
- Special Populations – No report.
- Youth – Ms. Ferguson was absent, no report.

Mr. Freeland, CEO, began with an update on measures taken during the COVID-19 pandemic. Although there were 7 Center closings due to the virus, our area continues to be an example in the state of Virginia. We have continued to meet the training requirement even in difficult circumstances. Mr. Freeland shared the Board certification has been completed and the West Piedmont Development Board is now certified. He thanked the WPWDB and Ross team for their work in the past year.

Mr. Parkinson moved to adjourn the meeting, this was seconded by Ms. Fontaine. Following this, the meeting adjourned.