

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

Minutes

*September 19, 2014
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 called the September 19th Executive Committee Meeting to order. Mr. Proud welcomed everyone to the meeting held at 1:30 pm at the OSU Extension Office in Jackson, Ohio and stated that a quorum was present.

Executive Committee Members:

	Attended	Proxy	
Paul Worley, Adams County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Debora Plymail, Adams County Member-at-Large	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Angie Jamison</u>
Tony Applegate, Brown County Commissioner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Daryll Gray</u>
Harry Foxworthy, Brown County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
Bob Proud, Clermont County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Matthew Van Sant, Clermont Co. Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	
Jack DeWeese, Fayette County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	
Jim Gusweiler, Fayette County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Wallis, Gallia County Caucus Chair	<input type="checkbox"/>	<input type="checkbox"/>	
Michelle Miller, Gallia County Member-at-Large	<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, Highland County</u>
Jerry Hall, Jackson County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Rick McNelly, Jackson County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	
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 Member-at-Large	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Sharon Manson</u>
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"/>	
Mal Payne, Ross County Minority Representative	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Mike Crabtree, Scioto County Commissioner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Michele Throckmorton</u>
Wayne Kempf, Scioto County Member-at-Large	<input type="checkbox"/>	<input type="checkbox"/>	_____
Kevin Johnson, City of Portsmouth	<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
Jessica Purdon, Economic Development Specialist

2. APPROVAL OF MINUTES

Mr. Proud stated that a draft of the July 24, 2014 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 DOUG CADE AND SECONDED BY JERRY ZINN TO APPROVE THE JULY 24, 2014, MINUTES OF THE EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Proud introduced Blaine Beekman, OVRDC Treasurer and Pike County Commissioner to present the Finance Report. Mr. Beekman advised the June 30, 2014 Balance Sheet was 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 Finance Report.

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY PAUL WORLEY TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.

4. DIRECTOR’S REPORT

John Hemmings, OVRDC Executive Director, referred to the September 2014 Director’s Report included in the packet for review by members. Mr. Hemmings also indicated a letter was included in the packet from Mark Whitney, Acting Assistant Secretary for Environmental Management of the Department of Energy acknowledging the July 24th letter of support sent from Mr. Hemmings on behalf of OVRDC counties regarding the potential funding impacts at the Portsmouth Gaseous Diffusion Plant (PORTS) near Piketon, Ohio.

5. OLD BUSINESS

(a) Regional Transportation Planning Organization

Mr. Hemmings advised the “Existing Conditions of the Region” has been completed and we are now working on the “Future Conditions of the Region” which should be completed by November 2014.

(b) ARC/EDA FY 2014 Project Package

Mr. Hemmings referred to the FY 2014 Priority Project Package included in the packet. He advised new updates under Federal Area Development Projects, McCarty Lane Area Sanitary Sewer Improvement Project has been approved (Jackson County) and Green Township Phase I Sanitary Sewer Project application has been submitted to ARC for review (Gallia County). Under Distressed County Projects, Goose Creek Vending Station Project has been approved (Vinton County). Under Access Road Projects, Gateway Internal Access

Road Project has been submitted to ARC but Mr. Hemmings has heard the project has been approved for funding for FY'2014.

6. NEW BUSINESS

(a) ARC/EDA FY 2015 Proposed Project Package

Mr. Hemmings referred to the ARC FY 2015 Priority Project Package included in the packet and advised we are waiting for final approval from the Ohio Development Services Agency (ODSA) about the priority pre-applications we submitted for consideration at the August 19th meeting before we start to request Full Applications from applicants. This new format for approval at ODSA is of concern to OVRDC and the other Ohio LDDs and needs to be addressed.

(b) ARC/LDD Draft Resolution #2014/09-06

Mr. Hemmings referred to Draft Resolution #2014/09-06 authorizing OVRDC to submit to the Appalachian Regional Commission (ARC) its ARC Work Program application for approval for the period of January 1, 2015 through December 31, 2015. Mr. Proud requested a motion to adopt Draft Resolution #2014/09-06.

