

CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

Tuesday, August 9th, 2022

Electronic via Zoom

8:30am

1. Call To Order

Roll Call by: Tabitha Taylor

2. Public Comment

None at this time

3. Approval of Agenda

Kathy Anderson made a motion to approve agenda

Patty Peterson seconded the motion

All in favor, no one opposed, motion carried

4. Approval of Minutes

Norris Stevenson made a motion to approve minutes.

Keith Boswell seconded the motion

All in favor, no one opposed, motion carried

5. New Business & Staff Reports

A. Relocation of Comprehensive Center

ED provided an update that legal occupancy continues to be an issue at the potential new building. She has been in close communication with the building owner and well as the realtor and no real timeline has been able to be identified. She specified that throughout this search process and even after identification of the site, she has kept a close eye on other potential locations and done additional tours of buildings. The needs of the Center, as far as multi use, prove tricky in the inventory that is available in the area within the cost that is within budget. Keith Boswell asked if a building near the PDC had been considered, the ED responded that she had toured that building and the space and updates needed would take considerable time. She also spoke to wanting to be more visible. Kathy Anderson asked if any space near the mall had been considered. ED shared that she had recently toured the Truist building, which was great inside but simply did not have the square footage needed to house all partners for a comprehensive Center. ED shared that she has already talked with the current building owner of 22 W Washington St who is willing to extend the lease at the same current rent for 12 months, just under \$9000 and he is willing to itemize and bill utilities on monthly basis instead of in a lump sum at the end of the rental year. She share some additional updates that would be requested (HVAC, lighting, parking, security/cameras) through the lease extension negotiation if that is the plan moving forward. Amanda Wilson asked that the ED make a recommendation for consideration as she is the one with all of the up to date information. ED recommended that we continue on waiting for occupancy at the new building only until August 15th, close of business. If no occupancy is delivered at that time, she recommends continuing with an extension at 22 W Washington St (with

some additional requests mentioned above) for 12 months to ensure we can continue serving customers.

Dr Lyons made a motion to move forward with the recommendation to walk away from new building as of COB, August 15th and pursue a lease extension.

Keith Boswell seconded the motion.

All in favor, no one opposed, motion carried

B. General Updates

ETPL Contingency Request – Kurlen Patrick shared that the process for application review for new training providers or programs has proven to be lengthy and that in an effort to speed up the process, it is being requested that the ETPL Subcommittee be given permission to provide temporary approval for providers or programs (after subcommittee evaluation) contingent upon final permanent approval at the next full Board vote. Amanda Wilson asked for clarification if this would violate any monitoring regulations. ED clarified that the subcommittees review & approval would meet the monitoring requirements and that also a policy would be developed around this process to ensure that compliance is met.

Keith Boswell made a motion to approve the subcommittee temporary approval as long as a policy is developed and approved by Board members to support the change.

Erice Burns seconded the motion

All in favor, no one opposed, motion carried.

New Board Member – ED shared that the CLEOs have nominated a new Board member to join the BOD. David Conmy, Economic Development Director & Deputy County Administrator for Sussex County will begin Board membership. He will be present at the next meeting.

One Stop RFP – ED shared that the State has denied the OSO waiver and so an RFP has been developed and needs to be released for One Stop Operations for the Region. Kathy Anderson asked what the timeline is for the RFP, ED responded that it would be released for at least 30 days and then an evaluative team would need to be put together. ED recommended that the Board approve the RFP as presented (as it has already been reviewed by PG County procurement and will be shown to legal on Friday) for release next week and closure mid-September.

Kathy Anderson made a motion to accept the recommendation mentioned above.

Keith Boswell seconded the motion.

All in favor, no one opposed, motion carried.

Annual Monitoring – ED shared that the State annual monitoring has been submitted and an initial report is being given to the ED later today. ED reminded Board members that there was a high probability of findings being present, as the monitoring covers items from a year ago, prior to new leadership. ED assured that any findings that haven't yet been addressed since her arrival will be made and implemented into best practices moving forward. A full report on monitoring will be given at the next meeting.

One Stop Operations – Ray Bolton, OSO provided update on center operations. No major concerns, continue to make improvements to flow and safety. Traffic continues to be consistent in the Petersburg office, some update in WIOA traffic since the start of the new service provider, Eckerd.

Business Services – Nadine Hall was unexpectedly out sick but ED let everyone know that a large fall job fair was being planned and more information will be forthcoming.

E. Financial Overview

Jaime Poole provided an update including budget development in process, completion of IFA billing for the year and the new reimbursement process with Eckerd.

F. Workforce Needs & Wins

Due to time constraints, workforce needs and wins were held until the next meeting.

8. Closing Remarks

Amanda asked for a motion to adjourn

Dr. Lyons made motion to adjourn

Meeting adjourned at 9:42am

Attendees:

Amanda Wilson, Norris Stevenson, Ursula Myhalsky, Natalie Slate, Kathy Anderson, Elizabeth Creamer, Carly Woolfolk, Erice Burns, Mary Vaughan, Dr Lyons, Linda Gholston, Patty Peterson, Michelle Rogers, Keith Boswell, Erica Schwartz (designee for S Sewell)