

**GENEDGE Board of Trustees (BOT) Meeting Minutes**

**The Boars Head Inn; 200**

**Friday, June 13, 2025**

**11:00 AM – 2:30 PM**

**Members Present**

Mr. Joseph Benevento (v)  
Mr. Matthew Clarke  
Dr. Marcia Conston (v)  
Dr. Tracy Fitzsimmons (v)  
Dr. John Gaskins  
Mr. Jeffrey Jaycox  
Gabriel LaMois (Gabe)  
Mr. Alexander Marcus (Alex)  
Dr. Andre Marshall (v)  
Ms. Lisa Papini  
Mr. Wesley Reid (Wes)  
Ms. Cathy Roberts  
Ms. Karen Sorber  
Dr. Eileen Van Aken

**Members Absent**

Hon. Aimee Guidera  
Dr. Quentin Johnson  
Mr. Denny McDermott  
Mr. Abdelkarim Moharram  
Hon. G. Bryan Slater  
Mr. Kaushik Vashee

**Representatives Present**

Ms. Deborah Ahn (NIST)  
Ms. Flora Hezel (GA)

**Representatives Absent**

**Others Present:** Mr. Tony Cerilli, Mr. Josh Dawson, Mr. Bill Donohue, Ms. Valerie Frazier, Mr. Teddy Martin, and Mr. Dan Miemczewski.

**~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.

**~Approval of Minutes**

Mr. LaMois asked the board members to review the minutes of the March meeting. Mr. LaMois next asked for any additions, corrections, changes, or discussion regarding the minutes. It was noted that Ms. Sorber sent grammar corrections to Mr. Donohue and Ms. Frazier. Mr. Donohue stated that the corrections had been made, and an updated copy was included in the meeting packet. Mr. LaMois then called for a motion to accept the minutes. Mr. Reid made the motion to accept the minutes, they were properly seconded by Ms. Sorber, and the minutes were approved.

**~Meeting Dates for 2025~**

Ms. Frazier presented the remaining meeting dates for 2025 and dates for the first two meetings in 2026. The dates are as follows:

- September 19
- December 5
- March 27
- June 5

Mr. Donohue proposed a change of the meeting date from the third Friday to the second Friday.

Ms. Frazier concluded by stating that the September and December meeting will be held at the Boars Head. The board asked Ms. Frazier to reach out to the Boars Head to see if they may accommodate March and June Meetings of 2026.

**~Financial Update~**

Mr. Dawson reviewed the Operating Metrics YTD FY25 (11 months). He stated that Gross bookings were \$2,989,192. Gross billings totaled \$4,348,354. Net billings were \$1,927,312. The backlog was \$3,204,920 and the net cash position was \$452,247.

Mr. Dawson concluded by stating that the number of proposals was 188, the number of contracts booked was 155, and the number of new manufacturers booked was 19. Next, he reviewed the results of operations on a cash basis for FY 2025 YTD (11 months).

**~Executive Committee Report~**

This topic was tabled until the September 19 BOT meeting.

**~FY26 Operations Plan Overview~**

Mr. Donohue began by informing the board members that GENEDGE Headquarters is moving to the New College Institute (NCI) in Martinsville. He also shared information regarding the new Shipbuilding Cobotic Alliance (SCA) Center at Tabet in Norfolk.

Mr. Donohue next spoke on the lines of business stating that GENEDGE operates a diversified portfolio of services, consisting of Manufacturing Extension Services, the Virginia Smart Manufacturing Accelerator (VSMA), the Virginia Economic Development Partnership Supply Chain Optimization Program (VEDP SCOP) and Cash Business as well as Defense Services.

Next, Mr. Dawson informed the board members of FY26 Budget that includes projections and assumptions for FY26. The FY26 Budget projects a positive change in the net cash position of \$902,090.

Mr. Cerilli spoke on the resources by speaking about Client Services. He stated that the Growth Managers support the Commonwealth across three regions and that internal resources as well as trusted third-party resources will be handling delivery.

Mr. Cerilli next stated that GENEDGE will target manufacturers with 20 or more employees for direct service delivery, as these organizations are typically aligned with the scale and complexity of our consulting offerings. Establishments with fewer than 20 employees will be referred to the Virginia Small Business Development Center (SBDC) network. The SBDC is better positioned to support smaller companies with early-stage business needs, foundational planning, and general advisory services.

