

**Crater Regional Workforce Development Board**

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**Board Meeting**

March 15, 2018

TBC Community Life Center

444 Halifax Street

Petersburg, VA 23803

8:30 a.m. -10:30 a.m.

**Board Members Present:**

Sheila Smith  
Antoinette Archer  
Elizabeth Branch  
Bruce Sobczak  
Dale Batten  
Carly Woolfolk  
Mary Rudisill  
Kathy Anderson  
Karen Aylward  
Jason Williams  
Karen Epps  
Bill Mullins  
Dr. George Lyons

**Board Members Absent:**

Martin Grubb  
Lucy Lewis  
Elizabeth Creamer  
Earnest Greene  
Amanda Wilson  
Ramon Puzon  
Dale Temple  
Michael Drewry  
Joyce Booker

**Guest Present:**

Leslie Roberts  
Becky McDonough  
Morgan Ingram  
Denny Morris  
Patty Peterson  
C.B. Sinclair  
Sharon Mattox

**CEO Present:**

Keith Blowe(Sussex County) & Raymond Bryant (Greensville County)

**Staff Present:**

Ryan Follett, Recie Small, Jerry Trovillion & Brandon Moore

**Welcome/Introductions and Call to Order:**

- Chairman Chris Johnson called the meeting to order 8:40am
- Chairman Chris Johnson requested a roll call of Board members by Recie Small to determine a quorum. After roll call a quorum was determined present.

**Public Comment:**

- Chairman Chris Johnson requests any public comment. No public comment

**Consent Agenda:**

- Chairman Chris Johnson asked if there are any questions about the consent agenda sent via email which included the approval of three policies:
  - Incumbent Worker Training Policy
  - WIOA Grievance and Complaint Policy
  - Equal Opportunity Policy
- Chairman Chris Johnson asked to motion approval of the consent agenda
  - Antoinette Archer made a motion to approve the consent agenda as presented
  - Karen Alyward seconded the motion
  - All in favor, no one opposed motion, motion carries

**Review of annual audit:**

- Leslie Roberts from Dixon Hughes Goodman presented the audit report in which a clean unmodified opinion was received.
  - Once issue/concern reported was that a monitoring report had not been provided by VCCS to date.

- Learn-To-Earn separated from the Crater Workforce Development Board (CRWDB) financially June 30, 2017.
- Three Reports Issued: Overall Audit Report, Cop More Report\*, Internal Control Ever Financial Reporting Report
- No real significant estimates discovered throughout the audit, no difficulties or disagreements with management.
- New accounting pronouncements that will affect all non-profits for fiscal year '19
- CLEOs Chief Local Elected Officials changed to CEOs Chief Elected Officials
- Bruce Sobczak asked what is audited when reviewing files. Ms. Roberts response to the question is to verify that the funds spent match the files and financial records.
- Motion to approve amended agenda
  - Dale Batten made a motion to accept the amended agenda.Motion one by
  - Seconded motion by
  - All in favor, no one opposed, motion carries

**Proposed Crater Workforce Development Board By-Laws:**

- Expand Executive Committee will include the chairs of our standing committee, instead of three in the Executive Committee it will be seven.
- Standing Committee will be
  - the Public Outreach Committee
  - Business Service Committee
  - Training Provider Committee
  - Youth Service Provider Committee
- Two openings in the Public Outreach Committee & Training Provider Committee
- Election of officers:
  - Chair
  - Vice Chair
  - Secretary Treasurer
- Officers will be elected from the Business Representatives
- Motion To Approve By-Laws as written
  - Motion one
  - Seconded Motion
  - All in favor, no one opposed, motion carries

**Legal Services Provider by Ryan Follett:**

- A request For Quotation (RFQ) for legal service provision from five law firms, J.C Paul attorney at law was the only firm to respond
- Motion to approve J.C Paul on a four month retainer based agreement to provide legal representation to the board
  - Motion one

- Seconded Motion
- All in favor, no one opposed, motion carries

#### **Emergency Youth Services Provider:**

- Motion to approve to move forward, the Executive director, the procurement officer of the city of Petersburg, the chair of the youth committee, along with legal counsel to enter contract negotiations with Pathways Incorporated to provide youth services on an emergency basis to end June 30, 2018. While simultaneously, posting Request for Proposals (RFP) for an actual youth services provider to start July 1, 2018.
  - Motion one
  - Seconded motion
  - All in favor, no one opposed, motion carries

#### **One-Stop Shop Operator Recommendation:**

- Definition: Oversees the overall operations of the Workforce Center itself, meet with partners, etc.
- No motion to move forward due to the CEOs must approve the contract and be present.

