

**Bay Consortium Workforce Development Board/Chief Local Elected Officials  
Joint Meeting Minutes  
Wednesday, August 7, 2024  
1:00 p.m.**

- I. Call to order:** BCWDB Chair Greg Moon called the meeting to order at 1:00 p.m.
- II. Welcome and Introductions – *Tides Inn*:** The owner of Tides Inn introduced everyone to the Tides Inn, and the BCWDB and CLEO members gave each other their introductions.

**III. Roll Call:**

**Bay Consortium Workforce Development Board**

<i>Business</i> (5)	Kyle Allwine	Present Virtually	<i>Public</i> (5)	Hosey Burgess	Present In- person
	Jaclyn Ammons	Absent		Robert Dixon	Present In- person
	Jennifer Bowhey	Present In- person		Tracy Elliott	Present In- person
	Sara Carroll	Present In- person		Marianne Gibbs	Present Alternate: Ramona Wilson
	Kayla Coleman	Absent		Ian Ginger	Present In- person
	Stephen Cox	Present In- person		Joshua Gemerek	Present Virtually
	Beverly Davis	Absent		Brian Hall	Absent
	Jarrold Elwell	Present In- person		Marjorie Lampkin	Present Alternate: Jean White
	Ashley Forbes	Absent		Vanesa Livingstone	Present In- person
	Shawn Hildebrand	Absent		Sherinna Sewell	Present Alternate: Natasha Frye
	Brittany Metts	Absent		Raymond Staton Jr.	Absent
	Greg Moon	Present In- person		Carley Walker	Present In- person
	Dennis Parsons	Present In- person		Deborah Warf	Present In- person
	Melissa	Present In-			

15	Sheffield	Person	13
	Matt Weaver	Absent	

There is a physical quorum.

**Chief Local Elected Officials**

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

There is no physical quorum.

- IV. Public Comment:** There was no public comment.
- V. One-Stop Manager Report – Jessica Weber:** One-Stop Manager Jessica Weber gave the One-Stop Manager report to the Executive Committee. Jessica reported that there have been 873 new hires, 336 students for the Upskill Learn and Earn training, and 222 referrals for career navigation platforms. She noted that more clients have been coming in with a direct need, with a vast age range (youth, veterans, seniors) seeking training, job placement, or assistance with digital literacy (ex.: how to apply to jobs on computer, create resumes, etc.). Jessica reported that there has been an 11% increase this year in the number of clients served in the Fredericksburg Virginia Career Works Center, a 54% increase in Eastern Shore, and a 43% increase in the number of clients served in the Northern Neck/Warsaw Virginia Career Work Center.
- VI. Business Services Report – Jacob McCaleb:** Jacob McCaleb provided the Business Services Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jacob reported that he has been

participating at and attending events to further expand the knowledge and mission of Bay Consortium Workforce Development Board and gain partners and connections and has been engaging with employers on the many services and resources that BCWDB offers. Jacob has reached out to a total of 115 businesses this quarter and is currently working on a Business Services plan with Jackie. Jacob noted that there are upcoming incumbent worker training summit sessions, 3 roundtable events for the Critical Sector Job Quality grant, and a Virginia Rural Leadership Institute community impact project regional high school workforce event.

- VII. Youth Report – Giles Scott:** Giles Scott provided the Youth Report to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Giles noted how has been participating in numerous career exploration events throughout our region and has also been working with community partners with resources such as mock interviews and career exploration (Northern Neck Boys and Girls Club, Thrive VA, Fredericksburg Chamber of Commerce, Germanna Community College, etc.) utilizing the Virtual Reality Career Exploration program with both the youth and staff. Giles noted that the Virtual Reality Career Exploration program has added much more training options and modules to be utilized, and that Healthcare and Emergency Services were the top training modules utilized on the Virtual Reality Career Exploration program.
- VIII. Critical Sector Job Quality Grant Report – Makalia Records:** Makalia Records provided a quarterly update on the Critical Sector Job Quality (CSJQ) outcomes and milestones achieved to the Bay Consortium Workforce Development Board and Chief Local Elected Officials.
- IX. CLEO Old Business:** There was no old business to be discussed.
- X. CLEO New Business**
  - A. Approval of May 7, 2024 CLEO Meeting Minutes:** As the Chief Local Elected Officials did not have a physical quorum, they could not open any motions to vote on action items.
  - B. New BCWDB members**
    - i. Kayla Coleman**
    - ii. Sherrina Sewell**
- XI. BCWDB Old Business:** There was no old business to be discussed.
- XII. BCWDB New Business**
  - A. Approval of May 1, 2024 BCWDB Meeting Minutes:** Jennifer Bowhey made a motion to approve the May 1, 2024 BCWDB meeting minutes, and Deborah Warf seconded the motion, passing the motion unanimously.
  - B. Executive Committee:** Jackie Davis reported to the BCWDB and CLEOs of the Executive Committee’s newly appointed chair and vice chair, Greg Moon and Ashley Forbes. Greg Moon stated that the Executive Committee met and approved the meeting minutes and for the Request for Proposal to continue under three contractors and have option three as the alternative option. The Executive Committee also

