

March 14, 2011 Board Meeting  
WV Courthouse Facilities Improvement Authority - Meeting Minutes

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The Board of Directors of WV Courthouse Facilities Improvement Authority held their regular March board meeting at the WVCFIA office building located at 2003 Quarrier St. in Charleston, WV. The meeting was conducted on March 14 , 2011 and it was held in the conference room.

The meeting was called to order by Chairman Rick Staton at 3:35 p.m.

- I. Roll Call Present: Chair W. Richard Staton, Chairman; Adell Chandler; Amy J. Swisher; Betsy Castle; Diana Cromley; James Hoskins; Janice Cosco; Jason Nettles; L.D. Egnor; Ron Watson; William M. "Chuck" Armentrout. ; Patti Hamilton; Melissa Garretson Smith and Brenda Ashworth.  
Quorum Established – Agenda packets distributed.

Motion made to approve the January Board Meeting Minutes.

II. Reports and Considerations

- A. The meeting began with a conference call from McDowell County Commission represented by Frances Hale. Frances Hale requested Emergency Assistance funding for the safety of pedestrians and parked vehicles on the courthouse parking lot; safety access of the building via the front entrance door to the courthouse(front entrance is closed because of safety for pedestrians) of falling of windows, large -8-9 inch pieces of stone, brick and mortar from the structure ; the safety of cars that are parked adjacent to the building and an original stained glass window that the frame has a weak support system. Frances noted that the building had been power washed. They might want to contact the WVCorp.

The Board advised that Frances' request would be considered and that we could make contact with her following the meeting. Ron Watson volunteered to contact the McDowell County Commission. It was noted that their 8<sup>th</sup> Cycle Application was for gutters and downspouts. They did not receive 8<sup>th</sup> cycle funding.

B. Financial Update:

Financial Report presented by Melissa of Revenue and Expenditures as of February 28, 2011. County by County Report from 2004 to 2011 of Cycle funds award through the 8<sup>th</sup> Cycle for a total of \$14,180,003.00. Melissa also provided a line item expense sheet for the FY11 year.

C. Executive Director Report:

Melissa advised that our new website address will be [www.wcfia.wv.gov](http://www.wcfia.wv.gov) with our new logo and slogan. Our agency will be linked on the [www.wv.gov](http://www.wv.gov) site alongside other state agencies. At the moment, our agency is not available on the state website. Melissa suggested this would help us with marketing and branding. Melissa showed the members a sample of the new WVCFIA Website. Applicants will be able

to apply; submit and receive a return receipt for our grants; and the website will feature a searchable database that will be updated periodically by the WVCFIA staff . The new website will be \$50.00 per month for hosting and hacking prevention.

Concrete is scheduled to be poured next week. Eleven Bids were mailed for copier procurement and three bids returned.

All rent from WV Sheriffs' Association and second floor Supreme Court received for current fiscal year. Board Members requested Melissa to pursue previous years rent from the Supreme Court.

All 8<sup>th</sup> cycle grant contracts have been signed and returned. The county of Roane has already completed their 8<sup>th</sup> cycle project. Melissa and Brenda will be attending PEIA benefits administration training in May. This duty had been performed by the Supreme Court. Melissa will partner with WVACo next week at a display and presentation during the Construction Expo at the Civic Center.

### III. Old Business:

Rick Staton advised that the first needs Assessment is several years old and much discussion followed of all board members present of what direction is the best interest of the agency to properly assist all 55 county courthouses. Decision was made by the board to contact Adam Krason for a "ballpark" dollar figure of what an assessment report tool might cost for the agency to pursue an assessment of all 55 historical county courthouses only (not annexes) and then the next step would be a RFI. Chuck Armentrout will contact Steve Rawlings of the Risk Board to inquire what data might already be on hand. Ron Watson requested that Adam also educate the board on the time frame for completion of a statewide needs assessment.

### IV. New Business:

PC Card Invoices were presented for approval. Melissa explained that these purchases are included in the previous financial report and line item explanation that she presented. Ron made a motion to approve the purchases, seconded by Janice Cosco and approved.

Draft of New Application categories and scoring for the Ninth Cycle: - Category 1- Life Safety; Category 2 – Structural Improvements; Category 3-Roofing; Category 4-Electrical/Data; Category 5-Exterior Improvements; Category 6- Interior Improvement; Category 7: Mechanical (Plumbing/HVAC); Category 8 – Doors and Windows; Category 9- Accessibility and Category 10: New Construction/Space. All categories will have 30 points available and 3 bonus points when it is the Main Courthouse Facility. Motion made by Adell to approve the new application and scoring structure, seconded by Jason Nettles and approved to accept beginning in the Ninth Cycle.

Bylaws and Grant Guidelines presented for discussion and acceptance. Ron Watson made a motion to table the Bylaws and Grant Guidelines until the April meeting to allow proper time to review. Motion seconded and approved.

Logo and slogans presented for discussion and acceptance. Recommendation to "tweak" and return to marketing company for a hybrid logo to be developed and reassessed at the next meeting.

Time Extensions for 7<sup>th</sup> Cycle grants of Brooke, Raleigh, Lincoln, Hardy, Lewis, and Ohio Counties were presented. Jason made motion made to approve and extend until June 30, 2011, seconded by Diana Cromley. Voice vote, motion carried.

Letter read from Preston County to recommend that the WVCFIA defund their grant because of a denied scope changes and the inability of the county to complete the grant as originally contracted. Motion made to defund Preston County by Jason Nettles, seconded by Diana Cromley and voice vote, motion carried.

V. General Discussion – Attendance at 7 PM of the Premiere of the “The Living Monument – West Virginia’s County Courthouses following meeting at the Culture Center.

VI. – Next meeting – Tuesday, April 26<sup>th</sup> at 11 a.m. at the CFIA office in Charleston.

Respectfully submitted,

Brenda S. Ashworth  
Executive Assistant WVCFIA