



Chief Local Elected Officials Meeting

Wednesday, May 20, 2026

10:00 a.m.

Caroline County Administrative Building
23724 Rogers Clark Blvd.
Ruther Glen, VA 22546

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Agenda
Chief Local Elected Officials
Wednesday, May 20, 2026
10:00 a.m.

- I. Call to Order**
- II. Roll Call**
- III. Public Comment**
- IV. Reports**
 - a. Healthcare Talent Development Coordinator Report – Ann Rector**
 - b. Career Influencer Report – Beth Sharpe**
 - c. Talent Development Coordinator Report – Keenan Allen**
 - d. Business Services Report – Jacob McCaleb**
 - e. One Stop Operator Report – Jessica Weber**
- VII. New Business**
 - a. Approval of February 4, 2026, Joint Meeting Minutes**
 - b. BCWDB Amended PY 25 – 26 Budget**
 - c. BCWDB Proposed PY 26 – 27 Budget**
 - d. Audit**
 - e. BCWDB PY 26 – 27 Slate of Officers**
 - f. LWDA13 Charter**
 - g. Termination of Eastern Shore Contract**
 - h. New BCWDB Member Nomination**
 - i. Christine O’Connor – VIZZ, inc.**
 - i. BCWDB PY 26 – 27 Meeting Dates and Locations**
- VIII. Old Business**
 - I. Executive Director’s Update- Jackie Davis**
 - II. Other Items for Discussion**
- XII. Public Comment**
- XIII. Adjournment**

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

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

III. Roll Call

a. Board

Public (6)		Private (Business) (6)	
<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, Jessica Weber, (Jennifer Bowhey’s intern’s name).

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

V. **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**

VIII. 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.

IX. 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

- ii. **Business and Workforce Services Committee:** The Business and Workforce Services Committee did not meet.

- iii. **Operations and Performance Committee:** The Operations and Performance Committee did not meet.

1. BCWDB PY 25 – 26 1st Quarter Quarterly Reports

2. BCWDB PY 25 – 26 2nd Quarter Quarterly Reports and Success Stories

- 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.

III. **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.

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

XIV. **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		
	PY25-26 Budget	PY26-27 Proposed
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		
	PY25-26 Budget	PY26-27 Proposed
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 – Open for nominations

Treasurer/Reporter – Joshua Gemerek

Member-At-Large – Nicholas Minor

LWDA13 Charter

CHARTER CHIEF LOCAL ELECTED OFFICIALS

of the
Bay Consortium Local Workforce Development Area
under the

WORKFORCE INNOVATION & OPPORTUNITY ACT (P. L. 113-128)

THIS AGREEMENT, made and entered into this 1st day of July, 2026

by and between the JURISDICTIONS OF

Caroline County, Essex County, City of Fredericksburg, Gloucester County, King & Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northumberland County, Richmond County, Spotsylvania County, Stafford County, and Westmoreland County

In the Commonwealth of Virginia (hereinafter, the Jurisdictions):

WITNESSETH:

WHEREAS, the County Board of Supervisors/City Council of the aforementioned jurisdictions did previously adopt resolutions authorizing the County Board Chairperson/City Mayor to sign a charter creating the Bay Consortium in order to administer the provisions of Public Law 113-128, the federal Workforce Innovation & Opportunity Act, and

WHEREAS, the County Board of Supervisors/City Council of each of the aforementioned jurisdiction has adopted a resolution authorizing the County Board Chairperson or City Mayor to sign this Charter of the Bay Consortium under the Workforce Innovation & Opportunity Act (Public Law 113-128)" (hereinafter, the "Charter"):

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and each party acknowledges sufficiency of which for itself, the Jurisdictions do hereby agree to the following Charter:

AGREEMENT

SECTION 1: That the Jurisdictions of Caroline County, Essex County, City of Fredericksburg, Gloucester County, King & Queen County, King George County, King William County, Lancaster County, Mathews County, Middlesex County, Northumberland County, Richmond County, Spotsylvania County, Stafford County, and Westmoreland County, do hereby constitute themselves to be a consortium for the purposes of Section 107 (c)(1)(B) of Public Law 113-128, the Workforce Innovation & Opportunity Act.

