



## MINUTES

### REGULAR MEETING OF WEST VIRGINIA JOBS INVESTMENT TRUST

**October 16, 2025**

A meeting of the West Virginia Jobs Investment Trust was held at 12:10 p.m. on October 16, 2025, at the WV Economic Development Authority Conference Room, Northgate Business Park, 180 Association Drive, Charleston, WV. Those participating were:

#### **WVEDA BOARD MEMBERS:**

Vicki Dunn-Marshall Dionne  
Matthew Irby  
Robert Hartley  
Treasurer Larry Pack  
Eric Hall (video conference)

#### **WVJIT STAFF:**

Ben Adkins, Investment Analyst  
Courtney Lewis, Executive Assistant

#### **ABSENT MEMBERS:**

Todd Johnston, Chairman  
Douglas Ritchie  
Joe Canterbury  
Roberta Robinson Olejasz  
David Lorenze  
\* Delegate Clay Riley  
\* Senator Glenn Jeffries

\* Non-voting Members

#### **OTHERS:**

Taylor Cole, WVEDA Associate Director  
Samantha Batten, WVEDA Operations Manager  
Terri Helmick, WVEDA and WVJIT General Counsel  
Sarah Hartwell, WVEDA Financial Reporting Specialist

#### **MEMBERS OF THE PUBLIC:**

None

Vice-Chairwoman Dunn-Marshall Dionne 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 September 18, 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. Pack to approve the WVJIT treasurer's report for September 30, 2025. The motion was seconded by Mr. Hartley 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. Pack and unanimously carried.

**IV. RETURN TO GENERAL SESSION**

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

**A. Approval of Project Proposal with West Virginia Executive**

Mr. Adkins gave an overview of the project proposal and answered questions from the Board. A motion was made by Mr. Hartley to approve the project. The motion was seconded by Mr. Irby and unanimously carried.

**V. OTHER BUSINESS**

**A. WV Capital Access Program Update**

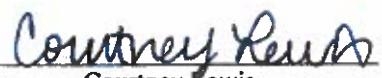
Mr. Adkins updated the Board on the progress of the SSBCI WVCAP Program. He informed the Board that as of October 8, 2025, 122 transactions have been approved, representing 731 jobs created and 1,301 jobs retained across 29 counties in West Virginia.

Ms. Lewis also informed the Board that the U.S. Treasury released its Q2 2025 program report, which named the WVCAP program as #16 in funds deployed and #6 in funds deployed as a percentage of total allocation out of over 100 jurisdictions.

**VI. ADJOURN**

There being no further business, Mr. Pack made the motion to adjourn. Mr. Irby seconded the motion and without objection, the Vice-Chairwoman declared the meeting adjourned.

  
Vickie Dunn-Marshall Dionne  
Vice-Chairwoman

  
Courtney Lewis  
WVJIT Executive Assistant