

**Crater Regional Workforce Development Board**

**Board Meeting**

September 19, 2019

8:30 a.m. – 10:30 a.m.

Hopewell Community Center

100 W City Point Rd

Hopewell, VA 23860

**Attendance List**

**Board Members Present-** Earnest Green, Kathy Anderson, Pamela Allen, Shelia Smith, Bruce Sobczak, Patty Peterson, Amanda Wilson, Marilyn Henderson, Dr. George Lyons, Karen Alyward, Ramon Puzon, Natalie Slate

**Board Members Absent-** Carly Woolfolk, Chris Johnson, Elizabeth Creamer, Karen Epps, Jason Williams, Dale Temple, Joyce Booker, Michael Drewry, Lucy Lewis, Bill Mullins, Martin Grubb

**Guest Present-** Sharon Mattox, Sherry Pearson

**Staff Present-** Jerry Trovillion, Recie Small, Shyan Jones, Sophenia Pierce

**CEOs Present or Staff Designee-** Darnetta Tyus

**One Stop Provider-**Shawn Nicholson

**WIOA Providers-**Doug Lewis (Pathways) and Debra Keel (The WorkPlace)

1. **Call to order:** 8:35 a.m. by the Vice Chair, Pam Allen.
  - a. Roll call by Recie Small
2. **Public Comment:**
  - a. Sherry Pearson with Job Assistance Center (JAC), stated she has informational fliers for an upcoming job fair in Emporia, Virginia.
3. **\*Approval of Agenda**
  - a. Earnest Green made a motion to approve the agenda.
  - b. Bruce Sobczak seconded the motion.
  - c. All in favor, no one opposed, motion carried.
4. **Approval of March 21,2019 Minutes**
  - a. Shelia Smith made a motion to approve the March 21,2019 minutes.
  - b. Amanda Wilson seconded the motion.
  - c. All in favor, no one opposed, motion carried.
5. **\*Amendment to the bylaws- Staggered Terms**
  - a. Recie Small stated that an amendment was needed to stagger the terms with the bylaws ending June 19,2019.
  - b. Karen Alyward made a motion to approve the amendment to the bylaws for staggered terms as:  
*Upon expiration of the current terms, the mandated partners next term will end June 30, 2022.*

*The remaining board members (business and labor/ apprenticeship/community-based organizations) appointed terms will be scheduled to end June 30, 2021 and June 30, 2020 based on the nomination from the CEO.*

*Upon completion of these terms, moving forward, all board terms shall be three (3) years. Allowing the terms to become staggered and to avoid having the entire board expiring at one time.*

- c. Marilyn Henderson seconded the motion.
- d. All in favor, no one opposed, motion carried.

## **6. Introduction of the Executive Director**

- Sophenia Pierce gave an introduction about herself and shared about her experience in Surry County working as the Director with the Department of Youth and Family Resources for over 20 years and serving as the Supervisor for the Surry Resource & Employment Center. Sophenia Pierce stated her goal in her new role as Executive Director is to ensure that the Crater Workforce board continues to serve the entire region and provide quality services. She added that it will take everyone working together as partners to achieve this goal.

## **7. Service Providers – Adult & Dislocated Worker**

- Debra Keel was introduced as the Program Director with The WorkPlace. The WorkPlace was recently contracted to provide services for the Crater for the WIOA Title I Adult and Dislocated Workers services. Ms. Keel stated she had hired four case managers to serve the region.

## **8. One- Stop System Overview**

- a. Shawn Nicholson presented an overview of the One- Stop System showing the outreach, connection to businesses and delivery of services which are color coded blue and green.
- b. Shawn Nicholson stated on September 26, 2019, the Petersburg Department of Social Services will be conducting an “info session” at the Petersburg One Stop Center and the service providers and Center Partners will give information about what they offer and assist with resume building, VOS system, Job searching, etc.
- c. Shelia Smith stated that there are growing opportunities in the state in the career path of logistics. Kathy Anderson stated they had two participants apply for logistics and only one got the opportunity. Kathy Anderson met with colleges to have logistics trainings started for January or February 2020. She stated it would be good to get with Shelia Smith for recruitment.
- d. Carly Woolfolk stated she wants to recruit to get customers to receive services for Dinwiddie.

## **9. Workforce Wins**

- a. Pathways, Youth Service Provider-Doug Lewis stated their success for their Summer Work Experience efforts in the localities of Petersburg, Emporia, Surry and Hopewell. There are 5 participants attending John Tyler Community College with paid tuition, books and transportation. The Youth Service Provider's goal is to follow up with participants after completing trainings.
- b. Kathy Anderson stated the CNA class starts September 30, 2019 where 30 people came in for TABE testing. Kathy Anderson stated they have orientation career start week for participants and the Youth, Adult and Tanf providers will be there to determine eligibility on September 23, 2019.

- c. Karen Alyward suggested to reach out to the economic development representatives across the region to get connections with services.

**10. Board Committee & Staff Reports**

- a. Dr. George Lyons stated the Youth Standing Committee Meeting will be October 1, 2019 at the Petersburg Center.
- b. Sophenia Pierce stated her and Jerry Trovillion are working on the IFA/ MOU for the partners and Recie Small is working on the CAP and Desk Review.
- c. Sophenia Pierce applauded the CRWDB team and Youth Services Provider, Pathways for their efforts in serving approximately 100 in school and out of school youth participants in recent months and a large number received summer work experiences.
- d. Darnetta Tyus stated there were eight finding in the Forensic Audit that are being reviewed by her and the Board Staff to be sent back to Ernest & Young for further discussion and possible corrections.

**11. Adjournment:** 9:56 a.m.

- a. Shelia Smith made a motion to adjourn the meeting
- b. Marilyn Henderson seconded the motion
- c. All in favor, no one opposed, motion carried

Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair Signature