

**Crater Regional Workforce Development Board (CRWDB)
Special Called CEO Meeting**

October 29, 2019
5:00 p.m.- 7:00 p.m.
Petersburg Public Library
201 W. Washington St
Petersburg, VA 23803

CEO Members

Samuel Parham- Petersburg
Greg Kochuba- Colonial Heights
Keith Blowe- Sussex County
Mary Person- Emporia County
Donald Hunter- Prince George County
Michael Drewry- Surry County

Staff Present

Recie Small- Operation Director
Shawn Nicholson- One- Stop Operator
Shyan Jones- Administrative Assistant
Sophenia Pierce- Executive Director
Darnetta Tyus- Deputy City Manager of Petersburg

Attorneys

Jay Paul- Boards Attorneys
Tyler Southall- Dinwiddie County

Guest

Marilyn Henderson- VEC Manager
Sharon Mattox- VEC District Manager
Natalie Slate- Greensville Economic Development

County Administrator

Kevin Massengill- Dinwiddie County

Board of Supervisor

Dr. Mark Moore- Dinwiddie County

1. **Call to order:** 5:02 p.m.
 - Roll call: Mayor Parham
2. **Public Comment:**
 - No public Comment
3. **Adoption of agenda**
 - a. Sophenia Pierce informed the Chair that Darnetta Tyus requested to add discussion of the One-Stop Operator - Contract Extension.
 - b. Keith Blowe made a motion to approve
 - c. Dr. Mark Moore seconded the motion
 - d. All in favor, no one opposed, motion carried
4. **Special meeting CEO agreement**
 - a. Sophenia Pierce referred the CEOs to the updated Draft CEO Consortium Agreement and chart of locality specific responses. Both documents were provided in their meeting packages. She then introduced the CRWDB's Attorney, Mr. Jay Paul, and asked that he facilitate the review of the responses from the localities in each county and share his responses.
 - b. Attorney Jay Paul referred the CEOs to a memorandum dated October 20, 2019, that was sent to Sophenia Pierce that was a follow up to a conference

- call with Darnetta Tyus regarding questions and comments which had arisen regarding the Draft CEO Consortium Agreement.
- c. The main areas of discussion were:
 - 1) Paragraph D of the Recitals section the correct code section is 107(c)(1)(B)(i).
 - 2) Is there legal authority for mandating that a Chief Elected Officials Consortium needs to be created?
 - 3) Designation of a fiscal agent under the WIOA funds.
 - d. There were questions about whether it was legal for the CRWDB to serve as its own fiscal agent and what the process included. Recie Small stated Jerry Trovillion sends a reimbursement to the state and then the state cuts a check directly to the CRWDB. Darnetta Tyus stated she will ensure that that CEOs are provided with more detailed budget and finance reports in future meetings.
 - e. Michael Drewry stated he would like more explanation in regards to the fiscal agent.
 - f. Keith Blowe asked for a template draft of the ordinance from Jay Paul.
 - g. Dr. Mark Moore wants to know how are lives being touched in the different localities. He shared that Dinwiddie appreciated having the new Executive Director, Sopenia Pierce, and the One Stop Operator, Shawn Nicholson, to come to their recent local Board of Supervisor's meeting in which they presented a detailed update on the regional workforce development efforts. Dr. Moore suggested it should become an annual event of the CRWDB letting the CEOs know of the ways their respective localities have been served by having staff come to all of the local governing body meetings periodically throughout the year. Darnetta Tyus reemphasized that this would be good; however, encouraged all members to work towards having consistent attendance at CEO Consortium meetings because that is first and foremost where real time information is being presented to the officials and then disseminated to their localities.
 - h. Michael Drewry stated he would like to know how much funds does Surry County have allocated. Jay Paul explained how each locality has been ceased and clarification is needed on the agreement on page 10 number four.
 - i. In discussion, it was stated the CEO agreement will, hopefully, get approved at the CEO meeting on November 25, 2019.
 - j. Tyler Southall stated Dinwiddie County will need 60 days or maybe less to get the ordinance approved.
 - k. Darnetta Tyus requested that all localities work to have everything completed by the end of December which includes their public hearings done and ordinances finalized. All signed documents will be needed in December as well to present for the January CEO meeting. Jay Paul stated he will send out an ordinance with the clean page as soon as possible.

5. Adjournment: 6:06 p.m.

Approved:

CEO Chair

Date