

**Board of Trustees HYBRID Meeting  
Piedmont Virginia Community College  
501 College Drive  
Main Building 800 Wing, Room 835  
Charlottesville, VA 22902**

**Friday, September 18, 2020  
11:00 AM – 2:30 PM**

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

**Members Present**

Dr. John Downey  
Mr. Marc Foglia  
Ms. Tamea Franco  
Dr. Tiffany Franks  
Mr. Doug Frost  
Mr. Rick Gagliano  
Dr. Jackie Gill Powell  
Ms. Marilyn Hanover  
Dr. Brian Hemphill  
Mr. Jeff Jaycox  
Dr. Shannon Kennedy  
Mr. Jim McEwan  
Mr. John Mead  
Mr. Abdelkarim Moharram  
Dr. Wayne Stilwell

**Members Absent**

Dr. Makola Abdullah  
Mr. Peter Bale  
The Honorable Brian Ball  
Mr. Matthew Clarke  
Mr. Wesley Reid

**Representative Present**

Dr. Eileen Van Aken

**Representative Absent**

**Others Present:** Mr. Josh Dawson, Mr. Bill Donohue, Ms. Flora Hezel (Attorney General), Ms. Valerie Simpson, and Mr. Dean Young.

~Call to Order~

Mr. Jaycox called the meeting to order at 11:00 a.m. He welcomed everyone and thanked them for attending. Next Mr. Jaycox introduced Dr. Shannon Kennedy to the board members.

~Approval of Minutes~

Mr. Jaycox asked the board members to review the minutes from the September 18, 2020 meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, Mr. McEwan made a motion to accept the minutes, Mr. Mead properly seconded and the minutes were approved.

~Funding & Hiring Plan Execution~

Mr. Donohue began by informing the board of the four awards received by GENEDGE. They are the NIST MEP Cares Act, Retooling Virginia Manufacturers for Strategic Industries, NIST Cyber Security NOFO CAP, and the NIST Growth through MedAccred Phase 2 awards. Mr. Donohue also informed the board of the OEA Cyber Security – CMMC Integrations Phase 3 award that has been submitted.

Next Mr. Donohue reviewed the BBLM Org. Development Go Forward Plan as of September 11, 2020 followed by discussing the GENEDGE hiring execution. Mr. Donohue reviewed the following positions:

- Practice Managers
- Director, National Network Programs
- Director, Manufacturing Technology Center
- Project Managers, MTC (2)

Mr. Donohue concluded by stating that the Director, Manufacturing Center (MTC) and the MTC Project Manager positions were not approved at this time. However, he will be reviewing the positions with Wytheville Community College (WCC) at the end of September.

Mr. Dawson began by reviewing the Operating Metrics YTD FY20 Year End June 30, 2020. Gross bookings were \$3,872,771. Gross billings totaled \$3,512,353. Net billings were \$1,358,308. Backlog was \$1,041,172 and net cash position was \$1,798,498.

Mr. Dawson next reviewed with the board the FY20 Proposal Pipeline stating that the number of proposals were 224, the number of contacts were 237 and the number of new manufacturers booked were 65.

Next Mr. Dawson reviewed the Operating Metrics YTD FY21 (one month). Gross bookings were \$989,963. Gross billings total \$186,679, Net billings were 62,536. Backlog was \$1,917,065 and net cash position was \$2,700,257.

Mr. Dawson concluded by reviewing the bookings by program YTD FY21 (one month) and billings by program YTD FY21 (one month). He then discussed the proposal pipeline YTD FY21 (one month) stating that the number of proposals was 15, number of contracts booked were 12 and the number of new manufacturers was 2.

~Board Member Spotlight Veteran Initiatives, IALR & DCC~

Dr. Gill Powell and Mr. Mead presented to the board an overview of the Danville Community College and the Department of Defense Pilot Project which is one of the first Workforce Development programs selected by the DOD for the National Imperative for Industrial Skills initiative. The contract was awarded on August 21, to “Team Danville” led by IALR and DCC. It was comprised of Phillips Corporation, the Spectrum Group, and other partners from industry. It is a base year award with option years to test and evaluate ATDM as a potential model for a network of regional training centers across the U.S. to support the needs of the Defense Industrial Base for skilled workers in manufacturing. The project start-up phase begins in September with the first training programs planned for mid – 2021.

They concluded by stating that the project has over \$68 million of total investments. The training infrastructure consists of:

1. Career Connections
2. Community College
3. Dual Enrollment
4. Advanced Training

~GoVA Retooling for Strategic Industries Program Launch~

Mr. Donohue began by reviewing the Governance Advisory Committee with the board. He next informed the board of the Need stating it was to reduce supply chain risk and unfortunately, the Pandemic has made America aware of the health and security risks of import dependency for critical products and materials. Virginia is responding to this crisis to help existing industry pivot to produce Medical PPE and other Strategic products and materials.

Next, Mr. Donohue presented to the board the Need and Opportunity Initial that includes:

- Re-Tooling VA Manufacturers for Strategic Industries is the first statewide Go Virginia program ever launched
- Led by GoVA Region One, GENEDGE is the prime contractor.
- With nearly \$4.5 million of investments from the GoVA State board, NIST MEP, GENEDGE and Clients, this program will
  1. Help companies to enter and profitably serve new commercial markets where re-shoring products makes sense.
  2. Help VA healthcare providers diversify sourcing to reduce risks of supply disruption.

Mr. Donohue concluded by informing the committee of the need for a Chairperson for the committee. Ms. Franco nominated Mr. Gagliano. It was properly seconded by Mr. Jaycox. Mr. Gagliano accepted the nomination, and it was approved. Next, the roster for the committee was presented to the board with Mr. Gagliano as Chairperson, including Mr. Mead and Mr. Moharram.

Ms. Carrico next presented a virtual introduction to the Re-Tooling Program. She first spoke on the approach by stating that the program is governed by statewide advisory committee consisting of investor & partner organization representatives that report to GENEDGE Board of Trustees.

Next, Ms. Carrico stated that she is the Program Manager from E4S LLC, based in GoVA Region 1, supported by seven GENEDGE Regional Growth Managers, and Ashley Hudson, Admin. Manager.

Ms. Carrico concluded by reviewing the FY21-25 deliverables and the Phase One next steps.

~GENEDGE Compensation Plan Execution Update~

Mr. Moharram began by reviewing the Individual Performance Gain Plan, Execution vs. Budget. He stated that the FY2021 budget failed to account for range change and newer employees with greater opportunity for higher percent of increase.

Next, Mr. Moharram discussed the Driving Group Behaviors stating that clients served is proxy for market penetration. COVID-19 reporting rules from NIST may change. Impact is our aggregate NIST MEP scorecard. Building capability, concerns with third party management as we grow, affecting net promoter. Net cash assume increasing net client billings from \$1.385 MM to \$2.35 MM, which is a big challenge and an unbounded goal.

Mr. Moharram concluded by stating that the Executive Director Evaluation is in progress.

~MEP National Network Mid-Atlantic Regional Roundtable~

Ms. Franco, Mr. Gagliano and Mr. Reid discussed with the board the purpose and perspectives of the roundtable.

~Regional Board Listening Sessions~

Mr. Jaycox informed the board members that he was planning to meet with the entire GENEDGE staff to have informal discussions regarding issues they maybe facing regarding the Pandemic and their clients.

~Public Comment and Adjournment~

Mr. Jaycox asked for public comment. There being no public comment Mr. Jaycox and Mr. Donohue thanked everyone for coming and the meeting was adjourned.