

January 11, 2011 Board Meeting
WV Courthouse Facilities Improvement Authority - Meeting Minutes

The Board of Directors of WV Courthouse Facilities Improvement Authority held their regular December board meeting at the WVCFA office building located at 2003 Quarrier St. in Charleston, WV. The meeting was conducted on January 11, 2011 and it was held in the conference room.

The meeting was called to order at 3:45 p.m. by Adell Chandler, Circuit Clerk of Cabell County. Chairman Rick Staton was not present at the meeting due to illness.

- I. Roll Call Present: William M. "Chuck" Armentrout, Betsy Castle, Adell Chandler, Janice Cosco, Diana Cromley, Ron Watson, and Jason Nettles. Also in attendance were guests: Adam Krason, Sheriff John Hawkins and Patricia Hamilton. Via conference call: Honorable Amy S. Swisher. Staff – Melissa Garretson Smith and Brenda Ashworth.
Quorum Established

The minutes from the previous meeting, December 14, 2010, were read and Diana Cromley made a motion to accept the minutes as presented, seconded by Jason Nettles. Voice vote, motion approved.

- II. OLD BUSINESS: Mineral County's County Administrator, Michael Bland, joined the Board of Directors Meeting via conference call to discuss the 4th Cycle grant and the decision by all present was to move Old Business next on the agenda. Ron Watson made a motion to approve Mineral County 4th Cycle Funding Extension of installation of a Fire Alarm System and 2nd by Betsy Castle. Discussion included that there was a verbal communication by previous director and that an extension would not be granted, but there is no back up documentation of written communication indicating that the project was defunded. Melissa had contacted Mineral County regarding funding that had not been disbursed from the 4th Cycle Awards and reopened communication to Mineral County to resolve the financial reports from previous cycles.

Mineral County was asked by the Board, if the Fire Alarm System would be finished in six months and Mineral County responded in the affirmative that it would be completed by the end of July 2011.

The motion was called to vote by Adell Chandler and motion carried to extend Mineral County 4th Grant Cycle Award to be completed by July 31, 2011. Melissa will send a letter of communication to Mineral County of approval to go forward on the 4th Cycle award.

- III. Reports and Considerations:

- A. FINANCIAL and GRANT UPDATES – Revenue and Expenditures as of December 30, 2010 Report; Grant updates of Cycle V, Cycle VI, and Cycle VII Awards. New Report of Revenues: Fees Collected year to date from county offices (July 2010 through December 31, 2010).

Ron Watson put forth the question, if the legislature had inquired about our funds. Melissa advised that letters were mailed to all legislators advising about the 8th Cycle Awards. Melissa had received one phone call from Senator Corey Palumbo thanking the WVCFIA for the Kanawha County Award.

B. EXECUTIVE DIRECTOR’S REPORT :

1. Database Project – Melissa inquired to the Board Members as to “What was their original goal of the database project?” Ron Watson inquired as to Rick Staton’s goals for the database project. In his absence, Melissa read Rick’s list of database goals. It was decided that a new RFQ be given to interested vendors and that a development of a web-based county inquiry, on-line progress report submission and database of projects would benefit the agency and also the counties.
A continuation of pursuit of three vendor proposals by Melissa and the board will continue to submit ideas of how they would like the database as a resource tool to be created for our agency and also user friendly for all fifty-five counties.
2. Slogan and Logo Development – Two proposals presented by Melissa – Rainmaker and Auge/Gray both at \$2,000.00 each. Rick Staton and Patti Hamilton both recommended Rainmaker.
Ron Watson moved that Rainmaker be award the contract for Logo Development and Slogan Development, Diana Cromley seconded and ayes accepted.
3. Concrete of Parking Lot – Burdette Concrete had been previously selected for this project, but were not in compliance as a state vendor. They have now completed that process. Diana Cromley made a motion to award \$14,400.00 contract to Burdette Concrete, 2nd by Betsy Castle and ayes carried with no nays to begin the concrete, lining and numbering of parking lot.
4. 8th Cycle Contract Signing – Visits to Fayette and Lewis and future visits to Clay, Kanawha, Pleasants and Grant Counties.
5. Tenants of WVCFIA Building - No revenue received from the Supreme Court as of January 11, 2011. Rick has requested that a letter be sent to Steve Canterbury.
6. Emergency Fund Defined by Judge L. D. Egnor at the September 13, 2006 Meeting – *If insurer determines that disaster, whether natural occurrence or otherwise, caused destruction of 50% or more of the structure, Authority can dispense funds to meet needs. Funds would come from returned and defunded monies plus from denied extension funds.*
7. Goal of Emergency Fund – Table until March Meeting
8. Interest Bearing Accounts – Code must specifically allow for WVCFIA to invest. Consensus was to not open our code up during legislative session.
9. Board of Directors Retreat – To be scheduled after Application Scoring Revision to develop short term and long term goals, define advisory board and develop Mission Statement.

