



P.O. Box 3726, Charleston, WV 25337
426 Leon Sullivan Way, Charleston, WV 25301
Telephone: 304-344-5760
TDD: 304-343-4136
www.wdbkc.org

Workforce Development Board of Kanawha County

Annual Board Meeting October 17, 2023

Board Minutes

Present:

Aaron Alexander
Rachel Bowman
Carol Howerton
Sean Hill
Dustin Vaughan
Chris Settles
Ellen Maxwell-Hoffman
Tim Morris
Jill Oliver
Greg Osbourne
Chanda Perry
Victoria Russo
Lee Roberts

Absent:

Todd Jones
Paul Breedlove
Steve Collins
Travis Tarr
Derrick Thomas
Brett Matthews
Shane Wilson

Staff:

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

Guests:

Jason Roberts

Opening: Board Secretary, Aaron Alexander, called the meeting to order at 11:03 am. Derek did roll call of present members.

Approval of Minutes from August 22, 2023: Aaron asked if there were any questions or corrections for the minutes from the board meeting on 8/22/2023. No questions or comments from any board member.

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

Approval of Special Board Minutes from September 12, 2023: Aaron asked if there were any questions for the special board minutes from 9/12/2023. No questions or comments from any board member.

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

Audit Report: During the finance report, Rob Adams from Brown Edwards CPAs went over the recent audit report that ended June 30, 2022. Rob answered all questions from the members of the board.

Motion: Chris made a motion to accept the audit. Tim seconded the motion. All were in favor,

motion carried.

Notation: Commissioner Carper made a statement if the WDBKC could go ahead and vote to give the Executive Director the authority to move forward with the selection of an audit company for the 2023 audit process.

Motion: Tim made a motion to accept Commissioner Carper's statement. Lee seconded the motion. All were in favor, motion carried.

Finance Report: Michele gave the finance report. Aaron asked if there were any questions. No questions.

Motion: Lee made a motion to accept the audit. Janet seconded the motion. All were in favor, motion carried.

Financial Policy: Ellen Maxwell-Hoffman gave an overview of the proposed changes to the financial policy.

Motion: Chris made a motion to accept the financial policy as identified subject to some reformatting and fixing clerical issues. Lee seconded the motion. All were in favor, motion carried.

Executive Director's Report: Andy gave the Executive Director's report and went over a letter received from Workforce WV regarding outstanding Region 3 WDBKC items. Andy stated in the report each one of those items has been addressed.

Andy wanted to use part of his report to allow the managers and Michael Austin to share perspectives on what we're doing.

Michael gave a success story from the Kanawha County American Job Center. Andy stated that's a tremendous example of why we exist.

Michael spoke about the No Wrong Door of how that previously worked and how we can be more efficient and effective. Michael stated how the KCAJC plans on building a kiosk in the front lobby.

Tamara Lee stated how the WDKBC is working on some of the findings in the audit and she will start providing technical assistance to HRDF staff with the youth program and the WDBKC case managers.

Nita stated the auditors mentioned cyber security insurance and a disaster recovery plan and we would be looking into quotes for the cyber security insurance and implementing a disaster recovery plan.

Discussion of Re-Establishing the LEO Board: Moved to the December meeting.

Discussion of Re-Establishing the Youth Committee: Moved to the December meeting.

Update on LWDB Director's Association MOU: Moved to the December meeting.

Discussion of By-Laws Modifications that may be necessary for compliance: Moved to the December meeting.



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Ratification of the Interim Executive Director contract: Aaron spoke on how the WDBKC accepted the Andy Richardson Group to supply an Interim Executive Director and Ellen drew up a contract of six months beginning in September. Aaron stated he wanted to get the contract in place.

Ellen said we negotiated a contract of \$6,000 per month. Ellen stated the Andy Richardson Group is to submit an invoice to the WDBKC at the end of each month for validation and ratification.

Motion: Chris made a motion that Andy Richardson be paid starting September 1 even though Andy started September 12. Tim seconded the motion. All were in favor, motion carried.

Appointment of two new Executive Board members: Move to December meeting.

Discussion of Enact's previous invoices: Michele stated the director of Enact would like the WDBKC to wave all the money owed from Enact regarding the share cost of the KCAJC to sign the new MOU.

Andy stated how the prior Executive Director of Enact approved things that the Enact board did not approve.

Commissioner Carper asked how much the amount is, Michele responded, about \$12,000. Commissioner Carper suggested claiming the money as uncollectable.

Michael Austin stated that Paul Ellis would write up an in-kind invoice to offset these expenses.

Chris stated we could do an in-kind contribution or Enact provide the WDBKC services.

Ellen asked if we could forbear collection subject to Enact committing to getting a grant that could benefit the WDBKC and get some kind of in-kind contribution.

Aaron said we would review this during the December meeting.

Appointment of new Vice Chair: Moved to December meeting.

New Board Member: Joel Kuhn is from the Division of Rehabilitation Services and to take place of retired member, John O Haer.

Motion: Commissioner Carper approved Joel Kuhn taking the spot of John O Haer.

The meeting was adjourned at 12:59 p.m.

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

Respectfully Submitted by: Derek Vance
Community Outreach/Office Manager 11/13/2023