



MINUTES

Board of Directors Meeting
Conference Room
Development Authority Conference Room
February 13, 2019 at 9:30 a.m.

PRESENT: Helen Harris, Vice President Montie Hicks
 Jim Welton, Treasurer George Karos
 Jim Barnes Megan Michael
 Bob Butler Jim Seibert
 Steve Cox Kevin Starliper
 Dan Dulyea Hunter Wilson
 Amanda Giangola

ABSENT: Nan Stevens; Tony Lewis; and P.J. Orsini

OTHERS PRESENT: Ken Barton, Steptoe & Johnson; Sandy Hamilton, Executive Director; and Tara Price, Administrative Services Coordinator. Guest: Breanna Francis, The Journal

- I. Call to order—In President Stevens absence, Vice-President Harris called the meeting to order at 9:31 a.m. in the Authority Board Room, Martinsburg, WV.
- II. Determination of Members Present and Existence of a Quorum— Vice-President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting— Vice-President Harris confirmed the meeting agenda was posted to the public Friday, February 8, 2019.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee— The Board reviewed the minutes of the last Board Meeting on January 9, 2019.
Mr. Cox made a motion to approve the minutes. Seconded by Ms. Giangola. Motion carried.
- V. Finance/Audit Committee Reports—Mr. Welton reported the Finance/Audit Committee met jointly with the Property Management Ad-Hoc Committee and the Property Manager Mike Bush was in attendance. The following Agenda items were discussed:

- A. Foxcroft—the Property Manager provided a report to the committees on financials and property repair and maintenance needs.
- B. Financials—Mr. Welton reported that the December financial reports were emailed to the Board. The January financial reports will be emailed to the Board as soon as they are received.
Motion made by Mr. Seibert to approve the December Financials, subject to audit; seconded by Mr. Wilson. Motion approved.
- C. Audit—Mr. Welton reported the on-site process of the audit was completed in January for FY2017 & FY2018.
- D. RFP—Mr. Welton reminded the board that the financial policy states that all services including banking, accounting, legal and property management are bid every three years and will be advertised prior to the next fiscal year.
- VI. Public Comments. Vice-President Harris welcomed Breanna Francis from The Journal to the meeting.
- VII. Report of the President—Vice-President Harris reported that President Stevens has completed committee assignments and distributed the roster to the board.
- VIII. Report of Chairperson of Standing Committees—
- Executive Committee—Vice-President Harris reported no Executive Committee meeting was held since the last board meeting.
 - Business Development Committee – Ms. Hamilton, in the absence of Chairman Orsini, deferred to Executive Session.
 - Marketing Committee – Mr. Starliper reported the committee met in January and nothing further to report.
 - Government Affairs Committee – Mr. Wilson reported the committee did not meet since the last meeting.
 - Property Management Committee – Mr. Welton reported previously with the Finance/Audit Report
- IX. Report of Ad-Hoc Committees—
- Funding Ad Hoc Committee –Ms. Harris reported no meeting was held since last board meeting.
- X. Executive Session—Ms. Michael made a motion to go into Executive Session, seconded by Ms. Giangola. Action will be taken. Entered into Executive Session at 9:46 a.m. Adjourned at 10:03 a.m.
Mr. Dulyea made a motion to grant a 3% pay increase to Tara Price, Administrative Services Coordinator, effective January 1, 2019, seconded by Mr. Seibert. Motion carried.
- XI. Unfinished Business—No unfinished business reported at the meeting.
- XII. New Business—No new business presented at the meeting.

XIII. Other Business—

- A. Harold Drive- Dr. Dulyea requested discussion regarding Harold Drive since the Build Grant funding was not approved.

Vice-President Harris recommended tabling discussion until next month's meeting to review materials previously presented.

- B. Business Coach (SBDC) -Mr. Dulyea discussed a pro-rated payment to the Jefferson County Development Authority (JCDA) for funding toward Mr. Coffey's salary.

Dr. Dulyea called a motion to pay \$5,000 to JCDA. Seconded by Mr. Seibert. Mr. Barnes called to question. Ayes= 3, Nays=7; Mr. Cox abstained. Motion denied.

XIV. Report of Staff

- Executive Director—Ms. Hamilton reviewed her distributed monthly report. There were no questions at this time.
- Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions at this time.

XV. Member Informational Reports and Announcements—

- XVI. Adjournment—There being no further business, the meeting was adjourned at 10:55 a.m.

Respectfully submitted,

Anthony Lewis (*absent*)
Secretary

Helen Harris
Vice- President