



## MINUTES

### REGULAR MEETING OF WEST VIRGINIA JOBS INVESTMENT TRUST

JUNE 15, 2023

A meeting of the West Virginia Jobs Investment Trust was held at 1:00 p.m. on June 15, 2023 at the WV Economic Development Authority Conference Room, Northgate Business Park, 180 Association Drive, Charleston, WV. Those participating were:

**WVEDA BOARD MEMBERS:**

Mitch Carmichael, Chairman  
Douglas Ritchie (Video Conference)  
Joseph Eddy (Teleconference)  
Matthew Irby  
Brent Wilmoth (Video Conference)  
\*Eric Nelson  
Vicki Dunn-Marshall (Video Conference)  
Robert Hartley  
Steve Bohman, Proxy (Video Conference)

**WVJIT STAFF:**

C. Andrew Zulauf, Executive Director  
Michele O'Connor, Senior Investment Manager  
Nathan Polk, Investment Analyst  
Caitlyn Barker, Administrative Assistant

\* Non-voting members

**OTHERS:**

Steve Webb, WVEDA Associate Director  
Taylor Cole, WVEDA Accountant  
Samantha Batten, WVEDA Administrative Assistant  
Bill Herlihy; Spilman Thomas & Battle, representing WVJIT

**MEMBERS OF THE PUBLIC:**

None

Chairman Carmichael confirmed a quorum and called the meeting to order. The agenda for the meeting and action taken consisted of the following:

**I. MINUTES.**

A motion was made by Mr. Hartley to approve the minutes of the May 18, 2023, meeting of the WVJIT. The motion was seconded by Mr. Irby and unanimously carried.

**II. TREASURER'S REPORT.**

A motion was made by Mr. Hartley to approve the WVJIT treasurer's report for May 31, 2023. The motion was seconded by Mr. Irby and unanimously carried.

**III. EXECUTIVE SESSION.**

Mr. Hartley made a motion to move the Board into executive session to consider certain matters involving confidential, commercial, financial and/or personal information relating to investments or prospective investments of the West Virginia Jobs Investment Trust, pursuant to West Virginia Codes §12-7-11 and §6-9A-4." The motion was seconded by Mr. Irby and unanimously carried.

**IV. RETURN TO GENERAL SESSION.**

A motion was made by Mr. Irby to return to general session. The motion was seconded by Mr. Hartley and unanimously carried.

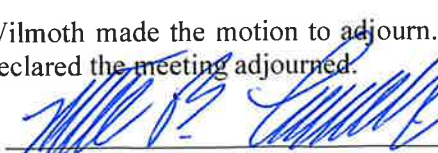
**V. OTHER BUSINESS.**

**A. WV Capital Access Program Update**

Ms. O'Connor updated the Board on the progress of the SSBCI WVCAP Program. She informed the Board that the WVCAP update that is in their board packages has been updated through the end of May. She informed the Board of the number of jobs created, retrained, and the counties in WV where transactions have been approved.

**VI. ADJOURN.**

There being no further business, Mr. Wilmoth made the motion to adjourn. Mr. Irby seconded the motion and without objection, the Chairman declared the meeting adjourned.



Mitch Carmichael  
Chairman



Caitlyn Barker  
WVJIT Executive Secretary