

**Crater Regional Workforce
Development Board Meeting Minutes**

January 17, 2019
Hopewell Community Center
100 W. City Point Road
Hopewell, VA 23860
8:30am-10:30am

Board Members Present:

Bill Mullins
Keith Boswell
George Lyons
Michael Drewry
Amanda Wilson
Toni Archer
Shelia Smith
Karen T. Epps
Kathy Anderson
Elizabeth Creamer
Carly Woolfolk
Bruce Sobczak
Earnest Greene
Chris Johnson
Amanda Wilson
Ramon Puzon

Staff Present:

Ryan Follett
Jerry Trovillion
Recie Small
Brandon Moore

Public:

Sherry Pearson
Norris Stevenson
Yoti Jabri

1. **Call to Order** by Chris Johnson at 8:36am
 - a. Roll Call by Recie Small.
2. **Public Comment:** No public comment.
3. **Approval of Agenda**
 - a. Motion made to approve the agenda by Karen T. Epps.
 - b. Motion seconded by Shelia Smith.
 - c. All in favor, no one opposed, motion carries.
4. **Approval of October 18, 2018 Board Meeting Minutes**
 - a. Add on to Page 3, #20, which Shelia Smith motioned to adjourning the meeting and the seconded was unanimous.
 - b. Motion made to add Shelia Smith's motion to adjourn the meeting in the minutes and the second motion was unanimous by Toni Archer.
 - c. Motion seconded by Kathy Anderson.
 - d. All in favor, no one opposed, motion carries.
5. **Amendment of Board By-Laws**
 - a. Item B, Page seven under "Public Meetings", will be removed from the By-Laws.
 - i. Toni Archer: For example, when the Board makes an agreement or contract, why is the fiscal grant holder, Petersburg City, signing the contract? Because when the service provider was selected I don't remember the Board signing the contract.
 - ii. Ryan: I wrote up the contract and signed it, but will make a connection with the CEOs and the Board by sending minutes from the CEOs meetings to Board members and sending minutes from Board meetings to CEOs.
 - iii. Chris Johnson: The next CEOs meeting is at the Petersburg Library January 28, 2019 at 6:00pm and Board members are welcomed to come.
 - b. Motion made to remove item B on page seven, under "Public Meetings" by Toni Archer
 - c. Motion seconded by Karen Epps.
 - d. All in favor, no one opposed, motion carries.
6. **Board-Chief Elected Officials Agreement**
 - a. Motion made to accept agreement as is by Karen Epps.
 - b. Motion seconded by Amanda Wilson.
 - c. All in favor, no one opposed, motion carries.
7. **Conflict of Interest Policy**
 - a. Motion made to accept the conflict of interest policy as is by Amanda Wilson.
 - b. Motion seconded by Keith Boswell.
 - c. All in favor, no one opposed, motion carries.
8. **Annual Disclosure Statement of Economic Interests**
 - a. Toni Archer: Is this disclosure in conflict with the state's disclosure?
 - b. The Board agreed to fill out the forms and for those that filled out a state disclosure statement of economic interests can write "Already Submitted."
9. **Priority of Service Policy**
 - a. Motion made to accept Priority of Service Policy as is by Toni Archer.

- b. Motion seconded by Kathy Anderson.
- c. All in favor, no one opposed, motion carries.

10. Individual Training Account Policy

- a. Motion made to accept Individual Training Account Policy as is by Shelia Smith
- b. Motion seconded by Bruce Sobczak.
- c. All in favor, no one opposed, motion carries.

11. Customized Training Policy

- a. Motion made to accept Customized Training Policy by Kathy Anderson.
- b. Motion seconded by Bill Mullins.
- c. All in favor, no one opposed, motion carries.

12. Youth Incentive Policy

- a. Motion made to accept Youth Incentive Policy as is by Dr. George Lyons.
- b. Motion seconded by Earnest Greene.
- c. All in favor, no one opposed, motion carries.

