

**Region 4 Workforce Board  
Special Session Executive Committee  
Meeting Minutes  
Monday, November 4, 2024**

**Meeting Time:** 3:00pm AM  
**Method:** Virtual - GoTo Meeting Conference Call

**Committee Member Participants:** Matt Lewellen, Chair; Steve Snyder, Vice Chair; Holly Moore, Treasurer; Randy Vernon, Secretary.

**WDB Staff:** Gregg Notestine, Executive Director; Blake Sempstrott, Controller; and Tina Overley-Hilt, Executive Assistant

**Executive Committee**

Matt Lewellen, Executive Committee Chair, called the Special Session of the Executive Committee meeting to order at 3:00pm.

**Special Session**

A special session of the Executive Committee of the Region 4 Workforce Board was held on Monday, November 4, 2024. The purpose of this session was for the following:

- Resignation of Gregg Notestine, CEO of Region 4 Workforce Board
- Appointment of Interim CEO
- Review Succession Planning Committee members and strategy. (Tabled until the next Executive/Finance Committee meeting in December.)

Strategies discussed:

- Appoint Mellisa Leaming as CEO in addition to the Chief Operations Officer role.
- Appoint Mellisa Leaming as Interim CEO and immediately start a search for a replacement for Gregg Notestine
- Appoint Mellisa Leaming as Interim CEO and begin a search for a permanent CEO in the Spring when conditions for finding a replacement will be more conducive to hiring than during the holidays

**A motion was made to make a recommendation to the full Board to accept the resignation of Gregg Notestine, Chief Executive Officer, and approval of Mellisa Leaming as the interim Chief Executive Officer.**

**Motion: Matt Lewellen  
Second: Randy Vernon  
Approved: Unanimous**

**Adjournment**

The Special Session of the Executive Committee meeting adjourned at 3:30pm.