**Courthouse Facilities Improvement Authority**

**Minutes of April 27, 2015**

**(Conference Call)**

**The meeting of the Board of Directors of the Courthouse Facilities was called to Order by Chairman Joe Alongi via conference call at 10:00 a.m., on April 27, 2015, and a quorum was established.**

**Board Members participating include Joe Alongi, President of the Board of Directors of the CFIA; Betsy Castle, Preston County Circuit Clerk; Cathy Gatson, Kanawha County Circuit Clerk; Tom McComas, Cabell County Sheriff; Steve Tanner, Raleigh County Sheriff; Nancy Cartmill, Cabell County Commissioner; Tim McCormick, Ohio County Commissioner, Donnie Evans, County Clerk Monroe County; Diana Cromley, County Clerk Mason County. Also participating were Melissa Garretson Smith, Executive Director of the WVCFIA and Patsy Noland, Jefferson County Commissioner, acting as secretary for the Courthouse Facilities Improvement Authority.**

**Guests participating in the meeting include Deborah Berry, Fayette County Administrator and Dan Sneed, Architect for the Fayette County Grant Project.**

**A motion to approve the minutes from the March 9 meeting was made by Tom McComas and seconded by Steve Tanner. Upon voting, the motion was unanimously approved.**

**Deborah Berry and Dan Sneed of Fayette County made a request of the CFIA Board of Directors to hold the previously awarded grant in the amount of $96,000, as that amount will not be enough to complete the roof project. The entire cost of the roof project is $182,883. The roof project is being completed in phases, as the cost of the project exceeds what is affordable for Fayette County to complete the project without additional grant funding. One half of the project is complete, however, Fayette would apply for additional grant funds to complete the roof project in the amount of an additional $96,000, of which $50,400 would be grant fundable from the CFIA. The Board agreed to take up the request during new business.**

**Melissa provided a financial report to the Board. As of March 31, 2015, the beginning cash balance was $4,102,060.69. Encumbered Grants total $2,526,413.54, in addition to $437,634.63 remaining in the Emergency Fund for a total Encumbered Balance of $2,964,048.17, leaving the Non-Encumbered Balance Available of $1,138,012.58. Motion to accept the Financial Report was made by Diana Cromley, seconded by Tim McCormick and upon voting, the motion was unanimously approved.**

**Melissa Garretson Smith, Executive Director of the Courthouse Facilities Improvement Authority, then provided the Board an update on existing grants. Melissa reported that all 11th cycle and 12th cycle Grants are up to date with no old existing grants. The current grants cycle is for 12th cycle grants.**

**Melissa then provided the Board the Executive Director’s Report.**

**Melissa informed the Board that the folders are in, and that she would like to have the next Board Meeting in Cabell County and invite Judge L. D. Egnor and/or his family to the meeting to recognize Judge Egnor for his many years of service to the Courthouse Facilities Improvement Authority.**

**Melissa further reported that she has been working with WVACo Executive Director, Patti Hamilton, by participating in Regional Meetings around the state.**

**There was no Old Business to discuss.**

**Under New Business, Melissa presented the PCard expenditures for approval for February and March. February expenses included the Director’s cell phone bill in the amount of $55.31; March PCard purchases totaled $679.47, which included expenses for the CFIA Board Meeting at the Embassy Suites in the amount of $527.10; director’s cell phone bill in the amount of $55.31 and office supplies in the amount of $97.06.**

**Motion to approve PCard purchases for February and March, 2015, in the amount of $743.78, was made by Steve Tanner, seconded by Tom McComas. Upon voting the motion was unanimously approved.**

**Melissa then provided the Board with requests for time extension for 11th cycle grants.**

**Lincoln County requested an extension due to weather. Project is complete, but is awaiting final walk through with the architect. Motion by Steve Tanner, second by Nancy Cartmill for time extension for Lincoln County until May 1, 2015. Upon voting, the motion was unanimously approved.**

**Ohio County requested an extension through June 30. The project was delayed because of difficulties in getting 3 bids. Tim McCormick requested to abstain from voting. Nancy Cartmill moved to approve the time extension until June 20, 2015, Diana Cromley seconded the motion. Upon voting, the motion was unanimously approved.**

**Calhoun County requested an extension until June 30. The delays were weather related. They are now awaiting final walk through and finish one minor detail. Motion by Betsy to approve time extension until June 30, 2015, seconded by Tom McComas. Upon voting the motion was unanimously approved.**

**Marion County requested an extension until May 1, 2015. Motion to approve time extension until May 1, 2015 was made by Steve Tanner, second by Nancy Cartmill. Upon voting the motion was unanimously approved.**

**Gilmer County requested a time extension due to layoffs. The grant expired on March 31, 2015. Gilmer County is waiting on pictures, and completion of the necessary paperwork. Request is to extend grant deadline until May 30, 2015. Motion by Diana Cromley to approve time extension until May 30, 2015, second by Steve Tanner. Upon voting the motion was unanimously approved.**

**The Board then took up the request from Fayette County to hold their previous funding in place until after the 2015 Grants have been awarded, with the hope that their 2015 Grant would be approved and all the funding would be in place so that all the work could be done at one time. After a lengthy discussion, Diana Cromley moved to deny request, Nancy Cartmill seconded the request. Upon voting the motion was unanimously approved.**

**The Board of Directors then took up consideration of amending the Fiscal Year 2016 Budget. While the CFIA Board had previously approved the FY 2016 Budget, the following are amendments to the previously approved CFIA 2016 Budget. The amendments must be resubmitted prior to the date the new fiscal year begins.**

**The following are anticipated expenditures based upon actual expenditures for FY 2015:**

**Telecommunications (Line 3204): increased from $1300 to $1500;**

**BRIM (Line 3219) – Increased to $2,600;**

**Office Repairs (Line 6100) - Office repairs $1000;**

**Travel (Line 3212): Increased to $2,000 for non-employees;**

**Supplies (Line 3222): Add $500.00**

**Grant Line Item: The Line Item is $3,000,000. In case all grants come in at same time, need to be sure the funds are encumbered.**

**Currently have $2.5 million plus emergency fund at $500,000. $2.5 million is encumbered.**

**Motion to approve the amendments to the Courthouse Facilities Improvement Authority 2016 FY Budget to accept the changes as presented in specific line items as stated above was made by Steve Tanner, seconded by Nancy Cartmill. Upon voting, the motion was unanimously approved.**

**The next meeting of the CFIA will be held July 20, 2015, at 10:00 a.m. at the Cabell County Courthouse.**

**Motion to adjourn was made by Steve Tanner, seconded by Diana Cromley. Upon voting, the motion was unanimously approved.**

**Meeting minutes respectfully submitted by Secretary for the CFIA Board of Directors, Patsy Noland.**