

OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting

Minutes

November 17, 2011
Pike County Government Center
Waverly, Ohio

Chairman: Bob Proud
Vice-Chairman: Roger Rhonemus
Treasurer: Doug Corcoran

1. WELCOME AND CALL TO ORDER:

Bob Proud, OVRDC Chairman and Clermont County Commissioner, called the meeting to order at 2:00 pm. Mr. Proud stated that a quorum was present and he welcomed everyone to the Pike County Government Center in Waverly, Ohio. Mr. Proud asked Katy Farber, to lead the attendees in the Pledge of Allegiance to the American Flag.

Executive Committee Members:

	Attended	Proxy	
Roger Rhonemus, Adams County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Dane Clark, Adams County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ralph Jennings, Brown County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ray Becraft, Brown County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Bob Proud, Clermont County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Tim Ross, Clermont County Private Sector	<input checked="" 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"/>	_____
Joe Foster, Gallia County Commissioner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Lois Snyder, Gallia County Commissioner</u>
Shane Wilkin, Highland County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Katy Farber, Highland County Member-at-Large	<input checked="" 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 type="checkbox"/>	_____
Les Boggs, Lawrence County Commissioner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Lonnie Best, Lawrence County</u>
Bill Dingus, Lawrence County Member-at-Large	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	_____
Joseph Sulzer, 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 type="checkbox"/>	<input type="checkbox"/>	_____
VACANT, Scioto County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Eugene Collins, Sr., Scioto County Minority Representative	<input type="checkbox"/>	<input type="checkbox"/>	_____
Jerry Zinn, Vinton County Commissioner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Ralph Neal, Vinton County Private Sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____

OVRDC Staff Present:

John Hemmings, OVRDC Executive Director
Juanita Bragg, OVRDC Finance Director
Sharon Clark, Administrative Assistant
Jessica Purdon, Economic Development Specialist

Guests Present:

Jim Bernholtz, Ohio State Treasurer's Office
Ted West, Pike County Commissioner

2. APPROVAL OF MINUTES

Mr. Proud stated that a draft of the October 27, 2011 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 RALPH JENNINGS TO APPROVE THE MINUTES OF THE OCTOBER 27, 2011 EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Proud introduced Juanita Bragg, OVRDC Finance Director to give the Finance Report since Doug Corcoran, OVRDC Treasurer was not in attendance. Ms. Bragg referred to the September 30, 2011 Balance Sheet under Tab #3 and advised Total Assets of \$1,054,847.96, Total Liabilities of \$53,506.98, Total Equity \$1,001,340.98 with a zero balance. Ms. Bragg asked if there were any questions. Being none, Mr. Proud asked for a motion to accept the Finance Report as presented.

A MOTION WAS MADE BY HARRY RIDER AND SECONDED BY RAY BECRAFT 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 located under Tab #4 and requested to waive reading of the report, since the tour of the proposed building site is planned after the meeting.

5. OLD BUSINESS

(a) OVRDC Computers

Juanita Bragg advised it was requested at the October 27, 2011 Board Meeting to check with the IT Department of Clermont County to see if they could secure a competitive quote to the ADS quote of \$10,840.82 through their state contracts. Ms Bragg talked with Steve Rabolt of Clermont County and he stated they could only save OVRDC about \$50. He indicated the ADS amount was a good quote, therefore, the computers have been ordered from ADS. ADS advised they received the computers last week and will store them until the painting and carpet installation is completed. Ms. Bragg advised she hopes to have the new computers installed around mid-December.

(b) OVRDC Office Building Draft Resolution #2011/11-09

Mr. Hemmings advised during the October 27th meeting he was asked to explore if the Governor's Office of Appalachia would support the OVRDC building project with its grant funds if the "design-build" option is utilized. Mr. Hemmings stated he talked with Karen Fabiano, Interim Director of the Governor's Office of Appalachia and she indicated there is no problem with pursuing the "design-build" option. Mr. Hemmings

advised he will research the design-build option and is going to contact a staff member from the Lawrence County Economic Development Office for input since they have been through the "design-build" process many times.

Mr. Hemmings advised last month he mentioned he had two architects confirm the parking lot and building would cost about \$600,000. He indicated OVRDC has funding for around \$400,000 and since OVRDC cannot borrow money, he is exploring options to raise the additional money needed. He met with the Pike County Commissioners today and discussed the possibility of the county issuing bonds that OVRDC would pay back. The Commissioners said they would work with us if they could and Mr. Hemmings will begin securing the proper agreements for review by Pike County's bond counsel and will give an update at the January 2012 meeting.

Mr. Hemmings wanted to advise the committee that in 1997 a Phase I Environmental Site Assessment was completed on the Zahns Corner property and the site is cleared environmentally. He also advised that the property is not in the flood plain.

