

**Crater Regional Workforce Development Board  
Chief Elected Officials  
Regular Meeting - Minutes  
January 11<sup>th</sup>, 2024**

**OPEN MEETING**

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**CLEO Members Present:**

Floyd Brown, Chair  
William Johnson (designee for CCarey)  
Dr. Charlette Woolridge  
Mayor Greg Kochuba  
Brenda Bonner

**Guest Attendees:**

Jaime Poole, Finance Staff  
Betsy Drewry, PG County Finance  
Jeff Stoke, PG County Administrator

**CRWDB Staff:**

Tabitha Taylor, Executive Director

Call to order and welcome @ 2:12pm

- a. Roll Call by Tabitha Taylor, quorum confirmed
- b. Public Comment Period – none noted

**Adoption of Agenda & Minutes\***

*No minutes to adopt from January meeting due to non-quorum.*

**Motion to adopt agenda only was given by Mayor Kochuba, motion was seconded by Mr Johnson. All in favor, none opposed, motion carried.**

**Presentations**

- a. Fiscal Overview

Finance Director presented Budget to Actual as well as Profit and Loss reports. No major concerns at this time with financial health of the organization. There are anticipated timing issues with end of year closeout and transition to new DWDA agency shared services agreement for reimbursement. ED Taylor will stay in close communication with CLEOs if delays occur that put the organization at risk. As previously discussed, ED Taylor has developed an Impact Report for the Region & will send out electronic copies.

**Executive Director Reports**

- a. Service Provider Updates**

Current Title 1 service provider, Eckerd Connects is now in year 2 of the 2 year contract. ED Taylor provided an update to previous discussion on continued concerns with performance and fiscal management/processes with Eckerd. Extension technical assistance & corrective processes have been completed with Eckerd with no real improvements shown. Board of Directors has voted that the contract be immediately terminated, in consultation with the Board attorney, and an emergency waiver sought for Board staff to provide Title 1 services while opportunities are explored.

- b. Summer Locality Internship Opportunities**

The successful summer internship (WEX) program will be expanded this year in an attempt to engage all localities. CLEO's were asked to identify appropriate contact person within their locality to discuss hosting summer interns within City/County departments or within community organizations.

**c. DWDA Reorganization & Legislative Agenda**

Updates shared on standup of new agency as heard in recent State led meetings. Legislative topics covered including potential WIOA reauthorization drafts, funding allocation changes expected, etc.

**ADJOURNMENT**

Time: 3:17pm

**Motion to adjourn was given by Mr. Johnson, motion was seconded by Ms Bonner.**

**All in favor, none opposed, motion carried.**