

**QTS: 6000 Technology Boulevard  
Sandston, VA 23150  
Friday, September 20, 2024  
11:00 AM – 2:30 PM**

**Members Present**

Mr. Joseph Benevento (Joe)  
Dr. Tracy Fitzsimmons (virtual)  
Mr. Rick Gagliano  
Dr. John Gaskins  
Mr. Jeffrey Jaycox (virtual)  
Dr. Quentin Johnson (virtual)  
Mr. Gabriel LaMois (Gabe)  
Mr. Alexander Marcus (Alex)  
Mr. Abdelkarim Moharram (virtual)  
Ms. Cathy Roberts  
Ms. Karen Sorber  
Dr. Wayne Stilwell (virtual)  
Dr. Eileen Van Aken (virtual)  
Dr. Kristen Westover (virtual)

**Members Absent**

Dr. Makola Abdullah  
Mr. Matthew Clarke  
Mr. Marc Foglia  
Hon. Aimee Guidera  
Ms. Lisa Papini  
Mr. Wesley Reid (Wes)  
Hon. G. Bryan Slater  
Mr. Kaushik Vashee  
Dr. Jerry Wallace

**Representative Present**

Ms. Flora Hezel  
Mr. Andrew Nobleman (NIST) (virtual)

**Representative Absent**

**Others Present:** Mr. David Bartlow, Dr. Cheryl Carrico, Mr. Tony Cerilli, Mr. Victor Cobilean, Mr. Joseph Cruz (VCU), Mr. Bob Dahlberg (VCU), Mr. Josh Dawson, Ms. Cindy DeOms, Mr. Mr. Bill Donohue, Mr. Carl Dobson (VCU), Ms. Valerie Frazier, Ms. Zena Hollinger (VCU), Mr. Tihomir Hristov (VCU), Dr. Milos Manic (VCU), Mr. Teddy Martin, Mr. David Oglethorpe (VCU), Ms. Jeanette Stevens-Cunningham, and Mr. Sam Wolford.

~Call to Order~

Mr. LaMois welcomed everyone and thanked them for attending. Next Mr. LaMois asked Ms. Frazier to call the roll to establish a quorum. Ms. Frazier verified that there was a quorum, and Mr. LaMois called the meeting to order at 11:00 A.M.

Next, Mr. Donohue introduced Dr. Milos Manic, Virginia Commonwealth University, Commonwealth Center for Advanced Computing (CCAC) Director stating that Dr. Milos will be presenting later.

~Approval of Minutes

Mr. LaMois asked the board members to review the minutes from the December 2023 meeting. Mr. LaMois next asked for any additions, corrections, changes, or discussion to the minutes. It was noted that Ms. Sorber sent grammar corrections to Ms. Frazier. Ms. Frazier stated that the corrections would be made. Mr. LaMois 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.

Next, Mr. Donohue presented the minutes from the Virginia Smart Manufacturing Accelerator (VSMA) kick-off meeting. The meeting was held on August 23, 2024. After giving the board members time to review the minutes, Mr. LaMois called for a motion to accept the minutes. A motion was made to accept the minutes, and they were properly seconded, and the VSMA meeting minutes were approved.

~Virtual and Remote Policy Updates~

Ms. Hezel began by stating that the General Assembly passed new changes that apply to the board. These virtual and remote participation policies revisions need to be adopted by the board. She next stated that the change was in the policy language. The wording was changed to give caregivers to a family member the ability to attend all meetings virtually. It also gives board members that have a medical condition or disability to attend all meetings virtually. If these conditions occur, the board member is counted as attending in person and may vote in any matter where voting is required.

Ms. Hezel concluded by informing the board that the policies now state that if a board member lives more than 60 miles from the meeting site, they may attend all meetings virtually.

Mr. LaMois then called for a motion to accept the minutes. A motion was made to accept the changes to the policies. The motion was properly seconded, and the policy changes were approved.

~Commonwealth Center for Advanced Computing (CCAC) Introduction and Tour~

Dr. Manic began by introducing his staff and presenting their organization chart to the board member. He next spoke on CCAC's background stating that they are chartered to provide a capability to strategically assemble and balance resources to enable large-scale data analytics/AI coupled to a multi-tenant, highly configurable, world-class, networked technology that permits ultralow latency, big data computing for education and collaboration on a large scale.

Dr. Manic concluded by informing the board members that his team was taking them on a tour of their facility.

