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Workforce Development Board of Kanawha County

Annual Board Meeting June 18, 2024

Board Minutes

Present:

Aaron Alexander
Roger Sockman
Carol Howerton
Dustin Vaughan
Chris Settles
Ellen Maxwell-Hoffman
Tim Morris
Sean Hill
Victoria Russo
Joel Kuhn
Jill Oliver
Janet Drumheller
Lee

Absent:

Shane Wilson
Greg Osborne
Steve Collins
Travis Tarr

Staff:

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

Guests:

Jason Roberts
Commissioner Wheeler
Leslie Koepsel

Opening: Board Chair, Aaron Alexander, called the meeting to order at 11:05 am. Derek did roll call of present members.

Approval of Minutes from February 20, 2024: Lee made a motion to approve the minutes. Chris seconded the motion. All in favor. Motion carried.

Approval of Minutes from March 18, 2024: Chris made a motion to approve the minutes. Dustin seconded the motion. All in favor. Motion carried.

Approval of Minutes from April 16, 2024: Lee made a motion to approve the minutes. Chris seconded the motion. All in favor. Motion carried.

Designation of CLEO: Chris made a motion to designate Commissioner Lance Wheeler as the new CLEO. Lee seconded the motion. All in favor. Motion carried.

Finance Report: Michele Painter gave the finance report. Michele asked about moving approximately \$300,000 from Dislocated Worker to Adult funds. Aaron asked how much would be left in Dislocated Working money and Michele stated roughly \$600,000.

Motion: Lee made a motion to move the funding over. Chris seconded the motion. All were in favor. Motion carried.

Program Report: Tamara Lee gave the program report.

AJC Report: Tamara Lee gave the AJC report in place of Michael Austin.

Executive Director's Report: Andy Richardson gave the Executive Director's report. Andy spoke on changing a few roles around internally and job descriptions. Andy also spoke on the status of the Regional Plan. Andy also spoke on upcoming events that the Kanawha County American Job Center is hosting and grants the WDBKC is seeking or going to apply for.

RFP Approvals - AJC and Youth: Michele gave a brief description on HRDF running the One-Stop and Youth grants. She stated HRDF is okay with taking a funding cut due to the WDBKC funding cut.

Motion: Lee made a motion to approve Human Resource Development Foundation (HRDF) as the operator for the AJC and Youth contracts. Tim seconded the motion. All were in favor. Motion carried.

Nominations of Executive Committee for 2024-2025: The nominations for the Executive Committee were as follows:

Aaron Alexander - Board Chair

Ellen Maxwell-Hoffman - Board Vice Chair

Tim Morris - Treasurer

Michael Crown - Secretary

Motion: Ellen made a motion to accept the nominations. Janet seconded the motion. All were in favor. Motion carried.

By-Laws Change: Ellen made a motion for a by-laws committee. Lee seconded the motion. All were in favor. Motion carried. Aaron stated at this time, we cannot make the change to the by-laws and it would be moved to a later date. Andy stated this would be covered at a special meeting. This meeting will be July 9 at 11am.

Motion: Ellen made a motion to have a special meeting July 9. Chris seconded. All were in the favor. Motion carried.

Benefits: Ellen made a motion to go into executive session. Lee seconded the motion. All were in favor. Motion carried.

The regular meeting returned at 12:47pm.

Motion: Ellen made a motion for Option 2 discussed during the executive session. Tim seconded the motion. All were in favor except Chris Settles who voted nay. Motion carried.

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

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

Respectfully Submitted by: Derek Vance
Community Outreach/Office Manager 07/12/2024