

**Crater Regional Workforce Development Board  
Chief Elected Official's (CEO) Meeting -August 13,2020**

Meeting Location:

ZOOM

**Minutes DRAFT**

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**Attendance**

**CEO Members Present:**

Howard Myers (Alternate)-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  
Belinda Astrop-Greenville

**Guest Attendees:**

George Taratsas-VCCS  
Bruce Sobczak- CRWDB Bd. Member  
Keith Boswell- CRWDB Bd. Member  
Jay Paul-CRWDB Board Atty

**CRWDB**

Staff Present:

Sophenia, Pierce - Executive Director  
Recie Small, Operations Director

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- 1. Call to Order & Roll call:** Meeting called to order at 5:35
  - 2. Opening Remarks-**Designation of Interim Chair for Meeting
    - a. Judy Lyttle made a motion to appoint Jasmine Gore as the Interim Chair for the meeting.
    - b. Greg Kochuba seconded the motion
    - c. All in favor, no one opposed, motion carried
  - 3. Close Session:** None at this time
    - a. Judy Lyttle made a motion to move forward to bypass closed session
    - b. Brenda Bonner seconded the motion
    - c. All in favor, no one opposed, motion carried by consensus
  - 4. Public Comment:** None at this time
  - 5. Adoption of Agenda:**
    - a. Greg Kochuba made a motion to approve the agenda
    - b. Eric Fly seconded the motion
    - c. All in favor, no one opposed, motion carried by consensus
  - 6. Approval of minutes (June 29, 2020, July 15, 2020 and July 30, 2020)**
    - a. Greg Kochuba made a motion to approve the minutes
    - b. Howard Meyers seconded the motion
    - c. All in favor, no one opposed, motion carried by consensus
  - 7. Unfinished Business:**
    - a. **Resignations-**The resignations of Mayor Sam Parham as CEO Chair, Chris Johnson CRWDB Chair and board member and Pam Allen CRWDB Vice-Chair and board member were provided to the Consortium.
      1. Greg Kochuba made a motion to accept the resignations.
      2. Brenda Bonner seconded the motion.
      3. All in favor, no one opposed, motion carried by consensus
    - b. **Brief Review of:**

- **CEO Consortium Agreement**-Mayor Gore requested that the CEO Consortium Agreement be placed on the screen as she deferred to Mr. George Taratsas, WIOA Administrator with the Virginia Community College System. She noted that Mr. Taratsas would be referring to the document when he discussed compliance concerns. Mr. Taratsas explained the purpose of the Consortium Agreement as well as the CEO and Board Agreements and elaborated they the documents were crucial to the functioning of our workforce system.
- **CEO Board Agreement** - Mayor Gore shared that the CEO Board agreement had not been signed due to it needing to be reviewed by the CRWDB at the scheduled August 27, 2020 meeting.
- **Organizational Chart**- Two separate organizational charts were presented to the Consortium. The chart submitted to VCCS was the updated chart viewed at the July 14<sup>th</sup> CEO meeting. The chart added the One-Stop Operator reporting under the CEOs. The Executive Director job description was changed to have the position to report to the CEO Consortium Staff Designee. Sopenhia Pierce stated that the Executive Director’s position should align with the organizational chart, job description and the CEO-Board Agreement.

Mayor Kochuba asked does the One-Stop Operator report to the Executive Director in other workforce areas? George Taratsas responded that in other areas the One-Stop Operator reports to the Executive Director.

- **Executive Director’s Job Description**-Ms. Pierce stated that in the current job description the Executive Director reports to the CEO Consortium and there was a Staff Designee. The question was asked who will the Executive Director report to/contact on a weekly basis.
  1. Greg Kochuba made a motion that the Executive Director reports to the CEO Board specifically the Chair and Vice-Chair
  2. Brenda Bonner seconded the motion
  3. A roll call vote was conducted.

<b>CEO Member</b>	<b>Vote</b>
Jasmine Gore	Yes
Greg Kochuba	Yes
Percy Ashcraft	Yes
Eric Fly	Yes
Howard Myers	Yes
Brenda Bonner	Yes
Judy Lyttle	Yes

4. Motion carried

- b. **Employer of Record for Executive Director**- Mayor Gore stated that after researching the options for the Employer of Record (EOR) for the Executive Director, the option would be for a long-term commitment and not a temporary EOR. Regarding the concern of Ms. Pierce’s VRS account, she would not lose the account. However, she would be considered a deferred employee.

