

**Bay Consortium Workforce Development Board/  
Chief Local Elected Officials Joint Meeting Minutes  
Wednesday, February 26, 2025  
1:00 p.m.**

\* = Action Item

1. **Call to order:** Greg Moon called the meeting to order at 1:03 p.m.
2. **Welcome and Introductions:** Everyone introduced themselves around the room, Board members, CLEO members, and the public.
3. **Roll Call**

*Bay Consortium Workforce Development Board Attendance*

<i>Business (7)</i>	Kyle Allwine	Present	<i>Public (5)</i>	Hosey Burgess	Present
	Jaclyn Ammons	Present		Robert Dixon	Absent
	Jennifer Bowhey	Present		Tracy Elliott	Present
	Sara Carroll	Present		Marianne Gibbs	Present
	Kayla Coleman	Absent		Ian Ginger	Present
	Stephen Cox	Present		Joshua Gemerek	Present
	Beverly Davis	Present		Brian Hall	Absent
	Jarrold Elwell	Absent		Marjorie Lampkin	Present
				Vanesa Livingstone	Present
	Shawn Hildebrand	Absent		Sherrina Sewell	Absent
	Greg Moon	Present		Raymond Staton Jr.	Present
	Nancy Pattillo	Absent		Deborah Warf	Present
	Dennis Parsons	Present		Kimberly Young	Absent
	Melissa Sheffield	Present		Victor Burrell	Absent
	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	Present
<i>King William County</i>	Justin Catlett	Present Jaclyn Ammons
<i>Lancaster County</i>	<b>John Bateman</b> , Don Gill	Present
<i>Mathews County</i>	Ramona Wilson, Marianne Gibbs	Present
<i>Middlesex County</i>	Celane Roden, <b>Don Harris</b>	Present
<i>Northampton County</i>	Charles Kolakowski	Absent
<i>Northumberland County</i>	Drew Bayse, Luttrell Tadlock	Present
<i>Richmond County</i>	Hope Mothershead	Present
<i>Spotsylvania County</i>	Kevin Marshall	Present
<i>Stafford County</i>	Liz Barber, <b>Deunteuy Diggs</b>	Present
<i>Westmoreland County</i>	Donna Cogswell,	Present alt.

There was a physical quorum.

Also present were Jackie Davis, Lauren Fallin, Steven Golas, Giles Scott, Jacob McCaleb, Keenan Allen, Jessica Weber, and Marty Baldwin.

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

**Reports**

**Matt – *WorkED Consulting*:** Matt gave a report in place of Mason Bishop to the Board and CLEO members on the strategic plan goals of diversifying funding to not be so dependent on Title I, program development and coordination, and outreach.

**BCWDB Strategic Plan Update**

**BCWDB Local Plan Update\*:** From the Board, Dennis Parsons made a motion to approve the BCWDB Local Plan update, and Ian Ginger seconded the motion, passing it unanimously. From the Chief Local Elected Officials, Kevin Marshall of Spotsylvania County made a motion to approve the BCWDB Local Plan update, and Hope Mothershead of Richmond County seconded the motion, passing it unanimously.

**BCWDB Critical Sectors Grant Update:** Jackie Davis reported to the Board and CLEO members that from now until June 17, 2025, there will be 100 roundtables and findings will be submitted to the Department of Labor.

**WIOA Reauthorization:** The Board decided to discuss this topic at the next Board meeting.

**One-Stop Manager Report – Jessica Weber, *One Stop Manager*:** Jessica Weber provided the One-Stop Manager Report to the Board and CLEO members. Jessica reported that there has been a slight decline in traffic across the centers, and 73 job placements per month. She reported that there were 4 job fairs this quarter, and that over 385 individuals pursued credentials through Metrix learning this quarter as well. Jessica reported that there was a huge increase in job placement in Accomack County due to the increase in agricultural H2A jobs. Jessica also reported that a Director from Saudi Arabia came to the Fredericksburg center to see how the center operates, trends, etc. and noted that we are ahead in technology, and the job market, but that our workforce trends aligned with Saudi Arabia with the change in skill demands and training because of the rise of artificial intelligence, but Saudi Arabia has a different style of approach in business than us. Jessica reported that there were 100 referrals to local community resource organizations.

