

## **DRAFT AGENDA**

**Bay Consortium Workforce Development Board, Inc.  
One Stop Committee  
Tuesday, October 10, 2023  
10:00 A.M.**

The One Stop Committee will be meeting on Tuesday, October 10, 2023 via Zoom.

<https://us02web.zoom.us/j/86339570094?pwd=Tk9ubWpsK1hKRGpHNTZKdDlmR1BqUT09>

- I. Call to Order:**
- II. Roll Call:**
- III. Public Input:**
- IV. Approval of July 19, 2023 Meeting Minutes:**
- V. New Business**
  - A. OSO Report:**
  - B. BS Report:**
  - C. Strategic Plan Metrics:**
- VI. Old Business:**
- VII. One Stop Manager Update:**
- VIII. Business Services Report:**
- IX. Other Topics for discussion:**
- X. Adjournment:**

## DRAFT MINUTES

### Bay Consortium Workforce Development Board, Inc.

#### One Stop Committee

Wednesday, July 19, 2023

8:00 A.M.

The One Stop Committee will be meeting on Wednesday, July 19, 2023 via Zoom.

- I. **Call to Order:** Deborah Warf called the meeting to order at 8:03 a.m.
- II. **Roll Call:** Present was Deborah Warf, Stephen Cox, Hosey Burgess, and Robert Dixon. Also present was Jackie Davis, Lauren Fallin, JoAnn Murchison, and Jessica Weber. Not present was Scott Hall and Tracy Harrington.
- III. **Public Input:** There was no public input.
- IV. **Approval of April 11, 2023 Meeting Minutes:** Deborah Warf made a motion to approve the April 11, 2023 meeting minutes and Stephen Cox seconded her motion, passing the motion unanimously.
- V. **New Business**
  - A. **Election – Chair/Vice Chair:** Deborah Warf will be serving as the Chair and Stephen Cox will be serving as the Vice Chair.
  - B. **BS Policy:** The One Stop committee reviewed the Business Services policy. Steve Cox made a motion to send the Business Services policy to the Executive Committee for approval and Deborah Warf seconded his motion, passing the motion unanimously.
  - C. **Event Policy:** The One Stop committee reviewed the Event Coordination policy. Stephen Cox made a motion to send the Event Coordination policy to the Executive Committee for approval and Deborah Warf seconded his motion, passing the motion unanimously.
  - D. **Portal Policy:** The One Stop manager reviewed the Portal policy in her report.
  - E. **Strategic Planning Evaluation Metrics:** The One Stop committee reviewed the Strategic Planning Evaluation Metrics.
- VI. **Old Business:** There was no old business to be discussed.
- VII. **One Stop Manager Update:** Jessica Weber presented the one stop manager update to the One Stop committee. She noted that the number of job seekers has increased significantly in the Eastern Shore center with around 200 visitors a year. She also noted that we are struggling with workshops and need to host more, and that Rappahannock Goodwill Industries will be hosting more workshops to fix this issue.

- VIII. Business Services Report:** JoAnn Murchison presented the business services report to the One Stop committee.
- IX. Other Topics for discussion:** Jackie Davis reminded everyone that there is an upcoming joint Board/CLEO meeting on August 2, 2023 at 10:00 a.m. at the King George Citizen's Center.
- X. Adjournment:** With no further business to be discussed, Deborah Warf adjourned the meeting at 8:20 a.m.

Respectfully submitted,  
Lauren Fallin