SECTION 2: The chief local elected officials (the chairpersons of the County Board of Supervisors and City Mayor) or the designees of said officials of the jurisdictions shall constitute the Workforce Development Area Consortium (hereinafter, the "Consortium") which shall appoint the Local Workforce Development Board under Section 107(c)(1)(A) of the Act.

SECTION 3: The Consortium shall elect from its membership a Chairperson, a Vice-Chairperson and such other officers as may be provided in the by-laws to serve for a term of one year or until a successor is elected and qualified. Vacancies shall be filled by election for the residue of the unexpired term. The Chairperson at their discretion may appoint an individual to serve as board clerk.

- SECTION 4: Roberts Rules of Order, Newly Revised, shall govern the procedures of the Consortium insofar as they do not conflict with applicable law or administrative rules or by-laws duly adopted by the Consortium.
- SECTION 5: The Consortium may adopt operational and procedural by-laws consistent with this Charter, applicable federal and state laws, and rules or regulations pursuant thereto. By-laws or amendments thereto may be adopted by the affirmative vote of 2/3 of the entire membership of the Consortium at any regular meeting called for that purpose, provided that written copies thereof are delivered to each member 15 days prior to consideration.
- SECTION 6: The Consortium designates from its membership the local government jurisdiction of Richmond County to serve as the grant recipient for Title I funds of the WIOA, and further designates The Bay Consortium, Inc. to serve as local fiscal agent and administrative entity for Title I funds of the WIOA. It is the intent of the Consortium that all risks of liability for disallowed costs be reduced to the minimum extent possible. Involvement of local elected officials will be designed to fulfill legislated requirements of the WIOA. Operational authority and responsibility will remain with the local fiscal agent/administrative entity. The local fiscal agent/administrative entity will be required to maintain insurance policies sufficient to protect the Consortium from potential errors and omissions in administering the use of these funds.
- SECTION 7: The Consortium shall appoint the Local Workforce Development Board of the area, under Section 107(c)(1)(A) of P. L. 113-128 and applicable rules thereunder.
- SECTION 8: The Consortium shall execute an agreement with the Local Workforce Development Board for the operation and functions of the Board under Section 107 of the Act, and shall approve all Local Plans under Section 108 of the Act. The Consortium shall review and approve any and all planning documents for WIOA activities prior to its submission to the Virginia Board of Workforce Development and U. S. Department of Labor.
- SECTION 9: The Consortium shall perform all functions for local elected officials as contained in P. L. 113-128, the federal Workforce Innovation & Opportunity Act.
- SECTION 10: This Charter agreement shall be effective when approved by Resolutions adopted by the County Board of Supervisors/City Council of each jurisdiction party hereto and executed by the chief elected official thereof pursuant to said resolution and shall thereupon act to repeal and supersede any and all prior written or oral consortium agreements under P. L. 113-128, the federal Workforce Innovation & Opportunity Act.
- SECTION 11: Amendments to the Charter agreement may be adopted with the concurrence of the Board of Supervisors/City Council of each jurisdiction party hereto. The Consortium may be dissolved and this agreement may be rescinded only with the consent of all the Boards of Supervisors/City Council of each jurisdiction party hereto and the Governor.

IN WITNESS WHEREOF, the parties hereto have caused this Charter Agreement to be executed by the Chairperson of the County Board of Supervisors or the City Mayor of the aforementioned Jurisdictions.

Signature _____

Chairperson/Mayor of _____ County Board of Supervisors/City

Adopted this _____ Day of _____, 2026.

