



MINUTES

Board of Directors Meeting
Development Authority Conference Room
March 11, 2020, at 9:30 a.m.

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

ABSENT: Brad Close, Amanda Giangola, 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: Jim Linsenmeyer, West Virginia Development Office, Keith McIntosh, Senator Manchin's Office; and Chris Strovel, Senator Capito's Office.

- 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, March 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 February 12, 2020. No corrections to the minutes were requested.
- V. Public Comments— President Harris welcomed guests from the public attending today's meeting.
- VI. Report of President — President Harris appointed members to the Nominating AdHoc Committee for the FY2020-2021 Election of Officers to the Development Authority Board. Brad Close, Steve O'Brien and Bob Butler have all agreed to serve on the committee.

VII. Financial/Audit Committee Report—Finance/Audit Chairman Hicks, reported on the financials for January 2020.
Mr. Wilson made a motion to approve the January 2020 financials, subject to audit. Mr. Ashton seconded. Motion approved.

VIII. Report of Chairperson of Standing Committees—

- A. Executive Committee— President Harris said the committee had met on February 26, 2020, to finalize Ms. Hamilton’s evaluation. Waiting on a few final reviews from committee. Once received will setup a time to review with Ms. Hamilton.
- B. Business Development Committee –Mr. Orsini reported two Request for- Qualifications (RFQ) to review and award, RFQ for Real Estate Services and Engineering Services. The committee plans to meet on March 25, 2020.
- C. Marketing Committee – Ms. Hamilton reported that Ms. Giangola notified her she will be returning to the April monthly meeting. President Harris asked Mr. Smith if he would take over the Marketing Committee in Ms. Giangola absent. If possible try to hold a meeting before next board meeting.
- D. Government Affairs and Infrastructure Committee – Mr. Lewis reported the committee met on February 21, 2020, with chairs from the other standing committees. Four areas of interest the members agreed to collaborate on:
 - 1.) Harold Drive 2.) Fiber 3.) Quality of Life of Community 4.) Civic Center potential in Berkeley County
- E. Property Management Committee –Mr. Wilson reviewed the property management report. He deferred one item to discuss in Executive Session.

IX. Report of Staff

- a. Executive Director—Ms. Hamilton reviewed her distributed monthly report with the Board. She reported the draft of the audit has been completed and the final draft is due to arrive any day now. Mr. Dulyea inquired if the Development Authority posts through social media an announcement wot the audit especially when it is a good audit report. Ms. Hamilton agreed that was something to definitely consider. There were no other 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. She highlighted new security protocols and procedures to back up the website content should there be technical issues. Mr. Dulyea asked if there is a backup with the server. Ms. Price confirmed there is a backup with the web host vendor. There were no other questions.

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 and property matters.

Mr. Wilson made a motion to go into Executive Session, Mr. Dulyea seconded it. Action will be taken. Entered in at 10:13 a.m. Returned to open session at 10:47 a.m.

Mr. Wilson made a motion to honor the lease renewal for the Backpack Program. Seconded by Mr. Ashton. Motion carried.

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