

Draft Minutes
Bay Consortium Workforce Development Board/Chief Local Elected
Officials Board Joint Meeting
Wednesday, February 7, 2024
10:00 a.m.

- I. Call to order:** Ashley Forbes called the meeting to order at 10:00 a.m.
- II. Welcome – Deltaville Maritime Museum:** The BCWDB Board and CLEOs were welcomed and introduced to the Deltaville Maritime Museum.
- III. ROI Presentation:** Fletcher gave an informative presentation on the ROI to the BCWDB Board and CLEO members.
- IV. Roll Call:**

CLEO Attendance

Jurisdiction	Representative(s)	Attendance
Accomack County	Jessica Hargis, Mike Mason	Absent
Caroline County	Gary Wilson	Present in-person
City of Fredericksburg	Bill Freehling	Absent
Essex County	Bud Smith	Present in-person
King George County	Nick Minor, Ken Strond	Present in-person
King and Queen County	Vivian Seay	Absent
King William County	Justin Catlett	Absent
Lancaster County	Don Gill	Alternate: John
Mathews County	Marianne Gibbs	Present in-person
Middlesex County	Don Harris, Celane Roden, John Anzivino	Present in-person
Northampton County	Charles Kolakowski	Absent
Northumberland County	Lutrell Tadlock, Drew Bayse	Absent
Richmond County	Hope Mothershead	Present in-person

Spotsylvania County	Kevin Marshall	Present in-person
Stafford County	Meg Bohmke	Absent
Westmoreland County	Ben Prescott	Alternate: Donna Cogswell Present remotely on Zoom

There is a physical quorum.

BCWDB Board Attendance

Public (5)		Private (6)	
Joshua Gemerek	Present in-person	Ashley Forbes	Present in-person
Ian Ginger	Present in-person	Greg Moon	Present in-person
Marjorie Lampkin	Present in-person	Jennifer Bowhey	Alternate: Stephen Bowhey Present in-person
Debbye Warf	Present in-person	Stephen Cox	Absent
Nick Minor	Present in-person	Felicia Ainsa	Present remotely on Zoom
Tracey Harrington	Present in-person	Shawn Hildebrand	Absent
Scott Hall	Absent	Melvin Carter	Absent
Hosey Burgess	Present in-person	Raymond Staton Jr.	Absent
Robert Dixon	Present in-person	Dennis Parsons	Present in-person
Vanesa Livingstone	Alternate: Brooke Present in-person	Beverly Davis	Absent
Gary Wilson	Present in-person	Glenn Purcell	Present in-person
Marianne Gibbs	Present in-person	Brittany Metts	Absent
Tracy Elliott	Present in-person	Sara Carroll	Absent
		Ben Whanger	Absent
		Matt Weaver	Present in-person
		Kendall Webre	Present in-person
		Jaclyn Ammons	Absent

There is a physical quorum for both public and private sectors.

Also present in-person was Jackie Davis, Jacob McCaleb, and Giles Scott. Also present remotely on Zoom was Lauren Fallin.

- I. **Approval of Minutes from November 1, 2023, meeting:** Deborah Warf from the BCWDB Board made a motion to approve the minutes from the November 1, 2023, meeting, and Ian Ginger from the BCWDB Board seconded their motion, passing the motion unanimously. Hope Mothershead of Richmond County from the CLEOs made a motion to approve the minutes from the November 1, 2023, meeting, and Kevin Marshall of Spotsylvania County from the CLEOs seconded their motion, passing the motion unanimously.
- II. **Public Comment:** There was no public comment.

