

Bay Consortium Workforce Development Board, Inc.
Meeting Minutes
Wednesday, May 7, 2025
1:00 p.m.

- I. **Call to Order:** Greg Moon called the meeting to order at 1:05 p.m.
- II. **Roll Call:**

Bay Consortium Workforce Development Board Attendance

<i>Business</i> (7)	Kyle Allwine	Virtual	<i>Public (5)</i>	Hosey Burgess	Present
	Ginni Matern	Absent		Robert Dixon	Present
	Jennifer Bowhey	Present	Tracy Elliott	Present	
			Marianne Gibbs	Present	
	Sara Carroll	Virtual? Did she join?	Joshua Gemerek	Absent	
	Kayla Coleman	Absent	Brian Hall	Present	
	Stephen Cox	Absent	Marjorie Lampkin	Present	
	Beverly Davis	Present	Vanesa Livingstone	Absent	
	Jarrold Elwell	Present	Sherrina Sewell	Present	
	Shawn Hildebrand	Present	Raymond Staton Jr.	Absent	
	Greg Moon	Present	Deborah Warf	Present	
	Nancy Pattillo	Virtual	Kimberly Young	Absent	
	Ryan DeWeese	Virtual	Victor Burrell	Present	
	Dennis Parsons	Absent			
	Melissa Sheffield	Absent			
	Carley Walker	Present			
Nicholas Minor	Absent				

Also present were Lauren Fallin, Jackie Davis, Steven Golas, Jessica Weber, Jacob McCaleb, Kristina Allen, Keenan Allen, Ann Rector, Danielle Robinson, Tina Straton Taylor, and Towannia Williams.

There was a physical quorum.

- III. **Welcome and Introductions:** Each attendee at the Board meeting gave their introductions to our new board members and board staff.
- IV. **Guest Business Speaker – Scott Hall – *Eastern Shore Community College*:** Scott Hall, Director of Workforce Development at Eastern Shore Community College,

- welcomed everyone to the Eastern Shore Community College for the Board meeting, and gave an overview of what he does, new exciting updates to the college, such as a new intermural soccer team and a large donation for drones.
- V. **One Stop Operator Report – Jessica Weber, *One Stop Manager*:** Jessica Weber gave the One Stop Operator report to the board. Jessica announced that there has been a decline in center traffic across all three career works centers. There was a huge increase in job placement in March due to job fairs that were hosted. Jessica also noted that over 347 individuals are pursuing credentials through Metrix Learning, WIOA, and Northstar, and someone in almost every county has been assisted and found employment. Jessica noted that there are 3,000 individuals that are part of the federal government layoff, and the biggest need is mental health support services.
- VI. **Business Services Report – Jacob McCaleb, *Business Services Representative*:** Jacob McCaleb gave the Business Services report to the Board. Jacob announced that he engaged with 102 businesses in PD16, 35 in PD17, 42 in PD18, 64 in PD22, and 48 outside of our region, with 64% being small to medium sized businesses, and 36% large businesses. The top services were employer information and support services, workforce recruitment services, consulting services, and training services. Jacob went on a business tour with STACK Infrastructure this quarter as well. Pertaining to incumbent worker training, Jacob gained a total of \$9,600 in reimbursement of funds. Furthermore, Jacob plans on hosting a workshop every month.
- VII. **Youth Program Report – Giles Scott, *Youth Program Influencer*:** Jackie Davis gave the Youth Program report to the Board. Jackie noted that this quarter there were over 500 virtual reality experiences, and Giles went to Phoenix Center for Innovative Learning to get students to participate and utilize the virtual reality career exploration program. Giles went to 7 career fairs this quarter, with one of them being a reverse career fair, where the students have tables/booths and the employers come to them, this style of career fair was held at King George High School and was highly engaging and successful. Giles has been partnering to advance programs, and we have developed a Career Exploration sponsorship program that went live in April 2025. Jackie noted that the most visited VR careers were RN, EMT, and Surgical Technologist (heavily interested in healthcare). Pertaining to social media, Giles' hiring board posts have reached up to 70,000 individuals online.
- VIII. **Talent Development Coordinator Update – Keenan Allen, *Talent Development Coordinator*:** Keenan Allen gave the Talent Development Coordinator update to the Board. Keenan noted that he will be finished with the Talent Pipeline Management (TPM) course next week, procured a consultant for the toolkit, which is *WorkED Consulting*, and held a kick-off industry coalition meeting at Northern Neck Electric Cooperative which had education partners and stakeholders present, with 30 individuals present in-person, and 10 present virtually via Zoom. Keenan wants 2 leads for each sector and has one so far. Keenan's goals for this upcoming quarter are

to host 3 individual specific coalitions, convene education partners and stakeholders, introduce the toolkit, and build strong sector partnerships for the region.

