

**Crater Regional Workforce Development Board (CRWDB) - Area 15  
Chief Elected Officials (CEO) Meeting**

September 16, 2020

5:30 p.m. – 7:00 p.m.

Location: Zoom

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**CEO Members Present:**

Honorable Mary Person-Emporia  
Honorable Samuel Parham  
Honorable Judy Lyttle-Surry  
Honorable Jasmine Gore-Hopewell  
Honorable Eric Fly-Sussex  
Honorable Donald Hunter-Prince George  
Honorable Belinda Astrop-Greenville

**Guest Attendees:**

Amanda Wilson  
Marilyn Henderson  
Sharon Maddox  
Kathy Anderson  
Karen Epps  
George Taratsas

**Absent with Prior Notice**

Honorable Greg Kochuba-Colonial Heights  
Honorable Brenda Ebron-Bonner-Dinwiddie

**CRWDB**

Staff Present:  
Sophenia, Pierce  
Recie Small  
Shyan Jones

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**1. Call to order: 5:34 p.m.**

- a. Roll call by Recie Small

**2. Public Comment**

- a. None at this time

**3. Adoption of Agenda**

- a. Samuel Parham made a motion to adopt the agenda
- b. Eric Fly seconded the motion
- c. All in favor, no one opposed, motion carried

*Roll Call by Recie Small (Ayes-Samuel Parham, Jasmine Gore, Mary Person,  
Donald Hunter, Judy Lyttle, Eric Fly)*

**4. Approval of minutes**

- a. Judy Lyttle made a motion to approve the minutes
- b. Donald Hunter seconded the motion
- c. All in favor, no one opposed, motion carried

*Roll Call by Recie Small (Ayes-Samuel Parham, Jasmine Gore, Mary Person,  
Donald Hunter, Judy Lyttle, Eric Fly)*

**5. Unfinished Business by Jasmine Gore**

- a. Mayor Jasmine Gore acknowledged the presence of the CRWDB Interim Chair, Amanda Wilson. Amanda shared that she is willing to serve in the position until a new Chair is identified and then would resume her position as Secretary/Treasurer on the Board. She stated she is looking forward to working with everyone and helping to establish better communication moving forward.
  - b. Mayor Gore stated that the responses from the Compliance report sent to the Virginia Community College System (VCCS) needed to be reviewed again to determine if all of the members were in agreement with the responses as they were submitted by staff in July. As we work to update our response, an extension will be requested.
  - c. Sophenia Pierce went over each finding and response submitted to VCCS in the Corrective Action Plan.
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1. Finding #1 -Dealt with The Local Workforce Development Board (LWDB and the minutes being added on the website. Mayor Jasmine Gore asked the Chief Elected Officials if they would like a deadline for when the minutes should go on the website. Judy Lyttle said it is a good idea and the Chief Elected Officials agreed by consensus for staff to work to have draft minutes on the website in 15 and 30 days with the final minutes.
2. Sophenia Pierce reviewed findings # 2 and # 3, she said the state questioned the procurement process and the Request for Proposal for the One- Stop Contract and they are requiring us to redo process. She stated she provided a timeline of what the staff is recommending. However, it takes 180 days to get through a full procurement cycle. She stated the current One Stop Contract will expire if the process starts October 2 and due February 15.
3. Finding #3 - She stated dealt with the One Stop Contract being extended several times. Mayor Gore stated that she is unsure how the state will address it at this time. She made a suggestion that verbiage be added and a roll call vote of the board is taken when handling contracts. Donald Hunter suggested that with making contract decisions, our attorney should be involved.
4. Finding #4, Sophenia Pierce stated the monitoring plan has already been submitted. Ms. Pierce also stated that the Service Providers have meetings bi-weekly. Mayor Jasmine Gore said reports will come to the Chief Elected Officials about the service providers to make sure they are following their contract. Sophenia Pierce stated they are now required to do reports monthly and Ms. Small is also doing quarterly monitoring. Mayor Jasmine Gore said they will like a copy of reports as well and this information needed to be added to our responses.
5. Finding #5, Mayor Parham shared information on the Forensic Audit. As he stated, he had already provided a detailed response to VCCS reiterating the City of Petersburg's position that there was policies and procedural issues during this period for the CRWDB but they believe that there was nothing fraudulent that had happened. Donald Hunter asked do we get our guidance from the City Attorney or the Board Attorney. Sophenia Pierce response was the Forensic Audit was conducted with the grant recipient which is the City of Petersburg. Therefore, the City of Petersburg's Attorney handled the matter. This response will remain the same.
6. Finding # 6 & # 7, Sophenia Pierce stated the membership had expired for several members and the website will be updated as soon as the new certification is completed which is based upon nominations provided by the CEOs. Also, the EO information had already been completed.
7. Finding #8, Sophenia Pierce stated corrections were to be made by the August 27 CRWDB meeting. But, at the time of the meeting, all of the policies had not be reviewed by staff and standing committees. She stated it will be a priority to have the policies updated during a special meeting that will be scheduled in October as members were already made aware that this meeting would be needed.
8. Finding #9, Sophenia Pierce stated they did not spend all the funds. Mayor Gore asked how do we track if the service providers took training? Mayor Jasmine Gore asked if the providers met their expectations or do, we have to give money back, she said because COVID-19 should not be an excuse to meet expenditures.
9. Mayor Jasmine Gore asked for a motion to extend the meeting at 6:55 p.m. to continue with the agenda.
  - a. Donald Hunter made a motion to extend the meeting to continue with the agenda.
  - b. Motion was seconded by Mayor Gore
  - c. All in favor, no one opposed, motion carried

*Roll Call by Recie Small  
Jasmine Gore, Donald Hunter, Judy Lyttle, Eric Fly (left meeting at 7:00 for another meeting), Samuel Parham (stated would have to leave meeting by 7:30), Mary Person (left the meeting at 6:30).*

10. Finding 17 has been completed

Before the conclusion of the meeting, Mayor Gore invited Mr. George Taratsas to have remarks.

Mr. Taratsas stated that it is important for everyone to be in a transparent environment. He wanted to address the letter received from the City of Petersburg for the Forensic Audit and reference statements that Mayor Parham stated before he left off the call. However, he did not feel that it was appropriate as Mayor Parham was no longer on the call. He did state that training has been provided to the local area on several different occasions and he talked about the local performance goals that the local officials should be made aware of by the Executive Director.

Mayor Gore wrapped up the meeting stating that she would be working with staff to develop a plan of addressing the findings further and perhaps shifting of staff duties. She thanked everyone for their input and Amanda for stepping in to serve as Interim Chair.

Meeting adjourned at approximately 7:35 p.m.

**Approved By:** \_\_\_\_\_  
**CEO Chair**

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**Date**