

**The Boars Head Inn  
Charlottesville, VA**

**Friday, March 8, 2024  
11:00 AM – 2:30 PM**

**Members Present**

Mr. Matthew Clarke  
Dr. Tracy Fitzsimmons (virtual)  
Mr. Rick Gagliano  
Mr. John Gaskins  
Mr. Jeffrey Jaycox  
Mr. Gabriel LaMois (Gab)  
Mr. Alexander Marcus (Alex)  
Mr. Abdelkarim Moharram  
Ms. Lisa Papini  
Mr. Wesley Reid (Wes)  
Ms. Cathy Roberts  
Ms. Karen Sorber  
Dr. Wayne Stilwell  
Dr. Eileen Van Aken  
Mr. Kaushik Vashee  
Dr. Jerry Wallace  
Dr. Kristen Westover

**Members Absent**

Dr. Makola Abdullah  
Hon. Joseph Benevento (Joe) (Rep)  
Mr. Marc Foglia  
Hon. Aimee Guidera (rep)  
Dr. Quentin Johnson  
Hon. G. Bryan Slater

**Representative Present**

Hon. Nicholas Kent (rep for Hon. Guidera,  
virtual)  
Mr. Conaway Haskins (rep for Mr. Benevento,  
virtual)  
Ms. Flora Hezel  
Dr. Dawit Halle (rep for Dr. Abdullah)

**Representative Absent**

Mr. Andrew Nobleman (NIST)

**Others Present:** Ms. Brenda Bowman, Mr. Tony Cerilli, Mr. Josh Dawson, Ms. Cindy DeOms, Mr. Bill Donohue, Mr. Teddy Martin, Mr. Scott Schein, and Ms. Valerie Simpson.

~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. Ms. Simpson verified that there was a quorum, and Mr. Jaycox called the meeting to order at 11:05 A.M.

~Approval of Minutes

Mr. Jaycox asked the board members to review the minutes from the December 2023 meeting. Mr. Jaycox next asked for any additions, corrections, changes, or discussion to the minutes. A correction was made to page two of the minutes. The date was correct to September. Mr. Jaycox then called for a motion to accept the minutes. A motion was made to accept the minutes and they were properly seconded, and the minutes were approved.

~FY24 Meeting Dates~

Ms. Simpson informed the board of the 24 meeting dates:

March 8

June 14

September 20

December 6

Ms. Simpson concluded by stating that the venues are TBD (to be determined).

~Election of Officers~

Ms. Sorber, who served as the chair of the nominations committee, presented the new slate of officers to the board members. The officers are as follows:

Mr. Gabriel LaMois, Board Chair, and Executive Committee Chair

Mr. Wesley Reid, Vice Chair

Mr. Alex Marcus, Human Resources & Compensation Committee Chair

Ms. Lisa Papini, Finance Committee Chair

Ms. Sorber concluded by making a motion to accept the new slate of officers. Mr. Kaushik seconded the motion, and the new officers were instated, and the board chair was rotated from Mr. Jaycox to Mr. LaMois.

~Financial Updates~

Mr. Dawson began by reviewing Operating Metrics YTD FY24 (7 months). He stated that Gross bookings were \$2,716,502. Gross billings totaled \$1,584,865. Net billings were \$922,179. The backlog was \$2,549,377 and net cash position was \$1,386,228.

Mr. Dawson next reviewed the billings by program YTD FY24 (7 months), bookings by program YTD FY24 (7 months) and the Proposal Pipeline YTD FY24 (7 months). He stated that the number of proposals was 66, the

number of contracts booked was 44, and the number of new manufacturers booked was 7. Next, he reviewed the results of Operations cash basis for FY 2024 (7 months).