#### **Sunshine Law Review:**

- Temporary Committee or a meeting group must adhere to following:
  - Meetings must be at a predetermined time, date and location
  - They must be advertised and opened to the public with minutes taken
  - The same format for Board meetings must be used for any meeting
  - Define meeting: When three members or a quorum, whichever is less of a body is assembled by any means i.e. telephone, work sessions, etc.
  - Any person may photograph, film, record, otherwise reproduce any portion of a meeting required to be open. Moving forward be mindful of future venues rules against filming, recording, and photography because by Virginia state law the board is required to allow photography, filming, recording, etc., under the Sunshine law
  - Minimum 7 days' notice to set up a meeting.
  - Emergency meeting, the public must be notified the same time as the members that are meeting.
  - Motion to adjourn meeting at 10:10am
    - Motion one
    - Seconded Motion
    - All in favor, no one opposed, and motion carries.

# CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

## Board Meeting

May 17, 2018

N. Courthouse Road Library  
325 Courthouse Road  
North Chesterfield, VA 23236  
8:30 a.m. - 10:30 a.m.

## AGENDA

1. **Call to order** Chris Johnson
  - a. Roll Call
  
2. **Public comment** Chris Johnson
  
3. **State Branding** Sara Dunnigan, Executive Director,  
Virginia Board of Workforce Development
  
4. **\*Consent Agenda** Chris Johnson
  - a. March 15, 2018 Minutes
  - b. Employer of Record Policy
  
5. **By-law Edits**
  
6. **CRWDB Staff Reports**
  - a. Board Member questions/comments
  
7. **Elections**
  
8. **\*Adjourn**

If you are interested in hosting one of the scheduled board meetings please contact the CRWDB office via phone 804.732.7053 or email [admin@craterworkforce.org](mailto:admin@craterworkforce.org)

**\*Denotes action needed**

**Crater Regional Workforce Development Board  
Program Revenue & Expenditure Financial Report  
Period Ended April 30, 2018**

Notice of Obligation Revenue Sources	Annual Award	Last Year's Expenditures	Current Year's Expenditures	Balance
<b>WIOA Programs PY 16 (Expires June 30, 2018)</b>	<b>July 2016-June 2017</b>	<b>07/1/16 - 06/30/17</b>	<b>07/01/17 - 04/30/18</b>	
Adm	127,842.40	59,496.16	68,346.24	0.00
Adult	411,275.70	177,129.53	234,146.17	0.00
DLW	336,367.80	96,414.18	175,051.43	64,902.19
Youth	402,938.10	0.00	141,477.33	261,460.77
<b>Total</b>	<b>\$1,278,424.00</b>	<b>\$333,039.87</b>	<b>\$619,021.17</b>	<b>\$326,362.96</b>
<b>WIOA Programs PY 17 (Expires June 30, 2019)</b>	<b>July 2017-June 2018</b>	<b>07/1/16 - 06/30/17</b>	<b>07/01/17 - 04/30/18</b>	
Adm	131,271.50	0.00	16,108.62	115,162.88
Adult	427,223.70	0.00	89,292.42	337,931.28
DLW	429,703.20	0.00	0.00	429,703.20
Youth	324,516.60	0.00	0.00	324,516.60
<b>Total</b>	<b>\$1,312,715.00</b>	<b>\$0.00</b>	<b>\$105,401.04</b>	<b>\$1,207,313.96</b>
<b>Other Programs</b>		<b>07/1/16 - 06/30/17</b>	<b>07/01/17 - 04/30/18</b>	
Temporary Assistance for Needy Families (1)	317,975.00	317,975.00	0.00	0.00
Disability Employment Initiative (ended 07/31/2017)(2)	278,952.36	258,726.36	20,226.00	0.00
Cameron Foundation (3)	70,000.00	70,000.00	0.00	0.00
<b>Total</b>	<b>\$666,927.36</b>	<b>\$646,701.36</b>	<b>\$20,226.00</b>	<b>\$0.00</b>
<b>Grand Total</b>	<b>\$3,258,066.36</b>	<b>\$979,741.23</b>	<b>\$744,648.21</b>	<b>\$1,533,676.92</b>

(1) Temporary Assistance for Needy Families (TANF) period of performance: July 1, 2016 through June 30, 2017

(2) Contract & collaboration with the Virginia Department of Aging & Rehabilitative Services (DARS) to engage the workforce system to improve employment outcomes for job seekers with disabilities in two pilot Workforce Development Board (WDB) Areas 2 and 15

(3) Cameron Foundation grant: Pathway to Career program July 1, 2016 through June 30, 2017

