



## MINUTES

Board of Directors Meeting  
Development Authority Zoom Meeting  
April 8, 2020, at 9:30 a.m.

Helen Harris, President	Amy Orndorff
Abe Ashton, Vice President	P.J. Orsini
Tony Lewis, Secretary	Brandon Smith
Brad Close	Hunter Wilson
Dan Dulyea	

ABSENT: Bob Butler, Amanda Giangola, Montie Hicks, George Karos, and Steve O'Brien  
OTHERS PRESENT: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.  
GUESTS: Matthew Umstead, The Herald Mail

- I. Call to order—President Harris called the meeting to order at 9:39 a.m.
- 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 on Friday, April 3, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on March 11, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed our guest from the public attending today's meeting.
- VI. Report of the President —Ms. Hamilton's evaluation has been completed and approved by the Executive Committee. Ms. Harris hopes to have the review with Ms. Hamilton face to face. If this is not feasible, an alternative will be determined. She deferred the rest of her report to executive session.

VII. Financial/Audit Committee Report—Finance/Audit Committee Member Mr. Close, reported on the financials for February 2020, in the absence of the treasurer. *Mr. Dulyea made a motion to approve the January 2020 financials, subject to audit, Mr. Ashton seconded, and Motion was approved.*

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee— President Harris said the committee had met to discuss a personnel matter, as previously reported.
- B. Business Development Committee –Mr. Orsini reported the committee recommendation of the RFQ for Real Estate Services is Jones Lang Lasalle (JLL). *A motion was made by Mr. Orsini to request approval of the committee recommendation; seconded by Mr. Dulyea. Motion approved*  
Mr. Orsini reported the committee the committee recommended Thrasher for the RFQ for Engineering Services.  
*A motion was made by Mr. Orsini to request board approval of the committee recommendation; seconded by Mr. Close. Motion approved.*
- C. Marketing Committee – President Harris reported Mr. Smith will co-chair the Marketing Committee with Ms. Giangola and for Mr. Smith to work with staff to set a meeting of the committee.
- D. Government Affairs and Infrastructure Committee – As reported in the March meeting, Mr. Lewis will meet with the committee to further discuss the four key areas of focus, (1) Harold Drive; (2) Second leg of fiber in the county; (3) Quality of life projects; and (4) The potential of a Civic Center.
- E. Property Management Committee –Mr. Wilson reviewed the property management report with the board.
- F. AdHoc Nominating Committee-President Harris reported the slate of officers will be presented at the May Board Meeting.

IX. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. There were no questions.
- b. Economic Development Coordinator—Ms. Smith reviewed her monthly report. There were no questions.
- c. Administrative Services Coordinator—Ms. Price reviewed her distributed monthly report. There were no questions.

X. New Business-There was no new business addressed at the meeting.

XI. Other Business- Willis Loan Documents

Mr. Barton discussed the loan modification documents with the board, as the existing document is nearing maturity.

*Mr. Close made a motion to accept the loan modification document; seconded by Mr. Wilson. Motion approved.*

XII. Executive Session—President Harris entertained a motion to enter Executive Session to discuss personnel matters.

*Mr. Close made a motion to go into Executive Session at 10:16 a.m. Mr. Ashton seconded it. No action is expected to be taken. The board returned to open session at 10:47 a.m.*

- XIII. Member Informational Reports and Announcements—No member informational announcements were made at this time.
- XIV. Adjournment—There being no further business, the meeting was adjourned at 10:50 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Helen Harris  
President