

**Crater Regional Workforce Development Board
Chief Elected Officials
Regular Meeting - Minutes
February 20, 2025
VIRTUAL ONLY**

OPEN MEETING

CLEO Members Present:

Mr. Floyd Brown, Chair
Dr Robert Elliott
Dr. Charlette Woolridge
Mr Eric Fly
Ms. Brenda Ebron-Bonner
Mayor Gregory Kochuba

Guest Attendees:

Jaime Poole, Finance Staff
Betsy Drewry, PG County Finance
Jeff Stoke, PG County Administrator

CRWDB Staff:

Tabitha Taylor, Executive 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 only was given by Mayor Kochuba.

Motion was seconded by Mr Fly.

All 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.

Motion to accept finance report as presented was given by Dr Woolridge.

Motion was seconded by Dr.Elliott.

All in favor, none opposed, motion carried.

Executive Director Reports

a. Legal Update

ED Taylor has spoken at length with Board attorney regarding previous discussions of the requirement agreement re: relationship between the Board of Directors & the Consortium. Mr. Flynn advised that a small committee made up of members of both groups should be formed to walk through the agreement and negotiate changes accordingly. This meeting will be planned for sometime over the summer 2025 (post budget building season for the Consortium members due to scheduling constraints). A 2nd topic of conversation with Mr. Flynn was regarding the standalone Title

3 services that continue to be provided in Petersburg outside of the AJC system. Mr. Flynn advised that the written(email) communication between ED Taylor and the Commonwealth WIOA administrative representatives is sufficient to satisfy due diligence in the matter.

b. Grants/Awards

ED Taylor shared a number of updates on current grant searches/applications as the quest to diversify funds continues. The next scheduled meeting in late spring should include outcomes to those applications. ED Taylor was recently notified of a national award in which the CRWDB is to be recognized as the winner in partnership with Adult Education. A Board representative will travel to Dallas, TX in late March to receive that award in person.

c. Emporia Affiliate Center

Board of Directors have approved a move to 321 Halifax Street. Lease is at a cost of \$1800/month for 3500 sq ft, initial term 3 years with landlord being responsible for major repairs/maintenance. 3 offices need to be built out and some costs will be incurred to outfit Center for service provision.

d. Local Plan

Local plan presented to the Consortium for formal approval. Plan was posted for public comment according to the guidelines and sent to both Board of Directors & Consortium members well in advance for any edits/changes.

Motion to accept Local Plan as presented was given by Ms. Ebron-Bonner.

Motion was seconded by Mr Fly.

All in favor, none opposed, motion carried.

No Closed session needed.

ADJOURNMENT

Time: 3:09pm

Motion to adjourn was given by Mr. Fly, motion was seconded by Mayor Kochuba.

All in favor, none opposed, motion carried.