

# OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION

## Executive Committee Meeting

**Minutes**

February 21, 2013  
 Pike County Government Center  
 Waverly, Ohio

Chairman: Bob Proud  
 Vice-Chairman: Shane Wilkin, Interim  
 Treasurer: Doug Corcoran

**1. WELCOME AND CALL TO ORDER:**

Bob Proud, OVRDC Chairman and Clermont County Commissioner called the meeting to order at 1:30 pm and welcomed everyone to the Pike County Government Center in Waverly, Ohio . Mr. Proud stated that a quorum was present and he asked Paul Worley, Adams County Commissioner to lead the attendees in the Pledge of Allegiance to the American Flag.

**Executive Committee Members:**

	Attended	Proxy	
Brian Baldrige, Adams County Commissioner (Interim Caucus Chair)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Paul Worley, Adams Co. Comm.
Dane Clark, Adams County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
Caucus Chair Vacancy, Brown County	<input type="checkbox"/>	<input type="checkbox"/>	
Ray Becraft, Brown County Member-at-Large, (Interim Caucus Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bob Proud, Clermont County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vacant, Clermont County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
Jack DeWeese, Fayette County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Faye Williamson, Fayette County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	
Jay Cremeans, Gallipolis City Commission	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Randy Finney, Gallipolis City Manager
Bryan Long, Gallia County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
Shane Wilkin, Highland County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vacant, Highland County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	
Jerry Hall, Jackson County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Randy Heath, Jackson County Member-at-Large	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jennifer Jacobs, Jackson Economic Dev.
Doug Cade, Lawrence County Engineer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bill Dingus, Lawrence County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	
Harry Rider, Pike County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bob Matthey, Pike County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
Doug Corcoran, Ross County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Jack Everson, Mayor of Chillicothe	<input type="checkbox"/>	<input type="checkbox"/>	
Joyce Atwood, Ross County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Mike Crabtree, Scioto County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	
David Malone, Mayor of Portsmouth	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Kara Willis, Scioto County Private Sector	<input 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"/>	
Ralph Neal, Vinton County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	

**OVRDC Staff Present:**

*John Hemmings, Executive Director*  
*Juanita Bragg, Finance Director*  
*Michele Throckmorton, Development Director*  
*Kim Reynolds, Community Development Coordinator*  
*Sharon Clark, Administrative Assistant*

**Guests Present:**

*Blaine Beekman, Pike County Commissioner*  
*Katy Farber, Appalachian Partnership for Economic Growth*  
*Barry Woodruff, Brown County Commissioner*  
*Daryll Gray, Brown County Commissioner*  
*Chris Ervin, Director, Pike County Community & Economic Development*  
*Kevin Hoggatt, Representative for Senator Portman*

**2. APPROVAL OF MINUTES**

Mr. Proud stated that a draft of the January 24, 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 JERRY ZINN AND SECONDED BY JERRY HALL TO APPROVE THE JANUARY 24, 2013 MINUTES OF THE EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.**

**3. FINANCE REPORT**

Mr. Proud introduced Doug Corcoran, Ross County Commissioner and OVRDC Treasurer who presented the Finance Report for the period ending December 31, 2012. Mr. Proud asked if there were any questions. Being none, Mr. Proud then asked for a motion to approve the report.

**A MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY DOUG CADE 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 highlighted the various sections.

Mr. Hemmings advised OVRDC staff members are presently working from the temporary location in the Wastren Advantage Building and we are experiencing minor telephone problems. If you call our direct line and the attendant is away from the desk the call does not go to voice mail if not answered. In order to avoid missing your calls, we will send out, via e-newsletter, the direct phone numbers to reach each OVRDC staff member.

Mr. Hemmings advised on January 29th he participated in a meeting of the Ohio General Assembly's Appalachian Delegation. Presentations about the Appalachian Regional Commission, the Governor's Office of Appalachia, and the Local Development Districts were provided to members of the Appalachian Delegation with many General Assembly members from the OVRDC region in attendance.

Mr. Hemmings participated in several meetings on January 16th and 17th in Gallia and Lawrence Counties with Jason Wilson, Director of the Governor's Office of Appalachia and Jessica Stepleton, Outreach Manager of the Governor's Office of Appalachia. Meetings were held with the University of Rio Grande, Gallia County Economic Development office, Lawrence County Family and Children First Program and Lawrence County Commissioners.

Mr. Hemmings advised during January 2013, Jason Gillow, OVRDC Research/Planning Specialist worked with Terri Fetherolf, Development Director of Vinton County to develop and map the waterlines for Vinton County. Jerry Zinn, Vinton County Commissioner recognized Jason during the meeting and said he is doing an excellent job.

## **5. OLD BUSINESS**

### **(a) OVRDC Office Building**

Mr. Hemmings included in the packet a recent picture showing the progress of the new Office Building. He indicated the first construction meeting was held on February 1, 2013 and the second meeting is scheduled for March 1, 2013. Mr. Hemmings said he received approval at the January 2013 Executive Committee meeting to contact our attorneys regarding hiring SCOCA to install the data lines in the new building and we have not heard back from them yet. He also advised he soon will be sending out a request-for-quotes (RFQ) for office furniture for the new building.

### **(b) Bookkeeper/Secretary Position**

Mr. Hemmings indicated he had made an offer to a candidate and the candidate declined. Mr. Hemmings advised he would rather not pursue hiring a permanent bookkeeper/secretary at this time until the state budget is finalized. Since the Program Secretary will be taking a maternity leave soon, he asked the board's approval to hire a temporary employee to cover this vacancy. The board discussed the issue and agreed it was best to hire a temporary employee at this time.

