



P.O. Box 3726, Charleston, WV 25337  
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[www.wdbkc.org](http://www.wdbkc.org)

## Workforce Development Board of Kanawha County

### Special Called Board Meeting March 10, 2023

#### Board Minutes

##### **Present:**

Commissioner Carper CLEO  
Aaron Alexander  
Rachel Bowman  
Paul Breedlove  
John Haer  
Sean Hill  
Carol Howerton  
Todd Jones  
Brett Matthews  
Ellen Maxwell- Hoffman  
Tim Morris  
Jill Oliver  
Greg Osbourne  
Chanda Perry  
Lee Roberts  
Chris Settles  
Travis Tarr  
Dustin Vaughan

##### **Absent:**

Steve Collins  
Becky Judy  
Victoria Russo  
Derrick Thomas

##### **Staff:**

Summer Johnston  
Julie Norman  
Michele Painter  
Courtney Saunders  
Nita Shafer  
Derek Vance

##### **Guests:**

Amber Jackson  
Jarl Taylor  
Jason Roberts  
David Rogers  
Leslie Koepsel  
Ashley Puffenburger  
Carl Olian  
Paul Ellis

Board chairman Brett Matthews called the meeting to order at 10:29 a.m. Brett asked Courtney Saunders if there was a quorum and she responded that there was. Brett then introduced the new board members: Jill Oliver with Oliver Fuels, Sean Hill with KRT, Tim Morris with Chandler's Limousines, Ellen Maxwell-Hoffman with Bowles Rice LLP, Shane Wilson with Wilson Legal Group PLLC, and Travis Tarr with Generations Physical Therapy. Commissioner Carper swore the new members in.

#### **New Business- Discussion of the employment situation regarding Dr. Julie Norman, CEcD, CWDP, to include but not be limited to any and all matters relating to her employment status.**

Commissioner Carper asked if the employment contract was no longer in effect and Brett asked if he was referring to the sign on bonus, Brett responded if so, that is correct. Commissioner Carper asked if Julie was now an at-will employee. Julie responded that she is.



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**Old Business- Continued discussion regarding WorkForce West Virginia's Demand for Reimbursement of Sub-Grant Funds, to include but not be limited to any and all matters relating thereto how the debt originated and the response to the State's Demand.**

Commissioner Carper asked what has been done to resolve the debt issue and Julie responded that a claim to BRIM has been submitted on behalf of the board. Julie reported that there have been two responses back from the claim being submitted, one from AIG and one from BRIM. AIG concluded that since it pertains to compensation it will not be covered and BRIM is still under investigation. Commissioner Carper said that there needs to be a change in direction and WDBKC will need to show good faith to WFWV. Aaron agreed and then said that operations have been changing. Commissioner Carper asked who the treasurer was, and the response was Becky Judy. Chris then said that during the October 19<sup>th</sup>, 2021 board meeting there was discussion about seeking ARPA funds from the Kanawha County Commission to provide vehicles to participants from Todd Judy Ford, that same meeting Becky Judy was being nominated.

**Motion:** Commissioner Carper made a motion to request money from the state to hire an attorney to revise the bylaws. Tim Morris seconded the motion. All were in favor; motion carried.

Commissioner Carper asked who will oversee selecting the attorney to revise the bylaws. Aaron Alexander will select the attorney.

**Motion:** Chris made a motion that in addition to the bylaws, the personnel handbook and all other policies also be revised by the attorney. Lee seconded the motion. All were in favor. Motion carried.

Commissioner Carper asked how many out of state travel trips were taken last year, and Julie responded that it was one trip each. Commissioner Carper asked how many people normally conduct out of state travel and Julie responded four or five.

**Motion:** Commissioner Carper made a motion that all out of state travel needs to be approved by the board and that all out of state travel will be cancelled until further notice. Chris seconded the motion. All were in favor. Motion carried.

Ellen wanted clarification on the seven regions and the relationships between Region III and the other six regions and their boards. Julie responded that she and the other directors meet once a month, and the state has two required monthly meetings that are scheduled with all seven directors. Ellen asked if Julie had reported back to the board everything that was covered at both meetings and Julie said yes. Commissioner Carper then asked if Julie recently signed a letter regarding her salary and sent it to WFWV. Julie responded that was a public comment. Chris read the public comment that was submitted to WFWV that was signed by Julie and the other six directors.

**Motion:** Commissioner Carper made a motion that the Executive Director must obtain board approval before signing any public document. Chris seconded the motion. All were in favor.



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Motion carried.

**Motion:** Commissioner Carper made a motion to form a standing committee for personnel, retention, and compensation. Lee seconded the motion. All were in favor. Motion carried.

