



Bay Consortium Workforce Development Board, Inc.

Wednesday, May 6, 2026

Eastern Shore Community College

29316 Lankford Hwy, Melfa, VA

11:00 a.m.

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Agenda
Bay Consortium Workforce Development Board, Inc.
Wednesday, May 6, 2026
11:00 am

- I. Call to Order**
- II. Roll Call**
- III. Welcome and Introductions**
- IV. Approval of Joint Board/CLEO Meeting Minutes – February 4, 2026**
- V. Public Comment**
- VI. New Business**
 - **Anthony Reedy, Executive Director of Virginia Board of Workforce Development**
 - **Matt McKinney, WORKED Consulting**
 - i. CARE Project Toolkits**
 - **Committee Reports**
 - **Executive Committee**
 - **Audit**
 - **BCWDB Amended PY 25-26 Budget**
 - **BCWDB Proposed PY 26 – 27 Budget**
 - **BCWDB By-laws**
 - **BCWDB PY 26 – 27 Slate of Officers**
 - **BCWDB PY 26 – 27 Meeting Dates and Locations**
 - **Operations and Performance Committee**
 - **Termination of Eastern Shore Contract**
 - **Policy and Strategic Planning Committee**
 - **Business and Workforce Services Committee**
 - **Communications Committee**
- VII. Old Business**
 - **Realignment**
 - i. Shawn Avery, President/CEO – Hampton Roads Workforce Council**
 - 1. Tour of Future AJC**
- VIII. Executive Director’s Update – Jackie Davis, Executive Director**
- IX. Other Items for Discussion**
- X. Public Comment**
- XI. Adjournment**

**Bay Consortium Workforce Development Board, Inc. & Chief Local Elected Officials
Meeting Minutes
Wednesday, February 4, 2026
1:00 p.m.**

I. Call to Order: Greg Moon called the meeting to order at 1:07 p.m.

II. Roll Call

a. Board

<i>Public (6)</i>		<i>Private (Business) (6)</i>	
<i>Victor Burrell</i>	Present in person	<i>Jennifer Bowhey</i>	Present in person
<i>Jim Charapich</i>	Present in person	<i>Sara Carroll</i>	Absent
<i>Tracy Elliott</i>	Present in person	<i>Kayla Coleman</i>	Absent
<i>Joshua Gemerek</i>	Present Alternate Bill Walker	<i>Stephen Cox</i>	Present alternate Jessica Weber
<i>Marianne Gibbs</i>	Present in person	<i>Beverly Davis</i>	Absent
<i>Scott Hall</i>	Absent	<i>Ryan DeWeese</i>	Absent
<i>Marjorie Lampkin</i>	Present in person	<i>Jarrod Elwell</i>	Present in person
<i>Vanesa Livingstone</i>	Present in person	<i>Shawn Hildebrand</i>	Absent
<i>Kayla Mock</i>	Absent	<i>Ginni Matern</i>	Absent
<i>Sarah Oldaker</i>	Present in person	<i>Nicholas Minor</i>	Present in person
<i>Teresa Segelken</i>	Absent	<i>Greg Moon</i>	Present in person
<i>Sherrina Sewell</i>	Present in person	<i>Dennis Parsons</i>	Present in person
<i>Raymond Staton Jr.</i>	Absent	<i>Nancy Pattillo</i>	Present alternate Christine O'Connor
<i>Deborah Warf</i>	Absent	<i>Melissa Sheffield</i>	Present in person
		<i>Carley Walker</i>	Absent
		<i>Jaclyn Ammons</i>	Absent

There was a physical quorum.

b. CLEO

<i>Jurisdiction</i>	<i>Representative(s)</i>	<i>Attendance</i>
<i>Accomack County</i>	Jessica Hargis, Mike Mason	Absent
<i>Caroline County</i>	Gary Wilson	Absent
<i>City of Fredericksburg</i>	Josh Summits	Present in person
<i>Essex County</i>	Bud Smith	Present in person
<i>King George County</i>	Ken Strond, Matt Smolnik	Present in person
<i>King and Queen County</i>	Vivian Seay	Present in person
<i>King William County</i>	Justin Catlett	Absent
<i>Lancaster County</i>	John Bateman	Present in person
<i>Mathews County</i>	Marianne Gibbs	Present in person
<i>Middlesex County</i>	Don Harris, Celane Roden, John Anzivino, Trenton Funkhouser	Absent
<i>Northampton County</i>	Matt Spuck	Absent
<i>Northumberland County</i>	Lutrell Tadlock, Drew Bayse	Absent
<i>Richmond County</i>	Hope Mothershead	Present in person
<i>Spotsylvania County</i>	Kevin Marshall	Present in person
<i>Stafford County</i>	Deunteuy Diggs, Liz Barber	Absent
<i>Westmoreland County</i>	Donna Cogswell, Jim Taylor	Absent

There was a physical quorum.