13. Case Management Notes Update and Review Policy

- a. Toni Archer: Are we, as board members, going into the VOSS system to check?
- b. Recie Small: I'm the one that will go into the VOSS and checking.
- c. Motion made to accept Case Management Notes as is by Toni Archer.
- d. Motion seconded by Dr. George Lyons.
- e. All in favor, no one opposed, motion carries.

14. Board Committee Reports

- a. Recie Small (Eligible Training Provider)
 - i. The Eligible Training Provider Committee met January 8, 219.
 - ii. Discussed the performance measures and a recommendation for EMT class with CCWA.
 - iii. Motion made to add the recommended classes to the Eligible Training Provider list by Toni Archer.
 - iv. Motion seconded by Dr. George Lyons.
- b. Bruce Sobczak (Business Services Committee)
 - i. Next meeting is January 24, 2019.
 - ii. The committee is in place and looking to put into play value proposition.

15. Forensic Audit Update by Shawn Nicholson

- a. Earnest Young will be conducting the audit. There was something submitted to the state but required additional revisions and have until Tuesday January 22, 2019.

16. One-Stop Operation Updates by Chris Johnson

- a. There was a close session at the last board meeting, but wanted to let everyone know. that Ryan and Shawn have worked out the responsibilities among one another and are still ironing out the details.

17. Meeting adjourned at 10:28am

- a. Motion made to adjourn meeting by Earnest Greene.
- b. Motion seconded by Bill Mullins.

CRATER REGIONAL WORKFORCE DEVELOPMENT BOARD

Board Meeting

March 21, 2019

Tabernacle Community Life Center

444 Halifax St

Petersburg, VA 23236

8:30 a.m. - 10:30 a.m.

AGENDA

1. **Call to order** Chris Johnson
 - a. Roll Call
2. **Public comment** Chris Johnson
3. ***Approval of Agenda** Chris Johnson
4. ***Approval of January 17, 2019 Meeting Minutes** Chris Johnson
5. **Local Strategic Plan Update** Ryan Follett
6. **Board Committee Reports**
 - a. Eligible Training Provider -Pam Allen
 - *1. Recommendations for approval
 - b. Public Outreach Committee – Keith Boswell
 - c. Business Service Committee- Bruce Sobczak
7. **"Workforce Wins"**
8. **CRWDB Staff Reports**
 - a. Board Member questions/comments
9. ***Adjourn**

If you are interested in hosting one of the scheduled board meetings please contact the CRWDB office via phone 804.732.7053 or email admin@craterworkforce.org

***Denotes action needed**

**Crater Regional Workforce Development Board
Program Revenue & Expenditure Financial Report
As of February 28, 2019**

Notice of Obligation Revenue Sources	Annual Award	Last Year's Expenditures	Current Year's Expenditures	Eligible for Reimbursement
WIOA Programs PY 17 (Expires June 30, 2019)	July 2017-June 2018	07/1/17 - 06/30/18	07/01/18 - 06/30/19	at February 28, 2019
Adm	132,823.30	36,292.06	96,531.24	0.00
Adult	432,759.60	116,303.21	246,212.43	70,243.96
DLW	330,360.30	0.00	153,888.43	176,471.87
Youth	432,289.80	0.00	192,141.58	240,148.22
Total	\$1,328,233.00	\$152,595.27	\$688,773.68	\$486,864.05
WIOA Programs PY 18 (Expires June 30, 2020)	July 2018-June 2019		07/01/18 - 06/30/19	
Adm	124,529.40		22,606.36	101,923.04
Adult	421,084.80		0.00	421,084.80
DLW	297,786.60		0.00	297,786.60
Youth	401,893.20		0.00	401,893.20
Total	\$1,245,294.00		\$22,606.36	\$1,222,687.64
Other Programs			07/01/18 - 06/30/19	
LWDA Brand Transition Plan	16,699.00		13,132.45	3,566.55
Total	\$16,699.00		\$13,132.45	\$3,566.55
Grand Total	\$2,590,226.00	\$152,595.27	\$724,512.49	\$1,713,118.24

Program Years run July 1, 20XX to June 30, 20XX+1; the Board has two years to spend the money (July 1, 20XX to June 30, 20XX+2)
Dollars are spent on a first in, first out basis (PYXX funds are spent before PYXX+1 funds are spent)
All funds are held at the State level (Virginia Community College System (VCCS)). The Board requests reimbursement monthly.
Unspent funds at June 30, 20XX+2 remain with VCCS.

