

Draft Minutes
Bay Consortium Workforce Development Board Meeting
Wednesday, May 3, 2023
10:00 a.m.

- I. Call to order:** Ashley Forbes called the meeting to order at 10:00 a.m.
- II. Welcome and Introductions:** The Board introduced themselves to each other.
- III. Roll Call:**

Name	Attendance	Name of Alternate/Proxy
Kyle Allwine, Northern Neck Electric	Present In-Person	
Felicia Ansia, Rappahannock Electric	Present Alternate	Kayla Coleman
Jennifer Bowhey, Visiting Angels	Present In-Person	
Lamont Brown, ALNA Financial Group	Absent	
Hosey Burgess, Virginia Employment Commission	Present In-Person	
Sara Carroll, Cuddlebugs/Warsaw Richmond Co. COC	Absent	
Melvin Carter, United Auto Workers Local 2123	Absent	
Stephen Cox, Rappahannock Goodwill Industries	Present Virtual	
Beverly Davis, Gravities Light	Present In-Person	
Ashely Forbes, JES	Present In-Person	
Ian Ginger, GOVA, GWRC	Present Alternate	Sarah Oldaker
Joshua Gemerek, Bay Aging	Present In-Person	
Steve Goodall, Westrock	Absent	
Scott Hall, Eastern Shore Community College	Present In-Person	
Tracy Harrington, Dept. for Aging and Rehab. Services	Absent	
Shawn Hildebrand, A&N Electric	Present In-Person	

Marjorie Lampkin, Rappahannock Community College	Present In-Person	
Tina Lance, Germanna Community College	Present Alternate	Bob Dixon
Vanesa Livingstone, Richmond County DSS	Present Alternate	Brooke Jenkins
David Mann	Absent	
Nick Minor, King George County Economic Development	Absent	
Greg Moon, Carry-on Trailers	Absent	
Dennis Parsons, EXIT Realty Group	Present In-Person	
Amy Shockley, Adult Education	Present In-Person	
Patrick Tompkins, Eastern Shore Community College	Absent	
Deborah Warf, Virginia Employment Commission	Present In-Person	
Matthew Weaver, CyberBytes Foundation	Absent	
Kendall Webre, Norton Yachts	Present Virtual	
Ben Whanger, Rivah Lawn and Landscapes	Absent	
Gary Wilson, Caroline County Economic Development	Present Virtual	

A quorum was present. Also present was Giles Scott, Jessica Weber, JoAnn Murchison, Kristina Allen, Jackie Davis, Steven Golas, Lauren Fallin, Robin S., Linda Arvidson, and Donna Smith.

- IV. Approval of Minutes – February 1, 2023:** Ashley Forbes made a motion to approve the minutes from February 1, 2023.
- V. Public Comment:** There was no public comment.
- VI. One-Stop Manager Report (Jessica Weber):** Jessica Weber provided a One-Stop Manager report to the Board. Jessica noted that the traffic at the centers at the beginning of 2023 was phenomenal and the trend shall continue. She also noted that

we are serving more individuals than we did last quarter at the centers. Jessica discussed to the Board that in 2022, we served 528 job placements, and at the start of 2023 we have already served 223 job placements.

VII. Business Services Report (JoAnn Murchison): JoAnn Murchison provided the Business Services report to the Board. JoAnn told the Board that 467 businesses were served this quarter, and that between last quarter and this quarter, there has been an increase in businesses served in all areas this quarter. JoAnn announced to the board that there is an upcoming event in Caroline County on May 31, 2023 at Eastern Shore Community College, where they will be employing 1000 individuals in manufacturing.

VIII. Youth Report (Giles Scott): Giles Scott provided the Youth report to the Board. Giles discussed the past events that happened this quarter, like the Fredericksburg Intern Expo. At the Expo, the Virtual Reality Career Exploration programs were shown to the students and staff, they were taught how to use them and performed tutorials on the VRs themselves. Giles explained that the Career Exploration program consists of 23 different occupations that have 15-minute tutorials on how to perform the basic duties of these occupations. The top 3 occupations that individuals were most interested in were automotive, first responder, and hospitality. Giles noted that the social media presence from April 3 through April 30 was excellent, with a post reach of 17.1k, which is an increase of 3k from the previous data recorded.

IX. Executive Committee Report: Greg Moon provided the Executive Committee report for the Board. Greg noted that the committee met on April 26, 2023. The committee discussed the OJT Policy and made a motion to pass it to the board for approval, as well as the RFP for TPI. They went over the standing committees and the new committee assignments. The committee went over the PY 23 – 24 Proposed Budget as well as the PY 22 – 23 Revised Budget and made a motion to send them to the Board for approval.

