

**Crater Regional Workforce Development Board  
Executive Committee Meeting**

August 18, 2020  
9:00 a.m. – 11:00 a.m.  
Location: Zoom

**Attendance**

<p><b><u>Members Present:</u></b> Amanda Wilson, Interim Chair Bruce Sobczak Keith Boswell George Lyons</p>	<p><b><u>CRWDB Staff</u></b> Sophenia H. Pierce Recie Small Shyan Jones Jerry Trovillion</p>
<p><b><u>Members Absent</u></b></p>	<p><b><u>Other's Present</u></b> Mayor Jasmine Gore, CEO Chair Shawn Nicholson</p>

**1. Call to order: 9:04 a.m.**

- a. Roll call by Recie Small

**2. Public Comment:**

- a. None at this time

**3. Entering Closed Session: 9:07 a.m.**

A motion was made by Keith Boswell to enter into closed session, seconded by Bruce Sobczak and Motioned Carried that the Crater Regional Workforce Development Board Executive Committee would convene in closed session to discuss personnel issues pursuant to the exemption at 2.2-3711(A)(1) of the Code of Virginia.

**Exiting Closed Session:** It was moved that the Crater Regional Workforce Development Board Executive Committee reconvene in open session.

It was so moved and certified that the following occurred:

- Only public business matters lawfully exempted from open meeting requirements under this chapter, and
- Only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

**4. \*Approval of Agenda**

- Dr. George Lyons made a motion to approve the agenda
- Keith Boswell second the motion
- All in favor, no one opposed, motion carried

**5. \*Approval of Minutes 06/23/2020**

- Keith Boswell pointed out a correction that was made by Recie Small before approving. The correction was “6.b” to the correction of the spelling of the word “Workers”
- Bruce Sobczak made a motion to approve the minutes as amended
- Dr. George Lyons second the motion

All in favor, no one opposed, motion carried

**6. Opening Remarks -**

Amanda Wilson opened the meeting by sharing that she has agreed to serve the CRWDB and Executive Committee as the “acting chair” and facilitate the upcoming Board meeting scheduled for August 27<sup>th</sup>. She stated this would be temporary until someone else could be designated or elected to serve. Then she would continue to serve her term out as

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Secretary/Treasurer until June 30, 2021. She said that her goal moving forward would be to keep communications open among all of the Executive Committee members.

Mayor Jasmine Gore provided an update on the changes in leadership of the Chief Elected Officials and shared that the CEOs were looking forward to working more closely with the Board members. She shared briefly that the CEOs were asked by VCCS to review the Compliance findings and responses again to ensure that that they reflected what we wanted to submit. The state is willing to provide additional assistance to help our region to be compliant. One of the areas of concern that they wanted the area to revisit was the One Stop Procurement Process.

**7. Unfinished Business/Updates**

- a. **Officers, Elections and Membership Terms-** Amanda Wilson stated June 29, 2020 Pamela Allen resigned from Vice Chair for Workforce Board. She stated July 30,2020 Chris Johnson resigned as Chair for the Workforce Board. Amanda Wilson asked Recie Small if she can provide the board list to her so they can see who is eligible. Amanda Wilson asked how soon can Recie Small provide a list, Recie Small replied Close of Business on 08/18/2020.
- b. **Agreements and Contracts**
  - i. **CEO & Board Agreements-** Sopenia Pierce stated a Department of Social Services representative has been added to the Workforce Board as a required member. She stated the documents will need to go before the CEOs for the certification process.
  - ii. **Employer of Record-** Sopenia Pierce stated Chris Johnson signed the CRWDB.
  - iii. **Sussex Lease-** Sopenia Pierce stated the Service Providers will be on site working there as soon as Sussex County officials informs the Board Staff that the locality is operational.
  - iv. **Adult Dislocated Worker Contract-** Sopenia Pierce stated Nester Leon, Supervisor for the WorkPlace, gave a presentation of the Adult & Dislocated Worker's progress so far at the June CEO meeting and the CEOs voted to renew their contract for another year.
- c. **PY19 Annual Compliance Review-** Sopenia Pierce stated the staff submitted the responses July 22, 2020. She stated some responses needed updates due to the most recent organizational structure changes and we have until September 24, 2020. Sopenia Pierce stated the state wanted the Chief Elected Officials to review the already submitted responses again and provide a timeline for submitting final responses.

**8. Reports/ Updates**

- a. **Board Standing Committee Reports**
  - i. Public Outreach- None at this time
  - ii. Eligible Training Provider- None at this time
  - iii. Youth Standing- None at this time. Had to reschedule meeting by Dr. George Lyons.
  - iv. Business Service- Bruce Sobczak stated they lost Bill Carson with Rolls Royce and Irene Buskey from SRMC so they are looking to recruit for healthcare and manufacturing Services.
- b. **Executive Director's Updates-** Sopenia Pierce stated she had provided a certificate presentation to SPower for their \$5,000 donation. Sopenia Pierce stated we received additional funding for Wagner Peyser from the Virginia Employment Commission.

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- c. **Financial Reports** – Jerry Trovillion provided the financial report. He shared that there was not a lot of administrative funds available but we have leveraged resources from COVID-19 and Wagner Peyser funds.
- d. **Financial Audit**- Recie Small stated that the procurement process is coming to an end however she is unable to provide any information at this time. Everything should be finalized by the end of the month.
- e. **Program Services**- Recie Small stated The Adult & Dislocated Worker are doing on boarding and eligibility with participants by appointments on set days in the center as well as virtually. for appointments which are virtual for participants. The Youth Service Provider is currently out of the office however they are still providing services to participants. Participants are currently enrolled in summer employment and customer service training.
- f. **One-Stop Operator**- Shawn Nicholson provided an update that we were having bi-weekly virtual job fairs. Due to low participation, we have come back to the drawing board to determine a better strategy and time to host the job fairs. He also stated that the ABWAD (Able Body Working Adults without Disabilities) population is no longer required to be employed as that was the plan pre-COVID.  
Shawn also stated that he has been working with VGR, CraterWorks and Economic Developments in the different localities to assist the business needs and how we can help assist them with finding qualified employees.

**9. New Business & Updates**

**PY2020-2021**- Sopenhia Pierce informed the Committee that the state has sent the request for Performance Negotiations and that she would be working with staff to submit our negotiated goals. Recie explained the process taken by the state to decide the performance goals that service providers are expected to reach annually. In discussion, it was stated that we receive a report for the numbers in the system. Keith Boswell asked do we have 2018-2019 numbers and if so, can we provide them to him.

10. **Next Meeting**- Quarterly meeting of the CRWDB was announced as August 27<sup>th</sup>, 2020.

11. **Adjournment**: 11:42 a.m.

- a. Dr. George Lyons made a motion to adjourn the meeting
- b. Keith Boswell seconded the motion
- c. All in favor, no one opposed, motion carried

CRWDB Chair-Signature\_\_\_\_\_

Date:\_\_\_\_\_