

# CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

**Friday, February 4<sup>th</sup>, 2022**  
Appomattox Regional Library  
8:30 a.m. – 10:30 a.m.

## **1. Call To Order**

Roll Call by: Tabitha Taylor

## **2. Public Comment**

None at this time

## **3. Approval of Agenda**

- a. Sherrina Sewall made a motion to approve agenda
- b. Norris Stevenson seconded the motion
- c. All in favor, no one opposed, motion carried

## **4. Approval of Minutes**

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

## **5. Board Committee Reports**

No updates from committees. Tabitha Taylor provided an overview of the four subcommittees and their roles. Tabitha emphasized the importance of the committees and encouraged board members to select a committee. Tabitha also suggested members select a designee if they aren't able to attend or participate. The floor was open to for questions regarding committees. No questions or comments were made. Tabitha will follow up with an email Monday requesting participation and preferred committee selection.

## **6. Unfinished Business**

Proposed 2022 Board Meeting – Amanda Wilson suggested an email of proposed dated be sent out. Doodle poll to be sent.

## **7. New Business & Staff Reports**

- a. Business Services Job Description -Tabitha Taylor lead discussion on Business Services Job Description and importance of the role. She shared that the current local plan and state guidelines says each region should have a SPOC to address the needs of our business partners. Business in the area are our clients too. There is a need to diversify the spending of training dollars; greater need in spending to include WEX & OJT. Question was asked by Sherrina Sewell whether the BSC would lead the Business Services Committee? Tabitha Taylor responded that the BSC would likely be a part of the committee but not necessarily the lead.

Elizabeth Creamer made a motion to approve the job description

Amanda Wilson seconded the motion

All in favor, no one opposed, motion carried

- b. AD/DW Performance & Contract Considerations - Tabitha Taylor reviewed Q2 performance numbers. She offered to provide the board with an overview of how performance is calculated at a later date. She also discussed how role of BSC can help drive up the performance numbers. CDL

training has been most popular but there are many hurting industries that need to be assisted. Carly Woolfolk asked for clarification on why the Measurable Skills Gains numbers were so low. Tabitha explained that it is likely due to a lack of consistent contact with participants and the need for stronger case management. Tabitha offered to share data on the types of training programs currently on ETPL. Sherrina Sewell asked whether data will include detail on providers with the greatest success rates? Tabitha agreed it will. Norris Stevenson asked about the ETPL provider approval process and how providers are evaluated? Tabitha mentioned that 7/1 the state will change how performance is reviewed, due to a level of State involvement that was not in place previously. Kathy Anderson suggested stronger case management as a means of increasing performance numbers. Elizabeth Creamer asked how long after a training ends do participants have to attain credential? Tabitha answered that participants have 1 year. Keith Boswell asked what is true success and what it looks like? Tabitha discussed how success is defined and measured; encouraged Board to look at how many individuals are enrolled and how many actually want training. As not everyone needs training and those are the folks that can be filtered in to jobs with the help of Business Services Coordinator. Keith Boswell suggested having overall total number of individuals coming in to the centers can help put numbers being shared in to context. Kathy Anderson raised how the traffic report data could be helpful in seeing the total picture. Tabitha discussed what the traffic report is and what data it captures. Tabitha reviewed DW numbers and discussed how the overall management of cases is related to low performance numbers. Tabitha shared that she sent a letter to service provider regarding performance deficits and the need of immediate rectification. She discussed the challenges of ending their contract early but the Board does have the authority to do so. Floor was open for discussion. No further discussion regarding contract termination was brought up. Tabitha discussed that contract ends June 30<sup>th</sup> and RFP will be presented for approval at the next meeting for consideration of new providers. Tabitha mentioned that in the RFP it will be suggested that management be onsite which is what probably lead to current state of performance.

