

**OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting**

Minutes

*April 18, 2013
Pike County Government Center
Waverly, Ohio*

*Chairman: Bob Proud
Vice-Chairman: Shane Wilkin
Treasurer: Blaine Beekman*

1. WELCOME AND CALL TO ORDER:

Bob Proud, OVRDC Chairman and Clermont County Commissioner called the meeting to order and welcomed everyone to the Pike County Government Center in Waverly, Ohio. Mr. Proud stated that a quorum was present and asked for a moment of silence for the tragedies in Boston and Texas. He then asked Michele Throckmorton, OVRDC Development Director to lead the attendees in the Pledge of Allegiance to the American Flag.

Executive Committee Members:

	Attended	Proxy	
Brian Baldrige, Adams County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Russ Brewer, Adams County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Tony Applegate, Brown County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Harry Foxworthy, Brown County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bob Proud, Clermont County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Matthew Van Sant, Clermont County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jack DeWeese, Fayette County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Jim Gusweiler, Fayette County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jay Cremeans, Gallipolis City Commission, Caucus Chair	<input type="checkbox"/>	<input type="checkbox"/>	_____
Lori Neal, Gallia County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Shane Wilkin, Highland County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Charles Stevens, Highland County Private Sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Lynn Stevens</u>
Jerry Hall, Jackson County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Rick McNelly, Jackson County Private Sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Randy Heath, Dir. Jackson Area Chamber</u>
Doug Cade, Lawrence County Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Rick Griffith, Lawrence County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Blaine Beekman, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ted West, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Shirley Bandy, Pike County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Doug Corcoran, Ross County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jack Everson, Mayor of Chillicothe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tom White, Ross County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Mike Crabtree, Scioto County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
David Malone, Mayor of Portsmouth	<input type="checkbox"/>	<input type="checkbox"/>	_____
Wayne Kempf, Scioto County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Eugene Collins, Sr., Scioto County Minority Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Jerry Zinn, Vinton County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Clyde Hall, Vinton County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

OVRDC Staff Present:

John Hemmings, Executive Director
Juanita Bragg, Finance Director
Michele Throckmorton, Development Director
Sharon Clark, Administrative Assistant

Guests Present:

Dorinda Byers, APEG
Chris Ervin, Director Pike County Community & Economic Development
Katy Farber, APEG
Nick Gatz, Southeast Ohio Regional Liaison for Governor John Kasich
Harry Rider, Pike County Commissioner
Mike Rowe, OSU South Centers
Alex Scharfetter, Representative for Congressman Bill Johnson, 6th District

2. APPROVAL OF MINUTES

Mr. Proud stated that a draft of the March 22, 2013 Executive Committee Meeting Minutes was mailed to members, along with the meeting notice and he asked for any corrections or additions. Mr. Proud asked for a motion to approve the minutes.

IT WAS MOVED BY RANDY HEATH AND SECONDED BY TED WEST TO APPROVE THE MARCH 22, 2013 MINUTES OF THE EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Proud introduced Blaine Beekman, Pike County Commissioner and OVRDC Treasurer. Mr. Beekman referred to the balance sheet for February 28, 2013 included in the packet and advised Total Assets of \$1,337,044.73, Total Liabilities of \$78,357.14, Total Equity of \$1,258,687.59 and a zero balance. Mr. Beekman asked if there were any questions. Being none, Mr. Proud then asked for a motion to approve the report.

A MOTION WAS MADE BY TOM WHITE AND SECONDED BY BRIAN BALDRIDGE TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.

4. DIRECTOR'S REPORT

Mr. Proud introduced John Hemmings, OVRDC Executive Director. Mr. Hemmings referred to the Director's Report included in the packet and advised on March 10-13 he attended the Development District Association of Appalachia (DDAA) and National Association of Development Organizations (NADO) Conferences in Washington, DC. Bob Proud, OVRDC Chairman attended the NADO Conference also. Mr. Hemmings said while at these conferences he and Mr. Proud went to Capitol Hill and met with Congressman Brad Wenstrup (2nd District), Congressman Steve Stiver's staff (15th District), Congressman Bill Johnson (6th District) and Senator Rob Portman. Mr. Hemmings also advised they met with Senator Sherrod Brown at a NADO reception where Senator Brown received the DDAA Congressional Award for his support of the Appalachian Regional Commission (ARC). The Ohio Local Development Districts, including OVRDC, nominated Senator Brown for this award.

On March 27, Mr. Hemmings attended the groundbreaking of Echo Environmental at the Zahn's Corner Industrial Park. Jackson County businessman Alan Stockmeister is bringing a new industry and new jobs to Pike County with the addition of Echo Environmental at the Industrial Park near Waverly, Ohio.

On March 7, Michele Throckmorton and Mr. Hemmings attended a meeting at the Scioto County Welcome Center regarding the Portsmouth By-Pass. Ohio Department of Transportation staff presented a public/private partnership concept to the group for their input. On March 25th he attended a follow-up meeting at the Welcome Center with ODOT and local officials about the public/private partnership concept for the Portsmouth By-Pass. Mr. Hemmings advised local officials are generally in favor of the concept as presented by ODOT.

Mr. Hemmings advised during March 2013 Jason Gillow worked on mapping industrial parks for Jackson, Pike, Ross and Scioto Counties under the Joint Economic Development Initiative of Southern Ohio Economic Strategies Project.

Mr. Hemmings also reported to the Executive Committee that former Congressman Charlie Wilson passed. A news article regarding such was included in the packet.

5. **SPEAKER**

Dorinda Byers, from the Appalachian Partnership for Economic Growth (APEG), talked about the State of Ohio's Manufacturing Extension Partnership (MEP) Program which helps keep local manufacturing companies viable by providing products, services, and assistance that are dedicated to their productivity, growth, and global competitiveness. Also addressing the group was Mike Rowe from OSU South Centers who advised he works through the MEP Program with companies who have under 50 employees. He covers all of the OVRDC counties except Fayette.