**Business Services Report – Jacob McCaleb, *Business Services Representative*:** Jacob McCaleb, Business Services Representative gave the Business Services Report to the Board and Chief Local Elected Officials. Jacob reported that in this quarter there were 95 businesses served in planning district 16, 29 businesses served in planning district 17, 14 businesses served in planning district 18, and 56 businesses served in planning district 22. Jacob reported that the top industries were educational services, professional, scientific, and technical services, and healthcare and clinical assistance. He also reported that the top 5 business services provided this quarter were workforce recruitment services, employer information and support services, training services, consulting services, and accessing untapped labor pools. He reported that there were 4 hiring events held this quarter at Silver Diner, which had 18 applicants and 9-11 hires, Virginia Department of Transportation, which had 8 applicants and 2 hired, Go Carwash, which had 6 applicants, and Royal Farms, which had 24 applicants with multiple hires.

**Youth Report – Giles Scott, *WIOA Youth Program Influencer*:** Giles Scott gave the Youth Report to the Board and Chief Local Elected Officials. Giles reported that this quarter he participated in outreach in local community colleges, the Boys & Girls Club, and the Votech Center. As far as high school outreach, Giles had 300 virtual reality participants and mock interviews held, with all participants having at least 3 interviews held. Giles participated in outreach with post-grad students utilizing the virtual reality headset for workforce preparation. Giles also participated in virtual reality career exploration with the Boys & Girls Club as well as with age groups from 8 to teenagers. Giles reported that he is having an

upcoming meeting with transfr VR for the utilization of resources. He reported that this quarter, the career leaderboard for the Career Exploration Virtual Reality has been RN (Healthcare) and Trades. Giles is partnering to advance program funding and seeking additional funding outside of Title I for the Career Exploration Virtual Reality Program. Giles reported that at the Intern Expo, over 500 students and over 100 employers participated, and about 20% of the students used VR training, as well as participated in breakout sessions, dress for success, and mock interviews.

#### **CLEO New Business**

##### **New BCWDB member**

- a. **Nancy Pattillo – *Cyber Bytes Foundation*\***: Don Harris of Middlesex County made a motion to approve Nancy Pattillo as a Board member, and Kevin Marshall of Spotsylvania County seconded the motion, passing it unanimously.

**BCWDB Board Vacancies – Jackie Davis, *Executive Director***: Jackie Davis reported that we have Board vacancies in 3 different counties.

**CLEO Old Business**: There was no old business to discuss.

#### **4. Joint New Business**

**Approval of November 6, 2024, BCWDB Joint Meeting Minutes\***: From the Board, Carley Walker made a motion to approve the previous meeting minutes, and Deborah Warf seconded the motion, passing unanimously. John Bateman of Lancaster County made a motion to approve the previous meeting minutes, and Westmoreland County seconded the motion, passing unanimously.

**Request for Proposals (RFP) Update\***: From the Board, Dennis Parsons made a motion to approve all the RFPs contingent upon possible center realignment with the Eastern Shore, and Nick Minor seconded the motion, passing it unanimously. Abstained from the motions are Marjorie Lampkin and Stephen Cox. From the Chief Local Elected Officials, Kevin Marshall of Spotsylvania County made a motion to approve all the RFPs contingent upon possible center realignment with the Eastern Shore, and Deuntuey Diggs of Stafford County seconded the motion, passing it unanimously.

1. **Youth RFP**
2. **Adult & Dislocated Worker RFP**
3. **One Stop Operator RFP**

**BCWDB Audit – Jackie Davis, *Executive Director***: Jackie Davis presented the BCWDB Audit to the Board and CLEO members and reported that there were no findings.

**BCWDB PY 24 – 25 Budget – Jackie Davis, *Executive Director*\***: Jackie Davis

presented the BCWDB PY 24 – 25 Budget to the Board and CLEO members. From the Board, Kyle Allwine made a motion to approve the BCWDB PY 24 – 25 Budget, and Carley Walker seconded the motion, passing it unanimously. Abstained from the motion are Stephen Cox and Marjorie Lampkin. From the Chief Local Elected Officials, Deuntuey Diggs of Stafford County made a motion to approve the BCWDB PY 24 – 25 Budget, and Don Harris of Middlesex seconded the motion, passing unanimously.

**Area Alignment – Jackie Davis, *Executive Director*\***: Jackie Davis reported that she will have more answers, information, and updates about the area alignment next week.

**BCWDB Center Certification, Jackie Davis, *Executive Director*\***: Kevin Marshall of Spotsylvania County, Ginni Matern, and Nick Minor all assisted with the Center Certifications where all three centers were visited, and staff were interviewed, and feedback was provided, and the state board will review and approve the center certification. From the Board, Deborah Warf approved the Center certifications, and Raymond Staton Jr. seconded the motion, passing it unanimously. From the Chief Local Elected Officials, Josh Summits of the City of Fredericksburg made a motion to approve the Center certifications, and Deuntuey Diggs of Stafford County seconded the motion, passing it unanimously.

