

OHIO VALLEY REGIONAL DEVELOPMENT COMMISSION
Executive Committee Meeting

Minutes

May 22, 2014
 OVRDC Office, 73 Progress Drive
 Waverly, Ohio

Chairman: Bob Proud
 Vice-Chairman: Shane Wilkin
 Treasurer: Blaine Beekman

1. WELCOME AND CALL TO ORDER:

Shane Wilkin, OVRDC Vice-Chairman called the meeting to order. Mr. Wilkin welcomed everyone to the meeting held at the OVRDC Office, in Waverly, Ohio and stated that a quorum was present. Mr. Wilkin led the attendees in the pledge of allegiance to the American flag.

Executive Committee Members:

	Attended	Proxy	
Paul Worley, Adams County Commissioner	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steve Caraway, Adams Co. Commissioner
Debora Plymail, Adams County Member-at-Large	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Tony Applegate, Brown County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Harry Foxworthy, Brown County Private Sector	<input type="checkbox"/>	<input type="checkbox"/>	_____
Bob Proud, Clermont County Commissioner	<input type="checkbox"/>	<input type="checkbox"/>	_____
Matthew Van Sant, Clermont County Private Sector	<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 checked="" type="checkbox"/>	Randy Finney, City of Gallipolis
Michelle Miller, Gallia County Private Sector	<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 type="checkbox"/>	_____
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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	_____
Jack Everson, Mayor of Chillicothe	<input type="checkbox"/>	<input type="checkbox"/>	_____
Tom White, Ross County Private Sector	<input checked="" 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 type="checkbox"/>	_____
Wayne Kempf, Scioto County Private Sector	<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 type="checkbox"/>	<input type="checkbox"/>	_____

OVRDC Staff Present:

John Hemmings, Executive Director
Juanita Bragg, Finance Director
Kara Willis, Development Director
Sharon Clark, Administrative Assistant

Guests Present:

Sharon Manson, Pike County Visitor's Bureau

2. APPROVAL OF MINUTES

Mr. Wilkin stated that a draft of the April 24, 2014 Executive Committee Meeting minutes was mailed to members, along with the meeting notice and he asked for any corrections or additions. Mr. Wilkin asked for a motion to approve the minutes.

IT WAS MOVED BY RICK MCNELLY AND SECONDED BY TOM WHITE TO APPROVE THE APRIL 24, 2014, MINUTES OF THE EXECUTIVE COMMITTEE MEETING. THE MOTION PASSED.

3. FINANCE REPORT

Mr. Wilkin introduced Blaine Beekman, OVRDC Treasurer and Pike County Commissioner to present the Finance Report. Mr. Beekman advised the balance sheet for March 31, 2014 was included in the packet for review and asked if there were any questions. Being none, Mr. Wilkin then asked for a motion to approve the Finance Report.

A MOTION WAS MADE BY RANDY FINNEY AND SECONDED BY DEBORA PLYMAIL TO ADOPT THE FINANCE REPORT AS PRESENTED AND THE MOTION CARRIED.

4. DIRECTOR'S REPORT

Mr. Hemmings referred to the OVRDC Director's Report included in the packet. Mr. Hemmings advised the items in green reflect the most recent activities of staff for April 2014.

Mr. Hemmings said he has talked with Economic Development Directors from Fayette and Scioto County regarding potential EDA Projects, as well as talking with Andy Kuchta from Clermont County regarding a possible EDA Industrial Park Project.

Mr. Hemmings also stated he met with representatives from Fayette County, along with Lee Shirey, the EDA Representative for Ohio and Michigan regarding potential EDA grant assistance with the Mega Site in Fayette County.

Mr. Hemmings advised we have received 15 applications for infrastructure project assistance from our 11 Appalachia counties. The second round caucus meetings have been finalized and these projects have been prioritized. Mr. Hemmings reminded counties if there are ways for projects to improve their points in certain criteria, the deadline for submission of additional information is July 18th. Mr. Hemmings indicated 3 applications for Access Road Projects have been received.

Mr. Hemmings also stated that there are 3 potential RLF clients that have shown interest in our loan program.

5. OLD BUSINESS

(a) Regional Transportation Planning Organization

Mr. Wilkin introduced Kara Willis, OVRDC Development Director. Mrs. Willis advised the Regional Transportation Planning process is progressing. Vinny Wang has finished up the first draft of the existing conditions portion and if you are interested it is available for review.

6. NEW BUSINESS

(a) Finance Committee Recommendations

Mr. Hemmings advised the Finance/Audit Committee met on May 8, 2014 at the OVRDC Office on Progress Drive in Waverly. The members of the committee attending were Shane Wilkin, Highland County, Blaine Beekman, Pike County, Bob Proud, Clermont County (participated by phone), John Hemmings and Juanita Bragg of OVRDC. Attending the audit portion of the meeting was Kathy Lambert from the audit firm of Whited Seigneur Sams & Rahe, LLP (WSSR).

