



CRATER REGION

**Crater Regional Workforce Development Board  
Chief Elected Officials  
Regular Meeting - Minutes  
May 15, 2025  
2:00pm**

**OPEN MEETING**

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**CLEO Members Present:**

Mr. Floyd Brown, Chair  
Dr Robert Elliott  
Mr. Gary Cifers  
Ms. Rita Joyner  
Ms. Brenda Ebron-Bonner  
Mr. William Johnson

**Guest Attendees:**

Jaime Poole, Finance Staff  
Betsy Drewry, PG County Finance

**CRWDB Staff:**

Tabitha Taylor, Executive Director

Call to order and welcome @ 2:09pm

- a. Roll Call by Tabitha Taylor, quorum confirmed
- b. Public Comment Period – none noted

Adoption of Agenda & Minutes\*

**Motion to adopt agenda & minutes was given by Dr Elliott.**

**Motion was seconded by Ms Ebron-Bonner.**

**\*\*Mr Johnson & Mr Cifers abstained from minutes adoption as they were not present at the Previous meeting\*\***

**All others in favor, none opposed, motion carried.**

Presentations

- a. Fiscal Overview

Finance Director presented Budget to Actual as well as Profit and Loss reports. Financial health of the organization continues to be steady. Staffing payroll program YTD is less than budgeted due to a Board position that has not been filled but was included in the budget.

Executive Director Reports

- a. WDB/CLEO Agreement

As previously discussed, the CRWDB's attorney has suggested that a small combined of Board of Directors representatives and Consortium representatives come together build out a new agreement with shared & separate responsibilities. A goal has been set that the agreement be presented to both bodies within 120 days for consideration of adoption.

**b. Grants/Awards**

ED Taylor shared a number of updates on current grant searches/applications as the quest to diversify funds continues. Good Jobs Challenge grant is in the MOU process, total subaward of 930k, focused on pharmaceutical manufacturing. VDSS NextGen grant is also in the MOU process, reimbursable salaries/fringe for 2 staff (approximately 160K per year/5 years). 32K grant was awarded by The Cameron Foundation which has since been used to replace and expand the Adult Education Lab.

**c. Board Certification**

Board matrix presented to Consortium along with the associated nomination forms. Necessary required percentages of each category have been met. Documentation will be submitted to the state by June 1<sup>st</sup> for presentation to the state Board.

**d. General Updates**

**Motion to Enter Closed Session:**

At 3:23 PM, Mr Johnson moved that the board enter a closed session pursuant to Virginia FOIA § 2.2-3711(A)(1) to discuss personnel matters of staff of the Crater Regional Workforce Development Board.

The motion was seconded by Ms. Ebron-Bonner and approved unanimously.

**Closed Session Discussion:**

The board discussed compensation-related matters for staff, including salary adjustments and performance-based bonuses.

**Motion to Return to Open Session:**

At 3:44 PM, Dr Elliott moved to exit closed session and return to open session. The motion was seconded by Mr Johnson. and passed unanimously.

**Certification of Closed Session:**

Each member present certified that, to the best of their knowledge, only matters lawfully exempt under the cited section and identified in the motion were discussed in the closed session.

**Open Session (Resumed)**

**Action Taken:**

Upon returning to open session, Mr. Elliott moved to approve salary adjustments for staff as discussed in closed session, effective July 1<sup>st</sup>, 2025 & a performance based bonus be issued through the appropriate internal financial process. The motion was seconded by Mr. Johnson and approved by unanimous vote.

**ADJOURNMENT**

Time: 3:51 pm

**Motion to adjourn was given by Mr William Johnson, motion was seconded by Ms. Ebron-Bonner.**

**All in favor, none opposed, motion carried.**