

**Crater Regional Workforce Development Board
Chief Elected Officials
Regular Meeting - Minutes
September 2, 2022**

OPEN MEETING

CLEO Members Present:

Jasmine Gore, Chair
Eric Fly, Vice Chair
Floyd Brown
Sam Parham
Judy Lyttle

Guest Attendees:

Jaime Poole, Finance Staff
Betsy Drewry, PG County Administrator
CRWDB Staff Present:
Tabitha Taylor, Executive Director

Call to order and welcome @ 1:08pm

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

Adoption of Agenda*

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

Executive Director Reports

- a. Adult/DW/Youth Services Provider update

ED Taylor provided an update that the service provider, Eckerd Connects is now in place and has been operating Adult/DW/Youth WIOA programs since July 1, 2022. Reiterated that the contract has specific outcome requirements for performance and for outreach to all localities to ensure all areas are receiving services. ED Taylor assured the members that performance outcomes would be shared on a regular basis. Mr. Fly commented that he would like to see current performance outcomes at each CLEO meeting and updates provided via email between meetings to ensure they are staying on track.

- b. Center Relocation Update

ED reported that final paperwork has been signed for move and the beginning states of the relocation have occurred. Major move will begin the week of Sept 20th and the center will be closed for relocation. New location hopeful open date is mid-late October, the goal is to ensure that services are not limited (due to closure) for more than 3-4 weeks maximum. Ms. Lyttle asked if services would still be available to customers during the closure? ED Taylor assured Ms. Lyttle that the case managers would continue to provide services virtually via phone/video call and that itinerant services would be provided at the Petersburg Library in the meantime.

c. Annual Single Audit Update

ED reported that the annual single audit has begun to be conducted. This audit is required by the federal government due to the amount of grant funds the Board receives on a yearly basis. Results will be shared with the Board members and CLEOs as well as with Prince George as they are the grant recipient. ED Taylor is hopeful that it will reveal additional best practices that need to be shored up within the financial processes that have been adjusted within the last year.

d. Annual Monitoring Preliminary Report & CAP

ED Taylor presented the annual monitoring report received from VCCS. She explained that there were some significant areas that resulted in findings, however, this was to be expected based on the performance and conduct discovered with the previous service providers (Pathways and The Workplace). ED Taylor and staff are currently working on the required Corrective Action Plan to present back to the VCCS and will conduct additional trainings with the new service provider, Eckerd, based on the weak areas specified. Final report will be presented after Nov 15th when the State returns it's final document.

e. IFA/MOU Status

ED Taylor advised that the IFA and associated MOU have been developed and distributed to all partner agencies. It has served challenging to receive those signed documents back as typically the agency head (Commissioner level) has final approval. ED Taylor continues to send biweekly reminders to each agency with outstanding signatures and has stressed the importance of a fully executed document so that IFA billing can begin in October and so that the MOU is in compliance with VCCS expectations.

Chair Reports

Chair Gore shared that she was invited to the next State Workforce Board meeting and invited any other members who may also want to attend. She also recently participated in the Deloitte Interview/Survey which was asking questions about local Board functionality, opinions on the relationship with the VCCS as WIOA administration and other generalized questions. Chair Gore also reminded everyone that the plan is to begin talking about locality investments into Board operations/programs. She acknowledged that each area has their own process of approval and that this will require further discussion in meetings closer to budget development time for localities. She reminded everyone that priority will be given after the first of the year (2023) to review the strategic plan and ensure that all steps and requirements are being met and if not, how to implement.

Chair Gore also reviewed the V3 Certification process (and how it relates to her current position) and that she is encouraging the local area to become V3 certified to further the reach of services for veterans. This closely relates with the Justice Involved Veterans & Employment Initiative. More information will be forthcoming in later meetings.

Presentations

a. Fiscal Overview, Jaime Poole

-Jaime Poole provided an overview of the current financial status. CLEO's were provided a Profit and Loss, Budget to Actual report from Quickbooks along with other reports providing an overview of expenditures. Jaime informed the group that the existing deficit is decreasing and is now less than \$70,000 with outstanding items due to the Board around \$30,000. Budget for new year will be provided at the next meeting for approval.

b. Year in Review & Compensation

ED Taylor presented a slide presentation for Year in Review. Numerous items were reviewed to include budget changes, operational changes, service provider implementation, staffing updates and policy & procedure changes. Overall the Year in Review showed significant improvement in all priority areas given to ED Taylor upon her arrival. ED Taylor also presented a compensation study that was done by a workforce board professional association that ranked compensation among local workforce board staff based on the size of grant award or programming funds. ED Taylor shared with the members that her compensation is well outside of even the median level presented in the compensation study. Based on the changes implemented over the past year, ED Taylor requested that the members consider a compensation change in line with the study. Mr. Fly commented that he agrees that a change is needed and wished to make a motion for that change to be implement. Chair Gore agrees that a change needs to be made but asked that the members consider completion of a formal performance review and then make a decision regarding compensation at the next CLEO meeting. Mr. Fly commented that he is ok with that but wants to ensure that any pay change be retroactively applied to ED Taylor's salary based on her one year anniversary. Chair Gore asked Jaime Poole if the budget could support such a change and Jaime responded that while she didn't have exact figures at this time, any change within the median level discussed could definitely be supported. Further information and formal decisions will be voted upon at the next meeting.

ADJOURNMENT

Time: 2:58pm

**Motion to adjourn was given by Mr. Fly, motion was seconded by Mr. Brown.
All in favor, none opposed, motion carried.**