In the City/County of _____, VA

Attest _____
County/City Clerk

Termination of Eastern Shore Contract

Greg Moon
Chairman of the Board

Jarrold Elwell
Vice Chairman

Nicholas Minor
Member-At-Large

(804) 333-4048
(804) 333-6378 Fax



Joshua Gemerek
Secretary/Treasurer

Jackie Davis
Executive Director

1-800-828-1120
Relay Service Number

BAY CONSORTIUM WORKFORCE DEVELOPMENTBOARD, Inc.

P.O. Box 1117 Warsaw, Virginia 22572
An Equal Opportunity Employer/Program

May 20, 2026

Eastern Shore Community College
Attn: Dr. Daryl Minus
29300 Lankford Hwy
Melfa, VA 23410

RE: Notice of Termination – WIOA Title I Contract (Adult, Dislocated Worker, and Youth Services)

Dear Dr. Minus,

On behalf of the Bay Consortium Workforce Development Board (BCWDB), this letter serves as formal written notice of the termination of the Workforce Innovation and Opportunity Act (WIOA) Title I service provider contract between BCWDB and Eastern Shore Community College.

This action is the result of an approved workforce area realignment in which the counties of Accomack and Northampton will no longer be included within the Bay Consortium Local Workforce Development Area (LWDA 13), effective July 1, 2026. As a result of this jurisdictional change, BCWDB will no longer have administrative or service delivery authority for WIOA Title I programs in the Eastern Shore region.

Please note that this termination is not related to performance, compliance, or any deficiency in service delivery. Eastern Shore Community College has been a valued and trusted partner in delivering high-quality workforce services, and the BCWDB sincerely appreciates your organization's contributions to serving job seekers and employers across the Eastern Shore.

This termination is carried out in accordance with the provisions of the executed contract and applicable federal regulations, including:

- *20 CFR § 683.245* – authorizing recipients and subrecipients to terminate awards, in whole or in part, when necessary due to changes in program requirements or funding structures;
- *2 CFR § 200.340(a)* – permitting termination of a federal award by the pass-through entity when it is in the best interest of the program, including circumstances where programmatic authority or service area has changed; and
- *20 CFR § 679.370(n)* – affirming the Local Workforce Development Board's responsibility to administer and oversee WIOA Title I programs within its designated local area.

Effective Date of Termination: June 30, 2026

Regional Transition and Continuity of Services

As part of this realignment, the counties of Accomack and Northampton will transition to the Hampton Roads Workforce Council (LWDA 14), which will assume responsibility for WIOA Title I service delivery and workforce system coordination in the Eastern Shore region effective July 1, 2026.

BCWDB is committed to working collaboratively with Eastern Shore Community College, the Hampton Roads Workforce Council, and Virginia Works to ensure a seamless and participant-centered transition that maintains continuity of services and minimizes disruption to both job seekers and employers.

To support this transition, BCWDB requests coordination in the following areas:

- **Participant Transition:**
Ensure all active WIOA participants are appropriately documented in the Virginia Workforce Connection (VAWC) system and prepared for transition, including clear case notes, eligibility documentation, and service histories to support continuity under LWDA 14.
- **Service Continuity Planning:**
Coordinate, as appropriate, with the Hampton Roads Workforce Council to align ongoing training, career services, and supportive services for participants who will continue receiving services beyond the transition date.
- **Data Integrity and System Alignment:**
Ensure all participant records, performance data, and case management documentation are complete and compliant to facilitate accurate transfer and reporting continuity.
- **Employer and Partner Communication:**
Support consistent messaging to regional employers and partners to ensure awareness of the transition and continued access to workforce services through the Hampton Roads Workforce Council.
- **Collaboration with State and Regional Leadership:**
Participate, as needed, in transition coordination activities with BCWDB, LWDA 14, and Virginia Works to ensure alignment with state policy guidance and regional workforce strategy.

