

Crater Regional Workforce Development Board**Board Meeting**

August 27, 2020

Location: Zoom

Guest Members

Donald Hunter, Judy Lyttle. Sharon Mattox, Mayor Jasmine Gore, Michelle Rogers

Board Members

Sherrina Sewell, Elizabeth Creamer, Dr. George Lyons. Amanda Wilson, Ursula Myhalsky, Bruce Sobczak, Carly Woolfolk, Keith Boswell, Kathy Anderson, Marilyn Henderson, Karen Epps, Belinda Astrop, Patty Peterson.

Staff Members

Shawn Nicholson, Davena Reynolds, Jerry Trovillion, Sophenia Pierce, Recie Small, Shyan Jones

1. Call to order at 8:33 a.m.

- a. Roll Call by Recie Small

2. Public Comment:

- a. None at this time

3. Approval of agenda:

- a. Elizabeth Creamer made a motion to approve the minutes
- b. Bruce Sobczak seconded the motion
- c. All in favor, no one opposed, motion carried

4. Approval of Minutes from 05/21/2020

- a. Karen Epps made a motion to approve the minutes
- b. Kathy Anderson seconded the motion
- c. All in favor, no one opposed, motion carried

5. Open Remarks

- a. Amanda Wilson introduced herself as the Treasury Secretary and she is the interim in place of the chair. Mayor Jasmine Gore from the City of Hopewell introduced herself and stated she supports everyone from the board. She stated she serves with the Chief Elected Officials and they will pick the Vice Chair for the consortium. She stated she will inform the Chief Elected Officials to join the meetings to keep the communication aligned.
- b. Judy Lyttle stated she feels like Mayor Jasmine Gore is going to be instrumental and looking forward to moving in a good direction.
- c. Donald Hunter stated he is supporting Mayor Jasmine Gore and communication is good.
- d. Mayor Jasmine Gore stated the Chief Elected Officials will go over the documents and they will have a meeting with the CRWDB for the agreements issuing a new RFP for the One-Stop Operator contract. She has an open-door policy and open for discussion.

6. Board Committee Reports

- a. Public Outreach by Sophenia Pierce- She stated they need to identify for chair, which Karen Alyward offered. She stated she wants to set up meetings and go over roles and she needs 6 or 7 Board Committee Members. Kathy

Anderson have been sending information out to the public so they can share what our Petersburg Center offers. Sophenia Pierce stated Shyan Jones have been putting information on our Facebook page and Sophenia Pierce encourages everyone to like and follow are page.

- b. Training Providers by Amanda Wilson- She stated the training providers will need a new chair and we do not have an updated report.
- c. Business Services by Bruce Sobczak- He stated we lost 2 committee members Bill Carson with Rolls Royce, and Irene Buskey with Southside Regional Medical Center. He stated we still have to have the customer service training.
- d. Youth Standing by Dr. George Lyons- He stated there is no report. He stated there is an event tomorrow with the service providers and at the event will be home goods, and information about what we offer. He stated there are no changes to the membership roster, but possibly can add members from the board.

7. New Business

a. Board Membership Updates-

- b. Nomination Committee- Karen Epps asked can they be from the Emergency Room area. Bruce Sobczak answered Yes, that would be perfect, they can be from our region, but it has to go in front of the Chief Elected Officials. Recie Small stated the committee has to see if the candidates are qualified and it has to go in front of the board.
 - Keith Boswell made a motion
 - Bruce Sobczak seconded the motion
 - All in favor, no one opposed, motion carried
- Amanda Wilson asked if anyone is interested in the Chair or Vice Chair position? They are giving extension until October 15, 2020 to get the compliance from the board perspective.
 - Karen Epps made a motion
 - Bruce Sobczak seconded the motion
 - All in favor, no one opposed, motion carried
- Sophenia Pierce asked Amanda Wilson would she still like to serve until they find a Chair and Vice Chair. Amanda Wilson stated she will serve interim until the positions are filled.
 - Bruce Sobczak made a motion to serve interim
 - Dr. George Lyons seconded the motion
 - All in favor, no one opposed, motion carried
- Sophenia Pierce stated the Department of Social Services have to serve on the board as a partner, but Recie Small stated the Chief Elected Officials does not have to approve.
- Local and State Strategic Plan by Sophenia Pierce- She stated the Virginia Community College system are in the final stages with their plan. She said we are moving forward with our own plan.
- Sophenia Pierce stated the agreement was reviewed June 30, 2020 and the document is broken down by the Chief Elected Officials and the Workforce Board to see how the partnership comes together.

- Amanda Wilson asked the Board Members do they want the staff to continue to research the agreement or except it how it is. Bruce Sobczak stated we should submit as is for an update and Sophenia Pierce stated we will bring it back to the Board.

8. CRWDB Staff Reports

- a. Executive Director by Sophenia Pierce- She stated in May 2020 we received our compliance report with 17 findings and the responses were submitted to the state on July 1, 2020, but she asked for an extension. She stated they were put into 5 categories and she submitted the responses July 22, but there is nothing to share at the moment.
- b. COVID-19 & Wagner Peyer-
- c. Annual Budget & Financial Report-
- d. Operations and Service Providers- Recie Small stated the Youth Participants are in Ms. Carol Program and are participants are finishing. The Adult & Dislocated Workers are getting participants enrolled and currently seeing participants by appointment only. Recie Small stated The Workplace renewed their contract at the end of July 1, 2020. She said the Youth Service Provider will renew their contract at the end of October 2020.

9. Other Updates & Presentations

- a. One-Stop Operator Updates by Shawn Nicholson- Shawn Nicholson presented a PowerPoint to the Board Members. He informed the Board Members about our calendar we are using to track the foot traffic coming into the center.
- b. Workforce Diploma Seal by Carly Woolfolk- She stated she met with CTE. She stated the website will have two areas where the customers can track their points and the business side that can have job posting attached. Sophenia Pierce offered to help get the letters out in September and the only schools that are participating are the ones located in the region. Carly Woolfolk stated the businesses are from previous companies who students have worked for.
- c. Regional Workforce Winns- In discussion, there is an event tomorrow that the Adult and Dislocated Worker and the Youth Service Provider are attending letting the community know what we offer at our Petersburg Center.

10. Adjournment: 10:37 a.m.