III. Business Reports – Information:

- A. **One-Stop Manager Report – Jessica Weber:** Jessica Weber gave the One-Stop Manager Report to the BCWDB Board and CLEO members. She stated how the Warsaw center has an average of 150 visitors a month and have spread awareness of their resources greatly. There has been an increase in customer traffic across all centers, mostly due to seasonal layoffs. The Fredericksburg center had over 1000 visitors last month.
- B. **Business Services Report – Jacob McCaleb:** Jacob McCaleb introduced himself to the BCWDB Board and CLEO members and gave a basic introduction of himself, as well as the Business Services report for the 2nd quarter. He informed the BCWDB Board and CLEO members of his onboarding and current work, such as partner introductions, meetings, learning materials, outreach, and events he is currently working on. Jacob stated that in this quarter, he has currently served 63 businesses in PD16, 40 in PD17, 53 in PD22, and 22 in PD18. The top 5 business services that were utilized were workforce recruitment services, training services, employer information and support services, consulting services, and accessing untapped labor pools.
- C. **Youth Report – Giles Scott:** Giles Scott gave the Youth Report to the BCWDB Board and CLEO members. Giles stated that he attended multiple career exploration events, such as the Intern Expo at the Fredericksburg Chamber of Commerce, Caroline Career Day, North Stafford College and Career Day, and the Stafford County Job Fair. Giles also has three career exploration events in progress in the Eastern Shore, future career development workshops, and publishing is in process for coloring books. Giles has partnered up with Rappahannock Work and Learn Collaborative, FRCC Workforce Now Committee, LCPS Community Focus Group, Eastern Shore Community Partners, and King and Queen CARE Team. He has partnered with 13 local schools, 3 community colleges, 3 after-school/club programs, and 2 educational providers. Giles has been outreaching and partnering with 9 different local schools utilizing the Career Exploration Virtual Reality (VR) program. The leading interest for the Career Exploration VR program is the medical field.

IV. CLEO New Business

- A. **CLEO Nominations:** There are 3 new nominations from the BCWDB Board and CLEO. Marianne Gibbs of Mathews County as a nomination for the Board and CLEO, Jaclyn Ammons, Tracy Elliott. Kevin Marshall of Spotsylvania County made a motion for the 3 new members to be nominated and Hope Mothershead of Richmond County seconded their motion, passing the motion unanimously.
- B. **CLEO Liaison:** Jackie Davis stated that the Bylaws call for 2 CLEO liaisons, and we currently just have Nick Minor. Marianne Gibbs was nominated as the CLEO Liaison by Hope Mothershead of Richmond County and Kevin Marshall of Spotsylvania County seconded the motion, passing the motion unanimously.

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

VI. **Board New Business**

A. Standing Committee Reports

- i. **Executive Committee:** Ashley Forbes stated that the Executive Committee met on January 31, 2024, at the Northern Neck Planning District Commission and went over the standing committee reports, quarterly performance reports, ROI, GOVA study update, the Priority of Service Policy, the RFP, and the PY 22 – 23 Audit. The Executive Committee sent the RFP for approval by the BCWDB Board. Dennis Parsons made a motion to approve the RFP and Deborah Warf seconded their motion, passing the motion unanimously.
- ii. **One-Stop Committee:** Deborah Warf stated that the One-Stop Committee met on January 9, 2024, via Zoom. Jessica Weber, the One Stop Manager, gave the committee a quarterly update of the Virginia Works Centers. Jacob McCaleb also introduced himself to the One-Stop Committee.
- iii. **P&A Committee:** Jackie Davis stated that the Performance and Accountability Committee met on January 17, 2024, via Zoom. Steven Golas went over the quarterly performance reports with the committee and noted that some counties did not have any new enrollments, so he is taking a closer look and communicating with those counties to further address the issue.
- iv. **Labor Market Committee:** The Labor Market Committee did not meet this quarter.
- v. **Board Development Committee:** The Board Development Committee did not meet this quarter.
- vi. **Youth Council:** Marjorie Lampkin stated that the Youth Council met on January 16, 2024, via Zoom. Steven Golas went over the quarterly performance reports with the Youth Council.

B. Priority of Service Policy: Ian Ginger made a motion to approve the Priority of Service Policy and Deborah Warf seconded their motion, passing the motion unanimously.

C. GOVA Study: Ashley Forbes gave an overview of the GOVA study to the BCWDB Board and CLEO members.

D. PY 22 – 23 Audit: Ashley Forbes gave an overview of the PY 22 – 23 Audit to the BCWDB Board and CLEO members.

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

I. **Executive Director's Update:** Jackie Davis gave the Executive Director's update to the Board and CLEO members. Jackie Davis stated that the VCW Bay website is currently being worked on by a company in the Fredericksburg region, and they are currently in the first phase of undergoing updating the website. The website will be more focused on the Board. Jackie also announced that her and Ashley

Forbes have begun working with the consultant on the US DOL grant for critical job sectors.

- VIII. Other Items for Discussion:** There were no other topics for discussion.
- IX. Public Comment:** There was no public comment.
- X. Adjournment:** With there being no further business to discuss, Ian Ginger made a motion to adjourn the meeting, and Deborah Warf seconded their motion, passing the motion unanimously. Ashley Forbes adjourned the meeting at 11:19 a.m.

Respectfully submitted,
Lauren Fallin