

Workforce Development Board of Kanawha County

Board Meeting October 22, 2024

Board Minutes

Present:

Aaron Alexander
Ellen Maxwell Hoffman
Tim Morris
Michael Crown
Chanda Perry
Dustin Vaughan
Janet Drumheller
Chris Settles
Roger Sockman
Greg Osbourne
Joel Kuhn

Absent:

Lee Roberts
Sean Hill
Cynthia Phillips
Carol Howerton
Fred Chandler
Shane Wilson
Steve Collins
Travis Tarr
Victoria Russo
Josh Sword

Staff:

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

Guests:

Leslie Koepsel
Jason Roberts

Opening - Board Vice Chair, Ellen Maxwell-Hoffman called the meeting to order at 11:06am

Approval of Minutes from August 20, 2024: Ellen asked if there were any questions or corrections to the minutes for the August meeting. No questions or corrections.

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

Finance Report: Michele gave the finance report. Michele spoke on the PY24 Audit Engagement with Suttle and Stalnaker, that Workforce WV will pay for the audit that will be done by Suttle and Stalnaker.

Motion: Chris made a motion to allow Michele to sign any engagement with Suttle and Stalnaker. Tim seconded the motion. All were in favor. Motion carried.

Executive Director's Report: Andy gave the Executive Director's report and reported on the grant application update for the opioid funds through the Kanawha County Commission. Andy gave an update on the visit by the Department of Labor, Youth Program Issues, Office Moves, and Staff Change Savings/Benefits Options. From the recommendation of the executive committee, there was a change to be made in the Benefits Options and those recommendations were to change from an 80% pay from the employer to a 60% pay and a change from 20% pay from the employee to a 40% pay from the employee on the PEIA Health Plan. All other ancillary benefits will be paid at

100% by the employee if they choose to elect those benefits. Andy spoke about the PERS retirement system and the possibility of leaving the PERS system. Ellen agreed that Andy should look further into how, if possible, to leave the system. This will be followed up in the next meeting.

Motion: Ellen made a motion to accept those changes to the benefits package. Tim seconded the motion. All were in favor except one opposed by Joel Kuhn. Motion carried.

By-Laws Ad-Hoc task force - meeting date: This was a discussion between Andy Richardson, Chris Settles, and Michael Crown to set a meeting date for the By-Laws Ad-Hoc task force.

Executive Director's Evaluation: Ellen gave a brief overview of the Executive Director's evaluation and stated herself and the board are happy with the results Andy has produced as the Executive Director.

Establishing regular meetings for program, youth committee, and finance/audit committee:

Andy spoke to the chairpersons of each committee about trying to schedule regular meetings for those committees. Each of the respective chairs agreed to work on getting meetings scheduled more regularly.

Members Input: Ellen brought to the attention of the board that the WDBKC did not have a maternity leave policy and stated this needs to be investigated and researched to offer a maternity leave policy. This will be discussed further in the December board meeting.

The meeting adjourned at 12:37 p.m.

Respectfully Submitted by: Derek Vance
10/30/2024