



**MINUTES**  
**REGULAR MEETING**  
**OF**  
**WEST VIRGINIA JOBS INVESTMENT TRUST**

**November 16, 2023**

A meeting of the West Virginia Jobs Investment Trust was held at 11:49 a.m. on November 16, 2023, at the WV Economic Development Authority Conference Room, Northgate Business Park, 180 Association Drive, Charleston, WV. Those participating were:

**WVEDA BOARD MEMBERS:**

Larry Pack, Chairman  
Matthew Irby  
Robert Hartley  
Clay Riley\*  
Brent Wilmoth (Video Conference)  
Steve Bohman, Proxy (Video Conference)  
Joe Canterbury (Video Conference)  
Douglas Ritchie (Video Conference)  
Vicki Dunn Marshall (Video Conference)  
Roberta Robinson Olejasz (Video Conference)  
Eric Nelson (Teleconference)

**WVJIT STAFF:**

C. Andrew Zulauf, Executive Director  
Nathan Polk, Investment Manager  
Jennifer Crouch, Administrative Assistant

\* Non-voting Members

**OTHERS:**

Kris Warner, WVEDA Executive Director  
Steve Webb, WVEDA Associate Director  
Taylor Cole, WVEDA Accountant  
Samantha Batten, WVEDA Administrative Assistant  
William Herlihy, Spilman Thomas & Battle, representing WVJIT

**MEMBERS OF THE PUBLIC:**

None

Chairman Pack 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 October 19, 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 October 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.

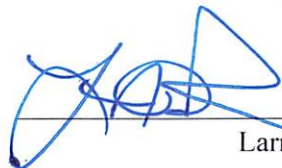
**V. OTHER BUSINESS**

**A. WV Capital Access Program Update**

Mr. Polk updated the Board on the progress of the SSBCI WVCAP Program. He informed the Board that the WVCAP update that is in their board packages has been updated through the end of October. He informed the Board that as of October 31<sup>st</sup>, 46 transactions have been approved, representing 310 created jobs and 534 retained jobs across 21 counties in West Virginia.

**VI. ADJOURN**

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



Larry Pack  
Chairman



Jennifer Crouch  
WVJIT Administrative Assistant