



MINUTES

REGULAR MEETING OF WEST VIRGINIA JOBS INVESTMENT TRUST

June 18, 2025

A meeting of the West Virginia Jobs Investment Trust was held at 11:57 a.m. on June 18, 2025, at the WV Economic Development Authority Conference Room, Northgate Business Park, 180 Association Drive, Charleston, WV. Those participating were:

WVEDA BOARD MEMBERS:

Todd Johnston, Chairman (video conference)
Douglas Ritchie
Matthew Irby
Robert Hartley
David Lorenze

WVJIT STAFF:

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

ABSENT MEMBERS:

Vicki Dunn-Marshall
Joe Canterbury
Roberta Robinson Olejasz
Treasurer Larry Pack
Eric Hall
* Delegate Clay Riley
* Senator Glenn Jeffries

* Non-voting Members

OTHERS:

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:

None

Chairman Johnston 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 15, 2025 meeting of the WVJIT. The motion was seconded by Mr. Irby and unanimously carried.

II. TREASURER’S REPORT

A motion was made by Mr. Ritchie to approve the WVJIT treasurer’s report for May 31, 2025. 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.

Samantha Batten, Taylor Cole, Courtney Lewis, and Ben Adkins left the meeting.

IV. RETURN TO GENERAL SESSION

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

Samantha Batten, Taylor Cole, Courtney Lewis, and Ben Adkins returned to the meeting.

A. Approval of Mtn Craft Contract for Technical Assistance Project

Executive Director Andrew Zulauf gave an overview of the project scope and answered questions from the Board. A motion was made by Mr. Hartley to approve the contract. The motion was seconded by Mr. Lorenze and unanimously carried.

B. Approval of Mtn Craft Contract for AmeriCarbon Project

Executive Director Andrew Zulauf gave an overview of the project scope and answered questions from the Board. A motion was made by Mr. Ritchie to approve the contract. The motion was seconded by Mr. Irby and unanimously carried.

C. Approval of Salary Changes

Executive Director Andrew Zulauf gave an overview of the salary changes he is recommending to the Board. After some discussion, Mr. Irby moved to table this matter until further information can be gathered and considered. Mr. Hartley seconded the motion, and the motion unanimously carried.

V. OTHER BUSINESS

A. WV Capital Access Program Update

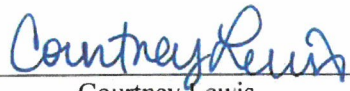
Mr. Adkins updated the Board on the progress of the SSBCI WVCAP Program. He informed the Board that as of June 9, 2025, 114 transactions have been approved, representing 714 jobs created and 1,317 jobs retained across 28 counties in West Virginia. Mr. Adkins also informed the Board that WVJIT is working on the third disbursement and capital allocation request to the U.S. Treasury.

VI. ADJOURN

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



Todd Johnston
Chairman



Courtney Lewis
WVJIT Administrative Assistant