Also present were Lauren Fallin, Jackie Davis, Kristina Allen, Jacob McCaleb, Keenan Allen, Ann Rector, Keenan Allen, Steven Golas, Beth Sharpe, and Jessica Weber.

III. Public Comment: There was no public comment.

IV. Reports

- a. One Stop Operator Report — Jessica Weber, *One Stop Manager*:** Jessica Weber gave the One Stop Operator Report to the Board and Chief Local Elected Officials. Jessica reported that there has been a 74% increase in visitor traffic across all centers, with an

increased demand for digital literacy services. There was also increased demand for digital literacy services for seniors who are looking for upskilling services, returning to the workforce, etc.

- b. Business Services Report – Jacob McCaleb, *Business Services Representative*:** Jacob McCaleb gave the Business Services Report to the Board and Chief Local Elected Officials. Jacob has serviced 120 businesses in Planning District 16, 41 businesses in Planning District 17, 19 businesses in Planning District 19, 45 businesses in Planning District 22, and over 60 other businesses in outside regions. Jacob reported that the top industries this quarter were educational services, manufacturing, and public administration. He reported that the top services he provided were workforce recruitment services, consulting, employment information and support services, and accessing untapped labor pools. He hosted multiple job fairs this quarter, including a large job fair on October 17, 2025, in Spotsylvania County, a VDOT job fair, 3 Rappahannock Goodwill Industries (RGI) job fairs, and many more including some hiring events for George Mason University, IDX, Jupiter Learning Academy, and Kynect Express. This resulted in success for many job seekers. The large event on October 17 resulted in over 300 applicants and over 125 job offers.
- c. Career Influencer Report – Beth Sharpe, *Career Influencer*:** Beth Sharpe gave the Career Influencer Report to the Board and Chief Local Elected Officials. Beth reported that she attended 19 events this quarter. She reported that there are 457 new users on Virtual Reality Career Exploration, and 422 careers explored this quarter. The top careers explored this quarter were the welding and firefighting career courses. Beth also noted that she attended the NAWDP Youth Symposium this quarter. Beth has two upcoming events, the Senior Success Summit, and Future Fest. The Senior Success Summit will be held to help assist high school seniors transfer from the high school to professional environment with a conference style approach with breakout sessions, keynotes, a young professionals panel, headshots, social media courses, financial literacy courses, dress for success courses, and a mini hiring fair for the Northern Neck and Middle Peninsula high school senior students in late April of this year. This will be held in the Essex High School Auditorium with the breakout sessions at the Essex County Firehouse. The Future Fest will be held at the Richmond County Fair Grounds and will be a career fair with hands-on opportunities for 7th grade students with a young entrepreneur panel.
- d. Talent Development Coordinator Report – Keenan Allen, *Talent Development Coordinator*:** Keenan Allen gave the Talent Development Coordinator Report to the Board and Chief Local Elected Officials. Keenan reported that the toolkit will likely be presented at next quarter’s meeting. He reported 10 businesses and has had 25 job placements reported, 17 upskills and promotions, and 6 new internships. Keenan hosted industry coalitions this quarter, on October 23 and December 19, 2025, for

the information technology (IT) industry, October 31, 2025, for the aquaculture industry, and November 20, 2025, for the manufacturing industry.

- e. **Healthcare Talent Development Coordinator Report – Ann Rector, *Healthcare Talent Development Coordinator*:** Ann Rector gave the Healthcare Talent Development Coordinator Report to the Board and Chief Local Elected Officials. Ann reported that the Rappahannock Healthcare Collaborative have completed many goals this quarter, including their name, mission and vision statement, and branded pens. They have been meeting monthly with other collaboratives. At the most recent two panels for the Rappahannock Healthcare Collaborative there were 48 attendees, and Jennifer Bowhey had a community healthcare panel. The Rappahannock Times attended a panel and wrote about the collaborative in the newspaper. There are three committees on the Rappahannock Healthcare Collaborative: The academic planning committee, the talent pathways committee, and the communications and engagement committee. Ann also reported that the TikTok page she runs is up to 1400 followers this quarter.

