

**Central Virginia Workforce Development Board  
Operations and Performance Committee Meeting Minutes  
Electronic Meeting – Microsoft Teams  
September 26, 2023 – 10:00 a.m.**

Board Members present: Andy Crawford, Kimberly McIvor.

Staff Present: Traci Blido, Keith Cook, Tim Saunders.

**Welcome**

Andy Crawford opened the meeting at 10:05 a.m.

**Review of One-Stop and Title I program metrics.**

Andy Crawford called on Traci Blido and Keith Cook for an update on One Stop and Title I program performance.

Traci and Keith reviewed data, detailing performance outcomes for the Title I programs during program year 2022, which ended July 1, 2023.

**Recommendation of Video Production Vendor**

Andy Crawford called on Tim Saunders to review proposals submitted through competitive procurement for acquisition of a Video Production Vendor to complete a Career Exploration project using funds provided through a WIOA set-aside grant (Youth Outreach & Marketing Development grant). Tim said a Request for Proposals (RFP) was issued on September 11, 2023, with a deadline of September 25, 2023, at 4:00 p.m. to submit responses. Tim had communication with two potential vendors about the RFP; however, only one proposal was received by the RFP deadline. The lone proposal submitted was from Parker Productions. After reviewing the proposal, board members present voted by consensus to recommend to the full workforce development board that Parker Productions be awarded a contract of \$22,000 to provide Video Production Services between November 1, 2023 and June 30, 2024. Tim said the committee's recommendation would be shared with the full board at their meeting on October 10, 2023.

**Adjournment**

The Operations and Performance Committee meeting ended at 11:01 a.m.