



BOARD OF DIRECTOR'S MEETING MINUTES

Wednesday, July 10, 2019

KPEPC Office

113 Lakeview Drive, Cross Lanes, WV 25313

1. Call to Order

Tim called the meeting to order at 11:50.

In attendance: John Sikora, Keith Vititoe, Matt Lyons, Tim McDaniel, Mark Strickland and CW Sigman.

2. May 15, 2019 Minutes were not approved due to a lack of a quorum.

3. Reports

- Chair – Tim McDaniel: Tim discussed the administrator job search. He said that as of right now there were only 2 people who expressed interest. It was suggested that Tim go ahead and run an ad in Indeed as well as post to our social media with of a closing date 2 days before the next board meeting. We also discussed having another shred day at the KPEPC office. We will get with Krista next week to see when it would work for her. We also talked to Keith Vititoe about looking at office space at Kanawha County Schools Training Center. Tim will call Keith to set up a time next week to look at it.
- Susan Graves attended the meeting and gave a financial report as well as discussed what all she will be doing for us as our CPA. She still needs Tim and John Dearnell to sign knew signature cards. She will be processing credit cards now thru QuickBooks and we not need the credit card machine in the office. She will also look into how we can get out of our Suddenlink contract.
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- Kanawha County Emergency Management – CW Sigman: On September 3-4 LSU will be holding a training class on Complex and Coordinated Attaches and would like KPEPC to co-sponsor and pay for lunch for 40 people utilizing the Columbia Gas Cafeteria. The course is on Course Mill. On October 15-17, a three-day course will include a hands on tabletop drill. CW would like to start planning for Preparedness Month and KPEPC we will be a co-sponsor to the activities.
- Matt Lyons – talked about adding the Eastern CAP meeting to the meetings that the Admin should attend.

The meeting was adjourned at 1:15.