Meeting was paused for Kathy Anderson to introduce two recent graduates (Amanda Parham & Tasharia Dixon) of the recently approved Pharmacy Tech program who gave an overview of their experience in the program.

c. In House Youth Update - Kurleen Patrick, Programs Coordinator gave an update on staffing, outreach efforts and current participants.

d. One Stop Operations - Ray Bolton, One Stop Operator discussed the role, provided updates on facilities, strategies and development of relationships between center partners. Ray discussed putting processes in place for inclement weather & standard operations; his outreach efforts and how being from the area makes him even more committed; trainings he's planning for staff; future job fairs. Elizabeth Creamer thanked Ray for his clear description and definition of the role. Tabitha spoke in support of the OSO role and all that Ray has done so far. Tabitha stated a copy of the traffic report will be given out at the next meeting once more data has been gathered.

e. Relocation - Kathy Anderson asked about moving. Tabitha shared an update on the condition of the building; estimated cost of build out on building recently under consideration; discussed there being limited options for 10,000-12,000 square feet locations on the market. She raised idea of smaller locations vs one large center (with consideration being given to the fact that at least one location must meet the definition of "comprehensive"). Lease is up end of June and may go to month to month lease. Tabitha asked to form a work group on planning to move. Email will be sent to the Board members requesting participation on that work group. Elizabeth Creamer asked about location of future building. Tabitha discussed the benefits to having multiple locations but emphasized that the

goal would be for a Center to be located in the tri-cities or Prince George localities. She also shared that she plans on asking locality governments whether they have space in their areas for reasonable price. Sherrina Sewall expressed approval for move because current rent is high for the lack of quality in the current leased space. Kathy Anderson suggested that when pitching to local governments for space to consider need for class and technology labs. Keith Boswell suggested when convening committee to offer guidance on needs when searching for new building.

f. Policy Review/Adoption – Monitoring Policy and EO Compliance & Complaint Policy were reviewed. Tabitha mentioned that Monitoring policy was on action plan from state. Keith Boswell made a motion to accept the policies  
Kathy Anderson seconded the motion  
All in favor, no one opposed, motion carried

g. Financial Reports – Jaime Poole discussed three standard reports that will be given out at next meeting that will include budget to actual which is missing until budget is approved at today's meeting. Programs-Operations-IFA makes up budget. Jaime went on to talk about how funds are being recouped. Progress is being made. Keith asked Jaime how long it takes for bills to get paid. Jaime responded bills are typically paid net 30 (with a 2 week period required for reimbursement request/payment from State). Tabitha discussed reimbursement process and how it works. Tabitha also discussed wanting to become a 501c(3) which would allow CRWBD to explore other funding streams. After being in role for a year Tabitha plans on asking localities to contribute funds.

Elizabeth Creamer made a motion to approve the budget  
Keith Boswell seconded the motion  
All in favor, no one opposed, motion carried

Elizabeth Creamer complimented and thanked Jaime for the ease in which budget reads. Amanda Wilson also thanked Jaime and discussed the level of issues that existed within the finances of the Board that was "inherited" when Jaime started.

Tabitha Taylor proposed moving DW funds since Adult funds are low. Amanda Wilson entertained motion to move funds.

Keith Boswell made a motion to transfer funds  
Elizabeth Creamer seconded the motion  
All in favor, no one opposed, motion carried

\*\*OF NOTE: AS THE FINANCIAL REVIEW BEGAN, OUR VIRTUAL PARTICIPANTS WERE DISCONNECTED FROM THE CALL DUE TO A NATIONWIDE OUTAGE OF THE ZOOM VIDEO PLATFORM. BOARD MEMBERS WHO WERE DISCONNECTED WERE GIVEN AN OPPORTUNITY TO REVIEW THE MISSED INFORMATION AT THE FOLLOWING MEETING PRIOR TO MEETING MINUTES APPROVAL.

h. Workforce Needs & Wins – Amanda cheered for all the good news reported. Elizabeth Creamer also complimented Tabitha and team on hardwork and efforts to date.

## **8. Closing Remarks**

### **Adjournment**

Kathy made a motion to adjourn  
Elizabeth Creamer seconded the motion  
All in favor, no one opposed, motion carried