MOTION WAS MADE BY SHANE WILKIN AND SECONDED BY DARYLL GRAY TO ADOPT RESOLUTION #2014/09-06 AUTHORIZING JOHN HEMMINGS, OVRDC EXECUTIVE DIRECTOR, TO PREPARE AND SUBMIT A GRANT APPLICATION TO THE APPALACHIAN REGIONAL COMMISSION FOR FEDERAL FUNDING OF APPROXIMATELY \$209,000 TO BE MATCHED BY A MINIMUM OF 25 PERCENT IN NON-FEDERAL RESOURCES APPROXIMATELY \$70,000 AND ACCEPT ANY SUBSEQUENT GRANT CONTRACT.

(c) EDA/RLF Certification Draft Resolution #2014/09-07

Mr. Hemmings stated the EDA Revolving Loan Fund Annual Certification Resolution was included in the packet for review and approval. Mr. Proud requested a motion to adopt Draft Resolution #2014/09-07.

MOTION WAS MADE BY SHARON MANSON TO ADOPT THE EDA-RLF ANNUAL CERTIFICATION RESOLUTION #2014/09-07 AS PRESENTED. SHANE WILKIN SECONDED AND THE MOTION PASSED.

(d) Email Vote on Health Insurance Quote

Mr. Hemmings advised he has not yet received our health insurance renewal quote for 2015. When the quote is received, he would like to present the quote to the OVRDC Finance Committee for a recommendation and then send to the Executive Committee by email requesting a vote. This would eliminate calling a meeting in October. Our next Executive Committee Meeting will probably be November 13th. The Open Enrollment period for staff is the month of November, so by having a final decision about health insurance by November 1st, the staff has the entire month to decide about open enrollment options.

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY JERRY ZINN TO AUTHORIZE THE OVRDC EXECUTIVE DIRECTOR TO PRESENT THE 2015 INSURANCE QUOTE FOR THE OVRDC AGENCY TO THE FINANCE COMMITTEE FOR A RECOMMENDATION AND TO FORWARD THIS RECOMMENDATION TO THE EXECUTIVE COMMITTEE FOR AN EMAIL VOTE. THE MOTION CARRIED.

(e) Email Vote on 2014 CEDS Approval

Mr. Hemmings advised that our Comprehensive Economic Development Strategy Report (CEDS) is due October 31st to EDA. The report will be completed in October and forwarded to the CEDS Committee for approval. He would like to forward the recommendation of the CEDS Committee to the Executive Committee Members for an email vote since there is no October meeting scheduled.

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY SHARON MANSON TO AUTHORIZE THE OVRDC EXECUTIVE DIRECTOR TO FORWARD THE RECOMMENDATION OF THE CEDS COMMITTEE BY EMAIL TO THE EXECUTIVE COMMITTEE FOR A VOTE. THE MOTION CARRIED.

(f) Personnel Committee Recommendations

Mr. Proud advised the OVRDC Personnel Committee met on September 16th at the OVRDC office and interviewed three candidates for the OVRDC Planning/Development Director position and asked for a motion to enter into Executive Session to discuss Personnel Committee recommendations.

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY DARYLL GRAY TO ENTER INTO EXECUTIVE SESSION. THE MOTION CARRIED.

The Executive Committee reconvened in regular session and Mr. Proud asked for a motion to approve the recommendation of the Personnel Committee.

A MOTION WAS MADE BY DOUG CADE AND SECONDED BY KEVIN JOHNSON TO ACCEPT THE RECOMMENDATION OF THE PERSONNEL COMMITTEE. THE MOTION CARRIED.

The final recommendation of the Personnel Committee that was approved by the Executive Committee was to hire Kim Reynolds as the new Planning/Development Director effective September 29, 2014 at a salary of \$47,500 with the ability for an increase of \$1,000 upon a successful six month probationary evaluation.

Additionally, the Personnel Committee recommended posting a Community/Economic Development Specialist internally at OVRDC for one week and offering that position to whomever applied at a salary of \$30,000 with the ability for an increase of \$1,000 upon a successful six month probationary evaluation. Stephanie Gilbert was the only applicant and was selected as the new Community/Economic Development Specialist and started her new duties on October 6, 2014.

7. OVRDC MEETINGS

There will be no Executive Committee in October. The next Executive Committee Meeting will be held November 13, 2014 at the OVRDC Office in Waverly at 1:30 pm.

8. ADJOURN

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

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY JERRY ZINN TO ADJOURN THE SEPTEMBER 19, 2014 OVRDC EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Robert Proud, Chairman