# **Crater Regional Workforce Development Board Board Meeting - May 17, 2018**

## **Executive Director's Report**

Submitted by: Ryan Follett

### Updates:

- Memorandums of Understanding have been completed with all One-Stop Center Partner agencies. These agreements are through June 30, 2020.
- An emergency (short-term) contract to provide Youth Services has been executed with Pathways-VA of Petersburg. This contract will run through October 31, 2018. A Request for Proposals to procure a long-term contractor will be published by May 31, 2018.
- The Adult Services contract with Moving Forward Agency (MFA) ended on April 30, 2018. MFA informed me that they were not interested in renewing the agreement. Board staff is currently in negotiations with the Virginia Employment Commission to be the provider of Adult and Dislocated Services for Crater Area.
- A plan for the Region's implementation of the new state brand has been developed and will be submitted to the Virginia Community College System. This plan outlines our Region's transition activities to fully implement use of the new brand. The plan also stands as an application for a reimbursement grant from the state to cover the estimated \$14,000.00 cost of the rebranding.
- Customer Surveys (job-seeker and business) as well as associated procedures have been developed to gather feedback regarding customers' experiences with both the Centers and related services. We began collecting and analyzing data at the Petersburg Center in April. We will begin collecting and analyzing data at the Emporia Center as soon as possible. Outcomes will be reported to the Board at least quarterly.

# **Crater Regional Workforce Development Board Employer of Record Policy**

It is the policy of the Crater Regional Workforce Development Board (CRWDB) to maintain an agreement with a governmental/quasi-governmental entity within the Crater Region to serve as the employer of record for Board staff.

## **General Information**

- Such an agreement shall provide for, not less than, the processing/distribution of Board-staff payroll, eligibility of Board staff to participate in the employer-of-record's employee benefits plan and Human Resources guidance/supports for CRWDB staff.
- The agreement/supporting documentation shall include a detailed pricing structure with regard to any/all associated fees to be paid by CRWDB for services rendered.
- Determination of the number, status, and salary of CRWDB staff shall remain the sole discretion of CRWDB.

## **Determination of Employer of Record**

The responsibility for determining and engaging an employer-of-record for CRWDB staff shall be that of the CRWDB's Executive Director in partnership with CRWDB's Executive Committee. The determination of the employer-of-record for CRWDB staff shall be based on the following criteria:

1. Benefit to Board employees - Consideration shall be given to the quality and affordability of the perspective employer's employee-benefits package.
2. Benefit to CRWDB - Consideration shall be given to the overall costs to the Board to engage the perspective employer as the staff's employer of record, i.e., Board's costs for employee-benefits package and service fees assessed by the entity as well as the relative value of the employee-benefits package and services provided.

## **Term of Agreement**

An agreement designating an employer-of-record for CRWDB staff shall be for a term of not more than twelve (12) months and shall include a caveat noting the term of the agreement is contingent upon continued availability of funding under the Workforce Innovation and Opportunity Act (WIOA). There shall be no limit to the number of terms for which an employer-of-record may be engaged. However, a review of qualifying employer-entities within the Crater Region, using the above stated criteria, may be performed prior to re-engaging an employer-of-record in order to ensure said employer continues to be the most appropriate choice for Board staff and the CRWDB.



## **CRWDB Responsibilities in Support of the Agreement**

Human Resources Activities - CRWDB will designate a staff member to serve as the Board-staff's liaison to the employer-of-record's Human Resources (HR) Department. The Board's liaison will be the Board-staff's first point of contact for HR-related activities. If/as necessary, the liaison will facilitate direct contact between the Board-staff and the employer-of-record's HR staff.

Personnel policies - CRWDB shall develop/maintain appropriate personnel policies/procedures in addition to, and in support of, those of the employer-of-record. In any instance where the personnel policies of CRWDB are in conflict with those of the employer-of-record, the personal policies of the employer-of-record shall take precedence.

Equal Employment Opportunity Officer/Policy - CRWDB shall designate/maintain an Equal Employment Opportunity Officer and supporting policies/procedures for Board staff.

Grievance Policy - CRWDB shall develop/maintain a Board Grievance Policy/procedure for Board staff.

Supporting documentation - CRWDB shall develop/maintain and follow internal policies/procedures appropriate to ensure the timely provision of any/all supporting documentation necessary for the employer-of-record to provide the services outlined in the agreement, i.e. employee time sheets, leave requests, new-employee-packet forms, etc.

Employer of Record Reimbursement - CRWDB shall develop/maintain the appropriate policies/procedures by which to, in accordance with the agreement and in a timely manner, reimburse the employer-of-record for all applicable payroll-disbursements, employee benefits costs, and approved associated fees.