



## MINUTES

Board of Directors Meeting  
Development Authority Conference Room  
December 11, 2019, at 9:30 a.m.

|                            |               |
|----------------------------|---------------|
| Helen Harris, President    | Montie Hicks  |
| Abe Ashton, Vice President | George Karos  |
| Tony Lewis, Secretary      | Steve O'Brien |
| Montie Hicks, Treasurer    | Amy Orndoff   |
| Bob Butler                 | Brandon Smith |
| Brad Close                 |               |

ABSENT: Dan Dulyea, Amanda Giangola, P.J. Orsini, and Hunter Wilson

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: Breanna Francis, The Journal, Jim Lisenmeyer, West Virginia Development Office, and Don Patthoff, DDS, Patthoff General Denistry.

- I. Call to order—President Harris called the meeting to order at 9:32 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 on Friday, December 4, 2019.
- IV. Presentation—President Harris welcomed Dr. Don Patthoff to the meeting, here today to provide a presentation to the board on his experience in his dental practice with Photobiomodulation (PBM). A handout was provided to the Board.
- V. Reading and Disposal of Prior Month's Minutes of the Board –The Board reviewed the minutes of the last Board Meeting on November 13, 2019. No corrections to the minutes were requested.
- VI. Public Comments— President Harris welcomed guests from the public attending today's meeting.

- VII. Report of President —President Harris report that the Executive Committee will tentatively meet on the 4<sup>th</sup> Wednesday and will contact committee members on scheduling a time.
- VIII. Financial/Audit Committee Report—Finance/Audit Chairman Hicks, reported on the financials for October 2019. He also reported the State Auditor’s Office had granted an extension and the office will begin the FY2018-2019 Audit in January 2020.  
*Mr. Close made a motion to approve the October 2019 financials, subject to audit. Mr. Butler seconded. Motion approved.*
- IX. Report of Chairperson of Standing Committees—
- A. Executive Committee— President Harris Deferred to her earlier President’s report.
  - B. Business Development Committee —In Mr. Orsini’s absence, a report was tabled til next meeting. Ms. Hamilton reported a item will be deferred to Executive Session later in this meeting.
  - C. Marketing Committee – In Ms. Giangola’s absence, the Marketing committee report was tabled til next meeting.
  - D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee had not met since the last board meeting.
  - E. Property Management Committee – In Mr. Wilson’s absence, Mr. Bush reviewed the property manager’s report distributed and continued capital improvement being made, lease agreement and transition of cleaning service contract to a new vendor on the Foxcroft buildings.
- X. Executive Session—President Harris entertained a motion to enter Executive Session to discuss real estate and property matters.  
*Mr. Hicks made a motion to enter Executive Session; seconded by Mr. Butler.*  
The Board entered into Executive Session at 10:18 a.m. and returned to public meeting at 10:39 a.m.  
*Mr. Close made a motion to approve the tenant upgrades requested for offices occupied by Martinsburg Radiology and Kay Casto and Chaney. Seconded by Mr. Ashton. Motion approved.*
- XI. 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.

XII. Member Informational Reports and Announcements—There being no member announcements, President Harris wished everyone a Merry Christmas!

XIII. Adjournment—There being no further business, the meeting was adjourned at 10:43 a.m.

Respectfully submitted,



Anthony Lewis  
Secretary



Helen Harris  
President

