

Region 8 Planning and Development Council

Thursday, July 21, 2011 ~ 12:30 p.m.

CALL TO ORDER

Grady Bradfield, Chairman of the Region 8 PDC, called the meeting to order at approximately 12:30 P.M.

PREVIOUS MINUTES

A motion was made by Joan Ashley to approve minutes for June 2011. The motion was seconded by JR Keplinger. Motion carried.

COMMUNICATIONS

- A letter dated June 23, 2011 from Jimmy J. Gianato, Director – WV Division of Homeland Security and Emergency Management written as an addendum to the contract between the WVDHSEM and Region 8 PDC. The contract for a Regional Hazard Mitigation Plan for the region is extended until October 30, 2011.
- A letter dated June 29, 2011 from Billy Pryor, Owner – Billy Pryor General Contracting notifying that work will begin on roof replacement July 5, 2011.
- A letter dated June 30, 2011 from J. Keith Burdette, Executive Director – WVDO, transmitting a contract and guidelines for the amount of \$36,480 for FY 2012.
- A letter dated July 1, 2011 from Mary Jo Thompson, Director Community Development Division – WVDO, certifying that the requirements of the State's Intergovernmental Review Process has been met by Region 8 PDC and the State Process is in concurrence with the request for the financial assistance of \$60,000 from the U. S. Economic Development Administration.
- Copies of letters that were mailed July 5, 2011 to newly elected mayors in Capon Bridge, Keyser, and Piedmont with information about their duty as Council members.
- An e-mail dated July 19, 2011 from Lisa Sharp, Rural Development Coordinator - WV USRDA, announcing a stakeholder outreach meeting on Wednesday, July 27, 2011 from 1:00 – 3:00 p.m. to discuss Rural Development priorities for President Obama's 2013 budget and 2012 Farm Bill. Details are outlined in a letter included in member's packets.
- Received a flyer for the Power of Ten Summit, September 15-16, 2011 in Berkeley Springs, WV.

REPORTS

Treasurer's Report

In lieu of a Treasurer's Report, an agency balance sheet and agency-wide line item revenues and expenditures sheet was provided to members in their information packets.

Nominating Committee Report

The nominating committee report was given by David Parker. The nominating committee makes the following recommendations for officers, executive committee, and membership:

Chairperson – Daniel Hileman
Second Vice-Chair – Janice LaRue
Treasurer – William Bean

First Vice-Chair – Harold Hiser
Secretary – Carl Hevener

The executive committee will remain the same comprised of the following representatives:

- The county commission representative from each county
- The municipal representative from the largest town in each county
- Any officers not included in the above representation
- The individuals representing minorities and disadvantaged persons
- The most active council members for a total executive committee membership of nineteen

Regarding membership, the nominating committee suggested that Terry and staff review the list of inactive private sector members and ask other representatives from that particular county for replacement recommendations. Rick Smith will transfer from private sector to a public sector representative because he no longer owns a business.

BUSINESS/ACTION ITEMS

Election of Officers, Executive Committee and Private Sector Members

Butch Armentrout made a motion to approve all recommendations of the nominating committee. JR Keplinger seconded the motion. Motion carried.

Grady Bradfield thanked the Council and staff for their assistance during his terms as Chairman and passed the gavel to Dan Hileman.

Attorney Fee

Terry reported that Jack C. Barr was retained by the Council during October 2010 to perform an investigation. He provided services to the Council through May 2011. Due to the lack of involvement in hiring and retaining the attorney, Terry noted that he felt it necessary to present the Council with the attorney's invoice for payment approval. The amount is \$1,000.

Joan Ashley made a motion to approve payment for the \$1,000 invoice. JR Keplinger seconded the motion. Motion carried.

State Funds Resolution

In 1972 the West Virginia State Legislature created the Regional Planning and Development Councils. This State statute gave Councils the ability to charge local funds for its operation. Annually the State legislature provides the Planning and Development Councils with funds to match federal grants. This year the legislature was allocated \$401,280 for the eleven councils. The Development Office has allocated \$36,480 to the Region 8 PDC. The Council must adopt a resolution that specifies how it will use the funds. The resolution must also note that it will return unused funds, that it will support an economic development program, and that it will cooperate with state initiatives. PDC administrative staff recommended that the Council adopt the proposed resolution that would use state funds to match the EDA and ARC grants.

JR Keplinger made a motion to adopt the State Funds Resolution as recommended. Carl Hevener seconded the motion. Motion carried.

Revolving Loan Fund

In the mid-1980s the PDC established a revolving loan fund for economic development using funds from the Economic Development Administration and the West Virginia Economic Development Authority, as well as its own funds. The fund had initial resources of \$250,000. The PDC has used this fund to provide subordinated loans to expanding businesses. PDC loans

have helped retain or create 618 jobs and leverage over \$2,389,770 of private sector activity. The program has made loans totaling \$788,470.86. Loan repayments total \$539,911.19. The active loan balance is \$148,700.14 and the PDC has \$79,439.08 available to lend. EDA requires that each grantee provide a semi-annual certification that it has reviewed the fund and economic conditions and found that the conditions that caused the need for the funds still exist. Region 8 created the fund to address unacceptable unemployment and low incomes. The Council found that a gap existed in credit available for business expansion. The development planning process indicates that these conditions continue to exist and that the RLF management plan will address these issues. EDA also requires the PDC to confirm that it will manage the fund in accordance with the fund's loan plan. With the promotion of the RLF Program by the Region 8 Loan Specialist the demand for the funds has increased significantly within the last year.

Joan Ashley made a motion for the Council to approve the RLF resolution as presented. JR Keplinger seconded the motion. Motion carried.

Director's Update

- Contractors have completed installing insulation in the attic and replacing shingles on the Petersburg roof project. The gutter subcontractor is scheduled to be here next week.
- The PDC is receiving proposals to replace one heat pump which has failed. Proposals are coming in just over \$5,000 which requires Council approval. Terry asked for Council approval to move forward once all quotes are received and not to exceed \$7,000.

Grady Bradfield made a motion to approve moving forward with the replacement as recommended. Butch Armentrout seconded the motion. Motion carried.

- Currently the National Association of Development Organizations (NADO) has not seen a reduction of great magnitude in the Appalachia Regional Commission (ARC) or Economic Development Administration (EDA) funding but the budget has not been completed yet.
- The Regional Council has been evaluated by the Economic Development Administration's Economic Development Representative for West Virginia and the Community Planner from the Philadelphia Regional Office. They've found: *"The Region 8 EDD Director and staff are well qualified and there is accounting audit documentation and PRO desk audit verification of financial stability and responsible management. The EDR has determined that the District is performing its approved economic development SCOPE of Work well, as agreed in the 2011 Partnership Planning Grant. The work of the EDD is providing an effective environment for the growth and retention of private sector jobs and private sector investment."*

ADJOURNMENT

Joan Ashley made a motion to adjourn the meeting. JR Keplinger seconded motion. The meeting adjourned at approximately 1:40 p.m.