



## **MINUTES**

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

**December 19, 2024**

A meeting of the West Virginia Jobs Investment Trust was held at 12:41 p.m. on December 19, 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  
Douglas Ritchie  
Matthew Irby  
Robert Hartley  
David Lorenze (Video Conference)  
Joe Canterbury (Video Conference)  
Roberta Robinson Olejasz (Video Conference)  
Eric Hall (Video Conference)  
Steve Bohman, Proxy for Riley Moore (Video Conference)

**WVJIT STAFF:**

C. Andrew Zulauf, Executive Director  
Ben Adkins, Investment Analyst  
Courtney Lewis, Administrative Assistant

**ABSENT MEMBERS:**

Vicki Dunn-Marshall  
Riley Moore  
\* Senator Eric Nelson  
\* Clay Riley

\* Non-voting Members

**OTHERS:**

Kris Warner, WVEDA Executive Director  
Steve Webb, WVEDA Associate Director  
Samantha Batten, WVEDA Operations Manager  
Taylor Cole, WVEDA Accountant  
Terri Helmick, WVEDA and WVJIT General Counsel

**MEMBERS OF THE PUBLIC:**

Mike Tony, Charleston Gazette Mail (Video Conference)

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 17, 2024 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 November 30, 2024. The motion was seconded by Mr. Canterbury 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. Ritchie to return to general session. The motion was seconded by Mr. Hartley and unanimously carried.

**V. OTHER BUSINESS**

**A. Approval of WVJIT Hiring Recommendation**

Executive Director Andrew Zulauf gave an overview of the Hiring Recommendation and answered questions from the Board. A motion was made by Mr. Canterbury to approve the hiring of Kelli Poling as the Investment Manager for WVJIT. The motion was seconded by Mr. Ritchie and unanimously carried.

**B. WV Capital Access Program Update**

Mr. Adkins updated the Board on the progress of the SSBCI WVCAP Program. He informed the Board that as of December 10, 2024, 100 transactions have been approved, representing 518 jobs created, and 1,435 jobs retained across 29 counties in West Virginia. Mr. Adkins also informed the Board that the capital disbursement request for the second tranche of SSBCI funding has been submitted to the U.S. Treasury.

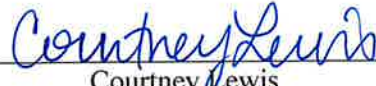
**VI. ADJOURN**

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



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Larry Pack  
Chairman



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Courtney Lewis  
WVJIT Administrative Assistant