

**DRAFT
AGENDA**

**Bay Consortium Workforce Development Board, Inc.
Board Development Committee
Wednesday, April 15, 2020
11:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Notes from January 27, 2020 Meeting
- V. New Business
- VI. Old Business
 - A. Strategic Priorities
 - B. Board Manual
 - C. Conflict of Interest Form
- VII. Other Topics for discussion
- VIII. Adjournment

Bay Consortium Workforce Development Board, Inc.
Board Development Committee Meeting
Draft Minutes
Monday, January 27, 2020
2:00 P.M.

The Board Development Committee met Monday, January 27, 2020 at the Bay Transit Middle Peninsula Regional Transit Facility at 2:00 P.M.

Call to Order: Joshua Gemerek called the meeting to order at 2:00 pm.

Roll Call: Present were Josh Gemerek and Jackie Davis, WDB Staff. A quorum was not present.

Public Input: There was no public input.

New Business: The Committee began reviewing the Board Manual to be presented at the May meeting. There was discussion about revisions, and asking input from other Committees. It was suggested that staff reach out to the other Committees for input before the next Board Development Committee.

The Board Development Committee reviewed the second letter that is sent to Board Members who miss three consecutive meetings to make revisions. This letter will be revised at the next Board Development meeting.

There was a discussion about at Board membership. There are three new members who will be invited to the Board meeting in February.

There was a brief discussion about the Eastern Shore Board meeting to be held in August 2020.

The meeting ended at 3:00 P.M.

Respectfully submitted,
Jackie Davis

Strategic Priorities

Strategic Priority Number One: Funding – Performance and Accountability

Goal: Maximize funding opportunities to support strategic priorities

Objectives:

1. Diversify streams of revenue to support the strategic priorities
2. Support professional grant writing to supplement existing revenue
3. Monitor funds for correlation with goals
4. Evaluation – Review Quarterly reports, annual budgets, and grant revenue

Strategic Priority Number Two: Program Development and Implementation – One Stop

Goal: Lead workforce system of partners to provide comprehensive programs and services

Objectives:

1. Provide responsive and innovative employer services
2. Provide responsive and innovative training and support services for jobseekers
3. Ensure WIOA compliance through technical assistance, tracking and documentation
4. Evaluation – Review quantity and quality of services provided to job seekers and employers

Strategic Priority Number Three: Business and Community Engagement –Board Development

Goal: Enhance outreach and connectivity to business and community partners

Objectives:

1. Enhance connections with regional employers through ongoing outreach and resource promotion
2. Enhance communication and collaboration with local elected officials
3. Coordinate and collaborate with community partners to promote and align resources of all stakeholders without duplicating services
4. Evaluation – Track business and community outreach by WDB members and staff

Strategic Priority Number Four: Marketing – Labor Market

Goal: Enhance visibility and viability of WDB as an important key community resource

Objectives:

1. Align WDB marketing activities with VA Career Works initiative to support strategic priorities
2. Pursue sponsorships and partnerships to support program initiatives
3. Build rapport with industry and business community through ongoing needs assessment, resource promotion, and service enhancement
4. Evaluation – Institute feedback methods to capture community opinion and usage of workforce services