Closeout Requirements

BCWDB requests your cooperation in completing all contract closeout activities, including but not limited to:

- Submission of all final invoices and expenditures no later than *July 10, 2026*.
- Completion of participant services and case documentation in VAWC no later than *July 14, 2026*.
- Submission of all required performance and financial reports no later than *July 10, 2026*.
- Compliance with records retention requirements under *2 CFR § 200.334*
- Participation in any required monitoring or closeout review processes

BCWDB staff will coordinate directly with your team to provide technical assistance and ensure all closeout and transition activities are completed in a timely and compliant manner.

Eastern Shore Community College has played a critical role in advancing workforce development efforts in the Eastern Shore region, and we deeply value the partnership and impact your organization has made. While this change reflects a structural realignment of workforce areas, we remain committed to supporting a strong, coordinated workforce system across the Commonwealth of Virginia.

If you have any questions regarding this notice or the transition and closeout process, please contact Jackie Davis or Steven Golas.

Sincerely,



Jackie Davis
Executive Director
Bay Consortium Workforce Development Board

New BCWDB Member Nomination



NOMINATION FORM

1-Name (First, MI, Last) Christine E O'Connor		2-LWDA # 13	3-Date Mar 9, 2026
4-Street Address 48 Burns Rd		13-Nominee Characteristics	
5-City Stafford	6-County Stafford	Gender: Male <input type="checkbox"/> Female <input checked="" type="checkbox"/>	
7-State Virginia	8-ZIP 22554	Race:	
9-Home Phone (include area code)	10-Work Phone (include area code) 571-247-5991	White <input checked="" type="checkbox"/> Black <input type="checkbox"/>	
11-FAX	12-E-Mail Christine.oconnor@vizzllc.com	Hispanic <input type="checkbox"/> Amer. Indian <input type="checkbox"/>	
15-LWDA Name		Native Alaskan <input type="checkbox"/> Asian <input type="checkbox"/>	
16-Labor/ CBO/ Apprenticeship Representative		Pacific Islander <input type="checkbox"/> Other <input type="checkbox"/>	
Title Labor <input type="checkbox"/> CBO <input type="checkbox"/> Registered Apprenticeship <input type="checkbox"/>		14-Recommended for (see section number)	
17-Private Sector (Business) Representative		16- Labor/ CBO/ Apprenticeship <input type="checkbox"/>	
Title <u>President</u>		17-Private Sector (Business) <input checked="" type="checkbox"/>	
Business <u>VIZZ LLC</u>		18-Education <input type="checkbox"/>	
Type of Business <u>Woman Owned SB - Professional Services</u>		19-VEC <input type="checkbox"/>	
18-Education Representative		20-Economic Development <input type="checkbox"/>	
Title _____ Institution _____ Title II <input type="checkbox"/> Community College <input type="checkbox"/> Career & Technical Education <input type="checkbox"/>		21-VDARS/VDBVI <input type="checkbox"/>	
20-Economic Development Representative		22-DSS <input type="checkbox"/>	
Title _____		23-Optional/Other <input type="checkbox"/>	
24-Nominator		19-VEC Representative	
I hereby recommend the above-named person for membership on the Local Workforce Development Board. <i>Christine O'Connor</i> 03/16/2026 Signature Date Christine O'Connor VIZZ LLC 5712475991 christine.oconnor@vizzllc.com FAX		Title _____	
Email _____		21-VDARS/VDBVI Representative	
		Title _____	
		22-DSS Representative	
		Title _____	
		23-Optional/ Other Representative	
		Title _____ Agency _____	
		25-Action by Chief Elected Official	
		Subject to certification required by Section 107 of the Workforce Innovation and Opportunity Act of 2014 and Policy 200-04 (2016) (Revised July 1, 2016) of the Virginia Board for Workforce Development, the person nominated herein has been duly appointed to the Local Workforce Development Board by the Chief Elected Officials. Term of Appointment: From _____ To _____ Signature of Chief Elected Official _____ Date _____	

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.