

Board of Trustees Meeting

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

**Friday, March 17, 2023
11:00 AM – 2:30 PM**

Members Present

Mr. Marc Foglia
Mr. Doug Frost
Mr. Jeffrey Jaycox
Dr. Shannon Kennedy
Mr. Gabriel Lamois
Mr. Alexander Marcus
Mr. Abdelkarim Moharram
Ms. Lisa Papini
Mr. Wesley Reid
Hon. G. Bryan Slater (virtual)
Ms. Karen Sorber
Dr. Wayne Stilwell (virtual)
Dr. Eileen Van Aken
Dr. Jerry Wallace
Dr. Kristen Westover

Representative Present

Mr. Conway Haskins (Dr. Bob Stolle)
Ms. Flora Hezel (AG)
Mr. Andrew Nobleman (NIST)

Members Absent

Dr. Makola Abdullah
Mr. Matthew Clarke
Mr. Rick Gagliano
Hon. Aimee Guidera
Dr. Bob Stolle (Rep)
Mr. Kaushik Vashee

Representative Absent

Others Present: Dr. Cheryl Carrico, Mr. Tony Cerilli, Mr. Josh Dawson, Mr. Bill Donohue, Dr. John Downey, Mr. Teddy Martin, 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 asked Ms. Simpson to call the roll to establish a quorum. A quorum was verified by Ms. Simpson, so Mr. Jaycox called the meeting to order at 11:15 A.M.

Approval of Minutes~

Mr. Jaycox asked the board members to review the minutes from the December 2022 meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. Ms. Sorber pointed out a few grammatical errors and Ms. Simpson agreed to make the corrections. Mr. Jaycox then called for a motion to accept the minutes. The minutes were properly seconded by Ms. Sorber and were approved.

~New Board Meeting Attendance Procedures~

Mr. Donohue by stating that the new policies were emailed to the Trustees prior to the meeting and that hard copies were included in the meeting packet. He then turned the floor over to Ms. Hezel.

Ms. Hezel reiterated the policies to the Trustees and informed them to feel free to raise any questions or concerns that they may have with the current enforced policies.

She next informed the Trustees of the two policies that were chosen at the December meeting. The first policy is regarding remote attendance for board members due to their distance from the meeting location, or substantial conflicts. This requires notifying the board chair of the request. This may be invoked up to twice a year and is subject to a quorum being physically present that can vote on accepting the request. The second policy is an all-virtual meeting policy. Virtual meetings can be scheduled up to two times in a calendar year. Virtual meetings can be called for a variety of reasons, including convenience. They cannot be held back-to-back. Members of the board may choose to gather at a publicly accessible location if they desire, coincident with a virtual meeting.

Ms. Hezel concluded that due to these new policies, GENEDGE is choosing to make all meetings accessible through electronic attendance. Materials to be covered (unless exempt) including the agenda will be available as an attachment to the meeting notice, including being posted on the Commonwealth calendar.

~FY23 Meeting Dates~

Next, Ms. Simpson informed the board of the FY23 meeting dates:

- June 16
- September 15
- December 1

Ms. Simpson concluded by stating that the venues are “to be determined”.

~FY22 Financial Update, FY23 Plan (7 months) ~

Mr. Dawson began by reviewing Operating Metrics FY23. He stated that Gross bookings were \$4, 341,765. Gross billings totaled \$3,398,782. Net billings were \$1,009,098. The backlog was \$2,938,010 and net cash position was \$1,751,473.

My Dawson next reviewed the Proposal Pipeline YTD FY23 (7 months). He stated that the number of proposals was 71, the number of contracts booked was 74, and the number of new manufacturers booked was 3.

Mr. Dawson concluded by reviewing the results of Operations cash basis for FY 2023 YTD (7 months).

~Finance Committee Audit Report~

Mr. Dawson and Ms. Sorber informed the board members that they met on January 31, 2023, to discuss the Audit findings. She stated that Mr. Joachim review the audit objectives and stated that an audit of the financial statements of the governmental activities and the business type activities of A. L. Philpott Manufacturing Extension Partnership d/b/a GENEDGE Alliance (GENEDGE) as of and for the year ended June 30, 2022, was conducted.

Mr. Jaycox called for a motion to accept the audit report. Ms. Sorber made a motion to accept. Mr. Frost seconded and the audit report was accepted.

~ MEP RFI Supply Chain~

Mr. Nobleman began by informing the board members of the MEP Expansion Awards Pilot Program National Supply Chain Optimization and Intelligence Network Request for Applications (RFA). He stated that the Expansion Award is intended to expand existing MEP Center and Network capabilities and capacity to provide Supply Chain Optimization services to U.S. small and medium manufacturers.

Next Mr. Nobleman stated that the Expansion award will also establish a National Supply Chain Intelligence Network that will support supplier scouting services, rigorously assess and analyze domestic manufacturing capabilities, expand each MEP Center’s knowledge about its local manufacturing ecosystem, and build an integrated knowledge of U.S. supply networks.

Mr. Nobleman concluded by informing the board that they can find more information on the RFA at <https://www.nist.gov/mep/nist-mep-expansion-awards-pilot-program-meapp>.

~Emerging Business, CONNEX Marketplace~

Mr. Young began stating that “Emerging” Businesses have different needs and require different approaches to better serve them. We are focused on strategic initiatives to improve service delivery and market share to this under-represented segment of our client base. A recent market research study conducted with small, medium,

and large manufacturers in the Commonwealth of Virginia highlighted specific obstacles to growth, competitive edge, and innovation. He next stated that our solution is The GENEDGE Alliance, made for manufacturers by manufacturing industry experts, give helpful resources, content, and tools to help find the results needed.

