



## MINUTES

Board of Directors Meeting  
**Development Authority Conference Room  
and via Zoom Meeting**

August 12, 2020, at 9:30 a.m.

Helen Harris, President  
Abe Ashton, Vice President  
Tony Lewis, Secretary  
Montie Hicks, Treasurer  
Dan Dulyea

Steve O'Brien  
Amy Orndorff  
P.J. Orsini  
Brandon Smith  
Hunter Wilson

ABSENT: George Karos, Carey Gano

OTHER ATTENDEES: Ken Barton, Steptoe & Johnson, Legal Counsel; Mike Bush, Real Property Solutions; Bob Butler, Sandy Hamilton, Executive Director; Tara Price, Administrative Services Coordinator; and Jennifer Smith, Economic Development Coordinator.

GUESTS: Jim Linsenmeyer, WV Development Office; Mathew Umstead, The Herald-Mail; and representing the public: Gina Billen, Joe Brookerson, Susan Brookerson, Larry Brown, Tracey Cannon, John Christiansen, Gail Kohlhorst, Regina Hendrix, Ned Marshall, Laurel Parker, Mary Sell, Anne Sentz, A. Tabb, and Christine Wimer.

- I. Call to order—President Harris called the meeting to order at 9:32 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 Thursday, August 6, 2020.
- IV. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on July 8, 2020. No corrections to the minutes were requested.

- V. Public Comments— President Harris welcomed our guests from the public attending today’s meeting via Zoom. Requesting to address the Board for today’s meeting; Tracey Cannon, Anne Sentz, Christine Wimer, Ned Marshall, Larry Brown, Laurel Parker, and Gina Billen.
- VI. Report of the President —President Harris announced a board orientation will be scheduled with Mr. Barton Wednesday, August 26, 2020, from 11:00 a.m. to 1:00 p.m. She also asked the committee chairs to set a tentative meeting schedule for the year.
- VII. Financial/Audit Committee Report—Treasurer Hicks reviewed the June 2020 financials and FY2021 budget draft.  
*Mr. Wilson made a motion to approve the June 2020 financials, subject to audit, Mr. Close seconded, as well as the FY 2020/21 budget. The motion was approved.*
- VIII. Report of Chairperson of Standing Committees—
  - A. Executive Committee– no report given.
  - B. Business Development Committee –Mr. Orsini discussed continuing to work on development projects.
  - C. Marketing Committee – Mr. Smith reported the committee met and will review digital marketing projects. Staff will collaborate on preparing a scope of work for video production services.
  - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee met and discussed projects primarily the fiber needs for the county.
  - E. Property Management Committee –Mr. Wilson reviewed the property management report previously distributed to the board.
- 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. Mr. Orsini inquired about the home page links on our website and Ms. Price will look into it.
- X. New Business—There was no new business addressed at the meeting.
- XI. Other Business— There was no other business addressed at the meeting.

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

*Mr. Close made a motion to go into Executive Session at 10:50 a.m. Seconded by Mr. Ashton. No action is expected to be taken. The board returned to open session at 11:32 a.m.*

XIII. Member Informational Reports and Announcements—No announcements from the members of the board.

XIV. Adjournment—There being no further business, the meeting was adjourned at 11:38 a.m.

Respectfully submitted,

Anthony Lewis  
Secretary

Helen Harris  
President