

Workforce Development Board of Kanawha County

Board Meeting February 25, 2025

Board Minutes

Present:

Aaron Alexander  
Ellen Maxwell-Hoffman  
Joel Kuhn  
Michael Crown  
Chanda Perry  
Dustin Vaughan  
Janet Drumheller  
Lee Roberts  
Kristi Sarrett  
Carol Howerton  
Chris Settles  
Roger Sockman  
Greg Osbourne

Absent:

Tim Morris  
Fred Chandler  
Shane Wilson  
Steve Collins  
Travis Tarr  
Sean Hill  
Cynthia Phillips  
Chris Morris  
Victoria Russo

Staff:

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

Guests:

Opening: Board Chair, Aaron Alexander, called the meeting to order at 11:00 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 December 17, 2024, meeting.

Motion: Janet made a motion to approve the minutes. Chris seconded the motion. All were in favor, motion carried.

Finance Report: Michele Painter gave the finance report.

Executive Director's Report: Andy reported on grant application updates. The US DOL is still reviewing changes to the opioid update. The WDBKC is taking a fresh approach toward the Kanawha County Opioid Grant and going to resubmit. There is also a broadband grant that the WDBKC will pursue once completely with audits and the submission of the Kanawha County opioid grant. Andy reported on the youth program and the disallowed costs. Andy stated these have been identified and addressed and that policies that the board will review later in the meeting will help address any future issues.

Andy reported on the One-Stop agreement that Michael Crown and himself are working together to craft an agreement to address any deficiencies.

Lastly, Andy reported on a draft bill for PERS. Ellen recused herself from the meeting during this time due to a conflict. Andy reported a draft bill needs to be put together and a sponsor through legislation. Andy will report any updates to the board.

By-Laws Ad-Hoc Task Force: Chris Settles reported the By-Laws task force will have a draft to circulate to the board for approval of updated By-Laws during the April board meeting.

Family Leave: Ellen reported on changes to personnel policy that allows for family leave. There were large discussions during this. There was a question of whether a key employee would be implemented later in the policy. First, the policy was going to be tabled until the April meeting, but further into discussion during the rewrite of policies, this was changed. Please see the motion after "rewrite of policies".

Rewrite of Policies: Janet spoke on changing and updating four policies. Another large discussion between multiple board members happened. Michael Crown was having audio issues, but in the chat, asked if the WDBKC posted these policies for public comment and if the WDBKC has no provision stating public comment is needed for policy change, then a 30-day public comment period is needed. There was disagreement on this subject as the WDBKC never posted policies for public comment before, only RFPs and the local plan. Derek was instructed to put these out for public comment on the WDBKC website for 30 days.

Motion: Lee made a motion to accept all policies based on contingency of the policies being posted and not having any public comment within 30 days. Dustin seconded the motion. All were in favor. Motion carried.

National Meeting NAWDB: Andy spoke about the NAWDB and the benefits of the staff attending. Michele reported there was enough funds to cover the trip for Andy and Tamara attending.

Motion: Ellen made a motion to allow funds to go toward Andy and Tamara attending. Chris seconded the motion. All were in favor. Motion carried.

The meeting adjourned at 12:46 p.m.

Motion: Dustin made a motion to adjourn the meeting. Ellen seconded the motion. All were in favor. Motion carried.

Respectfully Submitted by: Derek Vance  
3/14/2025