

Workforce Development Board of Kanawha County

Regular Board Meeting February 17, 2026

Board Minutes

Present

Tim Morris
Dustin Vaughan
Kristi Sarrett
Shane Wilson
Aaron Alexander
Victoria Russo
Chris Settles
Greg Osborne
Fred Chandler

Absent

Janet Drumheller
Chandra Perry
Travis Tarr
Cynthia Phillips
Steve Collins
Lee Roberts
Carol Howerton
Joel Kuhn

Attending

Andy Richardson
Michele Painter
Tamara Lee
Nita Shafer

Guest

Brenda Hunt

Opening: Board Chair, Tim Morris called the meeting to order at 1:00 pm. Nita did roll call of present members.

Approval of Minutes from December 16: Chris made a motion to approve the minutes, Shane seconded to motion. All in favor, motion carried.

Staff Reports:

Michele gave a finance stating have a preliminary single audit report and first time in five years identified as low risk auditee. She reported three small findings one was supervisory review of MACC reports.

This will be added to the monthly checklist. The other was out of nine participants two lacked a signature.

Tamara reported on having 34 participants now, had 6 in today. There are 27 in follow up, total of 67 in MACC. Tamara explained we were waiting on the approval of training providers. She spoke

of
about the process for the participants walking in the door. The board talked about spreadsheets or dashboards to share with the board at meetings.

Tim asks Brenda Hunt to discuss the administration cost, going back to the Brown Edwards audit. Brenda explained there is roughly \$ 66,000 of unclaimed monies in the checking account, going back many years. The board discussed what to do. Chris Settles wanted noted if board is not getting Workforce permission to use this money he will resign from this board because he will not be a part of something that can later go back to his employer saying for \$ 66,000 is owed. After much discussion a motion was made.

Motion: Aaron made a motion that the Board by the Executive Director and those who need to assist him, whether it be the chair or others to approach the state with regards to a compromise on addressing our administrative funding shortage using the reserve funds and to share with them our processes going forward with relating to managing administrative budgets to prevent future shortfalls. Second by Chris Settles.

Tim made a comment that a meeting is scheduled for tomorrow with WFWV where the discussion of Admin funds will be discussed.

Executive Director: Andy spoke youth corrective action is clean, also Michael Crown asks for a summary of regional activities report to Deputy Secretary Davies. Andy talked about WV House Bill 4594 and discussions with Deputy Secretary Davies. He spoke about a uniform memorandum of understanding developed by Workforce. Andy talked about Snap ENT new job campaign titled "More than a Job" wanting us to be a part of a roundtable discussion with US Department of Agriculture online. Andy spoke of the posting for a Fiscal Agent and Executive Director. Talked about needing to fill vacancies on our board.

New Business, Tim spoke on himself, Chris and Aaron meeting with Jonathan and Michael a new weeks ago concerning the Fiscal Agent and Executive director. With the letter coming out about combining Region Tim did not feel good about hiring a new Executive Director. The executive committee recommended to put Michele in as interim Executive Director.

Motion: Aaron made a motion based upon conversation Mr. Richardson's company that we pursued the terms of contract with the amendment with the adjustment of a couple of days in the contract effective March 31st. Additionally, I move that effective April 1st Michele will be named Interim Executive Director until such time and it takes additional action on the Executive Director role. Seconded by Victoria. All in favor.

Motion: Tim made a motion to adjourn the meeting seconded by Chris. All present in favor.



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Meeting recessed at 2:44 pm

Respectfully Submitted by: Nita Shafer