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## Workforce Development Board of Kanawha County

### Special Board Meeting December 5, 2025

#### Board Minutes

Present	Absent	Attending
Aaron Alexander	Sean Hill	Andy Richardson
Ellen Maxwell-Hoffman	Cynthia Phillips	Tamara Lee
Carol Howerton	Steve Collins	Derek Vance
Kristi Sarrett	Fred Chandler	Nita Shafer
Tim Morris	Joel Kuhn	Michele Painter
Chandra Perry	Dustin Vaughan	Ray Walker
Greg Osbourne	Travis Tarr	
Victoria Russo	Lee Roberts	
Chris Settles	Shane Wilson	
Janet Drumheller		

**Opening:** Board Chair, Tim Morris, called the meeting to order at 1:36 pm. Nita did roll call of present members.

**Motion:** Tim made a motion to approve minutes from the October 21 board meeting, Chris seconded the motion. All in favor, motion carried.

There was discussion on the annual increment pay for staff.

**Motion:** Chris made a motion to approve the annual increment pay. Seconded by Janet. All in favor, motion carried.



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Next on the agenda was the November 19<sup>th</sup> Notification of Noncompliance (procurement). There was a lengthy discussion, with Aaron and Chris explaining to the board on the executive director and the fiscal agent issues.

**Motion:** Chris made a motion to withdraw the first RFP. Chandra seconded. All in favor, motion carried.

**Motion:** Arron made a motion to respond to Workforce regarding the identified noncompliance Region III Workforce Development Board respond noting.

1. Staff training for Procurement Policy and Financial Management and Cost Principles Manual is set for Tuesday December 9.
2. Region III will be issuing a RFP for a Fiscal Agent.
3. Region III will start searching for a full time Executive Director.

Chris seconded the motion. All in favor, motion carried.

Andy spoke on the letter to Governor Morrisey regarding the approval to provide WIOA Basic and/or Individualized Career Services.

**Motion:** Tim made a motion to adjourn, Chris seconded. All in favor, motion carried.

Meeting adjourned at 2:23 pm.

Respectfully Submitted by: Nita Shafer