

**Crater Regional Workforce Development Board
C.E.O Meeting**

September 23, 2019
4:00 p.m. – 6:00 p.m.
22 W. Washington St.
Petersburg, VA 23803

CEO Members Present

Samuel Parham - Petersburg
Keith Blowe- Sussex
Gregory T Kochuba- Colonial Heights
Raymond Bryant- Greenville
Donald Hunter- Prince George
Judy Lyttle- Surry
Mary Person- Emporia
Jasmine Gore- Hopewell

Staff Present

Recie Small
Shyan Jones
Sophenia Pierce
Shawn Nicholson
Darnetta Tyus

Service Providers Present

Adrienne Parkmond- The WorkPlace
Angela Sheridan- Pathways

CEO Members Absent

Dinwiddie

1. **Call to order:** 4:11 p.m.
2. **Close Session:** No close session
3. **Public Comment:** No public comment
4. **Adoption of Agenda:**
 - a. Mr. Donald Hunter made a motion to approve the Adoption of Agenda.
 - b. Keith Blowe seconded the motion
 - c. All in favor, no one opposed, motion carried
5. **Approval of Minutes from May 23, 2019 and June 10, 2019**
 - a. Raymond Bryant asked if Sharon Mattox's questioned got answered from the previous meeting.
 - b. Mr. Keith Blowe made a motion to approve the minutes from May 23, 2019 and June
 - c. Mayor Kochuba seconded the motion
 - d. All in Favor, no one opposed, motion carried
6. **Remarks from Chair**
 - a. Introduction of the Executive Director and Adult/ Dislocated Worker Service Provider.
 - b. Sophenia Pierce gave the CEOs a brief overview about her work background and her excitement to work with the Workforce Board.
 - c. Adrienne Parkmond gave the CEOs an introduction about her background with the Workplace and a presentation about their project plans.
7. **Staff Reports**
 1. **Darnetta K. Tyus, Deputy City Manager, City of Petersburg**
 - a. **Review of Schedule of Agreements and Contracts**

- i. **Extension of One-Stop Operator (OSO) Contact**-Need to vote to extend the OSO current contract, following the City of Petersburg Procurement Policy, for 26 days Period to allow completion of the MOU and Infrastructure Agreement. Ms. Tyus requested to extend the One-Stop Operator contract until October 31, 2019.
 - a. Mayor Kochuba made a motion to extend the One-Stop contract.
 - b. Mr. Keith Blowe seconded the motion
 - c. All in favor, no one opposed, motion carried
- ii. **CEO Consortium Agreement**
 - a. Darnetta Tyus stated that the agreement was approved earlier this year but two participants Prince George and Dinwiddie did not agree with the document.
 - b. The localities suggested the consortium adopt the agreement from Shenandoah Valley. The document was changed to mirror that agreement and presented to the consortium and later determined to be noncompliance with WIOA.
 - c. Shenandoah Valley has since updated their agreement. The staff has worked with the Board's attorney Jay Paul and developed a new agreement that mirrors the new agreement from Shenandoah Valley. Jay Paul also informed the staff that the agreement must be passed by Ordinances by each locality. The document will be sent out to the CEOs for review.
- b. **Forensic Audit Update**
 - i. Darnetta Tyus stated we have received the report and the audit is completed, but it contained errors and eight (8) findings. The majority of the findings related policies that needed to be developed or where there were policies that were created, they were not being completely adhered to with consistency.
- c. **Ratification of CRWDB Executive Director**
 - i. Ms. Tyus stated that a panel of five members were selected to conduct interviews of the three candidates. The panel consisted of two members selected by the CEO Chair, two members selected by the CRWDB chair and a member selected by the state.
 - ii. Mayor Kochuba stated he was very comfortable with the decision of the Executive Director.
 - iii. Keith Blowe stated the CRWDB can rest well with the decision of the Executive Director.
 - iv. Keith Blowe made a motion to approve the ratification of the Executive Director
 - v. Mayor Kochuba seconded the motion
 - vi. The motion was abstained by Raymond Bryant, the reason he gave was that he was unaware of the background of the New Executive Director. The motion carried.

2. Sopenhia Pierce, Virginia Career Works- Crater Region

- i. Sopenhia Pierce shared that she as a former youth contract provider, she provided oversight to the CRWIB's POWER program for several years in her position with Surry County under the Workforce Investment Act. She commended the current Youth Provider, Pathway's, for the programming that they coordinated this past summer. Ms. Pierce said since she has been onboard, she learned that the contracted youth provider was charged with spending a considerable amount of Workforce Innovation and Opportunity Act (WIOA) funds, in a short time, on summer work programming and they had been successful by providing soft skills training and work experiences in several areas of the region. She also shared that staff had reached out to the state for training on the Virginia Workforce Connections (VWC) system to ensure that all of the participant's data will be properly recorded and reflected in the system.

3. Shawn Nicholson, Center Operation Managers, Virginia Career-Works- Crater Region, One Stop Operator

- i. Shawn Nicholson presented the One Stop System to the CEOs. The report was received favorably by the CEOs.

8. Introduction of Youth Providers

- i. Angela Sheridan presented an overview of the Youth Summer Programs. She stated that the Summer programs reached approximately 100 youth in the Crater Region.
- ii. Angela Sheridan announced that 5 participants are enrolled at John Tyler Community College and are doing great.

9. Introduction of Adult/Dislocated Worker Service Provider

- i. Adrienne Parkwood presented an overview chart of The Workplace and their 90-day plan for providing services to the participants. She also stated that all the staff have been hired.

10. Old Business

1. CEO Consortium Agreement

- i. The CEO agreed to have the CEO Consortium Agreement approved and brought back to the scheduled November meeting.

2. Workforce Board Membership

- i. Darnetta Tyus asked the CEOs if they had their nomination forms ready with the person they chose to sign off on the forms. Forms were collected for the Board Certification process. Mayor Parham will sign off on the certification once the final nomination forms were received from the localities not present.
- ii. Raymond Bryant made a motion to approve the CRWDB Bylaws -Membership Staggered terms.
 - a. Keith Blowe seconded the motion
 - b. All in favor, no one opposed, motion carried

11. Adjourn: 6:04 p.m.

Approved:

CEO Chair

Date