~Manufacturing Extension Partnership (MEP) Cooperative Agreement Update~

Mr. Donohue began by stating that the MEP National Network agreement consists of a 5-year base plus 5-year option, \$40 to \$60 million total, 50% cost share and there will be new MEP terms and conditions. Next, he stated that the term changes include trading as VAMEP.org, the director must be a full-time employee, it requires a formal succession program with specific individuals developed, however these term changes are being contested.

Next, Mr. Donohue stated that winning the recompetes would help GENEDGE expand from two university designs teams (VT and ODU) to four who would be set up as subrecipients. We are looking at VCU Department of Engineering and Liberty University Department of Engineering to be our new partners.

Mr. Donohue concluded by stating that winning the recompetes would help to greatly expand GENEDGE having interns focused in marketing, direct services, labs, and information systems. We would be able to help manufacturers utilize the Virginia Top program, provide enrichment of why working for Virginia Manufacturers matters, and be designed to retain graduates in the Commonwealth.

~Financial Update ~

Mr. Dawson began by reviewing Operating Metrics YTD FY24). He stated that Gross bookings were \$6,138,156. Gross billings totaled \$3,134,891. Net billings were \$2,000,718. The backlog was \$4,402,675 and net cash position was \$740,110.

Mr. Dawson next reviewed the billings by line of business FY24, billings by program for FY24, bookings by line of Business FY24, bookings by program FY24, and Proposal Pipeline FY24. He stated that the number of proposals was 222, the number of contracts booked was 163, and the number of new manufacturers booked was 31. Next, he reviewed the results of Operations on a cash basis for FY 2024.

Mr. Dawson next reviewed Operating Metrics FY25 YTD (2months). He stated that Gross bookings were \$1,856,457, Gross billings were \$257,475, Net billings were \$157,309. The Backlog was \$5,824,569, and the net cash position was \$1,547,840.

Mr. Dawson concluded by reviewing the billings by program FY25 YTD (2 months), bookings by line of business FY25, bookings by program FY25 YTD (2 months), and the proposal pipeline FY25 YTD (2 months). He stated that the number of proposals was 25, the number of contracts booked was 17, and the number of new manufacturers booked was 2.

## ~Performance Management~

Mr. Marcus began informing the board that they were going to speak on annual increases, criteria for a special mid-year bonus, and forming an organizational structure committee. He next spoke on the Performance Management System execution stating that the six new hires excluded from the evaluation process due to them being hired less than a quarter. Finally, he stated that the analysis does not include the Executive Directors review.

Mr. Marcus and Mr. Martin next presented the Mid-Year Bonus criteria to the board members. He stated that the total budgeted pool is \$100,000. Organizationally we want to strengthen policy, procedure, and culture through updates to and reaffirmation of values (BBLM), employee handbook, and operations manual. These fundamentals align with MEP Cooperative Agreement and organizational structure efforts. These require significant effort across functions throughout the organization. As individuals, we're hoping to foster positive contributions to what was stated above as well as to achieve Performs or Outstanding Midterm Evaluation scores.

Mr. Marcus concluded by informing the board members of the Organizational Structure Committee. He stated that the members will consist of Mr. Marcus, HR & Compensation Chair, Mr. LaMois, Board Chair, and former board member Mr. Doug Frost, Frost Consulting.

Next, Mr. Marcus stated that this will be an anticipated 10-week project including board and senior leadership input in: organizational assessment, review of NIST MEP program changes, evaluation of consolidation and realignments, financial and legal considerations, succession planning, strategic development of proposed structures for success of MEP program and GENEDGE primary service offerings as well as meeting Commonwealth's business requirements and positioning GENEDGE for evolving opportunities.

Mr. Marcus concluded that culmination of recommendations for Framework for organizational structure and succession planning is slated for review at the December board meeting.

## ~GENEDGE and COVA Alignment Needs~

Mr. LaMois began by addressing the identity confusion with Administration and the General Assembly stating that the objectives are to eliminate any confusion within Virginia House and Senate committees regarding GENEDGE's unique status and to address potential confusion regarding Patrick & Henry Community College's relationship with GENEDGE, which is contractual in nature for fiscal agent services.

Mr. LaMois and Mr. Donohue concluded the discussion by stating that ultimately GENEDGE needs to be designated as a State Agency due to facility needs to support our growing VSMA suite of services that are positioned to best serve our customer base. They next stated that the GENEDGE Board Executive Committee is working with the Secretary of Education's Deputy, Nicholas Kent, to evaluate the longer term best fit for GENEDGE within the government.

~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.