

**Executive Committee of the Crater Regional Workforce Board Meeting**  
**Minutes**

**22 W. Washington Street, Petersburg, VA, 23803**  
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**Executive Committee Meeting**  
**April 24, 2018**

**Members Present:**

Chris Johnson  
Bruce Sobczak  
Pam Allen  
Dr. George Lyons

**Staff Present:**

Ryan Follett  
Jerry Trovillion  
Recie Small  
Brandon Moore

**Meeting Called:** 8:11am

**Roll Call by:** Recie Small

**Public Comment Address by:** Chris Johnson. Open and closed public comment due to no public present

**The Appointment of the Standing Committee Chairs**

- **The Standing Committee Chairs are a part of the Executive Committee**
- **The Executive Committee are Board members as follows:**
  - **The Chair**
  - **The Vice Chair**
  - **Secretary Treasurer**
  - **And Chairs of the four standing committees which are**

- **Public Outreach**
- **Business Service**
- **Training Provider**
- **Youth Services**
- **Bruce Sobczak is the Business Service Chair**
- **Dr. George Lyons is the Youth Service Chair**

**The current chair has to appoint a new chair to replace them**

- **Chris Johnson suggests appointing:**
  - **Dale Temple for Training Provider**
  - **Patsy for Public Outreach**

**Meeting dates for Executive Committee**

- **Two weeks prior to a CRWDB Meeting, the Executive Committee Meeting dates are as follows:**
  - **June 12, 2018 @ 8am**
  - **July 31, 2018 @ 8am**
  - **October 2, 2018 @ 8am**
  - **December 11, 2018 @ 10:30am**

**Update on Adult and Dislocated Worker Services & Youth Services & One Stop Operator by Ryan Follett & Recie Small**

- **April 30, 2018, Moving Forward Agency will not be extending their services**
- **Chris asks Ryan & Recie to be in contact with the City of Petersburg as a possible vender to provide Adult & Dislocated Worker services.**
- **Ryan has also been in contact with the Virginia Employment Commission as a provider for Adult and Dislocated Worker Services as well.**
- **Recie received technical support from the Virginia Community College System about utilizing case workers (one in Emporia & one in Petersburg) to avoid a loss of services in the Adult and Dislocated Worker Services**
- **This is an interim stop gap measure while simultaneously trying to procure a permanent Adult & Dislocated Worker Services.**
- **Draft contract has been sent to Pathways, awaiting feedback from them as well as, the city of Petersburg Procurement office.**
- **It is a six month contract, while simultaneously procuring a permanent Youth Service provider**
- **Ryan will provide CEOs & Board members with a list of local One-Stop Operators**

- **Motion for the Adult Dislocated Worker Services by Dr. Lyons and seconded by Pam Allen. All in favor, no one opposed.**

**Chris Johnson invites the Executive Committee and any other persons to the Virginia Community College Systems meeting located on 22 Union Street, Petersburg, VA, 23803 to review the monitoring report.**

**Employer of Record Policy by Ryan Follett:**

- **The policy is an internal policy that will put the Board in compliance with the Virginia Community College Systems monitoring findings.**
- **It's an internal guidance document to procure a future employer of record, it states the process that needs to be followed.**
- **Chris Johnson asks for a motion that the Executive Committee accept employer of record policy as written**
  - **Bruce Sobczak moves to accept the policy as written**
  - **Dr. George Lyons seconds that motion**
  - **All in favor, no one opposed**

**Branding Update**

**Ryan puts grant in by May 4<sup>th</sup> and in the process of procuring sign companies to provide the workforce center with proper signage.**

**Meeting Adjourned at 10:14am**