



Minutes

**Bay Consortium Workforce Development Board, Inc.
Wednesday, May 1, 2024
10:00 am**

The Bay Consortium Development Board met in person at the Comfort Suites Inn Conference Room on Wednesday, May 1, 2024 at 10:00 a.m.

- I. Call to Order:** Greg Moon called the meeting to order at 10:06 a.m.
- II. Welcome and Introductions:** The BCWDB gave their introductions to each other.
- III. Roll Call:**

BCWDB Board Attendance					
Business (6)	Felicia Ainsa	Present in-person	Public (11)	Hosey Burgess	Present in-person
	Jaclyn Ammons	Present Virtually (Zoom)		Robert Dixon	Present in-person
	Jennifer Bowhey	Present in-person		Tracye Elliott	Present in-person
	Sara Carroll	Absent		Marianne Gibbs	Present in-person
	Melvin Carter	Absent		Ian Ginger	Present in-person
	Stephen Cox	Absent		Joshua Gemerek	Absent
	Beverly Davis	Present in-person		Brian Hall	Present in-person
	Jarrold Elwell	Present in-person		Tracy Harrington	Present in-person
	Ashley Forbes	Absent		Marjorie Lampkin	Present in-person
	Shawn Hildebrand	Present in-person		Vanesa Livingstone	Present in-person
	Greg Moon	Present in-person		Raymond Staton Jr.	Present in-person
	Dennis Parsons	Absent		Deborah Warf	Present in-person
	Matt Weaver	Absent		Gary Wilson	Absent
	Kendall Webre	Absent			
	Ben Whanger	Absent			
	Glenn Purcell	Absent			
6/17 in person	Brittany Metts	Absent	11/13 in person		

There was a physical quorum for both Business and Public. Also present was Jackie Davis, Lauren Fallin, Kristina Allen, Steven Golas, Jacob McCaleb, Giles Scott, Makalia Records, Jamie Repogle, Katine Johnson, Tina Taylor, and Danielle Robinson. Also present virtually on Zoom was Jessica Weber.

- IV. **Approval of Minutes – February 7, 2024:** Vanesa Livingstone made a motion to approve the meeting minutes from the February 7, 2024 meeting, and Deborah Warf seconded her motion, passing the motion unanimously.
- V. **Public Comment:** There was no public comment.
- VI. **Standing Committees**
 - A. **Labor Market Committee:** Jackie Davis told the Board that the Labor Market Committee met on April 3, 2024 and went over the Strategic Plan Review Metrics. She mentioned that Felicia Ainsa noted to add Title I funding in the Strategic Plan Review Metrics, so they were added into the Strategic Plan Review Metrics.
 - B. **One-Stop Committee:** Deborah Warf told the Board that the One-Stop Committee met on April 9, 2024. At the meeting the minutes from the previous meeting were reviewed and approved, the Strategic Plan Review Metrics were presented and reviewed, and the rescinded Portal Policy was reviewed and discussed. Jessica Weber also gave the One Stop Manager update to the One-Stop Committee, and Jackie Davis gave the Business Services Report to the One-Stop Committee.
 - C. **Board Development Committee:** Jackie Davis told the Board that the Board Development Committee was supposed to meet on April 10, 2024, but only Sara Carroll attended the meeting, so her and Jackie Davis quickly overviewed the agenda items.
 - D. **Youth Council:** Marjorie Lampkin told the Board that the Youth Council met on April 16, 2024 and reviewed the Strategic Plan Review Metrics, the PY 22 – 23 BCWDB Youth Quarterly Reports, and Giles Scott presented the Youth Council the Youth Report.
 - E. **Performance and Accountability Committee:** Jennifer Bowhey told the Board that the Performance and Accountability Committee met on April 17, 2024 and went over the Strategic Plan Review Metrics, the PY 22 – 23 3rd Quarter BCWDB Quarterly Reports, the Youth Outreach Grant, and the Transportation to Learn Grant. Makalia Records also gave the Performance and Accountability Committee a report on the Critical Sector Job Quality Grant.
- VII. **Old Business:** There was no old business to be discussed.
- VIII. **New Business**
 - A. **One Stop Operator Report – Jessica Weber:** Jessica Weber gave the One Stop Operator Report to the Board. Jessica overviewed the multi-year traffic data, which showed an increase in the amount of traffic compared to last year. She stated that there were 859 hires through the Virginia Workforce Connection website, and 282 Metrix learning students.
 - B. **Business Services Report – Jacob McCaleb:** Jacob McCaleb gave the Business Services Report to the Board. Jacob overviewed what he has currently been doing onboarding the Business Services roll. He has been introducing himself to employer partners, making and attending meetings, attaining new learning materials, and implementing them into his work with partners, outreach, and events. Jacob also presented the top 5 businesses served to the Board, which are workforce recruitment services, employer information and support services, training services, consulting services, and accessing untapped labor pools.
 - C. **Youth Program Report – Giles Scott:** Giles Scott presented the Youth Program Report to the Board. Giles gave an overview of the events he has been holding and the many schools and job fairs he is reaching and teaching the Virtual Reality Career Exploration to the youth. Giles noted that he needs more employers for his upcoming events on the Eastern Shore.

