

**Crater Regional Workforce Development Board (CRWDB) - Area 15  
CRWDB Board Meeting (Special Call)  
Meeting Minutes**

Date: October 15, 2020  
Time: 8:30 a.m.- 10:30 a.m.  
Location: Zoom

**Attendance**

<b><u>Members Present:</u></b>		<b><u>Guest Attendees:</u></b>	
Amanda Wilson	Elizabeth Creamer	Judy Lyttle	Carol Adams
Bruce Sobczak	Karen Epps	Michelle Rogers	Sharon Mattox
Dr. George Lyons	Patty Peterson	Angela Sheridan	Shion Fenty
Keith Boswell	Ursula Myhalsky	Doug Lewis	Martina Bullock
Sherrina Sewell	Marilyn Henderson	Jay Paul	Diamond Lewis
Carly Woolfolk		Iman LaBorde	Chris Johnson
		Juanita Epps	
		<b><u>One Stop Operator/ Center Manager</u></b>	
		Davena Reynolds	
<b><u>Absent</u></b>		<b><u>CRWDB Staff Present:</u></b>	
Ramon Puzon	Dale Temple	Sophenia, Pierce	Recie Small
Earnest Greene	Joyce Booker	Shyan Jones	Jerry Trovillion
Shelia Smith			

1. **Call to order:** 8:32 a.m.
  - a. Roll call by: Recie Small
2. **Public Comment**
  - a. No Comments at this time
3. **Closed Session** – None at this time
4. **Approval of Agenda**
  - a. Motion to adopt the agenda made by: Karen Epps
  - b. Motion seconded by: Kathy Anderson
  - c. All in favor, no one opposed, motion carried
5. **Opening Remarks**
  - a. Amanda Wilson stated the Board will need to address compliances with policies and procedures.
6. **Presentation from the Youth Service Provider**
  - a. The POWER Program staff gave a presentation of their PY 19 - 20 services and accomplishments. They shared success stories to include one of their high school graduates received a scholarship to ODU University. They stated 14 participants completed the financial literacy education program.
  - b. Amanda Wilson asked the Youth Service Provider do they have record keeping updated and Angela Sheridan stated yes, they are keeping record and working with Recie Small and the state making sure the numbers in the VAWC system are correct.
  - c. Elizabeth Creamer asked about their performance metrics. Angela Sheridan asked Recie Small if she has it available and Recie Small stated she will send it to the

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committee. Kathy Anderson asked did they have an enrollment target and Angela Sheridan stated yes but due to COVID-19 they fell short with enrollment.

- Dr. Lyons made a motion to recommend to the Chief Elected Officials that the youth contract for Pathways would be renewed for last year of the contract.
- Keith Boswell Seconded the recommendation.
- All in favor, no one opposed, motion carried.

**7. Board Committee Reports**

- a. Business Service-** Bruce Sobczak stated they have a Business Solution Team formed which consist of Shawn Nicholson, Recie Small, Wes Smith (Community College Workforce Alliance), Linda Hogan (Rolls Royce) and Mark Brickey (Virginia Employment Commission). Bruce Sobczak stated the Team had several meetings over the last few weeks to assist Rolls Royce with their Crosspointe Facility Closure in Prince George County that is scheduled for June 2021. The team is helping with the employee transition plans that includes identifying training opportunities. He stated a training list was created by the BST. He said October 19 and 26 will be the dates that the CRWDB Staff and WIOA Adult Dislocated Provider will go onsite at Rolls Royce to register employees in the Virginia Workforce Connections and give information on training and other benefits.

Sophenia Pierce stated that the policies and procedures for the Business Services has been updated.

- b. Public Outreach-** Sophenia Pierce stated the committee had not met recently but staff and board members have dispersed information for upcoming events to the public. Keith Boswell agreed to resume as the chair with assistance from Michelle Rogers who works as the Workforce Director at the Virginia Gateway Region. They are planning a meeting in the next week.
- c. Eligible Training Provider-** Recie Small stated there were three training provider applications submitted. Professional Health Services submitted a recertification application for two classes and addition of two new classes. A current provider SMN Square submitted an application to add new classes. Professional Training LLC submitted an application to become a training provider. After reviewing the applications and seeking technical assistance from the state the committee made the following recommendations.

**Approval-** Professional Health Services recertification for Personal Care Aide and Medication Management. Approval for new class Certified Phlebotomy Tech

**Denial-**Professional Health Services addition of First Aide/CPR/AED as this class can not be a stand alone class.

**Denial-** Professional Training LLC for Pro Tools Training

**Denial –** SMN Square for the addition of the following classes Babysitting Training, First Aide/CPR/AED. Disaster Behavioral Health Education

- Motion to accept recommendation by; Marilyn Henderson
- Seconded recommendation by: Elizabeth Creamer
- All in favor, no one opposed, motion carried

- d. Youth Service Provider-** Committee information was shared during the presentation section noted in Section 6.

- 8. Unfinished Business-** Amanda Wilson stated she is willing to serve as the interim chair to the CRWDB until June 30, 2021. She announced Karen Aylward gave her resignation back

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in September. She stated that Bruce Sobczak has agreed to volunteer to serve as the Vice Chair until June 30, 2021.

- Motion was made and seconded to accept Bruce Sobczak as the Vice President
- Bruce Sobczak abstained. All other voted in favor. Motion carried.

Nomination Committee- Amanda asked who were the members of the committee. Recie responded the members are Keith Boswell, Karen Epps, Bruce Sobczak and Elizabeth Creamer. Sopenia Pierce stated that the CEOs have advised that they would like assistance to find business members. Elizabeth Creamer volunteered to be the chair of the committee so that they proceed to move forward.

**9. New Business-** Sopenia Pierce presented policies addressed in the PY 19 Compliance Review that needed Corrective Actions. There were four existing policies that required updates and the development of two new policies. All needed Board approval. Staff presented an overview of each policy using two charts that stated the findings and specific reason for the updates and creation.

**Updated Policies included:**

- Eligible Training Provider Policy
- Work Experience Policy
- Priority of Services
- WIOA Confidentiality Policy

**New Policies included:**

- Budgetary Control Policy
- Business Services Policy

Amanda asked for a motion to accept the policies as presented.

- Motion to accept the updated and new policies was made by Keith Boswell
- Seconded motion was by Sherrina Sewell
- All in favor, no one opposed, motion carried

**Announcements:**

Sopenia Pierce stated there is a Virtual Open House on October 20, 2020.

Amanda Wilson stated there is a Director's Training with the scheduled for October 16, 2020.

**10. Adjournment:** 10:02 a.m.