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## Workforce Development Board of Kanawha County

Board Meeting December 17, 2024

### Board Minutes

#### Present:

Aaron Alexander  
Ellen Maxwell-Hoffman  
Tim Morris  
Michael Crown  
Chanda Perry  
Dustin Vaughan  
Janet Drumheller  
Lee Roberts  
Cynthia Phillips  
Carol Howerton  
Chris Settles  
Roger Sockman  
Greg Osbourne  
Victoria Russo  
Kristi Sarrett  
Chris Morris

#### Absent:

Joel Kuhn  
Fred Chandler  
Shane Wilson  
Steve Collins  
Travis Tarr

#### Staff:

Andy Richardson  
Tamara Lee  
Derek Vance  
Michele Painter  
Nita Shafer  
Makayla Pritt  
Ray Walker

#### Guests:

Jason Roberts

**Opening:** Board Secretary, Aaron Alexander, called the meeting to order at 11:06 am. Derek did roll call of present members.

**Approval of Minutes from May 25, 2023:** Aaron asked if there were any questions or corrections for the minutes from the October 22<sup>nd</sup> meeting.

**Motion:** Lee made a motion to approve the minutes. Roger seconded the motion. All were in favor, motion carried.

**Finance Report:** Michele Painter gave the finance report.

**Executive Director's Report:** Andy reported on grants applications the Workforce Development Board has applied for. One being the opioid grant and Andy stated Workforce WV has taken the lead on the grant. Michael Crown reported the grant was under the old format and Department of Labor asked Workforce WV to resubmit the grant with the new format sent. Andy spoke on the Storm Grant and how it is unlikely we would receive that grant. Andy reported on broadband grants that are available as well.

Andy reported on the Youth Program Issues and stated a plan and report has been submitted to Workforce WV to correct any issues within the Youth Program. Andy asked Tamara Lee for input on the Youth Program as well. Tamara stated the WDBKC is sending monthly reports, and she is

giving technical assistance to the case managers. Tamara also stated she is working on additional forms and policies that Workforce WV asked for.

Andy spoke about office moves and buildout within the American Job Center. Andy stated HRDF had moved offices to clear up space for EnAct. Andy said a PowerPoint and AJC Partner overview was sent to the board as well to update them on the partners inside the AJC.

Andy and Michele reported on the changes to benefit options. Michele spoke on the potential of leaving the Public Employee Retirement System (PERS) and saving the organization approximately \$34,000.

**Motion:** Roger made a motion to allow Andy to pursue withdrawing from PERS and pursue all avenues to make that happen in 2025. An amendment was made to allow Andy to investigate and work with the Executive Committee and act on the motion. The board also stated that all employees must agree to leave PERS. Tim seconded the motion. 15-1 vote, motion carried.

Andy gave a brief update on the WIOA reform and by-laws updates that are being discussed.

**Establishing regular meetings for Program/Youth Committee and Finance/Audit Committee:**

Ellen stated the committee are going to start having regular meetings prior to board meetings and possible interim meetings when needed.

**Increment Pay:** Andy spoke on the increment pay that the WDBKC has given out in prior years. Andy stated the board must approve the increment pay per Workforce WV and the grant agreement. Ellen asked about the funds being available. Michele stated we have \$534,000 in old money that is set to expire. Chris asked the entire cost of the increment pay. Michele stated it was \$2,820.00

**Motion:** Chris made a motion to approve the increment pay. Lee seconded the motion. All were in favor. Motion carried.

**Family Leave:** Ellen stated herself and others are exploring a family leave policy as the WDBKC doesn't have the needed amount of employee to fall under FMLA. Ellen stated they would bring a policy similar to the board for review and approval.

The meeting adjourned at 12:10 p.m.

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

Respectfully Submitted by: Derek Vance  
1/14/2025