

**Agenda**  
**Bay Consortium Workforce Development Board/**  
**Chief Local Elected Officials Joint Meeting**  
**Wednesday, November 6, 2024**  
**1:00 p.m.**

**I. Call to order:** Bud Smith, Chair of the Chief Local Elected Officials, called the meeting to order at 1:04 p.m.

**II. Welcome and Introductions – Skyla Flock, *Fredericksburg Nationals*:** Skyla Flock welcomed everyone to the Fredericksburg Nationals and gave a quick introduction.

**III. Roll Call – Lauren Fallin, *Executive Assistant***

***Bay Consortium Workforce Development Board Attendance***

<i>Business</i> (7)	Kyle Allwine	Present	<i>Public (5)</i>	Hosey Burgess	Present
	Jaclyn Ammons	Absent		Robert Dixon	Present
	Jennifer Bowhey	Present		Tracy Elliott	Present
	Sara Carroll	Absent		Marianne Gibbs	Present
	Kayla Coleman	Present		Ian Ginger	Present
	Stephen Cox	Present		Joshua Gemerek	Absent
	Beverly Davis	Absent		Brian Hall	Present Virtual
	Jarrold Elwell	Present		Marjorie Lampkin	Present
	Ashley Forbes	Absent		Vanesa Livingstone	Absent
	Shawn Hildebrand	Absent		Sherrina Sewell	Present
	Brittany Metts	Absent		Raymond Staton Jr.	Absent
	Greg Moon	Present		Deborah Warf	Absent
	Dennis Parsons	Absent		Kimberly Young	Present
	Melissa Sheffield	Present			
	Matt Weaver	Present Alternate: Nancy Pattillo			
	Carley Walker	Present			
	Nicholas Minor	Present			
Ginni Matern	Present				

There was a physical quorum

**Chief Local Elected Officials Attendance**

<i>Accomack County</i>	Jessica Hargis, Mike Mason	Absent
<i>Caroline County</i>	Gary Wilson	Present
<i>City of Fredericksburg</i>	Amy Pergole, <b>Josh Summits</b>	Present
<i>Essex County</i>	Bud Smith	Present
<i>King George County</i>	Ken Strond	Absent
<i>King and Queen County</i>	Lawrence Simpkins, Sherrin Alsop	Absent
<i>King William County</i>	Justin Catlett	Absent
<i>Lancaster County</i>	<b>John Bateman</b> , Don Gill	Present
<i>Mathews County</i>	Ramona Wilson, <b>Marianne Gibbs</b>	Present
<i>Middlesex County</i>	Celane Roden	Absent
<i>Northampton County</i>	Charles Kolakowski	Absent
<i>Northumberland County</i>	Drew Bayse, Luttrell Tadlock	Absent
<i>Richmond County</i>	Hope Mothershead	Present
<i>Spotsylvania County</i>	Kevin Marshall	Present
<i>Stafford County</i>	Liz Barber	Present
<i>Westmoreland County</i>	Donna Cogswell	Absent

There was a physical quorum.

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

**V. Reports**

**A. One-Stop Manager Report – Jessica Weber, *One Stop Manager*:**

Jessica Weber gave the One-Stop Manager Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jessica stated that this quarter there was a decrease in visitors at the Warsaw Virginia Career Works Center with a total of 77 visitors, an increase in the number of visitors in the Eastern Shore Virginia Career Works Center with a total of 343 visitors, and an increase in the number of visitors at the Fredericksburg Virginia Career Works Center with a total of 697 visitors. There was a total of 8 job fairs held this quarter and 49 job placements per month. Jessica also stated that there are over 400 individuals pursuing credentials per month with Metrix Learning. Jessica stated that there were 74 referrals this quarter to local community resource organizations. Jessica noted that the leading factors in the increase in traffic in the Eastern Shore Virginia Career Works Center is due to refugee population increase in the Eastern Shore pursuing agricultural jobs, usually temporary jobs and seeking better wages and a full-time job, and most are self-selecting individuals.