6. **OLD BUSINESS**

(a) **OVRDC Office Building**

Mr. Hemmings referred to the recent photo of the new OVRDC Office Building included in the meeting packet and advised the project is progressing well but is about 2 to 3 weeks behind schedule for completion due to winter weather and an issue with the electric service, which has been resolved.

(b) **Bookkeeper/Secretary Position**

Mr. Hemmings indicated OVRDC is presently reviewing applications received from the original job posting and will advise the board of the progress to fill this position. He indicated that he was not satisfied with the temporary agency's response for filling the position and our budget concerns from a month ago have been resolved due to a new funding source and an amendment to the state budget which firms up our state funds more clearly.

(c) **ODOT Regional Transportation Planning Organizational Pilot Program**

Mr. Hemmings included in the packet a letter from the Ohio Department of Transportation regarding the RTPO Pilot Program. The letter advised all five applicants for the two year program were funded. OVRDC will receive \$225,000 in funding and Mr. Hemmings advised he and Program Staff will attend a kick-off meeting on May 20th at ODOT's Central Office and after the kick-off meeting an ODOT Central Office representative will meet with each agency to finalize a scope of work, budget and agreement for the program. There is a possibility that OVRDC may receive more funds from ODOT for this project.

7. **NEW BUSINESS**

(a) **OVRDC Code of Ethics/Conflict of Interest**

Mr. Hemmings advised each year it is required that our Executive Committee members sign the Code of Ethics/Conflict of Interest and Sexual Harassment Compliance Forms. Mr. Hemmings stated that the forms were distributed by email prior to the meeting and several had been sent back by members. Copies were also made available at the meeting for members if they needed to complete them. Forms will be mailed to those members not present.

(b) OVRDC New Office Furniture Purchase

Mr. Hemmings advised he contacted the chambers in each of the OVRDC counties asking them to identify furniture companies which could provide quotes for office furniture for our new office building. Mr. Hemmings sent out a request for quotation to 15 companies and received 5 responses. Included in the packet was a spreadsheet showing the quotes from each of the 5 companies that responded. The lowest quote received was from a company in Hamilton County and it was the consensus of the group to choose a company in the OVRDC area. OPC Services of Scioto County was the second lowest bid.

A MOTION WAS MADE BY TOM WHITE AND SECONDED BY RANDY HEATH TO EXCLUDE THE BID FROM HAMILTON COUNTY AND TO AUTHORIZE THE OVRDC DIRECTOR TO NEGOTIATE THE FURNITURE COSTS WITH OPC SERVICES OF SCIOTO COUNTY. THE MOTION CARRIED.

(c) OVRDC New Network Server Purchase

Juanita Bragg, OVRDC Finance Director advised the present server is over 4 years old and no maintenance is available on it anymore. Ms. Bragg included in the packet quotes from Dell and Advantage Data Systems (ADS). After discussion it was determine to accept the quote from ADS, a local company.

A MOTION WAS MADE BY TOM WHITE AND SECONDED BY RUSS BREWER TO PURCHASE THE DELL POWEREDGE R720 SERVER FROM ADVANTAGE DATA SYSTEMS (ADS) WITH THE COST NOT TO EXCEED \$8,175.47. THE MOTION CARRIED.

(d) OVRDC New Phone System Purchase

Mr. Hemmings advised that included in the packet is a quote for a 5-year agreement from South Central Ohio Computer Association (SCOCA) to provide phones, phone system, and service for the new OVRDC office building. A discussion was held and it was agreed to enter into the 5-year agreement for the phones, phone system, and service from SCOCA.

A MOTION WAS MADE BY BRIAN BALDRIDGE AND SECONDED BY DOUG CADE TOAUTHORIZE THE OVRDC EXECUTIVE DIRECTOR TO ENTER INTO A FIVE-YEAR AGREEMENT WITH SOUTH CENTRAL OHIO COMPUTER ASSOCIATION (SCOCA) TO PROVIDE PHONES, PHONE SYSTEM, AND SERVICE AT THE OVRDC OFFICE ON PROGRESS DRIVE AT A COST NOT TO EXCEED \$388.72 PER MONTH. THE MOTION CARRIED.

(e) Cost Allocation Plan Approval

Mr. Hemmings asked that this item be tabled until the May 2013 Executive Committee meeting.

(f) Federal/State Legislative Update

Mr. Hemmings included in the packet handouts outlining the Presidents FY'2014 budget for the US Department of Commerce, Economic Development Administration (EDA) and Appalachian Regional Commission (ARC) funding request. In addition, he shared information from State of Ohio Substitute House Bill 59 outlining that the Local Development District line item had been restored in the amount of \$440,000, which is good news for OVRDC's future budget.

(g) Development Director Position

Mr. Hemmings advised Michele Throckmorton, OVRDC's Development Director has resigned to take a position with the Scioto County Commissioners. He said Ms. Throckmorton has been with OVRDC for 19 years and she will be missed, but wishes her well in her future endeavors.

Mr. Hemmings advised OVRDC will begin a search for a Development Director and included information in the packet for review.

8. OVRDC MEETINGS

Mr. Proud announced that the next Executive Committee Meeting will be held on Thursday, May 23, 2013 at 1:30 pm in Pike County at the Pike County Government Center in Waverly.

9. ADJOURN

There being no further business Mr. Proud asked for a motion to adjourn the meeting.

A MOTION WAS MADE BY RANDY HEATH AND SECONDED BY MIKE CRABTREE TO ADJOURN THE APRIL 18, 2013 EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Robert L. Proud, OVRDC Chairman