

**Crater Regional Workforce Development Board**

Board Meeting

October 18, 2018

Tabernacle Community Life Center

444 Halifax St.

Petersburg, VA, 23803

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

**Minutes**

**1. Call to order at 8:34 a.m.**

a. Roll Call by Brandon Moore

**Members Present:**

Kathy Anderson

Antoinette Archer

Dale Batten

Elizabeth Creamer

Carly Woolfolk

Dr. George Lyons

Bruce Sobczak

Earnest Greene

Chris Johnson

Pamela Allen

Amanda Wilson

Ramon Puzon

Sheila Smith

Jason Williams

Patty Peterson

Elizabeth Branch

Karen Alyward

Keith Boswell

**Staff Present:**

Ryan Follett

Jerry Trovillion

Brandon Moore

**2. Public Comment:**

- a. Sharon Mattox, District Manager of Virginia Employment Commission (VEC): stated that VEC is committed to partnering with the Business Services Team.

- b. Sherry Pearson with Job Assistance Center: Presented literature to the board and asked permission to place the literature in the One-Stop Centers. Ms. Pearson stated that she would donate the site license and the kiosk. She asked that the Board assist with the printing costs, which would be a small fee, depending if it is printed in black and white or color.
3. Approval of Agenda
  - a. Chris Johnson asked for a motion to amend the agenda so that the new number 17 would be "Closed Session for Personnel" for Board members only and Ryan Follett.
    - i. Bruce Sobczak made a motion to amend the agenda with the addition of a new item "Closed Session for Personnel". The motion was seconded by Dr. George Lyons. With no opposition, the motion carried.
  - b. Chris Johnson asked for a motion to approve the agenda with the amendment.
    - i. Antoinette Archer made a motion to approve the agenda with the amendment. The motion was seconded by Jason Williams. With no opposition, the motion carried.
4. Chris Johnson asked for a motion to approve the August 16, 2018, Board Meeting Minutes.
  - a. Shelia Smith made a motion to approve the August 16, 2018, Board Meeting Minutes. The motion was seconded by Dale Batten. With no opposition, the motion carried.
5. Chris Johnson asked for a motion to approve the Limited English Proficiency Policy.
  - a. Pam Allen made a motion to approve the Limited English Proficiency Policy. The motion was seconded by Amanda Wilson. With no opposition, the motion carried.
6. Chris Johnson asked for a motion to approve the Monitoring Policy.
  - a. Dale Batten made a motion to approve the Monitoring Policy. The motion was seconded by Ramon Puzon. With no opposition, the motion carried.
7. Chris Johnson asked for a motion to approve the Accessibility and Reasonable Accommodation Policy.
  - a. Shelia Smith made a motion to approve the Accessibility and Reasonable Accommodation Policy. The motion was seconded by Karen Alyward. With no opposition, the motion carried.
8. Chris Johnson asked for a motion to approve the Participant Flow Policy.
  - a. Pam Allen made a motion to approve the Participant Flow policy. The motion was seconded by Ramon Puzon. With no opposition, the motion carried.
9. Chris Johnson asked for a motion to approve the Participant Supportive Services Policy.
  - a. Antoinette Archer made a motion to approve the Participant Supportive Services Policy. The motion was seconded by Ramon Puzon. With no opposition, the motion carried.
10. Chris Johnson asked for a motion to approve the Adult /Dislocated Worker Follow-up Services Policy.
  - a. Shelia Smith made a motion to approve the Adult/Dislocated Worker Follow-Up Services Policy. The motion was seconded by Pam Allen. With no opposition, the motion carried.

11. Chris Johnson asked for a motion to approve the Youth Follow-up Services Policy.
  - a. Dr. George Lyons made a motion to approve the Youth Follow-up Services Policy. The motion was seconded by Dale Batten. With no opposition, the motion carried.
12. Chris Johnson asked for a motion to approve the Confidentiality Policy
  - a. Kathy Anderson made a motion to approve the Confidentiality Policy. The motion was seconded by Karen Alyward. With no opposition, the motion carried.
13. Bruce Sobczak reported that the Business Services Committee will have a Business Services Team that is a more tactical, hands on sector of the Committee. He stated that the Business Services and the Outreach Committees will begin to work together to develop a strategy to addresses businesses' needs.
14. Darnetta Tyus, Deputy City Manager, City of Petersburg, provided an update on the Forensic Audit. The state required the City of Petersburg to conduct a Forensic Audit. A contractor has been identified and interviews will be conducted this week. The contract shall be signed by the end of October so that the process may begin. The goal is to have the audit completed by the middle of March.
15. Chris Johnson asked for a motion to approve the Board meeting schedule with proposed dates.
  - a. Antoinette Archer made a motion to approve the 2019 Board meeting schedule. The motion was seconded by Elizabeth Branch. With no opposition, the motion carried.
16. Board Committee Reports
  - a. Bruce Sobczak had no additional information from his earlier discussion.
  - b. Dr. George Lyons stated that the RFP Review Committee met multiple times over the summer. The Committee made a recommendation to the CEOs for the Executive Director to move forward with contract negotiations. The CEOs approved the recommendation and Ryan is currently in negotiations.
  - c. Keith Boswell provided an overview of the Outreach Committee and his vision that will have all the Economic Development staff in the local areas as members to move forward.
17. Ryan Follett reported that the emergency contract with the Youth Services Provider will end on October 31, 2018. A draft of the new contract has been sent to the Board's attorney and to Pathways for review. A meeting has been scheduled for October 29<sup>th</sup> to execute the contract. With the execution of the contract there will be no interruption of services for the participants.
18. Chris Johnson asked for a motion to enter closed session at 10:16 a.m.
  - a. Karen Alyward made a motion to enter into closed session to discuss personnel matters. The motion was seconded by [inaudible]. With no opposition, the motion carried.  
At 10:16 a.m., the Board entered closed session.
19. Chris Johnson asked for a motion to leave closed session at 10:46 a.m.
  - a. Elizabeth Creamer made a motion to leave closed session. The motion was seconded by Dale Batten. With no opposition, the motion carried.  
At 10:46 a.m., the Board exited closed session.
20. Meeting Adjourned at 10:50 a.m.