



**GENEDGE ALLIANCE
Board of Trustees Meeting
Friday, March 17, 2017**

Charlottesville, VA

Members Present

Dr. John Dever
Mr. Marc Foglia
Ms. Tamea Franco
Dr. Tiffany McKillip Franks
Mr. Doug Frost
Ms. Marilyn Hanover
Mr. Roy C. Irvine
Mr. Aviv Goldsmith
Mr. Kevin Mumpower
Dr. Bruce Scism
Dr. Wayne P. Stilwell
Mr. Meiky Tollman

Members Absent

Dr. Makola Abdullah
Mr. Ed Albrigo (Rep)
Mr. Jonathan Alger (Rep)
Dr. James Atkinson
Dr. Kevin Creehan
Mr. Hans de Koning
Dr. John A. Downey (Rep)
The Hon. Todd Haymore (Rep)
The Hon. Karen Jackson
Mr. David Lohr

Representative Present

Representative Absent

Dr. Jaime Camelio

Others Present: Mr. Michael Bollinger, Mr. Bill Donohue, Ms. Cindy Glisson, Dr. Yvonne Harris (representing Dr. Alger), Mr. Jeff Lucas (NIST), Ms. Aimee McCarthy, Mr. Pete Miles, Dr. Dan Roberts (representing Dr. Abdullah), Mr. Bob Stolle (representing Mr. Albrigo), Ms. Valerie Simpson, Mr. Larry Wilder (representing Secretary Haymore) and Mr. Bob Young (representing Dr. Downey).

~Call to Order~

Ms. Franco, called the meeting to order at 11:05 a.m.

~Welcome~

Ms. Franco welcomed everyone and thanked them for attending.

~Approval of Minutes~

Ms. Franco asked the board members to review the minutes from the December 2, 2016 meeting. Ms. Franco next asked for any additions, corrections, changes, or discussion to the minutes. A motion was made by Dr. Franks, seconded and approved.

~2017 Board Meeting Dates~

Ms. Franco stated that the remaining meeting dates are June 16, September 15 and December 1. They are in the meeting packet.

~Financial Update – FY17YTD~

Mr. Bollinger reviewed the operating metrics for FY17YTD (eight months). Gross bookings were \$2,462,370. Gross billings totaled \$1,624,492. Net billings were \$1,041,185 and 68 manufacturers were served. Backlog was \$1,228,651 and net cash position was \$1,373,701 a significant change solely due to the increase in state funding this year. Mr. Bollinger then reviewed the billings and bookings by program and noted that fiscal year 2017 had started strong with 152 proposals resulting in 122 signed contracts.

The statement of revenue, expenditures and change in net position (cash basis) for eight months ended February 28, 2017, showed revenue collections of \$3,462,131 and expensed paid of \$3,469,029 which decreased net position by (\$6,898).

Mr. Bollinger concluded with a Security Update. He informed the board that the Defense Security Service conducted a Security Vulnerability Assessment on February 16/ 2017. GENEDGE received a Satisfactory rating February 17, 2017. The letter noted one vulnerability and corrective action was taken and communicated to DSS on February 24, 2017.

~Strategic Planning Committee Update~

Mr. Donohue stated that the strategic planning effort is aligned with the new MEP plan and governor's election cycle. Mr. Donohue asked Mr. Lucas to give a brief update of the strategic planning process for MEP. Mr. Lucas stated that the basis structure of the MEP program is based around four strategic goals. He stated that Mike Simpson has returned to lead this effort.

Mr. Donohue next stated that it was suggested to the board to follow the MEP strategic planning process with the first step begin to establish a committee. Dr. Creehan has volunteered to chair the committee. Unfortunately Dr. Creehan is unable to be here today.

Mr. Donohue next stated that the suggested process will be as follows:

- Establish a full committee (today)
- Assign staff and sub-recipients to develop a straw dog (today)
- Develop a set of strategic imperatives – June
- Chair kick-off (staff will work via web conference in July)

- Staff to develop a straw dog – August
- Finalize with the committee – 1st week of September
- Present and consider for approval at September board meeting

Mr. Donohue concluded by asking for committee members. The following board members volunteered to be on the strategic planning committee, Dr. Wayne Stilwell, Dr. John Dever, Dr. Tiffany McKillip Franks and Dr. Bruce Scism serving as an alternate.