V. Joint New Business

a. Approval of meeting minutes

- i. **Board – August 6, 2025:** Sarah Oldaker made a motion to approve the meeting minutes from August 6, 2025, and Victor Burrell seconded the motion, passing it unanimously.
- ii. **CLEO – August 6, 2025:** Hope Mothershead of Richmond County made a motion to approve the meeting minutes from August 6, 2025, and Vivian Seay of King and Queen County seconded the motion, passing it unanimously.

- b. **Revised BCWDB PY 25 – 26 Budget:** Victor Burrell made a motion to approve the budget, and Sarah Oldaker seconded the motion, passing it unanimously. Marjorie Lampkin abstained from the motion. Vivian Seay of King and Queen County made a motion to approve the budget, and Josh Summits of the City of Fredericksburg seconded the motion, passing it unanimously.

- c. **BCWDB PY 24 – 25 Annual Report:** Jackie Davis presented the BCWDB PY 24 – 25 Annual Report to the Board and Chief Local Elected Officials.

- d. **BCWDB Coastal Resiliency Quality Final Report*:** Jackie Davis presented the BCWDB Coastal Resiliency Quality Final Report to the Board and Chief Local Elected Officials.

- e. **May 2026 Meeting Structure:** Jackie reported that the night before the May meeting at the networking dinner, outreach staff will give their reports, and on May 6, 2025, the subcommittee will meet at 9am, executive committee at

10am, and the Board at 11am to make traveling home easier and earlier for everyone.

VI. Joint Old Business

a. BCWDB Realignment

i. BCWDB Redesignation Letter

VII. CLEO New Business

a. New BCWDB Member

i. Melissa King, *Virginia Works*:

ii. Megan Wade, *Department of Corrections*

iii. Kevin Marshall, *Spotsylvania County*

1. Joshua Summits of the City of Fredericksburg made a motion to approve Melissa King, Megan Wade, and Kevin Marshall as Board members, and Vivan Seay of King and Queen County seconded the motion, passing it unanimously.

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

IX. Board New Business

a. Committee Reports

- i. **Executive Committee:** There was no physical quorum, so the Executive Committee just went over and discussed agenda items.

1. Slate of Officers

- iv. **Policy and Strategic Planning Committee:** The Policy and Strategic Planning Committee met and had a physical quorum.

1. BCWDB 17-02 Electronic Participation Policy

2. BCWDB 25-02 WIOA Title I Assessment Policy

3. BCWDB 24-01 Bay Consortium CSJQ Gift Card Policy

4. BCWDB 11-03 Monitoring Policy

- a. Sarah Oldaker made a motion to approve the BCWDB 17-02, 25-02, and 11-03 policies, and rescind the BCWDB 24-01 policy. Nicholas Minor seconded the motion, passing it unanimously.

v. **Communications Committee:** The Communications Committee did not meet.

1. BCWDB Strategic Communications Plan

2. BCWDB Communications Dashboard Template

3. BCWDB Outreach Plan

a. Tracy Elliott made a motion to approve the BCWDB Strategic Communications Plan, BCWDB Communications Dashboard Template, and BCWDB Outreach Plan, and Victor Burrell seconded the motion, passing it unanimously.

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

a. **BCWDB By-laws:** The Board went over the By-laws and Dennis Parsons made a motion to approve them, and Sarah Oldaker seconded the motion, passing it unanimously.

I. **Executive Director's Update- Jackie Davis, *Executive Director*:** Jackie Davis gave the Executive Director's update to the Executive Committee. Jackie stated that per the President's new bill that was just signed, we now will have funding of \$364,000 for digital literacy and will be hiring three new individuals to focus on each region for digital literacy. She also reported that we have received \$60,000 from the previous government administration of Virginia for small-mid businesses with the purpose of upskilling workforce. The BCWDB website has been updated with a new name and new look and will be uploaded very soon. Jackie also reported that there will be two conferences on April 20, 2026, the Virginia Workforce Symposium and the GoVA Economic Summit.

