

**Crater Regional Workforce Development Board**  
**Chief Elected Officials (CEO)**  
October 18, 2021 4:00 p.m. – 5:00 p.m.  
Virtual via Zoom  
**Special Session Minutes**

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**Chief Elected Officials – In attendance**

Judy Lyttle, Surry County  
Samuel Parham, Petersburg  
Brenda Bonner, Dinwiddie  
Jasmine Gore, Hopewell  
Floyd Bonner, Prince George  
James Brown, Greenville

**Staff - In attendance**

Tabitha Taylor, Executive Director  
JR Simpson, Guest

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**1. Call to order: 4:05 p.m.**

Roll call by Tabitha Taylor

**2. Remarks from Chair**

- a. Chairwoman Gore wanted to reassure all present that this special session was called to report positive progress and to discuss potential new ideas to continue moving forward. A formal written review of progress will be forthcoming to ensure that progress is being accurately reported and that CEOs are up to date on developments and changes.

**3. New Business**

- a. Chairman Gore reminded those present about the challenges with the Youth Services contractor, Pathways Inc. They had been previously coached by both the State and by internal staff on issues regarding their provision of services as well as spending challenges. It was requested that Pathways begin to report out weekly regarding their activities and the reports that have been turned in have been lackluster and their performance continues to be poor. Their contract is set to expire which is why an RFP has been issued. Tabitha will be sharing a suggestion for the CEOs to consider regarding Youth Services.
- b. Tabitha shared that based on the challenges that the current provider is experiencing, and the compliance/fiscal/service provision items that have been discovered since her start, it would perhaps not be the best idea to bring in a new service provider right away. WIOA final rule allows that a LWDA run youth services “in house” with the approval of the CEOs and agreement from the grant recipient. This would allow an element of close control to occur for all the areas of concern and would also allow that an RFP go out in 2022 for a combination of Adult/DW & Youth Services for consistency among services.

**4. Comments/ Questions**

- a. Mayor Samuel Parham stated that he is in full support of the “in house” option and asked how long an in house option can be utilized. Tabitha reported that there is no official time limit according to regulations.
- b. Ms Lyttle stated that she agrees that bringing services in house is a good idea and in the future she would like the localities be included in the request for services process to speak specifically to service in each geographical area.

**5. Youth Service Provider Motion**

- a. Mayor Samuel Parham made a motion to cancel the current RFP for WIOA Youth Services and for CRWDB to begin preparing an internal plan/white papers for in-house services to be provided. Due date of plan will be October 25, 2021, by close of business.
- b. Ms. Lyttle seconded the motion.
- c. All in favor, none opposed, motion carried.

**6. Adjournment: 4:33 p.m.**

- a. Mayor Samuel Parham made a motion to adjourn.
- b. James Brown seconded the motion.
- c. All in favor, no one opposed, motion carried.

**Approved By:**

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**CEO Chair**

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**Date**