

# Crater Regional Workforce Development Board

## CEO Meeting -June 29, 2020

Meeting Location:

ZOOM and Petersburg Area Transit Building

**Minutes DRAFT**

---

### Attendance

(Individuals present in person are **BOLDED**)

#### **CEO Members Present:**

**Samual Parham-Petersburg**  
**Greg Kochuba-Colonial Heights**  
Mary Person-Emporia  
Judy Lyttle-Surry  
Jasmine Gore-Hopewell  
Brenda Ebron-Bonner-Dinwiddie  
Eric Fly-Sussex  
Donald Hunter-Prince George

#### **CEO Members Absent:**

Belinda Astrop, Greenville

#### **Guest Attendees:**

Marilyn Henderson-VEC  
Nestor Leon-The WorkPlace

#### **CRWDB**

**Chris Johnson-CRWDB Chair**

#### **Staff Present:**

**Sophenia, Pierce - Executive Director**  
**Recie Small, Operations Director**  
**Shyan Jones, Adm. Assistant**

**One Stop Operator:** Shawn Nicholson

#### **CEO Staff-Darnetta Tyus**

---

**1. Call to Order & Roll call:** 4:04 p.m. by Mayor Samuel Parham

**2. Close Session:** None at this time

**3. Public Comment:** None at this time

**4. Adoption of Agenda:**

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

**5. Approval of minutes**

- a. Judy Lyttle made a motion to approve the minutes
- b. Brenda Bonner seconded the motion
- c. All in favor, no one opposed, motion carried

**6. Remarks from Chair:**

- a. Mayor Samuel Parham gave thanks to everyone attending the meeting.

**7. Staff Reports by Darnetta K. Tyus, Deputy City Manager, City of Petersburg**

- a. Review of Schedule of Agreements & Contracts- Darnetta Tyus would like the Chief Elected Officials to give the Chair approval with no changes.
  - i. **Local Area Grant Recipient Agreement-** Mayor Gregory Kochuba asked if the Chief Elected Officials will have to review the document and take it to their localities for the City Council to review. Mayor Samuel Parham asked are there any localities that want to be the grant recipient? Mayor Gregory Kochuba asked what are the responsibilities of being the Grant Recipient?  
Mayor Samuel Parham response was the funding will be disbursed to the locality as a passthrough entity. In discussion, Colonial Heights and Hopewell Mayors will talk with their City Council to see if their interested in being the Grant Recipient.

Mayor Kochuba also asked Mayor Parham if he would like to continue to be chair to the Chief Elected Officials? Mayor Parham asked if anyone else was interested and if so, then please speak up.

Mayor Kochuba said he did not agree with waiting another year to decide if there should be changes to the grant recipient. Ms. Darnetta Tyus suggested, that the CEOs would agree to continue with the City of Petersburg serving as Grant Recipient to meet the state requirements and then come back to amend later if changes were necessary.

**CEO Consortium Agreement-** Darnetta stated that the Agreement has been approved by all of the localities and does not require review until 2025.

- ii. **CEO & CRWDB Agreement-** Darnetta Tyus stated we need the Chief Elected Officials and the Board approval before it could be executed.
- iii. **\*Employer of Record-** Darnetta stated that the Executive Director is not covered by the Crater Planning District Commission and this agreement will not include that position. Judy Lyttle asked the Chief Elected Officials if they all were okay with the Board signing of the CPDC's Employer of Record before approving?
  - Mayor Jasmine Gore made a motion to temporarily agree to approve until the Chief Elected Officials come back for revision.
  - Mayor Gregory Kochuba seconded the motion.
  - All In favor, no one opposed, motion carried.

**\*Approval of the Chief Elected Official Consortium Agreement**

  - Mayor Gregory Kochuba made a motion to approve the agreement
  - Mayor Jasmine Gore seconded the motion
  - All in favor, no one opposed, motion carried

**\*Grant Recipient**

  - Mayor Gregory Kochuba made a motion to approve the Grant Recipient with the terms that if another locality agreed to take responsibility on behalf of the Crater Region, based upon discussion with their respective local officials, the agreement would be changed.
  - Mayor Jasmine Gore seconded the motion.
  - All in favor, no one opposed, motion carried.
- iv. **\*Adult/Dislocated Worker Provider's Contract-** Being that action was required, it was decided to move the presentation up on the agenda for the Adult/DW Service Provider to help the officials to have sufficient information about their performance.

