**Courthouse Facilities**

**Improvement Authority**

**Minutes**

**October 23, 2017**

The Board of Directors of the Courthouse Facilities Improvement Authority met in the Judge LD Egnor Conference Room, at the CFIA Office in Charleston, West Virginia on Monday, October 23, 2017. The meeting was called to Order by President Joe Alongi and a quorum was established by roll call. Those participating included board members President Joe Alongi, Betsy Castle, Donnie Evans (participating by phone for County Clerks), Tim McCormick, Senator Chandler Swope, Tom Howard, Sonya Porter, John Bennett, Architect Adam Krason, Executive Director Melissa Smith, and CFIA Secretary Patsy Noland (participating by phone).

The following guests were present: Lee Gustafson from Thrasher Engineering; Randee Britton and Shawn Glaspell from Doddridge County Commission.

1. **APPROVAL OF MINUTES**

Tim McCormick moved to approve the minutes for the meeting of August 28, 2017, second by Betsy Castle. Unanimously approved.

1. **REPORTS AND CONSIDERATIONS**
2. **Financial Update**

Melissa Smith, Executive Director for CFIA reported that as of September 30, 2017 the total cash balance on hand was $4,395,253.01, less the emergency fund balance of $437,634.63. The total encumbered balance is $2,746,499.81, leaving a non-encumbered balance available for distribution in the amount of $1,648,753.20.

Total revenue for Fiscal Year 2017 was $1,747,738.17, while total expenditures for 2017 was $1,835,796.52.

Melissa informed the board that grant revenue is down due to the repeal of the concealed carry requirements.

Motion by Tom Howard to approve financial update. Second by Betsy Castle. Unanimously approved.

1. **Grant Updates**

Cycle 13 Grants: Ohio, Fayette and Greenbrier Counties still have unused grants funding for the 13th Cycle Grants. The total amount of unused funding for the three counties for the 13th Cycle is $377,444.26. When all projects are completed there will be unused funds remaining, which will remain in the CFIA account.

Cycle 14 Grants: This is the current year projects. The total unused funding remaining for 14th Cycle Grants is $1,931,420.92.

1. **Executive Director’s Report**

Melissa added to the agenda a letter received from Harrison County for a time extension.

Melissa reported that some information in the packet that she provided was from the new OASIS accounting system. Melissa included additional information so everyone can see exactly what was spent and deposited according to the State Treasurer’s Office.

Mandatory Purchasing Training via webinar is coming up on November 2;

P-Card Training will be conducted online this year;

Melissa reported that she needs one more hour of Purchasing training for FY18. New OASIS Training will be held between October 23-November 9;

15th Cycle Grant Training was conducted at Regional locations throughout the state. Melissa reported a great turnout.

Melissa conducted 2 sessions of grant training during the CCAWV annual conference;

Grant requests are down because counties don’t have the required matching funds. Melissa reported 29 grant applications this year, down from 30 last year, down from 45-48 in previous years;

Melissa is working with the Purchasing Director of the DNR on the repointing of the brick, mortar repair and gutters project at CFIA. She reported that our agency purchaser from the State Purchasing Office was not helpful. She will soon be advertising for that project;

Melissa reported that she will be out of the office the week of Thanksgiving;

The Investment Management Board will meet on December 7;

Melissa stated that there are counties that submit thorough grant applications, and suggested that the Board might permit her to begin a program that would allow her to award a plaque in recognition of the most outstanding application / paperwork, and present the award at the Annual Meeting of the WV Association of Counties. Melissa informed the Board that she would keep the cost at about $20.00 for the plaque.

Motion by Betsy Castle to allow Melissa to award a plaque for the most outstanding grant manager and present the award at the Annual Meeting of the WV Association of Counties. Second by Sonya Porter. Unanimously approved.

1. **SAFETY COMMITTEE MEETING**

The Board held a brief discussion of the Safety Committee Meeting. Betsy Castle made a motion to add Tom Howard to the Safety Committee. Seconded by Sonya Porter. Unanimously approved.

