

**June 14, 2012 Board Meeting**  
**WV Courthouse Facilities Improvement Authority - Meeting Minutes**

---

The Board of Directors of the WV Courthouse Facilities Improvement Authority held a regular meeting via teleconference. The meeting was conducted on June 14, 2012 at 11 AM.

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

- I. **Roll Call Board Present:** Via teleconference: Chair W. Richard Staton, Joseph M. Alongi, Adell Chandler, Betsy Castle, Cynthia Pyles, Jim Samples, and James Hoskins. CFIA Executive Director Melissa Garretson Smith and CFIA Executive Assistant Brenda Ashworth. Seven Board Members in attendance via teleconference and a Quorum was established by Melissa. Noted before meeting began – Adell Chandler will continue to serve on the CFIA Board until her retirement on November 30, 2012.

Approval of April 24, 2012 Board Minutes: Meeting minutes from April 24<sup>th</sup> Meeting were moved for acceptance by Joe Alongi, seconded by Adell Chandler. Voice vote, motion carried.

**Reports and Considerations:**

II. **Financial Update** - Melissa presented May 31, 2012 Financial Statement to the Board. Melissa requested discussion. Jim Samples moved to accept financial report, second by Cindy Pyles. May 31, 2012 Financial Report approved.

III. **Grant Update** – Grants are only open in 8<sup>th</sup> and 9<sup>th</sup> Cycles. Last grant in 7<sup>th</sup> Cycle, Jefferson County, was completed in June.

IV. **Executive Director's Report** – Grant Trainings were conducted last week at several regional locations; Melissa will obtain sponsors for the bonding authority legislation that was introduced last year; The bonding authority issue will be discussed during the June interims. Senator Bill Laird is the chairman of the committee that will be discussing the issue in House Finance on June 27<sup>th</sup> – 2 pm. Melissa explained that our fees will decrease this year, but by how much we are not sure. Senate Bill 618 reduced our fees within the Magistrate Court fee list. Brenda and I will monitor our monthly deposits and provide a report after the first quarter of the fiscal year. Patti wanted to remind the Board about the Courthouse Book Pre-Orders and that the courthouse documentary has been nominated for an Emmy. Melissa and Patti recently met with Betty Carver, the Director of Tourism for the State, concerning a new tourism program that would be broken down into nine regional areas and would encourage travelers to visit each courthouse in a driving tour.

V. **Old Business** - All required documents for the needs assessment project have been delivered to Frank Whitaker in WV State Purchasing by May 31, 2012. We are continuing to wait on the formal purchase order to complete the award to Silling.

VI. **New Business** - Grant Extension Requests: 8<sup>th</sup> Cycle Barbour County – Project Fire Alarm – Extended until August 31, 2012. Motion by Jim Samples and second by Cynthia Pyles. Ayes carried and grant extended as requested.

Next Meeting scheduled as regular meeting at 2003 Quarrier Street, Judge L.D. Egnor Conference Room at 11:00 am on Monday, August 27, 2012 as tentative presentation of first county completed needs assessment presented by Silling & Associates.

There being no further business to discuss, the meeting was adjourned by Chairman Rick Staton.

Respectfully submitted,

Brenda S. Ashworth, Executive Assistant