

Bay Consortium Workforce Development Board, Inc.
Draft Minutes
Wednesday, August 11, 2021
11:00 A.M.

The Bay Consortium Workforce Development Board, Inc. met Wednesday, August 11, 2021 at Dominion Raceway & Entertainment, 6501 Dominion Raceway Ave., Thornburg, VA 22580.

Call to Order: Dennis Parsons, Chairman, called the meeting to order at 11 A.M. Dennis Parsons took a moment of silence for the passing of Jason Perry.

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
Lamont Brown, ALNA Financial Group
Melvin Carter, United Auto Workers Local 2123
Ken Knull, Yankee Point Marina
Marjorie Lampkin, Rappahannock Community College
Vanessa Livingstone, Richmond County Social Services
Greg Moon, Carry-On Trailers
Martha O'Keefe, Germanna Community College

The following members were represented by an alternate or proxy:

Nichole Bennett, Regional Adult Education, alternate to Danielle Robinson
Melissa King, Virginia Employment Commission, alternate to Debbye Warf

The following members listened in via conference call.

Patrick Tompkins, Eastern Shore Community College
Gary Wilson, Caroline County Economic Development

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

Sara Carroll, Cuddlebugs Child Development Center
Nikki Cox, Department of Social Services
Josh Gemerek, Bay Aging
Steve Goodall, WestRock
Tracy Harrington, Department of Aging and Rehabilitative Services
Bridget Landess, Atlantic Union Bank
Bill Leyden, Elevator Constructors Local 52
David Mann, Mann Printing
Robert Masters, Bay Creek
Leigh Ramos, Haskins Bayside Super Service Center, Inc.
Kendall Webre, Norton Yacht Sales

A quorum was present.

Others present were: Jennifer Morgan, Jackie Davis, and Katlyn Moss.

Approval of Minutes: A motion was made to approve the May 5, 2021 minutes. The motion was seconded and approved.

Public Comment: Jennifer Morgan introduced herself.

Joint Action Items: Jackie Davis reviewed the amended PY 21-22 Budget with members noting the addition of Return to Earn Grant funding. She also noted that the new auditor was less expensive than previously. She mentioned the addition of adding website maintenance fees into the communication line, a cost of living increase for employees, and adding the original amounts back into the Board/CELO travel line item. A motion was made to approve the PY 21-22 Budget, which was seconded and approved, with Marjorie Lampkin and Megan Bergan abstaining. 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. She also noted that workforce boards across the state were going in together on a Dislocated Worker Support Grant that could add additional funding. A motion was made to approve the funds transfer, which was seconded and approved, with Marjorie Lampkin and Megan Bergan abstaining.

Executive Committee: Jackie Davis reviewed the Eligible Training Provider for approval American Security Group. A motion was made to approve American Security Group for the Eligible Training Provider List, which was seconded and approved. Jackie Davis discussed the PY 21-22 Slate of Officers, as Bay Aging is no longer considered a business for Board Certification, he was no longer eligible to serve as Vice Chair. She stated that committee reviewed members eligible for the Vice-Chair position, and nominated Greg Moon, who accepted the nomination. A motion was made to send the below listed Slate of Officers to the Board for approval, which was seconded and approved.

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

Chairman: Dennis Parsons

Vice Chairman: Greg Moon

Secretary/Treasurer: Josh Gemerek

Member At Large: Debbie Warf

Jackie Davis reviewed the 2020 Audit with members, stating that the new company should have their report in by October. A motion was made to approve the audit, which was seconded and approved.

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

Labor Market Committee: Greg Moon gave the committee update. He noted there was a long discussion of community outreach, that had led to some advertisement opportunities with a local radio station. Meg Bohmke spoke in further detail on the radio advertisement. Jackie Davis mentioned the discussion on the marketing plan and the need for a Business Services employee. Felicia Ainsa spoke on the importance of a dedicated Business Services employee.

Performance and Accountability: Vanesa Livingstone gave a review of the Quarterly Reports, noting the Fail to Meet in Measurable Skills Gain, where it may potentially be a failing to capture.

Board Development: The Board Development Committee did not meet.

Youth Council: The Youth Council did not meet.

Old Business: There was no old business.

New Business: There was no new business.

Executive Director's Update: Jackie Davis discussed with members the hiring event on August 19th. She mentioned the LinkedIn Learning opportunity and her time at Impact King George. She discussed the funding for Workforce Bootcamps with Department of Social Services and how they would work. She discussed the RASP Study, Northern Neck Workforce Feasibility Study, and Return to Earn funding. She discussed that the next Board and CLEO meeting would be a joint meeting on November 10th at 9 a.m. to be able to spend the rest of the day working on the strategic plan.

Other Topics for Discussion: Martha O'Keefe thanked staff for the clean audit. Meg Bohmke led a discussion on the shortage of school bus drivers in the area.

Public Comment: There was no public comment.

There being no further business, Dennis Parsons called the meeting to end at 11:45 P.M.

Respectfully submitted,
Katlyn Moss