

GENEDGE Board of Trustees Meeting
32 Bridge Street South
Suite 200
Martinsville, VA 24112
June 23, 2020 09:00 AM till Noon
Virtual meeting via ZOOM
<https://vccs.zoom.us/j/9560511334>
Password GEN2020A

Members Present

Mr. Peter Bale
 Mr. Matthew Clarke
 Dr. John Downey
 Mr. Marc Foglia
 Ms. Tamea Franco
 Dr. Tiffany McKillop Franks
 Mr. Doug Frost
 Mr. Rick Gagliano
 Ms. Marilyn Hanover
 Mr. Roy Irvine
 Mr. Jeff Jaycox
 Mr. Jim McEwan
 Mr. John Mead
 Mr. Abdelkarim Moharram
 Mr. Wesley Reid
 Dr. Wayne Stilwell

Members Absent

Dr. Makola Abdullah (rep)
 The Honorable Brian Ball
 Dr. Jackie Gill Powell
 Dr. Brian Hemphill

Representative Present

Representative Absent

Dr. Jaime Camelio

Others Present: Mr. Jose Colucci (NIST), Mr. Tony Cerilli, Mr. Josh Dawson, Mr. Bill Donohue, Ms. Flora Hezel (Attorney General), Dr. Dan Roberts (rep for Dr. Abdullah), Ms. Valerie Simpson, and Mr. Dean Young.

~Call to Order~

Mr. Jaycox, called the meeting to order at 9:00 a.m. He welcomed everyone and thanked them signing into the Zoom. Next Mr. Jaycox introduced Mr. Matthew Clarke to the board members.

~Approval of Minutes~

Mr. Jaycox asked the board members to review the minutes from the December 6, 2019

meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, the minutes were properly moved and accepted.

~Organizational Update~

Mr. Donohue reviewed the GENEDGE Organization Chart as of July 1, 2020, with the board. He highlighted Mr. Perry Hughes, acting director for MTC.

Mr. Donohue concluded by highlighting the GENEDGE five open positions that are being recruited and hopefully will be filled by end of FY first quarter.

~Financial~

Mr. Dawson began by reviewing the Operating Metrics YTD FY20 (eleven months). Gross bookings were \$3,440,270. Gross billings totaled \$3,249,017. Net billings were \$1,279,717. Backlog was \$1,093,931 and net cash position was \$1,620,685.

Mr. Dawson concluded by reviewing the bookings by program YTD FY20 (eleven months) and billings by program YTD FY20 (eleven months). He then discussed the proposal pipeline YTD FY20 (eleven months) stating that the number of proposals was 209, number of contracts booked were 180 and the number of new manufacturers was 58.

~ Operationally Responding to Pandemic Adversity~
Review and Approval of the 2021 GENEDGE Operations Plan

Mr. Donohue began by reviewing the Mission, Vision, Values for GENEDGE.

Mr. Donohue concluded by stating that GENEDGE associates will be guided by the following values:

1. Work with integrity
2. Work collaboratively
3. Always be learning and applying new knowledge
4. Be inclusive
5. Think creatively
6. Positive results

~Operations Executive Review~

Team members Mr. Cerilli, Mr. Dawson and Mr. Young began by reviewing the GENEDGE Business Model stating that the transition to platform approach was completed in FY2020 and the Regional Growth Manager staffing effective July 1, 2020 was also completed. The new

branding package was completed June 2020, and the upgraded website is to be completed July 2020.

Next the team informed the board that the CRM system was in process and scheduled to be completed September 2020. They also stated that a micro-site platform for COVID-19 response was successfully engaged manufacturers for PPE response.

Mr. Dawson next informed the board that effective July 1, 2020 GENEDGE will transition to a Political Subdivision Status. This gives GENEDGE more flexibility in many areas; the biggest change will be the ability to perform procurement functions in-house.

Mr. Dawson concluded that the transition will give efficiencies not possible under the current arrangement. GENEDGE will begin the full transition.

Mr. Young and Mr. Cerilli presented the following programs to the board:

- University Student Program
- DEFENDCUI-VA (OEA Cyber) & CMMC Implementation
- Re-Tooling Virginia Manufacturers for Strategic Industries
- MedMMAP
- Enhancement of the National Network Cybersecurity Program
- DoN Technology Insertion with HII – NNS
- Practice Area development continues
- Third Party Resources (3P)

The team concluded their presentation. Mr. Jaycox asked for a motion to approve the operations plan as presented, a motion was made by Mr. Mead, seconded by Mr. McEwan. The motion carried and the Operations plan was approved for FY21.

~HR & Compensation Plan Review~

Board member Mr. Moharram reviewed proposed changes that were made to the existing plan. He stated that adjustments to salary ranges will address deviations from a range that represents + / 20% of midpoint. Specific range increases that were proposed, based on competitive information from the ASMC salary survey and regional market data, will attract and retain talent.

Mr. Moharram next clarified the Performance review process changes by stating what was previously stated, and that what is proposed for FY21 improves clarity and addresses some confusion that had been identified through employee discussions.

Mr. Moharram concluded by asking Mr. Jaycox to call for a motion to approve the HR & Compensation Plan. Dr. Stilwell made the motion and it was seconded by Mr. McEwan and was approved.

~Re-Tooling Virginia Manufacturers for Strategic Industries Advisory Committee~

Mr. Donohue and Ms. Flora began by proposing the creation of an Advisory Committee to function as a committee of the GENEDGE Board of Trustees pursuant to Va. Code § 23.1-3102(E). They stated that the committee will act on behalf of the Board, the Investors (GoVA State, NIST MEP), and the partners pursuant to (whatever language in the grant requires GENEDGE to form from the committee).

Next, Mr. Donohue and Ms. Flora presented the following partners to the board:

- Virginia Manufacturers Association
- Virginia Economic Development Partnership
- Virginia Department of Emergency Management
- Virginia Hospital and Healthcare Association
- GoVA Region 1 – Lead
- GoVA Regions
- GENEDGE

Mr. Donohue and Ms. Flora next stated that the committee will elect as chair a GENEDGE trustee, and elect a vice chair that would be a member of the advisory board. It is also anticipated that the GENEDGE executive director would serve as secretary of the committee.

Mr. Donohue and Ms. Flora concluded by asking Mr. Jaycox to call for a motion to approve the Advisory Committee Structure. Dr. Downey made a motion to approve and Dr. Franks seconded, and the Advisory Committee Structure was approved.

~Other Business / Public Comment / Adjournment~

Mr. Jaycox asked for new business and public comment. There being none, the meeting was adjourned.