overviewed and sent to the Board for approval the proposed PY 24 – 25 budget, the One-Stop Center Certification Policy, the by-laws, the ETPL (Peace of Mind Nursing Training Center, LLC), and the BCWDB Event Coordination and Branding Policy. Steve Cox made a motion to approve the RFP to continue under three contractors, and Tracy Elliott's alternative Danielle Robinson seconded the motion, passing it unanimously. Dennis Parsons made the motion to approve the Peace of Mind Nursing Training Center, LLC ETPL and Jennifer Bowhey seconded the motion, passing it unanimously. Ian Ginger made the motion to approve the Event Coordination and Branding Policy, and Carley Walker seconded the motion, passing it unanimously. Vanesa Livingstone made a motion to approve the One-Stop Center Certification Policy, and Ian Ginger seconded the motion, passing it unanimously. Vanesa Livingstone made a motion to approve the by-laws, and Deborah Warf seconded the motion, passing it unanimously.

**C. Business and Workforce Services Committee:** Carley Walker, newly appointed Business and Workforce Services Committee Chair, reported to the BCWDB and CLEOs of the committee's new chair and vice chair appointments, Carley Walker and Deborah Warf. Carley also reported that Carley Walker noted that in the Business and Workforce Services Committee meeting, One Stop Manager Jessica Weber gave the One Stop Report and reported that there has been an increase in attendance across all the Virginia Career Works centers (Fredericksburg: 11% increase, Northern Neck/Warsaw: 49%, Eastern Shore: 54%). She also noted that Jacob McCaleb provided the Business Services report to the committee and noted that he is working on a Business Services Plan with Jackie Davis. Carley announced that the committee voted on the One Stop Center Policy and approved it to be sent to the Executive Committee, and that the committee advocates streamlining services for job seeking. Carley Walker made a motion to approve the One Stop Center Policy and send it to the Board for approval, and Jarrod Elwell seconded the motion, passing it unanimously.

**D. Operations and Performance Committee:** Jennifer Bowhey, newly appointed Operations and Performance Committee Chair, reported to the BCWDB and CLEOs of the committee's new chair and vice chair appointments, Jennifer Bowhey and Beverly Davis. Steven Golas presented the Quarterly Report to the committee, and Makalia Records gave the committee an update on the Coastal Resiliency Grant. Jennifer also noted that the committee made a motion to get further guidance for the RFP from the Executive Committee. Ian Ginger made a motion for the Executive Committee to continue with our 3 RFP providers, and have option #3 as an alternative, and Carley Walker seconded the motion, passing it unanimously to be approved by the Board.

**E. Policy and Strategic Planning Committee:** Jarrod Elwell, newly appointed Policy and Strategic Planning Committee Chair, reported to the BCWDB and CLEOs of the committee's new chair and vice chair appointments, Jarrod Elwell and Melissa Sheffield. Jarrod also stated

that the committee voted on the approval of the previous meeting's minutes, approval of the by-laws, and approval of the ETPL. Ian Ginger made a motion to approve the by-laws, and Jarrod Elwell seconded the motion, passing it unanimously to be approved by the Board. Ian Ginger also made a motion to approve the ETPL for Peace of Mind Nursing Training Center, and Carley Walker seconded the motion, passing it unanimously to be approved by the Board.

- F. Communications Committee:** Kyle Allwine, newly appointed Communications Committee Chair, reported to the BCWDB and CLEOs that of the committee's new chair and vice chair appointments, Kyle Allwine and Sara Carroll. Kyle also reported that the committee discussed creating and administering a communications plan and metrics. Kyle also noted that the Communications Committee approved the Event Coordination Policy to be sent to the Executive Committee for approval. Carley Walker made a motion to approve the Event Coordination Policy and send it to the Board for approval, and Ian Ginger seconded the motion, passing it unanimously.

### **XIII. Joint New Business**

- A. BCWDB PY 24 -- 25 Proposed Budget:** Jackie Davis proposed the BCWDB PY 24 – 25 Proposed Budget to the Bay Consortium Workforce Development Board and Chief Local Elected Officials. Jennifer Bowhey made a motion to approve the PY 24 – 25 budget, and Deborah Warf seconded the motion, passing it unanimously. Jean White (Marjorie Lampkin's alternate) and Steve Cox abstained from the motion.

- XIV. Executive Director's Update:** Jackie Davis gave the Executive Director's Update to the Bay Consortium Workforce Development Board and Chief Local Elected Officials.

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

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

- XVII. Adjournment:** With there being no further discussion, Greg Moon held a motion to adjourn the meeting at 3:07 p.m.

Respectfully submitted,  
Lauren Fallin