

**Crater Regional Workforce Development Board  
Chief Elected Officials  
Regular Meeting - Minutes  
November 9<sup>th</sup>, 2023**

OPEN MEETING

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**CLEO Members Present:**

Floyd Brown, Chair  
William Johnson (designee for CCarey)  
Dr. Charlette Woolridge  
Mayor Greg Kochuba  
Judy Lyttle

**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 @ 2:05pm

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

Adoption of Agenda & Minutes\*

*No minutes to adopt from September meeting due to non-quorum. May meeting minutes need changes and will be presented to adopt in January.*

**Motion to adopt agenda only was given by Dr. Woolridge, motion was seconded by Mayor Kochuba. All in favor, none opposed, motion carried.**

Presentations

- a. Fiscal Overview

Finance Director presented Budget to Actual as well as Profit and Loss reports. No major concerns at this time financially. Finance has been working on changing the format of how the report are presented in accordance with the Program Year budget along with the 2 year spending timeline for Title 1 funding. Updates will be forthcoming. CLEO members have asked that some data be shared in future meetings regarding cost per participant that is locality focused. ED Taylor also suggested for consideration annual “Impact Reports” for each locality.

Executive Director Reports

- a. Locality CLEO Participation

ED Taylor deferred to Chair Brown for discussion. Currently the City of Petersburg is not active or participatory with the Consortium. Chair Brown has had discussions with the Petersburg Mayor and will continue to pursue actionable changes. CLEO members were concerned that there is no real “action” that can be taken against a locality that is not contributing or participating in meetings but is still receiving the benefit of services to their community.

- b. Center and Board Certification

ED reported that the PG Center Certification was finalized and approved by the VA State Workforce Board in September after an outside agency evaluated the accessibility of the Center to ensure it met

requirements. Additionally, Board Certification was finalized and approved by the VA State Workforce Board in September as well. Board matrix for required participation is currently fully in compliance.

c. Service Provider Progress/Continuation

Current Title 1 service provider, Eckerd Connects is now in year 2 of the 2 year contract. ED shared that while some progress has been made there continue to be areas for improvement. Unfortunately performance outcomes have been inconsistent and there are also concerns regarding the ability for the service provider to initiate new and creative methods to engage the community and to ensure that funding is spent within the required timelines. Additional data will be shared with the CLEOs in the January meeting to further discussion regarding extension of the service provider contract after July 1, 2024 or if new services will be sought. The general consensus among the CLEOs was to try to salvage the current provider with a suggested amended contract with clear stipulations for actionable items.

d. Emporia Affiliate Center

As the new state workforce agency is stood up, the Virginia Employment Commission (VEC) is looking to decrease it's physical footprint. The Emporia Center is currently leased by the VEC with Greensville County. The VEC has notified CRWDB staff that they plan to terminate that lease within 6 months. ED Taylor met with CLEO representatives from Greensville County and the City of Emporia to discuss the best next steps. CRWDB will begin the lease negotiation process with Greensville County to secure a new lease for the Center to remain the same space as it is currently with the intention of an increased branding/marketing campaign and well as other initiatives to drive traffic to that Center.

e. Board/Consortium Agreement Review

The group began to review the Board/Consortium Agreement that was last revised in 2020, prior to the current ED's arrival. Items of note were reviewed and the consortium will continue to look over the agreement prior to the January meeting where actual changes/updates will be proposed. Agreements from other workforce areas will be sourced as well for comparison. Those examples will be sent as soon as possible.

**Ms. Lyttle shared that she will be retiring from her position with the County Board of Supervisors and will ensure a replacement is appointed by Surry.**

ADJOURNMENT

Time: 3:28pm

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