

Pendleton County Economic & Community Development Authority Meeting Minutes

Place: Pendleton Community Building
Date: August 11, 2021
Time: 7:00 p.m.

Members Present: Joan Ashley, Brianna Bruns, Dayne Davis, Jamie DiFalco, Kristin Dingess, Jeremy Harper, Carl Hevener, Bob Horan, Carl Warner, and Laura Brown, Executive Director

Guests Present: Shawn Stinson of the Pendleton Times; Amber Nesselrodt

Members Absent: Ryan Boggs, Kenneth Harper, and Bill Loving

I. Call To Order

Chairman Kristin Dingess, called the meeting to order at 7:01 p.m.

II. Approval of the Meeting Minutes

A. *Approval of the June 9, 2021, Regular Meeting Minutes*

Joan Ashley **moved** to approve the June 9, 2021, minutes. Dayne Davis **seconded** the motion. The motion **carried** with a unanimous vote.

III. Approval of the Financial Statement

A. *Financial Statements*

The June and July 2021 financial statements were deferred until the October 13, 2021 meeting.

IV. Committee Reports

There were no committee reports.

V. Old Business

A. *Website*- new website updated frequently. Claimed business on google account.

B. *Broadband*- Two responses to RFI (Request for Information) - Lingo Networks and SKSRT. Meeting was held with Broadband Council. There is a consortium with Pendleton County School and Pendleton Library for Grant. About 140 surveys were completed so far.

C. *Business Roundtable*- 35 community members attended the 1st roundtable in July. The event was hosted at Loafers Glory.

VI. New Business

A. *New Board Member*

The EDA welcomed new board member, Jamie DiFalco. Jamie is the Quality Control Specialist at Pendleton Community Care.

B. *Shop Local Campaign*- The campaign will focus on growth and support within the county- Partnership with the Chamber of Commerce and Pendleton Times. The campaign will include \$1,300 for 25 week ad. Pendleton Times is partnering for a print color ad. The EDA will promote on social media and our website. Ciara Lambert with the Chamber will present to the Chamber Board for \$650 for campaign support. Motion was made by Kristin Dingess to go forward with the campaign. Jeremy Harper seconded the motion. The motion **carried** with a unanimous vote.

C. *Conference LED Grant due November 30th*. Attend EDC Conference. Governors Conference on Tourism. WV Hospitality. Laura Brown asked for approval to attend conferences for continuing education hours. Dayne Davis moved to approve the continuing education classes. Joan Ashley seconded the motion. The motion **carried** with a unanimous vote.

D. *Pendleton Industrial Park*- RFP Laura Brown met with Senator Capito's office regarding wastewater facility issues. Laura Brown also met with Tracey Rowan State EDA and representative Region 8. They will make recommendations and prepare bids for us at no cost. We will need to put together about 5 board members to interview engineering firms. Board members Kristen Dingess, Carl Warner, Carl Hevener, and Joan Ashley will be on the committee.

E. *Grants Program*- Pendleton Community Bank partnered with the EDA to award up to \$5000 to local businesses. Deadline to apply will be Oct 1, 2021. On, November 10, 2021 we will announce winners during our round table event. (68% growth since last year) Joan Ashley motioned to approve the Grants Program continuing for the 2021 year. Briana Bruns seconded the motion. The motion **carried** with a unanimous vote.

F. *Month Meeting Time*- Board discussed concerns during time of board meeting. More board engagement and volunteerism if meeting is moved during the day, as supposed to the evening. Motion to move meetings to 4:00pm at the Hanover Building at the EDA office for the October meeting. Board will revote at October board meeting per by laws for a second vote.

G. *Office expenses*- Laura asked for clarification on spending expenses. Any expense under \$499 does not require board authorization. Any expense from \$500-\$999 dollars requires authorization from the Chair. Any expense over \$1,000 requires board approval. Motion by Briana to approve office expenditures. Jeremy Harper seconded the motion. The motion **carried** with a unanimous vote.

- H. *Committees*- take a closer look at working committees by using board members strengths. Motion by Jamie DiFalco for the committees to be approved. Brianna Bruns seconded the motion. The motion **carried** with a unanimous vote. *(see attached committees)

- I. *Pendleton Business Center*- picnic tables located at the Pendleton Business Center were asked to be donated. The condition of the picnic tables is unknown. Motion to allow Mrs. Moates to obtain the picnic tables “as is” Motion by Carl Warner. Joan Ashley seconded the motion. The motion **carried** with a unanimous vote.

- J. The condition of the Pendleton Business Center is a concern. The building maintenance committee will give a report at the October.

- K. *Personnel*- Joan Ashley made motion to go into Executive session. Briana seconded the motion. After the Executive session, Briana made a motion that we pay the employee as discussed. Dayne Davis seconded the motion. Eight board members voted for the motion. Joan Ashley opposed.

VII. Public Comment

There was no public comment.

VIII. Adjournment

Dayne Davis moved to adjourn the meeting. Briana Bruns seconded the motion. The motion carried unanimously. Chairperson Kristin Dingess adjourned the meeting at 8:49pm.