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Board of Directors Minutes January 4, 2011 Meeting

Michael Martin, Chair of the CAEZ Board of Directors, called the meeting to order at 5:55 p.m. A quorum was established.

Board Members Present: Michael Martin, Russell Deering, David Boothe, Irene Cantrell, John Gibson, Joe Hoffman, Anthony Hofstad, Birl O'Dell, Mike Pierson, Peter Silitch, and Doyle Tawney.

Board Members Absent: Linda Rhodes, Earl McCune, Mike Chapman, Earl Elliott, and Bob Mullins.

Pat Black from Workforce WV addressed the Board concerning the Youth Employment Program. The youth will get work experience for 90 days. They will have to be put on CAEZ's payroll but will be reimbursed for the wages. The youth can work up to 40 hours per week and CAEZ will set the wages.

Approval of the November 1, 2010 Meeting Minutes: David Boothe made a motion to approve the November 1, 2010 meeting minutes, seconded by Peter Silitch. **Motion carried.**

Treasurer's Report: Birl O'Dell made a motion to approve the November 2010 treasurer's report as presented, seconded by Doyle Tawney. **Motion carried.**

Birl O'Dell made a motion to approve the December 2010 treasurer's report as presented, seconded by David Boothe. **Motion carried.**

Housing Report: The Housing Committee did not meet this month. The loan status was reviewed.

CHDO Update: Spencer: Dave Marshall and Brent Spradling, from Appalachian Design Group, were in attendance. David Boothe has concerns with the Spencer property. Mr. Marshall addressed his concerns. Mr. Marshall stated that during construction there were changes made to speed up the construction, lessen the cost of the home, and remove alignment issues in the future. David Boothe made a motion to instruct the architect to construct the CHDO home at Spencer according to the specifications, seconded by Doyle Tawney. **Motion carried.** David Boothe asked for the contract between CAEZ and Appalachian Design Group. Connie asked David to stay after the meeting and she would get it to him.

Clay: CAEZ is awaiting the Notice to Proceed on the CHDO Punkin Ridge property.

Nicholas: Connie and Michelle will speak with the property owner in Craigs ville to see if he is still interested in selling the property. This property will be used for the CHDO project. All the paperwork has been completed.

Fayette: The preliminary deed search on the Stadium Terrace property is almost completed and transfer of the property should take place soon. Construction should begin as soon as the weather permits once the transfer is complete. Three homes will be constructed on this property.

NSP Update: Fayette: On the Mt. Hope property, the new inspector from WVHDF will not allow the old foundation to be used. The new plans are being reviewed by the inspector and WVHDF architect. Mountaineer Gas Company is sending an engineer to the site to locate the gas lines before the contractor can begin the foundation.

On the Hilltop property, the renovation has been started. The old roof is being taken off and a new tin roof will be installed. This is a block building and a foundation engineer has to inspect the basement walls.

Concerning the Ansted property, this project is on hold at the moment. This home will need to be demolished. The new plans will be reviewed by the WVHDF architect.

Economic Development Committee: The Committee did meet this evening.

Braxton County: Concerning the Elk River Scenic Byways project, students from WVU have been taking pictures and documenting historical sites in the project area. The project is to go from Clendenin to Sutton.

There will be a meeting concerning the Elk River Water Trail January 20, 2011 at 10:00 am in Sutton. The Braxton County Visitors Bureau has submitted a grant to the Department of Transportation for this project.

The Braxton County Development Authority is looking into a bike trail along the river. Terrill Ellis has submitted an Intent to Apply to the Department of Transportation for Recreational Trails funding.

Mike Chapman is the Braxton County Commission representative. He has not been faithful in attending the meetings. Connie will write a letter to the commission asking for a new representative.

Clay County: The ice and snow have destroyed the guttering at the Kanawha Valley Community and Technical College. Connie has three estimates for the work that needs to be completed. The Economic Development approved to recommend to the CAEZ Board that the Executive Director be authorized to pursue the replacement of the guttering. Peter Silitch made a motion upon the recommendation of the Economic Development Committee to authorize the Executive Director to pursue the replacement of the gutter, etc, seconded by Russell Deering. **Motion carried.**

The new daycare at the Kanawha Valley Community and Technical College will open January 10, 2011. There will be a grand opening within the next couple months.

Connie will check with an attorney concerning the grant from Senator Byrd for the interior of the JG Bradley Lodge. The funder, HUD, does not require Prevailing Wages but since the funds will pass through the Clay County Commission, the Commission believes that prevailing wages have to be paid.

Connie continues to work with the DEP, State Health Department, and the contractor on the permits for the sewer project at the campground.

Fayette County: Reported above.

Nicholas County: Phase II of the water project will be going to bid by March 2011.

Roane County: Mustang Survival is in need of employees. They have secured a government contract.

Loan Committee: The Loan Committee did not meet this evening.

Business Loan #8 and Micro Loan #9 was reviewed. Russell Deering made a motion to write the business a standard right to cure letter in reference to their past due accounts with CAEZ, seconded by John Gibson. **Motion carried.** Birl O'Dell was in opposition of the motion.

It was suggested that Connie look into hiring a collection agency for the past due loans. John Gibson made a motion to authorize the Executive Director to take some type of action on securing a collection agency for the past due accounts with CAEZ, seconded by Mike Pierson. **Motion carried.**

USDA Micro Loan #3 and SBDC Micro Loan #2 is six months past due. Connie contacted the loan applicant and he would like to sale the collateral that CAEZ has on file to repay USDA Micro Loan #3. It was suggested that CAEZ put the potential buyer's funds in an escrow account until the lien is released by CAEZ. This is to ensure that CAEZ is repaid.

Concerning the Dodge Dakota, CAEZ's attorney stated that it could be advertised for sale, sell it at a set price, or auction the vehicle with the stipulation that CAEZ could refuse any bid. Peter Silitch made a motion to authorize the Executive Director to liquidate the asset, seconded by Anthony Hofstad. **Motion carried.**

Finance Committee: The Finance Committee meeting had to be cancelled last month. Michelle will call all members to reschedule the meeting for January.

Other: A committee is needed to review the Safety Policy and Employee Handbook for CAEZ. Michael appointed Peter Silitch, John Gibson, and Anthony Hofstad. Michael will also be on the committee.

CAEZ received approval for the HOME Operating Expense Grant in the amount of \$50,000.00. CAEZ will draw quarterly on this grant. CAEZ will need to open a checking account for this grant. An account is also needed for the CHDO Summit Lane property. And it was suggested that CAEZ open an Escrow Account. Peter Silitch made a motion to open three accounts, one for the HOME Operating Expense Grant, one for the CHDO Summit Lane property, and an Escrow Account, seconded by John Gibson. **Motion carried.**

Connie stated that CAEZ will need to hire additional staff for the housing projects. Peter Silitch made a motion to authorize the Executive Director to hire additional staff, either part time or full time, for the housing project, seconded by Russell Deering. **Motion carried.** Connie will inform Michael of the time and date of the interviews.

Birl O'Dell made mention of the passing of CAEZ's Board member Ken Eskew. Ken was a faithful member of the Board and will be greatly missed. Tammie's husband, Bobby, also passed away December 2, 2010.

New Business: None.

Russell Deering moved to adjourn at 7:37 p.m.

Micki Boggs and Linda Rhodes called to say they would not attend the meeting this evening.