

**Crater Regional Workforce Development Board  
Chief Elected Officials (CEO Meeting)**

May 28, 2020  
22. W Washington St  
Petersburg, VA 23803  
4:00 p.m. – 6:00 p.m.  
**Virtual: Zoom**

**Chief Elected Officials Present:**

Mayor Samuel Parham  
Mayor Gregory Kochuba  
Mayor Mary Person  
Chairperson Judy Lyttle  
Mayor Jasmine Gore  
Chairperson Donald Hunter  
Chairperson Belinda Astrop  
Chairperson Eric Fly

**Chief Elected Officials Absent:**

Chairperson Brenda Ebron-Bonner

**CEO Alternate Present:**

Kevin Massengill

**Public:**

Chris Johnson  
Pam Allen

**Staff:**

Darnetta Tyus  
Sophenia Pierce  
Shawn Nicholson  
Recie Small  
Shyan Jones

**Call to order:**

- a. Roll Call by Recie Small

**Closed Session Period:**

- a. None at this time

**Public Comment Period:**

- a. None at this time

**\*Adoption of the Agenda:**

- a. Mayor Gregory Kochuba made a motion to approve the agenda as submitted.
- b. Kevin Massengill seconded the motion
- c. All in favor, no one opposed, motion carried.

**\*Approval of the minutes:**

- a. Mayor Gregory Kochuba made a motion to approve the minutes
- b. Mayor Mary Person seconded the motion
- c. All in favor, no one opposed, motion carried

**Staff Reports**

**1. Darnetta K. Tyus, Deputy City Manager, City of Petersburg**

**a. Review of Schedule of Agreements & Contracts**

- i. **Local Area Grant Recipient Agreement-** This Agreement designates the grant recipient and the fiscal agent. The Agreement has not been received from VCCS as of yet. Once received the document will be forwarded for review.

- ii. **CEO Consortium Agreement**-Darnetta Tyus stated all the jurisdictions signed the document along with their respective ordinance.
    - Mayor Gregory Kochuba made a motion to approve the CEO Consortium Agreement.
    - Kevin Massengill seconded the motion
    - All in favor, no one opposed, motion carried
  - iii. **CEO & CRWDB Agreement**- Darnetta informed the committee that the CEO & CRWDB Agreement is time for renewal. The current document will be sent to the committee for review and the submission of questions or concerns.
    - Mayor Kochuba asked Chris Johnson, CRWDB chair if the board had any comments or concerns at this time. Mr. Johnson's stated there were none at this time.
  - iv. **One Stop MOU & IFA** -Darnetta Tyus stated the infrastructure has to be approved and it will expire end of June 2020. She stated July 1, 2020 a new agreement will start.
  - v. **Employer of Records Agreement** – Darnetta Tyus stated the Forensic Audit did not address the Employer of Records. She stated the organizer served as the Employer of Records has been the Crater Planning Commission. Recie Small explained that the current Employer of Record is Crater Planning District Commission (CPDC). The current agreement will end on June 30, 2020. One the CPDC Board meets and vote on the agreement the Board will receive the new agreement for execution. Currently all CRWDB staff are under this agreement except for the Executive Director.
    - **Mayor Gregory Kochuba made a motion to approve the Employer of Record.**
    - **Judy Lyttle opposed the motion**
    - **Discussion was held(????????????????????????????????)**
- b. **Forensic Audit Updates (See Attachments)**- Ms. Tyus stated that the Forensic Audit had three (3) major findings that involved Moving Forward Agency, Main Street Management and Cherry Creek. The information was sent to the State Prosecutor for review and to determine the next steps. The Prosecutor's response stated that there was insufficient evidence to move forward on findings of fraud, embezzlement or any other criminal act.
- i. Mayor Kochuba requested a copy of the full audit report be provided to the Consortium Board. Ms. Tyus responded the report will be sent out tomorrow.
2. **Sophenia H. Pierce, Executive Director- CRWDB**
- a. **Director's Report-**
    - i. Sophenia Pierce stated for COVID-19 Recovery activities, the state will be providing additional funding. She stated that there Virginia Employment Commission will be providing security. The Center will not reopen until security guards are in place and until the Virginia Community College System has provided additional personal protective equipment. Sophenia Pierce stated that the state has

provided a uniformed guidance to all of the Virginia Career Works that to guide plans for reopening in several phases. Plans are being made with all of the Partners to reopen June 18, 2020 for the Petersburg One Stop and July 1, 2020 the Emporia Center will reopen.

ii. Ms. Pierce also reported that the state awarded each workforce area rapid response funding to help small businesses. She stated that with the funds provided to the Crater Region we were able to award 18 businesses small grants to assist with layoff aversion during COVID-19.

iii. Ms. Pierce shared that we have received the Compliance Monitoring Report for PY19. Chris Johnson shared that the report comprised of a lot of information that needed to be further reviewed and processed by him, Mayor Parham and the staff.

b. **Financial Report-** Sopenia Pierce referred the Chief Elected Officials to the quarterly financial report that were presented in the board packet. The reports show expenditures through March 31, 2020. She asked if there were any questions. She stated there are funds that are left from PY 18 but the Board staff is working with the providers to ensure that they submit documentation of trainings to account for those expenses occur before the onset of COVID-19.

c. **Program and Service Updates-** Sopenia Pierce stated the notification of new allocations have been received from the state. She stated participants are still receiving services and some virtual trainings until classes reopen that are provided by training providers.

### **3. Shawn Nicholson, One Stop Operator, Virginia Career Works, Crater Region**

a. Shawn Nicholson stated he has been engaged with The Virginia Gateway Region.

#### **Old Business**

- a. **Designation of Designees-** Recie Small stated that she is still awaiting designation forms from some localities. She will send out a follow-up email.
- b. **Conflict of Interest-** Recie Small stated she has not received all the forms, but will send out a follow up email.
- c. **Space for Sussex County-** The board is still awaiting to receive the revised lease agreement from the Sussex County attorney. At the approval of the Board, it will be signed by the Executive Director.

#### **New Business**

a. **Budget Approvals for PY 2020-2021-** Sopenia Pierce stated action is needed for the new budget. She said the budget need must be adopted by the CEO Consortium by June 30, 2020. The Board has identified a Budget Workgroup who will work with staff to develop the budget and will submit a recommendation for the next CEO meeting.

b. **Next Meeting**

- a. The next meeting was scheduled for June 29<sup>th</sup>, 2020 from 4:00 p.m. to 6 p.m. and members were asked if they had any questions about the documents they were provided, then they could email them to Recie Small or Sopenia Pierce.

**Adjournment: 6:04 p.m.**