

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

***Minutes***

*October 27, 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 Doug Corcoran, Ross County Commissioner 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Shane Wilkin, Highland County Commissioner	<input 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 checked="" type="checkbox"/>	<u>Jennifer Jacobs, Jackson Co. Ec. Dev.</u>
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 checked="" 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"/>	_____
Don Hadsell, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	_____

**OVRDC Staff Present:**

*John Hemmings, OVRDC Executive Director*

*Juanita Bragg, OVRDC Finance Director*

*Michele Throckmorton, OVRDC Development Director*

*Sharon Clark, Administrative Assistant*

**Guests Present:**

*Fred River, ODOT District 9*

*Lynn Stevens, Area Director, USDA Rural Development*

**2. APPROVAL OF MINUTES**

Mr. Proud stated that a draft of the September 29, 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 RALPH JENNINGS AND SECONDED BY RAY BECRAFT TO APPROVE THE MINUTES OF THE SEPTEMBER 29, 2011 EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.**

**3. FINANCE REPORT**

Doug Corcoran, OVRDC Treasurer referred to the August 31, 2011 Balance Sheet under Tab #4 and 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 RALPH JENNINGS TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.**

Mr. Corcoran also advised OVRDC has been contacted by the Auditor of State to start the process of selecting a certified public accounting firm to conduct OVRDC's audits for the fiscal years of 2011, 2012, and 2013. Request for Proposals (RFP) have been sent to qualified firms with a submission deadline of Tuesday, October 25, 2011. Once the RFP's have been received, the Auditor of State along with input from OVRDC will recommend a certified public accounting firm to be approved by the Executive Board at the November 17<sup>th</sup> meeting.

**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 reviewed the various sections.

Mr. Hemmings advised on September 18-20<sup>th</sup> Michele Throckmorton and Juanita Bragg attended the DDAA 2011 Employment Law Seminar in Nashville, Tennessee. Items of discussion included: Establishing the Employment Relationship, Employee Performance and Compensation, Controlling Employee Conduct and Termination of Employment.

Mr. Hemmings and Michele Throckmorton attended an Appalachian Regional Commission (ARC) check presentation for the Counseling Center's Second Chance Center Equipment Project in Scioto County. US Senator Sherrod Brown attended to present the check for \$39,947 in ARC funds. Others on hand for the check presentation were Guy Land, ARC and Karen Fabiano, Ohio Department of Development.

Mr. Hemmings advised on September 7-9, 2011, Jessica Purdon, Jason Gillow, and Sharon Clark attended the ARC "Healthy Families, Healthy Future" conference in Prestonsburg, Kentucky. Sessions attended included: Combating Substance Abuse among Adolescents, Improving Access to Dental Care for Children, Appalachian Perspectives on Infant Mortality Reduction, Childhood Obesity and the "Diabetes Belt," and Community-Based Approaches to Health Promotion and Disease Prevention. OVRDC staff also participated in networking events during the conference and had the opportunity to speak with federal and state representatives from many offices within and outside of the ARC.

On September 15, 2011, Mr. Hemmings attended The Ohio State University South Centers' Liaison Committee meeting and their 20<sup>th</sup> year Celebration event. Many special guests were in attendance including former Ohio Senate President Doug White and former OSU South Centers' Directors, Bob Rades and Don McFeeters. During this meeting Mr. Hemmings was honored by receiving the OSU South Centers Supporter of the Year award.

On September 21-22, 2011, Mr. Hemmings advised he attended the Ohio Governor's 21<sup>st</sup> Century Energy and Economic Summit at The Ohio State University in Columbus, Ohio. Many aspects of energy were presented including future sources of energy, future trends in automotive power, and Marcellus and Utica Shale development. About 1,100 people attended the Summit.

Mr. Hemmings included in the packet letters of support maintaining funding for the HUD Community Development Block Grant (CDBG) Program at the FY 2012 House-proposed level of \$3.5 billion on behalf of the OVRDC counties. The support letter was sent to US Senator Rob Portman, US Senator Sherrod Brown, Congresswoman Jean Schmidt, Congressman Mike Turner, Congressman Bill Johnson, Congressman Steve Austria and Congressman Bob Gibbs. Also included in the packet was a HUD Community Development Block Grants Fact Sheet from the National Association of Development Organizations (NADO). Mr. Corcoran suggested each county utilize the letter and send it to their respective federal legislators in support of the CDBG program.

Following Mr. Hemmings Report, Mr. Proud presented Harry Rider, Pike County Commissioner with the Outstanding OVRDC Executive Committee Member Award for 2011. This award was announced at the September 29<sup>th</sup> Full Commission Meeting in Scioto County.

