

**Board of Trustees Virtual Meeting**

**Boars Head Inn & Resort  
Charlottesville, VA**

**Friday, March 18, 2022  
11:00 AM – 2:30 PM**

**Members Present**

Dr. John A. Downey  
Mr. Doug Frost  
Mr. Rick Gagliano  
Ms. Marilyn Hanover  
Mr. Jeffrey Jaycox  
Dr. Shannon Kennedy  
Mr. Gabriel LaMois  
Mr. John Mead  
Mr. Wesley Reid  
Ms. Karen Sorber  
Mr. Wayne Stilwell  
Mr. Kaushik Vashee  
Dr. Kristen Westover

**Members Absent**

Dr. Makola Abdullah  
Mr. Peter Bale  
Mr. Matthew Clark  
Mr. Marc Foglia  
Dr. Tiffany McKillip Franks  
Dr. Brian Hemphill  
The Honorable Caren Merrick  
Mr. Abdelkarim Moharram  
Dr. Bob Stolle

**Representative Present**

Dr. Eileen Van Aken (VT)  
Ms. Flora Hezel (AG)  
The Honorable David Reid (Commerce & Trade)  
Mr. Eric Weisel (Dr. Hemphill)

**Representative Absent**

Mr. Thomas Williams (NIST)

**Others Present:** Mr. Tony Cerilli, The Honorable Garrison Coward, Mr. Josh Dawson, Mr. Bill Donohue, 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 December 2021, meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. With there being no changes, Mr. Mead made a motion to accept the minutes. The minutes were properly seconded by Dr. Downey and approved.

~Guest Speaker, Delegate David Reid~

Delegate Reid began by introducing himself to the board members. He then discussed the Development Commission of which he is the Chair.

~Budget Execution, Finance Committee Upcoming Items~

Mr. Dawson began by reviewing the Operations Metrics FY22 (7 months). He stated that Gross bookings were \$1,859,277. Gross billings totaled \$2,550,556. Net billings were \$1,016,856. Backlog was \$3,766,512 and net cash position was \$768,743.

Mr. Dawson next reviewed the Booking and Billings by Program FY2022 (7 months). He continued by reviewing the Proposal Pipeline FY2022 (7 months), stating that the number of proposals were 155, the number of contacts were 129 and the number of new manufacturers booked were 27.

Mr. Dawson concluded by reviewing the Results of Operations – Cash Basis FY 2022 YTD (7 months).

~VEDP Supply Chain Partnership~

Mr. Schein began by stating that 12 manufacturing companies were accepted into the Supply Chain Optimization Program (SCOP) by VEDP in Fall 2021 which offers \$10,000 in reimbursable expenses for each participant to address supply chain challenges. He next informed the board that GENEDGE facilitated detailed assessments with each of the manufacturers to identify supply chain gaps and evaluate how GENEDGE could support them as part of the program. GENEDGE also partnered with VEDP to lead the program kick-off in January which included a brief workshop on supply chain risk management.

Mr. Schein concluded by informing the board of the VEDP SCOP next steps: 1) Scoping meetings, third party evaluations, and proposal development in progress, 2) Targeting kickoffs in April and May, and 3) Programs run through December 2022.

## ~Strategic Plan Framework, Board Engagement~

Mr. Donohue presented the Five Strategic Goals to the board, which are Promoting Financial Health, Expanding Services to Smaller Businesses, Increasing Market Awareness, Fulfilling Client, Customer, and Employee Needs, and Enhancing Strategic Partnerships. He next presented each goal, informed the board of the GENEDGE lead and then asked for board assistance.

## ~Strategic Imperative 3 Update – Operations Component~

Mr. Cerilli began by discussing the Operations Reorganization stating that it is a Leadership Team driven process prior to reviewing the plan to the GENEDGE Associates Meeting December 2022. He also stated that he is the Team Lead and it is facilitated by Mr. Schein and assisted by HR Business Solutions.

Mr. Cerilli concluded by presenting the GENEDGE Proposed Service Delivery Model and the Long-Term Vision and the Proposed Next Steps.

## ~Performance Management System, Committee Report~

Mr. Frost began by reviewing the Compensation Plan Drivers. He stated that GENEDGE has been challenged to hire given the current environment, as outlined in the Board's Strategic review planning process. That along with pandemic barriers is reducing our execution of net cash generation. Hostilities in Europe and elsewhere may continue that trend. However, the current forecast through end of year is very positive and achievable.

Next Mr. Frost stated that Employee retention is a concern as inflation is putting GENEDGE behind in keeping employees whole. Our 3% average increase in 2021 lagged the market by 2 to 3%, and we are not projecting a bonus payout for a second year. Those further impacts competitiveness in the job market.

Mr. Frost next informed the board that the proposed operations re-organization is designed to utilize funding to attract and retain direct and contact employees that can allow us to better execute the mission and budget and that we are projecting excess MEP funds unspent at the end of this year with currently approved budget plan.

Mr. Frost concluded by presenting the Compensation Plan Summary of Changes and discussed implementing a retention bonus of \$154,764.

Mr. Jaycox called made a motion to accept the accept the retention bonus. Dr. Downey made the motion to accept, it was properly seconded by Mr. Reid and the motion was approved.

~GoVA Retooling Update~

Mr. Gagliano began by bringing the board members up to speed on what is currently happening with the program.

Next, Mr. Young presented the Phase 1 – Year 1 Status. He stated that the Commercialization Planning is complete. He next said that the companies receiving support services have all final contract in place, the GOVA program support closed with 17 customers with three remaining open. The open work may include multiple items.

He then reviewed the Phase 2 application stating that the program is extended through December 2022, however, there will not be any new companies.

Mr. Young concluded by viewing the companies by region.

~Funding, Opportunities, Wins, Business Calendar~

Mr. Donohue began by introducing the Federal Budget proposed and Enacted. He next stated the State Budget is still in consideration.

He next stated that the DoD Investments Cyber Security objectives are to build out the Virginia Cyber Security commercial provider cluster through an expansion of services via the MEP National Network as a Distribution system. To complete our work in developing a long-term platform solution to provide best in class assessment, risk management planning and Cyber security compliance plans to the CMMC 2.0 framework, to continue to serve the VA DoD community. And to Migrate Cyber Security services to a standard MEP service offering across the US.

Mr. Donohue concluded by briefing the board of the objectives of the EDA BBB Grant Program. He stated that the objectives are to accelerate the development of the world’s first integrated cluster supporting the integrated production of drugs using continuously produced active pharmaceutical ingredients. He stated that the GENEDGE Scope is to support the development of a diverse supply chain to support the immediate and medium term needs of the cluster. Wherever feasible, source / develop those suppliers from the Richmond – Petersburg metroplex, secondarily Virginia, tertiary the United States, and if necessary, Global. To develop and deploy the first application of the DoD DFARS NIST 800-171 CMMC 2.0 Cyber Security Requirements to an FDA regulated supply chain.

~Public Comment and Adjournment~

Mr. Jaycox called 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. A motion was made, properly seconded, and the meeting was adjourned.