

Crater Regional Workforce Development Board

Board Meeting

May 21, 2020

Location: Virtual Zoom

8:30 a.m. – 10:30 a.m.

Member Present:

Chris Johnson
Pamela Allen
Keith Boswell
Bruce Sobczak
George Lyons
Amanda Wilson
Ursula Myhalsky
Karen Alyward
Natalie Slate
Karen Epps
Elizabeth Creamer
Kathy Anderson
Carly Woolfolk
Marilyn Henderson
Sherrina Sewell
Michael Drewry

CRWDB Staff Present:

Sophenia Pierce
Recie Small
Jerry Trovillion
Shyan Jones

CEO Staff

Darnetta Tyus

One Stop Operator

Shawn Nicholson

Absent Members:

Dale Temple
Joyce Booker
Patty Peterson
Martin Grubb
Lucy Lewis
Bill Mullins

1. Call to order: 8:30 a.m. by Chair Chris Johnson

- o Roll call by Recie Small

2. Public Comment: None at this time

3. *Approval of agenda with change

- a. Shelia Smith made a motion to approve the agenda with change
- b. Marilyn Henderson seconded the motion
- c. All in favor, no one opposed, motion carried

4. Approval of September 19, 2019 minutes

- a. Bruce Sobczak made a motion to approve the minutes
- b. Karen Alyward seconded the motion
- c. All in favor, no one opposed, motion carried

5. Board Committee Reports by Sophenia Pierce

- a. **Public Outreach Committee-** Sophenia Pierce stated we need additional members to become a part of the Outreach Committee who has marketing background and looking for a chair. She stated will be working on a strategic plan of action. *Karen Epps and Karen Alyward stated they would like to join the Public Outreach Team.
- b. **Eligible Training by Pamela Allen-** Pamela Allen stated the Eligible Training Provider Committee met May 8, 2020 and she said the renewal process is going well. She stated they need to look at the high demand jobs to fill training provider areas where there are voids. She said the committee had two applications that they had reviewed. But before approval, needed the applicants to answer two questions.

Pamela Allen asked if she could give an update to her Eligible Training Provider's report as she now had the requested information to make a recommendation on one of the applications, SMN Square, for the nursing program.

- Karen Alyward made a motion to approve SMN Square
- Marilyn Henderson seconded the motion
There was question brought on the application submission.
- Elizabeth Creamer asked about the applicant's credentials and why we were doing recommendations. Recie Small stated the applicant was certified from American Red Cross and provided the amount of the tuition.

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- Pamela Allen stated the committee was asking vendors to provide their plans with their applications.

A vote was done by a roll call as indicated below. Motion carried.

Chris Johnson-Aye	Pamela Allen-Aye
Amanda Wilson-Aye	Bruce Sobczak-Aye
Ursula Myhalsky-Aye	Dr. George Lyons-Aye
Karen Alyward-Aye	Natalie Slate
Karen Epps-Aye	Keith Boswell-Aye
Elizabeth Creamer-Aye	Kathy Anderson-Aye
Carly Woolfolk-Aye	Marilyn Henderson-Aye
Sherrina Sewell-Aye	

- Business Service Committee** - Bruce Sobczak stated CCWA (Community College Workforce Alliance), VGR, Hopewell and Prince George is working on a special Customer Service Training for incumbent workers and the pilot will be coordinated in partnership with several Chambers of Commerce.
- Youth Standing Committee** - Dr. George Lyons stated they met May 11, 2020 and they are waiting on the state review from Sopenia Pierce.

6. New Business by Chris Johnson

- Board Restructuring Updates**- Chris Johnson stated he received the PY 19 Compliance Report through email from the state.
- Nomination's Committee/ Elections**-No committee was in place. Chris stated he thought it would be best to keep our leadership officers the same, but he would be taking nominations.
- Meeting Schedule**- July 1, 2020- Chris Johnson stated the next meeting dates for FY 20-21 were the following:
 - August 27, 2020
 - November 12, 2020
 - February 18, 2021
 - May 20, 2021.

Elizabeth Creamer stated that it is good to have the meeting schedule posted on the website and having an annual plan is great.

- Elizabeth Creamer made a motion to approve the meeting schedule
- Kathy Anderson seconded the motion
- All in favor, no one opposed, motion carried

7. CRWDB Staff Updates

- Executive Director's Updates**-
 - ✓ Sopenia Pierce stated she had submitted an Emergency Plan for COVID-19 to the Virginia Community College System (VCCS) at the onset of the pandemic in March.
 - ✓ She stated the state had provided workforce areas with additional funding to support small businesses who were endanger of closing down and laying off of employees. To date, the CRWDB Staff and Business Services Team had assisted 18 businesses with at least one business being served from each of the nine localities. The total amount of funds we received was \$25,686 and allowed for businesses to purchase cleaning supplies/services, technology supplies and personal protective equipment. A summary of funding distributed to the businesses was included.

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- ✓ She said that the we are tentatively planning to reopen the Petersburg Virginia Career Works (One Stop) Center on June 11, 2020 based upon having all of the PPE supplies, security and deep cleaning done.
- ✓ Sopenia shared with the Board that we had received a \$5,000 donation provided by sPOWER to further support our region's Workforce Initiatives such as the Rapid Response Small Business Initiative.

