

**Crater Regional Workforce Development Board**  
**Chief Elected Officials (CEO)**  
July 15, 2020 5:00 p.m. – 7:00 p.m.  
Virtual Zoom/ In person at the Petersburg Area Transit  
**Special Work Session Minutes DRAFT**

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**In person Chief Elected Officials**

Judy Lytle, Surry County  
Eric Fly, Sussex  
Gregory Kochuba, Colonial Heights  
Samuel Parham, Petersburg  
Brenda Bonner, Dinwiddie  
Belinda Astrop, Greenville

**Zoom Chief Elected Officials**

Jasmine Gore, Hopewell  
Mary Person, Emporia  
Donald Hunter, Prince George

**Staff Present**

Darnetta Tyus, CEO Staff  
Sophenia Pierce, Executive Director  
Recie Small, Operations Director  
Shyan Jones, Administrative Assistant

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**1. Call to order:** 5:06 p.m.

Roll call by Mayor Samuel Parham

**2. Close Session:** None at this time

**3. Public Comment Period:** None at this time

**4. Adoption of Agenda:**

- a. Judy Lytle made a motion to approve the adoption of agenda
- b. Mayor Gregory Kochuba seconded the motion
- c. All in favor, no one opposed, motion carried

**5. Remarks from Chair**

- a. Mayor Samuel Parham wanted to thank everyone for attending in person and virtual.

**6. Staff Reports**

• **WORK SESSION-PY-19 Compliance Monitoring Responses**

- a. Darnetta Tyus stated after looking at the findings they fit into 5 categories which are Governance and Leadership, Forensic Audit, One-Stop Operations, Procurement and budget and Service of Delivery. Sophenia Pierce stated the extension for the CAP (Corrective Action Plan) was approved by the state for July 22, 2020.
  - Sophenia Pierce stated **finding number 6 under governance** referenced the Sunshine Provisions. Donald Hunter asked after completing a task, should we note that the task was completed. Sophenia Pierce replied Yes. She stated with this finding, staff is working to completed by July 1<sup>st</sup>. She said although the state has given us an extension to respond to the CAP until July 22<sup>nd</sup>, she said we still have 90 days from the dated CAP to submit all final responses which is September 24, 2020. Mayor Jasmine Gore asked for finding 6, who puts the minutes online and who does the website. Recie Small stated she puts the minutes on the website as well as Shyan Jones. Recie Small stated she had

received the updated E.O language from the state and that will be added to the website the next day.

b. ***In finding number 8***, Sophenia Pierce stated she was working on the Business Service Plan. She stated they have a policy in place for the Eligible Training Provider, but has to make sure it is updated and the priority of service needs to get reviewed by the Workforce Board.

Mayor Gregory Kochuba suggested If there is no finding it should get noted clearly. Donald Hunter suggested when there is a written finding, state should see attachment as well as a note. Mayor Gregory Kochuba asked are we sending responses back to the state in groups provided? The answer was No.

Mayor Jasmine Gore asked what is the guidance for the contracted eligible training providers for identifying new ones. Recie Small stated we have to make adjustments and get it approved on the state approved list.

Sophenia Pierce stated the policy documents are being updated and will go before the Workforce Board at the scheduled meeting on August 27, 2020.

c. ***In finding number 12*** referenced the organizational chart which was reviewed by Sophenia Pierce.  
-Donald Hunter emphasized the website needs to be up to date with this information.  
-Mayor Gregory Kochuba asked Ms. Darnetta Tyus is she advocating for approval of the Organizational flow chart?  
Judy Lyttle thought it was a conflict because the local grant recipient is Petersburg and the Deputy City Manager is supervising the Executive Director. Judy Lyttle stated she thinks Darnetta Tyus should be as an advisor on behalf of the grant recipient but not supervisor as the Executive Director reports to the CEOs.  
-Mayor Samuel Parham stated she came in hired under the City of Petersburg through a Council vote and the Council chose Darnetta Tyus as her supervisor. Mayor Samuel Parham suggested changing the Employer of Record and the Grant Recipient if the localities wanted this changed. Otherwise, those were the terms of the City of Petersburg voting to have the Executive Director as an employee. This was to allow Ms. Pierce to be able to maintain her benefits under the Virginia Retirement System.  
-Donald Hunter asked was this approved by the Department of Labor and the response was Yes.  
-Mayor Jasmine Gore suggested in the report to section of the job description to leave off the supervision under the Deputy City Manager and stated we should have a special call meeting to discuss further after the CAP document is finished and sent to state.  
- Ms. Brenda Bonner stated she would like for all of the CEOs to be given information about the employees before making any final decisions.  
- Mayor Jasmine Gore stated it should have been clear of the Employer of Record establishment with the City of Petersburg and the supervision should have a resolution done by the CEOs. She stated supervision needs to get clarified of what it really means as the state is requesting.  
-Sophenia Pierce asked is the acceptance letter document that she signed with the City of Petersburg going to be used for the CAP response and would there be an adjustment in Executive Director's job description of reporting to for clarity.

d. ***In finding number 17***, Sophenia Pierce stated inventory policy updates were being made and will need to be approved by the Workforce Board.

- e. **Concern A; Forensic Audit** by Darnetta Tyus- She stated they, City of Petersburg, are to receive a reimbursement from the state but the City still had not received the funds of almost \$150,000. The Forensic Audit was for program years 2015, 2016, and 2017. She stated they found 17 findings and that we needed to conquer the findings. Darnetta Tyus stated there were monitoring letter from 15,16 and 17 referenced. She said the Commonwealth Attorney for the City of Petersburg turned it over to Powhatan County Special Prosecutor who concurred with Mayor Gore's response to the State that was favorable for the City of Petersburg.
- f. **One-Stop Finding 2-3 RFP's**- Ms. Tyus reviewed the procurement process of the One Stop Operator and the Contract Extension. She stated there were three entities submitting a response for the RFP. One of the providers were out of state. She stated the Chief Elected Officials approved the SMN Square Contract in June 2019. Ms. Tyus summarized the process that was done to extend the initial contract and stated that it was realized that the contract should never have been extended. She shared that there was miscommunication and the City of Petersburg did not realize the first extension was not allowed until January when the state provided notification.

g. **Performance and Service Delivery** was discussed by Staff. The region did not meet all of the Performance Measures. Recie Small said she will continue to work with providers to get the data in the VAWC System to reflect performances. Sophenia added that our region was moving towards being on track with meeting performances; however, COVID 19 impacted the training providers being able to provide services with many of them closing down. In the third quarter as of March 30th, we had approximately \$300,000 of funds that could have been returned to the state. But, by the end of June, we had reduced the amount to less of about \$78,000 as a result of cost associated with administration, program operations and the providers submitting Individual Training expenditures for services. The Staff will be working intensely with the service providers to create plans to stay on track with providing services to expend funds monthly and be proactive during COVID to find new ways to provide services.

## 7. New Business

- a. Mayor Samuel Parham stated the One Stop Center has not reopened yet and staff announced we are having virtual hiring events biweekly.

## 8. Comments/ Questions

- a. Mayor Jasmine Gore asked in the job description section for the Executive Director, can approval date be added? She recommends a date of adoption to have official or revision dates and there be discussion of changes for proper approval.

## 9. Adjournment: 7:07 p.m.

- a. Mayor Gregory Kochuba made a motion to adjourn.
- b. Brenda Bonner second the motion.
- c. All in favor, no one opposed, motion carried.

**Approved By:**

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**CEO Chair**

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**Date**