

**Minutes**  
**Bay Consortium Workforce Development Board/Chief Local Elected Officials Board**  
**Joint Meeting**  
**Wednesday, February 1, 2023**  
**10:00 a.m.**

- I. Call to order:** Morgan Quicke called the meeting to order at 10:10 a.m.
- II. Roll Call**
- A. Board:** Present in-person was Ashley Forbes, Jennifer Bowhey, Sara Carroll, Stephen Cox, Greg Moon, Dennis Parsons, Matt Weaver, Ben Whanger, Kyle Allwine, Brittany Metts, Hosey Burgess, Ian Ginger, Josh Gemerek, Tracy Harrington, Jean White representing Marjorie Lampkin, Vanesa Livingstone, Nick Minor, Deborah Warf, and Gary Wilson. We have a physical quorum. Present virtually was Beverly Davis and Amy Shockley. Not present was Felicia Ainsa, Lamont Brown, Melvin Carter, Steve Goodall, Kendall Webre, Tina Lance, David Mann, Shawn Hildebrand, and Scott Hall.
- B. CLEO:** Present in-person was Gary Wilson, Caroline County; Bud Smith, Essex County; Nick Minor, King George County; Ed Moren, King William County; John Priest, Mathews County; Morgan Quicke, Richmond County; Kevin Marshall, Spotsylvania County; and Meg Bohmke, Stafford County. We have a physical quorum. Not present was Accomack County, the City of Fredericksburg, King and Queen County, Lancaster County, Northampton County, Northumberland County, and Westmoreland County.
- III. Approval of Minutes**
- A. November 2, 2022 – BCWDB:** There was a motion to approve the Board minutes from November 2, 2022 by Vanesa Livingstone, and the motion was seconded by Ben Whanger. The motion was carried by unanimous vote.
- B. December 12, 2022 – CLEO:** There was a motion to approve the CLEO minutes from December 12, 2022 by John Priest of Mathews County, and the motion was seconded by Bud Smith of Essex County. The motion was carried by unanimous vote.
- IV. Public Comment:** There was no public comment.
- V. Joint New Business**
- A. One-Stop Manager Report (Jessica Weber):** Jessica Weber provided an update on the center visitor data through December 2022. Across all centers there has been an increase in traffic. The Eastern Shore now averages 200 visitors a month. There was a 4.7 out of 5-star review overall of the Career Works centers. Overall, there has been an increase in youth and senior traffic across all centers. The Fredericksburg center has been assisting more veterans. This year, myJourney was relaunched, which can be utilized for electronic registration at the Virginia

Career Works centers. Jessica said that they are looking to soft launch myJourney in April, and hard launch it in July.

- B. Business Services Report (JoAnn Murchison):** JoAnn Murchison provided an update on businesses served this quarter, the Talent Pipeline Initiative (TPI) grant, and upcoming events. This quarter 493 businesses have been served, and JoAnn has visited 65 businesses in Planning District 17. JoAnn explained how the TPI grant will be focused on manufacturing the entire are, IT for Planning District 16 and agriculture for Planning District 17 & 18. She noted that she is in process with marketing outreach with partners encouraging them to engage with our mission. JoAnn also announced that we will be participating with the chamber of commerce in Fredericksburg, with 500 students coming Lastly, JoAnn announced that on February 24, 2023 there will be a job fair focused on hospitality with a targeted audience, the Spotsylvania Career Technical Education (CTE) school culinary arts students.
- C. Youth Report (Giles Scott):** Giles Scott provided a Youth update discussing past events and job fairs, the utilization of the Virtual Reality (VR) Career Exploration Program, social media presence of Virginia Career Works, and the WIOA Youth workshop. Giles discussed about and presented photos from the Business Appreciation event at the Northern Neck Technical Center that was held in November, which was an opportunity to connect with students, teachers, and business partners. Business partners were able to get a tour of the Northern Neck Technical Center. Giles also discussed the VR Career Exploration Program, which is a headset that gives an opportunity to show anyone of all age's options of different career options virtually, providing tutorials on the career selected, and if they like the career after the tutorial, they may choose to go forward and do more training activities on the career they selected. Giles noted that we can see occupation user data from the VR Career Exploration Program and utilize that to find out what occupation interests are most in-demand. Giles visited Middlesex High School and gave a presentation to the students on how the VR Career Exploration Program works and how to utilize it. Giles also talked about the WIOA Youth Workshop. The workshop was for a foster care program in the Fredericksburg area that was 4-6 hours a day for two days. In the workshop, Jessica Weber provided an introduction of what we do and our programs and resources. She then assisted and explained to them how they will sign up for the programs, such as the VAWC website. The students also performed aptitude tests. 75% of students who participated in the workshop got enrolled after those 2 days. Giles Scott showed the students what the VR Career Exploration Program was and how to utilize it, soft skills such as what to wear, while also letting them know we can provide them with resources for interviews, such as clothes for their interview.

