



P.O. Box 3726, Charleston, WV 25337  
426 Leon Sullivan Way, Charleston, WV 25301  
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[www.wdbkc.org](http://www.wdbkc.org)

## Workforce Development Board of Kanawha County

Board Meeting March 18, 2024

### Board Minutes

#### Present:

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

#### Absent:

Tim Morris  
Paul Breedlove  
Steve Collins  
Travis Tarr  
Derrick Thomas  
Shane Wilson

#### Staff:

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

#### Guests:

Jason Roberts  
Rob Edwards  
Leslie Koepsel

**Opening:** Board Chair, Aaron Alexander, called the meeting to order at 11:02 am. Derek did roll call of present members.

**2023 Audit Report and Approval:** Rob Edwards gave an overview of the audit report.

**Motion:** Lee made a motion to accept and approve the audit report. Chris seconded. All were in favor. Motion carried.

**Personnel Policy Adoption and Training:** Andy went over the changes to the Personnel Policy and how staff will start doing annual ethics and nepotism training. At the end of Andy's presentation, Aaron went over the clerical errors and changes by board members.

**Motion:** Ellen made a motion to amend the bereavement policy. Chris seconded the motion. All were in favor. Motion carried.

Chris made a motion to accept and approve the Personnel Policy changes. Janet seconded the motion. All were in favor. Motion carried.

**Update and Review of Board Resource Book:** Andy spoke about the updates going on in the Board Resource Book and spoke on making it a digital copy or having a board member login through the WDBKC website.



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**Summer Youth Grants:** Michele gave a brief description of HRDF running the Summer Youth Grant and what the grant entailed.

**Motion:** Lee made a motion to have HRDF run the Summer Youth grant. Chris seconded the motion. All were in favor. Motion carrier.

**Board Committee Structure:** Andy spoke about setting up two additional committees, with one being a Program Committee and the other being a Finance Committee. Aaron went into further details of those committees and the goals of those committees.

**Executive Director's Report to Kanawha County Commission:** Andy gave a brief overview of his report to the Kanawha County Commission on April 4, 2024.

The meeting was adjourned at 12:50 p.m.

**Motion:** Lee made a motion to adjourn the meeting. Todd seconded the motion. All were in favor, motion carried.

Respectfully Submitted by: Derek Vance  
Community Outreach/Office Manager 4/10/2024