

**Crater Regional Workforce
Development Board Meeting Minutes**

January 17, 2019
Hopewell Community Center
100 W. City Point Road
Hopewell, VA 23860
8:30am-10:30am

Board Members Present:

Bill Mullins
Keith Boswell
George Lyons
Michael Drewry
Amanda Wilson
Toni Archer
Shelia Smith
Karen T. Epps
Kathy Anderson
Elizabeth Creamer
Carly Woolfolk
Bruce Sobczak
Earnest Greene
Chris Johnson
Amanda Wilson
Ramon Puzon

Staff Present:

Ryan Follett
Jerry Trovillion
Recie Small
Brandon Moore

Public:

Sherry Pearson
Norris Stevenson
Yoti Jabri

1. **Call to Order** by Chris Johnson at 8:36am
 - a. Roll Call by Recie Small.
2. **Public Comment:** No public comment.
3. **Approval of Agenda**
 - a. Motion made to approve the agenda by Karen T. Epps.
 - b. Motion seconded by Shelia Smith.
 - c. All in favor, no one opposed, motion carries.
4. **Approval of October 18, 2018 Board Meeting Minutes**
 - a. Add on to Page 3, #20, which Shelia Smith motioned to adjourning the meeting and the seconded was unanimous.
 - b. Motion made to add Shelia Smith's motion to adjourn the meeting in the minutes and the second motion was unanimous by Toni Archer.
 - c. Motion seconded by Kathy Anderson.
 - d. All in favor, no one opposed, motion carries.
5. **Amendment of Board By-Laws**
 - a. Item B, Page seven under "Public Meetings", will be removed from the By-Laws.
 - i. Toni Archer: For example, when the Board makes an agreement or contract, why is the fiscal grant holder, Petersburg City, signing the contract? Because when the service provider was selected I don't remember the Board signing the contract.
 - ii. Ryan: I wrote up the contract and signed it, but will make a connection with the CEOs and the Board by sending minutes from the CEOs meetings to Board members and sending minutes from Board meetings to CEOs.
 - iii. Chris Johnson: The next CEOs meeting is at the Petersburg Library January 28, 2019 at 6:00pm and Board members are welcomed to come.
 - b. Motion made to remove item B on page seven, under "Public Meetings" by Toni Archer
 - c. Motion seconded by Karen Epps.
 - d. All in favor, no one opposed, motion carries.
6. **Board-Chief Elected Officials Agreement**
 - a. Motion made to accept agreement as is by Karen Epps.
 - b. Motion seconded by Amanda Wilson.
 - c. All in favor, no one opposed, motion carries.
7. **Conflict of Interest Policy**
 - a. Motion made to accept the conflict of interest policy as is by Amanda Wilson.
 - b. Motion seconded by Keith Boswell.
 - c. All in favor, no one opposed, motion carries.
8. **Annual Disclosure Statement of Economic Interests**
 - a. Toni Archer: Is this disclosure in conflict with the state's disclosure?
 - b. The Board agreed to fill out the forms and for those that filled out a state disclosure statement of economic interests can write "Already Submitted."
9. **Priority of Service Policy**
 - a. Motion made to accept Priority of Service Policy as is by Toni Archer.

- b. Motion seconded by Kathy Anderson.
- c. All in favor, no one opposed, motion carries.

10. Individual Training Account Policy

- a. Motion made to accept Individual Training Account Policy as is by Shelia Smith
- b. Motion seconded by Bruce Sobczak.
- c. All in favor, no one opposed, motion carries.

11. Customized Training Policy

- a. Motion made to accept Customized Training Policy by Kathy Anderson.
- b. Motion seconded by Bill Mullins.
- c. All in favor, no one opposed, motion carries.

12. Youth Incentive Policy

- a. Motion made to accept Youth Incentive Policy as is by Dr. George Lyons.
- b. Motion seconded by Earnest Greene.
- c. All in favor, no one opposed, motion carries.

13. Case Management Notes Update and Review Policy

- a. Toni Archer: Are we, as board members, going into the VOSS system to check?
- b. Recie Small: I'm the one that will go into the VOSS and checking.
- c. Motion made to accept Case Management Notes as is by Toni Archer.
- d. Motion seconded by Dr. George Lyons.
- e. All in favor, no one opposed, motion carries.

14. Board Committee Reports

- a. Recie Small (Eligible Training Provider)
 - i. The Eligible Training Provider Committee met January 8, 219.
 - ii. Discussed the performance measures and a recommendation for EMT class with CCWA.
 - iii. Motion made to add the recommended classes to the Eligible Training Provider list by Toni Archer.
 - iv. Motion seconded by Dr. George Lyons.
- b. Bruce Sobczak (Business Services Committee)
 - i. Next meeting is January 24, 2019.
 - ii. The committee is in place and looking to put into play value proposition.

15. Forensic Audit Update by Shawn Nicholson

- a. Earnest Young will be conducting the audit. There was something submitted to the state but required additional revisions and have until Tuesday January 22, 2019.

16. One-Stop Operation Updates by Chris Johnson

- a. There was a close session at the last board meeting, but wanted to let everyone know. that Ryan and Shawn have worked out the responsibilities among one another and are still ironing out the details.

17. Meeting adjourned at 10:28am

- a. Motion made to adjourn meeting by Earnest Greene.
- b. Motion seconded by Bill Mullins.