1. **Old Business**

There was no Old Business to discuss.

1. **New Business**
2. **PCard monthly expenditures approval**

August total: $256.33

$57.08 - AT&T (Director’s cell phone)

$19.48 - WV Association of Rehab (bottled water)

$178.00 – Canaan Valley (Purchasing conference)

$10.77 – USPS (Stamps)

September total: $170.08

$57.08 – AT&T (Director’s cell phone)

$113.00 – WV State (conference call)

Motion to approve PCard purchases for August and September in the amount of $426.41 made by Betsy Castle, second by Tim McCormick. Unanimously approved.

Receipts for expenditures were reviewed by Betsy Castle.

1. **Time Extension Requests:**

**14th Cycle**:

Berkeley County requested a time extension until January 31, 2018. Motion to approve their request was made by Tim McCormick, seconded by Betsy Castle. Voice vote, motion approved.

Jefferson County is renovating windows and doors and rebid the work 3 times due to having received just one bid. Requesting a time extension until June 30, 2018;

Motion to approve time extension for Jefferson County was made by Tim McCormick, second by Tom Howard. Unanimously approved.

Mingo County rebid project due to improper pricing on the bid. Requested a time extension until March 1, 2018.

Motion to approve time extension for Mingo County by Tom Howard, second by Betsy Castle. Unanimously approved.

Upshur County needs additional time to complete their project due to ADA requirements. Requested a time extension through February, 2018. Motion to approve time extension for Upshur County made by Betsy Castle, second by Sonya Porter. Unanimously approved.

Harrison County is replacing HVAC system. Ran into unexpected issues with air handlers on roof. Requesting a 6 month extension to June 30, 2018. Motion by Betsy Castle to approve time extension for Harrison County, second by Sonja Porter. Unanimously approved.

1. **Emergency Grant Request – Doddridge County**

Doddridge County representatives Lee Gustafson, Randee Britton and Shawn Glaspell were in attendance and presented to the CFIA Board their request for emergency funding due to the problems they are experiencing during the total restoration of the courthouse. Many of the problems exist because of water damage, lack of maintenance and poor construction dating back to 1903 when the courthouse was built. Application for emergency funding and 15th cycle grant application are one and the same. Total cost of project is $2.5 million. When work on the annex is complete everyone will move into the annex, then work on the courthouse will begin. The project will take an undetermined amount of time to complete.

A lengthy discussion by the CFIA Board ensued regarding the application for emergency funding for Doddridge County. It was suggested that this project is technically not an emergency and the county could return next year with an additional grant application during the 16th cycle. A motion was made by Betsy Castle to deny the application for emergency funding, seconded by Tim McCormick. The motion passed by a vote of 5 in favor of the motion to deny and 2 against (John Bennett, Tom Howard).

1. **15th Cycle Funding Review and Grant Funding Selection**

Melissa informed the CFIA Board Members that the non-encumbered balance available for grant awards is $1,648,753.20. The new grant cycle does not begin until January 1, 2018. Therefore, that does provide a few more months of funding.

Architect, Adam Krason explained the scoring process and how priorities are determined. Adam stated that he can only score on the information contained in the grant applications. He further stated that some grant applications failed to meet the necessary requirements and in some cases applications failed to include the necessary information. While the requirements are spelled out in the application, some applicants failed to provide the necessary information, which negatively impacted scoring of those projects.

The discussion for funding grant requests ensued.

In consideration of the priorities and scoring of the grant applications as submitted, after a lengthy discussion, a motion was made by Tim McCormick to fund the grant applications as listed on the scoring sheet beginning with Harrison and including Wood County, for total grants awards in the amount of $1,682,565.00. Motion seconded by Betsy Castle. Unanimously approved.

1. **EXECUTIVE SESSION**

There was no executive session.

1. **Good of the Order**

There was no Good of the Order.

1. **Next Meeting**

The next meeting will be by conference call on December 15, 2018.

A motion to adjourn at 11:58 a.m. was made by Betsy Castle, second by Tom Howard. Unanimously approved.