Mr. Cerilli continued by informing the board members of the total market penetration stating that GENEDGE plans to service 200 companies through webinars, outreach events, and direct services. At least 25 companies with less than 20 employees will be served through public events and referrals, and 125 companies with greater than 20 employees will also be served through project activities.

Mr. Cerilli concluded by stating that GENEDGE anticipates losing its core Manufacturing Extension Partnership (MEP) funding, however, it will retain many of the related operational KPIs (key performance indicators) for FY26 to fully wind down the program and refocus on how these metrics will look in the future. Even without MEP, GENEDGE will seek to identify a process to continue to help replace the MEP Impact process.

Mr. Marcus called for a motion to approve the FY26 Operations Plan. The motion was made and seconded by Mr. Reid, and the plan was approved.

**~Client Services End of Award Sales Initiative Update~**

Mr. Cerilli began by informing the board members that 32 opportunities were defined, 11 were closed as of 6/10/2025 and three to four more were expected to close. The subcontractor costs were up from \$176,950 to \$300,000 YTD. GENEDGE was able to draw \$54,130 indirect costs at the IDC (Indirect Cost) rate.

Mr. Cerilli concluded by stating that the delivery areas that were sold included Quality, Cybersecurity, Process Improvement, Organizational Development, and Engineering Services.

**~ Tobacco Region Revitalization Committee (TRRC) Committee Report~**

Mr. Donohue began by informing the board members by stating that the purpose of the TRRC was to present a company as a candidate for an E3 Assessment (Economy, Energy, Environment). The company presented is Drake Extrusion. A motion for approval was made, and approval was received to request an E3 Assessment for Drake Extrusion.

**~HR & Compensation Committee Report~**

Mr. Marcus began by introducing Mr. Teddy Martin, HR Director for GENEDGE. Mr. Martin then presented the revised organization chart to the board members. He stated that the previous organization chart consisted of 32 positions and now that number has been reduced by a 40% reduction in direct personnel.

Next, Mr. Martin stated that due to ongoing MEP Center status uncertainty, broader market volatility, zero-based budgeting, and organizational restricting efforts, it is recommended to execute a 4% across-the-board salary adjustment for staff on July 1 in lieu of the salary increase matrix for this fiscal year. Performance Management System processes otherwise to be executed as approved/provided in the HR & Comp Plan going forward. The staff have remained positive and worked diligently throughout the process of the changes that have been implemented to staffing and the company as a whole. This rewards and acknowledges these efforts amid challenging circumstances. Furthermore, this aligns with state compensation actions and the increase provided for a “Performs” rating previously adopted in the Comp Plan by the Board.

Mr. Reid called for a motion to adopt the HR & Comp Plan as presented. The motion was seconded by Ms. Sorber and adopted as presented.

Mr. Martin concluded by giving an update on Succession Planning stating that the Executive Director’s retirement is anticipated to end of calendar year. Mr. Martin will post the Executive Director and MEP Center Director positions at the beginning of August with an expected hire by or before the September board meeting. It is anticipated that there will be viable internal candidates as well as candidates from the prior Chief Operating

Officer application window, as the top candidates were notified of the pause in hire and will be made aware of the new position posting.

**~Virginia Smart Manufacturing Accelerator (VSMA) Program Update~**

Ms. Roberts began by informing the board of the VSMA progress stating that there will be a development of initial sets of training materials, updated tools and capability in support of Energy Assessments, delivery of two public workshop events at the Commonwealth Center for Advanced Manufacturing (CCAM) and Central Virginia Community College (CVCC), delivery of four Energy Assessments (26 of 30 remain), delivery of two marketing workshops (SW Virginia, Virginia Economic Development Partnership (VEDP) Energywerx grant webinar), four partner workshops developed and delivered (CESMII Roadshow), the build out of initial workshop demonstration materials, a partnership with Blue Ridge Machine as a test bed facility, and the planning, marketing, and coordination of workshop schedule. GENEDGE has a request to the Department of Energy (DOE) for extension of Period of Performance I (POP1) to September 30.

Mr. Donohue concluded by stating that the program next steps are to work on the subrecipient agreement (SRA) extension timelines and activities, continuing to development of educational and training materials, continuing development of evaluation and assessment tools and testing and revision of materials, to hold remaining seven workshops, build demonstrations and learning experiences, scheduling and planning of upcoming workshops (Virginia Community College System), finish the 26 remaining assessments, deliver the 20 Roadmaps, complete the remaining 11 Webinars, complete the development of the online training and Career Technical Education (CTE) modules.

**~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.