

Crater Regional Development Board Meeting Minutes

August 16, 2018

Commonwealth Center for Advanced Manufacturing

5520 W. Quaker Road

Disputanta, VA, 23842

8:30 am-10:30 am

1. **Call To Order:** Meeting was called to order by Chris Johnson at 8:39 am
 - a. Roll Call-Recie Small
2. **Public Comment:** No public Comment
3. **Agenda:** Agenda adjusted to reflect the changes made to the consent agenda.
Consent Agenda: withdrawn and the items were applied to present agenda for discussion
 - a. Toni Archer made a motion to approve the removal of the consent agenda items and place the items individually on the regular agenda.
 - b. Bruce Sobczak seconded the motion
 - c. All in favor, no one opposed, motion carried
4. Minutes for May 17, 2018 Board Meeting:
Chris Johnson asked if there were any corrections or concerns regarding the minutes. The following corrections were noted.
 - a. Missing a date under heading
 - b. Karren Epps not listed at meeting
 - c. Page 3, corrected By-Laws need to redistributed with edits and wording changed to:
"There was a motion made at the May board meeting to approve the By-Laws of the Board of Directors with the changes that were determined at the Board meeting."
 - d. At the request of the board: Future minutes; would like to have the name of persons who made the motions and who seconded them.
 - e. Page 3, Ace Hardware reference, remove the word *store* and should state: *"The CRWDB can and will serve Ace Hardware workers, but can't serve them at this time because a number of them have not received their end date."*
 - f. Page 3, two bullets down should state: *"Will have discussions."*
 - g. Page 2, the second bullet down should state: *"337 million was spent."*
 - h. Page 2, about half-way down should state: *"Will be scheduled events."*
 - i. Public Comment on Page 1 should state: *"The adult and dislocated worker program needs to happen."*
 - j. At the request of the board: Add page numbers to minutes
 - k. Page 3, should state: *"You turned the meeting over."*

Dale Batten made a motion to approve the minutes of May 17, 2018 with corrections.

Karen Epps seconded the motion.

All in favor, no one opposed, motion carried.

5. Inventory Policy

- a. The purpose of the policy is to show we are in good standing with the spending of federal funds and also to know where items are.
- b. The physical inventory is done. Currently reviewing the items on paper and doing "clean up" by deciphering if the items listed are actually property of the board or property of one of our partners. Brandon Moore is the custodian of the property.
- c. The board wishes to see the inventory list once it is cleaned up.

Shelia Smith made a motion to approve the Inventory Policy as presented.

Kathy Anderson seconded the motion.

All in favor, no one opposed, motion carried.

6. Self Sufficiency Policy

- a. The Board is currently operating at a Lower Level Standard Income Level (LLSIL) of 75%, but it is the proposal of the Board to increase the LLSIL to 150% to be able to serve more persons.

Toni Archer made a motion to accept the increase in the LLSIL from 75% to 150%.

Bill Mullins seconded the motion.

All in favor, no one opposed, motion carried.

7. Approval of Eligible Training Providers:

- a. Toni Archer made a motion to approve the Committee's recommendation of the following eligible training providers:
 - i. Recertification Approval - Southside Virginia Community College - Machinist Training
 - ii. New Provider Approval - Road Safety CDL Training School
 - iii. Non-Approval for Kulture Kuts
- b. Shelia Smith seconded the motion
- c. All in favor, no one opposed, motion carried.

8. WIOA Service Provider Report

- a. Youth Services Provider - Juanita Epps & Kyle Sport of Pathways gave an overview of Pathways' youth services.
- b. Adult & Dislocated Worker - Sherry Pearson of Job Assistance Center gave an overview of Adult and Dislocated Worker services. At this time, there are 36 active participants and \$39,900 allocated for training and supportive services.
- c. One-Stop Operator - Shawn Nicholson (not in attendance).

9. Board Committee Report

- a. Business Service - Bruce Sobczak shared an overview of Business Services Committee.
- b. Youth Services - George Lyons reported that the Youth Services Provider Review Committee has met and are awaiting additional responses from the respondent. Once received, the committee will provide a recommendation to the Chief Elected Officials.

10. Board Staff Reports

- a. Board Member questions/comments: No questions/comments

11. Forensic Audit

- a. The city [Petersburg] has to conduct a forensic audit dating back to July 1, 2015.
- b. The city [Petersburg], along with the CEOs, will determine the scope of the forensic audit

12. Meeting adjourned at 10:18 am.