

CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

Wednesday, November 13th, 2024

2:00pm – VCW Prince George Center

1. Call To Order, Chair, Amanda Wilson 2:06pm

Roll Call by: John Johnson

2. Public Comment

No Comment

3. Approval of Agenda

Amanda Habansky motioned to approve

Benjamin Jarvela seconded

All in favor, no one opposed, motion carried

4. Approval of Minutes

Jay Ellington motioned to approve

Keith Boswell seconded

All in favor, no one opposed, motion carried

5. New Business and Staff Reports

A. State of the Finances

Finance Director, Jaime Poole provided details about current financial standing.

No concerns or major issues of note.

B. Industry Focus: Career Exploration (VR)

Presentation by Operations Manager, John Johnson, on VR headsets through Transfr which engage youth/young adults with career exploration modules.

C. General Business

- **One Stop Operations**

Report from ProjectNow (contracted OSO provider) presented to the group. All agreed upon tasks were completed in a timely manner with no issues. Consideration brought forth for extension of contract (which was initially only 90 days). Discussion focused on term of extension as well as ability for either party to provide ample termination time.

Keith Boswell motioned to extend the contract through June 30, 2025 with the option to extend (Exec Committee can selected to extend without full board vote) 2 additional years. Contract extension will include a clause that either party can terminate at any time with at least a 120 notice.

Lenny Caballero seconded

All in favor, no one opposed, motion carried

- Annual Compliance Monitoring

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.

- Emporia Center Updates

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.

Jay Ellington motioned to move forward with lease for new Emporia affiliate Center with the terms discussed.

Keith Boswell seconded

All in favor, no one opposed, motion carried

- Vice Chair

Development of Executive Committee noted as a priority especially as a Vice Chair is currently needed. Formal nomination/votes will be forthcoming at next meeting in 2025.

- General Updates/Special Projects

Information shared regarding Regional Job Fair held Oct 4th

Information shared regarding Outstanding Partnership Award presented to Board staff by the Virginia Adult & Continuing Education Association

Copy of Impact Report was provided prior to the meeting to all members & gives a clear snapshot of the past program year's work.

D. Workforce Wins & Needs

Various updates shared from partners.

Meeting Adjourned 3:46pm

Attendees: Members- Amanda Wilson (Chair), Dennis Woodard (for E Burns), Erica Schwartz (for S Sewell), Yoti Jabri, Jay Ellington, Kathy Anderson, Keith Boswell, Linda Gholson, Natalie Meredith, Lenny Caballero, Bill Diauto, Amanda Habansky, Benjamin Jarvela, Justin Pope
Board Staff & Guests-Tabitha Taylor, Jaime Poole, Kurleen Patrick, Ziaria Billups