

| West Virginia Workforce Development Board |          |
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| Meeting Minutes                           | 12.04.25 |
| Approved Date:                            | 07.14.26 |

West Virginia State Workforce Development Board  
Quarterly Meeting  
12.04.25  
Google Meets

***This meeting of the WV SWDB was held virtually via Google Meets with no in-person option.***

***Attendees:*** Diane Strong-Treister, Christine Davies, Scott Adkins, Garrett Ballengee, Sarah Bolyard, Gentry Cline, Andy Colandrea, Steven Cutright, Abby Reale, Casey Sacks, Charles Staggs, Brian Stanley, Kimberly Tieman, Chris Treadway, Heather Vanater, Alex Weld, Elaine Curtis, Gary McCallister, Barb Dawes, Melissa Bias, Andy Richardson, Cyndi Auth, Erinn Kittle, Maria Larry, Mason Bishop, Tristan Leavitt, Michael Crown, Jonathon Compton, Amanda Proffitt, Jason Asbury

*Diane Strong-Treister (acting Chair)* called the meeting to order at 10:03am. She then introduced Christine Davies, Deputy Secretary of Commerce for Economic Development and Workforce Participation, to offer remarks.

- *Deputy Secretary Davies* offered thanks from Governor Morrissey for engaging on West Virginia's workforce policies. She spoke on how critical it is to retain and grow our workforce population and enable our citizens to thrive independently. She also stated there are some important modernizations we will need to consider in the coming months regarding our unemployment technology, how to improve coordination across the state, how to develop the right tools and systems to help West Virginia's population bounce back from unemployment and into the workforce as quickly as possible and how to prepare young West Virginians to thrive in the workforce.

The acting Chair then called upon all current Board members in attendance and invited them to share their affiliations and their geographic location. She then moved on to new business.

- *Onboarding and Training of new Board members* - Michael Crown, Director of Workforce Development, WorkForce West Virginia. Michael provided a quick overview of what the state board is and what it does as well as the responsibilities of WorkForce West Virginia. There were several documents presented that were also emailed to all board members prior to the meeting. WorkForce West Virginia will be providing in-depth onboarding and training in the coming weeks.

- *Provision of Career Services* - Michael Crown went over the Provision of Career Services Policy and the process of Local Boards requesting to provide WIOA Career Services. WorkForce West Virginia is soliciting feedback from the Board regarding the appropriate duration for an approved cycle. Please consider whether a two-year or four-year cycle would be most effective for maintaining oversight and operational consistency.
  - The Board was emailed waiver packets for Regions 1, 2 and 3. Please review these before a decision has to be made. While reviewing, if you have questions, please reach out to WorkForce West Virginia so that we can provide answers and clarification.
  
- *State Plan-Mid Cycle* - Jonathon Compton, Assistant Director of Workforce Development, WorkForce West Virginia did a quick run through of the Combined State Plan that is required to be submitted every four years by the United States Department of Labor (USDOL). The Combined Plan encompasses all WIOA partners in the state. The plan is updated every two years. All seven local workforce development areas (LWDAs) in the state are also required to submit a Local Plan for the area based on the goals we set forth in the State Plan. All Board members were emailed a copy of the most current four year State Plan.

*Acting Chair Diane Strong-Treister* opened the floor for public comment. There were no registered speakers. The meeting moved forward.

Michael Crown asked the Local Workforce Development Board (LWDB) Executive Directors present at the meeting to introduce themselves. Barbara Dawes - Region 1, Cindy Auth - Region 4, Maria Larry - Region 6, Melissa Bias - Region 2, Erinn Kittle - Region 5, Andy Richardson - Region 3.

A roster of the board members as well as the LWDB Executive Directors will be provided to all board members.

*Acting Chair Diane Strong-Treister* asked for any announcements tied to workforce initiatives.

The next WV SWDB meeting will be on January 21, 2026, 10:00am - 12:00pm. We will be sending the invitation via email.

*Acting Chair Diane Strong-Treister* asked for a motion to adjourn. Chris Treadway made the motion, Kim Tieman seconded the motion. The meeting was adjourned at 11:11am