

**January 12, 2012 Board Meeting
WV Courthouse Facilities Improvement Authority - Meeting Minutes**

The Board of Directors of the WV Courthouse Facilities Improvement Authority held their regular January Board meeting via teleconference. The meeting was conducted on January 12th at 10 a.m.

The meeting was called to order by Chairman Rick Staton at 10:00 am.

- I. **Roll Call Board Present:** Via teleconference: Chair W. Richard Staton, Joseph M. Alongi, Adell Chandler, Betsy Castle, Diana Cromley, Cynthia Pyles, and Jim Samples, Sheriff R. Steve Tanner , CFIA Executive Director Melissa K. Smith and CFIA Executive Assistant Brenda Ashworth. Eight Board Members in attendance and a Quorum was established by the Director.
Others in Attendance: Rudi Raynes Executive Director of Sheriffs' Association and Sheriff John Hawkins
Approval of November 15, 2011 Board Minutes: Motion made by Steve Tanner and second by Cynthia Pyles. Minutes accepted as presented.

II. **Reports and Considerations :**

- A. **Financial Update** - Melissa presented December 31, 2011 Financial Statement to the Board. Adell Chandler made motion to accept as presented with no corrections, Steve Tanner seconded the motion. All Board Members accepted, motion carried.
- B. **Grant Update** – Eighteen of the twenty-three 9th Cycle Contracts Awarded are signed. The counties that have not signed and returned their 9th Cycle Contracts are Calhoun, Hancock, McDowell, Taylor and Wirt as of today's teleconference.
- C. **Executive Director's Report** – Rules Bill and Bonding Authority Bill update provided. Rick will ask the Governor today about sponsoring the bonding authority bill; a Lock Door Policy has been implemented at our office due to a strange man coming to the door recently; Melissa was accepted into the 2012 class of Leadership WV; 5th Cycle is closed, all projects have been completed. There are only grants open in the 7th, 8th and current (9th) cycles of funding.

III. **Old Business**

– **Second Floor Space** – Steve Tanner made motion to accept the Sheriffs' Association offer to move from third floor space to second floor space at the rate of \$730/month. Diana Cromley seconded. Motion carried. Melissa was directed to find a tenant for the third floor space. Steve and others cautioned about the tenant. Melissa explained that each tenant has access to everyone's office in the building.

-Application/Scoring Program revisions – Tabled until February Board Meeting.

IV. **New Business:**

- **P Card Approval** – Steve Tanner made motion to accept as presented, Adell Chandler second. Motion carried.
- **Grant Extension Requests** –
 - 8th Cycle** – Motions made, accepted and carried are the following:
Wyoming County contract extend to March 31, 2012
Berkeley County contract extend to September 30, 2012
Fayette County contract extend to August 31, 2012
 - 7th Cycle** - Motions made, accepted and carried are the following:
Putnam County contract extend to February 29, 2012
Raleigh County contract extend to April 30, 2012
Jefferson County contract extend to February 29, 2012

- **Expenditure Schedule Amendment** - Rick Staton approved. Steve Tanner made motion to accept changes; Joe Alongi seconded. Amendment change accepted.
- **Needs assessment** – Presently in hands of the State of West Virginia Purchasing Department , Frank Whitaker Buyer, 304 558-2316.

V. General Discussion – There was no discussion.

VI. Next Meeting – Scheduled for Thursday, February 9th at 11 am at L.D. Egnor Conference Room.

Respectfully submitted,

Brenda S. Ashworth
Executive Assistant WVCFIA
2003 Quarrier Street, Charleston WV 25311