MINUTES

Board of Directors Meeting
Development Authority Conference Room and Via Zoom
July 8, 2026, at 9:30 a.m.

Brad Close, President	Jason Barrett	Amy Orndoff
Margie Bartles, Vice President	Eddie Gochenour	PJ Orsini
Abe Ashton, Treasurer	Kevin Knowles	Hoy Shingleton
Mary Sue Catlett, Secretary	Doug Long	Donna Van Metre
		Patrick Winkelman

ABSENT: John Reisenweber; Brandon Smith
OTHER ATTENDEES: Jennifer Smith, Executive Director; Leslie Gantt, Economic Development Coordinator; Candace Dalton Pevarnik, Office Administrator
GUESTS: Kenneth Barton, Legal Counsel, Steptoe & Johnson; Joe Sturm, First Management Group, Dennis Durbin

I. Call to Order – President Close brought the meeting to order at 9:30 a.m.

II. Determination of Members Present and Existence of a Quorum – President Close reported that a quorum was present.

III. Proof and Filing by Secretary of Notice of Meeting – The meeting agenda was posted to the public on Tuesday, June 30, 2026.

IV. Reading and Disposal of Prior Month Meeting Minutes - The Board reviewed the minutes of the last Board Meeting on June 10, 2026. The minutes were approved.

V. Public Comments – President Close recognized guest.

VI. President's Report – No report.

VII. Finance/ Audit Committee Report – Mr. Ashton said the financials were in the packets. There were no questions.

Mr. Shingleton made a motion to accept the Financial Report as presented, subject to audit. Seconded by Mr. Gochenour.

VIII. Reports of Chairpersons of Standing Committees

A. Executive – No report.

B. Business Development

1. WVU Medicine Letter of Intent to Lease

Mr. Knowles made the motion to have President Close sign the WVU Medicine Letter of Intent to Lease. Seconded by Ms. Bartles.

IX. Property Management – Ms. Bartles said the Property Management Report was in the packet. There were no questions.

X. Report of Staff

A. Executive Director – Ms. Smith presented her report. There were no questions.

B. Economic Development Coordinator – Ms. Gantt presented her report. There were no questions.

XI. New Business – There was none.

XII. Other Business – There was none.

XIII. Executive Session

Mr. Long made the motion to enter Executive Session at 9:48 a.m. to confer with counsel on pending legal matters and real estate matters. Seconded by Mr. Ashton. Motion approved. The board returned to open session at 10:02 a.m.

XIV. Member Informational Reports and Announcements

XV. Adjournment - There being no further business, the meeting was adjourned at 10:05 a.m.

Respectfully submitted,

Mary Sue Catlett	Brad Close
Secretary	President