

**GENEDGE BOT Meeting Minutes**  
**Forum Hotel Kimpton; 540 Massie Road**  
**Charlottesville, VA 22903**  
**Friday, December 6, 2024**  
**11:00 AM – 2:30 PM**

**Members Present**

Dr. Makola Abdullah (rep)  
Mr. Matthew Clarke  
Dr. Tracy Fitzsimmons (v)  
Mr. Rick Gagliano  
Dr. John Gaskins  
Mr. Jeffrey Jaycox (v)  
Gabriel LaMois (Gabe)  
Mr. Alexander Marcus (Alex)  
Mr. Denny McDermott  
Mr. Abdelkarim Moharram (v)  
Ms. Lisa Papini  
Mr. Wesley Reid (Wes)  
Ms. Karen Sorber  
Dr. Wayne Stilwell  
Mr. Kaushik Vashee (v)

**Members Absent**

Mr. Joseph Benevento  
Dr. Marcia Conston  
Hon. Aimee Guidera  
Dr. Quentin Johnson  
Ms. Cathy Roberts  
Hon. G. Bryan Slater  
Dr. Eileen Van Aken

**Member Designees Present**

Dr. Dawit Haile (rep. for Dr. Abdullah)

**Member Designees Absent**

The Hon. Nicholas Kent (rep. for Hon. Guidera)

**Others Present:** Mr. David Bartlow, Ms. Brenda Bowman, Dr. Cheryl Carrico, Mr. Tony Cerilli, Mr. Josh Dawson, Ms. Cindy DeOms, Mr. Mr. Bill Donohue, Ms. Valerie Frazier, Mr. Doug Frost, Ms. Flora Hezel (AG), Ms. Carrie Hines (ASMC), Mr. Teddy Martin, Mr. Dan Miemczewski, Mr. Andrew Nobleman (NIST), Mr. Jeff Shook, and Ms. Jeanette Stevens-Cunningham.

~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 11:01 A.M.

~Approval of Minutes~

Mr. LaMois asked the board members to review the minutes from the September 2024 meeting. Mr. LaMois next asked for any additions, corrections, or changes 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.

~Meeting Dates for 2025~

Ms. Frazier presented the proposed meeting dates for 2025. The dates are as follows:

March 21

June 13

September 19

December 5

Ms. Frazier concluded by stating that the venues are to be determined.

~Budget Execution, Finance Committee Rpt., upcoming items~

Mr. Dawson informed the board of the unmodified audit findings. He stated that in the Auditor's opinion, GENEDGE's financial statements presented fairly, in all material respects. The respective financial position of the business-type activities of GENEDGE as of June 30, 2024 and the respective changes in financial position, and cash flow thereof for the year ended in accordance with accounting principles generally accepted in the United States of America. The Auditors were also of the opinion that the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Mr. Dawson concluded the audit presentation by informing the board members that there were no findings noted regarding the financial statements, the Federal award findings, or questioned costs.

Next, Mr. Dawson reviewed the Operating Metrics YTD FY25 (four months). He stated that Gross bookings were \$1,944,465. Gross billings totaled \$1,422,860. Net billings were \$734,676. The backlog was \$4,725,826 and the net cash position was \$1,363,561.

Mr. Dawson next reviewed the billings by line of business FY25, billings by program for FY25 (four months), and the Proposal Pipeline FY25 (four months). He stated that the number of proposals was 85, the number of

contracts booked was 70, and the number of new manufacturers booked was 9. Next, he reviewed the results of operations on a cash basis for FY 2025 (four months).

Mr. Dawson concluded by informing the board members of the Conflict-of-Interest requirements. He stated that the following statements are required to be filed with the Virginia Conflict of Interest and Ethics Advisory Council:

- Citizen board members file a Financial Disclosure Statement annually
- State employees file a Statement of Economic Interests annually.

~NIST MEP Update~

Mr. Donohue introduced Mr. Andrew Nobleman, Federal Program Manager with NIST. Mr. Nobleman began by stating that the Manufacturing Extension Partnership (MEP) National Network is the go-to expert community for advancing U.S. manufacturing. He then introduced the pending MEP Director, Dr. Jyoti K. Malhotra, to the board members and spoke on her current role stating that she is the Division Chief for National Programs, Hollings Manufacturing Extension Partnership at NIST and gave a brief biography of her credentials, past roles, and education. Dr. Malhotra's appointment is pending approval from Department of Commerce leadership.

Next, Mr. Nobleman reviewed the current NIST MEP Org Chart with the board members and reviewed the available board resources that NIST is offering the MEP Centers. One of the programs is the Building Better Boards Resource Program. This program consists of the board assessment tool, board portal (resources), board buddy program, building better board book, and coaching. All of the costs associated with this program are covered by NIST MEP.

