



CRATER REGION

**Crater Regional Workforce Development Board
Chief Elected Officials
Regular Meeting - Minutes
May 11th, 2023**

OPEN MEETING

CLEO Members Present:

Floyd Brown, Chair
Jasmine Gore
William Johnson (designee for C Carey)
Charlette Woolridge
Gregory Kochuba
Judy Lyttle

Guest Attendees:

Betsy Drewry, PG County Finance
Jeff Stoke PG County Administrator

CRWDB Staff:

Tabitha Taylor, Executive Director

Call to order and welcome @ 2:06pm

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

Adoption of Agenda & Minutes*

**Motion to adopt was given by Mr. Johnson, motion was seconded by Ms. Woolridge.
All in favor, none opposed, motion carried.**

Executive Director Reports

- a. Financial Update

Finance Director is out of the office so ED presented the current reports of Budget to Actual as well as Profit and Loss reports.

- b. Budget Discussions

Budgets will be presented in July meeting for approval after June CRWDB Board meeting approval. IFA and Board budget are still under development. Service provider contract was for a 2 year period but only specified budget/contract award for Year 1. ED shared that provider will fully expend their original budget plus the modification for Adult/DW funding streams but will not fully expend Youth award. Recommendation is for a higher overall contract award for Year 2. CLEOs discussed award amount and recommend a midway point from original award for Year 1 and the modified amount. Approximately \$650,000 recommended to be awarded. Approval and vote will take place at July meeting after Board approval.

- c. Service Provider Progress/Monitoring

Update given performance, spending & initiatives from Eckerd. Detailed information provided for each area including performance data from the State, budget dashboard for spending and an overview of all initiatives.

- d. EO Monitoring

Update given recent EO monitoring conducted at Comprehensive, Affiliate and satellite locations. Preliminary report shared with CLEOs for review. Minor issues with accessibility at the Emporia location were noted. CLEO Woolridge was not aware that any issues had been presented to the County (who owns the affiliate center building) by the VA Employment Commission (who holds the lease for that Center). Contact information for the VEC Center Manager requested by CLEO Woolridge to coordinate efforts for mitigation.

e. Workforce Board Nomination Review & Approval

ED reviewed attachments previously shared with CLEOs via email to include the Board Certification matrix and the individual nomination forms. Each candidate acknowledged along with their category of representation. ED shared inconsistency/lack of documentation able to be located in past Board Certification processes which resulted in open positions not being filled in a timely manner and a lack of verification for term end dates. CLEOs discussed a "reset" which would include a term start date of July 1, 2023 for all members with staggered end dates to ensure compliance in each category moving forward.

Motion to approve all presented Board member nominees with a term start date of July 1, 2023 was given by Ms. Jasmine Gore, motion was seconded by Mr. Kochuba. All in favor, none opposed, motion carried.

f. Partner/Program Spotlights

ED shared with group that moving forward partners or program/initiative spotlights will be a part of at least every other meeting. As business alignment and organizational stability continues to improve, opportunities for meetings to include important "proof of work" or "return on investment" can become a focus.

ADJOURNMENT

Time: 3:34pm

Motion to adjourn was given by Ms. Woolridge, motion was seconded by Ms. Lyttle. All in favor, none opposed, motion carried.