IV – New Business

- A. Changes to Application and Scoring

Adam Krason gave presentation of the Scoring Sub-Committee Meeting that was held on November 15, 2010 and copies of the report were distributed within the Board Members' folders. The presentation included the reasons to revise scoring because no revisions or updates have occurred in the last ten years since the creation of the Authority and also to change the thirteen Appendices to ten Categories. There will be ten categories combined into 4 levels of scoring (Scoring Level 1 – Fire Safety and Work Safety – LIFE; Scoring Level 2 – Structural, Roof and Electrical; Scoring Level 3 – General Exterior and Exterior Walls, Interior (Aesthetics) and Mechanical; and final Scoring Level 4 would be Windows & Doors, New Space and ADA Accessibility. Eliminate Security because it is covered by another grant program through Criminal Justice Services. Betsy made a motion to accept the new categories, seconded by Chuck. Voice vote, motion carried.

Action Plan: Scoring Sub-Committee

1. Update the Needs Assessment Tool – Provide a standard Format for all 55 counties to submit a 10 year Master Plan that identifies their priority list of Courthouse Improvements.
2. Provide County Officials the Needs Assessment Tool and conduct Regional Workshops to explain the assessment process.
3. Possibly Offer a Spring Grant Cycle to assist counties with Small grants for developing Master Plans.
4. Finalize the Importance Placement Level for each Category
5. Develop a Scoring Mechanism for each Category.
6. Update the Application and Category Worksheets.
7. Provide Regional Training Workshops to Explain the New Application and Grant Process

Board agreed for more transparency, training of grant writers, and workshops.

Diana Cromley would like to continue with a cap and use the system of project phases along the same format as the School Building Authority. Would an "in need" county be able to fund a match if awarded a large grant award?

Adam Krason stated it is a disadvantage with the cap at \$80,000.00 because the counties ignore the major problems such as structural. If construction is performed in phases, the total cost is more because of setups and breakdowns of jobs and also because of cost escalations. Ron Watson is concerned about cap and also needs assessment.

Adam : "What is the goal of the Authority?", "Goal to fix problems?", "Goal to touch as many counties as possible?", "What is the mission of the authority and goal?" and "What is the biggest need? "

Adam reported that in the last application process, funding was awarded to a block building and not an historical courthouse building. Would the board like to focus on the actual courthouse as compared to miscellaneous buildings?

Adell stated that when the WVCFA was created the members wanted to touch as many counties as possible.

Adam suggested to bank money for larger project so counties can undertake a larger project in the future. Multi-phased projects create other problems with tracking by the WVCFIA and that the phases of the project are “banked” as encumbered funds by the WVCFIA until completion. Adam suggested a middle ground of \$125,000.00 and the opportunity to “bank” grant awards as, for example, as the school building authority successfully uses that method but on a larger funding amount.

Chuck Armentrout stated that Webster County (considered an “in need” county) always thought highly of the WVCFIA and “if not broken don’t fix it”.

Adam recommended the new cap to be \$120,000.00. Ron Watson made the motion for the grant awards to be no greater than \$120,000.00, Betsy Castle seconded the motion and Ayes with no Nays carried the adoption.

Adam asked if appendices will change to categories? Betsy Castle made the motion to change appendices to categories, Chuck Armentrout seconded the motion and Ayes with no Nays carried the adoption.

All are in agreement of placing a “weight” on projects that benefit Historical Courthouses and Betsy stated that funding should never be awarded to facilities that are “rented”. Melissa suggested that this had always been a standard.

Adam and Melissa will meet to work on “category worksheets” to present at the March Board Meeting for consideration. Consensus was that a county may only submit one category sheet per grant.

Ron would like further consideration for roles of the Advisory Board.

- B. Putnam County Scope Change Request for 7th Cycle. Staff recommended to accept Putnam County’s scope revision as requested. Jason Nettles moved the request forward as a motion, Ron Watson second the motion and Adell confirmed that motion carried.

V. General Discussion

Patti Hamilton of the West Virginia Association of Counties thanked everyone for the positive support of the upcoming documentary of the West Virginia Courthouses. Patti regretted that the fifty minute video premier was cancelled but she is in hopes to reschedule for the week following the end of the session in March 2011.

A Board of Directors meeting will be scheduled in March 2011 with the day and time to be announced later with the possibility to be the same date as the courthouse documentary premiere.

Betsy Castle made a motion to adjourn. Meeting was adjourned at 5:28 p.m.

Respectfully submitted,

Brenda S. Ashworth
Executive Assistant