

April 24, 2012 Board Meeting
WV Courthouse Facilities Improvement Authority - Meeting Minutes

The Board of Directors of the WV Courthouse Facilities Improvement Authority held their regular March Board meeting via teleconference. The meeting was conducted on April 24, 2012 at 11 AM.

The meeting was called to order by Chairman Rick Staton at 11:04 am.

- I. **Roll Call Board Present:** Via teleconference: Chair W. Richard Staton, Joseph M. Alongi, Adell Chandler, Betsy Castle, Diana Cromley, Cynthia Pyles, Janice Cosco, Steve Tanner, Jason Nettles, CFIA Executive Director Melissa K. Smith and CFIA Executive Assistant Brenda Ashworth. Nine Board Members in attendance and a Quorum was established by the Director.

Approval of March 30, 2012 Board Minutes: Meeting minutes from March 30, 2012 were moved for acceptance by Betsy Castle, seconded by Diana Cromley. Voice vote, motion carried.

Reports and Considerations :

- II. **Financial Update** - Melissa presented March 31, 2012 Financial Statement to the Board.

- III. **Grant Update** – Grants as 4/18/12 - Grant expenditures and reimbursements are current. Presently, 7th Cycle – Grants open are Jefferson, Raleigh, and Putnam. 8th Cycle Grants funds are at \$620,989.08 and 9th Cycle Grants are \$1,844,121.00

- IV. **Executive Director's Report** – Melissa expressed that her report was complete. Cindy Pyles made a motion to accept the financial update and grant report as presented. Janice Cosco seconded. Voice vote, motion carried.

- V. **Old Business** - Melissa advised the board that after the March 30, 2012 meeting when Summers County was granted a \$80,000 loan she wanted to stand corrected that the previous loan was \$120,000 not \$80,000. The loan for \$80,000 to Summers County Commission which was granted at the March Board Meeting will expire on December 31, 2012. The stipulation noted in the loan contract is that if Summers County does not repay the loan by December 31, 2013, all future funding assistance will be suspended. Rick Staton noted that this will give Summers County two funding cycles to complete and repay the loan. Adell Chandler moved to accept the loan to Summers County with interest free \$80,000 and to include the stipulations of timely repayment by December 31, 2013 to WVCFIA. Seconded by Cindy Pyles, voice vote, motion carried.

- VI. **New Business** - Grant Extension Requests:

8th Cycle Putnam County Grant extension to January 2013 because of delay to county funds until July 2012. Adell moved to accept, Diana second, opposed no, Ayes have it.

Barbour County 8th Cycle extension until May 31, 2012. Cindy moved to accept, Janice seconded and all approved unanimously.

Budget Fiscal Year 2013 –Melissa presented two versions of proposed budget for 2013 and noted to the board Line Item 25 Contractual & Professional Expenses increase over 2012 budget. Budget A includes previous budget amounts for proposed EOI and Budget B includes tentative acceptance of Firm 1 proposal for the courthouse needs assessment Expression of Interest. Budget B anticipates that the Board chooses to hire the first firm on the short list. Decision to accept Budget B for 2013 would essentially require a motion to accept proposal of firm # 1 on short list.

Rick Staton advised board members of EOI Firm 1 proposal - their credentials, value, and expertise to execute WVCFIA EOI will obtain all necessary goals of a long awaited Needs Assessment as an individual county level and as a WVCFIA resource reports for all fifty-five counties that will achieve our previous discussed agency goals. Melissa noted that executing an EOI purchase order in our 2013 budget will reduce grant funding in FY2013 and

FY2014. If motion to move forward is made, then the Needs Assessment Report will further our cause to the 2013 Legislature for bonding authority. It was noted to the board that the Needs Assessment Study is for the current main courthouse structure and does not include annexes because of lack of WVCFIA funds. Counties may choose to incur the expense of needs assessment for their annexes but CFIA cannot feasibly budget this expense. Diana Cromley moved that we accept firm # 1 proposed contract that is included in proposed FY2013 Budget B of \$3,147,727 and Cindy Pyles seconded. Rick Staton brought motion to vote with an unanimous ayes of the board. Happily Rick stated motion carried.

Betsy Castle voiced motion to accept \$3,147,737 budget B and Janice Cosco seconded and unanimous ayes agreed.

Melissa noted that in Fiscal Year 2013 the possibility of revenue decreasing because of Senate Bill 618. WVCFIA will track in July, August, September to do a comparison of revenue report and present to the board in October 2013 or sooner if requested.

Melissa recommended that the board revisit 9th Cycle increase of grant funding of \$120,000. Diana made a motion for 10th Grant Cycle funds to be limited to \$100,000 and Betsy Castle second. Unanimous ayes passed motion.

Compliance Issues and ADA & Prevailing Wage - How can we as an agency enforce ADA Compliance and Prevailing Wage Compliance when grant funds are awarded to the county commissions? Rick stated that legally the county commission will be held accountable and responsible to uphold all provisions of the contract. Beginning in the 10th Cycle the CFIA will bold and highlight ADA and prevailing wage compliance that have always been in the assurances part of the awarded contract that is signed and accepted by the county commission president when a grant is awarded. It is also included on the application.

General Discussion – Adell Chandler will officially retire as Cabell County Circuit Clerk on October 31, 2012.

Next Meeting scheduled as a Teleconference is June 14, 2012.

There being no further business to discuss, the meeting was adjourned by Chairman Rick Staton at 12:15 p.m.

Respectfully submitted,

Brenda S. Ashworth
Executive Assistant WVCFIA
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