

**Draft Minutes**  
**Bay Consortium Workforce Development Board, Inc.**  
**Executive Committee**  
**Wednesday, October 25, 2023**  
**10:00 am**

The Executive Committee met in person at the Northern Neck Planning District Committee on Wednesday, October 25, 2023 at 10:00 a.m.

- I. Call to Order:** Ashley Forbes called the meeting to order at 10:20 a.m.
- II. Roll Call:** Present was Ashley Forbes, Greg Moon, Joshua Gemerek, Ian Ginger, Marjorie Lampkin, Deborah Warf, Jennifer Bowhey, and Nick Minor. Also present was Jackie Davis and Lauren Fallin. There was a physical quorum.
- III. Approval of Minutes – July 19, 2023:** Nick Minor made a motion to approve the minutes from the July 19, 2023 meeting and Ian Ginger seconded his motion, passing the motion unanimously.
- IV. Public Comment:** There was no public comment.
- V. Standing Committees**
  - A. One-Stop Committee:** Deborah Warf stated that the One Stop Committee met on October 10, 2023. Jessica Weber reviewed the center traffic and stated that the traffic is increasing across all centers due to an increase of traffic for unemployment insurance assistance and re-entry workforce services for individuals getting released from prison.
  - B. Performance and Accountability Committee:** Jennifer Bowhey stated that the Performance and Accountability Committee met on October 23, 2023. Steven Golas reviewed the PY 23 – 24 1<sup>st</sup> quarter quarterly reports with the Performance and Accountability. Jackie Davis went over the two grants we were just awarded, the Youth Outreach Grant and the Transportation to Learn Grant.
  - C. Labor Market Committee:** Ian Ginger stated the Labor Market Committee met on October 4, 2023. The committee recommended that Sentinel Robotics be sent for approval by the Executive Committee and the Glamour Beauty and Brows Institute be sent for approval contingent upon review of employment wages and surveys. Ian Ginger made a motion for Glamour Beauty and Brows Institute to be sent to the Board for approval and Deborah Warf seconded his motion, passing the motion unanimously. Ian Ginger made a motion for Sentinel Robotics to be sent to the Board for approval and Nick Minor seconded his motion, passing the motion unanimously. Jackie Davis reviewed the Self-sufficiency policy with the Labor Market Committee as well. Greg Moon made a motion for the Self-sufficiency policy to be sent to the Board for approval, and Deborah Warf seconded his motion, passing the motion unanimously.

- D. Board Development Committee:** Joshua Gemerek stated that the Board Development Committee met on October 19, 2023 and went over the updated Board membership and vacancies. He stated that we have four vacancies, which are Essex, Mathews, King and Queen, and King George. He stated that the committee also went over and discussed the Return on Investments (ROI).
- E. Youth Council:** Marjorie Lampkin stated that the Youth Council did not meet.
- VI. Old Business:** There was no old business to be discussed.
- VII. New Business:**
- A. PY 23 – 24 Proposed Budget:** Jackie Davis reviewed the PY 23 – 24 Proposed Budget with the Executive Committee. Ian Ginger made a motion for the proposed budget to be sent to the Board for approval and Nick Minor seconded his motion, passing the motion unanimously.
- B. Priority of Service Discussion:** Jackie Davis discussed the proposed Priority of Service with the Executive Committee. The committee agreed and proposed that we create a Priority of Service.
- C. Request for Proposals (RFP):** Jackie Davis reviewed the RFP grant with the Executive Committee. Jennifer Bowhey made a motion to sent the grant to the Board for approval and Deborah Warf seconded her motion, passing the motion unanimously.
- VIII. Executive Director’s Update:** Jackie Davis gave the Executive Director’s update to the Board. She stated that the Business Services Representative position will be published soon. Jackie announced that there will be a Business Appreciation Event tonight at the Eastern Shore, and an upcoming one in the Northern Neck in November. Jackie also announced that we will be getting a GOVA TPI report from our consultant at the Board meeting next week, that our audit has been completed, and that we will be having an updating Return on Investments (ROI). Jackie stated that Giles Scott has been utilizing and implementing our two new grants we were just awarded, the Youth Outreach Grant and the Transportation to Learn Grant. Lastly, Jackie announced that we need an updated accounting procedure.
- IX. Other Items for Discussion:** There is an upcoming Board Meeting next Wednesday, November 3, 2023 at 10:00 a.m. at Teal Jones.
- X. Public Comment:** There was no public comment.
- XI. Adjournment:** With there being no further business to discuss, Ian Ginger made a motion to adjourn the meeting. Jennifer Bowhey seconded his motion, passing the motion unanimously. Ashley Forbes adjourned the meeting at 11:14 a.m.

Respectfully submitted,

Lauren Fallin