

**DRAFT
AGENDA**

**Bay Consortium Workforce Development Board, Inc.
One Stop Committee
Tuesday, January 12, 2021
10:00 A.M.**

- I. Call to Order
- II. Roll Call
- III. Public Input
- IV. Approval of Meeting Minutes from October 13, 2020 Meeting
- V. New Business
- VI. Old Business
 - A. RFP Update
 - B. Lease Update
 - C. Northern Neck, Middle Peninsula, and Eastern Shore VCW
- VII. One Stop Manager Update
- VIII. Other Topics for discussion
- IX. Adjournment

Bay Consortium Workforce Development Board, Inc.
One-Stop Committee Meeting
Draft Minutes
Tuesday, October 13, 2020
10:00 a.m.

The One-Stop Committee met Tuesday, October 13, 2020 via Zoom.

Call to Order: Debbye Warf called the committee meeting to order at 10:00 a.m.

Roll Call: Present were Debbye Warf, Martha O’Keefe, Nikole Cox, and Tracy Harrington. Not present was Rebecca Mann. In addition, present was Jackie Davis, Steven Golas, and Katlyn Moss, WDB Staff. A quorum was present.

Public Input: There was no public input.

Approval of Minutes: There was a motion to approve the July 14, 2020 minutes. The motion was seconded and approved.

New Business: Steven Golas reviewed the Bay Consortium Workforce Development Area System Administrator Role and Responsibilities Policy with members. He noted that it was a new policy and mirrored the state policy. A motion was made to approve the Bay Consortium Workforce Development Area System Administrator Role and Responsibilities Policy and send to the Board for approval, which was seconded and approved. Steven Golas reviewed the Case Management, Case Notes, and IEP/ISS Update and Review Policy with members. He noted that it was updated to reflect that case management files would be moving to electronic on December 1, 2020. A motion was made to approve the Case Management, Case Notes, and IEP/ISS Update and Review Policy and send to the Board for approval, which was seconded and approved. Jackie Davis also discussed Chair and Vice Chair nominations with members. Debbye Warf was elected Chair and Tracy Harrington was nominated as Vice-Chair.

Old Business: Jackie Davis reviewed the updated strategic priorities with members and asked for feedback.

Other Items for Discussion: Jackie Davis let members know that the Strategic Plan will be redo in the near future. She also noted that a part-time Center Guide position was created.

There being no further business, the meeting was adjourned at 10:25 a.m.

Respectfully submitted,

Katlyn Moss