Mr. Young concluded by stating that members from across the Commonwealth of Virginia can join the GENEDGE Alliance at no cost provided they meet three basic requirements: 1) members must be acting on behalf of or as an employee of a manufacturing supply chain company located in Virginia. Initial membership will be limited to members of these companies. 2) Members agree to provide valid and current company and contact information as required to validate their client status, provide offered services, and generate the member account. 3) The members acknowledge that the GENEDGE Alliance is a publicly supported program and agrees to cooperate in surveys and other evaluation methods required by our sponsors for reporting to evaluate the program's effectiveness.

~ Operations Update – Hiring & Process Improvement~

Mr. Cerilli began by presenting the GENEDGE Organizational Chart to the board members. He pointed out the open positions throughout the company. He next introduced his new hire, Mr. Bert Eades, Business Services Director for Operations Support.

Next, Mr. Cerilli gave the board an Operation Update for Process Improvement. He informed them of the upcoming in-person training events. He also informed them of the Online Learning tool, Tooling U.

Mr. Cerilli concluded by discussing Content Creation stating that GENEDGE is working with Catalyst Connection to convert document-based training content into engaging Computer Based Training Series.

~Strategic & Operational Updates~

~Mobile Technology Insertion Program (MTIP)

Mr. Schein began by reviewing the MTIP program with the board members. He stated that MTIP presents a unique approach to support small and mid-sized businesses to adopt advanced manufacturing and automation technologies in order to provide higher returns on investment, recapitalize the industrial base, improve production skills and retention, and address workforce shortages.

Mr. Schein concluded by informing the board that MTIP is awaiting Government feedback on the proposal. He concluded by informing the board members that the response is expected by the end of 2022. He stated that GENEDGE is still awaiting the award and is still continuing efforts to secure the funding in FY24 that was due in the first quarter of 2023.

~VEDP Supply Chain Optimization Program (SCOP)~

Mr. Schein began by stating that the program has doubled for 2023. Twenty manufacturing companies were accepted into the Supply Chain Optimization Program (SCOP) by VEDP in the Fall of 2022 which offers \$10,000 in reimbursable expenses for each participant to address supply chain challenges. He next stated that GENEDGE conducted an online survey to evaluate supply chain needs for each of the manufacturers and provided a detailed summary including project recommendations.

Next Mr. Schein informed the board members that GENEDGE partnered with VEDP under an- MOU to lead the program kick-off in January which included a brief workshop on supply chain risk management. He next mentioned that seven participating firms have confirmed supply chain projects with six being new to GENEDGE.

Mr. Schein concluded by informing the board members of the VEDP SCOP next steps which are:

- Project kickoffs, scoping meetings, and proposal development in progress with twelve participating firms
- Continued development of third parties
 - two additional third parties recently vetted to manage capacity and added logistics capabilities
- The program runs through December 2023

~ HR Committee Report~

Mr. Martin began his presentation to the board members by stating what the HR and Comp PlanFY2024 does not include which is 1) No range changes, 2) No contextual changes in how the plan operates, and 3) No change in the Individual Development Plan or Review templates.

Mr. Martin concluded by informing the board of what the plan does include, 1) Changes to the timing of key events, 2) Better alignment with budgeting and execution, and 3) Language clarification.

Mr. Jaycox called for a motion to accept approval of the HR & Compensation Plan changes. Dr. Kennedy made a motion to accept. Ms. Sorber seconded, and the HR & Compensation Plan changes were accepted.

~State and Federal Initiatives~

Mr. Donohue began by informing the board members of the General Assembly visits in February. He stated that meetings were held with nearly all of the members. He then thanked the Regional Growth Managers (RGM's) and Mr. Dean Young for their efforts. Mr. Donohue mentioned that several GENEDGE customers also participated in the meetings, and it is intended to expand customer visitation next year along with board members.

Next Mr. Donohue informed the board members of the Congressional Visits that took place during Hill Day in March. He stated that this years visits were in-person and he thanked Mr. Lamois and Mr. Dawson for accompanying him.

Mr. Donohue next reviewed the Impact Reporting with the board members. He relayed that substantial progress was made in the last two quarters from a new procedure being issued and that a Market penetration fix was underway.

Then Mr. Donohue reviewed the 8th Year Peer Review results with the board members stating that the review was completed on February 21, 2023, by the Baldrige Management System which is utilized by the MEP to evaluate all National Network centers. He stated that Mr. David Boulay, Director of the Illinois center was the panel chair. Other center Directors attending included Mr. Matt Watson, New York center, and Mr. Steve Hatten, Idaho center. Jeff Jaycox was the board representative and the GENEDGE Leadership Team participated. The review was managed by Mr. Mark Schmit with multiple participants from NIST MEP in attendance, including Mr. Nobleman, our Regional Manager and Ms. Brooke Linehan, our FPO. Mr. Donohue next informed the board members that while the final report was pending, he received a call from the NIST Director Pravina Raghavan on Thursday, March 16, whom complemented the team on an excellent session. Satisfactory completion is required to be eligible to compete for a new ten-year agreement in FY2025.

Mr. Donohue concluded by informing the board members that the Office of the Inspector General (OIG) issued a report this week on MEP execution of cooperative agreements. He stated that the review covered multiple centers including GENEDGE. Concerns were raised regarding use of unexpended Program Income (fees) throughout the award period, executive compensation, and oversight of potential conflicts of interest (GENEDGE related work for board members). NIST refuted all claims made by the OIG and is developing a response plan. GENEDGE plans to work with the Executive Committee and counsel, if needed, as this situation progresses.

~Public Comment and Adjournment~

Mr. Jaycox called for other items and public comment. There being none, Mr. Jaycox and Mr. Donohue thanked everyone for attending. Mr. Jaycox called for a motion to adjourn. A motion was made and properly seconded and the meeting was adjourned.