

**MINUTES  
SPECIAL TELE-CONFERENCE  
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

Held at:

**The School Building Authority of West Virginia  
2300 Kanawha Boulevard, East  
Charleston, West Virginia**

**April 29, 2019  
9:45 a.m.**

**I. CALL TO ORDER**

Chairman Brian Abraham called the Special Meeting to Order at 9:50 a.m. Monday, April 29, 2019. Chairman Abraham was present, with the following Authority Members participating via-telephone: Robert Holroyd; Chris Morris; Dr. James Wilson; David Perry; Sandra Hamilton; and Debra Sullivan. The following Staff of the SBA were also present: Executive Director David L. Roach; Sue Chapman; Ben Ashley; and Tamela Brewer.

**II. PERSONNEL COMMITTEE**

Filling the Vacant Executive Assistant Position

Mr. Robert Holroyd provided a description of the duties and responsibilities of the Executive Assistant. A brief discussion was held regarding the duties; responsibilities and qualifications of the new Executive Assistant. Upon a motion by David Perry, with a second by Robert Holroyd, the Authority voted to approve the hiring of Shannon L. Driver as the Executive Assistant to Executive Director David Roach.

**III. ADJOURNMENT**

There being no further business to come before the Authority and upon a motion by David Perry, with a second by Chris Morris, the Authority voted to adjourn the April 29, 2019 Special Tele-Conference Meeting of the School Building Authority of West Virginia.

Minutes Approved June 17, 2019



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Mr. Brian Abraham, Governor's Designee  
School Building Authority of West Virginia