



MINUTES
Board of Directors Meeting
Berkeley County Development Authority
May 9, 2018 at 9:30 a.m.

PRESENT:	Greg Ahalt	P.J. Orsini
	Jim Barnes	Jim Seibert
	Bob Butler	Kevin Starliper
	Alan Davis	Nan Stevens, President
	Dan Dulyea	Bill Stubblefield
	George Karos	Hoy Shingleton
	Helen Harris, Vice President	Jim Welton, Treasurer
	Tony Lewis, Secretary	Hunter Wilson

ABSENT: Steve Cox, Dennis Donaldson, Amanda Giangola, Montie Hicks and Megan Michael

OTHERS PRESENT: Sandy Hamilton, Executive Director; Lori Taylor, Business Programs Manager; Tara Price, Administrative Services Coordinator; Ken Barton, Steptoe & Johnson; Kevin Knowles, Berkeley County Recovery Resource Center; Jim McConville, The Journal; Stephanie Stout, Berkeley County Recovery Resource Center; and Gary Wine, Berkeley County Council/IT Department.

- I. Call to order— President Stevens 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—President Stevens reported that a quorum was present.
- III. Proof and Filing by Secretary of Notice of Meeting—Secretary Lewis confirmed the meeting agenda was posted to the public May 4, 2018.
- IV. Reading and Disposal of Prior Unapproved Minutes of the Board and Executive Committee—The Board reviewed last month's minutes. Mr. Ahalt made a motion to approve the minutes as presented; seconded by Mr. Barnes. Motion carried.
- V. Finance/Audit Committee Reports—Audit Recommendation— Treasurer Welton reported the Finance/Audit Committee Meeting met on May 2. The following items were discussed:
 - A. Financial Policies— The committee reviewed the current draft of the Financial Policies for updates and revisions. A new draft from that meeting will be distributed to the committee and prepared to present to the full Board at June's meeting.
 - B. Financials—Treasurer Welton reviewed the Financials for March 2018 that were emailed to the Board as they were received after last month's Board Meeting. Mr. Seibert made a motion to approve the March Financials as presented; seconded by Mr. Starliper. Motion carried.

- VI. Public Comments. Ms. Stevens welcomed guests from the public and invited them to introduce themselves.
- VII. Presentation from Berkeley County Community Recovery Services—President Stevens introduced Kevin Knowles, Community Recovery Services Coordinator, who gave a presentation regarding recovery services. Handouts including a Drug Overdose Summary and supporting reports were provided to the Board.
- VIII. Report of the President—President Stevens noted the representative of the Small Business Development Center (SBDC) was not present to report and the contract will be reviewed in July.
- IX. Report of Chairperson of Standing Committees—
- A. Executive Committee - President Stevens reported no Executive Meeting was held
 - B. Business Development Committee - Mr. Orsini deferred to Executive Session.
 - C. Marketing Committee - Mr. Starliper reported the Committee met on April 25 and discussed the following:
 - a. Logo - the Committee reviewed proposals that were submitted to design the Authorities new logo. The committee approved the firm Lovely Pixels, who are collaborating with Hersick + Webster, for the project. Tentatively the logo will be available to present to the Board at the June meeting.
 - b. Website - Tara will be concurrently working on the migration project of the website from the previous content management system (CMS) to WordPress as the office brings the website design in-house. The website is tentatively scheduled for phase one to be completed by the end of May, with a presentation to the Board at the June meeting.
 - c. Newsletter - the committee will tentatively have the first edition of the BCDA quarterly newsletter launched in July.
 - D. Government Affairs & Infrastructure Committee - Mr. Wilson and the committee met on May 2. Tommy Nalley of Capitol Power Group arranged a conference call with several fiber experts to discuss needs of bringing more fiber into the county and how it will impact economic development in the area. Mr. Wilson addressed that investing in expanding fiber capabilities has the potential to bring data centers with higher paying jobs to this area. Gary Wine from Berkeley County Council IT Department spoke to Board concurring what Mr. Wilson shared. Mr. Dulyea addressed need to set up a meeting with the state to get them in the future discussions.
 - E. Human Resources Committee - the Human resources committee met prior to today's Board meeting to continue discussions of pay considerations.
 - F. By-Laws Committee - The By-Laws committee met April 19 to review the current draft of the By-Laws and discuss revisions and corrections.
 - G. Office Committee - discussion deferred to Executive Session.
- X. Executive Session —A motion was made by Mr. Wilson to move into Executive Session that may involve discussion on legal and real estate matters involving competitive bids and property transactions. Mr. Orsini seconded the motion. Possible action may be taken.

Motion carried. All guests and staff, except Mr. Barton and Ms. Hamilton, were excused at this time. Entered into Executive Session at 10:14 a.m.; adjourned at 11:08 a.m.

10:35 a.m. Mr. Shingleton exited the Executive Session and the Board Meeting.

10:53 a.m. Mr. Butler exited the Executive Session and the Board Meeting.

11:00 a.m. Mr. Davis exited the Executive Session and the Board Meeting.

A Motion was made out of Executive Session by Mr. Dulyea to authorize council to request a 30-day extension on due diligence. Seconded by Mr. Seibert. Motion carried.

11:13 a.m. Mr. Wilson, Mr. Orsini and Mr. Stubblefield exited the Board Meeting.

11:15 a.m. Mr. Ahalt exited the Board Meeting.

- XI. Unfinished Business. A Special Board Meeting was scheduled for May 14, 2018 at 9:00 a.m. in the BCDA Conference Room, to discuss further legal and real estate matters.
- XII. New Business. No new business reported at this time.
- XIII. Report of Staff
- (a) Executive Director—Ms. Hamilton reviewed and distributed her report to the Board. There were no questions at this time.
 - (b) Business Programs Manager—Ms. Taylor reviewed and distributed her report to the Board. There were no questions at this time.
 - (c) Administrative Services Coordinator—Ms. reviewed and distributed her report to the Board. There were no questions at this time.
- XIV. Member Informational Reports and Announcements—No Board Member Reports or Announcements were given.
- XV. Adjournment. There being no further business, the meeting was adjourned at 11:19 a.m.

Respectfully submitted,

Anthony Lewis
Secretary

Nanette Stevens,
President