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Workforce Development Board of Kanawha County

Board Meeting August 19, 2025

Board Minutes

PRESENT

Aaron Alexander
Chanda Perry
Fred Chandler
Joel Kuhn
Rogar Sockman
Chris Settles
Janet Drumheller
Carol Howerton
Dustin Vaughan

ABSENT

Lee Roberts
Sean Hill
Shane Wilson
Travis Tarr
Michael Crown
Steve Collins
Cynthia Phillips
Steve Collins
Travis Tarr
Ellen Maxwell Hoffman
Greg Osborne
Kristi Sarrett
Victoria Russo

ATTENDING

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

GUEST

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

Approval of Minutes from June 17 and June 26, 2025: Aaron asked deferred approving the minutes until the October 21, 2025, board meeting.

AJC Report: Michael Austin gave a handout to present board members present and will email to full board members. He said PRIDE Community Services and CORE (Creating Opportunity for Recovery Employment) out the Marshall in Huntington has signed a lease at the AJC. With this WDB-KC has a new lease with savings of \$22,320.36 a year.

Michael also talked out no longer using Optimum for internet services and Frontier saving WDB-KC yearly \$ 5639.40. Michael talked about IT services moving from Alpha Technologies to MTC (Mountaineer Technology Consultants) with additional savings of \$ 3954 to WDB-KC.

Michael said grant from WVU Cardiovascular in the amount of \$ 13,500 for individuals coming into the AJC transportation to local healthcare providers.

He spoke of the Prepped and Polished event in South Charleston with over 200 people in attendance. The mayor of South Charleston provided in-kind services. The event was a huge success with employment offers.

Finance Report: Michele Painter gave the finance report. In this report, Michele talked about working on the budget and meeting with the finance committee and the board to see where the additional cuts will be. Stated the meeting with Workforce and the board on August 29 to discuss the transfer denial and other issues. Working with Angie Johnson on the PROWD budget. Myer and Dussell audit should wrap up by September 30 and the single audit with Suttle & Stalnaker field work should be the week on September 22. Chris Settles discussed running out of admin money in April.

Executive Director's Report: Andy talked about the Youth Program correction action also the SNAP E&T correction have been submitted.

Andy spoke on the food pantry now up and running. Talked about the hiring event for CentiMark on August 15th.

Andy talked out the One Stop agreement being reviewed by Michael Crown. Also spoke the Performance review will be done by end of August.

Andy talked about the New Conflict of Interest Policy from Workforce WV.

Arron stated new board chair is Tim Morris, chair elect is himself and Sect/Tres will be Chris Settles.

Motion: Carol made a motion on new board officers; Dustin seconded the motion. All were in favor.

Andy talked about the Digital Documentation and Records Management Policy from the State.

The meeting was adjourned at 11:46 a.m.

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



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Respectfully Submitted by: Nita Shafer