

**Bay Consortium Workforce Development Board, Inc.**  
**Minutes**  
**Wednesday, February 3, 2021**  
**11:00 A.M.**

The Bay Consortium Workforce Development Board, Inc. met Wednesday, February 3, 2021 via Zoom.

**Call to Order:** Dennis Parsons, Chairman, called the meeting to order at 11 A.M.  
Morgan Quicke read the following statement:

Virginia law requires and authorizes regional bodies such as the Bay Consortium Workforce Development Board to conduct their meetings during a public disaster or emergency in manners which are consistent with providing continuity of government and operations in a safe and healthy manner, with the public safety, health and welfare in mind for all attendees/interested parties, in compliance with open government requirements.

The electronic convening of the Workforce Board's Executive Committee today has been determined necessary in order to continue the necessary business of the organization. We believe the matters included on the agenda address important/essential matters of continuing the work of Workforce Board and therefore it is appropriate to convene during this time.

Therefore, we have determined the appropriateness and eligibility to conduct today's meeting of the Executive Committee electronically pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor's March 12, 2020 State of Emergency Declaration for COVID-19.

**Roll Call:** Dennis Parsons requested the roll call with the following members recorded as present:

Felicia Ansia, Rappahannock Electric Cooperative  
Megan Bergen, Rappahannock Goodwill Industries  
Meg Bohmke, Stafford County Board of Supervisors  
Melvin Carter, United Auto Workers Local 2123  
Nikki Cox, Department of Social Services  
Josh Gemerek, Bay Aging  
Tracy Harrington, Department of Aging and Rehabilitative Services  
Ken Knull, Yankee Point Marina  
Marjorie Lampkin, Rappahannock Community College  
Vanessa Livingstone, Richmond County Social Services  
David Mann, Mann Printing  
Greg Moon, Carry-On Trailers  
Martha O'Keefe, Germanna Community College  
Jason Perry, Rappahannock Community College  
Danielle Robinson, Middle Peninsula Regional Adult Education  
Patrick Tompkins, Eastern Shore Community College  
Deborah Warf, Virginia Employment Commission

Gary Wilson, Caroline County Economic Development

The following members were neither represented by an official alternate or proxy:

Steve Goodall, WestRock  
Robin Harry, Pallet Machinery Service  
Bridget Landess, Atlantic Union Bank  
Bill Leyden, Elevator Constructors Local 52  
Percy Pollard, Pollard Consulting Services  
Leigh Ramos, Haskins Bayside Super Service Center, Inc.  
Chantel Roane, Haynesville Correctional Center  
Kendall Webre, Norton Yacht Sales

A quorum was present.

Others present were: Megan King, Sherry Pearson, Sherry Davis, Marty Bywaters-Baldwin, Tina Taylor, Elizabeth Batista-Cardenas, Steven Golas, and Katlyn Moss.

**Approval of Minutes:** A motion was made to approve the November 4, 2020 minutes. The motion was seconded and approved.

**Public Comment:** There was no public comment.

**Joint Action Items:** Jackie Davis reviewed the PY 20-21 Budget with members, noting that a second round of Wagner-Peyser funding for January 1, 2021 to March 31, 2021. She noted the addition of the National Dislocated Worker Grant, which has funding to support training healthcare and logistics, and funding to support temperature takers at Virginia Career Works. She also discussed moving funds from Board travel to One Stop Support. A motion came from the Executive Committee to approve the amended PY 20-21 Budget, which was seconded and approved. Dennis Parsons reviewed the RFP results, discussing with members the decision of the proposers remaining anonymous.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 3 as the One-Stop Operator Services. A roll call vote was taken, with results as are follows:
  - Voting Yes Were: Felicia Ainsa, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Marjorie Lampkin, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Jason Perry, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
  - Abstaining Was: Megan Bergen

Proposer 3 was identified as Rappahannock Goodwill Industries.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 3 as the

Provider of Adult and Dislocated Worker Services in the George Washington Sub-Area 16, which was seconded and approved.

- Voting Yes Were: Felicia Ainsa, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Marjorie Lampkin, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Jason Perry, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
- Abstaining Was: Megan Bergen

Proposer 3 was identified as Rappahannock Goodwill Industries.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 3 as the Provider of Youth Services in the George Washington Sub-Area 16, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Marjorie Lampkin, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Jason Perry, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
  - Abstaining Was: Megan Bergen

Proposer 3 was identified as Rappahannock Goodwill Industries.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Northern Neck Sub-Area 17, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Megan Bergen, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
  - Abstaining Were: Marjorie Lampkin and Jason Perry.

