

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Board of Directors

Friday, November 20, 2015

8:45 a.m. Meeting

Classroom across the hall from Board of Supervisors

Members Present: Seth Pitts, Chic Wilson, James Lindsay, George Gang, Dave O'Brien, Bob Shay, Dana Haff, Sara Idleman, Jared Humiston, George Armstrong, Jay Niles, Cassie Fedler, Brian Campbell, John LaPointe (entered at 9:14 am) and Mitch Suprenant.

Others Present: Deanna Derway, WCLDC President

Chairman Pitts called the meeting to order at 8:46 a.m.

After reviewing the minutes from the August meeting, Sara Idleman made a motion to approve as presented and Chic Wilson seconded. There was no further discussion and it was approved unanimously.

Next, we reviewed the August, September and October monthly financials. George Gang made a motion to approve and Mitch Suprenant seconded. There was no further discussion and they were approved unanimously.

Deanna then presented the current loan portfolio and reviewed the current status of the loans. Deanna explained to the Board that all but one loan account is up to date. Darlene Devoe owner of Renaissance Grants & Planning is behind by two months on loan payments. Deanna sent another delinquency notice to the borrower and reached out to the LDC attorney to prepare a letter to the borrower in regards to consequences of defaulting on the loan.

The Board then reviewed a situation in regards to Commonwealth Plywood in Whitehall who is seeking ways to reduce costs in order for them to remain an employer in Washington County. Local elected and company officials met recently at Commonwealth in order to see what can be done to help facilitate them remaining within the County. One determination was that energy costs are very high and finding ways to reduce these costs will be helpful. Four Corners Energy has been retained to do an energy audit of the business. The Board discussed and determined that it is in the best interest of the WCLDC to assist Commonwealth Plywood as they seek to reduce costs in order to remain within Washington County. Dave O'Brien made a motion that the WCLDC pay the one-time \$2,000 energy audit application fee to Four Corners Energy to complete said energy audit application. Jared Humiston seconded and it was approved unanimously.

Next, The Board discussed the 2016 proposed budget and discussed the increase in the salary line item is in relation to a proposal that the LDC hire apart-time person for 2016. The Board agreed that this is needed in order to help Deanna with the immense work load. Also discussed was the increase to the loan analysis line item which increased to account for any loan request that the Board deems necessary to send out for review which is costly. Last, Deanna explained that she is proposing to add a line item for training and continuing education in order to be able to further the professional development of the LDC staff. After discussing the budget in detail, Dana Haff made a motion to approve as presented. John LaPointe seconded. There was no further discussion and it was approved unanimously.

The Board then moved on to PAAA policy updates. Deanna explained that the LDC was lacking a few policies required by PAAA and therefore proposed a new Conflict of Interest Policy and Equal Employment Opportunity Policy (EEOP). After reviewing these Dave O'Brien made a motion to approve the Conflict of Interest Policy with a second from Cassie Fedler and approved unanimously. Dave O'Brien made a motion to approve the EEOP with a second from Brian Campbell and approved unanimously by the Board.

Next the Board discussed the need for additional help at the LDC. Deanna explained that the immense work load necessitates a part time employee. The Board agreed and discussed the details of what we can offer. The Board decided that Deanna can make the decision on who to hire and that the WCLDC can

offer 15-20 hours per week at \$12 to start. Jared Humiston made a motion to approve this proposal with a second from George Gang. There was no further discussion and it was approved unanimously.

The Board then wished to discuss the President's contract for 2016. Dave O'Brien made a motion at 9:32 a.m. to enter into executive session with a second from Jim Lindsay and approved unanimously.

The Board reconvened at 9:45 a.m. and Chairman Pitts stated that action was taken on the President's 2016 contract with a motion to approve the contract made by Jared Humiston, seconded by Jim Lindsay and approved unanimously.

The meeting was adjourned at 9:50 am. Motion made by Seth Pitts, seconded by Dave O'Brien and approved by all.

DD

Seth Pitts, Chairman

Date

Dave O'Brien, Secretary

Date