

April 26, 2011 Board Meeting
WV Courthouse Facilities Improvement Authority - Meeting Minutes

The Board of Directors of WV Courthouse Facilities Improvement Authority held their regular April board meeting at the WVCFIA office building located at 2003 Quarrier St. in Charleston, WV. The meeting was conducted on April 26, 2011 and it was held in the Judge LD Egnor conference room.

The meeting was called to order by Chairman Rick Staton at 11:00 a.m.

- I. Roll Call Present: Chairman W. Richard Staton; Adell Chandler; Betsy Castle; Diana Cromley; Jason Nettles; Ron Watson; Joseph M. Alongi; William M. "Chuck" Armentrout; Jim E. Samples; R. Steve Tanner; Melissa Garretson Smith and Brenda Ashworth.
Quorum Established – Agenda packets distributed.

Motion made by Adell Chandler to approve the March Board Meeting Minutes, seconded by Diana Cromley. Voice vote, motion passed.

II. Reports and Considerations:

- A. Financial Update: Motion made by Adell to move returned and/or defunded funds from the 5th – 7th cycles Emergency Fund and second by Jason. The total of this funding is \$270,539.87. The fund totals available for emergency status: \$564,933.40. Voice vote, motion carried.
- B. Executive Director's Report – Melissa and Rick are planning to schedule a meeting with the Governor after May 14th Primary Election to discuss bonding authority. Plans to invite attorney Brian Helmick to the next Board Meeting to explain the Bonding Authority process.
Logo presented and accepted.
Copy Machine upgrade of equipment has been awarded to Komax.
Melissa asked if the board would like to update our Lease with the Sheriffs' Association. Rick requested that she revise the most recent lease agreement with them and send to him for renewal.
Melissa and Brenda will be attending PEIA Benefits' Coordinator Training. This duty had been performed by the Court employees, but after the training, the Authority will take this duty in-house.
Melissa met with Patti Hamilton and others regarding the publication of a book regarding West Virginia Courthouses.

III. Old Business:

Needs Assessment: The board was in agreement that the first initial needs assessment was outdated as a resource tool for the agency in the present or past. Much discussion followed regarding what the actual data collection process would be; contain; value standards and what the actual cost might be to the agency. Rick would like the WVCFIA Agency to "own it". Thus by owning a uniform assessment resource tool, the counties grant applications would be given a uniform fair score for grant funding from WVCFIA. The counties would receive a Master Plan.

The Authority should encourage communication from all county officials regarding the value of a needs assessment and welcome feedback to implement the pros and cons of how the needs assessment would benefit each county. Rick stated that a needs assessment gives each county a plan (assessment tool). The company that conducts the assessment should try to speak with the same person at each courthouse, i.e. the maintenance person.

Chuck, "Are we going to need this assessment before we go to the legislature regarding bonding authority?" Rick, "Yes". Diana made the motion to begin the process to conduct a needs assessment. Joe Alongi seconded the motion. Voice vote, the motion passed.

Logo, Slogan and Sign: Motion made by Diana, Chuck seconded and motion carried for new logo, slogan and sign. The cost of the sign shall not exceed \$1500.00.

Board by Laws and Grant Guidelines tabled until next meeting.

IV. New Business:

P Card Invoice statement presented and motion made by Diana Cromley to accept and approve the statement and seconded by Betsy. Motion carried.

Jason made a motion to defund Wetzell Co.'s 7th Cycle grant due to non-compliance issues and seconded by Betsy Castle. Motion Carried.

Ron made a motion to pay invoice for ZMM for development of new application and scoring program and Steve Tanner second. Motion carried.

A lengthy discussion ensued regarding the update of the Authority's legislative rules. The issue of voting by phone shall be presented as a change. The status of emergency funds was discussed at length. Several changes were suggested. As a result, the final approval of the rule changes was tabled until next board meeting.

Ron made the motion to implement present MOU and a renewal lease with the Supreme Court tenants on the second floor and Joe seconded. Motion carried.

Instructions by the board to Melissa to create invoices to collect \$16,000.00 of the \$17,000.00 past due Rent from the Supreme Court for Fiscal Year of 2009 and 2010 motion by Joe, seconded by Ron and carried.

Motion by Jason for Raleigh County 7th Cycle Extension thru December 31, 2011, seconded by Chuck, and motion carried.

Wayne County change of Scope for 8th cycle funding is within their present scope and changes are not necessary as a motion made by Joe and seconded by Diana. Motion Carried.

Clay County 8th Cycle Change of Scope to include the inclusion of a load bearing wall and concrete work made by Jason and seconded by Chuck. Motion carried.

Jefferson County 7th Cycle change of scope to include the refurbishing of the columns in front of their courthouse, motion made by Diana and second by Adell. Motion carried.

Fiscal year 2012 Expenditure schedule presented to the board for review with changes of funding for a board retreat added to the schedule. Motion made by Diana to approve the schedule with the suggested changes, seconded by Betsy. Voice vote, motion carried.

V. General Discussion

VI. Next Meeting is scheduled for Monday, July 25TH AT 11 am at the WVCFIA Judge L.D. Egnor Conference Room.

Respectfully submitted,

Brenda S. Ashworth
Executive Assistant