

Board of Trustees Virtual Meeting

Friday, March 19, 2021
11:00 AM – 2:30 PM

Virtual Meeting via ZOOM
<https://vccs.zoom.us/j/9560511334>;
Password: GEN2020A

Members Present

Mr. Peter Bale
Mr. Matthew Clarke
Dr. John Downey
Ms. Tamea Franco
Mr. Doug Frost
Mr. Rick Gagliano
Dr. Jackie Gill Powell
Ms. Marilyn Hanover
Mr. Jeff Jaycox
Dr. Shannon Kennedy
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
Ms. Tamea Franco
Dr. Tiffany Franks (Rep)
Mr. Marc Foglia
Dr. Brian Hemphill
Mr. Bob Stolle

Representative Present

Dr. Eileen Van Aken

Representative Absent

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

~Call to Order~

Mr. Jaycox welcomed everyone and thanked them for attending. Next Mr. Jaycox ask Ms. Simpson to call the roll to establish a quorum. A quorum was established so Mr. Jaycox called the meeting to order at 11:00 a.m.

~Approval of Minutes~

Mr. Jaycox asked the board members to review the minutes from the December 4, 2020 meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, Ms. Franco made a motion to accept the minutes. The minutes were properly seconded and approved.

~Funding & Hill Day Activities~

Mr. Donohue began by informing the board members that COVA funding was stable for FY 2022. He next informed them of VCCS Item 223 Economic Development Services (53400) stating that out of this appropriation, \$166,162 was allotted for the first year and \$166,162 was allotted the second year, from the general fund that is designated for the A.L. Philpott Manufacturing Extension Partnership at Patrick Henry Community College. And secondly, out of this appropriation, \$1,086,350 was allotted the first year and \$1,086,350 was allotted the second year, from the general fund that is designated for the A.L. Philpott Manufacturing Extension Partnership at Patrick Henry Community College for an ongoing match for a grant from the U.S. Department of Commerce to develop a manufacturer assistance program covering most of Virginia.

Next Mr. Donohue informed the board members of the MEP Cooperative Agreement Increase for FY21 for FY22 use stating that the increase from \$146 million to \$150 million (2.7%) was approved. This funding is not subject to cost share due to the ongoing difficulties of the Pandemic. \$4 million will be appropriated to MEP center operations.

Mr. Donohue moved on Hill Day Activities. The ASK this year consisted of:

- \$165 million for base MEP operations through CJS
- \$30 million for the development of a National Supply Chain Database through CJS
- \$50 million in COVID relief funds for continued economic recovery relief for manufacturers
- 16 million for enhanced cybersecurity services through DoD based on 2021 NDAA legislation

DCL – McGovern (D-MA) issued 3-18 \$245 million in support of MEP and DCL – Reed’ (R-NY) support is pending.

Mr. Donohue then thanked the following board members for their support with the following Congress members:

- Matthew Clark – Congressman Griffin

- John Downey – Congressman Cline
- Mark Foglia – Congresswoman Wexton
- Jim McEwan – Congressman Beyer
- John Mead – Congressman Good
- Bob Beckler from Temperpack along with Cole Baker (not board members) – Congresswoman Sanberger

Next, Mr. Donohue informed the board members of the Smart Mobile Technology Insertion ASK:

- \$10 million was allotted to Industrial Base and Sustainment (IBAS) unit in DoD
- Cornerstone OTA
- Succeeding years increasing ASK for expansion to other mid-Atlantic states
- Ultimately obtain line item in Navy budget – Warfare centers target

Mr. Donohue concluded by thanking the following people for their help with the Smart Mobile Technology insertion:

- Jeff Jaycox – All session
- Jay Balestri, MLT Systems – Congressman Whitman
- Charles Colonna, Colonna’s Shipyard – Congressman Scott
- Peter Bale & John Robinson SRS – Congressman Luria
- Mike Acquino & Victor Brannon, MHI Ship Repair – Congressman McEachin
- Ozzie Saeed, Tibercreek – Congressman Connolly
- Doug Frost, Dewberry – Senator Kaine

~Interim Succession Planning Update~

Mr. Moharrim began by updating the board members of the Interim Succession Planning Objectives, that are to assure continuity of the business, to provide for resiliency in the case of interim and /or long-term key employee losses, to allow for employees to develop recognized and supported career paths that are medium to long range in nature and to provide the Board guidance to execute their responsibilities as required.

