

**Workforce Development Board of Kanawha County**

**Board Meeting October 21, 2025**

**Board Minutes**

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

**Opening:** Board Chair, Tim Morris, called the meeting to order at 11:01am. Nita did roll call of present members.

**Motion:** Chris made a motion to approve minutes from the October 7 meeting with corrections, Joel seconded the motion. All in favor, motion carried.

**Staff Reports:** Michele stated the budget has been submitted to Workforce, working with Angie Johnson on a couple of changes. Michele gave an update on the two audits. Tamara talked about corrective action plan being submitted today. Also discussed the digital documentation

being scanned. Tim asked if any questions and Michael Crown said at last special meeting was indicated the reports would be submitted by October 15 and did not accrue. Michael said an explanation on why was sent out and to date no response. Michael wanted board to know the region is not in compliance with the corrective action plan. Chris said the board would do better with this. Andy said after meeting last week he thought the priority was ITA's and MACC issues over the reporting and take full responsibility for this and will do better.

Joel Kuhl talked about DRS having 10% of budget money for youth. Tamara talked about sending referrals to DRS was told had a wait list. Joel informed the wait list is being lifted and still taking cases.

**Directors Report:** Andy talked about budget cuts involved two staff going part time, and two primary contracted services taking cuts also. He said the revised one stop agreement has been submitted and have not heard anything negative about it. Andy spoke on the MOU's being refreshed. Andy stated the American Job Center has 15 programs here, in the last quarter 957 individuals came in for services. He wanted to emphasize not all will go into the MACC.

Andy spoke of Michael and Jonathan brought Christine Davies, Assistant Secretary of Commerce for a tour who was pleased with what she saw. Talked about a pause in the senior program being funded resulting in support activities at the AJC being on hold. Said the senior program is back up and operational.

Andy spoke about the statewide conflict of interest policy, working with Michael Crown to tweak the policy.

**Motion:** Chris made a motion for the board to approve the conflict-of-interest policy as their own with the understanding that Andy and Michael are going to work together to get additional guidance documents on those to address the specific things that the board has. Fred seconded the motion. All in favor, motion carried.

Andy informed the board of an issues with the audit from the federal government, workforce boards do not have authority to provide career service activities. Need to request approval from the governor. Andy asks for the board for authorization from Governor Morrissy for Region 3 to provide career services.

**Motion:** Chris made a motion for the board to approve. Seconded by Arron. All in favor, motion

Andy talked about Derek now reporting to Tamara and Nita to Michele.

Tim talked about the guidelines of the board. There was a discussion among the board, a nomination form will be sent out to all board members.

Jasper Ball introduced himself stating he is with Regional Intergovernmental Council, talked about what it does.



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

Meeting adjourned at 12:22 pm

Respectfully Submitted by: Nita Shafer