~MilTech Collaboration~

Mr. Donohue informed the board that MilTech has a long history of partnering with MEP Centers and have been approached about solicitation to create and operate a Supply Chain Innovation Center in Quantico, supporting MARCORSSCOM.

Mr. Donohue explained that MilTech is not a company but is a Partnership Intermediary (PIA) established in law by Congress and has an enabling legislation like GENEDGE. MilTech will be managed by OSD, Defense Laboratories Enterprise located at Montana State University and is fee for service program.

Mr. Donohue stated that MilTech assists DOD Labs, DOD R&D efforts and DOD procurement organizations with manufacturing expertise, design expertise and technology scouting. MilTech will also act a Lab's, PM's, PEO's or a command's "Honest Broker" with industry and vendors. MilTech will receive its fees via MIPR through AFRL.

Mr. Donohue next stated that MilTech is seeking a partner to manage and operate the center and have selected GENEDGE as their first choice. Mr. Lucas stated that he recommended us to them. GENEDGE management recommends pursuing the opportunity, which will begin late this spring.

Mr. Donohue concluded by asking the board for authorization for GENEDGE to partner with MilTech to manage the Supply Chain Innovation Center in Quantico. A motion was made, seconded and passed.

~Go Virginia~

Mr. Donohue stated that Go Virginia is a growth opportunity for higher paying jobs and then he introduced Mr. Frost. Mr. Frost stated that Go Virginia found GENEDGE via the state board vice chair, Mr. Ben Davenport (Chatham) and chair, Mr. Dubby Wynne (Hampton Roads). He commented that our prior and current work with DMEP was of particular interest to Mr. Wynne and region 5.

Mr. Frost next informed the board that discussions with Go Virginia and GENEDGE ensued and a pilot was agreed to assist twelve target companies using the EDGE program as a point of services entry. Currently five projects are under way.

Mr. Frost informed the board that Go Virginia Leadership and GENEDGE representatives had further discussion on March 13. Go Virginia hopes to establish long term state wide service delivery partnership with GENEDGE to assist in cluster company growth acceleration with funding from Go VA and companies. Go Virginia is also interested to receive assistance in finalizing clusters and plans for Hampton Roads through a contracted services agreement. Potentially addressing a capital access advisor for a need currently under study for the program.

Mr. Donohue concluded by asking for volunteers to serve on an advisory panel to help create a process or our roll with Go Virginia. The volunteers are Ms. Hanover, Ms. Franco and Mr. Frost.

~Website Upgrade Status~

Ms. McCarthy began her presentation by identifying the Website team. Linda Lancaster, team leader, Aimee McCarthy and Mindy Priddy, marketing, Tony Cerilli and Frank Watson, operations, and Cindy DeOms from headquarters. Bill Donohue is the project sponsor and Marc Foglia is the board advisor.

Ms. McCarthy informed the board of the website requirements stating that the website should generate business for GENEDGE, and educate and inform.

Ms. McCarthy concluded by discussing the five steps in developing the website. Step I was research, discovery, site information and architecture. Step II design and digital style guide development, design and digital guide homepage were created. Step III development and quality assurance (3/15 – 4/30). Step IV Website launch (May) and post launch monitoring and optimization (May – June).

~NIST MEP Review Status~

Mr. Lucas began by discussing the Annual Review Process and GENEDGE's review took place February 15, 2017. He stated NIST recommended GENEDGE continue Succession Planning and Board Development.

Mr. Lucas informed the board that NIST considered the following GENEDGE programs as Promising Practices, Succession Planning, the EDGE Program and the Cybersecurity Initiative.

Mr. Lucas next stated that the new recommendations for GENEDGE are, to participate in Financial Management Analysis, consider utilizing a board self-assessment and to consider conducting a Workforce Engagement Measurement.

Mr. Lucas concluded by informing the board that the new Strategic Plan is for everyone in the MEP System and that GENEDGE is very well positioned to help NIST MEP with the implementation of the plan.

~Operations Topics~

Ms. Glisson began by reviewing GENEDGE's organization chart. She next informed the board of the training and development initiative that included the onboarding for the recent new hires. Ms. Glisson also stated that nineteen associates participated in Market Research Training, sixteen associates participated in PMP Certification Training, and four associates successfully completed the AIMC Internal Management Consulting Training and successfully completed the course and are now certified.

