

**NPWDB, INC. BOARD MEETING
THURSDAY, NOVEMBER 20, 2025**

**12:00 NOON
BY ZOOM**

BOARD MEMBERS PARTICIPATING

Pat Walsh, Vice-Chairman
Rodd Haller, Treasurer
Kim McConnaughy
Tina Rush
Nick Latousakis
Jason Kazmirski
RJ Konkoleski
Michael Haney
Cathy Monteroso
Jason Suter
Kevin Coulter
Mike Vitello
Paul Cowey
Ashley Blake
Courtney Petrovich
Bill Tice
Jill Konkle

BOARD MEMBERS NOT PARTICIPATING

Eric Peters, Secretary
David McDonald
Valerie Piko
Lisa Werner
Michelle Craig
Mike McCoy

LOCAL ELECTED OFFICIALS PARTICIPATING

John Gruzinskis, Chief LEO
Don Nickerson
Lisa Heasley
Lance Hickman

LOCAL ELECTED OFFICIALS NOT PARTICIPATING

Tim Connell (for Mayor Harris)
Stacey Wise
Tony Assaro (for Mayor Magruder)
Lance Hickman
Tommy Ogden

OTHERS PARTICIPATING

Erinn Kittle
Caren Knoyer
Lake Ferrara
Aaron Sealey
Pam Hedrick
Jodi Fogel
Vickie Mazeska
Roger Kent, CPA

CHAIRMAN'S REPORT

Mr. Walsh, Vice-Chairman, chaired the meeting and noted a quorum of members was participating, so the meeting was formally called to order at approximately 12:01 pm.

Mr. Walsh asked for a motion to approve the August 21, 2025, Full Board and Executive Committee Meeting minutes. Mr. Coulter moved. Motion seconded by Mr. Vitello. Minutes were unanimously approved as submitted.

Mr. Walsh announced upcoming conferences.

Mr. Walsh updated the Board on the July, August and September 2025 monthly expenditures that were approved by the Executive Committee. Monthly expenditures appear to be in order.

Mr. Walsh asked if anyone would like to nominate a board member to be Chairman. Mr. Gruzinskas nominated Paul Cowey. With no other nominations, Mr. Walsh asked for a motion to elect Mr. Cowey as the new Chairman. Mr. Gruzinskas (representing Marshall County) moved. Motion seconded by Mr. Coulter. Motion carried unanimously.

Mr. Walsh said Erinn Kittle. Kittle, Executive Director, will update the Board on other matters discussed and/or approved at today's Executive Committee meeting.

Mr. Walsh asked Ms. Kittle to detail/explain the most recent Performance Report for Region 5. Ms. Kittle said the Region 5 WDB is meeting or exceeding all performance measures. Mr. Walsh requested a motion to approve the performance report. Mr. Cowey moved. Motion seconded by Ms. McConnaughy. Motion carried unanimously.

FINANCIAL REPORT

Roger Kent, CPA, reviewed the NPWDB, Inc.'s financial statements for the period ending September 30, 2025. Mr. Walsh requested a motion the September 2025 financial statements be approved. Mr. Coulter moved. Motion seconded by Ms. McConnaughy. Motion carried unanimously.

YOUTH ACTIVITY REPORT

Lake Ferrara, Program Director/EO Officer presented the Youth Activity Report. Ms. Ferrara updated the Board on the following: 1) Year-To-Date Subcontractor Activity; 2) Older Youth ITA Program; and 3) Work Experience Programs for area Youth.

Mr. Walsh requested a motion that the Youth Activity Report be approved as presented. Mr. Cowey moved. Motion seconded by Mr. Kazmirski. Motion carried unanimously.

ONE STOP CENTER REPORT/ COMMUNITY OUTREACH REPORT

Ms. Mazeska, One Stop Operator Manager, presented the One Stop Operator Report. Ms. Mazeska discussed year-to-date customer figures at regional American Job Centers. Ms. Mazeska also presented the Community Outreach Report. She detailed the marketing and outreach strategies for Program Year 2025-2026, including marketing via social media, billboards, television, and radio. She also discussed revamping of the NPWDB, Inc.'s website and making it more cohesive to the marketing materials. Mr. Walsh requested a motion the One Stop Operator Report be approved as presented. Mr. Kazmirski moved. Motion seconded by Mr. Coulter. Motion carried unanimously.

DIRECTOR'S REPORT

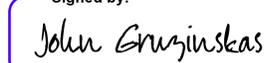
Ms. Kittle presented the Director's Report. Ms. Kittle discussed: 1) YTD OJT Report; 2) YTD Rapid Response Report; 3) YTD ITA and Apprenticeship Report; 4) revisions to Personnel Policies and Procedures, including offering all WIOA full-time employees health insurance or a stipend in lieu of health insurance.

Mr. Walsh requested a motion that the Director's Report be approved as presented. Mr. Cowey moved. Motion seconded by Mr. Vitello. Motion carried unanimously.

PUBLIC COMMENTS

Mr. Walsh asked if there were any public comments. Ms. Kittle stated that the next Board Meeting in February 2026 will be in-person and take place at the new American Job Center in Triadelphia, WV. Ms. Kittle also congratulated Mr. Cowey on becoming the new Chairman of the Northern Panhandle Workforce Development Board. Mr. Walsh asked if there were any other comments. There were none.

There being no further business, the meeting was adjourned at approximately 12:35 pm with no objections.

Signed by:

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John Gruzinskas, Chief LEO