

## CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

Tuesday, October 4<sup>th</sup>, 2022

1:00pm

### **1. Call To Order 1:02pm**

Roll Call by: Tabitha Taylor

### **2. Public Comment**

None at this time

### **3. Approval of Agenda & Minutes**

Norris Stevenson made a motion to approve agenda

Kathy Anderson seconded the motion

All in favor, no one opposed, motion carried

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

#### **A. Financial Overview**

Finance Director, Jaime Poole provided an end of year overview of the profit and loss and current account status. Outstanding bills have been decreased from over 200K at the beginning of PY21 to less than 70K at close. IFA has been developed and distributed to all partner agencies that participate in shared costs. Final copy has not been sent out as all executed signatures have not yet been received. Jaime presented an FY23 budget. Budget document was delayed slightly due to the delay in Center relocation but has now been developed based on the IFA and financial obligations expected at the new Comprehensive Center. Budget has also been adjusted to easily show the different funding streams received through Title 1, where the admin costs are associated and the contracted service provider costs. Budget v. actual reports will be presented at each meeting for the remainder of the program/fiscal year. Request to approve budget was made.

Norris Stevenson made a motion to approve the presented FY23 budget.

Amanda Habansky seconded the motion.

All in favor, no one opposed, motion carried

#### **B. General Business**

ETPL Approvals- Several applications have been submitted and have been reviewed by the ETPL Subcommittee but there were program questions unanswered at the time of the meeting. Once full answers are received by the subcommittee, decisions will be made regarding preliminary approval and full Board approval sought at the next full meeting. No action taken as originally planned.

New Policy Approvals – Youth Incentive, Adult/DW/Youth WEX and Youth in Need of Additional Assistance policies were reviewed by ED, Tabitha Taylor. No issues noted in Youth Incentive or Youth in Need of Additional Assistance or Adult/DW WEX policies. Youth WEX policy questions were posed regarding actual age of participation for youth WEX versus the Youth age for program enrollment. ED was not able to immediately

locate the regulations that stipulate the difference between the two (if it exists). ED will complete research, update policy if necessary and send a follow up email to Board members with clarification.

Natalie Slate made a motion to approve presented policies, with the addition of clarity around age for the Youth WEX policy.

Kathy Anderson seconded the motion

All in favor, no one opposed, motion carried.

One Stop & RFP – ED shared that the previous OSO Manager is no longer on staff and the position was relisted and a new hire will be made in the coming weeks. The RFP that was required by the State to be released for One Stop Operations was unsuccessful in gaining any bids. That information has been passed along to the State and ED is awaiting an update from them regarding next steps to the waiver that is set to expire in Dec 2022.

Comprehensive Center Relocation – ED was happy to welcome everyone to the new Comprehensive Center in Prince George. Partners are still settling into the space and it is expected to open to the public in a week or two. ED thanked the Board for their continued support of forward movement of the Region, including the relocation.

Q4 Performance – ED presented the most recently received Q4 performance data reporting from the State. ED shared that over the 4 quarters of PY21, performance data has shown marked increases. As the quarters have progressed, the areas of deficit are lessening, which was illustrated in the data presented.

Business Services – Nadine Hall shared information with the Board about an upcoming job fair that the Region will be hosting (date TBD) and also about the formation of a formal Business Solutions Team. Nadine explained the purpose of the BST (to connect and convene workforce system partners and businesses together) and that the group is mandated to be developed based on the State plan.

### **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

Norris Stevenson seconded the motion.

Meeting adjourned at 2:48pm

*Attendees:*

*Amanda Wilson, Norris Stevenson, Ursula Myhalsky, Natalie Slate, Kathy Anderson, Linda Gholston, Amanda Habansky, Yoti Jabri, Natalie Slate, Erica Schwartz (designee for S Sewell), Nadine Hall*