## **VI. CLEO Action Items**

- A. New Appointments to the Bay WDB:** Morgan Quicke announced that there are two new appointments to the Bay Workforce Development Board, which are Scott Hall and Raymond Staton Jr. Scott Hall represents Eastern Shore Community College and is replacing Patrick Tompkins on the board. There was a motion to approve this appointment by Kevin Marshall, and John Priest seconded that motion. The motion was carried by a unanimous vote. Raymond Staton Jr. represents the entire state of Virginia and will be a Labor Union Representative on the Board. There was a motion to approve this appointment by Meg Bohmke and Kevin Marshall. The motion was carried by a unanimous vote.
- B. By-Law Review:** Morgan noted that the CLEOs wanted to discuss term limits for the chair, vice chair, and member-at-large, and that the CLEOs will work on changes of the by-laws for the upcoming May meeting.
- C. Consortium Member Review:** Morgan announced that we need to reach out to and email each county administrator of who is representing on the consortium and copy the members listed on it.
- D. Board Certification:** Jackie Davis discussed that currently labor is at 18%, but after Mr. Staton's approval it is at 21% and in compliance.

## **VII. Joint Action Items**

### **A. New Business**

- i. PY 22-23 Budget:** Jackie Davis discussed that we received a TPI grant of \$250,000, and special funding for security. We requested funds and were awarded half of what we asked for and we are implementing those funds for the security in the Eastern Shore and Fredericksburg centers. We have gained more locality support with support from 10 out of 16 jurisdictions. The Board made a motion to approve the PY 22-23 Budget with Greg Moon making the motion and Vanesa Livingstone seconding the motion. The motion was carried by a unanimous vote. CLEO – There was a motion by Meg Bohmke to approve the amended PY22-23 Budget. The motion was seconded by Kevin Marshall. There was no further discussion. The motion was passed by unanimous vote.
- ii. [Local Plan](#):** Jackie Davis discussed that there was no public comment on the Local Plan. The Board made a motion to approve the Local Plan with Vanesa Livingstone making the motion and Tracy Harrington seconding the motion. The motion was carried by a unanimous vote. The CLEOs made a motion to approve the Local Plan with Meg Bohmke making the motion and John Priest seconding the motion. The motion was carried by a unanimous vote.

- iii. **Audit:** Jackie Davis discussed that there were no findings on the audit. The Board made a motion to approve the Audit with Joshua Gemerek making the motion and Ben Whanger seconding the motion. The motion was carried by a unanimous vote. The CLEOs made a motion to approve the Audit with Kevin Marshall making the motion and John Priest seconding the motion. The motion was carried by a unanimous vote.

