

**Bay Consortium Workforce Development Board, Inc.**  
**Minutes**  
**Wednesday, May 5, 2021**  
**11:00 A.M.**

The Bay Consortium Workforce Development Board, Inc. met Wednesday, May 5, 2021 via Zoom.

**Call to Order:** Dennis Parsons, Chairman, called the meeting to order at 11 A.M.  
Morgan Quicke read the following statement:

Virginia law requires and authorizes regional bodies such as the Bay Consortium Workforce Development Board to conduct their meetings during a public disaster or emergency in manners which are consistent with providing continuity of government and operations in a safe and healthy manner, with the public safety, health and welfare in mind for all attendees/interested parties, in compliance with open government requirements.

The electronic convening of the Workforce Board's Executive Committee today has been determined necessary in order to continue the necessary business of the organization. We believe the matters included on the agenda address important/essential matters of continuing the work of Workforce Board and therefore it is appropriate to convene during this time.

Therefore, we have determined the appropriateness and eligibility to conduct today's meeting of the Executive Committee electronically pursuant to the provisions of Virginia Code § 2.2-3708.2 and related legislation approved by the General Assembly of Virginia, and in light of the Governor's March 12, 2020 State of Emergency Declaration for COVID-19.

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

Felicia Ansia, Rappahannock Electric Cooperative  
Megan Bergen, Rappahannock Goodwill Industries  
Meg Bohmke, Stafford County Board of Supervisors  
Nikki Cox, Department of Social Services  
Josh Gemerek, Bay Aging  
Steve Goodall, WestRock  
Tracy Harrington, Department of Aging and Rehabilitative Services  
Robin Harry, Pallet Machinery Service  
Marjorie Lampkin, Rappahannock Community College  
David Mann, Mann Printing  
Martha O'Keefe, Germanna Community College  
Jason Perry, Rappahannock Community College  
Danielle Robinson, Middle Peninsula Regional Adult Education  
Kendall Webre, Norton Yacht Sales  
Gary Wilson, Caroline County Economic Development

The following members were represented by an alternate or proxy:

Scott Hall, Eastern Shore Community College, alternate to 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  
Ken Knull, Yankee Point Marina  
Bridget Landess, Atlantic Union Bank  
Bill Leyden, Elevator Constructors Local 52  
Vanessa Livingstone, Richmond County Social Services  
Robert Masters, Bay Creek  
Greg Moon, Carry-On Trailers  
Leigh Ramos, Haskins Bayside Super Service Center, Inc.  
Chantel Roane, Haynesville Correctional Center  
Deborah Warf, Virginia Employment Commission

A quorum was present.

Others present were: Megan King, Sherry Davis, Jackie Davis, Kristina Allen, Steven Golas, and Katlyn Moss.

**Approval of Minutes:** A motion was made to approve the February 3, 2021 minutes. The motion was seconded and approved.

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

**Joint Action Items:** Jackie Davis reviewed the amended PY 20-21 Budget with members, noting the Wagner Peyser funding and the Spotsylvania Small Business Grant that allows the purchase of a temperature check machine in the Virginia Career Works Fredericksburg Center. A motion from the Executive Committee was brought to approve the amended PY 20-21 Budget, which was seconded and approved. Jackie Davis presented members with the PY 21-22 Proposed Budget and Board of Supervisors Chair Letter. She discussed the expected budget shortfall and noted that she hoped to receive the final allocations from the state in the upcoming week. A motion from the Executive Committee was brought to approve the PY 21-22 Proposed budget, which was seconded and approved with Marjorie Lampkin, Jason Perry, Megan Bergen, and Scott Hall abstaining. She discussed the new Membership, Responsibilities, and Certification of Local Workforce Development Boards Policy, in which Board meetings must have a majority private sector and public sector attendance for a quorum. She also noted that the policy now required the county to advertise for Board vacancies.

**Executive Committee:** Dennis Parsons gave the committee report. Jackie Davis presented members with a Dislocated Worker Funds Transfer Impact Analysis, and recommended transferring \$100,000 from Dislocated Worker to Adult funds to provide a continuation of

services as the need for Adult services is greater than Dislocated Worker services. A motion from the Executive Committee was brought to approve the funds transfer, which was seconded and approved with Marjorie Lampkin abstaining. Jackie Davis reviewed the Eligible Training Providers for approval: Seward's Barbering Academy, Faded & Co., AlliedRx, and Eastern Virginia Career College. A motion from the Executive Committee was brought to approve Seward's Barbering Academy, Faded & Co., AlliedRx, and Eastern Virginia Career College to the Board for approval on the Eligible Training Provider List, which was seconded and approved. Jackie Davis discussed the PY 21-22 Slate of Officers. A motion from the Executive Committee was brought to approve the below listed Slate of Officers, which was seconded and approved.

**Bay WDB Slate of Officers PY 20-21 07/01/21-06/30/22**

Chairman: Dennis Parsons

Vice Chairman: Josh Gemerek

Secretary/Treasurer: Ken Knull

Member At Large: Debbie Warf

Jackie Davis discussed the Northern Neck and Middle Peninsula Lease options. She noted that the University of Mary Washington Small Business space would be available soon for a Northern Neck location, and King and Queen County's Economic Development would soon have a new building with availability. A motion from the Executive Committee was brought to approve these findings, which was seconded and approved. Jackie Davis reviewed the Center Certification with members, noting that she had worked with David Mann, Kevin Marshall, and Steven Golas.

**One Stop Committee:** The One Stop Committee did not meet.

**Labor Market Committee:** Jackie Davis gave the committee update, noting that a quorum was not present.

**Performance and Accountability:** Jackie Davis gave a review, noting a quorum was not present.

**Board Development:** Josh Gemerek gave the committee report. He noted that they did have quorum. He discussed the Committee elections and their review of the Strategic Plan. Jackie Davis reviewed Board vacancies with members in Accomack County, King George County, and King & Queen County.

**Youth Council:** The Youth Council did not meet.

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

**New Business:** There was no new business.

**Other Topics for Discussion:** Danielle Robinson let members know that former Board member Percy Pollard had passed away in April 2021. His dedication and service was honored with a moment of silence.

**Executive Director's Update:** Jackie Davis let members know that she signed the Fredericksburg lease with a final walk through scheduled for the following week. She stated that after this Board meeting, committee and Board meeting notifications would go out for the year in advance. She thanked the Center Certification team. She stated that Virginia Career Works Centers would be open June 1, 2021 for work search. She noted that Board certification would be sent in after the Board meeting and should be certified. She also noted that she was working to collect data as a baseline for items in the Strategic Plan. She mentioned that Kristina Allen had graduated with her Accounting Apprenticeship with honors. Dennis Parsons discussed moving to in person meetings again.

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

There being no further business, Dennis Parsons called the meeting to end at 12:05 P.M.

Respectfully submitted,  
Katlyn Moss