WV Courthouse Facilities Improvement Authority

Board Meeting Minutes: June 1, 2016

A regular meeting of the Board of Directors of the Courthouse Facilities Improvement Authority was called to order by President Joseph M. Alongi at 10:12 a.m. The meeting was conducted at the CFIA office in the Judge L.D. Egnor conference room. The following members were present: Diana Cromley, Joe Alongi, Cathy Gatson, Tim McCormick, Steve Tanner, Betsy Castle, John Bennett and Nancy Cartmill. Additionally, Melissa Garretson Smith (CFIA Executive Director) was also present.

April 2016 meeting minutes were reviewed and approved by a voice vote. Motion made by Diana Cromley, seconded by Tim McCormick. Voice vote, motion carried.

Financial update as of April 30 was provided by Melissa. Motion by Betsy Castle to approve the update, seconded by Nancy Cartmill. Unanimous approval by voice vote. Current cash balance of the fund is $4,159,932.81.

The grant update was provided by Melissa. As of May 30th, remaining grants for the 12th cycle include: Ohio, Mineral, Wirt, Wood and Roane. Roane intends to close out before the end of June. All 13th cycle grants are still active.

Melissa provided an Executive Director’s report. An update of the OASIS system. Payroll went live on May 14th. The first check from that system is supposed to be issued on June 10th.

The CFIA is partnering with the WVACo for two regional meetings, one in Logan on June 10th and one in Morgantown on June 9th.

The office building brick repointing project has been delayed due to State Purchasing requiring us to use a formal acquisition procedure called an Expression of Interest to obtain an architect to assist with the project. Melissa requested and the Board previously approved the hiring of an architect to assist her with the water infiltration issues due to her already trying to fix the water problem on two previous occasions. A contractor was hired, however, the water continues to cause interior and exterior damage. Adam, from ZMM, has already looked at the building and informed Melissa that the damage is being caused by no mortar or loose mortar in between numerous bricks.

Melissa will be on vacation the week of June 13th.

Old Business: None

New Business:

Melissa presented the Pcard statements to everyone for the months of March and April 2016. A motion to approve the purchases was made by Diana Cromley, seconded by Tim. Voice approved –unanimous.

Time Extensions for grants:

Wirt – needs until the end of June to complete their 12th cycle project. Motion made by Steve, seconded by Betsy. Voice vote – unanimous. They are still having issues with getting one room sealed.

Melissa presented the proposed FY17 Budget. The Legislature and Governor have not approved a final budget, however, our funds will not be altered through the process. Our budget is included in the State Budget document, though. Therefore, the Budget can not be entered into the OASIS system yet nor forwarded to the Budget Office. Once this occurs, we will have mere days to enter the Budget. Therefore, Melissa presented the budget to the Board for approval and modifications in preparation of the Legislature and Governor’s final approval. After a brief discussion, the presented budget was approved by motion from Nancy, seconded by Tim. Voice vote, motion passed.

Next Meeting date – August 24th at 10:00 a.m. via conference call.

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Executive Director,

Melissa Garretson Smith