

**CEOs Meeting**

25 S Union Street, Petersburg, VA 23803

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April 9, 2018

**CEOs Present:**

John Seward  
Sam Parham  
Mark Moore  
Greg Kochuba  
Keith Blowe

**Guest Present:**

Chris Johnson  
Shannon Girouard  
Darnetta Tyus

**Staff Present:**

Ryan Follett  
Brandon Moore

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

- Sam Parham calls meeting to order at 6:08p
- Sam Parham request roll call of all CEOs present

**Public Comment:**

- Sam Parham requests any public comment. No public comment addressed

**Agenda Adoption:**

- Sam Parham ask for motion to adopt the agenda as presented:
  - Motion one by John Seward
  - Seconded motion by Greg Kochuba
  - All in favor, no one opposed motion, motion carries

**Old Business:**

**A. Memorandum of Understanding**

- Memorandum of Understanding (MOUs) between the Crater Elected Officials (CEOs) consortium and Crater Regional Development Workforce Board.

- MOUs signed January 23, 2017 (commencing July 1, 2016) for up to four annual terms (expiring June 30, 2020) shall remain on course unless either party provides the other with 60 days of notice of intent to terminate.
- Crater Workforce Staff are currently considered employees of the Crater Planning District Commission (CPDC) for the purpose of payroll and benefits, but the Crater Workforce Staff are looking for another employment agent.
- Current agreement with Crater Planning District Commission agreement ends June 30, 2018. The Crater Workforce will either have to revise current agreement with CPDC or find another employer of record prior to date. If change occurs then an amendment is needed to show the new employer of record.
- The current employer of record has an unusual retirement plan; they do not take social security wage and pay into social security funds. The employer of record pays into a retirement account in lieu of paying social security tax.
- The wording of the agreement is unusual; stating that Crater Workforce's requirements isn't documented in the current agreement, also a question in the wording with regards to CPDC talks about providing employment services and staff for the Crater Workforce, when they do not.
- Worked with Prince George County last fall to see if they would be interested in being the Crater Workforce's employer of record and they were not.
- Crater Workforce approached the City of Petersburg as employer of record and awaiting a meeting

#### **B. Establishing a Timeline for the Semi-Annual Reports**

- The current agreement requires the Workforce Board to report to the CEOs twice a year. Given the new members, relationships, staff, etc.,
  - Sam Parham motioned to move from Semi-annual to quarterly reports
  - All in favor, no one opposed motion, motion carries
- Appointing members to the Workforce Board due to member's terms ending June 30, 2018.
  - Dr. George Lyons
  - Bruce Sobczak
  - Mary Rudisil
  - Earnest Greene
  - Renee Chapline
  - Chris Johnson
- Suggestion to categorize possible candidate nomination pools for Board members to nominate.

#### **C. Local Plan**

- Working plan to review local plan which is developed by the Workforce Board and was last updated in 2016.
- The State plan is currently in the process of being updated and if any changes to the State plan take place, then the Local plan will be updated.

- The local plan is reviewed annually and is valid through 2020.

**D. Address of Crater Workforce Center**

- Changed to 22 West Washington Street, Petersburg, VA, 23803
- Email Address Change: [admin@craterworkforce.org](mailto:admin@craterworkforce.org)

**E. Primary Signatories:**

- Director of the Workforce Board and the Finance Director of the City Of Petersburg and in their absence, the signatory can be two board members of the Workforce Board.
- Revision: Clear alternator for the Workforce Board and the Finance Director of the City Of Petersburg. In the absence of the Finance Director, the CEO of Petersburg—the grantee—will be an alternate. Then vote the Treasurer or Secretary of the Workforce Board as an alternate signatory.

**F. One-Stop Operator:**

- CEOs didn't want to move forward with either one of the two operators that responded to the RFP due to lack of information
- Requesting a motion of "no selection made" for the current RFP.
  - Sam Parham motioned to move "No selection made" for the current RFP
  - All in favor, no one opposed, motion carries
- Emergency Procurement of One-Stop Operator through the City of Petersburg's Procurement Department to move and to forward with the process of republishing the RFP.
  - Sam Parham motioned to work with the city of Petersburg Procurement office to procure an emergency One-Stop Operator and republish an RFP.
  - All in favor, no one opposed, motion carries

**G. Petersburg Works:**

Darnetta Tyus reports:

- The kick off of the Petersburg Works is April 27, 2018
- Request CEOs in respective jurisdictions to become partners with social service agencies
- Mr. Blowe requested the Crater Workforce Board Executive Director work with public transportation to get to Surry and Sussex
- The Employer Recruitment:
  - Recruited Southside Regional Medical Center Hospital:
    - Their CEO, Outreach coordinator and HR Director met with Petersburg Works and now the HR Director is a part of the planning team
  - Boar's Head
  - Amazon
- Aldi's warehouse on Route 1 in Dinwiddie will start hiring in June. Walmart is hiring another 95 employees off of 460.
- Requesting the State send a list on one-stop operators in the state of Virginia, in order to provide an update on May 28, 2018 to the CEOs

**Questions/Comments:**

- Shannon Girouard encourages having Petersburg's purchasing officials at the CEOs meetings. Ms. Girouard noted that the City will have to use its formal communication channels if the One-Stop Operator procurement is to be posted through the city's procurement portal. The process has to follow the Department of General Services Guidelines regardless of being an emergency procurement or a long term procurement.
- Chris Johnson states at the Crater Workforce Board Meeting that the energy was good and a number of things were accomplished such as the By-Laws put in place and looks forward to the next meeting.

**Meeting Adjourned:** 6:56pm