

**DRAFT
AGENDA**

**Bay Consortium Workforce Development Board, Inc.
Board Development Committee
Wednesday, January 15, 2020
Bay Transit Middle Peninsula Regional Transit Facility
5959 Fiddler's Green Road, Gloucester, VA
11:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Notes from October 16, 2109 Meeting
- V. New Business
 - A. Board Membership and Representation
 - B. Board and Committee Attendance
 - C. Attendance Letters
 - D. Board Manual
- VI. Old Business
 - A. Strategic Priorities
 - B. Board Vacancies
- VII. Other Topics for discussion
- VIII. Adjournment

Bay Consortium Workforce Development Board, Inc.
Board Development Committee Meeting
Draft Minutes
Wednesday, October 16, 2019
11:00 A.M.

The Board Development Committee met Wednesday, October 16, 2019 at the Bay Transit Middle Peninsula Regional Transit Facility at 11 am.

Call to Order: Danielle Robinson called the meeting to order at 11 am. Bill Leyden used this time to introduce himself.

Roll Call: Present were Josh Gemerek and Danielle Robinson. Not present was Bill Leyden. In addition, present was Katlyn Moss, WDB Staff. A quorum was present.

Public Input: There was no public input.

Approval of Minutes: A motion was made to approve the minutes from the July 17, 2019 meeting, which was seconded and approved.

New Business: There was no new business.

Old Business: Katlyn Moss discussed Board membership with committee members. She noted that Caroline County was still vacant. She also noted that April Rounds had changed job positions and was no longer able to attend meetings, so she had sent in a resignation letter. She also discussed new Board members.

Other Items for Discussion: Katlyn Moss discussed the Board Meeting on November 6, 2019. She also discussed the possible change in dates for the Eastern Shore Board meeting.

There being no further business, the meeting was adjourned at 11:50 am

Respectfully submitted,
Katlyn Moss

Strategic Priorities

Strategic Priority Number One: Funding – Performance and Accountability

Goal: Maximize funding opportunities to support strategic priorities

Objectives:

1. Diversify streams of revenue to support the strategic priorities
2. Support professional grant writing to supplement existing revenue
3. Monitor funds for correlation with goals
4. Evaluation – Review Quarterly reports, annual budgets, and grant revenue

Strategic Priority Number Two: Program Development and Implementation – One Stop

Goal: Lead workforce system of partners to provide comprehensive programs and services

Objectives:

1. Provide responsive and innovative employer services
2. Provide responsive and innovative training and support services for jobseekers
3. Ensure WIOA compliance through technical assistance, tracking and documentation
4. Evaluation – Review quantity and quality of services provided to job seekers and employers

Strategic Priority Number Three: Business and Community Engagement –Board Development

Goal: Enhance outreach and connectivity to business and community partners

Objectives:

1. Enhance connections with regional employers through ongoing outreach and resource promotion
2. Enhance communication and collaboration with local elected officials
3. Coordinate and collaborate with community partners to promote and align resources of all stakeholders without duplicating services
4. Evaluation – Track business and community outreach by WDB members and staff

Strategic Priority Number Four: Marketing – Labor Market

Goal: Enhance visibility and viability of WDB as an important key community resource

Objectives:

1. Align WDB marketing activities with VA Career Works initiative to support strategic priorities
2. Pursue sponsorships and partnerships to support program initiatives
3. Build rapport with industry and business community through ongoing needs assessment, resource promotion, and service enhancement
4. Evaluation – Institute feedback methods to capture community opinion and usage of workforce services