

**Draft Agenda**  
**Bay Consortium Workforce Development Board/Chief Local Elected Officials Board**  
**Joint Meeting**  
**Wednesday, August 2, 2023**  
**10:00 a.m.**

- I. Call to order:** Ashley Forbes called the meeting to order at 10:07 a.m.
- II. Welcome – King George Citizen’s Center:** Nick Minor welcomed everyone to the King George Citizen’s Center.
- III. Roll Call:**
  - A. Board:** The Board has a physical quorum.

<b>BCWDB Board Attendance</b>					
<b>Business (6)</b>	Felicia Ainsa	Present	<b>Public (5)</b>	Hosey Burgess	Present
	Jennifer Bowhey	Present Alternate Blair Templeton		Ian Ginger	Absent
	Sara Caroll	Present		Joshua Gemerek	Absent
	Melvin Carter	Absent		Tracy Harrington	Present
	Stephen Cox	Present		Marjorie Lampkin	Present
	Beverly Davis	Absent		Vanesa Livingstone	Present
	Robert Dixon	Absent		Nick Minor	Present
	Ashley Forbes	Present		Amy Shockley	Absent
	Shawn Hildebrand	Absent		Scott Hall	Absent
	Greg Moon	Present		Deborah Warf	Absent
	Dennis Parsons	Present		Gary Wilson	Present
	Raymond Straton Jr.	Absent			
	Matt Weaver	Absent			
	Kendall Webre	Absent			
	Ben Whanger	Absent			
	Kyle Allwine	Present			
	Brittany Metts	Present			

**B. CLEO:** The CLEOs do not have a physical quorum.

<b>CLEO Attendance</b>		
<b>Jurisdiction</b>	<b>Representative(s)</b>	<b>Attendance</b>
Accomack County	Jessica Hargis, Mike Mason	Absent
Caroline County	Gary Wilson	Present
City of Fredericksburg	Bill Freehling	Absent
Essex County	Bud Smith	Present
King George County	Nick Minor, Richard Granger	Present
King and Queen County	Jim Burns, Vivian Seay	Absent
King William County	Ed Moren, Percy C. Ashcraft, Steve Hudgins	Present
Lancaster County	Don Gill	Absent
Mathews County	John Priest	Present
Middlesex County	Lud Kimbrough	Absent
Northampton County	Charles Kolakowski	Absent
Northumberland County	Lutrell Tadlock, Drew Bayse	Absent
Richmond County	Hope Mothershead	Absent
Spotsylvania County	Kevin Marshall	Present
Stafford County	Meg Bohmke	Present
Westmoreland County	Norm Risavi, Karen Lewis	Absent

Also present was Lauren Fallin, Jackie Davis, Steven Golas, Kristina Allen, JoAnn Murchison, Giles Scott, Marty Baldwin, and Antoinette Jenkins.

**IV. Presentation – Antoinette Jenkins, Director of Rappahannock Work and Learn Collaboration, University of Mary Washington:** Antoinette Jenkins presented to the Board and CLEOs a presentation on Virginia Talent and Opportunity Partnership.

**V. Approval of Minutes**

**A. May 3, 2023 – BCWDB:** Tracy Harrington made a motion to approve the meeting minutes from May 3, 2023 and Dennis Parsons seconded her motion, passing the motion unanimously.

**B. June 5, 2023 – CLEO:** There was not a physical quorum in place to vote to approve the meeting minutes.

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

**VII. Joint New Business**

**A. One-Stop Manager Report (Jessica Weber):** Marty Baldwin presented to the Board and CLEOs the One-Stop Manager Report. Marty gave an update of the three career work centers. He reported that there has been an increase in traffic in all three of the centers, and that staff appointments are increasing as well.

**B. Business Services Report (JoAnn Murchison):** JoAnn Murchison presented to the Board and CLEOs the Business Services Report. JoAnn reported that this quarter 376 total businesses were served, and 1582 businesses were served this year. JoAnn also announced that there will be upcoming roundtable events.

- C. **Youth Report (Giles Scott):** Giles Scott presented to the Board and CLEOs the Youth Report. Giles reported that the Boys and Girls Club summer camp participated in the career exploration VR program, and Giles will continue the program with the Boys and Girls club throughout the NNK this fall ages 8-12.

**VIII. CLEO Action Items**

**A. Board Membership**

- i. **Renewal – Debbye Warf**
- ii. **By-Laws**

**IX. Joint Action Items**

**A. New Business**

- i. **PY 23-24 Budget:** Jackie Davis gave an overview of the PY 23-24 budget to the Board and CLEOs. Dennis Parsons made a motion to approve the budget and Vanesa Livingstone seconded his motion, passing the motion unanimously. Marjorie Lampkin abstained.

- X. **Executive Committee Report:** Ashley Forbes reported that the Executive Committee met on July 19, 2023 and reviewed and approved policies and the Magnum study proposal.

- XI. **One-Stop Committee Report:** Jackie Davis reported that the One Stop Committee met on July 19, 2023 and reviewed policies.

**A. Business Services Policy:** Vanesa Livingstone made a motion to approve the Business Services Policy and Kyle Allwine seconded her motion, passing the motion unanimously.

**B. Event Coordination Policy:** Vanesa Livingstone made a motion to approve the Event Coordination Policy and Tracy Harrington seconded her motion, passing the motion unanimously.

**C. Portal Policy**

- XII. **Performance and Accountability Committee Report:** Vanesa Livingstone reported that the Performance and Accountability Committee met on July 18, 2023 and went over quarterly reports. Jackie Davis presented an RGI success story video to the Board and CLEOs.

- XIII. **Labor Market Committee Report:** Nick Minor reported that the Labor Market Committee met on July 5, 2023 and reviewed the strategic plan and metrics. He also reported that the committee approved the Royal Spa and Healthy Hair Care ETPs.

**A. Strategic Plan Review**

**B. ETP Approval:** Tracy Harrington made a motion to approve the ETPs and Kyle Allwine seconded her motion, passing the motion unanimously.

- XIV. **Board Development Committee Report:** Jackie Davis reported that the Board Development Committee met on July 12, 2023 and reviewed the committee crosswalk as well as approved the Magnum Study Proposal to be sent to the Executive Committee.

**A. Committee Crosswalk**

**B. Return on Investments (ROI)**

- i. **Chmura Study Proposal**

ii. **Magnum Study Proposal:** Dennis Parsons made a motion to approve the Magnum study proposal and Vanesa Livingstone seconded his motion, passing the motion unanimously.

C. **By-laws:** Jackie Davis discussed that the only new changes to the by-laws are the addition of electronic participation when a physical quorum is present at meetings.

XV. **Youth Council Report:** Marjorie Lampkin reported that the Youth Council met on July 17, 2023 and went over the quarterly reports and success stories.

XVI. **Old Business:** There was no old business to be discussed.

XVII. **New Business:** There was no additional new business to be discussed.

XVIII. **Executive Director's Update:** Jackie Davis gave the Board and CLEOs the executive director's update providing updates on transition and the TPI project.

XIX. **Other Items for Discussion:** There were other items for discussion.

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

XXI. **Adjournment:** Meg Bohmke made a motion to adjourn the meeting and Vanesa Livingstone seconded her motion, passing the motion unanimously. With there being no further business to discuss, Ashley Forbes adjourned the meeting at 11: 46 a.m.

Respectfully submitted,  
Lauren Fallin