

**CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Tuesday, April 11, 2023**  
**2:00pm – VCW Prince George Center**

**1. Call To Order, Chair, Amanda Wilson 2:01pm**

Roll Call by: Tabitha Taylor

**2. Public Comment**

None at this time

**3. Approval of Agenda**

Karen Epps made a motion to approve agenda  
David Conmy seconded the motion  
All in favor, no one opposed, motion carried

**4. Approval of Minutes**

David Conmy made a motion to approve minutes  
Karen Epps seconded the motion  
All in favor, one abstention from Yoti Jabri, no one opposed, motion carried

**5. New Business & Staff Reports**

\*\*No financial report was done for this meeting as the Finance Staff are drafting reports that reflect PY funding in place of FY funding. Meeting in June will have full financial reporting.

**A. General Business**

Bylaws Amendment - Ad-hoc committee had previously met to discuss potential bylaw changes/recommendations. Full Board began to review the proposed changes. Various discussions resulted and additional proposed changes were made. The next Board meeting will include continued review/recommendation of changes with a goal of final approval by Fall 2023.

Meeting Frequency – Discussion conducted regarding continued bimonthly meetings or moving to a quarterly model. Final decision was made to keep meetings scheduled bimonthly with the option to cancel if there are not enough agenda items to justify the need for a meeting. With the cancellation option, it was determined that meetings must occur at least quarterly, allowing for one “skipped” meeting on a bimonthly basis.

Budget Planning – Several budgets are currently being developed by Board staff. This includes the annual Board operations budget, the IFA shared costs budget among Center partners and the Contract Award budget for Title 1 service provider. Budgets will be presented at the June board meeting for approval prior to the end of program year on June 30<sup>th</sup>. No official information regarding changes in allocation was available at the time of the meeting.

Center Certification – PG Center Certification was not fully approved but is currently in a “probationary” status due to some accessibility issues. One Stop Manager and Board

staff are working with the building owner to propose and price out costs to have the front doors of the building within ADA compliance. Changes will need to be made within a 6 month timeline. Once completed, updates will be provided to the State Certification Team who will then issue a formal updated status.

Board Certification & Business Needs – Board Certification process has begun and finalized paperwork is due to the State by May 1<sup>st</sup>. Board is in need of additional businesses to become members to ensure the 51% requirement is met. Board also needs Labor/Union representatives to join as well. ED asked current Board members to use connections and pass along ideas of potential members who would add perspective and value to discussions and forward movement to the Region. CLEOs and the ED are also working actively on recruitment of new members.

Annual Compliance Review– The State WIOA Team has begun their Annual Compliance Review of the Region and has a visit scheduled for mid-April. Board staff has completed and submitted all necessary paperwork a requested by the monitors and will ensure that any areas of deficiency are addressed in a Corrective Action Plan once a draft report has been provided. The report and CAP will be shared in a timely manner with the full Board body once received.

State & DOL Released RFP – State and Federal issued Requests for Proposals have been disseminated to the local area for consideration of application. Board Staff are partnering with Richard Bland College's FAME program for the State issued Supplement Training Grant. Additionally, a DOL issued Infrastructure/Industry Specific grant will be reviewed in full by Board Staff and determined whether appropriate to apply. Additional opportunities to diversify funding opportunities will be a priority in the coming year.

Petersburg Community Center -- Information was shared regarding the community center that recently opened in Petersburg that is advertised as focused on serving Veterans. Workforce services will be available on an itinerant basis in that location as well with the VEC and Title 1 staff there 2 days per week. ED shared frustrations around the timeline of the Board being included in discussions regarding that Center as well as duplication of services in such a small geographical area. Focus will remain on serving the community and doing so within the regulations of both state and federal policy.

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

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

## **5. Closing Remarks**

Kathy Anderson made motion to adjourn  
Sherrina Sewell seconded the motion.  
Meeting adjourned at 3:39pm.

*Attendees: Members- Amanda Wilson, Elizabeth Creamer, Kathy Anderson, Sherrina Sewell, Carly Woolfolk, Michelle Rogers, David Conmy, Amanda Habansky, Mary Vaughan, Linda Gholston, Yoti Jabri; Board Staff & Guests-Tabitha Taylor, Betsy Drewry*