

Meeting Minutes
ECONOMIC DEVELOPMENT AUTHORITY
June 27, 2017

At a regular meeting of the Economic Development Authority of York County, Virginia, held on June 27, 2017 at 4:00 p.m. in the Conference Room of the County Administration Center, 224 Ballard Street, Yorktown, Virginia, those present were:

R. Anderson Moberg, Chairman
Tom Anderson, Vice-Chairman
Harvey Weinstein, Secretary
Vernard E. Lockwood, II, Treasurer
John F. Biagas
H. Junior Coxton
Steven A. Meade

Others present:

Neil A. Morgan, County Administrator
James Barnett, County Attorney
James W. Noel, Jr., Assistant Secretary and Director of Economic Development
Melissa M. Davidson, Assistant Director of Economic Development
Deborah L. Gardner, Economic Development Assistant

CALL TO ORDER

The meeting was called to order at 4:03p.m. by Chairman Moberg.

ROLL CALL

A quorum was established with all members present.

INTRODUCTION

Mr. Noel introduced and welcomed Keegan Paugh, who is an intern for the summer from William & Mary, and who will be working on preparing a white paper on workforce development services for York County.

CITIZENS' COMMENT PERIOD

None.

CLOSED MEETING

The Chairman noted that it was in his judgment appropriate for the Authority to enter into closed meeting as authorized by the Virginia Freedom of Information Act for the purpose of Public Property under Section 2.2-3711(A)(3); Prospective Business under Section 2.2-3711(A)(4); and Consultation With Counsel under Section 2.2-3711(A)(7).

Mr. Anderson moved that the Authority enter into a closed meeting for the aforesaid purpose(s) and that the Authority deemed it necessary, as specified by the Virginia Freedom of Information Act, that Neil Morgan, Jim Barnett, Jim Noel, Melissa Davidson, Debbie Gardner and Keegan Paugh, be present during the closed meeting. This motion was seconded by Mr. Biagas and approved.

On roll call the vote was:

Yea: (6) Anderson, Biagas, Coxton, Meade, Weinstein, Moberg
Nay: (0)

The Authority entered into closed meeting at 4:04 p.m.

Mr. Lockwood arrived at the meeting at 4:25 p.m.

RETURN FROM CLOSED MEETING

The Authority returned to open meeting at 5:30 p.m.

ROLL CALL VOTE CERTIFYING COMPLIANCE WITH SECTION 2.2-3711.1 D OF THE CODE OF VIRGINIA

Mr. Anderson moved that, to the best of each members' knowledge, only public business matters lawfully exempted from the open meeting requirements specified under the Virginia Freedom of Information Act were discussed in closed meeting, and that only such public business matters related to Public Property under Section 2.2-3711(A)(3); Prospective Business under Section 2.2-3711(A)(4); and Consultation With Counsel under Section 2.2-3711(A)(7) were discussed during closed meeting. Mr. Lockwood seconded this motion.

The Chairman stated that if any member of the Authority believed that there was a departure from the requirements of the Virginia Freedom of Information Act, that the member was required by law to state his objection prior to the vote, indicating the substance of the departure that in his judgment

had taken place. No such objection was raised. The roll call was as follows:

On roll call the vote was:

Yea: (7) Biagas, Coxton, Lockwood, Meade, Weinstein, Anderson, Moberg
 Nay: (0)

NEW BUSINESS

EDA BUDGET

Mr. Noel explained that the proposed FY18 budget was almost identical to last year's budget, and stated \$250,000 had been put into the CIP this year for economic development. He noted that expenditures will remain basically static, but the budget will require drawing money from the capital fund to support the operating budget again. He mentioned that the bond revenue will be very consistent in the years to come and, if the bonds are not refinanced, the money should remain roughly the same through 2029.

Mr. Lockwood moved to approve the FY18 proposed Economic Development Authority budget as submitted.