- IX. Health Care Talent Development Coordinator Update – Ann Rector, *Health Care Talent Development Coordinator*:** Ann Rector gave the Health Care Talent Development Coordinator update to the Board. Ann noted that she has collaborated with GOVA region 9 and attended Keenan’s kick-off meeting at Northern Neck Electric Cooperative. She announced that her kick-off meeting will be on May 15, 2025, via Zoom. Ann noted that she has been attending career days this quarter to network with K-12, colleges, and healthcare employers. Ann has also completed her Talent Pipeline Management (TPM) course and attended the GOVA Region 6 meeting. This upcoming quarter, Ann will be attending a health care conference and health science career days.
- X. Approval of Joint Board/CLEO Meeting Minutes – February 26, 2025:** Carley Walker made a motion to approve the meeting minutes from February 26, 2025, and Deborah Warf seconded the motion. Beverly Davis made a motion to oppose the meeting minutes from February 26, 2025. With two motions of approval, the opposition was overruled unanimously.
- XI. Public Comment:** There was no public comment.
- XII. Old Business**
- A. Realignment:** Jackie Davis discussed the possibility of the realignment of our region to the GOVA regions, with a motion needed to further the resolution. Shawn Hildebrand made a motion to approve the realignment, and Carley Walker seconded the motion. Beverly Davis made a motion to oppose the realignment. With two motions of approval, the opposition was overruled unanimously.
- XIII. New Business**
- A. Committee Reports**
- **Business and Workforce Services Committee:** Carley Walker stated that the Business and Workforce Services Committee went over Jessica Weber’s OSO report and Jacob McCaleb’s Business Services report. She mentioned that the Virginia Works is fully staffed, and more work studies are being brought in. Carley noted that Jessica stated there are 3,000 federal workers unemployed in PD16 and PD17, with the highest need of service being mental health support services. Carley also mentioned that newly hired Talent Development Coordinator Keenan Allen is working to get 2 leads per sector he is working on (6 total) and so far, has gained 1 lead, Greg Moon from *Carry-On Trailers*.
 - **Operations and Performance Committee:** Jennifer Bowhey stated that the Operations and Performance Committee went over the PY 24 – 25 3rd quarter quarterly reports and found that we are exceeding many of our goals and are right on track.

- B. BCWDB PY 25 – 26 Proposed Budget:** Carley Walker made a motion to approve the BCWDB PY 25 – 26 proposed budget, and Sherinna Sewell seconded the motion, passing it unanimously. Marjorie Lampkin and Scott Hall abstained from the motions.
 - C. BCWDB PY 25 – 26 Slate of Officers:** Carley Walker made a motion to approve the BCWDB PY 25 – 26 Slate of officers, and Sherrina Sewell seconded the motion, passing it unanimously.
 - D. BCWDB PY 25 – 26 Committee Assignments:** Jackie Davis presented the BCWDB PY 25 – 26 committee assignments and stated that if any member would like to change committees to let her know. Jennifer Bowhey requested to move from the Operations and Performance Committee to the Communications Committee.
 - E. BCWDB PY 25 – 26 Meeting Dates:** Jackie Davis presented the BCWDB PY 25 – 26 meeting dates to the Board.
 - F. Funds Transfer*:** Jackie Davis presented the funds transfer to the Board (where some of the dislocated worker funds are transferred to adult funds). Jennifer Bowhey made a motion to approve the funds transfer, and Scott Hall seconded the motion, passing it unanimously.
- XIV. Executive Director’s Update – Jackie Davis, *Executive Director*:** Jackie Davis gave the Executive Director’s update to the board. Jackie announced that Hosey Burgess will be retiring at the end of this month and that this is his last meeting with us, and we honored him for his service on the board. Jackie noted that with realignment, we would like to remodel how we tell our story of who we are and what we do. Jackie also noted that we are working on diversifying WIOA funding and building more partner relationships, as well as hosting a signing day for a registered apprenticeship program next week at the Northern Neck/Middle Peninsula Virginia Career Works Center.
- XV. Other Items for Discussion:** There were no other topics for discussion.
- XVI. Public Comment:** There was no public comment.
- XVII. Adjournment:** With no further discussion, the meeting was adjourned by Greg Moon at 2:33 p.m.

Respectfully submitted,
Lauren Fallin