

**Crater Regional Workforce Development Board
Chief Elected Officials
Regular Meeting - Minutes
November 3, 2022**

OPEN MEETING

CLEO Members Present:

Eric Fly, Vice Chair
Brenda Ebron-Bonner
Floyd Brown
William Johnson (designee for C Carey)
Judy Lyttle

Guest Attendees:

Jaime Poole, Finance Staff
Betsy Drewry, PG County Administrator
Yoti Jabri, PG County Economic Dev Dir
CRWDB Staff:
Tabitha Taylor, Executive Director

Call to order and welcome @ 1:12pm

- a. Roll Call by Tabitha Taylor
- b. Public Comment Period – none noted
- c. Vice Chair noted that Chair is absent so he would lead the meeting. Quorum is present.

Adoption of Agenda*

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

Presentations**a. Current Financial Status**

Finance Director presented end of program year reports that have now been finalized including Budget to Actual as well as Profit and Loss reports. Major notes are that the previous program year ended with a \$110,000 loss and this year after an \$11,000 pending offset for moving costs will result in a \$0 loss, breaking even.

b. Budget

Budget was present for current program/fiscal year. It includes an update to track revenue from grants differently from previous years so that actual profit and loss can be reviewed. Finance staff brought attention to the \$978,000 that was carried over from the previous program year. Mr. Brown asked what steps Board staff would be taking to ensure that money was spent prior to the expiration date of June 30. Finance staff noted that \$250,000 of that \$978,000 was spent the first quarter of the year and that if that trend of spending continued, it would be spent prior to program year end. ED Taylor also spoke about the initial size of the service provider contract and how as the funds are spent down, additional funds will be allocated to their contract. It was also noted that the service provider had some “down time” when they initially took over the contract, specifically to ensure that all regulatory items were being address prior to spending large amounts of money. That spending will be increasing. Finance staff also shared that the current budget being introduced for adoption will need adjusting at various times during the year based on what is spent. ED Taylor noted that there is not currently a fiscal policy that states a % or \$ amount adjustment that necessitates Board & CLEO approval. After discussion, CLEOs agreed that a policy should be developed (or added to a related policy) for a \$10,000+ change or any change

to the overall bottom line. ED Taylor will develop and present at the next meeting.

Motion to adopt the budget as presented was given by Ms. Ebron-Bonner, motion was seconded by Mr. Fly.

All in favor, none opposed, motion carried.

Executive Director Reports

a. One Stop Manager & OSO RFP Update

ED Taylor shared that a new One Stop Manager had been hired. He was unavailable for introductions today due to other needs at the Center but will be present at an upcoming meeting. ED Taylor also informed the group that even though the previous OSO RFP was unsuccessful in receiving any bids, the State has informed the Region that additional RFP releases may be required after this waiver period has passed. ED Taylor also shared that the State had suggested that perhaps the grant recipient could take on the responsibility of releasing the RFP. Betsy Drewry with Prince George politely declined that suggestion.

b. Center Relocation Sublease

ED reported that sublease process with DGS (who holds the lease for State agencies within the Center) had been a difficult process, to the extent that attorneys had to get involved. The sublease, however, has been secured and is currently being finalized with necessary notarized signatures.

c. Locality Itinerant Operations

ED shared that in addition to the 2 Centers in the Region, 2 localities are now participating in the opportunity to have itinerant job services locally 2 times per month. In Surry County, these services are being provided at the Employment and Resource Center and in Sussex County, these services are being provided at the JAM Community Center. ED Taylor also encouraged that other localities that aren't getting direct services will be included in plans moving forward to offer something similar. Ms. Ebron-Bonner from Dinwiddie shared that the Dinwiddie Community Center would be a great place for her residents. ED Taylor stated that she would follow up with all other localities in the coming weeks regarding this.

d. Secretary of the Commonwealth Visit

ED Taylor shared that in a very last minute visit, the Secretary of the Commonwealth and some of her staffers had been onsite at the new Center in Prince George. Each partner in the AJC was given the opportunity to quickly present their role in the public workforce system and then the Secretary shared some of her vision (and the Governor's vision) of workforce development. ED Taylor also stated that the Secretary was complimentary both of the Center itself and also that she had heard good things about the positive changes in the Region.