Next, Mr. Donohue presented to the board members the GENEDGE Organization Chart, informing the board member of the recently filled and vacant positions.

Donohue concluded by informing the board members of the Interim Position Backfills, stating that through execution of the hiring and onboarding plans, all key position related skills will have been addressed by the end of the fiscal year (June 2021). These actions collectively have addressed significant gaps in operational resiliency. Our next update will address the customer facing personnel related risks.

~Financial Update~

Mr. Dawson began by reviewing the Operating Metrics YTD FY21 (eight months). Gross bookings were \$4,197,718. Gross billings totaled \$2,459,653. Net billings were \$776,050. Backlog was \$3,993,278 and net cash position was \$1,234,830.

Mr. Dawson next reviewed with the board the FTD FY21 (eight months) Proposal Pipeline stating that the number of proposals were 134, the number of contacts were 143 and the number of new manufacturers booked were 31.

Mr. Dawson concluded by reviewing the Results of Operations - Cash Basis FY2021 YTD (eight months).

~Status Update – CRM~

Mr. Young began the update by presenting Task Order #5 to the board members. He stated that the Rubia Group will engage the selected CRM platform (Salesforce), setting up an account for GENEDGE. Implementation planning and setup will be performed, including subtasks such as planning for GENEGE data migration from legacy systems, transformation of data, role definitions, system-to-system secure connections with the website/QuickBooks, and documentation. Selected apps will be installed, configured, and engaged appropriately and on-site and/or virtual training and training materials will be delivered to GENEDGE HQ staff and field staff/team members. The status of Task Order # five is “On Hold”.

Mr. Young concluded by reviewing the implementation of Salesforce solution, where we are and our way ahead. He stated that we will engage a new contractor to provide development and documentation support. That we will contract with the current configuration architect directly if/as required. The contractor will complete the functional process mapping and configuration plan by doing a gap analysis against the “as is” configuration relative to the process requirements. We will determine the rollout plan based on the timeline to complete the remaining configuration and application integration.

~Program Update~

Mr. Gagliano and Mr. Young presented the Accepted Company Updates:

Phase One:

Selling Product

Initially (including EUA) = 4 Current = 7

Phase 1 Commercialization

Phase 1 in Work = 5 Complete = 9

- Three awaiting company response

Program Status (through 3/15/2021)

GO Va Region	Total Applications	Pre-Assessment Mtgs	Total Assessments	New Assessments	Accepted Companies
1	2	2	2		2
2	2	2	2		2
3	4	4	1		1
4	6	6	5		5
5	4	4	3		3
6	1	1	1		1
7	2	2	2		2
8	2	2	2		2
9	1	1	1		1
Grand Total	24	24	19		19

Mr. Young concluded by presenting to the board members the developed criteria and ratings rubric and sector analysis for Phase 2.

~GENEDGE Listening Sessions Summary~

Mr. Jaycox informed the board members of the objectives and the approach for the listening sessions with GENEDGE associates. The sessions were intended to solicit feedback from the GENEDGE team on how the pandemic is impacting their individual lives and position.

~Practices Update~

Mr. Cerilli began by introducing the Operations Team – Practice Managers, to the board members. The team members are:

Jeff Shook – Automation & Advanced Manufacturing

Michael Levy – Strategy, Marketing & Communication

Roy Luebke – Engagement Manager

April Schmidt – Organizational Development

Lewis Bowman – Process Improvement

Nathan Sable – IT & Cybersecurity

Next, Mr. Cerilli spoke on Practice Solutions stating that addressing client needs is often less a solution from a particular practice area and more of a blend of several areas working together. For example, adding automation needs to also address cybersecurity while improving output can be a blend of process improvement and organizational development. Practice Managers work together to find the right client solution.

Mr. Cerilli concluded reviewing the Practice Area Spotlight – Organizational Development stating that Organization Development is a new practice for GENEDGE and has been successful around the National Network. Here is a sample of the offerings: Leadership Essentials – Part One; Leadership Essentials – Part Two; Emerging Leaders – Part One; and Emerging Leaders – Part Two.

~Public Comment and Adjournment~

Mr. Jaycox asked for public comment. There being no public comment Mr. Jaycox and Mr. Donohue thanked everyone for attending. Mr. Jaycox called for a motion to adjourn. The motion was made by Ms. Franco and properly seconded by Mr. Reid, and the meeting was adjourned.