**Crater Regional Workforce Development Board**

**Chief Elected Officials**

**Regular Meeting - Minutes**

**March 10, 2022**

OPEN MEETING

**CLEO Members Present: Guest Attendees:**

Jasmine Gore, Chair Jaime Poole, Finance Staff

Eric Fly, Vice Chair Ray Bolton, One Stop Manager

Samuel Parham

Floyd Brown **CRWDB Staff Present:**

Gregory Kochuba Tabitha Taylor, Executive Director

Judy Lyttle

Call to order and welcome @ 8:07am

1. Roll Call by Tabitha Taylor
2. Public Comment Period – none noted

Adoption of Agenda\*

**Motion to adopt was given by Mrs. Lyttle, motion was seconded by Mr. Brown.**

**All in favor, none opposed, motion carried.**

PRESENTATIONS & Old Business

a. One Stop Operations Review, Ray Bolton, One Stop Manager

-Ray Bolton provided an overview of his first few months in the OSO role and what has been accomplished. He spoke about development and implementation of basic operational SOPs,

engaging JS, maintaining numbers & metrics in regard to foot traffic report, collaboration efforts among partners specifically in regards to efficiency in how we operate. In the coming months, the emphasis will be on increasing awareness of services, hosting events for community outreach,

etc.

 b. Fiscal Overview, Jaime Poole

-Jaime Poole provided an overview of the current financial status. CLEOs were provided a

number of fiscal reports that come directly out of the Quickbooks financial system to ensure

fidelity of the information provided. A deficit in our finances was noted and explained due to

previous financial practices that did not ensure that allocated items were paid accordingly or billed

to the grants correctly. New policies were explained. Mr. Brown asked if there was a specific plan

on how we can decrease the deficit amount. ED Taylor talked about the cost cutting measures that have been put into place for operations and also about potential funding opportunities for

foundation contributions, grants, etc that may be able to help the decrease in deficit.

1. FY2022 Meeting Calendar and Locations (Attachment 1)

Chair Gore discussed CLEO meetings being scheduled at least 2 months in advance and

suggested rotating locations throughout the Region. Everyone is in favor of doing meetings at different locations. Mr. Brown offered that May’s meeting could be in Prince George. The date of Thursday, May 19th from 11am-1pm was decided upon. ED Taylor will send out calendar invite

and will do a Doodle Poll for July & Sept meetings so a date can be confirmed.

1. Equal Opportunity Policy Adoption\* (Attachment 2)

ED Taylor introduced the Equal Opportunity Policy that was recently developed and is needed to be in compliance with upcoming EO monitoring.

**Motion to adopt was given by Ms Lyttle, motion was seconded by Mr. Fly.**

**All in favor, none opposed,**

**Motion carried.**

1. Monitoring Policy Adoption\* (Attachment 3)

ED Taylor introduced the Monitoring Policy that was recently developed and is needed to be in compliance with previous Corrective Action Plan issued by the State. Policy will ensure that service providers are aware of specific scheduled monitorings in which reports will be given as well as random desk audits.

**Motion to adopt was given by Mayor Parham, motion was seconded by Mr. Fly.**

**All in favor, none opposed,**

**Motion carried.**

1. PY21 Budget Adoption\* (Attachment 4)

ED Taylor introduced the PY21 budget that covers July 1 2021-June 30, 2022 for Board operations.