e. Local Plan Modification

Local plan modification documentation was shared with the group. ED Taylor reviewed the major points of the modification, as it relates to changes in the State plan and the need for the local plan to be complimentary. The local plan mods must be approved prior to Jan 20th, so the updated version will be present at the first meeting in 2023.

f. Locality Contributions

ED Taylor reminded the group that previous discussion had occurred around requesting locality support for some additional needs of the Region. Approximately \$10-12,000 per locality is what she hopes to request. ED Taylor shared that the WIOA funds that are allocated/awarded to the Region each year have some major restrictions on how they can be used and that locality contributions could be used to help cover any "gap" areas that restricted funds cannot be used. ED Taylor spoke about

the 40% training expenditure requirement of the WIOA award and how that can be restrictive. Williams Johnson suggested that perhaps some documentation about restrictions could be passed on to the members so that local stakeholders could present them as a concern in upcoming legislative sessions. ED Taylor stated that the VA Association of Directors recently developed a “white paper” covering these items and that she will send that out to the members for talking points. ED Taylor also shared concerns that restricted funds also cannot be used for marketing. Especially with the move, getting the word out about the public workforce system and the VCW centers is difficult. ED Taylor stated that she would perhaps like to engage a marketing firm and/or hire a staff person who could do some marketing and outreach and that the locality funds could assist with that. William Johnson suggested that ED Taylor reach out to VSU or some other local college to perhaps get an intern to help with these items as well. ED Taylor will be presenting about the Board & public workforce system and has requested that each area be sure to provide information regarding budget requests.

g. CLEO Leadership Selection

ED Taylor presented that as the bylaws require, annual selection of the Consortium leadership must be conducted to ensure representatives are in place prior to the first meeting of the calendar year. While the bylaws do state that annual selection is required, there is no guidance on how that selection should be held. ED Taylor shared that some Regions in the State allow members to self-nominate or be nominated by others and that other Regions have a rule that the grant recipient representative serve as the Chair and is confirmed annually. William Johnson asked if either method has any known benefits. ED Taylor shared that neither is necessarily best practice, but shared that the grant recipient representative would have access to information/data from Board staff at higher frequency due solely to the fact that weekly financials and other grant based documentation must be shared with the grant recipient. Mr Brown, who serves as the representative for Prince George, the grant recipient, was asked if he would even be open to serving as the chair. He stated that he has no issue doing so and will serve if the group feels it is best. He also noted how thankful he was for the current chair’s willingness to step up during the leadership transition period.

**Motion to nominate Mr. Brown as the Consortium Chair beginning January 2023 was given by Ms. Ebron-Bonner, motion was seconded by Ms. Lyttle.
All in favor, none opposed, motion carried.**

**Motion to nominate Mr. Fly to continue in his role as the Consortium Vice Chair was given by Mr. Brown, motion was seconded by Ms Ebron-Bonner.
All in favor, none opposed, motion carried.**

Chair Reports

As noted, the Chair was not in attendance so the Vice Chair and ED shared in her stead.

- a. The current Board members matrix was presented which shows the % requirements for various members and it was noted that additional members are needed for both Labor Union/ Apprenticeship representation as well as Business representation. ED Taylor asked that the group begin to think about identifying individuals from their locality who could add value to the Board and ensure that the required diversification percentages be met. Additional information regarding attendance will be sent out so that members can determine who may need to be replaced.
- b. Additionally ED Taylor shared that Chair Gore was hoping to hold a Strategic Planning Retreat in February. Mr. Fly stated that February may not be a good time for a meeting as budget development is still happening at that point and legislation is in session. The group asked that additional dates be discussed at the next meeting.
- c. Lastly, as discussed in the last meeting, the group was provided a Performance Evaluation for ED Taylor and a compensation change is to be discussed. ED Taylor was asked to step out while the group discussed and meeting was placed into closed session.

**Motion to increase salary to (*redacted*) with the additional benefit contribution amount set to the side in case the ED decides to enroll in benefit with increased salary retroactive to July 1, 2022 was given by Ms. Lyttle, motion was seconded by Ms. Ebron-Bonner.
All in favor, none, opposed, motion carried.**

ADJOURNMENT

Time: 2:59pm

**Motion to adjourn was given by Ms. Ebron-Bonner, motion was seconded by Mr. Brown.
All in favor, none opposed, motion carried.**