



**Chief Elected Officials and
Crater Regional Workforce Development Board of Directors
Regular Meeting - Minutes
March 19, 2026
2:00pm**

OPEN MEETING

CLEO Members Present:

Chair – Vacant
Deputy City Manager Jeffrey Stoke
Interim County Administrator Gary Cifers
Supervisor Brenda Ebron-Bonner
Mayor Gregory Kochuba
Supervisor Cameran Drew
Supervisor Bobby Cox
City Manager William Johnson

Guest Attendees:

Jaime Poole, Finance Staff
Betsy Drewry, PG County

CRWDB Staff:

Tabitha Taylor, Exec Director

Call to order and welcome @ 2:04pm

- 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 Mayor Kochuba.

Motion was seconded by Supervisor Brenda Ebron-Bonner.

All in favor, none opposed, motion carried.

Welcome & Introductions

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. Reviewed timing of accounts payable/receivable along with drawdown/reimbursement standards with WIOA Title 1 funding and how that directly impacts what is shown on the quarterly financials. Tabitha also reviewed the most recent Monthly Expenditure Detail Report (MEDR) to review current standings on spend out of PY24 funding.

Executive Director Reports

a. Consortium Officers

Chair role is currently vacant with the change of representation from Prince George. Vice Chair role currently held by Supervisor Fly from Sussex will have term ending June 30. Chair and Vice Chair role will need to be filled by the next scheduled meeting in July.

b. Board CLEO Agreement

Agreement is in draft form and will begin to be distributed to all localities for review by legal and eventual adoption. Anticipated execution/completion is end of 2026 calendar year.

c. WIOA Title 1 and Non WIOA grants

Presentation of current grant program special initiatives, focus on outreach and business engagement and compliance/monitoring for continuous improvement. For non WIOA grants, reviewed status of Good Jobs Challenge grant and DCSE NextGen grant.

d. Brand and new administration

Tabitha has met with the new Secretary of Labor, Jessica Looman. As the administration continues to get their feet under them, Tabitha shared she will keep the Board informed about new projects/initiatives/strategies that may result. Tabitha shared her concerns about the proposed brand change for the system from Virginia Careerworks to Virginia Works. Concerns have been raised directly with the new administration and confirmed as received and reviewed. Discussion was had around the specifics of the change which were identified as being vague at this point due to the lack of a formal policy or plan at this time.

ADJOURNMENT

Time: 2:43 pm