

**Crater Regional Workforce Development Board (CRWDB) - Area 15
CRWDB Board Meeting Minutes**

Date: February 25, 2021
Time: 8:30 a.m.- 10:30 a.m.
Location: Zoom

Attendance

<u>CRWDB Board Members Present:</u> Ursula Myhalsky X Natalie Slate Elizabeth Creamer Bruce Sobczak George Lyons Marilyn Henderson Keith Boswell Kathy Anderson Sherrina Sewell Patty Peterson Carly Woolfolk X Karen Epps Joyce Booker X Amanda Wilson X designates absence	<u>Guest Attendees:</u> Linda Pierce – PMG Christina Taylor- The Workplace Nestor Leon- The Workplace Sharon Mattox- VEC Tammy Kidd- VEC Leslie Roberts- Brown Edwards Christie Turner- Brown Edwards Juanita Epps- POWER Angela Sheridan- POWER Michelle Rogers <u>Staff Present:</u> Shyan Jones Recie Small Sophenia Pierce Jerry Trovillion
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- 1. Call to order by Amanda Wilson 8:30 a.m.**
 - a. Roll call by: Shyan Jones

- 2. Public Comment**
 - a. No Comments at this time

- 3. Approval of Agenda**
 - a. Motion to adopt the agenda made by: Kathy Anderson
 - b. Motion seconded by: Bruce Sobczak
 - c. All in favor, no one opposed, motion carried

- 4. Approval of Minutes from 11/12/2020**
 - a. Motion made to approve 11/12/2020 minutes: Dr. George Lyons
 - b. Motion seconded by: Karen Epps
 - c. All in favor, no one opposed, motion carried

- 5. Presentation from Brown Edward**
 - a. Financial Audit- Leslie Roberts reviewed the 2019 audit and questions were answered. She stated the financial statement was reported as fair, but had several state code compliance findings which were;

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- Financial Audit- 2019-001 Eligibility and Internal Control
- Financial Audit- 2019-002 Eligibility and Internal Control Lack Duties
- Financial Audit-2019-003 Earmarking (Expenditures)
- Financial Audit- 2019-004 Procurement
- Financial Audit- 2019-005 Untimely filing and dates
- VA-001 Conflict of Interest
- VA-002 Procurement Law
- VA-003 Procurement Law
- Leslie Roberts stated her team had worked with Recie Small and Jerry Trovillion had responded to correcting the findings.

Leslie Roberts presented the 2020 Financial Audit which contained several findings related to:

- Financial Audit-001 Eligible Internal
- Financial Audit-002 Internal Control over Eligibility (Lack of signatures)
- Financial Audit-003 Earmarking
- Financial Audit-004 Earmarking #2
- Financial Audit-005 Procurement

State Code

Financial Audit-001 Conflict of Interest (22 out of 27 members)

Financial Audit-002 Procurement Law- No formal written procurement policy

Leslie Roberts stated the CRWDB Staff has replied to the findings and has a plan.

2020 Management Letter

Leslie Roberts stated Cash Bank Reconciliations needed to be approved by someone else besides the preparer. She stated all of the financial audit concerns will get addressed on the executive letter.

- A motion was made to accept the audit as presented: Dr. George Lyons
- A motion was seconded by: Bruce Sobczak
- All in favor, no one opposed, motion carried

Chair Amanda Wilson stated that the Executive Committee would meet in the near future to discuss the audit findings in greater detail to address some of the repeated issues that were reported and to develop a corrective action plan.

b. Local & Strategic Plan- Sopenhia Pierce stated the open comment period is February 2021 and due to the state March 1, 2021. She stated five new goals were presented with objectives; Their mission- Workforce services to enhance substantiable careers, support local businesses, promote economic development vision, and to be the comprehensive human capital resource for business and job seekers. She stated their goal is to provide partnership to provide workforce service and resources.

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6. Board Meeting Reports

- a. Public Outreach- Michelle Rogers stated the committee had its first meeting of the year and will meet with Sopenia to discuss upcoming business outreach efforts with the Economic Development representatives in each locality.
- b. Eligible Training Provider- Recie Small stated we will meet in March 2021 and she is awaiting training provider applications to review.
- c. Business Service Committee- Bruce Sobczak stated we are working with policies and a business plan.
- d. Youth- Dr. George Lyons stated we need Board Committee members to join the committee.

7. Unfinished Business-

- a. Board Membership- Membership was discussed and the need to recruit new members from the business sector. The Board Certification must be submitted to the State. Nominations are still needed and should be forwarded to Shyan Jones.

8. New Business

- a. Workforce Wins- Kathy Anderson stated the Pharmacy Tech class started in January and eight students will go into training.

- b. Director Report- Sopenia Pierce stated they requested to the state for a Waiver for the One Stop.
 - It has been approved by Mr. Taratsas, however she is awaiting notification in writing. The One Stop Partners agreed to provide an addendum to the One Stop MOU to state their agreement and support to help with operations of the Centers until the new One Stop Operator was finalized. Partners signatures are still being finalized.
 - She stated they have a review team for the One-Stop certification. She is seeking volunteers for the Fiscal Planning Committee and the Strategic Planning Committee.
 - She stated the CRWDB Staff have been working on finishing the Corrective Action Plan for PY-19 and PY-20 is being processed.
 - The Procurement and Inventory policy was presented. Sopenia Pierce stated that the information had been provisionally approved by the Executive Committee for submission to the state. However, an official approval was needed. After review and questions by the Board members,
 - A motion was made to accept changes for approval made by: Bruce Sobczak
 - A motion seconded by: Marilyn Henderson
 - All in favor, no one opposed, motion carried

- c. Fiscal Planning Team- Sopenia Pierce asked for volunteers to serve on a financial planning team to prepare for this year's annual budget. She suggested that there be no more than five team members- one of which would be the Board Treasurer.

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d. Financial Report- Jerry Trovillion directed members to the reports provided in their packages and stated that this year's budget had a decrease of the administrative funds. He stated that there will be a follow up meeting with the state to discuss what he anticipated as an administrative shortfall.

f. Program Services-Recie Small stated the Youth Service Provider met their goal with 100% and in March they have interns from Virginia State University. The Workplace have served a total of 156 participants. For the sake of time, she would provide her report in writing after the meeting. The program providers were on the Zoom to provide additional information about their services.

Adjournment: 10:44 a.m.