#### **VIII. Executive Committee Report**

- A. Strategic Plan:** Kevin Marshall completed a review of the Strategic Plan, making an 8-page document shortened to 2 pages. The main changes were verbiage and making the plan more concise and easier to understand.
  - B. Portal Utilization Policy:** Ashley Forbes announced that the Portal Utilization Policy state mandated and due to the state on February 28, 2023. Included in the Policy is the area's implementation plan. There was a motion to approve the Portal Utilization Policy by Dennis Parsons and the motion was seconded. The motion was carried by a unanimous vote.
  - C. Funds Transfer:** Ashley Forbes discussed that there is a request to transfer dislocated workers funds to adult funds. There was a motion to approve the Funds Transfer by Vanesa Livingstone, and Deborah Warf seconded her motion. The motion was carried by a unanimous vote.
  - D. Request for Proposal (RFP) for Talent Pipeline Initiative (TPI):** Jackie Davis reviewed the RFP for the Talent Pipeline Initiative (TPI) grant. Jackie Davis requested that the Board authorize Board staff and TPI advisory committee to award a contract to the consultant for the TPI grant. This will allow staff to bring the consultant in earlier. There was a motion to approve the RFP for the TPI by Vanesa Livingstone, and Ben Whanger seconded her motion. The motion was carried by a unanimous vote. There was a motion to allow the Board staff and the advisory committee to award the contract so that the work can begin sooner. There was a second. There was no further discussion. The motion was carried by unanimous vote.
- IX. One-Stop Committee Report:** Tray Harrington said that the One Stop Committee met on Tuesday, January 10, 2023 via zoom and had a quorum. The committee reviewed the Portal Implementation Policy and the Board's response to it, and Jessica Weber and JoAnn Murchison provided the One-Stop Manager update and Business Services update.
- X. P&A Committee Report:** Jennifer Bowhey discussed that the Performance and Accountability Committee met on Tuesday, January 17, 2023 via zoom and reviewed this quarter's performance reports.
- XI. Labor Market Committee Report:** Nick Minor discussed how the Labor Market Committee met on Wednesday, January 18, 2023 via zoom and talked about the review of the Strategic Plan.

- XII. Board Development Committee Report:** Joshua Gemerek discussed how the Board Development Committee did not meet. He noted that it would be a good idea to lay the groundwork for discussion of Board composition. There are two vacancies on the Board. One of the vacancies is in Mathews County and one vacancy is in King and Queen County representation. Joshua Gemerek also noted that the Board Officers will renew on July 1, 2023 with a slate of officers being submitted at the May 2023 Board meeting.
- XIII. Youth Council Report:** Jackie Davis discussed how the Youth Council met on Friday, January 20, 2023 via zoom and reviewed the Performance Reports. Giles provided the Youth update. Jackie noted how we are looking to do the Summer Youth Program again this year, but expand the industries instead of just focusing on cybersecurity.
- XIV. Old Business:** There was no old business to be discussed.
- XV. New Business:** There was no new business to be discussed.
- XVI. Executive Director's Update:** Vanesa Livingstone announced that on March 1, 2023, nationwide, SNAP benefits will no longer be granted to everyone. Individuals must meet requirements to continue to receive a SNAP check. Jackie Davis introduced the new staff Lauren Fallin and Giles Scott to the Board and CLEO members who have not yet met them. Jackie reviewed the quarterly success stories, and noted how the Northern Neck was featured in the Virginia Economic Review. Jackie Davis gave an update of workforce restructure. Also, Jackie discussed the TPI grant. Jackie explained how the Talent Pipeline Initiative (TPI) will be focused on manufacturing, cybersecurity, I.T., and agriculture. Board staff will be holding multiple employer roundtables and gathering educational data from Career Technical Education (CTE), Community Colleges, and other educational providers.
- XVII. Public Comment:** There was no public comment.
- XVIII. Adjournment:** With there being no further business to discuss, there was a motion to adjourn the meeting by Dennis Parsons, and the motion was seconded. The motion was carried by a unanimous vote. Morgan Quicke adjourned the meeting at 11:50 p.m.