Commissioner Carper asked Brett to make sure the committee was formed, and Aaron said that the appropriate staff needed to be on this committee since it will relate to HR. Ellen said the bylaws state that committees can be composed of individuals who are not board members if there is at least one board member on that committee.

**Motion:** Commissioner Carper made a motion that Ellen Maxwell-Hoffman will be the Chairperson of the Standing Committee. Lee seconded the motion. All were in favor. Motion carried.

Ellen reported there needs to be at least six members on the committee. Commissioner Carper said if you want to volunteer to be on the committee to contact Ellen. Commissioner Carper told Julie that if a board member or himself asks a staff member to complete a task or for documentation, it does not need to be approved by Julie first. Commissioner Carper then asked if there was a kerfuffle in the office. Julie said no. Commissioner Carper said that there should not be any bonuses given until the full board approves them. A member asked if there were any bonuses pending at the moment and the answer was no. Michele agreed there was not any pending bonuses and then she said that the state offers a COLA increase in July and WDBKC in previous years, would follow the COLA increase. Ellen said that is not a bonus, that is a salary increase. Commissioner Carper asked what the percentage of salaries, fringe, benefits, travel, rent, and anything non-program related to actual program related spending. Julie said that the percentage is about 30% for salaries and other items. Commissioner Carper said how much money goes to benefit the core mission of the organization and Julie responded 90%. Commissioner Carper asked how much personnel and the building costs and Julie responded that payroll every month is approximately \$130,000 a month. Commissioner Carper asked if this has ever been looked at in a pie chart. He then asked Rachel if WFWV had thought about this. Rachel responded that the grant agreements when submitted have the allocations. Rachel said that a partner reached out and told WFWV that there is no available adult funding through WDBKC. The state has policies in place that allow the local boards to request their funding to be moved from one funding stream to another based upon their current spending level and the needs of the labor market. Rachel reported that as of this morning there had not been a request to transfer the funds from the Dislocated Worker to Adult. Commissioner Carper asked Julie the status of the request to transfer funds and Julie replied that she had asked Michele to make the request. Michele responded that according to the new agreement with WFWV, before a request can be made a wait list has to be started with individuals to have a justification of why WDBKC needs to transfer the funding. Commissioner Carper said that this will be something that can be done in a timely fashion. Rachel said that for the past year and a half the state has been providing technical assistance to WDBKC because there were financial and programmatic numbers that did not match. There were training dollars being spent but the services were not being put into the state reporting system. There would not be a

waitlist if the programmatic and data entry would have been done in a timely manner. Commissioner Carper said that he has gotten the board an extension, but Julie got a bonus for a grant that Nancy Daugherty had brought in, and for something that is required for her to do as part of being the Executive Director. Ellen asked what the budget of WDBKC was and if staff knew what it was.

**Motion:** Tim made a motion to have a simple graph going back the last eight to ten years showing admin costs to total revenue. Commissioner Carper seconded the motion. All were in favor. Motion carried.

Aaron asked if this information was available because WDBKC staff does not have time to dig up historical records. Rachel said that the information is readily available.

**Motion:** Commissioner Carper amended Tim's motion, that WDBKC does not go to extraordinary measures to develop this graph. All were in favor. Motion carried.

**Motion:** Commissioner Carper made a motion that all future travel must be approved by the board first. Lee seconded the motion. All were in favor. Motion carried.

Commissioner Carper asked Julie how many trips were taken last year, and Julie responded with three. Commissioner Carper said no, it was four, California twice.

**Amended Motion:** Ellen said that there is a policy on travel, and all travel expenditures must be approved by the Executive Director, Ellen wants the Executive Director to bring all travel expenditures to the board for approval. Todd seconded the amendment. All were in favor. Motion carried.

Commissioner Carper requested to see all credit card receipts for all travel. Aaron asked for clarification on the travel, and that is to stop all travel immediately. Commissioner Carper said correct. Chris asked if the Executive Committee minutes were circulated to all board members. Brett said yes to the best of his knowledge.

**Motion:** Chris made a motion that any Executive Committee meeting minute is shared with the entire board. Commissioner Carper seconded the motion. All were in favor. Motion carried.

**Motion:** Commissioner Carper made a motion that the comments in the Zoom chat be looked at by staff and board and if necessary appropriate action will be taken. Chris seconded the motion. All were in favor. Motion carried.

**Motion-**Carl asked for a motion to adjourn the meeting. Commissioner Carper made the motion. Lee seconded the motion. All were in favor. Meeting adjourned.  
The meeting was adjourned at 11:43 am.

Respectfully Submitted by: Courtney Saunders  
Office Coordinator WDBKC 04/03/2023