**B. Business Services Report – Jacob McCaleb, *Business Services***

**Representative:** Jacob McCaleb presented the Business Services Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. For outreach, Jacob has been using strategic marketing tactics for job postings to maximize advertising outreach of resources to job seekers and employers such as job postings, flyers, and events. This quarter, Jacob served 55 businesses in the planning district 16, 40 businesses in planning district 17, 16 businesses in planning district 18, and 17 businesses in planning district 22. Jacob announced that starting in 2025 he will be holding business workshops. Jacob recently graduated from Virginia Rural Leadership Institute along with Giles Scott, and the two of them also are working on a VRLI Community Impact Project and an afterschool pilot program at Lancaster High School. Jacob also noted that the Business Services plan is being developed and drafted as well.

**C. Youth Report – Giles Scott, *WIOA Youth Program Influencer*:**

Giles Scott presented the Youth Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Giles reported that he has been performing outreach at high schools with the Virtual Reality Career Exploration program and PSAT preparation. Giles stated that all of the 8<sup>th</sup> and 10<sup>th</sup> grade students at Lancaster High School have participated in the Virtual Reality Career Exploration program. Giles has been building support for the program by presenting it to multiple state boards about expanding the program and the resources and utilization of it for the youth and beyond. Giles also noted that there are 11 new simulations that were added to the Virtual Reality Career Exploration Program and 14 module simulations in Spanish. Giles also noted how the first ever Career Exploration Event was held at Eastern Shore Community College and it was a huge success and turnout with multiple schools attending.

**D. Critical Sector Job Quality Grant Report – Steven Golas, *Program Specialist*:**

Steven Golas presented the Critical Sector Job Quality Grant Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Steven reported that there will be a few more roundtables and workers voice events held partnered with Rappahannock Goodwill and that the final report for the Critical Sector Job Quality Grant will be done by March 31, 2025.

**VI. CLEO Old Business:** There was no old business to be discussed.

**VII. CLEO New Business**

**A. New BCWDB members**

- i. Sherrina Sewell, *Department of Aging and Rehabilitative Services*:** Kevin Marshall of Spotsylvania County made a motion to approve Sherinna Sewell's nomination, and Hope Mothershead of Richmond County seconded the motion, passing it unanimously.

- ii. **Kayla Coleman, *Rappahannock Electric Cooperative***: Kevin Marshall of Spotsylvania County made a motion to approve Kayla Coleman’s nomination, and Hope Mothershead of Richmond County seconded the motion, passing it unanimously.
  - iii. **Nicholas Minor, *STACK Infrastructure***: Kevin Marshall of Spotsylvania County made a motion to approve Nicholas Minor’s nomination, and Hope Mothershead of Richmond County seconded the motion, passing it unanimously.
  - iv. **Kimberly Young, *University of Mary Washington***: Joshua Summits of the City of Fredericksburg made a motion to approve Kimberly Young’s nomination, and Kevin Marshall of Spotsylvania County seconded the motion, passing it unanimously.
  - v. **Ginni Matern, *Matern Staffing***: Joshua Summits of the City of Fredericksburg made a motion to approve Ginni Matern’s nomination, and Kevin Marshall of Spotsylvania County seconded the motion, passing it unanimously.
- B. BCWDB PY 24 – 25 Budget**: Kevin Marshall of Spotsylvania County made a motion to approve the BCWDB PY 24 – 25 Budget, and John Bateman of Lancaster County seconded the motion, passing it unanimously.

## VIII. Joint New Business

- A. Approval of August 7, 2024 BCWDB Joint Meeting Minutes**: Greg Moon made a motion to approve minutes from the previous meeting, and Jarrod Elwell seconded the motion, passing it unanimously.
- B. Request for Proposals (RFP)**
- i. **Youth RFP**: On the Board, Nicholas Minor made a motion to approve the Youth RFP and Carley Walker seconded the motion, passing it unanimously. Abstained from the motions on the Board were Marjorie Lampkin and Stephen Cox. Kevin Marshall of Spotsylvania County made a motion to approve the Youth RFP and John Bateman of Lancaster County seconded the motion, passing it unanimously.
  - ii. **Adult & Dislocated Worker RFP**: On the Board, Nicholas Minor made a motion to approve the Adult & Dislocated Worker RFP and Carley Walker seconded the motion, passing it unanimously. Abstained from the motions on the Board were Marjorie Lampkin and Stephen Cox. John Bateman of Lancaster County made a motion to approve the Adult & Dislocated Worker RFP and Kevin Marshall of Spotsylvania County seconded the motion, passing it unanimously.
  - iii. **One Stop Operator RFP**: On the Board, Nicholas Minor made a motion to approve the One Stop Operator RFP and Carley Walker seconded the motion, passing it unanimously. Abstained