FY2018 Approved OPERATING BUDGET

Fund Sources

1010	Approved Contribution From BOS	\$ 33,000
9999	Est. Rollover from FY2017 Op. Fund	40,000
1073	Contribution from EDA Capital Fund	109,478
6010-002	Occasion Income (Sponsors)	3,000
5910-009	Bus. Appreciation Contribution from OED	2,550
5910-005	Occasion Contribution from OED	3,200
5910-008	VEDP Trip Contribution from OED	2,000
5910-004	HREDA Trip contribution from OED	4,000
5910-014	Meals/Entertainment Contribution from OED	1,000
5910-016	Special Event Contributions from OED	1,500
5910-017	Sponsorship Contributions from OED	2,000
5910-018	IAMC Contributions from OED	<u>2,000</u>
	Total Income	<u>\$ 203,728</u>

Operating Expenses

3120	Auditing Services	\$ 10,325
3152	Appraisal Services/Professional Fees	5,000

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3320	Annual Maintenance	9,362
3500	Printing & Binding	7,200
3600	Advertising	7,400
3920	Misc. Contractual Services	20,555
3921	Bank Service Charges	100
5210	Postage	572
5510	Personnel Development	1,000
5520	Member Recognition	500
5810	Dues and Memberships	21,654
5820	Meeting Expenses	100
5850	Mileage Expenses	100
5910	Marketing – General	2,000
5910-004	Marketing - GWEDP	4,000
5910-006	Business Breakfasts	1,600
5910-008	Marketing - VEDP	2,000
5910-014	Marketing - Entertainment	3,000
5910-018	Marketing – IAMC Costs	2,500
6010	Office Supplies	650
6020	Food & Food Service Supplies	200
6120	Books and Subscriptions	150
6500	Miscellaneous	500
9700	Sponsorships	24,060
9700-028	Arts Coordinator Contribution	15,000
9700-035	Regional Incubator Contribution	34,500
9710	Special Events	9,250
9720	Occasion for Business & Industry	9,000
9750	Business Appreciation	3,050
	Total Operating Expenditures	<u>\$195,328</u>

Personnel Services

3940	Members of Board	<u>\$ 8,400</u>
	Total Personnel Services	<u>\$ 8,400</u>
	Total Expenditures	<u>\$ 203,728</u>

On roll call the vote was:

Yea: (7) Coxton, Lockwood, Meade, Weinstein, Anderson, Biagas, Moberg
Nay: (0)

RIVERWALK LANDING

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Mr. Noel explained there had been a leak from the public restroom, adjacent to the Auntie M's building at Riverwalk Landing, which caused some damage to Auntie M's space and inventory. He stated that the owner, Marilyn West, had to move items from her storeroom and clean up the water. She has asked for compensation for damaged goods and clean up expenses in the amount of \$359.75. He recommended approving this amount.

Mr. Lockwood moved to approve \$359.75 be deducted from Auntie M's next month's rent.

On roll call the vote was:

Yea: (7) Lockwood, Meade, Weinstein, Anderson, Biagas, Coxton, Moberg
Nay: (0)

Chairman Moberg recommended the EDA grant the authority to Mr. Noel to approve expenses and minor repairs at Riverwalk Landing not to exceed \$500

Mr. Lockwood moved to approve \$500.00 per incident to be used for rent adjustments, minor repairs and/or expenses at Riverwalk Landing.

On roll call the vote was:

Yea: (7) Meade, Weinstein, Anderson, Biagas, Coxton, Lockwood, Moberg
Nay: (0)

WORKFORCE DEVELOPMENT

Mr. Noel stated that Keegan Paugh, an intern for the summer, would be researching workforce development services for York County and preparing a report to bring to the EDA. Mr. Noel mentioned that he will also ask Matthew James, Peninsula Council for Workforce Development, and Sandy Hespi, York County School Division, to come and speak to the EDA on workforce development at a future meeting.

Mr. Paugh reported that he is currently doing research and will have the paper in a week or so. He has been trying to identify current workforce services provided to York County, specifically, and identify workforce development needs that are not being met.

Mr. Noel noted the York County Chamber of Commerce is also interested in getting involved in helping to solve workforce development issues facing York County businesses.

