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Workforce Development Board of Kanawha County

Board Meeting August 20, 2024

Board Minutes

Present:

Chanda Perry
Victoria Russo
Carol Howerton
Dustin Vaughan
Chris Settles
Ellen Maxwell-Hoffman
Tim Morris
Chanda Perry
Michael Crown
Fred Chandler
Roger Sockman
Greg Osbourne
Janet Drumheller
Cynthia Phillips

Absent:

Lee Roberts
Steve Collins
Travis Tarr
Shane Wilson
Jill Oliver
Aaron Alexander
Sean Hill
Josh Sword

Staff:

Derek Vance
Tamara Lee
Andy Richardson
Michele Painter
Nita Shafer
Rashaund Walker
Chelsea Meadows

Guests:

Lance Wheeler
Jason Roberts

Opening: Board Vice Chair, Ellen Maxwell-Hoffman, called the meeting to order at 11:04 am. Derek did roll call of present members.

Approval of Minutes from June 18 and July 9: Janet made a motion to accept the minutes. Dustin seconded the motion. All in favor. Motion carried.

Financial Report: Michele Painter gave the Financial Report.

Motion: Michael made a motion to accept the budgets. Roger seconded. All in favor. Motion carried.

Executive Director's Report: Andy Richardson gave the Executive Director's report and updated the board on grants, benefit options, and expense reductions. Andy went into on the grants the WDBKC is applying for. Andy spoke on a Workforce WV workgroup that the WDBKC is a part of and meeting with individuals regarding a West Side Connector program. There was a discussion from board members regarding the grants the WDBKC is applying for and potential grants from the Kanawha County Commission and Workforce WV. Andy also spoke on the by-laws changes from prior meetings.

Discussion of By-Laws Modifications that may be necessary for compliance (LEO Board, Roles of Committees, and Authority of Executive Director): Ellen stated that Andy covered the



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by-laws in the Executive Director report.

Discussion of Re-Establishing the LEO Board: Andy spoke on the LEO Board and stated Chris Settles and Michael Crown will be a part of a much deeper discussion on establishing an LEO Board.

Discussion of Re-Establishing the Youth Committee: Andy spoke on the youth committee and can now be removed from old business for future meetings. Andy also spoke about Janet Drumheller being the Chair of the Youth Committee.

Update on LWDB Director's Association MOU: Andy gave an update on the LWDB MOU and future meetings with Chris Settles and Michael Crown regarding this subject.

Executive Director Performance Review: Ellen spoke on how the board plans to do the performance review via Zoom.

New Business: There was no new business.

Region III WDB Members' input or questions: Board members had brief discussions of upcoming events at their respective organizations, board resignations, and questions regarding items at this meeting, and new member introductions.

Notation: Ellen had to leave the meeting and Michael Crown took over as the lead.

Meeting Adjournment: The meeting was adjourned at 11:54 am

Respectfully Submitted by: Derek Vance
Community Outreach/Office Manager 9/12/2024