

CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD
Monday, June 7th, 2022
Appomattox Regional Library
8:30 – 10:30am

1. Call To Order

Roll Call by: Tabitha Taylor

2. Public Comment

None at this time

3. Approval of Agenda

Dr. Lyons made a motion to approve agenda
Norris Stevenson seconded the motion
All in favor, no one opposed, motion carried

4. Approval of Minutes

Michelle Rodgers made a motion to approve minutes.
Kathy Anderson seconded the motion
All in favor, no one opposed, motion carried

5. Board Committee Reports

All subcommittees have met for introductions. Members have been encouraged to invite members to the committee. In upcoming meetings committee chairs will be selected.

6. New Business & Staff Reports

A. Relocation of Comprehensive Center

4300 Crossings Blvd. Prince George 23875 - \$10,000/month for 10yrs. First two months will be rent free. Security deposit will be paid upon signing of lease. It will cost approximately \$18,000 for sign to potentially be made by a Sussex small business owner. Lease has been reviewed by attorney. July 25th is the tentative move date. The center will be closed to the public for two weeks. Amanda W. inquired about the 3% yearly rent increase regarding longterm affordability. Board Finance staff have calculated and no undue difficulty is foreseen and 3% increases are standard in the commercial/business space arena. A question was asked about whether a security deposit was paid at the current location? ED answered that no security deposit was paid at current location. Funding was built into the next budget to cover utilities and repairs that have typically been built into the following year's rent at 22 W Washington St.

Dr Lyons made a motion to move forward with the signing of the new lease with terms discussed.

Michelle Rodgers seconded the motion.

All in favor, no one opposed, motion carried

B. Relocation of Board Administrative Staff

6600 Commons Drive Prince George (off Courthouse Road) 5 year lease \$3000/month. Red Cross may move in to office space for \$800/month and space will be provided for Adult Ed to conduct GED testing.

Michelle Rogers made a motion to move forward with lease for board staff relocation. Norris Stevenson seconded the motion
All in favor, no one opposed, motion carried.

C. AD/DW Contract Updates

Incumbent Staff – interviewing this week
Plan & Outreach Expectations to be discussed at upcoming meeting with Eckerd

D. General Updates

Annual Monitoring – Federal audit due September 30th; searching for new firm – Robinson, Farmer & Cox to complete audit. Letter of intent is being created. \$17,000 is approximate cost.

One Stop Operations – Ray Bolton, OSO provided update on center operations. ADA monitoring recently conducted at Emporia location. Entry doorway at Emporia center is not ADA compliant. Natalie Slate has offered to look into it. Jamilah, front desk receptionist will transition to fulltime as of July 1st.

Business Services – Nadine Hall was introduced as the new Business Services Coordinator.

Youth Services - Kurleen Patrick, Programs Coordinator gave up date on youth services activities, including outreach events as well as the upcoming Surry Youth Summer WEX opportunities.

E. Financial Overview

Jaime Poole provided an update.

F. Workforce Needs & Wins

Kathy Anderson reported that 7 of 9 participants passed the pharmacy tech training. SPACE will no longer offer the pharmacy tech training due to changes in program requirements. There will be a C.N.A program starting in the fall at Petersburg High School. Class will be held in the evening T, W, TH from 5-9pm.

8. Closing Remarks

Amanda asked for a motion to adjourn
Dr.Lyons made motion to adjourn
Kathy Anderson seconded.
Meeting adjourned at 10:12am