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Workforce Development Board of Kanawha County

Board Meeting Feb 20, 2024

Board Minutes

Present:

Aaron Alexander
Todd Jones
Carol Howerton
Dustin Vaughan
Chris Settles
Ellen Maxwell-Hoffman
Tim Morris
Chanda Perry
Victoria Russo
Joel Kuhn
Jill Oliver
Greg Osbourne
Sean Hill

Absent:

Lee Roberts
Paul Breedlove
Steve Collins
Travis Tarr
Derrick Thomas
Janet Drumheller
Shane Wilson

Staff:

Derek Vance
Tamara Lee
Andy Richardson
Michele Painter
Ray Walker
Nita Shafer
Makayla Pritt
Annie Jones
Chelsea Meadows

Guests:

Michael Austin
Commissioner Carper

Opening: Board Chair, Aaron Alexander, called the meeting to order at 11:01 am. Derek did roll call of present members.

Approval of Minutes from December 19, 2023: Aaron asked if there were any questions or corrections for the minutes from the board meeting on 12/19/2023. No questions or comments from any board member.

Motion: Lee made a motion to approve the minutes. Chris seconded the motion. All were in favor, motion carried.

Finance Report: Michele Painter gave the finance report. In this report, Michele stated that Rob from the auditor's office wanted her to sign in place of former Executive Director, Julie Norman, since the current Executive Director, Andy Richardson, was not the ED at the time.

Motion: Chris made a motion to allow Michele to sign as the Fiscal Director this one time in place of Julie Norman. Dustin seconded the motion. All were in favor, motion carried.

Executive Director's Report: Andy started the Executive Director's report by allowing Michael Austin to speak in detail regarding partners at the American Job Center and the Frontline Unity Network Conference. After Michael spoke, Andy spoke on Res-Con, an event hosted by the American Job Center. Andy spoke on the Kanawha County American Job Center checking



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account and the policy that goes along with it. Andy also spoke on the Cyber Security insurance policy. Tamara gave an overview of the Program Report. Andy spoke on the vision of the American Job Center, initiatives and goals, personnel policies, and insurance. Chelsea Meadows gave a success story.

Motion: Lee made a motion to accept the Kanawha County American Job Center checking account. Chris seconded the motion. All were in favor, motion carried.

Appointment of Vice Chair: Aaron stated that Ellen Maxwell-Hoffman agreed to serve as the vice chair.

Discussion of By-Laws Modifications that may be necessary for compliance: Aaron stated at the time there will be no changes to the By-Laws.

Update on LWDB Director's Association MOU: Aaron stated we have elected to not become involved at this time.

Establishment of Board Training: Aaron stated the date for board training is tentatively set for March 18, 2024.

The meeting was adjourned at 12:07 p.m.

Motion: Chris made a motion to adjourn the meeting. Dustin seconded the motion. All were in favor, motion carried.

Respectfully Submitted by: Derek Vance
Community Outreach/Office Manager 3/15/2024