

Crater Regional Workforce Investment Board

114 North Union Street, Petersburg, VA 23803

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Board Meeting

March 15, 2018

TBC Community Life Center

444 Halifax Street

Petersburg, VA 23803

Board Members Present:

Shena Smith
Antoinette Archer
Elizabeth Branch
Bruce Sobczak
Dale Batten
Carly Woolfolk
Mary Rudisill
Kathy Anderson
Karen Aylward
Jason Williams
Karen Epps
Bill Mullins
Dr. George Lyons

Board Members Absent:

Guest Present:

Leslie Roberts
Becky McDonough
Morgan Ingram
Denny Morris
Patty Peterson
C.B. Sinclair
Sharon Mattox

CEO Present:

Keith Blowe
Raymond Bryant

Staff Present:

Ryan Follett
Recie Small
Jerry Trovillion
Brandon Moore

Welcome/Introductions and Call to Order:

- Chairman Chris Johnson called the meeting to order 8:40am
- Chairman Chris Johnson request roll call of Board members present and absent from Reci Small

Public Comment:

- Chairman Chris Johnson requests any public comment. No public comment

Consent Agenda:

- Chairman Chris Johnson asked if there are any questions about the consent agenda sent via email which included three items:
 - Incumbent Worker Training Policy
 - WIOA Grievance and Complaint process
 - Equal Opportunity Process for WIOA programs
- Chairman Chris Johnson asked to motion approval of the consent agenda
 - Motion one
 - Seconded motion
 - All in favor, no one opposed motion, motion carries

Review of annual audit:

- Discussion of review by Leslie Roberts from Dixson Hughes Goodman
 - Learn-To-Earn separated from the Crater Workforce Development Board (CRWDB) financially June 30, 2018.
 - Three Reports Issued: Overall Audit Report, Cop More Report*, Internal Control Ever Financial Reporting Report
 - No real significant estimates discovered throughout the audit, no difficulties or disagreements with management.
 - New accounting pronouncements that will affect all non-profits for fiscal year '19
 - CLEOs Chief Local Elected Officials changed to CEOs Chief Elected Officials
- Motion to approve amended agenda
 - Motion one
 - Seconded motion
 - All in favor, no one opposed, motion carries

Proposed Crater Workforce Development Board By-Laws:

- Expand Executive Committee will include the chairs of our standing committee, instead of three in the Executive Committee it will be seven.
- Standing Committee will be
 - the Public Outreach Committee
 - Business Service Committee
 - Training Provider Committee
 - Youth Service Provider Committee
- Two openings in the Public Outreach Committee & Training Provider Committee
- Election of officers:
 - Chair
 - Vice Chair
 - Secretary Treasurer
- Officers will be elected from the Business Representatives
- Motion To Approve By-Laws as written
 - Motion one
 - Seconded Motion
 - All in favor, no one opposed, motion carries

Legal Services Provider by Ryan Follett:

- A request For Quotation (RFQ) for legal service provision from five law firms, J.C Paul attorney at law was the only firm to respond
- Motion to approve J.C Paul on a four month retainer based agreement to provide legal representation to the board
 - Motion one
 - Seconded Motion
 - All in favor, no one opposed, motion carries

Emergency Youth Services Provider:

- Motion to approve to move forward, the Executive director, the procurement officer of the city of Petersburg, the chair of the youth committee, along with legal counsel to enter contract negotiations with Pathways Incorporated to provide youth services on an emergency basis to end June 30, 2018. While simultaneously, posting Request for Proposals (RFP) for an actual youth services provider to start July 1, 2018.
 - Motion one
 - Seconded motion
 - All in favor, no one opposed, motion carries

One-Stop Shop Operator Recommendation:

- Definition: Oversees the overall operations of the Workforce Center itself, meet with partners, etc.
- No motion to move forward due to the CEOs must approve the contract and be present.

Sunshine Law Review:

- Temporary Committee or a meeting group must adhere to following:
 - Meetings must be at a predetermined time, date and location
 - They must be advertised and opened to the public with minutes taken
 - The same format for Board meetings must be used for any meeting
 - Define meeting: When three members or a quorum, whichever is less of a body is assembled by any means i.e. telephone, work sessions, etc.
 - Any person may photograph, film, record, otherwise reproduce any portion of a meeting required to be open. Moving forward be mindful of future venues rules against filming, recording, and photography because by Virginia state law the board is required to allow photography, filming, recording, etc., under the Sunshine law
 - Minimum 7 days' notice to set up a meeting.
 - Emergency meeting, the public must be notified the same time as the members that are meeting.
 - Motion to adjourn meeting at 10:10am
 - Motion one
 - Seconded Motion
 - All in favor, no one opposed, and motion carries.