



MINUTES

Board of Directors Meeting
Development Authority Conference Room
July 10, 2019, at 9:30 a.m.

Helen Harris, President	Dan Dulyea
Abe Ashton, Vice President	Amanda Giangola
Tony Lewis, Secretary	Amy Orndoff
Montie Hicks, Treasurer	P.J. Orsini
Bob Butler	Brandon Smith
Brad Close	Hunter Wilson

ABSENT: George Karos

OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Sandy Hamilton, Executive Director; and Tara Price, Administrative Services Coordinator.

GUESTS: Breanna Francis, The Journal; and Matthew Umstead, The Herald-Mail.

- I. Call to order—President Harris called the meeting to order at 9:33 a.m. in the Authority Board Room.
- II. Determination of Members Present and the Existence of a Quorum—President Harris reported that a quorum was present.
- III. Proof and Filing by Secretary the Notice of Meeting— Secretary Lewis confirmed the meeting agenda was posted to the public Friday, June 6, 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 June 12, 2019.
President Harris noted one correction under Ad Hoc Funding Committee. She confirmed with the By-Laws that there is no procedure specified that Minutes need to be approved by motion, and asked input from the Board if there is a need to continue this since the Board receives them as a Read Ahead before the next meeting.
Since there was no preference from the Board present, Minutes will no longer be required to be approved by Motion.
- V. Public Comments— President Harris welcomed guests from the public and asked them to introduce themselves.

- VI. Report of President—President Harris welcomed new Board members to their first meeting. She also stated it would be very helpful if the County Council would make appointments before their last meeting of the fiscal year. Appointments made so late is not fair to the operation of the Development Authority or those not being reappointed.
- VII. Finance/Audit Committee Reports—Mr. Hicks reported the Finance/Audit Committee did not meet in June and reviewed the May 2019 financials. He would like to have the accounting firm meet with the committee to review income statements and how they are structured.

*Motion made by Ms. Giangola to approve the financial statements, subject to audit.
Seconded by Mr. Wilson. Motion carried.*

- VIII. Election of Board of Director's Vice President and Treasurer—President Harris read from the By-Laws regarding Board vacancies are to be filled by the President by the next meeting and the Board will vote to accept the slate as presented with the Abe Ashton as Vice President and Montie Hicks as Treasurer.

The slate of officers will be as follows:

President: Helen Harris
Vice President: Abe Ashton
Secretary: Tony Lewis
Treasurer: Montie Hicks

A question was raised why it did not follow the standard nomination process of the By-Laws. Mr. Barton confirmed the section of the By-Laws regarding the filling of vacancies is made by the President at approved at a Special Meeting or the next regular meeting. Mr. Barton also advised the board that if they disagree with the slate they could vote it down. The President requested a motion for the approval of the slate as presented. Secretary Lewis made a motion to accept the updated slate of officers as presented; seconded by Mr. Butler. Mr. Dulyea abstained. Motion carried.

- IX. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Harris had no report since the committee did not meet. She distributed the new roster and committee assignments to the Board.
 - B. Business Development Committee—Mr. Orsini said the committee had met and that they are actively discussing a strategy to not only marketing the Authority's assets but to find better ways to target market to specific businesses and attract them to look here.
 - C. Marketing Committee – Ms. Price spoke for the Marketing Committee there was no meeting in June. Ms. Giangola has been assigned Chair of this Committee.
 - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee was unable to hold a meeting due to lack of a quorum and will be contacting the committee to schedule the next meeting.

- E. Property Management Committee—Mr. Wilson distributed the Property Management Report from Mike Bush to the Board.
1. June 2019 Report— it is reported has a 3.07% vacancy between both 300 and 400 Foxcroft building.
 2. Capital Improvement Projects—Landscaping, painting, parking lot, and signage projects are currently in progress.
- X. Report of Ad-Hoc Committee—
- A. Funding Ad Hoc Committee—President. Harris reported the committee did not meet in June and since there was no further need to meet, the committee is dissolved until further notice.
- XI. Executive Session—
Mr. Wilson made a motion to go into Executive Session to discuss real estate matters; seconded by Mr. Butler. No action is expected to be taken. The board entered into executive session at 10:23 a.m. The Board returned to open session at 10:54 a.m.
- XII. Approval of New Hire—Ms. Hamilton reported an offer was made and accepted by Jennifer Smith as the Authority’s new Economic Development Coordinator at a starting salary of \$50,000 and to start on 7/22/19.
- Mr. Orsini made a motion to go to approve the starting salary of \$50,000 for the new Economic Development Coordinator; seconded by Ms. Giangola. Motion carried.*
- XIII. Report of Staff
- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report.
 - b. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report.
Mr. Orsini inquired on the status of the Board Portal on the website requested at an earlier meeting. Ms. Hamilton noted that due to the recent updates to the Board Members, she requested Ms. Price to table that project until this fiscal year.
- XIV. Member Informational Reports and Announcements—President Harris
President Harris invited members to introduce themselves to each other.
- XV. Adjournment—There being no further business, the meeting was adjourned at 11:20 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Helen Harris
President