



**Chief Elected Officials and
Crater Regional Workforce Development Board of Directors
Joint Regular Meeting - Minutes
October 21st, 2025
2:00pm**

OPEN MEETING

CLEO Members Present:

Mr. Floyd Brown, Chair
Mr. William Johnson
Mr. Gary Cifers

Board Members Present:

(See bottom of minutes)

Guest Attendees:

Jaime Poole, Finance Staff
Betsy Drewry, PG County
Jeff Stoke, PG County Admin
Omar Faison, VSU
Lisa Wilson, HRHA
Mark Flynn, Board Attorney

CRWDB Staff:

Tabitha Taylor, Executive Dir
Kurleen Patrick, Title 1 Programs
Coordinator

Call to order and welcome @ 2:07pm

- a. Roll Call by Tabitha Taylor, quorum confirmed for Board of Directors (BOD), **no** quorum for CLEOs
- b. Public Comment Period – none noted

Adoption of Agenda & Minutes*

Motion to adopt BOD agenda & minutes was given by Yoti Jabri.

Motion was seconded by Bill DiAuto.

All in favor, none opposed, motion carried.

Welcome & Introductions

Presentations

- a. Title 1 Summer Work Experience

Title 1 case manager, KiAsia Anderson presented a slideshow on 2025 Summer Youth work. Presentation included information such as where the youth participated, what skills/industries they explored and their thoughts around the experience. Some BOD members inquired if only certainly localities/employers

could participate and were assured that all interested organizations would have an opportunity but must commit to the WEX contract development process and to provide supervision onsite.

b. Consortium & BOD Agreement Draft Review

Attorney Mark Flynn & ED explained the purpose of the agreement, the length of time since the last

agreement was developed as well as the recent meeting between representatives of both bodies to walk through the agreement line by line. Draft of the updated agreement is in process and will take many more iterations before a final can be officially voted to approve. BOD and Consortium members encouraged to take an indepth look as time allows and forward questions, concerns, and edits to ED to pass along to attorney.

c. Fiscal Overview

Finance Director presented Budget to Actual as well as Profit and Loss reports. Financial health of the organization continues to be steady. Drawdowns continue to occur even with government shutdown. Updated budget was presented now that official allocations have been received..

Motion to adopt updated budget was given by Keith Boswell(for BOD only).

Motion was seconded by Benjamin Jarvela.

All in favor, none opposed, motion carried.

Finance Director also talked about the need to open a new bank account with a different provider. Current bank is limited on ACH and wire payments which has created a significant barrier for work experience payments as well as general a/p check distribution. CRWDB administrative staff explained plans to maintain current banking provider as an alternative bank for holding locality funds and as a potential account for other discretionary grants.

Motion to approve move to new bank, Primis, was given by Matt Baker.

Motion was seconded by Ted Raspiller.

All in favor, none opposed, motion carried.

d. Eligible Training Provider

Kurleen Patrick reviewed a current application for Caring Hands LLC for approval on the ETPL for 3 specific programs (PCA, DCA & Medication Aide). Subcommittee had previously recommended their approval.

Motion to approve Caring Hands, LLC as a state approved ETPL provider with the 3 programs was given Matt Baker

Motion was seconded by Justin May.

All in favor, none opposed, motion carried.

Executive Director Reports

a. Title 1 Annual Performance Overview

Cumulative report provided to attendees showing that the Title 1 programs have met or exceeded all performance categories for the previous program year with the exception of Youth Measurable Skills Gain. Discussion had around the difficulty in attaining the goal set for Youth MSG due to many factors and continued efforts to be made.

ADJOURNMENT

Time: 3:57 pm