

**Crater Regional Workforce Development Board
Board Meeting**
December 10th, 2021
8:30 a.m. – 10:30 a.m.
Petersburg Public Library

1. Call to order: 8:38 a.m.

- a. Roll call by: Tabitha Taylor

2. Public Comment:

- a. None at this time

3. Approval of agenda

- a. Natalie Slate made a motion to approve the agenda
- b. Kathy Anderson seconded the motion
- c. All in favor, no one opposed, motion carried

4. Approval of minutes

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

5. Board Committee Reports

a. Subcommittee Discussion – Tabitha Taylor shared that bylaws and Local Plan for area specify the requirement for the 4 subcommittees. She encouraged everyone to consider which committee they would like to volunteer for and if one is not selected, individuals will be placed into a group. She stated that subcommittees are an important part of the Board's work to ensure that actual progress is being made in each area of emphasis.

b. Public Outreach- Kathy Anderson stated that she is always willing to send out public information to her community provider network. No other business to report.

c. Eligible Training Provider- Tabitha Taylor stated that the ETPL committee met on October 6th for an application for additional programs for Petersburg High/Continuing Education. Those programs were reviewed and recommendations were noted:

- i. Dialysis Technician – recommended for approval
- ii. EKG Technician – recommended for approval
- iii. Phlebotomy Technician – not recommended
- iv. Medical Billing & Coding – not recommended
- v. Medical Administrative Assistant – recommended for approval
- vi. Clinical Medical Assistant – recommended for approval
- vii. Pharmacy Technician – recommended for approval

Dr. George Lyons made a motion to approve the recommended programs and not approve those not recommended.

Amanda Habansky seconded the motion

All in favor, no one opposed, motion carried

d. Business Service Committee- No report

e. Youth Standing Committee- Dr. George Lyons stated that they are looking forward to continuing work as the In House Youth services gets started.

7. Unfinished Business

a. Proposed 2022 Board Meeting Dates – Amanda Wilson stated that 2022 dates for Board meetings will be agreed upon at the next meeting. She asked if anyone had issues with continuing the meetings on Friday mornings. Cynthia Barnes stated that for CCWA there may have to be different representatives because they are a part of numerous Boards that meet on Friday mornings. No other comments.

8. New Business & Staff Reports

a. New staff introductions & general updates – Tabitha Taylor introduced Kurleen Patrick as the new Programs Coordinator. She spoke about the new One Stop Manager, Ray Bolton who was not present. Tabitha Taylor shared that she has settled into her role and is carefully reviewing current processes for compliance and best practice changes. She also presented the Quarter 1 performance outcomes for the Adult/DW service provider. It was noted that the performance outcomes were not satisfactory as a whole as multiple measures had been missed. Kathy Anderson stated that it was important to note that some of the employment measures were met and that was a good thing. She also provided information regarding Measurable Skills Gain for education. Tabitha Taylor then also shared how the Measurable Skills Gain is different in how it is calculated through Title 1.

b. Policy Review/Adoption – Tabitha Taylor presented a policy for Organizational Credit Card Use and for WIOA Administrative Costs. She stated that a Board Member had stated that the Credit Card Usage policy had some confusing language and that she would be editing that to clarify. There were no additional questions or concerns with the policies.

Carly Woolfolk made a motion to approve both policies (after the language from the CC policy is updated)

Natalie Slated seconded

All in favor, no one opposed, motion carried

c. Financial Report – Tabitha Taylor stated that she does not have a formal report to share with the Board at this time. There has been a lot of hands in the pot with multiple contracted financial staff so it has taken significant time to learn the processes being used and to adequately audit the current financial state. She stated that a draft budget has been developed and is now in the process of being reconciled with actual spending for the year. She stated that the first meeting in 2022 will be heavy with financial information and stated that she plans to share all information, whether good or bad so that transparency is the standard.

d. Workforce Wins

- i. Kathy Anderson stated they have 8 Pharmacy Technician training students graduating on January 11th. She also mentioned there are changes coming to the PhT program that will change its format and length
- ii. Carly Woolfolk shared information regarding the diploma seal outreach happening. 98 students were surveyed as interested and an additional 15-20 students plan to participate in a reverse job fair. She encouraged

interested organizations to contact her regarding the diploma seal and the job fair.

- iii. Sherry Pearson stated that there were successful job fairs in Surry, Emporia and Dinwiddie with the assistance of DSS. She also mentioned that the TANF program is still operating and is a good opportunity for those who need assistance and want to work
- iv. Jabri Panayotis stated that Surry hosted a successful job fair with over 35 participants and is hoping to partner for more opportunities. He stated that he is glad to have Tabitha Taylor on board and has already discussed potential new initiatives/events to have for the Surry area.

9. Adjournment: 9:54 a.m.

- a. Kathy Anderson made a motion to adjourn
- b. Natalie Slate seconded the motion
- c. All in favor, no one opposed, motion carried