Ms. Glisson next stated that recruiting efforts are underway for a Customer Operations Specialist in Richmond and a Project Manager in Abingdon.

Next, Ms. Glisson informed the board of the NIST Survey Benchmarking Results process stating that select MEP Centers were identified to visit, and interview guidelines were developed. Six MEP Centers were interviewed and the findings from the interviews were consolidated.

Ms. Glisson next reviewed the Project Charter for the CRM System Upgrade. She stated that the cross-functional Team kicked off in January. She stated that based on our business, the focus is on identifying the best CRM and Project Management System followed by applications for other work streams. The team is also focused on defining future work processes followed by system evaluation and plan to include all associates in discussions.

Next, Ms. Glisson updated the board on Cyber Security stating that discussions are in the forefront and are driven by the various leaks of critical national security information. Our current approach is to develop an offering similar to the ISO Quality Management System, consult with companies offering Cyber Security Solutions, work on DFARS compliance for GENEDGE (DOD requirement) and to talk with BBB to create a Cyber Playbook targeted at small businesses.

Ms. Glisson next discussed MedAccred with the board. She began by stating that MedAccred representatives met with MEP Center Directors in Detroit September 2016 where a short list of centers they were interested in working with was developed. In January 2017, a Federal RFI was issued. GENEDGE, manufacturers and other MEP's responded that there was a need for MedAccred.

Mr. Miles reported on the Virginia Community College System (VCCS) and Lean Six Sigma Certification. He stated that for many Quality and Engineering professionals, the American Society for Quality (ASQ) is considered to be the pre-eminent national presence in this field and has developed a Body of Knowledge (BOK) on Six Sigma. It offers Green Belt Certification in Six Sigma, based on passing a comprehensive test that is heavy in statistical rigor along with some work experience within the BOX. The ASQ is specifically mentioned as an approved certification body for Six Sigma in some of the Workforce Certification Grant materials and it is likely that VCCS would be particularly interested in courses based on the ASQ BOK.

Mr. Miles next informed the board that GENEDGE has a two week Green Belt course designed for a specific client that was partially based on the ASQ BOK but provided additional Lean teaching. He stated that there may be an opportunity for GENEDGE to invest some time to modify and upgrade that course and offer it to the VCCS as a step towards the ASQ exam.

Next Mr. Miles concluded the Operations portion of the meeting by informing the board of an additional opportunity to work with the VCCS would be to provide Certified Energy Manager training and certification as an Energy Manager (CEM) certified by the Association of Energy Engineers (AEE). He stated that GENEDGE offered this course directly in the past using third party instructors however, we may now offer this through the VCCS to interested engineers and utility personnel, potentially supported by the Workforce Credentials Grant.

~Funding, General Assembly, Hill Day, Board Vacancies and Calendar~

Mr. Donohue began by informing the board that Governor Terry McAuliffe's administration alerted higher education officials November 2, 2016, to expect a 7.5 percent reduction in their appropriations from the state general fund in the fiscal year that began July 1, 2016, after sparing them any cuts in the first year of the budget due to the state struggling to close a projected \$1.48 billion shortfall in the biennium.

Next Mr. Donohue informed the board that during his two day visit to the General Assembly he and Ms. Franco visited the offices of twelve Delegates January 24. And on January 25, he and Mr. Foglia visited the offices of fourteen Delegates.

Mr. Donohue next informed the board that the Federal Government re-authorized MEP stating that the American Innovation and Competitiveness Act was signed into Law January 6, 2016.

Next Mr. Donohue informed the board that there were 200 MEP supporters at the Hill Day event in March. This year Mr. Donohue was accompanied by Ms. Kakashan Neseem, Founder of Kay Kare LLC in Arlington and Ms. Christa Glassburn, COO of PBE Group in Tazewell. He stated that all thirteen offices were visited.

Mr. Donohue next discussed the board vacancies stating there are currently two vacant positions however, with Dr. Atkinson's term expiring June 30 and him not being eligible for re-appointment, there will be three vacancies to fill.

Mr. Donohue concluded by reviewing the FY 17 – 18 business schedule with the board.

~Adjournment~

Ms. Franco asked if there was any new business with there being none, the meeting was adjourned.