

**CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Tuesday, February 7<sup>th</sup>, 2023**  
**2:00pm – VIRTUAL**

**1. Call To Order, Chair, Amanda Wilson 2:04pm**

Roll Call by: Tabitha Taylor

**2. Public Comment**

None at this time

**3. Approval of Agenda**

Sherrina Sewell made a motion to approve agenda  
Kathy Anderson seconded the motion  
All in favor, no one opposed, motion carried

**4. Approval of Minutes**

Kathy Anderson made a motion to approve minutes  
Amanda Habansky seconded the motion  
All in favor, no one opposed, motion carried

**5. New Business & Staff Reports**

**A. Financial Overview**

Finance Director, Jaime Poole provided an update on state of the finances. She shared that the finance team will be adjusting how financial documents are presented moving forward so that they match the program year instead of a traditional calendar year. This will allow better monitoring of spending and a true read on financial progress. Bank account currently reflects a high balance due to invoicing issues with Title 1 service provider, money will continue to be held until all required fiscal elements of invoicing are submitted to finance team for review prior to reimbursement.

ED Taylor shared previous MEDR which reflects around \$21,000 remaining in Adult funding to spend in PY21. Dislocated Worker funding reflects around \$93,000 remaining. Finance team and ED Taylor recommend transferring an additional \$80,000 with which the previous transfer would be a total of \$230,000 moved. Funds must be fully expended before June 30, 2023 to ensure nothing is recaptured.

Elizabeth Creamer made a motion to transfer \$80,000 from the Adult to DW funding stream for PY21 funds.

Keith Boswell seconded the motion.

All in favor, no one opposed, motion carried.

**B. General Business**

Service Provider Progress/Monitoring - ED Taylor explained the requirements for monitoring of Title 1 service providers and shared that the 1<sup>st</sup> of 2 annual monitorings was recently completed for Eckerd. There were considerable items to note as findings

and concerns. The initial draft report was sent to Eckerd, they have 10 days to respond with any dissent and then a final report will be issued which requires a Corrective Action Plan. ED Taylor shared concerns about the lack of progress in positive change for the provider. Kathy Anderson mentioned that the report looks like the staff have not been adequately trained. ED Taylor shared that the Board has provided several trainings internally, but that information regarding training by Eckerd to its staff is unknown. Final report will be sent to Board members for review.

Center Certification & EO Monitoring – ED shared details regarding the Center Certification process and EO monitoring visits. More information will be forthcoming regarding Center Certification once the State has made its onsite visits to evaluate. EO monitoring visits are complete but report has not yet been issued.

Satellite Offices & Emporia Center – ED reminded group of the itinerant office hours being kept by Title 1 staff in Surry and Sussex and shared that additional requests for services have been made in Dinwiddie and Hopewell. Additional information will be forthcoming as more details are discussed regarding those locations. ED also shared that an evaluative process has begun to review the Emporia Center's foot traffic and effectiveness serving that community. Currently that location is on an annual lease process and a 6 month notice to vacate would need to be given. Once information is gathered over a few month period, it will be present to the Board and CLEOs for consideration to be made of possible relocation/reconsideration of how services are delivered in that area. Kathy Anderson shared that part of the issue in that building is that the front doors are not open and that the SVCC Board has not met in quite some time to address those type of needs. Mary Vaughan shared that she believes that limited access to the building has hurt foot traffic but that the VEC is focused on outreach to try to bring in jobseekers.

Policy – ED presented three updated policies for approval, Accessibility & Reasonable Accommodations, Conflict of Interest and EO & Non Discrimination. No questions asked nor changes proposed.

Michelle Rogers made a motion to adopt the policies as presented.

David Conmy seconded the motion.

All in favor, no one opposed, motion carried.

Reorganization and Legislative Updated – ED shared the legislative bill that has been presented for consideration in regards to reorganization. No final vote/version/adoption has yet occurred and more details will be shared once that takes place.

Board/Consortium Agreement – ED Taylor presented the current Agreement and the need for updates. Reconsideration of duties of the two bodies needs to be approached, preferably with a small group who can carefully go through the agreement. Keith Boswell shared that he thinks it would be advantageous to go through the Bylaws as well to ensure that everything aligns. ED Taylor will be sending out an inquiry in the coming days for those who are willing to serve on this workgroup to get documents prepared to present to the bodies for adoption prior to June 30.

Board Matrix & Membership – ED Taylor shared that the current matrix terms expire in June and that a number of individuals on the previous matrix are no longer participating. There is a particular need to build the business/employer memberships which is being addressed with the CLEOs but that suggestions are welcomed for individuals who may add value to the group.

Additional Space at PG Center -ED shared that approximately 3000 additional square feet of space is available on the bottom floor at the PG building. The building owner has quoted a \$3000/month additional rent for that area. Some community organizations have expressed interest in office space rental but no official commitments have been garnered. Kathy Anderson asked if that spaces rent could be frozen instead of with the annual percentage increase. ED Taylor will follow up with the building owner. Erice Burns shared that the VEC thinks the additional space would be helpful to have additional space to serve customers that is not in the direct staff area and also area to serve employers who need events. Further information on this option will be forthcoming.

### **C. Workforce Needs & Wins**

Partners shared updates regarding their organizations including new courses taking place, new initiatives, etc.

## **5. Closing Remarks**

Sherrina Sewell made motion to adjourn  
Kathy Anderson seconded the motion.  
Meeting adjourned at 4:09pm.

*Attendees:*

*Members- Amanda Wilson, Elizabeth Creamer, Kathy Anderson, Sherrina Sewell, Erice Burns, Michelle Rogers, Dennis Woodard, David Conmy, Amanda Habansky, Mary Vaughan, Linda Gholston, Keith Boswell*

*Board Staff & Guests-Tabitha Taylor, Betsy Drewry*