

**Crater Regional Workforce Development Board  
Executive Committee Meeting**

May 12, 2020

9:30 a.m. – 11:00 a.m.

**Location: VIRTUAL Zoom**

**Executive Committee Members**

**Present:**

Chris Johnson  
Pamela Allen  
Amanda Wilson  
Bruce Sobczak  
Dr. George Lyons  
Keith Boswell

Shyan Jones  
Sophenia Pierce  
Recie Small  
Jerry Trovillion

**Other Attendees:**

Darnetta Tyus, CEO Staff  
Shawn Nicholson, One Stop Operator  
Wes Smith, CCWA

**Staff Present:**

**1. Call to order: 9:32 a.m.**

- a. Roll call by Recie Small

**2. Public Comment:**

- a. None at this time

**3. \*Approval of agenda:**

- a. Dr. George Lyons made a motion to approve the agenda
- b. Bruce Sobczak second the motion
- c. All in favor, no one opposed, motion carried

**4. \*Approval of minutes from 02/10/2020**

- a. Amanda Wilson made a motion to approve the minutes with the recommended changes by Keith Boswell. The changes were Keith Boswell suggested in the minutes under the financial audit, it should be recommended instead of the Chief Elected Officials. He also suggested VAWC should be spelled out to Virginia Workforce Connection.
- b. Bruce Sobczak second the motion
- c. All in favor, no one opposed, motion carried

**5. Unfinished Business & Updates**

Board Standing Reports

- a. Dr. George Lyons discussed the Youth Standing Committee that was held on May 11, 2020 about the numbers in the Virtual One Stop System (VOS).
- b. Bruce Sobczak stated the Business Service Committee were gathering contact information for businesses before the COVID-19. Bruce Sobczak stated the Committee is working on a business plan; however, when COVID-19 started, completions was tabled. The committee could not make any decisions because there was no quorum.
- c. Chris Johnson stated the Public Outreach Committee gained three new members and Sophenia Pierce is serving as the acting chair until Keith Boswell's position as chair is filled. Sophenia stated new members included: Carly Woolfolk (Dinwiddie

Public Schools CTE), Kathy Anderson (S.P.A.C.E.), and Ursula Myhalsky (Hampton Inn). Sophenia Pierce stated that the committee would like a member to join who has experience in marketing. It was also suggested to reach out to the area colleges to see if they could recommend a student to serve as an intern. She said staff will also ask our Adult and Dislocated Worker or our Youth Service Provider to join the committee as well.

- d. Pamela Allen spoke about the Eligible Training Provider Committee stating the committee had received two new applications. Pamela Allen stated the committee will have to look into the companies that are on the Eligible training provider list to determine if they are in high demand, if not we will need information from the companies.
- e. Chris Johnson stated the proposed meeting schedule we will have our next Executive Committee Meeting in June 2020. Sophenia Pierce stated we have documents such as the Boards 2020-2021 Budget and One Stop Infrastructure Funding Agreement (IFA) that will need approval.
- f. Nomination Committee- Chris Johnson asked Pam Allen and Amanda Wilson if they were willing to continue to serve in their capacity. Mr. Johnson also asked if the officers were set by the State and could they be changed?
  - The suggestion was made to rotate the officer positions as:
    - Pamela Allen is the Chair of the Executive Committee
    - Chris Johnson is the Vice Chair
    - Amanda Wilson is the Secretary Treasury
  - The committee decided to develop a succession planning team in which Pam Allen will Keith Boswell will serve on the team.
- i. Keith Boswell suggested we should be able to change our titles. Darnetta Tyus stated we should not change the leadership until a plan is set and Chris Johnson agreed. Jerry Trovillion stated the change would have to be amended.

#### **6. Presentation (Customer Service Certification) by Wes Smith**

- a. Wes Smith, from the Community College Workforce Alliance (CCWA) stated CCWA has partnered with several of the local Chambers to put together a Customer Service Training using a nationally recognized program to benefit job seekers and businesses. He shared that he was working with Becky McDonald (Hopewell/Prince George Chamber of Commerce), Keith Boswell (Virginia Gateway Region) and Sophenia Pierce to help local businesses using Fast-Forward funds to get training for current employees of businesses who may be interested in enhancing their worker's skills to advance in their current jobs.
- b. Wes Smith stated the training cost equaled up to \$840.00 and included cost for books, but he said the Fast-Forward grant would pay 2/3. Sophenia Pierce stated the remaining balance could come from the WIOA Dislocated Worker funds which we have approximately \$50,000 available set aside for Incumbent Workers Training.
- c. West Smith stated phase 1 and 2 can be done online.

#### **7. Board Staff Reports**

- a. **Executive Director Report-** Sophenia Pierce stated she has been working to build a stronger relationship with the local Chambers throughout the region. She stated she

has joined Sussex and Surry County Chambers on behalf of the Board and renewed membership for Petersburg's Chamber of Commerce.

Sophenia Pierce stated the Business Service Committee offered funding of \$25,680.00 and we have received applications from 25 businesses from the region. She stated we funded 18 businesses which the first 10 businesses were awarded for sanitation and ppe items.

Sophenia Pierce shared we have a workforce win related to a company she met at a Surry Chamber of Commerce meeting in February. The company, called sPower, donated \$5,000 to further assist our COVID-19 Business Aversion Initiative.

- b. **Financial Audit** - Sophenia Pierce stated the RFP for the financial audit for FY 18 and FY 19 will be going out in the next two weeks.
- c. **Quarterly Financial Report**- Jerry Trovillion stated the funding has come in and he displayed it on the budget sheet.
- d. **Program Services**- Sophenia Pierce stated the service providers are reaching out to participants and the Adult.
- e. Sophenia Pierce stated a letter was submitted by Mayor Samuel Parham from the City of Petersburg to the Virginia Community College System for the Forensic Audit. This was the official response from the City and contained a chart that was provided to show the eight findings and how corrective actions have been made.

#### **8. New Business & Updates**

- a. Budget Recommendations- Sophenia Pierce stated she will send the information out to the committee for review.

#### **9. Questions/ Comments**

- a. Recie Small asked the committee for a date that they would like to meet in June?
- b. Sophenia Pierce added that the two applications pending to be brought forward to be put on the Eligible Training Provider list but would need to get approved in the Board Meeting.
- c. The next meeting was scheduled for June 9<sup>th</sup>, 2020.

#### **10. Adjournment: 11:00 a.m.**