

**Board Minutes**  
**Bay Consortium Workforce Development Board, Inc.**  
**Tuesday, November 2, 2022**  
**Cyber Bytes Foundation**  
**1010 Corporate Dr. Suite 103**  
**Stafford, VA 22554**  
**11:00 A.M.**

The Board met together on November 2, 2022 at 11:00 a.m. at Cyber Bytes Foundation, 1010 Corporate Dr. Suite 103, Stafford, VA 22554. Prior to the meeting being called to order, Matt Weaver gave everyone a tour of the Cyber Bytes Foundation and explained what Cyber Bytes does and their mission.

**I. Call to order:** Ashley Forbes, Chairperson, called the meeting to order at 11:55 a.m.

**II. Roll Call:** Ashley Forbes requested the roll call:

Name	Attendance	Name of Alternate/Proxy
Felicia Ansia, Rappahannock Electric	Present In-person	
Jennifer Bowhey, Visiting Angels	Present In-person	
Lamont Brown, ALNA Financial Group	Present In-person	
Hosey Burgess, Virginia Employment Commission	Present In-person	
Sara Carroll, Cuddlebugs/Warsaw Richmond Co. COC	Present In-person	
Melvin Carter, United Auto Workers Local 2123	Absent	
Stephen Cox, Rappahannock Goodwill Industries	Present In-person	
Beverly Davis, Gravities Light	Present In-person	
Ashley Forbes, JES	Present In-person	
Ian Ginger, GOVA, GWRC	Present In-person	
Josh Gemerek, Bay Aging	Present In-person	
Steve Goodall, Westrock	Present In-person	
Tracy Harrington, Dept for Aging and Rehab. Services	Present In-person	
Shawn Hildebrand, A&N Electric	Present Virtual	
Marjorie Lampkin, Rappahannock Community College	Absent	
Tina Lance, Germanna Community College	Absent Proxy	Nick Minor
Vanesa Livingstone, Richmond County DSS	Present Alternate	Katina Johnson
David Mann	Absent	
Nick Minor, King George County Economic Development	Present In-person	
Greg Moon, Carry-On Trailers	Present In-person	
Dennis Parsons, EXIT Realty Group	Absent	
Amy Shockley, Adult Education	Absent	
Patrick Tompkins, Eastern Shore Community College	Absent	
Debbye Warf, Virginia Employment Commission	Present Alternate	Melissa King
Matt Weaver, Cyber Bytes Foundation	Present In-person	
Kendall Webre, Norton Yachts	Present Virtual	
Ben Whanger, Rivah Lawn and Landscapes	Absent	
Gary Wilson, Caroline County Economic Development	Absent	

A quorum was present.

Others present were: Jackie Davis, Lauren Fallin, Kristina Allen, Steven Golas, JoAnn Murchison, Jessica Weber, and Giles Scott.

Public Present: Jamie Replogle, Joel Scharlt, Tina Stratton-Taylor.

**III. Approval of Minutes—August 3, 2022 Meeting:** A motion was made to approve the August 3, 2022 Board Meeting Minutes. The motion was seconded and approved.

**IV. Public Comment:** There was no public comment.

**V. Committee Reports**

**a. Executive Committee Report:** The Executive Committee met on October 26, 2022 at the Northern Neck Planning District Commission. Jackie Davis informed the Executive Committee of the upcoming Business Appreciation Event to be held on November 18<sup>th</sup>, 2022 in partnership with the Northern Neck Technical Center. She said that the Bay Consortium Workforce Development Board (BCWDB) was awarded the GOVA grant that was submitted in September. Jackie also informed the Executive Committee that the updated Local Plan is due February 1, 2023 to the state, and Steve Golas and Lauren Fallin will be working together to complete the updates to the Local Plan to be submitted to the Board at the next meeting.

**b. One-Stop Committee Report:** The One-Stop Committee met on October 11, 2022 via Zoom and had a quorum. They discussed new business, reviewing the Strategic Plan. Jessica Weber, One-Stop Manager provided updates. Jessica said that traffic has been increasing in one-stop committees, and the GOVA Grant was discussed.

**c. Labor Market Committee Report:** Shawn Hildebrand said the Labor Market Committee met on October 5, 2022 via Zoom and discussed meeting together and working on a timeline for updating the Strategic Plan.

**d. Performance & Accountability Committee Report:** Jennifer Bowhey said the Performance & Accountability Committee met on October 18, 2022 via Zoom. The committee discussed that there has been significant increase in numbers for Youth measures, Dislocated Workers measures, and Adult measures.

**e. Board Development Committee Report:** Joshua Gemerek said the Board Development Committee met on October 12, 2022 via Zoom. The Board Development Committee's primary focus of their meeting was overlooking and reviewing the Strategic Plan.