Mr. Nobleman concluded by informing the board members of the IMPACT Metrics changes stating that NIST is restructuring the client count metrics from two metrics into three. This affects market penetration, surveyable clients, and new clients. It also allows for including light interactions in the metrics. He stated that other changes include the introduction of supplemental metrics which will be considered extra credit, introduction of partial credit scoring among the key metrics except the supplemental metrics, and updated scoring to allow for a better representation of the work a Center does beyond just projects.

~The Hill State of Play~

Mr. Donohue introduced Ms. Carrie Hines, Executive Director of the American Small Manufacturers Coalition. Ms. Hines spoke on how the Presidential change and change of power with Congress and the Senate will affect GENEDGE operations.



~Organizational Growth Plan~

Mr. Marcus introduced Mr. Doug Frost, former GENEDGE Board of Trustees member. Mr. Frost began by informing the board of new growth opportunities for GENEDGE stating that technology acceleration is leading to new growth. Technology and innovation are opening doors to more funding from Virginia Smart Manufacturing Accelerator (VSMA), Mobile Technology Insertion Platforms (MTIP), Industrial Assessment Center (IAC), and Co-Bot Welding. He also stated that Global Competition is driving new funding from new clients.

Next, Mr. Frost informed the board members that Mr. Donohue is planning to retire around December 2025 and that the Board of Trustees is responsible for finding a replacement Executive Director. Alex Marcus and Karen Sorber will serve on the selection committee.

Then Mr. Frost concluded by presenting draft phases of the GENEDGE Organization Chart with the board members focusing on current vacancies. He also informed the board that GENEDGE is planning to move its corporate office to the New College Institute (NCI) in July 2025.

~Legislative Game Plan~

Mr. Donohue began with State matters stating that the General Assembly is scheduled for a 45-day session and reviewed their tentative schedule.

Next Mr. Donohue spoke on 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 (P&HCC) relationship with GENEDGE, which is contractual in nature for fiscal agent services. Mr. Donohue stated that he greatly appreciated the assistance of Secretary Aimee Guidera, Deputy Secretary Nicholas Kent, Virginia Community College System (VCCS) Chief Financial Officer (CFO) Will Johnson, and Vice Chancellor Craig Herndon, for moving this matter forward.

Mr. Donohue concluded by informing the board members of the Federal matters. He spoke on the Education and advocacy Campaigns stating that GENEDGE will support an educational campaign focused on the value proposition for the Manufacturing Extension Partnership. He also stated that the Advocacy Campaign is lobbying and is intended to deliver messaging regarding the ASK for MEP during Hill Day, scheduled for March 6 – 8, 2025.

~Mid-Year Bonus Criteria~

Mr. Martin began by stating that Mr. Wolford was unable to attend the meeting and that he is presenting in his stead.

Next Mr. Martin informed the board members of the Special Mid-Year Bonus Criteria. He stated that it is intended organizationally to strengthen policy, procedure, and culture through updates to and reaffirmation of values (BBLM), Employee Handbook, and Operations Manual. These fundamentals align with the MEP Cooperative Agreement and organizational structure efforts. These require significant effort across functions throughout the organization. He stated that individually the bonus is intended to promote positive contribution to what is stated above as well as positive midterm evaluations. He stated the GENEDGE associates were informed of the bonus on the GENEDGE All-Hands call following the September Board Meeting and again at the in-person October associates meeting at Massanutten.

Mr. Martin then informed the board members of the kickoff of BBLM Values Reaffirmation and content update at the Massanutten Associates meeting. He stated that teams were created, and the leaders were selected. The teams began by revisiting pillar statements which are Communication, Engaging People, Assuring Success, Continuous Change, and Boundary-less Incorporation. Next, the teams held subsequent meetings to review the underlying principles. The teams will continue to have virtual meetings with a completion date at the end of January 2025.

Next Mr. Martin informed the board members that the review and update of the GENEDGE Employee Handbook is being conducted using the same teams as the BBLM. Likewise, all teams have held or have scheduled review virtual meetings. They have a similar report-out, period of consideration, and full finalization and sign-off, also on track for completion in January.

Mr. Martin turned the floor over to Dr. Carrico. Dr. Carrico began by presenting the GENEDGE Operations Manual to the board members and gave an update on its development. She stated that objectives were to incorporate current requirements from fiscal and legislative stakeholders; to streamline the manual; remove duplications from other policies, manuals, and handbooks; to update top level process flows based on organization and tools current in use; and to incorporate hyperlinks to a) improve linkages with other policies, manuals, and handbooks, b) provide a direct connection between the manual (the what) and the procedures and training (the how), and c) to improve accuracy.

Dr. Carrico concluded by informing the board members of the process status. She stated that the removal of duplications is complete, the reorganization of the manuals flow and main hyperlinks have been added, and top-level flows are partially completed.

~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.