

Bay Consortium Workforce Development Board, Inc.

Wednesday, November 4, 2020

Zoom

11:00 a.m.

The Bay Consortium Workforce Development Board, Inc. met Wednesday, November 4, 2020 via Zoom.

Call to Order: Dennis Parsons, Chairman, called the meeting to order at 11:00 a.m. He also 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 Board Meeting 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 Board Meeting 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:

Meg Bohmke, Stafford County Board of Supervisors
Nikole Cox, Department of Social Services
Jean Fraysse, Agreements-By-You
Steve Goodall, WestRock
Tracy Harrington, Department for Aging and Rehabilitative Services
Ken Knull, Yankee Point Marina
Marjorie Lampkin, Rappahannock Community College
Vanesa Livingstone, Department of Social Services
David Mann, Mann Printing
Rebecca Mann, Rappahannock Goodwill Industries
Martha O'Keefe, Germanna Community College
Danielle Robinson, Middle Peninsula Adult Education
Patrick Tompkins, Eastern Shore Community College

The following members were represented by an alternate or proxy:

Deborah Warf, Virginia Employment Commission, proxy given to Tracy Harrington

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

Louis Belcher, Middlesex County
Melvin Carter, United Auto Workers Local 2123
Josh Gemerek, Bay Aging
Bridgett Landess, Union First Market Bank
Bill Leyden, Elevator Constructors Local 52
Greg Moon, Carry-On Trailer
Jason Perry, Rappahannock Community College
Kelvin Pettit, Accomack-Northampton Electric Co-Op
Percy Pollard, Pollard Consulting Services
Leigh Ramos, Haskins Bayside Super Service Center, Inc.
Chantel Roane, Haynesville Correctional Center

A quorum was present.

Others present were: Sherry Davis, Megan Bergen, John Priest, Jackie Davis, Steven Golas, and Katlyn Moss.

Approval of Minutes: A motion was made to approve the June 3, 2020 minutes. The motion was seconded and carried by a unanimous vote.

Public Comment: There was no public comment.

Executive Committee: Dennis Parsons gave the committee update. He reviewed the PY 2020-2021 Proposed Budget with members. He noted the addition of funding for the GoVA Workforce Study and the Wagner-Peyser Title III – Walkin. The Wagner-Peyser Title III – Walkin funding is for the addition of the part time Center Guide position for the Virginia Career Works Fredericksburg Center. Jackie Davis stated that the State wanted a new Local Plan from the BCWDB by Spring 2021. They had allocated funds for a new Strategic Plan to be completed. Dennis Parsons noted that Northern Virginia had procured Lori Strumpf and the BCWDB had used the same procurement. A motion from the Executive Committee to approve the PY 2020-2021 Proposed Budget was presented, which was seconded and approved. Dennis Parsons gave an update on the Fredericksburg lease. He noted that he had received a last minute proposal and wanted to take the proper amount of time to review it. He mentioned that there would most likely be a special Board meeting held to approve the lease as a decision was needed before the current lease end of May 1, 2021. Steven Golas reviewed the Measurable Skills Gain Policy with members, stating that it was a new policy from the State regarding the Measurable Skills Gain in the Quarterly Reports. A motion from the Executive Committee to approve the Measurable Skills Gain Policy was presented, which was seconded and approved, with Patrick Tompkins and Danielle Robinson abstaining. Dennis Parsons discussed the committees put together to work on the Strategic Plan. Northern Virginia had procured Lori Strumpf and the BCWDB had used the same procurement. Jackie Davis presented members with A+ Commercial Driving School for the Eligible Training Provider List as a new provider. A motion was made to approve A+

Commercial Driving School for the Eligible Training Provider List, which was seconded and approved. Jackie Davis let members know that MAB Institute had also reached out to enroll on the Eligible Training Provider List, but she was reaching out to their local workforce area to enroll them. Jackie Davis reviewed the Request for Proposals (RFPs) with members, noting that the plan was to release the RFPs earlier to ease the transition if a change in providers occurs. Members agreed with raising the funding to \$45,000 for the One Stop Manager with coverage for the entire Bay Consortium Workforce Development Area. A motion was brought from the Executive Committee to approve the Request for Proposals, which was approved with Marjorie Lampkin, Rebecca Mann, and Patrick Tompkins abstaining.

One Stop Committee: Tracy Harrington gave the committee update. She reviewed the Bay Consortium Workforce Development Area System Administrator Role and Responsibilities Policy and the Case Management, Case Notes, and IEP/ISS Update and Review Policy with members. A motion from the One Stop Committee to approve the Bay Consortium Workforce Development Area System Administrator Role and Responsibilities Policy was presented, which was seconded and approved. A motion from the Executive Committee to approve the Case Management, Case Notes, and IEP/ISS Update and Review Policy was presented, which was seconded and approved.

Labor Market Committee: Jean Fraysse gave the committee update. She reviewed the Incumbent Worker Policy with members. A motion from the Labor Market Committee to approve the Incumbent Worker Policy was presented, which was seconded and approved.

Performance and Accountability: Steve Goodall gave the committee report. He stated that Eastern Shore Community College was not meeting their 40% Minimum Training Expenditure Requirement and that Rappahannock Community College had not enrolled any new Youth clients on the Middle Peninsula this quarter, as well as not currently serving any clients from King and Queen County, King William County, Mathews County, and Middlesex County. Steven Golas reviewed the Corrective Action Plans submitted with members. Steven Golas also reviewed the new items in the Quarterly Reports with members.

Board Development: Jackie Davis gave the committee update. She noted that they had reviewed the Strategic Priorities and discussed Board membership.

Youth Council: Jackie Davis gave the committee update. She reviewed the Youth Incentive Policy with members. A motion from the Youth Council to approve the Youth Incentive Policy was presented, which was seconded and approved.

Old Business: There was no old business.

New Business: There was no new business.

Executive Director's Update: Jackie Davis let members know that the Re-Employ Virginians (REV) training was currently taking places at community colleges for the next six weeks.

Other Items for Discussion: There were no other items from discussion.

Public Comment: Meg Bohmke abstained from the approval of the August Board meeting minutes. Steve Golas mentioned that a Youth Success Story from SkillSource would possibly be in the State's Annual Report.

There being no further business, Dennis Parsons called the meeting to end at 12:05 P.M.

Respectfully submitted,
Katlyn Moss