from the motions on the Board were Marjorie Lampkin and Stephen Cox. Marianne Gibbs of Mathews County made a motion to approve the One Stop Operator RFP and Kevin Marshall of Spotsylvania seconded the motion, passing it unanimously.

**IX. BCWDB Old Business:** There was no old business to be discussed.

**X. BCWDB New Business**

**A. Executive Committee – Greg Moon, *Chair*:** Greg Moon presented the Executive Committee report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Greg reported that the Executive Committee presented committee reports and discussed the rebranding of the Bay Consortium Workforce Development Board name and logo.

**B. Business and Workforce Services Committee – Carley Walker, *Chair*:** Hosey Burgess presented the Business and Workforce Services Committee report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Hosey stated that they approved the meeting minutes from the previous meeting, Jessica Weber gave the One Stop Manager Report, Jacob McCaleb gave the Business Services Report and presented the proposed Business Services Plan, and the committee discussed simplifying the objectives and metrics on the proposed Business Services Plan.

**C. Operations and Performance Committee – Jennifer Bowhey, *Chair*:** Jennifer Bowhey presented the Operations and Performance Committee report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jennifer stated that the Request for Proposals (RFPs) were approved by the committee and that all RFP providers are on target and right on track.

**D. Policy and Strategic Planning Committee – Jarrod Elwell, *Chair*:** Jarrod Elwell presented the Policy and Strategic Planning Committee report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jarrod stated that the committee reviewed and approved the BCWDB 15-01 Self-Sufficiency Policy.

**i. BCWDB 15-01 Self-Sufficiency Policy – Update**

**E. Communications Committee – Kyle Allwine, *Chair*:** Kyle Allwine presented the Communications Committee report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Kyle stated that the committee reviewed the proposed Communications Plan and simplified the plan to present to the Board, with the next stage of planning being bringing policies onto the plan.

**I. Executive Director’s Update – Jackie Davis, *Executive Director*:** Jackie Davis presented the Executive Director’s Update to the Bay Consortium Workforce Development

Board and Chief Local Elected Officials. Jackie stated that the Communications Plan and Business Services Plan are being worked on and simplified, and that Center Certification Interviews begin in December, and that a team will be appointed to interview the staff at the career centers. Jackie noted that the Strategic Plan is being worked on with the help of Mason Bishop, a consultant at WorkED Consulting to put together an updated Strategic Plan. Jackie announced that the Request for Proposals (RFPs) will be put into action next quarter. Jackie and Giles Scott presented to multiple Boards across the state the Virtual Reality Career Exploration Program, what it is, how to utilize it, and our many resources, and it was a huge success! Jackie noted that we are currently working on two grants, one with GOVA and one with the Moore Foundation and will know more by December 1, 2024. Jackie also announced the rebranding of Virginia Career Works to Virginia Works.

**F. Review VWL 24-02 Requirement for Local Plan Policy**

**G. Strategic Plan:** We are working on a Business Services Plan and a Communications Plan.

**H. Center Certifications:** Kevin Marshall of Spotsylvania County along with a few others will be conducting interviews of the partner staff of the Career Centers on December 14, 16, and 18<sup>th</sup>, and the results will be presented at the next meeting.

**XI. Other Items for Discussion:** There were no other items for discussion.

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

**XIII. Adjournment:** With there being no further business to discuss, Ian Ginger made a motion to adjourn the meeting, and Bud Smith of Essex County seconded the motion, passing it unanimously. Greg Moon adjourned the meeting at 2:16 p.m.

Respectfully submitted,

Lauren Fallin