

**Crater Regional Workforce Development Board**

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**Board Meeting**

March 15, 2018

TBC Community Life Center

444 Halifax Street

Petersburg, VA 23803

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

**Board Members Present:**

Sheila Smith  
Antoinette Archer  
Elizabeth Branch  
Bruce Sobczak  
Dale Batten  
Carly Woolfolk  
Mary Rudisill  
Kathy Anderson  
Karen Aylward  
Jason Williams  
Karen Epps  
Bill Mullins  
Dr. George Lyons

**Board Members Absent:**

Martin Grubb  
Lucy Lewis  
Elizabeth Creamer  
Earnest Greene  
Amanda Wilson  
Ramon Puzon  
Dale Temple  
Michael Drewry  
Joyce Booker

**Guest Present:**

Leslie Roberts  
Becky McDonough  
Morgan Ingram  
Denny Morris  
Patty Peterson  
C.B. Sinclair  
Sharon Mattox

**CEO Present:**

Keith Blowe(Sussex County) & Raymond Bryant (Greensville County)

**Staff Present:**

Ryan Follett, Recie Small, Jerry Trovillion & Brandon Moore

**Welcome/Introductions and Call to Order:**

- Chairman Chris Johnson called the meeting to order 8:40am
- Chairman Chris Johnson requested a roll call of Board members by Recie Small to determine a quorum. After roll call a quorum was determined present.

**Public Comment:**

- Chairman Chris Johnson requests any public comment. No public comment

**Consent Agenda:**

- Chairman Chris Johnson asked if there are any questions about the consent agenda sent via email which included the approval of three policies:
  - Incumbent Worker Training Policy
  - WIOA Grievance and Complaint Policy
  - Equal Opportunity Policy
- Chairman Chris Johnson asked to motion approval of the consent agenda
  - Antoinette Archer made a motion to approve the consent agenda as presented
  - Karen Alyward seconded the motion
  - All in favor, no one opposed motion, motion carries

**Review of annual audit:**

- Leslie Roberts from Dixon Hughes Goodman presented the audit report in which a clean unmodified opinion was received.
  - Once issue/concern reported was that a monitoring report had not been provided by VCCS to date.

- Learn-To-Earn separated from the Crater Workforce Development Board (CRWDB) financially June 30, 2017.
- Three Reports Issued: Overall Audit Report, Cop More Report\*, Internal Control Ever Financial Reporting Report
- No real significant estimates discovered throughout the audit, no difficulties or disagreements with management.
- New accounting pronouncements that will affect all non-profits for fiscal year '19
- CLEOs Chief Local Elected Officials changed to CEOs Chief Elected Officials
- Bruce Sobczak asked what is audited when reviewing files. Ms. Roberts response to the question is to verify that the funds spent match the files and financial records.
- Motion to approve amended agenda
  - Dale Batten made a motion to accept the amended agenda.Motion one by
  - Seconded motion by
  - All in favor, no one opposed, motion carries

**Proposed Crater Workforce Development Board By-Laws:**

- Expand Executive Committee will include the chairs of our standing committee, instead of three in the Executive Committee it will be seven.
- Standing Committee will be
  - the Public Outreach Committee
  - Business Service Committee
  - Training Provider Committee
  - Youth Service Provider Committee
- Two openings in the Public Outreach Committee & Training Provider Committee
- Election of officers:
  - Chair
  - Vice Chair
  - Secretary Treasurer
- Officers will be elected from the Business Representatives
- Motion To Approve By-Laws as written
  - Motion one
  - Seconded Motion
  - All in favor, no one opposed, motion carries

**Legal Services Provider by Ryan Follett:**

- A request For Quotation (RFQ) for legal service provision from five law firms, J.C Paul attorney at law was the only firm to respond
- Motion to approve J.C Paul on a four month retainer based agreement to provide legal representation to the board
  - Motion one

- Seconded Motion
- All in favor, no one opposed, motion carries

#### **Emergency Youth Services Provider:**

- Motion to approve to move forward, the Executive director, the procurement officer of the city of Petersburg, the chair of the youth committee, along with legal counsel to enter contract negotiations with Pathways Incorporated to provide youth services on an emergency basis to end June 30, 2018. While simultaneously, posting Request for Proposals (RFP) for an actual youth services provider to start July 1, 2018.
  - Motion one
  - Seconded motion
  - All in favor, no one opposed, motion carries

#### **One-Stop Shop Operator Recommendation:**

- Definition: Oversees the overall operations of the Workforce Center itself, meet with partners, etc.
- No motion to move forward due to the CEOs must approve the contract and be present.

#### **Sunshine Law Review:**

- Temporary Committee or a meeting group must adhere to following:
  - Meetings must be at a predetermined time, date and location
  - They must be advertised and opened to the public with minutes taken
  - The same format for Board meetings must be used for any meeting
  - Define meeting: When three members or a quorum, whichever is less of a body is assembled by any means i.e. telephone, work sessions, etc.
  - Any person may photograph, film, record, otherwise reproduce any portion of a meeting required to be open. Moving forward be mindful of future venues rules against filming, recording, and photography because by Virginia state law the board is required to allow photography, filming, recording, etc., under the Sunshine law
  - Minimum 7 days' notice to set up a meeting.
  - Emergency meeting, the public must be notified the same time as the members that are meeting.
  - Motion to adjourn meeting at 10:10am
    - Motion one
    - Seconded Motion
    - All in favor, no one opposed, and motion carries.