**Motion to adopt was given by Mayor Kochuba, motion was seconded by Mr. Brown.**

**All in favor, none opposed, motion carried.**

EXEUCTIVE DIRECTOR REPORTS

1. In-House Youth Services Update

ED Taylor provided an update regarding youth services. More than 10 individuals have been enrolled since staff were hired and team is now fully staffed. Youth are participating in training services and work experience opportunities are being explored as well. Services will transition to a service provider once a new provided is selected at the conclusion of the RFP process. No questions or concerns from the CLEOs.

b. WIOA Benchmarks Update (Attachment 5)

ED Taylor provided an updated on WIOA benchmarks/performance measures as it relates to the Adult/DW service provider outcomes. Chair Gore shared that she had long been under the impression that they were doing well and was disappointed to hear from ED Taylor about the areas of concern. ED Taylor reviewed the outcomes provided regarding the negotiated performance expectations versus the actual performance. She discussed how case management processes can drastically improve outcomes and that The Workplace has been given much feedback on how to improve. Chair Gore brought up the fact that the CLEOs could decide to terminate The Workplace contract immediately based on the performance terms, especially given their previous opportunities to correct poor numbers. ED Taylor noted that terminating the contract would result in a disruption of services to customers but acknowledged that it was well within the bounds of the CLEOs to decide to terminate.

1. Adult/DW/Youth RFP\* (Attachment 6)

RFP for Title 1 services was presented as the current contract ends on June 30. ED Taylor shared that grouping all three together will hopefully draw more bidders as the contract amount will be higher then separating them out based on program.

**Motion to adopt was given by Mayor Kochuba, motion was seconded by Mayor Parham.**

**All in favor, none opposed, motion carried.**

1. Audit RFP\*

ED Taylor explained the need for a single audit due to our aware threshold. Previous financial audit provider did not have a procured contract in place.

**Motion to adopt was given by Mayor Parham, motion was seconded by Ms Lyttle.**

**All in favor, none opposed, motion carried.**

1. Relocation Update

ED Taylor shared that there is much in the works with relocation. At this time, it appears it may be necessary to relocate to 2 different locations on opposite sides of the Region to increase both accessibility and have the necessary space for all partners. She shared that there is difficulty getting commitment on number of staff from the VEC but is taking steps to move forward regardless. More updates will be coming as new information is available.

1. Workforce Staff Changes

ED Taylor shared that previous Admin Assistant, Shyan had moved on to a different role. As the front still needs assistance with the general public, a part-time Receptionist was just brought on Board. Next topic on the agenda also relates to staffing needs.

1. Business Services Coordinator\* (Attachment 7)

ED Taylor reviewed the need for a dedicated Business Services Coordinator in relation to both the Local and State plan for services. She discussed the need for a single point of contact for business and how the Region has been lacking services to businesses because this position has not existed. Mr. Brown asked if the position was being funded by the Admin Assistant vacancy? ED Taylor stated that it would be partially funded by that vacancy but also there were additional changes in the overall budget which allow for the position to be funded.

**Motion to adopt was given by Mr. Brown, motion was seconded by Ms, Lyttle.**

**All in favor, none opposed, motion carried.**

1. Invoice Review Policy with CLEO Vice Chair/Treasurer

Mayor Gore reminded the group that there had been previous discussion about some additional review/audit procedures in regards to invoices, based mostly on the financial issues that had come up in past leadership/program administration. ED Taylor offered various frequencies on which these reviews could occur and also explained that the Board itself was reviewing the invoices prior to payment to ensure allowable cost. Mayor Parham stated that he doesn’t think that an additional audit is needed by CLEO members as long as the Board staff are adequately monitoring processes.

CHAIR REPORTS

Mayor Gore spoke about hoping to really focus (in the Fall of 2022) on the Strategic Plan and how we can execute full engagement of all localities in awareness and availability of services to constituents. She also spoke about the priority placed on Registered Apprenticeship with the new administration and how the Business Services Coordinator position can contribute to those efforts too. Lastly, she spoke about the Board & Consortium agreements and stated that the CLEOs have done a lot of heavy lifting over the past 2 years with all the uncertainty in the Region with leadership. She stated that now that progress is being made, once things fully stabilize it may be time to talk through those agreements again and make adjustments.

ADJOURNMENT

Time:10:26

**Motion to adjourn was given by Mayor Parham, motion was seconded by Mr. Brown.**

**All in favor, none opposed, motion carried.**