Mr. Coxton mentioned there is a huge need for skilled and trained workers in our area. He said that

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the military used to have a program to help those who left the armed forces by training them for civilian jobs. He noted that the federal and state governments paid for this training and employers ended up with good employees.

Mr. Biagas stated that the federal government was doing that now according to an article in the Wall Street Journal. He said that was a part of the budget passed last year and would pay up to one-half of the employee's overall compensation. He will be attending a roundtable meeting at the Workforce Development Center and will bring back more information.

Mr. Lockwood noted one of the issues is the training itself, and that even if a business receives funding, small business folks do not have the resources to train people and do their work as well. He asked if someone is filling this gap.

Mr. Biagas said that his apprentices go through apprenticeship school for four years at New Horizons, which is 744 hours of workbook training, and 8,000 hours on the job. He explained they begin at 45% of journeyman's scale with step increases every six months.

Discussion ensued concerning workforce development.

APPROVAL OF MINUTES

Mr. Coxton moved that the minutes of the May 23, 2017 Regular Meeting be approved.

On roll call the vote was:

Yea: (7) Weinstein, Anderson, Biagas, Coxton, Lockwood, Meade, Moberg
Nay: (0)

COUNTY ADMINISTRATOR COMMENTS

Mr. Morgan reported that the Colonial Williamsburg Foundation will be having a public meeting on Thursday to announce a major restructuring. He said that they will be contracting out the retail, golf and property management, and that some of the employees have been given a choice of leaving or going to work for the contractor at a reduced compensation package. He also said they will be laying off ninety people. Mr. Morgan explained that, on the current trajectory, the Foundation will going through their \$600 million endowment very fast and run out of money in seven years. He stated that the Foundation will be asking James City, York and Williamsburg to consider treating their property as non-taxable. Mr. Morgan is researching how this request will affect York. He noted the Foundation is the second largest full-time employer in Williamsburg, with William & Mary being the largest. Mr. Morgan announced that Mr. Moberg and Mr. Biagas were reappointed for another four-year term on the EDA.

DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS

Mr. Noel reminded the EDA that the Greater Williamsburg Partnership's private investor program kickoff event will be held June 29th at 3:30pm at Kingsmill and he encouraged everyone to attend. He announced that the County had received an award from the National Association of Counties (NACo) for the Home-Based Business Program. He congratulated Ms. Davidson for her work and leadership on this project. He noted it was one of the most unique and creative programs across the Country in economic development and that many localities were not doing anything for home-based businesses Mr. Noel explained that York was at the forefront of this endeavor. He then announced that out of all the NACo award winners across the County, York's Home-Based Business program was selected as one of the top 100 most brilliant ideas at work! The County was also notified that York will be recognized in September by the International Economic Development Council's conference for their top award – the Gold for the Home-Based Business program. Mr. Noel reported that the County's Public Relations staff has developed some new programs on economic development with a new TV show called *In Focus*. He noted he will be taping a show later on in the week that will feature the Launchpad and Start Peninsula in a program that will focus on entrepreneurship

ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT COMMENTS

No comments.

MEMBERS' COMMENTS

No comments.

CHAIRMAN'S COMMENTS

Mr. Moberg thought the joint Business Appreciation Event went very well and he was proud to have the event at the Freight Shed and Riverwalk Landing. He stated Riverwalk Landing has finally come into its own.

ADJOURN

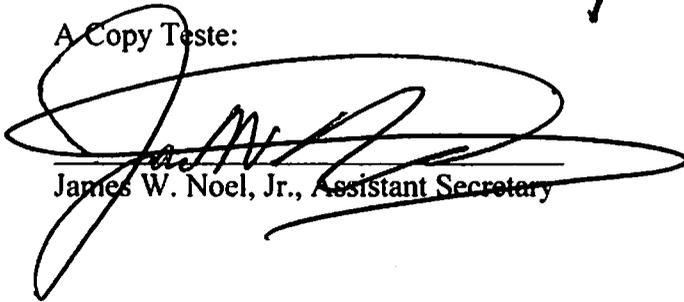
There being no further business, the Chairman adjourned the meeting at 5:59 p.m.

