

**Crater Regional Workforce Development Board  
Chief Elected Officials  
Regular Meeting - Minutes  
May 19, 2022**

**OPEN MEETING**

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**CLEO Members Present:**

Jasmine Gore, Chair  
Eric Fly, Vice Chair  
Floyd Brown  
Gregory Kochuba  
Brenda Bonner

**Guest Attendees:**

Jaime Poole, Finance Staff  
Jeff Stokes, PG County Administrator

**CRWDB Staff Present:**

Tabitha Taylor, Executive Director

Call to order and welcome @ 11:12am @ Nanny's Restaurant

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

**Adoption of Agenda\***

**Motion to adopt was given by Mr. Brown, motion was seconded by Mr. Fly.**

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

**Presentations**

- a. Fiscal Overview, Jaime Poole

-Jaime Poole provided an overview of the current financial status. CLEO's were provided a Profit and Loss, Budget to Actual report from Quickbooks along with other reports providing an overview of expenditures. Jaime informed the group that the existing deficit is decreasing and while she does not anticipate a full "zero out" by the end of the program year (June 30), the steady decrease is encouraging as progress is being made. All IFA invoices have been sent out up to March 30, 2022 and the Board is awaiting payments from all partners. The Board is owed nearly \$90,000 through those shared IFA costs.

**Executive Director Reports**

- a. Comprehensive Center & Board Administrative Offices Relocation

ED Taylor provided an update regarding pending moves. 4300 Crossing Blvd, Prince George has been selected and approved by the Board members as the new Comprehensive Center location. There are still actual lease negotiations taking place for minor verbiage/security deposit/etc. The goal is to move the last week of July and reopen to public no more than 3 weeks later. Negotiations are also occurring for the Board Administrative Offices with several locations being considered. The goal is to keep the cost less than \$3500 a month for that office space as it will offset what was being paid in the IFA for Board administrative staff space previously.

**Motion to give the ED permission to pursue signed lease agreements at 4300 Crossing Blvd at a monthly amount of \$10,000/month (inclusive of utilities and maintenance) and Board offices (address TBD) at a monthly amount not exceeding \$3500 for rent and utilities. If locations or amounts changes, an additional meeting must be held to discuss terms.**

**Motion made by Mr. Brown, motion was seconded by Mayor Kochuba.**

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

b. Service Provider Contract

ED reported on the RFP selection process that occurred after the release of the previously approved Title 1 Adult/DW/Youth Service Provider RFP. The Board received 3 bidders, only 2 of which were considered due to the extremely late arrival of the 3<sup>rd</sup> bid (according to RFP terms no late submissions were permissible). The RFP selection committee had an opportunity to review the RFP submissions and then participate in presentations from the 2 bids received within the time requirements. Selection committee members then scored the providers based on evaluative terms and submitted score sheets for tallying. The provider with the highest score was Eckerd Connects.

**Motion made to authorize ED to negotiate and execute contract with Eckerd Connects effective July 1, 2022 (or earlier if budget terms are appropriately negotiated) for Adult, Dislocated Worker and Youth services.**

**Motion made by Mr. Fly, motion was seconded by Mrs. Bonner.**

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

c. Adult/DW/Youth RFP\* (Attachment 6)

RFP for Title 1 services was presented as the current contract ends on June 30. ED Taylor shared that grouping all three together will hopefully draw more bidders as the contract amount will be higher than separating them out based on program.

**Motion to adopt was given by Mayor Kochuba, motion was seconded by Mayor Parham.**

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

d. Audit RFP\*

ED Taylor explained the need for a single audit due to our aware threshold. Previous financial audit provider did not have a procured contract in place.

**Motion to adopt was given by Mayor Parham, motion was seconded by Ms Lyttle.**

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

Chair Reports

Mayor Gore shared that she was glad to hear that Business Services Subcommittee would again be taking place (meetings will count also as the Business Solutions Team as required by the State and Local Plan). Board nominations will need to be redone as we near the end of some terms and that the CLEOs should do some tailed outreach to individuals that may be good additions to both the Board and to Subcommittees. She also shared that the Consortium and Board Agreements will need to be reviewed and revised to provide updated expectations and what the Board and Consortium should actually look like and who should have what responsibility. Discussions regarding Strategic Plan implementations and Apprenticeship initiative will resume once the building moves are complete.

ADJOURNMENT

Time: 12:25pm

**Motion to adjourn was given by Mr. Fly, motion was seconded by Mrs. Bonner.**

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