

WASHINGTON COUNTY LOCAL DEVELOPMENT CORPORATION

Board of Directors Meeting

Friday, December 15, 2017

8:45 a.m. Meeting

Classroom across the hall from BOS

Board Members Present: Rich Norman, Rich Moore, Seth Pitts, Dana Hogan, Marion Watkins, Dave O'Brien, Jared Humiston, Dana Haff, George Gang, Cassie Fedler, Dan Shaw, John LaPointe, George Armstrong (entered 9:56 AM)

Staff Present: Deanna Derway – WCLDC President

Guests: John Rozell

I. Call to Order

Chairman Pitts called the meeting to order at 8:45 a.m.

II. Approval of Minutes

After reviewing the minutes from the November meeting, Dave O'Brien made a motion to approve with a second from George Gang and approved unanimously.

III. Executive Director Report

Deanna updated the BOD on the Whitehall property that we are in the process of foreclosing on. Deanna met George Armstrong and John Rozell at the property and found that the kitchen needed a cleanup due to a leak. Deanna then met a company at the property to assess it for winterization and cleaning services. They completed the following services: clean out of debris, fungus in the kitchen and broken ceiling tiles in the store space. They also cleaned out anything that can freeze and break and washed the kitchen floor down with bleach. Lastly, they drained water lines, added antifreeze to drains, drained toilets, boiler, water heaters, and radiators and blew out the lines with compressed air. The total for these services was \$510.

Next, Deanna updated the Board on the loan list update. Manchester Wood paid their loan entire loan balance in full. Harrington's Care A Lot is behind still as they wait for County subsidies; Deanna will send another delinquency letter and will make a note to discuss how to address this situation going forward with them during the 2018 site visit.

IV. Committee Reports

None

V. New Business

A. Next, we reviewed the November monthly financial reports. Dave O'Brien made a motion to approve the financials, Rich Norman seconded. There was no further discussion and they were approved unanimously.

B. Next, the Board reviewed a Loan modification recommendation that was approved by the Loan Review Committee on 12/14/17 for Schoony's Market. Rich Norman made a motion to approve the request, Marion Watkins seconded and it was approved unanimously.

V. Old Business

EXECUTIVE SESSION: The Board wished to enter into executive session in order to discuss confidential personnel matters relating to employee contracts. With a motion by Rich Norman, seconded by Cassie Fedler and approved unanimously, the Board entered into Executive Session at 9:07 AM (all meeting attendees except for Deanna remained) and came out of Executive Session at 9:38 AM with a motion from Dave O'Brien, seconded by Rich Norman and approved by all. During the Executive session, the Board took action in regards to the Executive Directors contract as the current 2 year contract ends 12/31/17.

During the Executive Session, the Board made a salary offer of \$65,000 (with the option to negotiate this number based on reducing other fringe benefit totals) for a 1 year contract (2018) and advised the executive committee to meet at least quarterly with the staff to lay out and evaluate goals and performance. The motion was made by Dave O'Brien, seconded by Rich Norman and approved with 9 ayes and 4 nays. The Board will review and approve the final contract at the Organizational meeting on 1/2/18.

VII. Adjournment

The meeting was adjourned at 9:41 AM. Motion made by Dana Hogan, seconded by Rich Norman and approved by all.



Jared Humiston, Chairman

2/16/18
Date

Submitted by Deanna Derway, Executive Director/President