Mr. Hemmings referred to Tab #5-b and the Draft Resolution #2011/11-09 advising a portion of the money to be used to pay for the new building is from General Fund Money that has been carried over from 2009-2010. Our auditors in the past have questioned this deferred revenue, therefore, we need approval to transfer these funds to a new line item for a new office building.

A MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY HARRY RIDER TO APPROVE DRAFT RESOLUTION #2011/11-09 AUTHORIZING THE TRANSFER OF \$100,000 FROM THE AGENCY OPERATIONS-GENERAL FUND LINE ITEM TO A NEW LINE ITEM ENTITLED COMMITTED FUNDS-OFFICE BUILDING ON THE BALANCE SHEET IN CONSIDERATION TO ADDRESS AUDITOR'S QUESTIONS AND TO PREPARE FOR SECURING NEW OFFICE SPACE. THE MOTION CARRIED. (COPY OF RESOLUTION ATTACHED)

6. NEW BUSINESS

(a) Accept Resignation of Executive Committee Member

Mr. Hemmings referred to Tab #6-a which included the resignation letter (effective September 27, 2011) from Don Hadsell, the private-sector representative from Scioto County to OVRDC's Executive Committee.

MOTION WAS MADE BY HARRY RIDER AND SECONDED BY RAY BECRAFT TO ACCEPT THE RESIGNATION OF DON HADSELL, THE PRIVATE SECTOR REPRESENTATIVE FROM SCIOTO COUNTY TO OVRDC'S EXECUTIVE COMMITTEE EFFECTIVE SEPTEMBER 27, 2011.

(b) OVRDC Office Building Lease Agreement

Mr. Hemmings advised the new owner of the Wausau Property has verbally agreed to lease our present office space to us using the same lease agreement for one year for the same rate of \$2200 per month (includes utilities). Mr. Hemmings advised he will prepare the agreement and needs authorization to enter into negotiations regarding this agreement.

MOTION WAS MADE BY SHANE WILKIN AND SECONDED BY KATY FARBER TO AUTHORIZE OVRDC EXECUTIVE DIRECTOR TO NEGOTIATE A LEASE AGREEMENT WITH THE NEW OWNERS OF THE WAUSAU HOMES PROPERTY FOR ONE YEAR FOR \$2200 PER MONTH, INCLUDING UTILITIES. THE MOTION CARRIED.

(c) Approval of CEDS Draft Resolution #2011/11-08

Mr. Hemmings referred to Tab #6-c and Draft Resolution #2011/11-08 authorizing OVRDC to submit the 2011 Comprehensive Economic Development Strategy (CEDS) Performance Report to the U.S. Department

of Commerce, Economic Development Administration for review and approval. Mr. Hemmings asked for a motion to approve the CEDS Resolution.

A MOTION WAS MADE BY ROGER RHONEMUS AND SECONDED BY RALPH JENNINGS TO APPROVE THE CEDS RESOLUTION #2011/11-08 WHICH AUTHORIZES SUBMISSION OF THE 2011 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) PERFORMANCE REPORT TO THE U.S. DEPARTMENT OF COMMERCE, ECONOMIC DEVELOPMENT ADMINISTRATION FOR THEIR REVIEW AND APPROVAL. THE MOTION PASSED UNANIMOUSLY. (COPY OF RESOLUTION ATTACHED)

Mr. Proud thanked Roger Rhonemus, Adams County Commissioner and OVRDC Vice Chairman for serving as chairman of the CEDS Committee.

(d) OPWC/District #15 Contract

Mr. Hemmings advised every year OVRDC contracts with Ohio Public Works Commission to serve as liaison for District #15 in the amount of \$65,000. Mr. Hemmings requested authorization to enter into a contract for 2012.

A MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY KATY FARBER TO AUTHORIZE THE EXECUTIVE DIRECTOR OF OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION TO ENTER INTO A CONTRACT WITH OHIO PUBLIC WORKS COMMISSION TO SERVE AS LIAISON FOR DISTRICT #15 FOR 2012 IN THE AMOUNT OF \$65,000. THE MOTION CARRIED.

(e) OVRDC Postage Meter

Ms. Bragg referred to Tab #6-e and advised the lease is up on the current Pitney Bowes postage machine. The spreadsheet under Tab #6-e shows quotes on government leases from Pitney Bowes, Hasler and Neopost. Ms. Bragg indicated all three machines are similar in speed, and the number of accounts they can track and all three government leases include the non-appropriations clause. Ms. Bragg recommended staying with Pitney Bowes, although the cost is slightly higher, since it is comparable to the others in cost and all supply and payment accounts are established, our working relationship with them is good and there will be less of a staff learning curve since it is similar to what we have now.

MOTION WAS MADE BY JERRY ZINN AND SECONDED BY BILL DINGUS TO AUTHORIZE OVRDC TO ENTER INTO A LEASE AGREEMENT WITH PITNEY BOWES FOR POSTAGE METER #DM400C. THE MOTION CARRIED.