## **5. OLD BUSINESS**

### **(a) ARC/EDA FY 2011/2012 Project Update**

Mr. Proud introduced Michele Throckmorton, OVRDC Development Director. Mrs. Throckmorton referred to Tab #5a and advised that the FY'2011 ARC project have all been approved. Michele advised the committee that for FY'2011, OVRDC received approximately \$3,110,000 in ARC state and federal grant funds while leveraging approximately \$13,000,000.

Mrs. Throckmorton advised the OVRDC staff met with the Governor's Office of Appalachia on October 19<sup>th</sup>, along with the 3 other Development Districts to prioritize the FY'2012 project package also included under Tab #5a. Full applications will be submitted over the next several months for approval.

Mrs. Throckmorton included information for the Governor's Office of Appalachia Community Improvement Grants. Five grants are available under this program which include: 1) Community Investment, 2) Community Facility, 3) Summer Program for Children, 4) Health-Physical Fitness Equipment, and 4) Streetscape Beautification. These grants can range from \$2,500 to \$30,000. For additional information contact Wanda Hairston, Community Grants Administrator, 614/644-9228 or email wanda.hairston@development.ohio.gov.

(b) OVRDC Office Building

Mr. Hemmings advised the Wausau Homes property is under contract for sale and should close in December and the new owners wish to take possession of the OVRDC office space around November 2012. In preparation for this transition they are wishing to paint and install new carpeting in the space now occupied by OVRDC. This will be done possibly over the Thanksgiving and Christmas holidays. The office may be closed while this work is completed.

Mr. Hemmings advised the new owners offered to build a building on-site on a lease to own basis but the property is in the flood plain. The property donated at Zahns's corner is not in a flood plain. Also, Mr. Hemmings talked to Karen Fabiano of the Ohio Department of Development and she has indicated that OVRDC can use the Governor's Office of Appalachia grant to construct a new building but that using the grant money to make a payment toward a lease to own situation was not advisable.

Mr. Hemmings advised he has met with 2 architects regarding plans to construct a building. Mr. Hemmings requested the approval of the Executive Committee to begin preparing a Request for Proposal/Request for Quote for an architect and to send it to qualified architects for response. A discussion was held regarding the design-build option as opposed to traditional design and construction method. Mr. Hemmings advised he has been exploring both options but is not as familiar with the design-build option. Mr. Dingus offered the assistance of his staff to help Mr. Hemmings with moving forward with the design-build option. Mr. Hemmings advised he wants to make sure the Governor's Office of Appalachia will still support the project with grant funds if the design-build option is selected. Mr. Hemmings also stated that OVRDC has a gap in financial resources to construct the building at present but he is working with the OVRDC officers to meet with a group whom might be able to assist with the financial needs.

**A MOTION WAS MADE BY BILL DINGUS AND SECONDED BY RALPH JENNINGS TO AUTHORIZE OVRDC EXECUTIVE DIRECTOR, JOHN HEMMING TO EXPLORE IF THE GOVERNOR'S OFFICE OF APPALACHIA WILL SUPPORT THE OVRDC BUILDING PROJECT WITH ITS GRANT FUNDS IF THE DESIGN BUILD OPTION IS UTILIZED AND IF NOT MR. HEMMING WILL SEND OUT AN RFP/RFQ TO ARCHITECTS FOR RESPONSE REGARDING QUALIFICATIONS AND PRICE. THE MOTION CARRIED.**

Mr. Hemmings asked if members would be interested in touring the proposed Zahn's corner site following the November Executive Committee Meeting. The consensus was "Yes". Mr. Hemmings will check on providing transportation.

(c) Connecting Appalachia

Mr. Hemmings advised he and Bob Proud attended NADO's Fall Conference in Miami Florida October 7-12 and advised Ohio Valley Regional Development Commission, Ohio Mid-Eastern Governments Association (OMEGA) and Buckeye Hills Hocking Valley Regional Development District received a 2011 Innovation Award from the National Association of Development Organizations (NADO) Research Foundation for the Connecting Appalachia Middle-Mile Fiber Optic network project. The association's Innovation Awards program recognizes regional development organizations and partnering organizations for improving the economic and community competitiveness of our nation's regions and local communities. The Connecting Appalachia project was also awarded the Trailblazer Award in which the award-winning projects were judged by a group of peers to recognize exceptional projects that demonstrate unique innovation. The Connecting Appalachia project was one of four projects out of 30 that received the Trailblazer Award.

(d) X-Mil, Inc., Release of Collateral

Mr. Hemmings advised this agenda item was tabled during last month's Executive Committee Meeting and after discussion with representatives from X-Mil, it was determined OVRDC will not release collateral as was originally requested by X-Mil.

**6. NEW BUSINESS**

(a) Public Records Policy

Mr. Hemmings advised it was recommended in our 2010 agency audit that OVRDC establish a Public Records Policy and to make it publicly assessable at the OVRDC office. This policy is included under Tab #6a. Mr. Hemmings asked for a motion to approve this policy.