**f. Youth Council Report:** Jackie Davis said the Youth Council met on October 17, 2022 via Zoom and had a quorum. They discussed the quarterly reports and the summer Youth event that was held this past summer.

**VI. Old Business:** There was no old business to discuss.

**VII. New Business:** Jessica Weber provided an overview of in-person visitor data for VA Career Works centers. She also reviewed the survey system used at VA Career Works centers. Most dissatisfaction comes from not being able to access unemployment insurance. Adult education traffic has increased significantly.

Giles Scott discussed the Northern Neck/Middle Peninsula Job Fair hosted at Wind Vinyards, which had an turnout of about 40 employers and 30-40 Northern Neck Technical Center students, as well as job seekers. He also discussed the upcoming Business Appreciation Event being held at the Northern Neck Technical Center on November 18<sup>th</sup>, 2022, to connect employers to the youth.

Giles will be going to the Middlesex High School in 2 weeks to show and teach youth how to utilize the new acquired TranfrVR headsets for career exploration and workplace training.

Giles updated the VCW Bay Consortium Region Facebook page and created an Instagram, TikTok, and Twitter as well. 15,000 people were reached on Instagram. There were 560 views in one day on the TikTok page. 18,000 people were reached on the various social media platforms all together, which is an increase of almost 14,000 from last month. 2,000 people were reached with post engagement, which is an increase of 1,800 from last month.

Giles also presented a video showing how the Transfr Virtual Reality Career Exploration Program works, 23 occupations are on the VR for career exploration, and over hundreds of training courses.

Giles will be meeting with various Middle School, High School and Technical Centers across the region to give students time to learn how to use the Virtual Reality Career Exploration Program. There are 23 occupations on the VR for career exploration, and over hundreds of training courses. His goal is to focus working with Juniors and Seniors who are unsure of what career they want to pursue, and Middle School students to give them experience early on. There are no certifications awarded with the Virtual Reality Career Exploration Program, but there is discussion being done about creating certificates from the Board to give them to put on their resume.

JoAnn Murchison, Business Services for Bay Consortium Workforce Development Board (BCWDB), reviewed the business we served and the top 5 industries served this quarter.

Employer Engagement:

301 businesses were served. The top 5 industries served were:

1. Healthcare and Social Services: 15%
2. Administrative Services: 8.6%
3. Education Services: 6.9%
4. Agriculture, Forestry, Fishing, and Hunting: 6.3%

The top service provided was Workforce Recruitment at 50%.

Employer Job Fair Participation:

Four Job Fairs (BCWDB & Partners): 60 Employers

JoAnn discussed the upcoming Business Appreciation Event on November 18, 2022 at the Northern Neck Technical Center.

**VIII. Executive Director's Update:** Jackie Davis informed the Executive Committee of the upcoming Business Appreciation Event planned for November 18<sup>th</sup> in partnership with the Northern Neck Technical Center that will target businesses in the Northern Neck sub-area. Events like this will be planned for each of the sub-areas in the region by JoAnn Murchison.

The Bay Consortium Workforce Development Board (BCWDB) was awarded the GOVA grant they submitted in September. At the State level, leadership at Department of Housing and Community Development (DHCD) recommended that the Board shift focus to the upcoming Talent Pathways Initiative (TPI) since our GOVA grant mirrored the TPI. JoAnn Murchison will be leading this initiative which includes a series of in-person business lead roundtables and an index of trainings available throughout the area.

We have been given notice about the Governor's planned restructuring of the public workforce system. The Governor's office will be setting up a meeting of which they will be requesting Board leadership to attend because of the role the Board will play in the restructuring.

The updated Local Plan is due February 1, 2023 to the state, Steven Golas and Lauren Fallin will be working together to complete the updates to the Local Plan to be submitted to the Board at its next meeting. Once this is complete the Local Plan will be used to help guide the Strategic Plan that has an expiration of June 30, 2023. The Labor Market Committee has been given a timeline that they will be working with to make sure we have an updated Strategic Plan to present to the Board at its May 2023 meeting.

The Board has purchased virtual reality equipment from Transfr as part of the Youth Initiative to assist with career pathway exploration activities. The equipment comes with an exploration component and a more in-depth component that measures interest. Giles Scott will be working with closely with the various youth clubs and the local K-12 school systems to introduce the virtual reality career pathways exploration component to the youth in the local area.

Jackie Davis informed the Executive Committee that the Board is working on a special project with Stafford County with details to come at the February Board meeting.

We are also working on a potential job readiness project in partnership with the local Departments of Social Services in the region. We are also in the early stages of a potential Incumbent Worker Training project in the local area. We also are continuing to explore possible locations for a Virginia Career Works Center located in the Middle Peninsula.

**IX. Public Comment:** There was no public comment.

**X. Adjournment:** There being no further business to discuss, the meeting was adjourned at 12:53 p.m.

Respectfully submitted,  
Lauren Fallin