

Board Minutes
Bay Consortium Workforce Development Board, Inc.
Wednesday, May 4, 2022
Bay Creek Resort
1 Clubhouse Way
Cape Charles, VA 23310
11:00 A.M.

The Bay Consortium Workforce Development Board, Inc. met Wednesday, May 4, 2022 at Bay Creek Resort, 1 Clubhouse Way, Cape Charles, VA 23310.

Call to Order: Dennis Parsons, Chairman, called the meeting to order at 11 A.M.

Welcome and Introductions: Ashley Forbes gave members an introduction to the Bay Creek Resort. Whitney Lester gave a short presentation on Off-Shore Wind.

Roll Call: Dennis Parsons requested the roll call with the following members recorded as present:

Felicia Ainsa, Rappahannock Electric Cooperative
Megan Bergen, Rappahannock Goodwill Industries
Hosey Burgess, Virginia Employment Commission
Beverly Davis, Gravities Light
Ashley Forbes, Bay Creek
Josh Gemerek, Bay Aging
Ian Ginger, GO Virginia
Steve Goodall, WestRock
Shawn Hildebrand, A & N Electric Cooperative
Marjorie Lampkin, Rappahannock Community College
Nick Minor, King George County Economic Development
Dennis Parsons, EXIT Reality Group
Danielle Robinson, Regional Adult Education
Debbye Warf, Virginia Employment Commission

The following members were represented by an alternate or proxy:

Kyle Lorenzino, alternate for Jennifer Bowhey
Jerron Byers, alternate for Tracy Harrington
Steve Goodall, proxy for Vanesa Livingstone
Scott Hall, alternate for Patrick Tompkins

The following members were neither represented by an official alternate or proxy:

Lamont Brown, ALNA Financial Group
Sara Carroll, Cuddlebugs Child Development Center
Melvin Carter, United Auto Workers Local 2123
Bridget Landess, Atlantic Union Bank
Bill Leyden, Elevator Constructors Local 52

David Mann, Mann Printing
Greg Moon, Carry-On Trailers
Kendall Webre, Norton Yacht Sales
Ben Whanger, Rivah Lawn and Landscapes
Gary Wilson, Caroline County

A quorum was present.

Others present were: Renita Major, Hope Mothershead, Tina Stratton-Taylor, Dave Wilcox, Jamie Replogle, JoAnn Murchison, Melissa King, Jessica Weber, Jackie Davis, Steven Golas, and Katlyn Moss.

Approval of Minutes: A motion was made to approve the February 2, 2022 notes. The motion was seconded and approved.

Public Comment: There was no public comment.

Executive Committee: Dennis Parsons reviewed the minutes and action items from the February 7, 2022 Executive Committee. Jackie Davis reviewed the proposed PY 22-23 Budget, noting that she accounted for a decrease in funding and was conservative when calculating carry over funds. She did note that locality supports were not fully included, and they would go towards covering the Business Services position, and that would put funding back into the provider's accounts. A motion was brought from the Executive Committee to approve the proposed budget, which was seconded and approved, with Marjorie Lampkin and Megan Bergen abstaining. Jackie Davis reviewed the updated committee assignments with members. Jackie Davis discussed the Electronic Participation Policy, noting that it would still require a physical quorum present, and that the electronic participation would have to be approved by the quorum present. She also noted that the reason for electronic participation must be provided ahead of time. A motion was brought from the Executive Committee to approve the Electronic Participation Policy, which was seconded and approved.

One Stop Committee: Debbye Warf gave the committee report, noting changes made to update the On the Job Training Manual, to increase training payments from \$4,000 to \$6,000 as pay rates have increased. A motion was made to send the proposed increase in the On the Job Training Manual for training payments from \$4,000 to \$6,000, which was seconded and approved, with Marjorie Lampkin abstaining. A motion was brought from the Executive Committee to approve the proposed increase in the On the Job Training Manual for training payments from \$4,000 to \$6,000, which was seconded and approved. Jessica Weber gave members the One Stop Manager's Report.

Performance and Accountability: Steve Goodall gave the committee report. He noted that the quarterly reports had looked good, no corrective action plans had been requested, and all providers were meeting the 40% Minimum Training Expenditure Requirement and 20% Work Experience Expenditure Requirement.

Labor Market Committee: Jackie Davis reviewed Vital Phlebotomy Institute and LifeCare Medical Transports as proposed as additions to the Eligible Training Provider List. A motion was brought from the Executive Committee to approve Vital Phlebotomy Institute and LifeCare

Medical Transports as additions to the Eligible Training Provider List, which was seconded and approved.

Board Development: Josh Gemerek gave the committee report, with Jackie Davis reviewing the Slate of Officers for PY 22-23, listed below. A motion was made to approve the Slate of Officers for PY 22-23, which was seconded and approved.

Bay WDB Slate of Officers PY 22-23 07/01/22-06/30/23

Chairman: Ashley Forbes

Vice Chairman: Greg Moon

Secretary/Treasurer: Josh Gemerek

Member At Large: Lamont Brown

The meeting schedule for committee and board meetings in PY 22-23 was reviewed. Jackie Davis reviewed the onboarding documentation with members.

Youth Council: Marjorie Lampkin gave the committee report, noting that youth enrollment was low across the state. She also noted the ongoing discussion of the need for a parent representative on the council.

Old Business: Jackie Davis reviewed the updates to the Strategic Plan to reflect actions made.

New Business: Jackie Davis reviewed the Eastern Shore Round Table Report with members. Jackie Davis discussed the updated Youth Incentive Policy, stating that it would increase the incentive award amounts. A motion was made to approve the updated Youth Incentive Policy, which was seconded and approved.

Executive Director's Update: Jackie Davis discussed the new hire for the Business Services position, JoAnn Murchison. JoAnn Murchison introduced herself to members. Jackie Davis discussed her efforts in the K-12 systems throughout the area, including outreach materials. She discussed the planned Summer Youth Initiative in connection with CyberBytes. She also noted that the next Board meeting would be a Joint Board meeting on August 4, 2022 at 11 am at the Warsaw Town Office.

Other Items for Discussion: Nick Minor discussed an economic development event on May 12, 2022.

Public Comment: There was no public comment.

There being no further business, Dennis Parsons called the meeting to end at 12:10 P.M.

Respectfully submitted,
Katlyn Moss