Mr. Dawson concluded this by reviewing an IT security incident review with the board members. He stated that a user account was compromised because of clicking on a link in a phishing email. They payload likely delivered by a file that was downloaded and opened. A full investigation is ongoing and the device has been isolated and taken out of service. It does not appear to meet the threshold for mandatory reporting to DoD. Steps were taken to protect the user account from further activity (password change, signed out of all sessions, new device, log reviews etc.) Efforts are underway to ensure the incident does not happen again. This includes but is not limited to changes to conditional access and anti-spam policies that better handle messages with strengthen security and close potential loopholes.

~Security Waiver~

Ms. Bowman, GENEDGE Security Officer, presented and explained the security waiver to the board members. Dr. Westover then called for a motion to accept the waiver and it was seconded by Mr. Marcus and approved.

~ Client Services Update~

Mr. Schein began by informing the board of the Client Development Plan: Evaluation and Planning Phase. He stated that the campaign preparation period was from October 30 to November 17, 2024. The campaign preparation consisted of developing a target list of 50 prospects for each region, scheduling at least three referral partner meetings in weeks prior to Thanksgiving, revising the client development playbook as a team, drafting regional development plans, and with Mr. Schein being focused on marketing, partnerships, third party benchmarks and content generation.

Next Mr. Schein informed the board members that the Client Development Campaign period was from November 27 to February 23, 2024. This plan consisted of five value-added and documented weekly engagements, value-added follow ups, and Salesforce documentation.

Mr. Schein next spoke on the Post-Campaign Evaluation stating that this took place February 26 – 28, 2024, and the Go Forward Plan for the Remainder of FY 24 began on March 1, 2024.

Mr. Schein concluded by informing the board members of what is expected post-campaign. He stated that GENEDGE will continue to maintain minimum standards for weekly client engagement, to develop referral partners, broaden attendance and GENEDGE presence at regional trade and business events, increase in trainings and training offerings, that regional ride-a longs and weekly one-on-one meetings will continue, that we will deepen our Salesforce usage in new ways to drive our work and engage clients, and we will increase our expectations that all Regional Growth Managers are teaming up with client services for client development when client needs dictate.

~State and Federal Funding~

Mr. Donohue began by reviewing State Funding. He informed the board members of the budget amendments that were sponsored by Delegate Betsy Carr and Senior Creigh Deeds. He stated that the House approved the budget at \$500K per year pending conference for services expansion. The Governors office was advised of the request and Senator Lashrese Aird was the driving the adoption of the amendment.

Mr. Donohue concluded this by reviewing Federal Funding. He stated that the flat funding I Omnibus Bill was \$175MM for the FY 2025. There was a \$275 MM increase.

~Human Resources and Compensation Committee Report~

Mr. Martin by informing the board members that a compensation study was completed by HR Business Solutions in February of 2024. They previously completed a study for GENEDGE in 2022, and findings from that study were adopted in the current Performance Management System.

Mr. Martin next stated that a review of all positions for Market/Inflation Impact with the focused review of direct positions including the CEO, COO, VPs, Engagement Managers, Business Services Directors, and Regional Growth Managers, was conducted. It was found that the most common median adjustment was 8% (Engagement Managers/Business Services Directors, Administrative positions: aligns with inflation). The Management adjustment analysis included a non-supervisory position in Vice President band that was removed. The analysis included a supervisory position for Business Services Director/Engagement Manager that was removed. These are the only adjustments recommended to HR Business Solutions proposed ranges.

Next, Mr. Martin reviewed the In-Band Adjustments with the board. He stated that the review of impact of proposed range changes indicated no too minimal need for in-band adjustment. Most employees are positioned well with medians, not low in salary bands. Those lower in salary bands are recently promoted or hired. Therefore, financially, the impact of the proposed range changes is minimal.

Mr. Martin concluded by stating that the GENEDGE Human Resources and Compensation Committee have approved recommendations to the full board to incorporate salary range changes to the Performance Management System.

Ms. Sorber called for a motion to approve the proposed salary band adjustments. The motion was seconded by Mr. Reid, and it was approved.