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(SEAL)


R. Anderson Moberg, Chairman

A Copy Teste:


James W. Noel, Jr., Assistant Secretary

YORK-POQUOSON SOCIAL SERVICES
BOARD MEETING
May 17, 2017

PRESENT: Latonia Chavis, Chairperson
Madonna Kreiger, Vice-Chairperson
Anne Smith
Wanda Moore
Jeff Gore, Board Attorney (Hefty & Wiley)
Melanie Economu, Assistant County Attorney
Tom Little, YPDSS Analyst
Patti Alderman, Administrative Services Manager
Rick Verilla, Assistant Director
Kimberly Irvine, Director

ABSENT: Karen Brown, Board Member
Roy Staton, Board Member

CALL TO ORDER:

The meeting was called to order at 9:00 by Chairperson Chavis.

ORDERING OF THE AGENDA:

There will be no staff introduction as indicated on the Agenda.

PERIOD OF PUBLIC COMMENT:

No public comment.

APPROVAL OF THE MINUTES:

A motion was made by Anne Smith to approve the minutes of the April 19, 2017 minutes. Motion was seconded by Wanda Moore. All approved; motion passed.

PRESENTATIONS:

Mr. Verilla presented on the foster care program. A review of each foster child was presented. Candace Mickelborough and Linda Faircloth, Family Services Supervisors, informed the Board of the foster care program, Fostering Futures. The children in this program are over the age of 18, and certain criteria must be met to be eligible. This program offers services to these children until age 21.

Stephanie Edwards, Family Services Worker III in the Adult Services Program, gave a presentation on a program she is coordinating along with Riverside Hospital to create a forensic program for elder abuse. Statistics show that adult protective services complaints are increasing statewide, and a need for a forensic center is evident. Ms. Edwards showed a short video of a Center in Orange County, California, that the model for the Center is based on.

NEW BUSINESS:

A motion was made by Wanda Moore to cancel the June 21, 2017, Board meeting ; seconded by Anne Smith.

A motion was made by Anne Smith to approve the 2017-2018 COOP (Continuity of Operations Plan). There was no change from the previous year's plan. Motion was seconded by Wanda Moore. All approved; motion passed.

A revised 2017-2018 Annual Compensation Plan was submitted. An additional pay increase for all employees in October 2017 was amended from the original plan. A motion was made by Anne Smith to approve the amended Compensation Plan. Wanda Moore seconded. All approved; motion passed.

OLD BUSINESS:

Budgets for both York and Poquoson are showing a slight surplus based on projections.

STATISTICAL REPORTS:

Mr. Little provided support information regarding statistical reports. No questions from the Board.

ASSISTANT DIRECTOR'S REPORTS:

None at this time.

DIRECTOR'S REPORTS:

Ms. Irvine and Mr. Verilla talked of the pilot program YPDSS has been invited to participate called "PEER PLACE." This program is specific to the Adult Services Program, and will

electronically have all case information available to those persons with access. The General Assembly did not have funding to implement this to all agencies, so York/Poquoson is honored to be in the pilot.

The Agency Retreat date has been set for October 17, 2017. Negotiations are in progress to secure Deborah Roberts of the University of Virginia to be the presenter.

MATTERS PRESENTED BY THE BOARD:

Ms. Smith asked some specifics on the foster children and their placements. Specifically, how children are assessed to be in group homes. Mr. Verilla gave a response with explanations on how this process works.

Ms. Smith also inquired about the Quality Initiatives funding. Ms. Irvine explained that the budget line previously used for this funding has been eliminated in 2018. Ms. Chavis inquired who would provide these services without this funding. Mr. Verilla explained that the VLSSE (Virginia League of Social Services) sent a formal request to the State to ask this same question: the answer was that communities would have to develop their own program and resources to fill this gap.

Jeff Gore, Board Attorney, updated the Board on legislation, including a bill requiring non-regulatory agencies to post their policies on the regulatory website.

CLOSED SESSION:

No closed session.

A motion was made by Wanda Moore to adjourn. Motion was seconded by Madonna Kreiger. All approved; meeting adjourned.

NEXT MEETING: July 19, 2017.