

**CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD**  
**Tuesday, December 6<sup>th</sup>, 2022**  
**1:00pm**

**1. Call To Order 1:03pm**

Roll Call by: Tabitha Taylor

**2. Public Comment**

None at this time

**3. Approval of Agenda**

*ED Tabitha Taylor noted 2 additional items added to the agenda, including Funds Transfer and Security Contract/Grant*

Kathy Anderson made a motion to approve agenda

Natalie Slate seconded the motion

All in favor, no one opposed, motion carried

**4. Approval of Minutes**

*Natalie Slate noted that the dates on the minutes and agenda from the previous month do not match. ED Tabitha Taylor shared that the discrepancy had been noted prior to the meeting and updates already made to the minutes.*

Kathy Anderson made a motion to approve agenda

Sherrina Sewell seconded the motion

All in favor, no one opposed, motion carried

**5. New Business & Staff Reports**

**A. Financial Overview**

Finance Director, Jaime Poole provided an update on state of the finances. She noted a large bank balance due to outstanding issues with the billing for current service provider, Eckerd. Total unpaid bill at \$144,000 however approximately \$130,000 is for the service provider and is being held in the account until invoicing is appropriate for reimbursement. Jaime noted that spending is "behind" in comparison to the previous year but is a direct result of the large deficit that the Board was actively trying to combat over the past year. Natalie Slate asked why the operational budget seemed to have a large amount spent over the last 60 days, Jaime shared that this was due to costs of the relocation of the PG office.

**B. General Business**

ETPL Approvals- Programs Coordinator, Kurleen Patrick presented 5 applications new ETPL programs. Each was reviewed and questions from board members answered. 4 of the 5 applications had already been given preliminary approval from the ETPL subcommittee and one was an application that had previously been put on hold due to no outcome information.

Norris Stevenson made a motion to approve the 5 program applications for the ETPL.

Karen Epps seconded the motion.

All in favor, no one opposed, motion carried.

One Stop Manager – ED shared that a hire had been made for the open OSO position. John Johnson was introduced and shared about his background. He also shared that he is still in a training period with the position but is focused on relationship development and ensuring that partners are collaborating and coordinating services.

Funds Transfer – ED spoke regarding the spending status of the Title 1 funds. It was reported that the service provider has gotten off to somewhat of a slow start with spending in regards to training. Amanda Wilson asked exactly how long had the provider been in place. ED Taylor noted that it was right at 5 months and that progress had been slow so an Action Plan had been requested and a meeting was held with Eckerd VP the previous week to review some concerns. It was noted during that meeting that approximately \$80,000 had been obligated for new training but had not yet been reflected invoicing, and this was a significant improvement.

The Monthly Expenditure Detail Report (MEDR) was also presented and shows that PY21 money is down to approximately \$25,000 for Adult funds. The DW funds remain around \$267,000 and ED proposed that the group authorize a request to transfer \$150,000 from DW to Adult as PY21 must be spent prior to June 30, 2023.

Sherrina Sewell made a motion for Board administrative staff to request a funds transfer in the amount of \$150,000 from Dislocated Worker funding to Adult funding for PY21 funds.

Natalie Slate seconded the motion

All in favor, no one opposed, motion carried

Security Contract/Grant – ED shared that security for the VCW Centers had been funded through a grant that began once Centers reopened after the COVID closures and that unfortunately the State has decided not to renew those grants. The partners could agree to share the cost of officers continuing in their positions and it would cost approximately \$100,000 per year for those services. Several partners spoke up and noted that their organizations would not be able to support such a cost. ED Taylor asked the group to share some ideas to help mitigate any potential safety/security issues that would be cost effective after the security officers were gone. Suggestions were made for panic buttons, additional developed relationships with local law enforcement, and walkie talkies for staff.

Local Plan Updates – ED Taylor presented elements of the Local Plan that were required for update per State request. These elements included significant economic changes as well as changes to the Combined State Plan goals as reflected in the Local Plan. All Board members present acknowledge that the updates to the Local Plan were presented and that the Plan will now be presented for public comment.

Rural Localities – ED Taylor shared that the Board continues efforts to ensure that services are being made available to individuals in every locality within the Region. Biweekly services continue in Surry County, this has been in place for over a year now.

Biweekly services have just begun in Sussex County and a meeting is set with Dinwiddie County to discuss the implementation of services there are well.

ED Tour – ED shared that as a part of the effort to connect with each locality for support and resources, she has begun to meet with County Board of Supervisors and City Council in each locality. One location has been completed so far with 2 more scheduled in the month of December.

Business Solutions Team – ED had provided the Business Services State policy to each Board member and reminded the group that implementation of a Business Solutions Team is a mandatory requirement for the Region. ED appealed to the group that it was necessary to have representation from several groups so that the Team could have an opportunity to consider all perspectives when moving forward with a plan for the area as it relates to business outreach and provision of services.

Grand Opening/Ribbon Cutting – ED Taylor reminded the group of the Grand Opening scheduled for January 5<sup>th</sup> at 9am. She also shared that she was in talks with the Governor's office to potentially have either the Governor or the Secretary of Labor attend to share some words and to hopefully have some positive media coverage. Board members shared that the Governor attended the opening of the previous location and that they hope he can attend.

Board Meeting Schedule 2023 – ED Taylor asked for group feedback regarding the scheduling of meetings for 2023. Members shared that they like consistent meetings, Tuesdays work well but that perhaps later in the day would work better so that work is not interrupted. 2pm-4pm was proposed for the first Tuesday bimonthly. ED Taylor stated that she would send out a calendar invite for recurring meetings so that it is on everyone's schedule as soon as possible. February 7<sup>th</sup> will be the next meeting date.

### **C. Workforce Needs & Wins**

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

## **5. Closing Remarks**

Norris Stevenson made motion to adjourn

Amanda Wilson seconded the motion.

Meeting adjourned at 2:53pm

*Attendees:*

*Members- Amanda Wilson, Norris Stevenson, Ursula Myhalsky, Natalie Slate, Kathy Anderson, Linda Gholston, Amanda Habansky, Jeff Stoke, Natalie Slate, Sherrina Sewell, Erice Burns, Dennis Woodard, Karen Epps*

*Board Staff & Guests-Tabitha Taylor, Nadine Hall, Kurleen Patrick, John Johnson*