~Programs Updates~

Mr. Cerilli began by informing the board members of the Virginia Economic Development Partnership (VEDP) Supply Chain Optimization Program (SCOOP) 2024. He stated that GENEDGE was assisting VEDP to help Virginia companies evaluate and streamline their supply chain management and import processes. This program provides counseling, strategy development, and resources to improve performance and reduce costs.

Next Mr. Cerilli reported on Medical Manufacturers MedAccred Accreditation Pathway (MedMMAP) – Phase 3 stating that we are assisting the US Med Tech supply chain to improve patient safety, reduce cost, improve

global competitiveness. MedMMAP assists by providing pre-assessments for MEDACCRED Accreditation. Phase 3 adds per-audits for ISO 13485 certification and quality and supply chain training. Ten MEP National Network Centers are partnering with the initiative. GENEDGE provides program management and works with the Performance Review Institute (PRI), who administers the industry managed MedAccred program, the FDA, NIST MEP, and Med Device OEM, to accelerate MedAccred adoption.

Mr. Cerilli continued by reviewing the Reconfigure Virginia’s Manufacturers for Modernization Program (Re-VAMMP). He stated that this program supports the Defense Industrial Base’s adoption of metal additive manufacturing in Virginia. The program is funded out of the U.S. Department of Defense Office of Local Defense Community Cooperation (OLDCC) and administered by the Virginia Tech Department of Mechanical Engineering.

Mr. Cerilli concluded this by reviewing the Line of Business Programs. The Programs Dashboard consists of understanding, measuring, and monitoring Key Performance Indicators (KPI’s) that reflect the Programs Line of Business (LOB) Performance. He stated that the metrics of programs are different than client services when monitoring daily to monthly due to the low volume and long duration of Programs. While the pipeline is key in client services, execution is the focus of the Programs team. In the process of evaluating how to measure the key metrics, using the Salesforce system, which effectively and accurately by design is focused on the sales cycle and less so on execution. Some custom enhancement work has already been completed.

~Developmental Programs Pipeline~

Mr. Donohue began by sharing the Programs/House Accounts Pipeline with the board members and talked about the funded NSRP Initiative, including the Strategic Participants, the Mid-Atlantic Center, and the Virginia Robotic Acceleration Initiative.

He also informed the board members of the Virginia Smart Manufacturing Accelerator Hub that will be located in Adams North, Petersburg, VA, in a mixed facility. the VSMA Hub will house the DOE and DOD funded programs that improve competitiveness of VA manufacturers and DIB through Smart Manufacturing assessment, implementation, and product development incubation services. The proposed location is Pad 1B, Top Floor, adjacent to the new advanced pharma training facility.

Mr. Donohue concluded by informing the board members of the Ford Class Aircraft Carrier AWE Construction program, stating that GENEDGE is delivering a game changer technology platform to accelerate installation, grooming, and certification of advanced weapons elevators and they provide AWE Manual Operations Solutions for in-service carriers at no additional capital cost.

~Organizational Changes~

Mr. Donohue began by sharing a list of the board members broken down by Government, Higher Education Members, Manufacturing members, and Board Advisors indicating which member was from a small manufacturing firm, a technology community, and an ex-officio member.

Mr. Donohue next informed the board members of the pending GENEDGE position additions which are:

- IT Specialist
- Fredericksburg area client services resource
- Three Permanent team leader positions (collateral duty) to assist in Client Services and Programs
- Virginia Smart Manufacturing Accelerator Petersburg based Director (Pending DOE awards)
- Digital Twin Project Manager
- Training/Development Coordinator
- Part time Cobotic Welding Instructor (pending NSRP award)

Next, and in conclusion, Mr. Martin presented to the board, what a Google search shows when searching for GENEDGE and then presented the proposed HQ Facility at the New College Institute (NCI) in Martinsville.

~Other Items, Public Comment and Adjournment~

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