



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

**February 15, 2024**

A meeting of the West Virginia Jobs Investment Trust was held at 12:25 p.m. on February 15, 2024, 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  
Brent Wilmoth  
Matthew Irby  
Robert Hartley  
Douglas Ritchie  
Vicki Dunn-Marshall (Video Conference)  
Roberta Robinson Olejasz (Video Conference)  
Steve Bohman, Proxy (Teleconference)  
Eddie Joe Canterbury (Teleconference)

**WVJIT STAFF:**

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

**OTHERS:**

Kris Warner, WVEDA Executive Director  
Steve Webb, WVEDA Associate Director  
Taylor Cole, WVEDA Accountant  
Chris Alder, WVEDA General Counsel  
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. Wilmoth to amend the minutes of the January 18, 2024 meeting of the WVJIT. The motion was seconded by Mr. Irby and unanimously carried.

A motion was made by Mr. Irby to approve the minutes of the February 6, 2024 special meeting of the WVJIT. The motion was seconded by Mr. Hartley and unanimously carried.

**II. OTHER BUSINESS**

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 January. He informed the Board that as of January 31<sup>st</sup>, 61 transactions have been approved, representing 377 created jobs and 977 retained jobs across 24 counties in West Virginia.

**III. ADJOURN**

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



Larry Pack  
Chairman



Jennifer Crouch  
WVJIT Administrative Assistant