A. TPI Update: Jackie Davis provided an update of the TPI that was shared with the GOVA Board by Mason Bishop of WorkEd Consulting. This update provided the timelines and expected deliverables.

B. PY 22 – 23 Revised Budget: Ashley Forbes made a motion to approve the PY 22 – 23 Revised Budget. Kyle Allwine seconded this motion, passing the motion unanimously. Marjorie Lampkin abstained.

C. PY 23 – 24 Proposed Budget: Ashley Forbes made a motion to approve the PY 23 – 24 Proposed Budget. Deborah Warf seconded this motion, passing the motion unanimously.

D. PY 23 – 24 Meeting Schedule: Jackie Davis went over the PY 23 – 24 meeting schedule with the Board.

E. PY 23 – 24 Committee Assignments: Jackie Davis went over the PY 23 -24 committee assignments with the Board.

- F. **OJT Policy:** Ashley Forbes made a motion to approve the OJT Policy. Dennis Parsons seconded this motion, passing the motion unanimously.
- G. **RFP for TPI:** Ashley Forbes made a motion to approve the RFP for TPI. Marjorie Lampkin seconded this motion, passing the motion unanimously.
- H. **PY 23 – 24 Slate of Officers:** Ashley Forbes made a motion to approve the PY 23 – 24 slate of officers. Kyle Allwine seconded this motion, passing the motion unanimously.

X. Standing Committees

- A. **One-Stop Committee Report:** Deborah Warf discussed to the Board that the One-Stop Committee met on April 11, 2023. She noted that the portal implementation policy is still rolling along and that Jessica Weber sent out a poll to see how our business partners felt about the policy. Jessica Weber provided a one-stop manager update. She noted that more people are seeking work, and that the advantage of the new UI filers is that there is opportunity for us to meet with them and engage them and sign them up for workshops. She also noted that workshop engagement is increasing in person and virtually. The One-Stop Committee set aside their elections for chair and vice chair for July 2023.
- B. **Performance and Accountability Committee Report:** Jennifer Bowhey discussed to the Executive Committee that the Performance and Accountability Committee met on April 20, 2023. Steven Golas went over the quarterly reports and success stories with the committee. The committee held their elections and Jennifer Bowhey will serve as the chair of the committee, and Vanesa Livingstone will serve as the vice-chair. Jackie Davis reviewed the TPI and gave a review on the conduction with the consultants. We chose WorkEd as our winning proposal.
- C. **Labor Market Committee Report:** Shawn Hildebrand discussed to the Executive Committee that the Labor Market Committee met on April 4, 2023. They held elections, and Nick Minor will be serving as chair and Ian Ginger will be serving as vice-chair.
- D. **Board Development Committee Report:** Joshua Gemerek discussed to the Executive Committee that the Board Development Committee met on April 12, 2023 and had a quorum. They discussed the Slate of Officers for PY 23 – 24. Ashley Forbes will be serving as the chair, Greg Moon will be serving as the vice-chair, Joshua Gemerek will be serving as the secretary and treasurer, and Ian Ginger is serving as the member-at-large. They also held committee elections, and Joshua Gemerek was elected as chair and Sara Carroll was elected as vice-chair. They also discussed the potential committee restructure and the review of the by-laws.
- E. **Youth Council Report:** Marjorie Lampkin discussed to the Executive Committee that the Youth Council met on April 17, 2023. Steven Golas went over the quarterly reports and success stories. Marjorie discussed that we are struggling to

get more youth in programs and keeping them engaged and coming back. Elections were held for the committee and Marjorie Lampkin was elected as the chair and Dave Ferguson was elected as the vice-chair of the committee.

- XI. Old Business:** There was no old business for discussion.
- XII. New Business:** There was no new business for discussion.
- XIII. Executive Director's Update:** Jackie Davis provided an update on activities and initiatives. She has attended the Governor's Workforce Summit that was held in Richmond. She will be attending USDOL ETA Vision 2030 Workforce Convening in May. She has been accepted in the Virginia Rural Leadership Institute. Jackie Davis informed the Executive Committee that she was reviewing processes, policies and procedures that are in place and has plans to propose changes. Things that are being reviewed are the Bylaws, committee structures, fund diversification, and metrics to hold staff accountable for outreach and activities in the community. She informed the Committee there has been a project submitted to Abigail Spanberger's office to upgrade the Resource Room in Fredericksburg. Jackie also informed the Committee the plans for the Career Adventure Camp this summer to include Drones, 3D Printing and skilled trades.
- XIV. Public Comment:** There was a comment that there should be adult workers should be talked about and recognized more.
- XV. Adjournment:** There being no further discussion, Ashley Forbes made a motion to adjourn the meeting. Dennis Parsons seconded the motion, and the meeting was adjourned at 11:09 a.m.