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Board of Directors Minutes September 1, 2009 Meeting

Michael Martin, Chair of the CAEZ Board of Directors, called the meeting to order at 6:30 p.m. A quorum was established.

Board Members Present: Michael Martin, Linda Rhodes, Mike Pierson, David Boothe, Earl Elliott, Ken Eskew, Joe Hoffman, Earl McCune, Birl O'Dell, Janine Potasnik, Peter Silitch, and Doyle Tawney.

Board Members Absent: Russell Deering, Mike Chapman, Larry Dent, John Gibson, and Malcolm Parker.

Taran Parsons, Partnership Specialist with the US Census Bureau, explained to the Board how the Census Bureau worked. Ms. Parsons explained that there would be jobs available. There would be a much simplified questionnaire mailed to each household to be completed and mailed back to the Census Bureau. Households that did not complete a questionnaire would be visited by a Census Bureau employee to follow up at a later date. The Census Bureau will begin hiring for these positions in late October to begin work for approximately four months. The positions will begin in early spring.

Approval of the August 4, 2009 Meeting Minutes: Ken Eskew made a motion to approve the August 4, 2009 meeting minutes, seconded by Peter Silitch. **Motion carried.**

Treasurer's Report: David Boothe made a motion to approve the August 2009 treasurer's report as presented, seconded by Peter Silitch. **Motion carried.**

Housing Committee: The Committee did meet this month.

The committee met, reviewed, and approved to recommend to the full Board one home repair loan application for Braxton County. This loan is for a well. The estimate is \$6,408.00, for eight years at 3% interest, payment being \$75.16 per month. Peter Silitch made a motion upon the recommendation of the Housing Committee to approve the loan for a well in the amount of \$6,408.00 for eight years at 3% interest, with the payment being \$75.16, seconded by Ken Eskew. **Motion carried.**

WV Housing Development Fund has asked that CAEZ apply for a second round of CHDO funding in the amount of \$400,000.00. Peter Silitch made a motion to authorize the Executive Director to apply for the second round of CHDO funding, seconded by David Boothe. **Motion carried.**

The CAEZ Board authorized the Executive Director in a prior meeting to purchase property for the CHDO project in Spencer. CAEZ should be entering into a contract soon and construction may start by the end of September 2009.

CAEZ has to recertify the first round of the CHDO project. Peter Silitch made a motion that the Executive Director be authorized to submit the appropriate paperwork to recertify CAEZ as a CHDO for the first round, seconded by Ken Eskew. **Motion carried.**

Concerning the building and property in Clay, the attorneys at the WV Housing Development Fund have the documents for review.

Economic Development Committee: The Committee did not meet this evening. No action was taken.

Loan Committee: The Committee did not meet this evening. The loan status was reviewed. No action was taken.

New Business: Connie and Michael have been in contact with a prospective tenant for the last five acres at the Mt. Hope Industrial Park. Their business is robotics. CAEZ will need to apply for funding for a 30,000 square foot, three story technologies building for the site. Peter Silitch made a motion to authorize the Executive Director to apply for funding for the technologies building, seconded by Doyle Tawney. **Motion carried.**

Other: Mike Pierson asked if the Board had reviewed the Memorandum of Understanding and if they were willing to enter into contract. The Board had questions on the By Laws of the Clay County Business Development Authority as to if they were a legal entity. The job description of the Economic Development Coordinator was not available to give to the Board. Peter Silitch made a motion to table this issue and to postpone consideration until further information becomes available, seconded by David Boothe. **Motion carried.** Mike Pierson is to check with the Secretary of State's Office to see if the CCBDA is incorporated and if they have been submitting Annual Reports to the Secretary of State's Office.

Birl O'Dell made a motion to adjourn at 7:12 p.m., seconded by Ken Eskew. **Motion carried.**

Next Board Meeting: Tuesday, October, 2009, at 6:00 p.m. at the CAEZ Office.

Russell Deering, Malcolm Parker, and John Gibson each called to say they would not be attending the Board meeting this evening.

Monthly Activity Report for September 2009

September 1, 2009 – Board and Annual Meeting

September 2, 2009 – Worked on Board Packets

September 3, 2009 – Administration

Home Repair applicant

Worked on technology building grants

Clay County Business Development Authority meeting 5:00 p.m.

September 4, 2009 – Administration

September 7, 2009 – HOLIDAY – Office Closed

September 8, 2009 – Regional Intergovernmental Council meeting, South Charleston

September 9, 2009 – CEU Training with the Division of Banking

September 10, 2009 – Met with Clay County Sanitarian/ID site for Perk Test

September 11, 2009 – Administration

September 14, 2009 – Administration

September 15 – 18, 2009 – Brushy Fork Annual Institute, Berea, Kentucky

September 21, 2009 – Administration/CHDO grant/reception Town Council/Shelley Capito

- September 22, 2009 – Meeting with Architect on CHDO project
- September 23, 2009 – Clay County Commission/Mandatory pre-bid for Day Care project
- September 24, 2009 – Meeting with Kim Donahue/Webinar CFDA
- September 25, 2009 – Seminar - Fund Development, Charleston
- September 28, 2009 – Broadband Summit, Charleston
- September 29, 2009 – Meeting – Buxton on possible site selection/Business/Coal Summit,
Summersville
- September 30, 2009 – CHDO paperwork/Board packets