  
 **Courthouse Facilities**

**Improvement Authority**

Agenda

February 22, 2017

10:00 a.m. – Conference Call

1. Roll Call/Establish Quorum/Approval of Minutes/Introduction of Guests

1. Reports and Considerations
   1. Welcome New Board Members
   2. Financial Update
   3. Grant Update
   4. Executive Director’s Report
2. Old Business
3. New Business
4. Designation of Board member as P-Card Reviewer
5. Pcard monthly expenditures approval
6. Pcard Internal Controls Policy update
7. Annual review of Pcard purchases
8. Time Extension Requests: 13th cycle grants-Brooke (March 30, 2017)
9. Executive Session
10. Good of the Order
11. Next Meeting

Agenda and Order of the Agenda are Subject to Change

For Updated Agenda Information, please call 304-558-5435

Executive Director’s Report

* All new 14th cycle grant contracts with original signatures have been received except Webster.
* Zero bids received for gutter project. Going to re-bid☹.
* Purchasing Training last Wed. Director must complete 10 hours of training per year with the Purchasing Division.
* Booth in Vendor Hall at the WVACo conference on March 5 and 6
* Booth in Vendor Hall at the Construction and Contractor’s Expo at the Civic Center on March 22 and 23. Also will be teaching a class on Courthouse Maintenance and Project Highlights on the 22nd at 11:00 a.m.
* SB 35 – Senator Stollings once again introduced to bill to allow us to fund annexes when we already fund annexes☹.