Greg Kochuba stated that it is the best option for the Executive Director to be placed with the Crater Planning District Commission as the localities are changing frequently due to the elections.

George Taratsas provided input that an Executive Director can be employed by a city. Percy Ashcraft asked about the accountability of Performance Evaluation of the Executive Director.

George Taratsas stated that the Performance Evaluation can be established in the CEO Board Agreement. Everything can be drafted in that agreement.

1. Greg Kochuba made a motion that the Employer of Record for the Executive Director be Crater Planning District Commission and the effective date be retroactive to July 31, 2020 but if not possible August 10, 2020.
2. Brenda Bonner seconded the motion
3. A roll call vote was conducted

CEO Member	Vote
Jasmine Gore	Yes
Greg Kochuba	Yes
Brenda Bonner	Yes
Judy Lyttle	Yes
Percy Ashcraft	Yes
Eric Fly	Yes
Howard Myers	Yes

4. Motion carried

Jasmine Gore asked Recie Small to communicate with Crater Planning District Commission and copy her on the email.

### **New Business**

a. **VCCS Compliance Responses-** George Taratsas spoke on the compliance report that was recently submitted to VCCS. An area that is of great concern is the One-Stop Operator procurement process and contract extensions.

Jasmine stated that due to the Compliance Report findings and concerns, a requirement for a new RFP is warranted. The process for a new RFP going out is being looked into. She also stated that there is a possibility of disallowed cost associated with the One-Stop Operator contract. The original contract was extended when the contract stated that it should not have been.

Howard Myers stated that this matter needed to be addressed immediately.

Mr. Taratsas stated that he would give the Crater Region an extension provided a timeline was given to address this matter.

Councilman Myers asked if he could be provided a copy of all correspondences to the CEOs moving forward. Mayor Gore stated that yes and all CEO members can share the information with their Boards or City Councils. Mr. Taratsas stated that this document is public record and can be obtained.

b. **Reporting Frequency-** Ms. Pierce asked the board how often would they like to see reports from her. Would they want them quarterly, monthly or weekly.

Percy Ashcraft asked that Ms. Pierce would work on increasing communication with the local Economic Development representatives.

1. Greg Kochuba made a motion that the Executive Director will submit weekly reports until the September meeting.
2. Howard Myers seconded the motion
3. Motion carried

**c. Discussion of Next Steps-**

**CEOs Review Grant Recipient Agreement**-Each locality has a copy of the grant agreement and those that are interested have taken to their respective localities for review and consideration

**September Meeting**-We will confirm who will be the current fiscal year's Grant Recipient.

**CEO By-laws**-Ms. Pierce stated that at this time the CEOs do not have By-laws. However, she has done research from other localities to help develop By-laws for the region.

George Taratsas stated that the By-laws would cover the resignations and how to address them.

**Schedule meeting with VCCS to brief CEOs** on Compliance Audit and offer next steps would be planned.

**Set date for Strategic Planning Session/Training** -George Taratsas stated that initial communication from VCCS would be vital. Sophenia Pierce stated that she would like to have a meeting/orientation with the CEO Chair, Board Chair and state leaders of the various programs. Mr. Taratsas stated to start reaching out to the Economic Development and City Managers.

**Set date for Virtual Town Hall and Locality Targeting**-Jasmine Gore stated that she spoke with Ms. Pierce in regards to having a Virtual Town Hall and are looking for dates. Howard Myers stated that the Town Hall needs to be regional. Percy Ashcraft stated that this is a step in the right direction and looked forward to it. Mr. Ashcraft also offered staff to assist with the Town Hall.

1. Greg Kochuba made a motion to move forward with the Virtual Town Hall
2. Howard Myers seconded the motion
3. Motion Carried

**Appoints CEO Chair**

1. Howard Myers made a motion to appoint Jasmine Gore as the CEO Chair.
2. Brenda Bonner seconded the motion
3. All in favor, no opposed, motion carried by consensus

**Appoints CEO Vice Chair**

1. Brenda Bonner made a motion to establish a position for Vice-Chair
2. Howard Myers seconded the motion
3. All in favor, no opposed, motion carried by consensus

**Adjournment:**

1. Greg Kochuba made a motion to adjourn
2. Brenda Bonner seconded the motion
3. All in favor, no opposed, motion carried by consensus

**Approved By:** \_\_\_\_\_  
CEO Chair

\_\_\_\_\_  
Date