

**CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Tuesday, June 6 2023**  
**2:00pm – VCW Prince George Center**

**1. Call To Order, Chair, Amanda Wilson 2:01pm**

Roll Call by: Tabitha Taylor

**2. Public Comment**

None at this time

**3. Approval of Agenda**

Natalie Slate made a motion to approve agenda  
Kathy Anderson seconded the motion  
All in favor, no one opposed, motion carried

**4. Approval of Minutes**

Natalie Meredith made a motion to approve minutes  
Sherrina Sewell seconded the motion  
All in favor, no one opposed, motion carried

**5. New Business & Staff Reports**

State of the Finances - Allocation PY23 -Finance Staff Preliminary numbers are correct  
Budget Planning– Several budgets are currently being developed by Board staff. This includes the annual Board operations budget, the IFA shared costs budget among Center partners. Operational One Stop Manager will be a separate contract with Eckerd. Moving forward, a different format reflecting Program Year money will be used instead of Fiscal year to better reflect actual financial standing.

Program Update - WIOA training program is excelling in the majority of the tri-cities

Business Services – Shared information regarding WEX and OJT. There were 15 participants and 45-50 individuals were helped; Shared progress in collaboration with the different initiatives; Responded to board member questions; .

General Business–

Board Certification: Every 2 years board certification must be re-certified it has been submitted to stay in compliance.

Officers: tabled until next meeting.

Annual Compliance Review - Title 1 Eckerd annual compliance review is tasks to VCCS that does the audits. will have the report prepared for the next meeting June 29th to show the issues has been fixed.

Title 1 program will update the referral system from paper to electronic online enrollment, In person information session will still be in place.

My OneFlow: Tabitha Taylor introduced the My OneFlow to the board to help with WIOA referrals and the flow of case management documentation.

Staff Addition: Hiring for a Business Services and Outreach Representative Part time.

## Workforce Needs & Wins

Partners shared updates regarding their organizations including new courses taking place, new initiatives, etc.

## **5. Closing Remarks**

Amanda Habansky made motion to adjourn

Kathy Anderson seconded the motion.

Meeting adjourned at 3:44pm.

*Attendees: Members- Amanda Habansky, Amanda Wilson, Benjamin Jarvela, Cara Macaleer, Charles Bullock, D Burke George, David Bogese, Diana Joyner, Erice Burns, John Brandt, Justin May, Justin Pope, Kathy Anderson, Keith Boswell, Matthew Baker, Natalie Meredith, Norris Stevenson, Robert Frashure, Sherrina Sewell, Stephanie Spencer, Yoti Jabri, Linda Gholston, Natalie Slate, Board Staff & Guests-Tabitha Taylor, Kurleen Patrick, Nadine Hall, Dennis Woodard*