

**Bay Consortium Workforce Development Board, Inc.**  
**Consortium of Locally Elected Officials (CLEO)**  
**Draft Minutes**  
**Tuesday, February 11, 2020**  
**11:00 A.M.**

The CLEO met Tuesday, February 11, 2020 at the Middle Peninsula Planning District Office, 125 Bowden Street, Saluda, VA 23149.

**Call to Order:** Morgan Quicke called the meeting to order at 11:00 a.m.

**Roll Call:** A roll call was taken:

Gary Wilson	Caroline County*
Edwin Smith, Jr.	Essex County
Angela Freeman	City of Fredericksburg
Jim Burns	King and Queen
Don Gill	Lancaster County
John Priest	Mathews County
Michelle Brown	Middlesex County
Luttrell Tadlock	Northumberland County
Morgan Quicke	Richmond County
Kevin Marshall	Spotsylvania County
Meg Bohmke	Stafford County*

A quorum was present.

Others present were: Jackie Davis, Bay Consortium Workforce Development Board staff.

\*Participated via conference call.

**Approval of Meeting Notes:** A motion was made to approve the October 4, 2019 minutes. A motion was made to accept, which was seconded and approved.

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

**Old Business:** There was no Old Business.

**New Business:** The CLEOs discussed the need to nominate a new Vice-Chair and Board Liaison as membership had changed due to the results of locality election results. The floor was open for nomination for the Vice-Chair position. Edwin Smith was nominated for the Vice-Chair position. There were no other nominations, there was a motion to close nominations. The motion was seconded and unanimously approved. There was a motion to approve the nomination of

Edwin Smith as Vice-Chair, which was seconded and unanimously approved. There was a motion to appoint Angela Freeman as the Board Liaison Alternate. The motion was seconded and unanimously approved.

Jackie Davis reviewed the revised PY19-20 Budget. The Budget was revised because the WDB received two new grants. The first is an Economic Equity Grant, which is a capacity building grant in partnership with Rappahannock Community College. There was some discussion about this grant. The CLEOs requested the grant proposal be sent to them electronically for review. The second grant was for a State Wide Rapid Response Grant to support an incumbent worker training for a business in the Middle Peninsula. There was a motion to approve the revised PY19-20 Budget. The motion was seconded and unanimously approved.

Jackie Davis reviewed the Quarterly Reports. There was some discussion about the Quarterly Reports. The CLEOs requested the Quarterly Reports be sent to them again because the reports in the packet were not complete.

The CLEOs reviewed the new nominations for the BCWDB. The new members include Patrick Tompkins, Eastern Shore Community College; Chantel Roane, Haynesville Correctional Center; and Ivy Ramos, Mathews County Business Representative. There was a motion to approve Patrick Tompkins as a member of the BCWDB. The motion was seconded and unanimously approved. There was a motion to approve Chantel Roane as member of the BCWDB. The motion was seconded and unanimously approved. There was a motion to approve Ivy Ramos as a member of the BCWDB. The motion was seconded and unanimously approved.

Jackie Davis reviewed guidance received by VCCS in regards to the BCWDB's Local Plan. It was recommended by VCCS that the LWDBs have their Boards and CLEOs approve an extension of the existing plan to extend through December 31, 2020 until the state could provide the local areas with guidance. The guidance is not available because the state's plan is not due to USDOL until March. After that original submission, USDOL may provide suggestions or corrections. After that period is complete, VCCS will provide guidance to the local areas. There was a motion to extend the end date of the current plan until December 31, 2020 while waiting for guidance. The motion was seconded and unanimously approved.

Jackie Davis discussed that the Virginia Department of Education had released RFPs for Adult Basic Education providers. The CLEOs and Board are responsible to ensure that all proposals received by VDOE are in alignment with LWDBs Local Plan. Jackie Davis requested volunteers for this process and provided a timeline. Angela Freeman volunteered to read RFPs for alignment with the Local Plan.

**Liaison Report:** John Priest gave the Liaison Report. He indicated that much of the Board's discussion was around the same topics discussed today with the addition of some policy changes. Those policies included Personally Identified Information Policy, Priority of Services Policy, Youth Work Incentive Policy, and Youth Work Experience Policy.

**Other Topics for Discussions:** Jim Burns discussed the need of having a Veterans Representative on the Board. Jackie Davis offered a couple of suggestions and asked that if any CLEO had a specific suggestion to let her know.

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

There being no further business, there was a motion to adjourn the meeting at 12:00 pm. The motion was seconded and unanimously approved.

Respectfully submitted,

Jackie Davis