

November 15, 2011 Board Meeting  
WV Courthouse Facilities Improvement Authority - Meeting Minutes

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The Board of Directors of the WV Courthouse Facilities Improvement Authority held their regular November board meeting at the WVCFIA office building located at 2003 Quarrier St. in Charleston, WV. The meeting was conducted on November 15, 2011 and it was held in the Judge L.D. Egnor Conference room.

The meeting was called to order by Chairman Rick Staton at 11:11 AM.

- I. Roll Call Board Present: Chair W. Richard Staton, Joseph M. Alongi, William M. "Chuck Armentrout", Adell Chandler, Betsy Castle, Janice Cosco, Diana Cromley, Cynthia Pyles, via teleconference Jason Nettles Quorum Established –Executive Director: Melissa K. Smith and Executive Assistant: Brenda Ashworth  
Agenda and Ninth Funding Cycle Grant Review Books were distributed to each Board Member.  
Guests - Patti Hamilton, Executive Director of WVACO and Adam Krason, Architect, ZMM came into the meeting late to discuss his review of grant applications.

II. Reports and Considerations :

- A. Financial Update - Financial Report as of November 10 , 2011 of Revenue and Expenditures Adell made a motion to accept as presented, seconded by Diana. Joe requested an explanation of the emergency fund status. Melissa explained that there is not a separate fund for that money within the Treasurer's Office. All of the Authority's money is held in only one account. The Board has just designated certain funds as having "emergency status". Grant Update – Current Status of outstanding grants presented by Melissa.
- B. Executive Director's Report – Needs assessment Bid Opening was pushed back by Purchasing to Monday, November 21, 2011 at 1:30 PM. The scoring meeting will be Monday, November 28, 2011 at 10:00 AM in the Judge L. D. Egnor Conference Room. The scoring committee is Melissa K. Smith; W. Richard Staton, Robert P. Krause, Cynthia Pyles, and Susan M. Pierce. Melissa updated the board on the current status of Bonding Authority and a list of current supporters of bonding authority legislation. Rick reported that he had not received any additional communication from the Governor's Office in regards to their level of support. Melissa provided an update on the office building repairs. Those repairs for the FY12 year are complete and were satisfactory.

- III. Old Business: Board By-Laws – Board members had reviewed the changes and were all in agreement to the updated 2011 Board By-Laws. Joe Alongi made a motion to accept Board of Directors Bylaws as presented, Adell Chandler second the motion, Rick called for full acceptance and the motion carried.

IV. New Business:

- P Card Approval – Adell made motion to accept, Joe Alongi second the motion; and motion carried.
- Grant Extension Requests – Cabell 8<sup>th</sup> Cycle Grant Extension request for deadline of grant to July 31, 2012 - Motion made by Diana Cromley, and seconded by Janice Cosco. Motion carried. Mingo 7<sup>th</sup> Cycle Grant Extension request for deadline motion made by Joe Alongi for an extension until March 31, 2012 and seconded by Betsy Castle. Motion carried.
- Second Floor Space – Tenants at our 2003 Quarrier Street Building are vacating from present lease. Sheriffs' Association , present Third Floor Tenant, is interested in moving from third floor to second floor at the same cost as present second floor tenant. The board requested Melissa to pursue the top amount that the Sheriffs' Association would be willing to pay in a lease agreement. Decision to table discussion until next board meeting.
- Application/Scoring Program Revisions – Effective 2011 the 9<sup>th</sup> Cycle Application increased grant funds from \$80,000 to \$120,000 with multiple changes to the grant application that did include generators and phone systems. A motion was made by Adell Chandler, effective in 10<sup>th</sup> Cycle, to

strike phone systems and generators from the 10<sup>th</sup> Cycle Application. All future grants awarded in the 10<sup>th</sup> Cycle and thereafter will not award funding to phone and generator systems. Joe Alongi seconded this motion and all Board Members agreed with AYES in acceptance.

- Motion was made to adjust the importance factor in the scoring program and make them closer together by Adell, seconded by Joe. Motion carried. It was mentioned that this may cause more ties in the future between counties.
- 9<sup>th</sup> Cycle Grant Review and Determination of Awards – (Adam Krason arrived) All Board members present reviewed Scoring Summary from Highest Score of 40 to the Lowest Score of Zero. All Board Members present reviewed the Advisory Board Recommendations from the October 27<sup>th</sup> meeting for the 9<sup>th</sup> Cycle. After much discussion a motion was made by Joe Alongi to award 9<sup>th</sup> Cycle Grant Funds for Scores of 40 to 30.8 at 88.5% of counties original application request, as per the funds availability of WVCFIA as of November 15, 2011, motion seconded by Cindy Pyles; motion carried to grant 9<sup>th</sup> Cycle Awards as of November 15, 2011.
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#### V. Executive Session

- VI. Personnel Matters – The Executive Board requested that Melissa and Brenda re-enter the conference room. Diana Cromley made the motion that Melissa and Brenda receive a 3% Annual Salary Increase beginning in January 2012 and each consecutive year thereafter at 3% of salary base and also that the WVCFIA will pay in full or reimburse Dental and Vision Family Benefits effective immediately. Motion carried. It was recommended that Melissa and Brenda be enrolled with the West Virginia Association Counties Dental and Vision Family. Melissa explained that she was already enrolled with them and would pursue getting Brenda enrolled into their plan.

VII. General Discussion – There was no discussion.

VIII. Next Meeting – The next meeting will be decided via email. It will be selected based upon the completion of the Expression of Interest project. It will probably occur in late December or early January.

Respectfully submitted,

Brenda S. Ashworth  
Executive Assistant WVCFIA