

Executive Committee of the Crater Regional Workforce Board Meeting
Minutes

22 W. Washington Street, Petersburg, VA, 23803
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Executive Committee Meeting
April 24, 2018

Members Present:

Chris Johnson
Bruce Sobczak
Pam Allen
Dr. George Lyons

Staff Present:

Ryan Follett
Jerry Trillivion
Recie Smalls
Brandon Moore

Meeting Called: 8:11am

Roll Call by: Recie Smalls

Public Comment Address by: Chris Johnson. Open and closed public comment due to no public present

The Appointment of the Standing Committee Chairs

- **The Standing Committee Chairs are a part of the Executive Committee**
- **The Executive Committee are Board members as follows:**
 - **The Chair**
 - **The Vice Chair**
 - **Secretary Treasurer**
 - **And Chairs of the four standing committees which are**

- Public Outreach
- Business Service
- Training Provider
- Youth Services
- Bruce Sobczak is the Business Service Chair
- Dr. George Lyons is the Youth Service Chair

The current chair has to appoint a new chair to replace them

- Chris Johnson suggests appointing:
 - Pam Allen for Training Provider
 - Patsy for Public Outreach

Meeting dates for Executive Committee

- Two weeks prior to a CRWDB Meeting, the Executive Committee Meeting dates are as follows:
 - June 12, 2018 @ 8am
 - July 31, 2018 @ 8am
 - October 2, 2018 @ 8am
 - December 11, 2018 @ 10:30am

Update on Adult and Dislocated Worker Services & Youth Services & One Stop Operator by Ryan Follett & Recie Smalls

- April 30, 2018, Moving Forward Agency will not be extending their services
- Chris asks Ryan & Recie to be in contact with the City of Petersburg as a possible vender to provide Adult & Dislocated Worker services.
- Ryan has also been in contact with the Virginia Employment Commission as a provider for Adult and Dislocated Worker Services as well.
- Recie received technical support from the Virginia Community College System about utilizing case workers (one in Emporia & one in Petersburg) to avoid a loss of services in the Adult and Dislocated Worker Services
- This is an interim stop gap measure while simultaneously trying to procure a permanent Adult & Dislocated Worker Services.
- Draft contract has been sent to Pathways, awaiting feedback from them as well as, the city of Petersburg Procurement office.
- It is a six month contract, while simultaneously procuring a permanent Youth Service provider
- Ryan will provide CEOs & Board members with a list of local One-Stop Operators

- Motion for the Adult Dislocated Worker Services by Dr. Lyons and seconded by Pam Allen. All in favor, no one opposed.

Chris Johnson invites the Executive Committee and any other persons to the Virginia Community College Systems meeting located on 22 Union Street, Petersburg, VA, 23803 to review the monitoring report.

Employer of Record Policy by Ryan Follett:

- The policy is an internal policy that will put the Board in compliance with the Virginia Community College Systems monitoring findings.
- It's an internal guidance document to procure a future employer of record, it states the process that needs to be followed.
- Chris Johnson asks for a motion that the Executive Committee accept employer of record policy as written
 - Bruce Sobczak moves to accept the policy as written
 - Dr. George Lyons seconds that motion
 - All in favor, no one opposed

Branding Update

Ryan puts grant in by May 4th and in the process of procuring sign companies to provide the workforce center with proper signage.

Meeting Adjourned at 10:14am