- Bruce Sobczak made a motion to approve the donation
- Carly Woolfolk seconded the motion
- All in favor, no one opposed, motion carried

-Sopenia also referred the members to her attached report for further information on works done during this period.

- b. ***Budget Updates & Financial Reports-** Jerry Trovillion provided a copy of the Financial Report through April. He stated we have a funds to spend.
- At this time, the providers have not made significant progress in improving on spending the funds.
 - Sopenia Pierce stated that we are working to get more information to see if participants can work to do virtual trainings. Many services and training offerings were halted because of the providers being temporarily closed due to COVID-19.
 - Jerry Trovillion stated that, at the close of April, the youth had finished spending of their remaining PY19 funds.
 - Keith Boswell asked Jerry Trovillion how much of funding would be going back to the state?
 - Jerry Trovillion responded that it could possibly be up to \$200,000.
- Other Budget Updates
- Sopenia Pierce stated that she and Jerry Trovillion are working on the Infrastructure Funding Agreement (IFA) Budget that includes shared funds from the One Stop Partners.
 - Sopenia also shared that the Virginia Employment Commission has requested that the Workforce Boards across the state will assist VEC with providing Wagner Peyser (WP) services. WP services include having staff to prepare job orders/assistance to businesses as well as basic career services for job seekers. Additional funds will be provided to our workforce area and additional staff will need to be hired to provide services to the One Stop Centers in Petersburg and Emporia.
- Annual Budget
- Chris Johnson stated that Sopenia Pierce asked to have input from the Board in developing the upcoming budget. He asked if there were any members available to volunteer to serve on as a Budget Planning subcommittee. Amanda Wilson, Dr. George Lyons and Kathy Anderson volunteered to serve as on the subcommittee.
 - a. Shelia Smith made a motion to approve for the Executive Committee to accept the proposed recommended budget that will be provided by the to CRWDB Staff and subcommittee which will then be presented to the Chief Elected Officials.
 - b. Dr. George Lyons seconded the motion
 - c. All in favor, no one opposed, motion carried

c. **Operations & Service Provider's Updates**

Recie Small stated The Adult & Dislocated Worker and The Power Program have been cleaning and updating files during this time of COVID-19. The Adult & Dislocated Worker still has virtual contacts with participants and some who were in training to keep them engaged. Recie Small stated the Youth Service Provider has worked with Tia Grizzle to get help with financial literacy sessions.

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She stated the Adult & Dislocated Worker has a new case manager that started her name is Ruby Foster.

8. Other Updates & Presentations

- a. **CEO Updates by Darnetta Tyus**- She stated the next Chief Elected Official meeting is May 28, 2020. She stated she has been working with the Crater Workforce Board to stay afloat to address the PY 19 Compliance Audit and Findings.

Chris Johnson stated in regards to the nomination of officers, at this time, we should keep the Chair, Vice Chair and Secretary/Treasurer positions the same.

Roll Call vote was conducted to keep the officers the same. The vote is as following:

Chris Johnson-Aye	Pamela Allen-Aye	Amanda Wilson-Aye
Bruce Sobczak-Aye	Ursula Myhalsky-Aye	Dr. George Lyons-Aye
Karen Alyward-Aye	Natalie Slate-Aye	Karen Epps-Aye
Keith Boswell-Aye	Elizabeth Creamer-Aye	Kathy Anderson-Aye
Carly Woolfolk-Aye	Marilyn Henderson-Aye	Sherrina Sewell-Aye

- b. **One-Stop Operator Updates** - Shawn Nicholson stated approaching June 30th, we have made improvements. He announced that the City of Petersburg has a new Director of Economic Development and his name is Carthan Currin. Shawn Nicholson shared his works with Greensville County on their "Certified Work Readiness Program" and trying to get the region on the same page to have this recognize credential for all of the localities in the region.
- c. **Workforce Readiness Diploma Seal**- Carly Woolfolk stated she and her Career Technical Education colleagues in the region are having a meeting with the region and state soon. She stated over the summer they will reach out to get the logo of partnering businesses on the informational flyers that will go out to students. She stated she is having a meeting in the upcoming week to get letters out. She asked if there were businesses and organizations that would like to participate and meet with the students who are seeking to have earn the seal on their diploma.
- d. **Regional Workforce Wins**- Shelia Smith from Prince George has the second round of logistics going that will expand in Dinwiddie and Possibly Charles City. Chris Johnson stated he was able to get the school (in Prince George) the software to design shields and etc. for Prince George residents.

Ramon Puzon stated his biggest challenge during this time is unemployment meaning they have to have to get 36 hours at least. He said his challenges are getting people back to work. He said 40,000 of work with no cases of COVID-19.

9. **Board Members Questions & Comments**- None at this time

10. **Adjournment**: 10:20 a.m.

- a. Shelia Smith made a motion to adjourn the meeting
- b. The motion was seconded
- c. All in favor, no one opposed, motion carried