Proposer 3 was identified as Rappahannock Community College.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Northern Neck Sub-Area 17, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Megan Bergen, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
  - Abstaining Were: Marjorie Lampkin and Jason Perry.

Proposer 2 was identified as Rappahannock Community College.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Middle Peninsula Sub-Area 18, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Megan Bergen, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
  - Abstaining Were: Marjorie Lampkin and Jason Perry.Proposer 3 was identified as Rappahannock Community College.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Middle Peninsula Sub-Area 18, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Megan Bergen, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Danielle Robinson, Patrick Tompkins, Deborah Warf, and Gary Wilson.
  - Abstaining Were: Marjorie Lampkin and Jason Perry.

Proposer 2 was identified as Rappahannock Community College.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 3 as the Provider of Adult and Dislocated Worker Services in the Eastern Shore Sub-Area 22, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Megan Bergen, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Marjorie Lampkin, Vanesa Livingstone, David Mann, Greg Moon, Martha O’Keefe, Jason Perry, Danielle Robinson, Deborah Warf, and Gary Wilson.
  - Abstaining Was: Patrick Tompkins

Proposer 3 was identified as Eastern Shore Community College.

- A motion was brought to the Board from the Performance and Accountability Committee, based on the highest average review score, to approve Proposer 2 as the Provider of Youth Services in the Eastern Shore Sub-Area 22, which was seconded and approved.
  - Voting Yes Were: Felicia Ainsa, Megan Bergen, Meg Bohmke, Melvin Carter, Nikki Cox, Josh Gemerek, Tracy Harrington, Ken Knull, Marjorie Lampkin,

Vanesa Livingstone, David Mann, Greg Moon, Martha O'Keefe, Jason Perry, Danielle Robinson, Deborah Warf, and Gary Wilson.

- Abstaining Was: Patrick Tompkins

Proposer 2 was identified as Eastern Shore Community College.

Dennis Parsons reviewed the Strategic Plan and its goals. A motion came from the Executive Committee to approve the Strategic Plan, which was seconded and approved. Jackie Davis reviewed the Local Plan. She stated that it would go to the state in March after a public comment period. A motion came from the Executive Committee to approve the Local Plan, which was seconded and approved.

**Executive Committee:** Dennis Parsons gave the committee report. He made the recommendation that the Virginia Career Works Fredericksburg Center remain located at its current location for the new lease term of ten years. Meg Bohmke asked how the Executive Committee came to that decision. Dennis Parsons reviewed the process. A motion was made to approve the Virginia Career Works Fredericksburg Center remaining at its current location, which was seconded and approved. Dennis Parsons presented members with the updated Board Manual for approval. A motion was made to approve the Board Manual, which was seconded and approved.

**One Stop Committee:** Deborah Warf gave the committee update. She noted that the committee had discussed the idea of the Board holding the lease for the affiliate sites throughout the area to provide continuity for clients. A motion came from the One Stop Committee for the Board to explore holding the leases in other localities for affiliate sites. A discussion was held on the technicals of additional sites. The motion was seconded and approved. She also noted that Wagner-Peyser funds had been used to purchase laptops to expand the resource room.

**Labor Market Committee:** Dennis Parsons let members know that Jean Fraysse had resigned from the Board. Jackie Davis gave the committee update. She reviewed Cyber Bytes with members, a cyber security school who applied to be on the training provider list. A motion to approve Cyber Bytes was seconded and approved.

**Performance and Accountability:** Steve Goodall gave the committee report. He noted that they had reviewed the Quarterly Reports and RFP results. A motion was made to accept the Corrective Action Plans submitted, which was seconded and approved.

**Board Development:** Josh Gemerek gave the committee report. He noted that they did not meet due to lack of quorum. He noted that the Executive Committee had reviewed the Board Manual for them.

**Youth Council:** Marjorie Lampkin gave the committee update. She noted that they had discussed the Quarterly Reports, RFP results, and parent representation membership.

**Old Business:** There was no old business.

**New Business:** There was no new business.

**Executive Director's Update:** Jackie Davis let members know that Board Certification had been submitted and the Board had not been certified due to not meeting the 51% Business requirement. She thanked Steven Golas for his work on the Local Plan and RFP Process. She had been working with Fredericksburg and the Eastern Shore providing support. She also mentioned that she was working with localities to make sure frontline staff who want the vaccine can receive it. She noted that they would be starting Center Certification again under new guidance, with a Certification Team. The Certification Team requires a Board member, so Jackie asked David Mann and Kevin Marshall.

**Public Comment:** There was no public comment.

There being no further business, Dennis Parsons called the meeting to end at 12:20 P.M.

Respectfully submitted,  
Katlyn Moss