

**CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD**

**Tuesday, October 10<sup>th</sup>, 2023**

**2:00pm – VCW Prince George Center**

1. Call To Order, Chair, Amanda Wilson 2:03pm

Roll Call by: Tabitha Taylor

2. Public Comment

No Comment

3. Approval of Agenda

Amanda Wilson motion to approve with addition of ETPL agenda item

Norris Stevenson seconded

All in favor, no one opposed, motion carried

4. Approval of Minutes

Keith Boswell motioned to approve

Benjamin Jarvela seconded

All in favor, no one opposed, motion carried

5. Introduction of Board Members

Justin Pope with Dominion Energy will be joining board

6. New Business and Staff Reports

A. State of the Finances

Finance Director, Jaime Poole provided details about PY23 balance sheet, discussed change of banks and asked the board if they have any suggested of banks (Blue Ridge, First Community, Community and Citizens). Also began discussion regarding possible credit line to help with month to month costs between IFA billing and State reimbursement delays, 501C3 pros and cons and Prince George County pros and cons on audits

**Funds Transfer**

To ensure continuation of programming/services for Adult population, proposal to move 100K to Adult from Dislocated Worker.

Benjamin Jarvela motion to approve

Norris Stevenson seconded

All in favor, none opposed, motion carried

B. Title 1 Program Update – Kurleen Patrick

**PY 22 Overview**

Information shared regarding PY22 final performance, summer work experience successes and other initiatives. Discussion of new initiatives for PY23.

### **ETPL Program Additions**

ETPL subcommittee met in August 2023 and preliminarily approved the following programs:

#### *Chester Career College*

Nurse Aide, Phlebotomy/EKG Technician, Massage Therapy, Surgical Technician, Medical Assistant and Pharmacy Technician

#### *CC Beauty LLC*

Nail Technician

Much discussion was had regarding pricing/cost for Chester Career College's programs. Board members requested that Kurleen get additional information from the college regarding potential wage, success/completion rate and other items prior to next meeting before an additional vote to permanently approve/deny the Medical Assistant program.

Motion to approve new programs, with an exception on the Medical Assistant.

Diana Joyner motion to approve

Cara Macaleer seconded

All in favor, no one opposed, motion carried

### C. General Business

#### **Center Certification**

Certification for the PG Center is finally complete and was recommended/accepted at the most recent State Board Meeting on 9/29.

#### **Emporia Center/Officers & Bylaws/Website Branding/My OneFlow**

More information to come on this in next meeting

#### **Policy Adoption**

Policy presented updating Priority of Service Policy.

Keith Boswell motioned to approve

Kathy Anderson seconded

All in favor, no one opposed, motion carried

### **Meeting Adjourned 3:58pm**

*Attendees: Members- Natalie Meredith, Amanda Wilson (Chair), Benjamin Jarvela, Cara Macaleer, David Bogese, Diana Joyner, Eric Burns, John Brandt, Kathy Anderson, Keith Boswell, Linda Gholson, Natalie Slate, Norris Stevenson, Sherrina Sewell  
Board Staff & Guests-Tabitha Taylor, Jaime Poole, Kurleen Patrick, Nadine Hall, Dennis Woodard*