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

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

XIII. **Adjournment:** With there being no further business to discuss, Greg Moon adjourned the meeting at 2:26 p.m.

Respectfully submitted,
Lauren Fallin

BCWDB Amended PY 25—26 Budget

Revenue	Proposed DRAFT PY25-26 Budget	
Total WIOA Title I		
Admin	\$	155,789.40
Adult	\$	684,879.73
Dislocated	\$	411,632.72
Youth	\$	571,507.55
FieldPrint	\$	2,400.00
Locality	\$	66,175.75
Critical Sector Job Quality Grant	\$	46,984.13
VCW Mgmt	\$	6,000.00
Work Based Learning Grant	\$	60,000.00
Community Project Funding	\$	200,000.00
Claude Moore Project	\$	199,257.15
GOVA CARE	\$	222,077.95
Career Exploration - Sponsorship	\$	4,500.00
Total Revenue	\$	2,518,369.38
Expenses		
Board		
Proposed DRAFT PY25-26 Budget		
Advertising	\$	500.00
Audit	\$	20,000.00
Dues/Publications	\$	500.00
Employee Salaries	\$	278,366.90
Employee Benefits	\$	83,510.07
Employee Taxes	\$	25,748.94
Equip. Purchase	\$	1,500.00
Equip. Rental	\$	4,000.00
Equip. Repair	\$	750.00
Insurance	\$	7,000.00
Office Rent	\$	10,000.00
Office Supplies	\$	2,000.00
Postage	\$	500.00
Printing	\$	500.00
Telephone/Communications/Webpage	\$	7,500.00
Professional Fees/PT Staff	\$	2,000.00
Professional Development	\$	2,000.00
Staff Travel	\$	20,000.00
Board/CLEO Travel	\$	13,500.00
Board Total	\$	479,875.91
Programs		
Proposed DRAFT PY25-26 Budget		
SUB AREA 16 Adult/Dislocated	\$	346,386.37
SUB AREA 17 and 18 Adult/Dislocated	\$	210,584.94
SUB AREA 22 Adult/Dislocated	\$	111,562.18
SUB AREA 16 YOUTH	\$	167,152.81
SUB AREA 17 and 18 YOUTH*	\$	107,221.30
SUB AREA 22 YOUTH	\$	52,347.47
One-Stop Operator	\$	50,000.00
Business Services	\$	87,865.16
Incumbent Worker Training	\$	30,000.00
On-the-Job Training	\$	30,000.00
Work Based Learning	\$	60,000.00
Youth Outreach	\$	105,814.26
Critical Sector Job Quality Grant	\$	23,434.79
Community Project Funding	\$	200,000.00
Claude Moore Project	\$	199,257.15
GOVA CARE	\$	209,580.48
Programs Total	\$	1,991,206.91
Expenses Total	\$	2,471,082.82
Unobligated Reserve	\$	47,286.56
Total	\$	2,518,369.38

