

AGENDA
Bay Consortium Workforce Development Board, Inc.
Business and Workforce Services Committee
Wednesday, February 26, 2025
10:00 A.M.

* = Action Item

I. Call to Order

II. Roll Call

Business and Workforce Services Committee Attendance

<i>Carley Walker</i>	
<i>Hosey Burgess</i>	
<i>Kayla Coleman</i>	
<i>Stephen Cox</i>	
<i>Scott Hall</i>	
<i>Marjorie Lampkin</i>	
<i>Ginni Matern</i>	
<i>Sherrina Sewell</i>	
<i>Deborah Warf</i>	

****There must be four (4) Business and Workforce Committee members present in-person for a physical quorum.***

III. Public Input

IV. Approval of November 6, 2024 Meeting Minutes*

V. New Business

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

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

C. BCWDB Center Certification

VI. Old Business

VII. Other Topics for Discussion

VIII. Adjournment – Carley Walker, *Chair*

**Bay Consortium Workforce Development Board, Inc.
Business and Workforce Services Committee Meeting Minutes
Wednesday, November 6, 2024
10:00 A.M.**

- I. Call to Order:** Hosey Burgess called the meeting to order at 10:00 a.m.
- II. Roll Call:**

Business and Workforce Services Committee Attendance

<i>Carley Walker</i>	<i>Absent</i>
<i>Hosey Burgess</i>	<i>Present</i>
<i>Kayla Coleman</i>	<i>Absent</i>
<i>Stephen Cox</i>	<i>Present</i>
<i>Scott Hall</i>	<i>Absent</i>
<i>Marjorie Lampkin</i>	<i>Present</i>
<i>Ginni Matern</i>	<i>Present</i>
<i>Sherrina Sewell</i>	<i>Absent</i>
<i>Deborah Warf</i>	<i>Absent</i>

Also present were Jacob McCaleb and Jessica Weber. There was a physical quorum.

- III. Public Input:** There was no public input.
- IV. Approval of August 7, 2024 Meeting Minutes:** Ginni Matern made a motion to approve the meeting minutes from the August 7, 2024 meeting, and Stephen Cox seconded their motion, approving the meeting minutes unanimously.
- V. New Business:**
 - a. One Stop Manager Report** – Jessica Weber gave the Business and Workforce Services Committee the One Stop Manager update. Jessica went over the multi-year visit traffic data and discussed the year over year increases, with particular attention focused on the ongoing persistent increase in traffic at the Eastern Shore Center, averaging an increase of 30% year over year. She discussed the dip in visitors to the Northern Neck and Middle Peninsula Center and the anticipated influx in the coming quarter due to seasonal layoffs that are targeted to start later than normal.

She reviewed that there are more job placements with H2-A workers, part of this increase in contributed to more agricultural staff moving within the communities through Virginia Works and continues to highlight that much of our rural communities continue to have a high demand for agricultural workers and have established these hiring avenues to meet the demand.

Visitors are coming back for multiple visits needing increased referrals for connections to support services. Feedback from customers remains high, but we

continue to review this mechanism for statistical significance. Increased areas of the region have internet, and we are evaluating processes to transition and update our electronic presence and mechanisms for data collection, through such avenues as websites and guest registration collection tools. We have launched and have data concerning our digital skills pilot programs for 1) Basic training; 2) NorthStar; 3) Metrix Learning. We are seeking a diverse population of visitors with ongoing notable visitors needing Spanish language translation and increases in Haitian Creole.

- b. Business Services Update** – Jacob McCaleb went over the Business Services report with the Business and Workforce Services Committee. Jacob hosts business spotlight information with partners monthly and hosting regional meetings in the Bay Consortium for the PD-16 area, PD 17 & 18, and PD 22. Jacob is currently working with various partners to organize the series of business ideas he generated as he met with partners. Including touching base meeting in high traffic business centers, hosting workshops for businesses, and providing guidance documents for business processes. Jacob anticipates in the coming quarter continuing working with the community to focus on industry driven business solution approaches.
- c. Business Services Outcomes-** Jacob presented a draft for business service outcomes. The document was reviewed, and the determination was made to split the content into an SOP for business and an outcomes document. The outcome document will be revised, and the goal was to make it more specific, targeted, and memorable for board members and business representatives to easily elevator pitch components.

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

VII. Other Topics for discussion: There were no other topics for discussion.

VIII. Adjournment: With there being no further business to discuss, Hosey Burgess adjourned the meeting at 11:05 a.m.

Respectfully submitted,
Jessica Weber