

Crater Regional Workforce Development Board

Chief Elected Officials (CEO)

22 West Washington Street

Petersburg, VA 23803

January 27, 2020

6:00 p.m. – 8:00 p.m.

Attendance

CEO Members Present:

Sam Parham-Petersburg

Greg Kochuba-Colonial Heights

Mary Person-Emporia

Judy Lyttle-Surry

Jasmine Gore-Hopewell

Brenda Ebron-Bonner-Dinwiddie

Pete Stith-Sussex

Donald Hunter-Prince George

CEO Members Absent:

Raymond Bryant, Greenville

Guest Attendees:

Dr. Mark Moore-Dinwiddie (Board of Supervisor)

Sharon Mattox-VEC

Marilyn Henderson-VEC

Chris Johnson-CRWDB Chair

Pam Allen-CRWDB Vice Chair

CEO Staff-Darnetta Tyus

CRWDB Staff Present:

Sophenia, Pierce - Executive Director

Recie Small, Operations Director

One Stop Operator: Shawn Nicholson

Call to order:

- a. Roll call by: Sam Parham

* Close Session- No close session

Public Comment Period

* Adoption of Agenda

- a. Peter Stith made a motion to approve the agenda.
- b. Donald Hunter seconded the motion.
- c. All in favor, no one opposed, motion carried.

* Approval of Minutes from November 25, 2019

- d. Peter Stith made a motion to approve the agenda
- e. Donald Hunter seconded the motion
- f. All in favor, no one opposed, motion carried.

Remarks from Chair - Mayor Parham welcomed everyone and asked for introductions.

1. Staff Reports by Darnetta Tyus, Deputy City Manager, City of Petersburg
 - a. **Review of Schedule of Agreements & Contracts** - Ms. Tyus stated her responsibility is to work with the CRWDB staff to keep them informed of the legal agreements that the CEO and CRWDB has in place. She provided the Schedule of the MOUs and contracts. Ms. Tyus stated the areas denoted in red represented documents that
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need verification, updating and/or fixing. For this period, the agreements that needed updating included:

- i. **CEO Consortium Agreement update:** Ms. Tyus stated two localities are still being completed. Emporia will be submitting their information soon and Prince George is working on their public hearing for their ordinance. Ms. Tyus stated at the next CEO meeting, the CEOs should be able to execute the agreement.
 - ii. **One Stop Contract:** Ms. Tyus stated the contract has been executed.
 - iii. **One Stop System Memorandum of Understanding & Infrastructure Funding (MOU & IFA)** Ms. Tyus shared that the MOU/IFA was completed and executed for region's Comprehensive and Affiliate One Stop Centers.
 - iv. **Crater Workforce Board and Chief Elected Officials MOU** was provided BY Board Staff. Ms. Tyus asked the CEOs to review and plan to execute it by June 30, 2020. Any changes or suggestions should get submitted by February 28th and the approval at the May, 2020 meeting.
 - v. **The Crater Planning District Commission Agreement** for the Board's Employer of Record was also presented for review and approval by June 30, 2020. Ms. Tyus explained that the agreement was for all Board Staff with the exception of the Executive Director who is payed by the City of Petersburg, but being reimbursed by federal funds appropriated to the CRWDB. This was established to ensure that she would receive her retirement benefits.
- b. **Forensic Audit:** Darnetta Tyus stated the audit was for the fiscal year of 2016 to 2018. Ms. Tyus stated their conclusion showed issues with policies and procedures but the board staff have approved many new policies in the recent years. Members asked for a list of findings from the forensic. Darnetta Tyus stated they will make information available before the next meeting.

2. Sopenhia Pierce, Executive Director CRWDB

- a. Financial Report: Sopenhia Pierce stated the financial report is shown for PY 19-20.
 - Program & Service Reports: Sopenhia Pierce stated the report aligns with the budget. She stated the Youth Service Provider, Pathways, had spent 40% of their budget with 59% remaining at the end of the second quarter.
 - Members asked questions on the performances of the Adult and Dislocated Worker Provider. Ms. Tyus shared that there have been several areas of concerns regarding the initial performance of The WorkPlace (TWP). She stated that she and the Executive Director have communicated with the Chief Operating Officer of TWP to address the concerns and have required that they give a response of how they will be correcting the areas of concerns. Concerns involved outreach and recruitment, enrollment and data management, invoicing, reporting, performance and credentialing, and staff hiring/retention.
 - Mrs. Tyus stated that she would have the CRWDB staff to review the activities of TWP for the next 30 days to ensure that corrective actions had been executed. At that point, appropriate recommendations would be made.

3. Shawn Nicholson, One Stop Operator

- a. Shawn Nicholson stated he was working with the various partners to hold informational sessions with the Petersburg Department of Social Services and we will be pairing the “Able Bodies” with our partners such as the Youth, Adult and Dislocated Workers and Virginia Employment Commission, etc.
- b. Shawn Nicholson stated that the Crater Career Works One Stops hosted a Job Fair with Goodwill and we had 125 people who attended with 25 employers and 28 job offers and 25 job applications done.

Old Business - NONE

New Business

- 1. **Meeting Calendar for 2020-** Samuel Parham and Chief Elected Officials agreed to change the proposed meeting in May 25, 2020 to June 1, 2020 due to the Memorial holiday.
 - a. A motion was made to approve the date change.
 - b. Motion was seconded.
 - c. All in favor, no one opposed, motion carried.
- 2. **Designation of Designees and Alternate-**This form was provided to each locality to provide a designee or alternate to attend the meetings in case the CEO is unable to attend the meeting. Sopenia asked that the form be completed and returned in two weeks
- 3. **Space for Sussex County-** Sopenia Pierce stated Sussex County has to do a public hearing for the area/space that the Crater Region will use to provide Adult/Dislocated Worker and Youth services. The lease is being reviewed by the attorney. She stated they are not charging for the use of space. She stated Sussex County Supervisors asked that the Board Staff will provide reports to understand their daily usage of their citizens.
- 4. **Conflict of Interest Disclosures-**Recie Small explained that it is time to complete the Annual Statement of Economic Interest form. She asked the members complete the form and return it along with the Designation of Designees and Alternate form in two weeks.
- 5. **The meeting was adjourned by Consensus.**

Approved By:

CEO Chair

Date