Approved Board
Approved CLEO

BCWDB Proposed PY 26 – 27 Budget

Revenue	PY25-26 Budget	PY26-27 Proposed
Total WIOA Title I		
Admin	\$ 155,789.40	\$ 131,874.77
Adult	\$ 684,879.73	\$ 426,696.67
Dislocated	\$ 411,632.72	\$ 387,468.46
Youth	\$ 571,507.55	\$ 432,707.77
FieldPrint	\$ 2,400.00	\$ 2,400.00
Locality	\$ 66,175.75	\$ 60,585.00
Critical Sector Job Quality Grant	\$ 46,984.13	
VCW Mgmt	\$ 6,000.00	\$ 6,000.00
Work Based Learning Grant	\$ 60,000.00	\$ 53,357.50
Community Project Funding	\$ 200,000.00	\$ 200,000.00
Claude Moore Project	\$ 199,277.15	\$ 113,883.24
GOVA CARE	\$ 222,077.95	\$ 72,334.85
Career Exploration - Sponsorship	\$ 4,500.00	\$ -
Total Revenue	\$ 2,631,224.38	\$ 1,887,308.25
Expenses		
Board		
Advertising	\$ 500.00	\$ 500.00
Audit	\$ 20,000.00	\$ 25,000.00
Dues/Publications	\$ 500.00	\$ 500.00
Employee Salaries	\$ 278,366.90	\$ 290,472.91
Employee Benefits	\$ 83,510.07	\$ 87,141.87
Employee Taxes	\$ 25,748.94	\$ 26,868.74
Equip. Purchase	\$ 1,500.00	\$ 1,500.00
Equip. Rental	\$ 4,000.00	\$ 4,000.00
Equip. Repair	\$ 750.00	\$ 750.00
Insurance	\$ 7,000.00	\$ 7,000.00
Office Rent	\$ 10,000.00	\$ 10,000.00
Office Supplies	\$ 2,000.00	\$ 2,000.00
Postage	\$ 500.00	\$ 500.00
Printing	\$ 500.00	\$ 500.00
Telephone/Communications/Webpag	\$ 7,500.00	\$ 7,500.00
Professional Fees/PT Staff	\$ 2,000.00	\$ 2,000.00
Professional Development	\$ 2,000.00	\$ 2,000.00
Staff Travel	\$ 20,000.00	\$ 20,000.00
Board/CLEO Travel	\$ 13,500.00	\$ 13,500.00
Contractual Services		\$ 25,000.00
Board Total	\$ 479,875.91	\$ 526,733.52
Programs		
SUB AREA 16 Adult/Dislocated	\$ 346,386.37	\$ 220,692.33
SUB AREA 17 and 18 Adult/Dislocated*	\$ 210,584.94	\$ 155,407.62
SUB AREA 22 ADULT/DISLOCATED	\$ 111,562.18	
SUB AREA 16 YOUTH	\$ 167,152.81	\$ 130,527.98
SUB AREA 17 and 18 YOUTH*	\$ 107,221.30	\$ 77,125.69
SUBAREA 22 YOUTH	\$ 52,347.47	
One-Stop Operator	\$ 50,000.00	\$ 50,000.00
Business Services	\$ 87,865.16	\$ 91,731.77
Incumbent Worker Training	\$ 30,000.00	\$ 30,000.00
On-the-Job Training	\$ 30,000.00	\$ 30,000.00
Work Based Learning	\$ 60,000.00	\$ 53,357.50
Youth Outreach	\$ 105,814.26	\$ 89,862.00
Critical Sector Job Quality Grant	\$ 23,434.79	
Community Project Funding	\$ 200,000.00	\$ 200,000.00
Claude Moore Project	\$ 199,277.15	\$ 113,883.24
GOVA CARE	\$ 209,580.48	\$ 69,537.96
Programs Total	\$ 1,991,226.91	\$ 1,312,126.10
Expenses Total	\$ 2,471,102.83	\$ 1,838,859.62
Unobligated Reserve	\$ 160,121.55	\$ 48,448.63
Total	\$ 2,631,224.38	\$ 1,887,308.25

Approved Board
Approved CLEO

BCWDB PY 26 – 27 Slate of Officers

Chair – Jarrod Elwell

Vice Chair – Ginni Matern

Treasurer/Reporter – Joshua Gemerek

Member-At-Large – Nicholas Minor

BCWDB PY 26 – 27 Meeting Dates and Locations

Date	Time	Committee/Board	Location
August 12, 2026*	10:00 am – 11:00 am	Business and Workforce Services	Planning District 17
		Operations Committee	
		Communications Committee	
		Policy and Strategic Planning Committee	
	11:00 am – 12:00 pm	Executive Committee	
	12:00 pm – 1:00 pm	Networking Lunch	
	1:00 pm – 3:00 pm	Joint Board/CLEO Meeting	
November 4, 2026	10:00 am – 11:00 am	Business and Workforce Services Committee	Planning District 16
		Operations Committee	
		Communications Committee	
		Policy and Strategic Planning Committee	
	11:00 am – 12:00 pm	Executive Committee	
	12:00 pm – 1:00 pm	Networking Lunch	
	1:00 pm – 3:00 pm	Joint Board/CLEO Meeting	
February 3, 2027	10:00 am – 11:00 am	Business and Workforce Services Committee	Planning District 18
		Operations Committee	
		Communications Committee	
		Policy and Strategic Planning Committee	
	11:00 am – 12:00 pm	Executive Committee	
	12:00 pm – 1:00 pm	Networking Lunch	
	1:00 pm – 3:00 pm	Joint Board/CLEO Meeting	
May 3, 2027	10:00 am – 11:00 am	Business and Operations Committee	TBD
		Operations Committee	
		Communications Committee	
		Policy and Strategic Planning Committee	
	11:00 am – 12:00 pm	Executive Committee	
	12:00 pm – 1:00 pm	Networking Lunch	
	1:00 pm – 3:00 pm	Board Meeting	
May 13, 2027**	10:00 am – 12:00 pm	CLEO Meeting	TBD

*Changed due to conflicts with USDOL Region 2 training.