**MOTION WAS MADE BY KATY FARBER AND SECONDED BY DOUG CORCORAN TO ADOPT THE OVRDC PUBLIC RECORDS POLICY. THE MOTION CARRIED.**

(b) Loan Review Committee Report

Mrs. Throckmorton referred to Tab #6b and the Draft Resolution #2011/10-07.

Mrs. Throckmorton and Mr. Hemmings reported the Loan Review Committee met at 2 p.m. October 25<sup>th</sup> at the OVRDC Office in Waverly to discuss restructuring debt for Quality Top, LLC. Quality Top, LLC located in Ross County, an ARC transitional county, has requested the restructuring of debt in the amount of approximately \$58,539 (plus closing costs) , at 4% interest. The restructured loan will be amortized for twenty (20) years from the original closing date with loan maturity remaining ten (10) years from the original closing date. Payments will be determined by the balance at the time of the restructured loan closing and evenly distributed over the remaining months of the amortized schedule. The primary lender is American Savings Bank, and they have indicated the client is current with payments to them. The business will create three (3) full-time equivalent (FTE) jobs within the District during the next three years from the date of the loan restructuring closing. The OVRDC Loan Review Committee recommended approval of the said request for restructuring the debt.

**MOTION WAS MADE BY BILL DINGUS AND SECONDED BY DOUG CORCORAN TO APPROVE THE RECOMMENDATION OF THE LOAN REVIEW COMMITTEE TO RESTRUCTURE "QUALITY TOP, LLC" UNDER THE ARC-RLF AND EDA-RLF PROGRAMS, ALONG WITH ALL APPLICABLE CONDITIONS ON COLLATERAL, SPECIAL CONDITIONS, PURPOSE, USE, INTEREST RATE, TERM AND AMOUNT OF THE LOAN ESTABLISHED BY THE OVRDC LOAN REVIEW COMMITTEE. THE MOTION CARRIED.**

(c) OVRDC Office Computers

Juanita Bragg, OVRDC Finance Director referred to Tab #6c which includes 2 quotes for the purchase of 7 computers for OVRDC staff. The quote from Advantage Data Systems is the better quote (\$10,480.82). A discussion was held and suggestion made to assure prices were comparable with State of Ohio contract prices. Ms. Bragg will contact Steve Rabolt of Clermont County as requested to assure the prices were comparable with State of Ohio contract prices, then proceed with purchase based on the best quote.

**MOTION WAS MADE BY BILL DINGUS AND SECONDED BY RAY BECRAFT TO AUTHORIZE OVRDC TO PURCHASE 7 COMPUTERS WITH THE COST NOT TO EXCEED \$10,480.82. THE MOTION CARRIED.**

Mr. Hemmings advised the old computers will be donated to county offices or non-profits in our member counties if there is a need. He asked that those interested contact him or Juanita Bragg.

(d) National I-73/I-74/I-75 Corridor Association

Mr. Hemmings referred to Tab #6d which included information on the National I-73/I-74/I-75 Corridor Association. Mr. Hemmings asked if the Board would like for OVRDC to become a member in order to stay updated on the progress of the corridor. After discussion it was decided not to join at this time.

(e) OVRDC Health Insurance Quotes

Mr. Hemmings advised the OVRDC Health Insurance open enrollment is in November and he was advised by WesBanco Insurance that the Anthem health insurance Premium will increase 7%. The Guardian vision will increase 4% and the Guardian dental will increase 6%. The final quotes will be discussed at the Personnel Committee on November 17<sup>th</sup> and will be presented to the committee at the November 17<sup>th</sup> meeting.

Ralph Jennings asked Mr. Hemmings if he had received an email from Ohio Rural Community Assistance Program about support for restoring funds that are proposed to be cut for USDA Rural Development programs in the FY 2012 federal budget. Mr. Hemmings stated he had received the same email. Mr. Jennings asked if OVRDC could distribute the email to our member counties in order for them to provide support for restoring funding for USDA Rural Development programs. Mr. Hemmings stated that OVRDC would be willing to do so.

**7. OVRDC MEETINGS**

Mr. Proud announced the next Executive Committee meeting will be held on November 17, 2011 at 2 pm at the Pike County Government Center in Waverly, that the OVRDC Economic Development meeting will be held on November 10, 2011 at 1:30 pm at the Pike County Government Center, and the Personnel Committee meeting will be held on November 17, 2011 at 12 noon at the OVRDC office in Waverly.

Lynn Stevens, Area Director for USDA Rural Development in Hillsboro announced to the Executive Committee that she will be retiring December 2, 2011. Also retiring from the Hillsboro USDA Rural Development office are Sheila Mills-Ferguson and Ronda DeFosse. Everyone thanked Lynn for her years of work and support in the OVRDC region and congratulated her on her upcoming retirement.

**8. ADJOURN**

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

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John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

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Robert Proud, Chairman

Attachments: Resolution #2011/09-07