## **6. NEW BUSINESS**

### **(a) Audit Committee Report**

Juanita Bragg advised the Finance/Audit Committee met today, February 21, 2013 at the Pike County Government Center. The members of the committee are Bob Proud, Doug Corcoran, Shane Wilkin, John Hemmings and Juanita Bragg. Also attending the audit portion of the meeting was Kathy Lambert from the audit firm of Whited Seigneur Sams & Rahe, LLP (WSSR). The committee met to start the process of the 2012 audit. Ms. Bragg advised all information will be ready so that Millhuff-Stang CPA will have the month of March to convert OVRDC's financials to the GASB format required for audit. Then the auditors will have the month of April to prepare and submit a draft audit to OVRDC. An exit audit meeting will be held May 9th or 10th and the audit should be completed and ready to present for approval at the May 2013 Executive Committee Meeting.

Mr. Hemmings advised the Audit/Finance Committee, at today's meeting, recommended transferring \$55,000 from the 2012 General Fund carry-over to the Building Fund account.

**MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY DOUG CORCORAN TO APPROVE THE RECOMMENDATION MADE BY THE AUDIT/FINANCE COMMITTEE ON FEBRUARY 21, 2013 TO TRANSFER \$55,000 FROM THE 2012 GENERAL FUND CARRY-OVER TO THE BUILDING FUND ACCOUNT. THE MOTION CARRIED.**

(b) District 15-Round 27 Update

Mr. Proud introduced Kim Reynolds, OVRDC Community Development Coordinator and asked for an update on the District 15, Round 27 OPWC Projects. Mrs. Reynolds distributed spreadsheets for the District Fund, the LTIP Fund and the Small Governments Fund. She stated that the District 15 Executive, Full Integrating, and Small Government Committees met on January 30, 2013 to review and approve the project package. Mrs. Reynolds stated the applications will be delivered to Ohio Public Works Commission for consideration on February 22, 2013. In the District Fund (SCIP), the top 15 projects will be submitted for funding consideration, and in the LTIP Fund, the top 5 projects will be submitted. For Small Governments 7 applications will be delivered with the top 5 being reviewed and ranked competitive with the remaining districts in Ohio for funding.

(c) Regional Transportation Planning Organization RFP, Draft Resolution #2013/02-01

Mr. Hemmings referred to Draft Resolution #2013/02-01 which authorizes the Executive Director of Ohio Valley Regional Development Commission to submit a response to the ODOT Regional Transportation Planning Organization (RTPO) Request for Proposal for up to a \$360,000 two-year project; requesting up to \$324,000 through the RTPO program and providing matching funds in the amount of up to \$36,000 from OVRDC local revenue sources. Mr. Hemmings stated that this request for proposal was discussed at last month's meeting during which Mr. Hemmings said the Ohio Department of Transportation is soliciting proposals from multi-county regional planning agencies, which are not recognized as Metropolitan Planning Organizations (MPOs), to participate in a two (2) year Regional Transportation Planning Organization (RTPO) Pilot Program. Mr. Hemmings requested approval to submit a proposal.

**A MOTION WAS MADE BY DOUG CADE AND SECONDED BY JERRY ZINN TO APPROVE DRAFT RESOLUTION #2013/02-01 AUTHORIZING THE EXECUTIVE DIRECTOR OF OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION TO SUBMIT A RESPONSE TO THE ODOT REGIONAL TRANSPORTATION PLANNING ORGANIZATION (RTPO) REQUEST FOR PROPOSAL FOR UP TO A \$360,000 TWO-YEAR PROJECT; REQUESTING \$324,000 THROUGH THE RTPO PROGRAM AND PROVIDING MATCHING FUNDS IN THE AMOUNT OF UP TO \$36,000 FROM OVRDC LOCAL REVENUE SOURCES. THE MOTION CARRIED**

(d) State of Ohio Development Services Agency - Biennium Budget 2014-2015

Mr. Hemmings advised on February 4, 2013 Governor Kasich released his state biennium budget for 2014-2015. Included in the packet is the section regarding the Development Services Agency (formerly Ohio Department of Development). Mr. Hemmings said the Local Development Districts (LDDs) are concerned there is no individual line item funding the LDDs for 2014 or 2015 in the Governor's proposed budget. Mr. Hemmings included in the packet a resolution for each county commissioner's office to approve and send to their legislators showing support to restore the LDD line item in the 2014-2015 Development Services Agency budget with \$440,000 appropriated each year. Mr. Proud also asked for approval of Resolution #2013/02-02 from Ohio Valley Regional Development Commission showing support to restore the LDD line item in the 2014-2015 Development Services Agency budget with \$440,000 appropriated each year.

**A MOTION WAS MADE BY DOUG CORCORAN AND SECONDED BY RAY BECRAFT TO APPROVE RESOLUTION #2013/02-02 TO RESTORE THE LOCAL DEVELOPMENT DISTRICT LINE ITEM IN THE 2014-2015 DEVELOPMENT SERVICES AGENCY BUDGET WITH \$440,000 APPROPRIATED EACH YEAR. THE MOTION CARRIED.**

**7.OVRDC MEETINGS**

Mr. Proud announced that the next Executive Committee Meeting will be held on Friday, March 22, 2013 at 10:00 am in Highland County at the Hi-Tech Center, 1575 N High Street, Hillsboro, Ohio.

He also announced that the Full Commission Meeting & Election of Officers will be held Friday, March 22, 2013 in Highland County at the Hi-Tech Center, 1575 N High Street, Hillsboro, Ohio with registration beginning at 10:30 am, meeting at 11:00 am and lunch at 12 noon.

**8. ADJOURN**

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

**A MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY RANDY HEATH TO ADJOURN THE FEBRUARY 21, 2013 EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED.**

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John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

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Robert L. Proud, OVRDC Chairman