

Crater Regional Workforce Development Board (CRWDB) - Area 15
CRWDB Board Meeting
Meeting Minutes
DRAFT

Date: November 12, 2020
Time: 8:30 a.m. - 10:30 a.m.
Location: Zoom

Attendance

<p><u>CRWDB Board Members Present:</u> Ursula Myhalsky Natalie Slate Elizabeth Creamer Bruce Sobczak George Lyons Marilyn Henderson Keith Boswell Kathy Anderson Sherrina Sewell Patty Peterson Carly Woolfolk Karen Epps</p>	<p><u>Guest Attendees:</u> George Taratsas Michelle Rogers Christina Taylor Nestor Leon Sharon Mattox Jay Paul Alec Brebner</p> <p><u>CEO Present:</u> Judy Lyttle Jasmine Gore Belinda Astrop</p> <p><u>One Stop Operator/ Center Manager:</u> Shawn Nicholson</p>
<p><u>Absent</u></p>	<p><u>CRWDB Staff Present:</u> Sophenia, Pierce Recie Small Shyan Jones Jerry Trovillion</p>

1. **Call to order by Bruce Sobczak (Vice Chair) 8:35 a.m.**
 - a. Roll call by: Shyan Jones
2. **Public Comment**
 - a. No Comments at this time
3. **Approval of Agenda**
 - a. Motion to adopt the agenda made by: Kathy Anderson
 - b. Motion seconded by: Marilyn Henderson
 - c. All in favor, no one opposed, motion
4. **Approval of Minutes from 8/27/2020 and 10/15/2020**
 - a. Motion made to approve 8/27/2020 minutes: Kathy Anderson
 - b. Motion seconded by: Sherrina Sewell
 - c. All in favor, no one opposed, motion carried
 - d. Motion made to approve 10/15/2020 minutes: Elizabeth Creamer made a motion to approve the October 15th minutes with the attendance modification request made by Patty Peterson.
 - e. Motion seconded by: Marilyn Henderson

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f. All in favor, no one opposed, motion carried

5. Opening Remarks

- a. Bruce Sobczak welcomed everyone and stated he will be facilitating the meeting in the absent of The Chair Amanda Wilson who had another priority to come up at work. He then introduced Mr. George Taratsas from the Virginia Community College System. George Taratsas stated he is the Director of the Workforce Title I and lead staff with the Governor's office. He stated they distributed \$10,000 to each Workforce area to help develop their local strategic plan. He stated most localities are using the funding to get a facilitator. Also, he stated that the region will have to go through a One-Stop Certification which happens every two years. The program year 19 compliance review document is still being reviewed by his office and the Executive Director will get completed Corrective Action Plan response.
- b. Keith Boswell asked George Taratsas if he would give the committee an overall feedback of how we are doing as a board. George Taratsas stated the Crater Region is doing great with reorganizing the infrastructure and he is excited to see a change from what the board has been through and has overcome in the last few years. He suggested for the board to lean on Elizabeth Creamer for her expertise with Workforce Development. He also welcomed the leaders to set up a meeting with him to go over everything as needed. He said having the right staff in training in place is critical

6. Special Presentation by The WorkPlace (TWP)

- a. Nester Leon went over a presentation from the first quarter of PY20. He stated there are 106 active cases and 27 customers per counselor.
- b. Nester Leon stated their contract goal equals 44 new enrolled customers and they have 51 actuals enrolled.
- c. After the presentation Elizabeth Creamer shared with Mr. Leon that Community College Workforce Alliance is doing in person training for CDL's and other credentials and they have grants to assist individuals such as Fast Forward. She encouraged TW to refer participants to explore these training opportunities.

7. Board Committee Reports

- a. Public Outreach by Michelle Rogers- She stated they are working on a new strategy and will meet in two weeks.
- b. Business Service by Bruce Sobczak- He stated we have a Business Solutions Team. He stated October 19- 26 The Workplace went to Rolls Royce and 120 participants were interested and majority completed the eligibility documents. He stated CCWA customer service training was a success there were three individuals who gained certification.
- c. Youth Standing Committee by Dr. George Lyons- He stated they had met November 9th, 2020 and the Chief Elected Officials have given Pathways a 60-day provisional renewal for their youth contract to allow time to correct areas of attention.

8. Nominations by Sopenia Pierce

- a. Sopenia Pierce stated Ursula Myhalsky is interested in the Secretary Treasurer position as well as Karen Epps. She stated Karen Epps would not be able to be nominated because she served as an Economic Development Representative. In order to be an executive officer, it must be a business representative.
- b. Motion of a recommendation to nominate Ursula Myhalsky as Secretary Treasurer by: Kathy Anderson

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- c. Motion seconded by: Dr. George Lyons
- d. All in favor, no one opposed, motion carried
- 9. CEO & CRWDB Agreement- Sopenia Pierce**
 - a. Sopenia Pierce reviewed the updates she recommended for the agreement that included updating dates, adding the Department of Social Services as a mandated partner and she stated the administrative assistant will serve as staff to facilitate board membership for the CRWDB.
 - b. Motion to amend and approve made by: Dr. George Lyons
 - c. Motion seconded by: Marilyn Henderson
 - d. All in favor, no one opposed, motion carried
- 10. CRWDB Strategic Plan- Sopenia Pierce** stated we have started the Strategic planning process and the board input will be needed to develop our next local strategic plan.
- 11. Proposed Meeting Dates**
 - a. In discussion, the committee reviewed the dates provided to them.
 - b. Motion made to approve dates by: Elizabeth Creamer
 - c. Motion seconded by: Kathy Anderson
 - d. All in favor, no one opposed, motion carried
- 12. One- Stop Operator Report by Shawn Nicholson**
 - a. He presented a PowerPoint stating Petersburg has been working on applications for becoming a work ready community for next year with three other localities in the region to get national recognition as a working community.
 - b. Jerry Trovillion stated a lot of the funds remained unspent and we need to promote trainings has not been spent and we need to promote training.
- 13. Crater Wins**
 - a. Kathy Anderson – She stated CCWA now offers Pharmacy Tech, but not doing CNA classes. She stated GED Testing center in Dinwiddie and Emporia is open by appointment only.
 - b. Elizabeth Creamer- She said it was a really good informational meeting and appreciated the One Stop PowerPoint with charts and graphs.
 - c. Karen Epps- She stated they will extend small business grants in Colonial Heights and they have \$90,000 left.
 - d. Jay Paul- Introduced himself as the attorney for the CRWDB and stated he has been working along with the Executive Director to provide legal guidance for several projects.
 - e. Sharon Mattox- The District Manager for Virginia Employment Commission stated she hopes people can get back to work soon
- 14. Adjournment: 10:35 a.m.**
 - a. Motion made by: Karen Epps
 - b. Motion seconded by: Kathy Anderson
 - c. All in favor, no one opposed, motion carried