(f) OVRDC Global Positioning System

Mr. Hemmings referred to Tab #6-f which includes description and quotes (including Ohio State Term prices) for the Trimble GeoXH Handheld w/ESRI Software and accessories. OVRDC wishes to purchase the GPS equipment from City Blue Print of Toledo, Inc. He advised the present GPS equipment used by OVRDC is 8 years old and has had to already be repaired. OVRDC will pay for this new GPS equipment with our State ARC Grant.

MOTION WAS MADE BY BILL DINGUS AND SECONDED BY RALPH JENNINGS TO AUTHORIZE THE OVRDC EXECUTIVE DIRECTOR TO PURCHASE TRIMBLE GeoXH w/ESRI SOFTWARE FOR \$12,291 FROM CITY BLUE PRINT OF TOLEDO INC. THE MOTION CARRIED.

(g) 2011/2012/2013 Audit Firm Selection

Ms. Bragg advised it was reported during the October 27th Executive Committee Meeting that the Auditor of the State and OVRDC had issued RFPs to select an auditor to complete OVRDC's audits for the years 2011, 2012, and 2013. On October 28th OVRDC received copies of the proposals submitted by four firms in response to the RFP for audit services from the AOS, (Auditor of State), Athens Region. Ms. Bragg advised OVRDC was asked to evaluate the proposals and complete the provided IPA Proposal Evaluation form. The completed evaluations were emailed to AOS and on November 14th we received a copy of the

costs proposals submitted by the four IPA firms and a copy of the IPA Proposal Evaluation form completed by the AOS Region Office, along with a copy of the OVRDC evaluation which was updated by the AOS to include the scoring on the cost proposals. The four IPA firms were identified on the spreadsheet on Tab 6-g as firms A,B,C, and D. The spreadsheet included the total scoring by category and the overall scoring identified on the evaluation forms by OVRDC and AOS, along with the costs associated to perform OVRDC's audits both by year and the total 3-year cost.

Ms. Bragg's recommendation was Firm C. She advised OVRDC has worked well with them in the past and they are familiar with our agency and policy concerning use of our computers and accounting software as well as familiar with the GMS accounting software. Ms. Bragg also advised Firm C is willing to adhere to OVRDC's request in the RFP concerning use of agency computers and accounting software and a discussion followed.

MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY BILL DINGUS TO REFER THIS MATTER BACK TO THE FINANCE COMMITTEE TO ASK THE AOS (AUDITOR OF STATE) WHETHER WE CAN NEGOTIATE PRICE WITH FIRM C. THE FINANCE COMMITTEE'S RECOMMENDATION WILL BE PRESENTED AT THE JANUARY 2012 MEETING. THE MOTION CARRIED.

(h) General Fund 2012 Budget Approval

Juanita Bragg, OVRDC Finance Director referred to Tab #6b and reported that every year the Executive Committee approves the general fund budget. Ms. Bragg said it is our per capita budget based on the annual per capita membership fee from the counties. Mr. Proud asked for a motion to approve the general fund budget as presented.

IT WAS MOVED BY HARRY RIDER AND SECONDED BY TIM ROSS TO APPROVE THE OVRDC 2012 GENERAL FUND BUDGET, THE MOTION CARRIED.

(i) Personnel Committee Recommendations

Mr. Proud asked for a motion to enter into Executive Session.

A MOTION WAS MADE BY RALPH JENNINGS AND SECONDED BY RAY BECRAFT TO ENTER INTO EXECUTIVE SESSION AT 3:00 PM. MOTION CARRIED.

The regular meeting resumed at 3:20 pm and Mr. Proud asked for a motion to approve recommendations of the Personnel Committee.

The recommendations of the Personnel Committee was to maintain major medical with Anthem and dental and vision with Guardian, and to change the premium percentage that OVRDC employees contribute from 5% to 15%, however, since the agency budget can support it, those employees affected by this change will be given an increase in salary for the difference in their premium contribution rounded up to the nearest \$100. Employees not eligible or not taking the insurance will not be affected by this change.

A MOTION WAS MADE BY RAY BECRAFT AND SECONDED BY HARRY RIDER TO APPROVE THE RECOMMENDATIONS OF THE OVRDC PERSONNEL COMMITTEE. THE MOTION CARRIED.

7. OVRDC MEETINGS

Mr. Proud announced the next Executive Committee meeting will be held on January 26, 2012 at 2 pm at the Pike County Government Center in Waverly.

8. ADJOURN

Mr. Proud advised for those interested a tour of the proposed site of the future OVRDC building will follow adjournment and transportation is provided. There being no further business Mr. Proud adjourned the meeting.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Robert Proud, Chairman

Attachments: Resolution #2011/11-08
Resolution #2011/11-09