Courthouse Facilities Improvement Authority

Minutes of July 20, 2015

The meeting of the Board of Directors of the Courthouse Facilities was called to Order by Chairman Joe Alongi at 10:12 a.m. on July 20, 2015, in the County Commission Conference Room at the Cabell County Courthouse.

Board Members participating include Joe Alongi, President of the Board of Directors of the CFIA; Nancy Cartmill, Cabell County Commissioner; Tim McCormick, Ohio County Commissioner; Betsy Castle, Preston County Circuit Clerk; Tom McComas, Cabell County Sheriff; Steve Tanner, Raleigh County Sheriff; Diana Cromley, Mason County Clerk; Jan Pest, Marshall County Clerk (appointed to temporarily replace Janice Cosco during her absense); John Bennett, Logan County Prosecuting Attorney; Jason Nettles, Calhoun County Assessor. Also present were, Melissa Garretson Smith, Executive Director of WVCFIA and Patsy Noland, Jefferson County Commission, Secretary for the CFIA.

Guests participating in the meeting include Carrie Hill, Representing the Kanawha County Commission; Lora Walker, intern working with Carrie Hill; Jim Boggs, Josh Dygert, on behalf of the Wayne County Commission.

A motion to approve the minutes from the meeting of April 27, 2015 was made by Diana Cromley, and seconded by Betsy Castle. Upon voting the motion was unanimously approved.

The planned presentation and dedication of the folders to honor Retired Judge L. D. Egnor was not made as no one from Judge Egnor’s family attended the meeting to receive the presentation, although Melissa provided members with a look at the new folders.

Melissa Garretson Smith, Executive Director of the Courthouse Facilities Improvement Authority gave the financial update, informing the board that as of July 10, 2015, the available cash balance was $4,442,629.61. The ending balance at the end of Fiscal Year 2015 was $4,341,451.99.

Melissa then informed those present that there are two (2) grant cycles still open. In Grant Cycle 11, grants for Summers, Ohio and Nicholas Counties are still open with a combined total of all three counties of $286,344.86 remaining in grant funds. In Grant Cycle 12, all grants that were approved are still open.

Melissa reported on the new financial system and informed the board that the payroll software system will go live in November and that she was attending training on the payroll system. She will also attend the State Auditors training for PCard Coordinators in August, the Annual State Auditor’s Training in September at Snowshoe and the State Purchasing Division Training in October at Canaan Valley.

Melissa informed the board that although a contractor was hired to fix the water infiltration issue at the office, there is still water filtering into the wall of the CFIA building. After discussion, Melissa was directed to ask Adam to look at the building and offer his opinion on the root source of the problem.

Executive Director, Melissa Garretson Smith, expressed concerns over the water bill, stating that there are months that the bill has been unusually high and asked that she be permitted to hire a plumbing company to test the plumbing in the building for leaks. The board authorized Melissa to take the necessary action to address the plumbing issue.

Ms. Smith then informed that she conducted two (2) grant trainings in June and July and that 22 counties participated in that training.

Melissa reported that she is scheduled to report back to the Access to Justice Committee on September 29, 2015 and that the deadline for grant applications is October 2, 2015. This should allow for her to provide the Supreme Court with a preliminary report on ADA grant applications.

Melissa requested that while she does not need extra help at this time, she would like to contract with someone to assist in the more technical issues of grant projects. She will approach the Board in the future with a formal request. She is considering possibly an engineer or architect to hire on retainer.

There was no Old Business to discuss.

Under New Business, Melissa asked the board to consider approval of Pcard expenses. The expenses for April were $121.47, May’s expenses were $244.43 and June expenses are $450.58. A motion was made by Tom McComas and seconded by Tim McCormick to approve the Pcard expenses for April, May and June in the amount of $816.48. Upon voting, the motion was unanimously approved.

Under Time Extension Requests, 11th Cycle requests were made for time extensions by three counties.

Summers County requested an extension until September 1, 2015, due to delays in receiving lighting hardware and installation of the lighting. After board discussion, a motion was made by Steve Tanner and seconded by Betsy Castle to approve the time extension request for Summers County until September 1, 2015. Upon voting, the motion was unanimously approved.

Ohio County requested a time extension until December 31, 2015, in order to upgrade the fire panel, which will cause a delay in connecting the sprinkler system to the new fire panel. After discussion by the board, a motion was made by Nancy Cartmill, seconded by Betsy Castle, and upon voting the motion was unanimously approved, with Tim McCormick abstaining.

Nicholas County requested that they be granted an extension until July 31, 2015 to complete the work. A motion was made by Tom McComas and seconded by Betsy Castle. Upon voting the motion was unanimously approved.

Scope changes and expansions were presented by Director Melissa Garretson Smith.

Carrie Hill, representative for Kanawha County Commission requested a change in scope of work to allow an expansion of the work to include additional work in the Record Room of the Courthouse. Kanawha County requested that the CFIA Board of Directors permit the remaining unused grant funds to be used to perform the expanded scope of work. A motion was made by Diana Cromley and seconded by Nancy Cartmill to approve the change in scope of work and allow the remaining, unused funds to be used in the Record Room of the Courthouse. Upon voting, the motion was unanimously approved.

Roane County requested a change in scope of the grant for concrete work on sidewalks and stoop. Due to the absence of the County Administrator for the first project, the project was not bid and guidelines were not followed. After a lengthy discussion by the Board, it was decided that with proper documentation showing where the first project ended and the second project began, it was determined that the first project could not be paid for with grant funding, as proper guidelines were not followed, however the request to use grant funding for the second project that was properly bid and adhered to grant guidelines was unanimously approved by the CFIA Board of Directors upon a motion made by Jason Nettles and seconded by Tim McCormick.

A request for change in scope of the grant project of Wayne County was then presented by Wayne County representatives, Jim Boggs and Josh Dygert. It was discovered that there was interior damage due to water infiltration. It was explained to the Board that while this work is similar to the original grant application summary, Wayne County requested that the approved grant funds be permitted to re-seal the coping stone on the Courthouse and other various weatherization improvements as outlined by the County Manager. A motion was made by Jan Pest and seconded by Tom McComas to permit the change in scope as requested. Upon voting, the motion was unanimously approved.

Mineral County requested an amendment to the 12th Cycle Contract, due to the change in the prevailing wage law. Melissa explained to the Board that there has been no activity and progress reports have been extremely late on this grant and that the proper processes have not been followed pursuant to grant guidelines. After a lengthy discussion, a motion to deny the request by Mineral County was made by John Bennett, seconded by Betsy Castle.

There was no executive session.

Under the Good of the Order agenda item, Cabell County Sheriff Tom McComas suggested that the CFIA Board should consider the budgetary effect that eliminating concealed weapons permit fees will have on revenue coming into the CFIA, should the West Virginia Legislature pass a law that would eliminate the collection of concealed weapon permit fees. After Board discussion, the Executive Director, Melissa Garretson Smith, was directed to work with President Joe Alongi to determine how eliminating of the concealed weapon permit would impact CFIA revenue.

Under the Safety Meeting, Melissa informed those present that she attended the required Drivers’ Safety Training. She also did an annual checklist of the building maintenance.

The next meeting will be held on October 26, 2015 at 10:00 a.m., in the Judge L. D. Egnor Conference Room of the Courthouse Facilities Improvement Authority.

There being no further business, a motion to adjourn was made by Betsy Castle and seconded by Jan Pest.

Minutes were taken and submitted by Patsy Noland, Secretary to the CFIA Board of Directors and reviewed by Melissa Garretson Smith, CFIA Director.