



CRATER REGION

**Crater Regional Workforce Development Board
Chief Elected Officials
Regular Meeting - Minutes
November 14th, 2024**

OPEN MEETING

CLEO Members Present:

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

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 @ 2:11pm

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

Adoption of Agenda & Minutes*

No minutes to adopt from March meeting due to non-quorum.

**Motion to adopt agenda only was given by Dr Woolridge, 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. No major concerns at this time with financial health of the organization. PY Budget has been approved by Board of Directors but final revised version presented to the Consortium for approval.

Motion to accept finance report as presented was given by Mr. Fly, motion was seconded by Dr. Elliott.

All in favor, none opposed, motion carried.

Motion to adopt budget as presented was given by Dr Woolridge, motion was seconded by Ms. Ebron-Bonner.

All in favor, none opposed, motion carried.

Executive Director Reports

a. Title 1 & One Stop Operations

Title 1 service continued to be provided by the Board through a waiver permitted by the State. Typically waiver requests have had to be submitted on an annual basis however the most recent waiver request was approved with a 4 year term as long as performance is maintained. One Stop Operations contract (just the portion required for procurement which has been awarded to Project Now, LLC) was approved for extension for up to 3 years by Board of Directors on 11/13/2024.

b. State Monitoring Report

Corrective Action Plan (CAP) was completed and submitted to state. Waiting on final report for filing. Trainings have been conducted with staff, policies put in place & new software programs being implemented to correct deficiencies or areas of risk.

c. Emporia Affiliate Center

Previous Center (lease held by the VEC) terminated on Oct 31st. Temporary space in the same building is being currently used to ensure no lapse in services occurs (space provided in kind by ABE). New potential space identified at 321 Halifax Street. Proposed lease 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. Board of Directors approved lease with the terms specified on 11/13/2024.

d. Consortium/Board Agreement Review

Consortium engaged in discussion around options for agreement. Previous document (from 2020) is lengthy and is ready for revision. Consortium desires clarifying information regarding roles/functions/etc in the document but also wants to ensure that both the Consortium & the BOD have clear purpose and levels of approval appropriate to their bodies & regulations. As Bylaws are also due for revision, option presented for the agreement/bylaws to be combined in one document. Consortium wishes to proceed in that direction. Attorney will be engaged to provide an initial document for review by both bodies. Goal set that final document will be ready by new program year (July 2025).

No Closed session needed.

ADJOURNMENT

Time: 3:17pm

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