



**Charlottesville Economic Development Authority (CEDA)
Meeting Minutes – March 10, 2015**

Members Present

Ethan Dunstan
Tara Boyd
Reid Young
Carolyn Shears
Kristin Henningsen
Tony Lucadamo (4:43PM)

Staff Present

Chris Engel
Hollie Lee
Jason Ness
Blair Morris

Others Present

Chris Cullinan – City Finance Director

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, March 10, 2015 in City Council Chambers. Mr. Dunstan, Chair, called the meeting to order at 4:30PM.

Mr. Dunstan opened the public comment period and there being no comments from the public, he proceeded to the next agenda item.

Mr. Dunstan called for a motion to approve the consent agenda, consisting of minutes from the December 10, 2014 meeting, as well as Treasurer's Reports for December 2014 and January 2015. Ms. Boyd moved, seconded by Mr. Young, and all present voted aye with the exception of Mr. Lucadamo, who had not yet arrived.

Mr. Engel gave an overview of the *Growing Opportunities* update and the OED 2014 Annual Report. The *Growing Opportunities* initiative is led by the OED, in partnership with several workforce development and human services organizations, to help connect people with jobs and address self-sufficiency. Part of this initiative is the Downtown Job Center (DJC) as is the VJIP Match program, which is supported by CEDA. Ms. Lee gave a full report on all the initiatives to City Council last month, which was well received. The OED 2014 Annual Report continues a three-year tradition, to give an overview of the departmental functions over the last year. Ms. Boyd asked if these reports were available online, to which Mr. Engel responded yes they are available on our website in an easy to view format. Mr. Dunstan asked about the level of interest shown in the DJC. Ms. Lee answered that the DJC is very busy, with close to 40 people visiting last week alone. So far, the numbers are more than double the Albemarle Career Services Center partly due to the downtown location and proximity to the City transit line.

Mr. Engel gave a brief presentation of the requested FY 2016 CEDA Budget. The only change in the Revenue portion of the budget is the estimated annual administrative fee, which is being decreased due to a bond being paid towards the end of the

year. The change in Expenditures is in the program area. A memo was given to the Board today, which helps to explain what is being requested. Almost two years ago, the Authority approved setting aside funds for both VJIP and the ACE Program. Staff would like to continue the ACE Program but would like to reallocate much of the funds to a new program called GO Hire, which would expand upon the VJIP local match program. Mr. Engel told the Board that he would like for the Authority to have a greater participation in the ACE Program, and would like for two Board members to volunteer their time to serve on the ACE interview panel to help staff in the vetting process. He said a legal or financial background would be ideal, although not necessary. It would be a manageable number of applicants and would be done on a quarterly basis. More information and a specific request for volunteers will be sent later in the year. Mr. Engel asked Ms. Lee to give an overview of this program to the Board. Ms. Lee said that although the program specifics have not yet been finalized, the OED envisions that the funds would be used in the following ways: (1) Wage Subsidy Program, for on the job training of new employees, when a low to moderate income City resident is hired to fill a position and (2) Existing Workforce Training Program, in order to help train existing staff in order to enhance organizational capacity and efficiency. Ms. Lee wants it to be clear that the OED staff plans to leverage these dollars with Federal funds, such as Workforce Investment Act funds, to the fullest extent possible, before using City or CEDA funds. Ms. Henningsen asked how many individuals can be served. Ms. Lee explained that leveraging other sources will allow many people to be served with this program. Mr. Dunstan asked about the wage subsidy and when it would end. Mr. Engel and Ms. Lee answered that it is thought to be a one-time assistance for an individual. Mr. Dunstan called for a motion to approve the FY 2016 Budget. Ms. Shears moved, seconded by Ms. Henningsen, and all present voted aye.

Mr. Engel alerted the Board to a change in staff. Mr. Bernard Wray, the former City Finance Director, retired and Mr. Chris Cullinan was hired as the new Director. It is typical for the Finance Director to be named CEDA Treasurer and the Comptroller as Assistant Treasurer, however, the position of Comptroller is currently vacant. Because of this change, it is necessary for the Board to approve a resolution naming Mr. Cullinan as new Treasurer. Once a new Comptroller is hired, another resolution will come before the Authority. Mr. Cullinan introduced himself to the Board and stated how glad he is to be returning to the City after previously being Budget Manager over 15 years ago. Mr. Dunstan called for a motion to approve the Resolution naming the new CEDA Treasurer. Ms. Shears moved, seconded by Ms. Boyd, and all present voted aye.

Mr. Engel reminded those attending that the Leadership Breakfast is next Wednesday. Also, Mr. Engel wanted to remind the Board that OED can validate their parking, if needed, at future meetings.

There being no further business, Mr. Dunstan adjourned the meeting at 5:02PM.

Chris Engel, Secretary

Date

5-12-15

3/13/15

Date Approved by CEDA