**BCWDB Strategic Plan update**: Kyle Allwine from the Board made a motion to approve the updated Strategic Plan, and Carley Walker seconded the motion, passing it unanimously. Don Harris of Middlesex County made a motion to approve the updated Strategic Plan, and Kevin Marshall of Spotsylvania County seconded the motion approving it unanimously.

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

## 5. **BCWDB New Business**

### **Executive Committee**

**Vice Chair**: Jackie Davis reported that Kyle Allwine was nominated as Vice Chair of the Executive Committee. Dennis Parsons made a motion to approve his nomination, and Carley Walker seconded the motion, passing unanimously.

**Business and Workforce Services Committee**: Carley Walker, Business and Workforce Services Committee Chair, reported that in the Business and Workforce Services Committee meeting Jessica Weber, One Stop Manager, provided the One Stop Operator Report and reported that they have received a \$3,000 grant for center technology and that they will start to implement the grant in the Fredericksburg Virginia Career Works Center. The committee had an in-depth discussion about the substantial risk that WIOA is in. Carley also reported that Jacob McCaleb, Business

Services Representative, gave the Business Services report and reported that he connected with 63 employers this quarter, mostly in healthcare and education. Jacob held 7 business services meetings this quarter, and 4 different hiring events at the Fredericksburg Virginia Career Works Center. Carley reported that the committee agreed to review the Business Services plan and provide feedback to Jacob. Carley also reported that the Center Certifications are still ongoing, and some Board members have looked through it and approved it. Carley also reported that the Business and Workforce Services Committee elected Stephen Cox as the Vice Chair of the committee. Ginni Matern reported that a substantial number of federal workers have reached out to her seeking remote only jobs.

**Operations and Performance Committee:** Jennifer Bowhey, Operations and Performance Committee Chair, reported that the Operations and Performance Committee reviewed the quarterly performance reports and discussed that the Request for Proposals (RFPs) should move forward for approval by the Executive Committee and Board with the recommendation of doing a contingency upon possible center area/region redesignation. This will likely not go into effect until July 2025, and all 13 localities must agree to the redesignation for it to take effect.

**Policy and Strategic Planning Committee:** Jackie Davis reported to the Executive Committee that the Policy and Strategic Planning Committee reviewed the BCWDB Local Plan, Strategic Plan, and Individual Training Account Policy and sent them for approval by the Executive Committee.

- a. **BCWDB Individual Training Account Policy\*:** Nick Minor made a motion to approve the BCWDB Individual Training Account Policy, and Raymond Staton Jr. seconded the motion, passing it unanimously.

**Communications Committee:** Kyle Allwine, Communications Committee Chair, reported that the Communications Committee reviewed the Communications Plan and discussed the second draft. Kyle reported that the final edits of the Communications Plan will be done in the next month, and the plan will be brought forward to the Board for approval. Kyle also reported the discussion of a financial ask pamphlet for Virtual Reality Transfr support to be created to seek outside funding for support and for individuals to advocate to any business fit to fund it for VR funding support, as the federal budget for youth funding has been taken away.

- a. **Communications Plan:** Kyle Allwine reported that the full draft will be available and asked for approval at the next Board meeting.

**BCWDB Accounting Manual** – Jackie Davis, *Executive Director\**: Jackie Davis reported that there was monitoring with the Department of Labor, and they recommended that we add in the VSDOL unique identification number under uniform guidance and say we are under 2 now as a new one was added.

**Executive Director's Update – Jackie Davis, *Executive Director*:** Jackie Davis gave the Executive Director's update to the Executive Committee. Jackie reported that there were two new hires to the Board Administration Staff. She also mentioned possible rebranding at the state level, and possible center realignment. Jackie noted that at the next Board meeting we will discuss the new meeting restructuring and ask for feedback, suggestions, and the change or continuance of this meeting structure from the Board members.

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

6. **Public Comment:** Beverly Davis expressed concern about center redesignation and fear of Eastern Shore being forgotten and looked over with the BCWDB Board members and CLEO members.

**Adjournment:** With there being no further business to discuss, Kyle Allwine made a motion to adjourn the meeting, and Carley Walker seconded the motion. Greg Moon adjourned the meeting at 2:40 p.m.

Respectfully submitted,  
Lauren Fallin