

**Crater Regional Workforce Development Board**  
**Executive Committee Meeting**  
June 23, 2020 9:30 a.m. – 11 a.m.  
**Virtual Zoom**

**Executive Committee Members:**

Chris Johnson  
Pamela Allen  
Keith Boswell  
Bruce Sobczak  
George Lyons

**Staff Present:**

Jerry Trovillion  
Sophenia Pierce  
Recie Small  
Shyan Jones

**Guest:**

Carly Woolfolk

**Absent Committee:**

Amanda Wilson

1. **Call to order:** 9:30 a.m.
  - a. Roll Call by Recie Small
2. **Public Comment:**
  - a. None at this time
3. **Approval of agenda**
  - a. Pamela Allen made a motion to approve the agenda
  - b. Bruce Sobczak seconded the motion
  - c. All in favor, no one opposed, motion carried
4. **Approval of minutes**
  - a. Pamela Allen made a motion to approve the minutes
  - b. Bruce Sobczak seconded the motion
  - c. All in favor, no one opposed, motion carried
5. **Unfinished Business & Updates**

**\*Board Standing Committee Reports**

  - a. **Business Services Committee** a brief report was provided by Bruce Sobczak. He shared the group was working along with a team to provide a customer services training to Chamber members throughout the region.
  - b. **Youth Standing Committee** update was given by Dr. George Lyons. He reported that the Committee had last met in May and that the members were working with the Board Staff to ensure that the youth provider was meeting performances and data was being entered in the state's data system.
  - c. **Eligible Training Provider**-A next meeting is being planned.
  - d. **Public Outreach Committee**- Sophenia Pierce shared that the Outreach Committee had also met in May. There were several new members added to the committee and they discussed ways to distribute information within the region. She stated that Karen Alyward, Economic Director from Chesterfield, had agreed to be the Chair.
    - Keith Boswell stated Chesterfield is not apart of our region, but he feels Karen Alyward would be a good leader for the Outreach Committee.
    - Chris Johnson asked if Chesterfield is not apart of our region, how can Karen Alyward serve on the CRWDB. Recie Small stated she will look at the nomination forms. Chris asked Recie Small if she would email the bylaws to the Executive Committee and she replied Yes. Chris Johnson stated the he would like to modify the current by laws to allow for an at-large member to serve on the Executive Board. He will work with Recie Small and Sophenia Pierce to draft an amendment to the bylaws.
6. **Board Staff Reports & Updates**
  - a. **Executive Director's Report**
    - **Financial Audit**- Sophenia Pierce stated the financial audit was released on June 10<sup>th</sup>, 2020. She stated the RFP is located on our Virginia Career Work's website and the response deadline is July 2, 2020. She gave the tentative review dates of July 7-10<sup>th</sup> and said she would reach out to Amanda Wilson and Pamela Allen for further instructions.
    - **COVID-19 Updates**- Sophenia Pierce stated the Petersburg Center will possibly reopen July 6, 2020. She said we will have security in place and the state is requiring centers to have a certified nurse on board when the center opens. She stated the City of Petersburg has supplied PPE and

the Virginia Employment Commission is planning to provide additional funds and supplies for the Career Works Centers.

- **Annual Compliance Review-** Sopenia Pierce stated there were 17 findings presented by the Virginia Community College System (VCCS) in the report and our region must respond by July 1, 2020. Darnetta Tyus stated, with the Mayor Samuel Parham and the Board Chair Chris Johnson, they will respond. Mr. Johnson discussed the contracts and our region being in compliance. Mayor Parham stated the One Stop Operator Contract compliance finding will need to be reviewed further. Mayor Parham stated he wrote a letter to VCCS for the Financial Audit and he shared in his response that he was not happy with where we are (with the state's overall findings/communications presented for the PY 19 Compliance).
  - **Agreements and Contracts-** Sopenia Pierce showed the Executive Committee a revised organizational flow chart which boxes were added in response to the PY 19 findings that referenced having the One Stop Operator shown. Also, revisions were included to clarify the role of the Deputy City Manager. After discussion was held about the flow chart, several recommendations were made for staff to revise the organizational chart.
  - **CEO & Board Agreements-** Ms. Pierce stated the agreement has to be updated and approved by June 30<sup>th</sup>, 2020. She stated the last amended agreement was signed January 2019. She reminded the Executive Members that the document was sent to them for review and Keith Boswell had sent a response for more discussion. The agreement would also be on the next CEO agenda and would need to be approved by both groups.
  - **Employer of Records-**The document was discussed and would also need to be signed by the Board Chair as soon as it is received back from the Crater Regional Planning District.
  - **Sussex Lease-** Sopenia Pierce stated she has signed the lease and is awaiting the executed document to be returned by Sussex County Administrations.
- b. **Quarterly Financial Reports-** Jerry Trovillion reported as of May 31, 2020, we will lose between \$10,000-\$15,000 in funds. He stated the Dislocated Worker has approximately \$70,000 to spend. He stated total with the Youth Service Provider included a balance of \$85,000.
- c. **\*Budget Recommendations-** In the discussion, it was stated that Dr. George Lyons, Amanda Wilson, and Kathy Anderson served as the board's financial review subcommittee and contributed input for the proposed budget recommendation. The board budget for 2020-2021 was approved for recommendation to the CEOs.
- Keith Boswell made a motion to approve the 2020-2021 budget.
  - Dr. George Lyons seconded the motion.
  - All in favor, no one opposed, motion carried.

It was shared that the **One Stop Infrastructure Funding Agreement (IFA)** is due to the state by September 30, 2020.

d. Programs and Services- None at this time

## 7. **New Business & Updates**

a. \*Virtual Meetings-No discussion was held.

b. \*Holiday Juneteenth Observance

- Keith Boswell made a motion to ratify to give the day off to Board Staff to on Juneteenth Observance.
- Dr. George Lyons seconded the motion
- All in favor, no one opposed, motion carried

c. CEO Updates- None at this time

d. One-Stop Updates- None at this time

## 8. **Comments/ Questions**

a. Keith Boswell asked Shawn Nicholson is he getting the support he needs. Shawn Nicholson replied Yes, he is receiving support and things are different from 2018.

b. Pamela Allen requested a copy emailed to her of the numbers in the VOS Data System.

9. **Adjournment:** 11:20 a.m.

a. Bruce made a motion to adjourn

b. Everyone seconded the motion

c. All in favor, no one opposed, motion carried