Recie Small stated she has regular meetings with the Adult Service Provider and they are working to put the numbers in the system. Recie Small stated according to the Virginia Workforce Connections (VaWC), as of June 29<sup>th</sup> that there were 128 active adult cases and 21 dislocated workers. She stated. altogether there are 226 participants in the system that include follow-ups.

Nester Leon, Vice President of Operations for The WorkPlace, provided a performance presentation to the CEOs and staff. He stated they had 15 new participants to apply during the COVID-19. He stated he meets with Recie Small and

Sophenia Pierce weekly virtually and he said they are seeking additional funding to hire another individual.

**\*Approve Contract for The Adult & Dislocated Worker**

- Mayor Gregory Kochuba made a motion to approve the Adult & Dislocated Worker Provider's contract renewal with The WorkPlace.
- Judy Lyttle seconded the motion.
- All in favor, no one opposed, motion carried.

- v. **Financial Audit** - Sophenia Pierce stated the RFP for the Financial Audit is out and it is due July 2, 2020. She said she has received 1 RFP response back. Mayor Gregory Kochuba asked what is the budget for the RFP and Sophenia pierce replied 45,000.

**2. Sophenia H. Pierce, Executive Director-CRWDB**

**a. Director's Report (Attachment)**

**-COVID-19 Reopening** – Sophenia Pierce stated the our region received additional funding from the Virginia Employment Commission to provide services under Wagner Peyser which included funds to support the hiring of extra staff to provide basic career service, job orders and assistance to businesses. This service is to help VEC whose current staff are primarily handling the increase Unemployment Claims.

**- Compliance Monitoring Report-** Sophenia Pierce shared that the Corrective Action Plan is due back to the Virginia Community College System by July 1, 2020. Ms. Darnetta Tyus provided an overview of where we were with completing responses but said that she had been working with staff to organize the responses in five categories to help to better explain the findings. The categories included: Governance, One Stop Operations, Forensic Audit, Procurement/Budgeting and Performance.

Mayor Gregory Kochuba stated in the future he suggests we have a way of displaying the findings with our responses before sending back to the state that can be reviewed easily by the CEOs. Darnetta Tyus stated we will send something to the CEOs by close of business on June 30, 2020.

Ms. Tyus stated she wanted to ask for an extension for submitting the PY 19 Corrective Action Plan to allow the CEOs to further review the document and formulate responses and asked if the Chief Elected Officials can approve making this request to the state.

- Mayor Gregory Kochuba made a motion to approve asking VCCS for and extension.
- Mayor Jasmine Gore seconded the motion
- All in favor, no one opposed, motion carried

**b. Financial Report (Attachments)** Sophenia Pierce referred the CEOs to the reports. There were no questions.

**3. Shawn Nicholson, One Stop Operator-** Virginia Career Works, Crater Region

Shawn Nicholson shared information about upcoming events planned.

He stated he will send out the reopening and hiring event flyer to all partners and staff. He stated our tentative date to open is July 6, 2020 in Petersburg from 8:30 a.m. – 12:30 p.m. He stated there are four employers that will be attending the hiring event.

**Unfinished Business**

**1. Designation of Designees and Alternate**

- Mayor Parham asked if all forms had been received. Ms. Small responded yes.

**2. Conflict of Interest Disclosures**

- Mayor Parham asked if all disclosures had been received and Recie Small said she would confirm that she had received all.

**3. \*Budget Approvals for PY 2020-2021**

- a. Mayor Gregory Kochuba made a motion to approve the 2020-2021 budget as presented by Ms. Pierce.
- b. Judy Lyttle seconded the motion.
- c. All in favor, no one opposed, motion carried.

**New Business**

- a. **Virtual Meetings-** Mayor Samuel Parham stated if there were no objections, we would continue to have virtual meetings. There were no objections.
- b. **CEO Updates & Remarks-** Mayor Samuel Parham wanted to thank the IT Staff from the City of Petersburg, Mr. Gary for assisting with the computer and putting the documents on the screen.
- c. **Next Meeting September 28, 2020-** Mayor Samuel Parham stated he will think about doing a special call meeting.

**Adjournment:** 6:08 p.m.

**Approved By:**

\_\_\_\_\_  
**CEO Chair**

\_\_\_\_\_  
**Date**