- **2015 General Fund Budget**

The Finance Committee has recommended the distribution of the per capita dues to be based on the 2013 population estimates for the fiscal year 2015 General Fund resolutions. The Committee recommended increasing the per capita rate amount to .18 cents per person per county. Mr. Hemmings referred to the orange sheet included in the packet containing a chart showing the 2014 and 2015 per capita amounts and asked for the approval of the Finance Committee's recommendation concerning the general fund amount increasing by \$6,783 (from \$113,405 in 2014 to \$120,188 in 2015). The resolutions will be given to the counties present today and also emailed to the county clerks of member counties not present.

A MOTION WAS MADE BY TOM WHITE AND SECONDED BY DOUG CORCORAN TO APPROVE THE FINANCE COMMITTEE'S RECOMMENDATION FOR THE 2015 GENERAL FUND BUDGET TO INCREASE THE PER CAPITA RATE TO 18 CENTS USING THE 2013 POPULATION ESTIMATES FOR EACH COUNTY. THE MOTION CARRIED.

- **Audit Report of OVRDC's 2013 Financial Statement**

Mr. Wilkin introduced Juanita Bragg, OVRDC Finance Director. Ms. Bragg advised OVRDC has received the draft audit report of the financial statements for the period ending December 31, 2013 with no material weaknesses, findings or questioned cost on any of our federal programs. Included in the packet is a "Summary of Auditor's Result" for review. The audit is to be submitted to the Federal Audit Clearinghouse and to the Auditor of State for their review. Once the audit is approved, the Auditor of State will post OVRDC's Financial Statements on the Auditor of State's website. When OVRDC is notified of this posting, we will include the link to the Auditor of State's website on our website and E-Newsletter so anyone can view OVRDC's audit. Ms. Bragg advised OVRDC is still considered a "Low Risk Auditee" and stated the Finance/Audit Committee approved the report and recommended it be submitted to OVRDC's Executive Committee for approval.

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY MAL PAYNE TO APPROVE THE DRAFT AUDIT REPORT FOR 2013 AND ADVANCE IT TO THE AUDITOR OF STATE OF OHIO FOR REVIEW. THE MOTION CARRIED.

- Cost Allocation Plan Update

Mr. Hemmings advised a draft of OVRDC's Cost Allocation Plan for Fiscal Year 2014 (January 1, 2014 to December 31, 2014) was emailed to Executive Committee Members for review prior to today's meeting and a copy is included in the meeting packet for review and approval for submission to EDA.

A MOTION WAS MADE BY KEVIN JOHNSON TO APPROVE THE OVRDC FISCAL YEAR 2014 COST ALLOCATION PLAN AND THE INDIRECT COST RATE OF 37.9% AND TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SUBMIT THE COST ALLOCATION PLAN TO EDA (ECONOMIC DEVELOPMENT ADMINISTRATION) AS APPROVED. THE MOTION WAS SECONDED BY DEBORA PLYMAIL AND THE MOTION CARRIED.

(b) OVRDC RLF Update

Mr. Hemmings advised Sardinia Feed & Farm Supply from Brown County paid off the ARC/RLF loan with OVRDC and Mr. Hemmings reminded members that the OVRDC RLF fund has money available to loan.

(c) Transportation for America, Draft Resolution #2014-05-03

Mr. Hemmings referred to Draft Resolution #2014-05-03 supporting Transportation for America's efforts to save the nation's transportation fund. Mr. Hemmings asked for a motion to table this agenda item for further review since the President has since proposed his "Grow America" Transportation Reauthorization Bill.

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY STEVE CARAWAY TO TABLE AGENDA ITEM 6-C FOR FURTHER REVIEW. THE MOTION CARRIED.

(d) New U.S. Assistant Secretary of Commerce for Economic Development Confirmed

Mr. Hemmings referred to an EDA update included in the packet announcing the U.S. Senate voted to confirm Jay Williams as Assistant Secretary of Commerce for Economic Development.

Mr. Hemmings advised Kevin Johnson, representative for the City of Portsmouth that he has received approval from ODOT to use RTPO time to assist the city in their efforts to decertify a portion of Chillicothe Street as a portion of U.S. 23 in order to alleviate large truck traffic in the downtown area.

Mr. Hemmings also advised he is going to begin reviewing the OVRDC bylaws and will possibly change the number of meetings currently required per year according to the present bylaws.

7.OVRDC MEETINGS

The next OVRDC Executive Committee Meeting will be held June 26, 2014 at 1:30 pm at the OVRDC Office in Waverly, Ohio.

8. **ADJOURN**

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

A MOTION WAS MADE BY KEVIN JOHNSON AND SECONDED BY RANDY FINNEY TO ADJOURN THE MAY 22, 2014 OVRDC EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED.

John W. Hemmings III, Executive Director & Commission Secretary

APPROVED:

Shane Wilkin, Vice-Chairman