

OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting

Minutes

July 11, 2013
OVRDC Office, 73 Progress Drive
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 very first Executive Committee Meeting in the new OVRDC Office Building on Progress Drive in Waverly, Ohio. Mr. Proud stated that a quorum was present and asked State Representative Doug Green to lead the attendees in the Pledge of Allegiance to the American Flag. Mr. Proud asked those present to introduce themselves. Mr. Proud extended a special thank you to the Pike County Commissioners for the use of their conference room at the Pike County Government Center.

Executive Committee Members:

	Attended	Proxy	
Brian Baldrige, Adams County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Russ Brewer, Adams County Private Sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Paul Worley, Adams County Commissioner</u>
Tony Applegate, Brown County Commissioner	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	
Shane Wilkin, Highland County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	
Charles Stevens, Highland County Private Sector	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Lynn Stevens, Highland County</u>
Jerry Hall, Jackson County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rick McNelly, Jackson County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Doug Cade, Lawrence County Engineer	<input 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 type="checkbox"/>	<input type="checkbox"/>	
Mike Crabtree, Scioto County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	
David Malone, Mayor of Portsmouth	<input type="checkbox"/>	<input type="checkbox"/>	
Wayne Kempf, 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"/>	
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
Sharon Clark, Administrative Assistant
Stephanie Gilbert, Bookkeeper/Secretary
Jason Gillow, Research/Planning Specialist
Jessica Purdon, Economic Development Specialist
Kim Reynolds, Community Development Coordinator

Guests Present:

Ray Becraft, Brown County Chamber of Commerce
Stephen Caraway, Adams County Commissioner
Katy Farber, APEG
Nick Gatz, Southeast Ohio Regional Liaison for Governor John Kasich
Daryll Gray, Brown County Commissioner
Honorable Doug Green, State Representative, 66th District
Jennifer Jacobs, Director, Jackson County Economic Development
Roger Rhonemus, Adams County

2. APPROVAL OF MINUTES

Mr. Proud stated that a draft of the May 23, 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 RICK MCNELLY AND SECONDED BY JERRY HALL TO APPROVE THE MAY 23, 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 sheets for April 30, 2013 and May 31, 2013 included in the packet for review and asked if there were any questions. Being none, Mr. Proud then asked for a motion to approve the report.

A MOTION WAS MADE BY JERRY ZINN 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 for May and June. In the interest of time, he waived reading of the report and advised members to read at their leisure. Mr. Hemmings referred to the attachment behind the Director's Report which discussed the Senate and House Appropriations Committee's approval of FY 2014 Energy and Water Appropriations Bill. The House Appropriations Committee provides \$70.3 million for ARC, which is \$5 million higher than the FY2013 enacted level and \$5 million higher than the President's FY 2014 budget request. The Senate bill includes \$68.3 million for the Appalachian Regional Commission (ARC) in FY 2014, which is \$3 million higher than the FY2013 enacted level and \$2 million lower than the House appropriations request for FY 2014.

5. OLD BUSINESS

(a) ARC/EDA FY 2013 Project Update

Mr. Proud introduced Jessica Purdon, OVRDC Economic Development Specialist. Mrs. Purdon referred to the Appalachian Regional Commission and Economic Development Administration FY'2013 Priority Project report included in the packet and advised of the following updates since the last report. Under Area Development Projects, the Manchester Sewer Collection System Rehabilitation Project (Adam County)-Application has been submitted to GOA. Under Access Road Projects, Gateway Internal Access Road Project (Ross County)-Application has been submitted to GOA.

(b) OVRDC Office Building

Mr. Hemmings advised we received our Occupancy Permit last Wednesday and began moving from the temporary location at Wastren last Friday. We still have 3 storage buildings to empty and the movers will be here next Thursday. Mr. Hemmings said we will have excess furniture and office items available to donate to the counties and that we will send out an e-newsletter advising the details. An Official Ribbon-Cutting Ceremony will be held at the next Executive Committee Meeting, August 22, 2013 and information will be forthcoming.

(c) Bookkeeper/Secretary Position

Mr. Hemmings introduced Stephanie Gilbert of Pike County who has accepted the secretary/bookkeeper position at OVRDC and welcomed her to the staff.

(d) State of Ohio Severance Tax Proposal

Mr. Hemmings advised he had organized a conference call of the Executive Committee in June at the request of the Governor's office regarding the possibility of OVRDC's support for the Governor's Severance Tax Proposal. Mr. Hemmings advised that there was not a quorum of Executive Committee members on the conference call and an email which he sent out afterward seeking support of the Severance Tax Proposal did not receive enough "Yes" votes for him to render OVRDC's support of the Severance Tax proposal.

(e) State of Ohio FY 2014-15 Biennium Budget

Mr. Hemmings referred to the information included in the packet from the Development Services Agency advising the Governor signed the 2014-1015 budget on June 30, 2013 which included the line item to support the four local development districts for up to \$135,000 in each fiscal year for the Ohio Valley Regional Development Commission; up to \$135,000 in each fiscal year for the Ohio Mid-Eastern Government Association; up to \$135,000 in each fiscal year for the Buckeye Hills-Hocking Valley Regional Development District and up to \$35,000 in each fiscal year for the Eastgate Regional Development District. The original budget bill did not include language specifying the Local Development Districts, but was restored following an amendment by Representative Ryan Smith.

