



P.O. Box 3726, Charleston, WV 25337
426 Leon Sullivan Way, Charleston, WV 25301
Telephone: 304-344-5760
TDD: 304-343-4136
www.wdbkc.org

Workforce Development Board of Kanawha County

Annual Board Meeting June 17, 2025

Board Minutes

Present

Aaron Alexander
Michael Crown
Carol Howerton
Sean Hill
Chandra Perry
Greg Osbourne
Victoria Russo
Chris Settles
Ellen Maxwell-Hoffman

Absent

Janet Drumheller
Cynthia Phillips
Steve Collins
Roger Sockman
Kristi Sarrett
Fred Chandler
Lee Roberts
Shane Wilson
Chris Morris
Dustin Vaughan
Tim Morris
Joel Kuhn
Travis Tarr

Attending

Andy Richardson
Tamara Lee
Andy Richardson
Michele Painter
Nita Shafer

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

Motion: Ellen moved to adopt policy 29 with a few clarifying edits. Chris seconded. All present voted in favor.

Ellen moved to adopt policy 30, with similar edits as approved with policy 29. Roger seconded. All present voted in favor.

Andy noted the need to extend of the current One Stop Contract until September 30 2025.

Motion: Lee made a motion to extend the contract as proposed. Ellen seconded; all present voted in favor.



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Andy talked about a rapid response event for ParMar and Arby's. Andy discussed the upcoming Prepped & Polished Event in South Charleston on July 14-15. The first day will be around the mound and the second day at the Rec. Center. Mayor Frank Mullins will supply items needed for this event. Andy talked about refreshing job description and our new employee Jan Hensley.

Aaron reported the slate for the election of new offices will be circulated by email. Andy's of July 1st new appointees to the board will be for four years not three. He also said will have a reminded the board that the new bylaws provide that as of July 1st new appointees to board will be for four years not three. He also reminded the board that the officers will be a Chair, Chair Elect and Secretary/Treasurer. Nothing that the immediate past chair will serve on the executive board.

Motion: Ellen made a motion to recess the meeting and reconvene on June 26th the motion seconded by Chris. All present in favor.

Meeting recessed at 12:04 pm.

Respectfully Submitted by: Nita Shafer