- D. Critical Sector Job Quality Grant Report – Makalia Records:** Makalia Records presented the Critical Sector Job Quality Grant Report to the Board, which provided an overview of the purpose of the grant, the target service area, and a summary of the project.
- E. Accounting Manual:** Jackie Davis presented the new accounting manual to the Board.

 - i. Old Manual**
 - ii. New Manual**
- F. PY 24 – 25 Budget:** Jackie Davis presented the PY 24 – 25 Budget to the Board for approval. Vanesa Livingstone made a motion to approve the PY 24 – 25 Budget and Ian Ginger seconded her motion, passing the motion unanimously. Marjorie Lampkin and Brian (Scott) Hall abstained from the motion.
- G. Strategic Plan Review:** Jackie Davis presented the Strategic Plan, the Strategic Plan Performance Metrics, and the Strategic Plan Review Document to the Board. The Board recommended adding a Business Satisfaction Metric to the Strategic Plan Performance Metrics.

 - i. Strategic Plan**
 - ii. Strategic Plan Performance Metrics**
 - iii. Strategic Plan Review Document**
- H. By-laws:** Jackie Davis presented the updated By-laws to the Board.

 - i. Committee Restructure:** Jackie Davis presented the PY 24 – 25 committee restructure, committee assignments, and committee restructure crosswalk to the Board.

 - 1. Committee Assignments**
 - ii. Committee Restructure Crosswalk**
- I. Portal Policy:** Jackie Davis presented the Portal Policy to the Board again mentioning that the State Board rescinded the policy, and recommended we rescind it, and the Executive Committee had approved this motion. Vanesa Livingstone made a motion to rescind the Portal Policy, and Hosey Burgess seconded the motion, passing the motion unanimously.
- J. Food and Beverage Policy for Subrecipient and Cooperative Agreements:** Steven Golas presented the Food and Beverage Policy for Subrecipient and Cooperative Agreements to the Board, which is specifically for federal funding for the Critical Sector Job Quality Grant. Jennifer Bowhey made a motion to approve the Food and Beverage Policy for Subrecipient and Cooperative Agreements, and Hosey Burgess seconded her motion, passing the motion unanimously.
- K. BCWDB PY 24 – 25 Slate of Officers:** Jackie Davis presented the PY 24 – 25 Slate of Officers to the Board. Vanesa Livingstone made a motion to approve the Slate of Officers, and Felicia Ainsa seconded her motion, passing the motion unanimously.
- L. BCWDB PY 24 – 25 Meeting Schedule:** Jackie Davis presented the two meeting date options for the PY 24 – 25 meeting schedule, and the Board recommended option 1. Felicia Ainsa made a motion to pass option 1 as the PY 24 – 25 meeting schedule, and Deborah Warf seconded her motion, passing the motion unanimously.
- M. Funds Transfer:** Jackie Davis presented the Funds Transfer request to the Board. Jennifer Bowhey made a motion to approve the Funds Transfer, and Jarrod Elwell seconded her motion, passing the motion unanimously.
- IX. Executive Director’s Update:** Jackie Davis gave the Executive Director’s update to the Board. Jackie presented Giles Scott’s contributions that have been recognized by the VADOE and Fredericksburg VAWC.

- X. Other Items for Discussion:** There were no other topics for discussion.
- XI. Public Comment:** Danielle Robinson thanked the Board and Staff for all their efforts.
- XII. Adjournment:** With there being no further discussion, Greg Moon adjourned the meeting at 12:15 p.m.

Respectfully submitted,
Lauren Fallin