(f) Tykma, Inc., RLF Amendment Request

Mr. Hemmings advised at the May 23rd meeting, the Executive Committee passed a motion to approve Resolution #2013/05-04 to loan \$200,000 under the ARC-RLF Program, along with all applicable conditions to TYKMA, Inc., located in Ross County. When OVRDC sent the loan commitment letter to TYKMA the owner disagreed with one of the provisions we always include in our loan agreement, that the borrower provide Key Man Life Insurance for any owner with over 20% ownership in the firm, and we were asked by the owner if we would amend the provision. Mr. Hemmings advised he was not able to secure a quorum of the Loan Review Committee Members to hold a meeting and instead emailed them for a vote. Ten out of the 12 member of the committee members voted yes to waive this provision and approval is now needed by the Executive Committee to close this loan.

A MOTION WAS MADE BY BRIAN BALDRIDGE AND SECONDED BY LORI NEAL TO APPROVE THE RECOMMENDATION OF THE LOAN REVIEW COMMITTEE TO WAIVE THE KEY MAN LIFE INSURANCE POLICY REQUIREMENT FOR THE TYKMA, INC., ARC-RLF LOAN. THE MOTION CARRIED.

6. NEW BUSINESS

(a) District 15 Schedule

Mr. Proud introduced Kim Reynolds, OVRDC Community Development Coordinator. Mrs. Reynolds referred to the tentative OPWC District 15, Round 28 Schedule included in the packet. She highlighted the important dates on the schedule and advised that many of them are tentative and are subject to change.

(b) ARC/EDA FY 2014 Proposed Project Package

Mr. Proud introduced Ms. Purdon who referred to the FY '2014 OVRDC Project Package for Appalachian Regional Commission (ARC) and Economic Development Administration (EDA) funding. Ms. Purdon advised the Project Review Committee met on June 25, 2013 and approved the FY '2014 Project Packages for ARC Area Development, Distressed County, Access Road Projects, and for EDA Public Works and Economic Development, Economic Adjustment Assistance and Technical Assistance Projects, and recommended them to the Executive Committee for approval.

A MOTION WAS MADE BY TED WEST AND SECONDED BY BRIAN BALDRIDGE TO APPROVE THE PROPOSED ARC/EDA PROJECT PACKAGE AS RECOMMENDED BY THE PROJECT REVIEW COMMITTEE FOR FISCAL YEAR '2014. THE MOTION PASSED.

(c) RLF Application for Financing

Mr. Hemmings advised he wished to table this item, since he could not secure a quorum of the RLF Committee prior to this meeting to discuss the new application received.

(d) OVRDC Regional Transportation Planning Organization

Mr. Hemmings advised as of July 1, 2013 OVRDC has been designated a Regional Transportation Planning Organization (RTPO) and he referred to the attachment included in the packet from ODOT explaining the Scope of Work and Budget for the Regional Transportation Planning Organization Pilot Program for July 1, 2013 to June 30, 2015. Mr. Hemmings advised OVRDC will develop a Public Participation Plan (PPP) and a Comprehensive Transportation Plan for the entire region.

The public participation plan which will be presented to the board for adoption will provide a framework that guides the public participation process throughout the RTPO Program. As recommended by ODOT, the Executive Committee will serve as the Policy Committee and Regional Transportation Planning Organization (RTPO) will be an agenda item of the Executive Committee monthly Meeting Agenda. The District 15 Integrating Committee will serve as the Transportation/Technical Committee for this plan.

Mr. Hemmings advised OVRDC now conducts two rounds of County Caucus Meetings and will possibly add a third to discuss transportation matters in each OVRDC member county.

(e) ARC Appalachian Community Capital

Mr. Hemmings referred to the news release in the meeting packet from the Appalachian Regional Commission announcing the creation of Appalachian Community Capital (ACC) a new central bank for development lenders that will increase the availability of capital to small businesses in the 13-state Appalachian Region.

(f) Personnel Committee Recommendations

Mr. Proud advised the OVRDC Personnel Committee met today and interviewed three candidates for the Development Director Position and asked for a motion to enter into Executive session to discuss Personnel Committee recommendations.

A MOTION WAS MADE BY LORI NEAL AND SECONDED BY JERRY HALL TO ENTER INTO EXECUTIVE SESSION. THE MOTION CARRIED.

The Executive Committee reconvened into regular session a 2:45 pm.

Mr. Proud asked for a motion to approve the recommendations of the Personnel Committee.

The Personnel Committee Recommendations were as follows:

- Development Director
The Personnel Committee authorized the OVRDC Executive Director to offer the Development Director Position to Kara Willis of Scioto County at a starting salary of \$46,500, with the possibility of a \$1,000 increase upon a successful six-month evaluation with a planned first day of employment of July 29, 2013.
- The Personnel Committee recommended staff salary adjustments and two promotions.

MOTION WAS MADE BY JERRY ZINN AND SECONDED BY CLYDE HALL TO ACCEPT THE RECOMMENDATIONS OF THE PERSONNEL COMMITTEE. THE MOTION CARRIED.

7. OVRDC MEETINGS

Mr. Proud announced that the next Executive Committee Meeting and Ribbon-Cutting for the New Office Building will be held on Thursday, August 22, 2013. The ribbon-cutting ceremony will begin at 1:00 pm with the Executive Committee to follow at the OVRDC Office, 73 Progress Drive in Waverly, Ohio.

8. ADJOURN

There being no further business Mr. Proud adjourned the meeting.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Bob Proud, Chairman