Crater Regional Workforce Development Board
Executive Committee Meeting
March 12, 2019

Director's Report
Submitted by: Ryan Follett

1. Expenditure of Program-Year 2017 Funding

Any Program Year (PY) 2017 funds remaining after 6/30/19 will be rescinded by the state. We have made notable progress with expending the Adult Services PY17 funds. As of the end of January, service trends indicate we will spend all of PY17 Adult funds prior to 6/30. We will likely not spend all of the PY17 Dislocated Worker funds. As discussed in the past, Youth Services funds are the most significantly under-spent. We are working closely with the Youth Services Provider to increase enrollment and use of Youth funds. For example: there are two large-scale "work readiness" trainings planned for next month and, we will be amending the current Youth Services Contract to provide for an additional case manager. Updated expenditures (through February, 2019) will be available at the Board meeting.

2. Requests for Proposals (RFP)

RFPs for the Adult/Dislocated Worker Services Provider and One-Stop Operator have been posted in preparation for the early Summer, 2019, termination of both current contracts. These RFPs are standard procurements. Once new contracts are executed, CRWDB will have no emergency-procurement based service providers.

In an effort to increase service provision going forward, the new Adult/Dislocated Worker contract will include more case management staff and will require them to travel throughout the Crater Region to serve customers closer to their homes.

3. Adult/Dislocated Worker and Youth Program Staff - Emporia

The move of the Adult/Dislocated Worker and Youth staff into the same suite with the other service providers is complete. This move will improve access for customers; facilitate stronger partnerships, and improve visibility of the Board's programs.

4. Center Certification

The Petersburg Center is now fully certified as the Region's Comprehensive One-Stop. The Emporia Center has received probationary certification as an Affiliate One-Stop. There are minor accessibility issues that must be resolved in order for Emporia to be a fully certified affiliate location. I am currently working with the Virginia Employment Commission and Greensville Co. staff to make those corrections.

5. Annual Statements of Economic Interests

We have received 31 of the 36 required statements. I am working with the remaining 5 members to complete the process.

6. New Center Partner - Petersburg

Job Assistance Center, Inc. (JAC) received a grant to provide employment services to persons receiving social-services supports. We have entered into an agreement with JAC to rent an office within the Petersburg Center to provide this service in the northern end of the region for 17 months. This will increase available services and offset some of the Centers' operating costs.

March 21, 2019

The Crater Regional Workforce Development Board (CRWDB) collaborates with a wide variety of individuals, businesses, and organizations throughout the Commonwealth's Central region. Appointed by the chief elected officials in the cities of Colonial Heights, Hopewell, Petersburg, Emporia and the counties of Prince George, Dinwiddie, Sussex, Surry, Greensville, to promote effective relationships between the workforce development system, economic development, education, and community partners in order to strategically address the talent needs of local employers in Local Workforce Area XV.

The Local Workforce Development Plan for the Crater Region is the result of months of industry research, resource review, and partner collaboration. CRWDB views the Local Plan as a living document that will change as new workforce needs are identified and, while relatively technical in nature, it is the primary governing document for CRWDB strategies and activities.

Initial development was based on guidance from the United States Department of Labor and the Virginia Community College System. Financed through the Department of Labor and codified in the Workforce Innovation and Opportunity Act of 2014, the four-year Local Plan supports the State of Virginia's vision and strategic goals and is updated every two years.

On Behalf of the CRWDB Executive Committee,

Chris Johnson, Chair CRWDB

Pam Allen, Vice-Chair CRWDB

Amanda Wilson, Secretary/Treasurer CRWDB

Bruce Sobczak, Chair, Business Service Committee

George Lyons, Chair, Youth Standing Committee

Keith Boswell, Chair, Public Outreach Committee