

**JOINT INDUSTRIAL DEVELOPMENT AUTHORITY**  
**Minutes of Meeting**  
**March 27, 2014**

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, March 27, 2014, at 3:00 p.m. in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

**MEMBERS PRESENT**

Linda DiYorio, Chairman  
William Dixon  
David Kause  
Foy Patton

Tom Jones  
Dana Pack  
Jennifer Atwell

**MEMBERS ABSENT**

None

**EX-OFFICIO MEMBERS PRESENT**

C. Wayne Sutherland, Jr., Wytheville Town Manager  
R. Cellell Dalton, Wythe County Administrator

**EX-OFFICIO MEMBERS ABSENT**

Michael S. James, Rural Retreat Town Manager

**DETERMINATION OF QUORUM**

Chairman DiYorio called the meeting to order and determined a quorum to be present. Mr. Dixon offered the invocation, and Mr. Jones led the Pledge of Allegiance.

**CITIZENS' TIME**

Chairman DiYorio welcomed Wayne Sutherland, Wytheville Town Manager, Tim Reeves, Wythe County Board of Supervisors Chairman, Cellell Dalton, Wythe County Administrator, and Karen Akers from the Virginia Employment Commission to the meeting and asked if there was anyone present who would like to address the Board. There being none, Chairman DiYorio proceeded with the meeting. Chairman DiYorio later welcomed Tom Elliott, Executive Director of Virginia's aCorridor to the meeting.

## APPROVAL OF MINUTES—February 27, 2014

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the February 27, 2014, meeting and if there was a motion to approve the minutes as presented. There being none, Mr. Dixon made a motion, seconded by Mr. Jones, to approve the minutes as presented. With no further discussion, the motion passed unanimously.

## APPROVAL OF INVOICES

Chairman DiYorio asked if there were any questions or discussion regarding the invoices for January 2014. Mr. Jones asked about the check written to Appalachian Cast Products. Dr. Hawthorne stated that it was the check for the grants from TICRC and WOF. Chairman DiYorio asked if there were any further questions or discussion and asked if there was a motion to approve the invoices as presented. There being none, Mr. Pack made a motion, seconded by Mr. Dixon, to approve the invoices for March 2014. With no further discussion, the motion passed unanimously.

### Joint IDA of Wythe County Check Register For the Period From March 1, 2014 through March 31, 2014

Check #	Date	Payee	Amount
7065	3-17-14	Appalachian Cast Products	\$ 90,000.00
7065V	3-17-14	Appalachian Cast Products	- 90,000.00
7066	3-17-14	Appalachian Cast Products	90,000.00
7067	3-27-14	Alan R. Hawthorne	5,141.50
7068	3-27-14	David A. Kause	207.79
7069	3-27-14	Dana R. Pack	207.79
7070	3-27-14	Foy W. Patton	207.79
7071	3-27-14	Jennifer W. Atwell	207.79
7072	3-27-14	Kimberly B. Simmons	2,586.43
7073	3-27-14	Linda DiYorio	207.79
7074	3-27-14	Tom Jones	207.79
7075	3-27-14	Virginia M. Goodwin	1,794.95
7076	3-27-14	William M. Dixon	207.79
7077	3-27-14	Appalachian Power	184.67
7078	3-27-14	Alan Hawthorne - Reimbursement	166.59
7079	3-27-14	Branch Highways, Inc.	229,600.00
7080	3-27-14	CenturyLink	139.36
7081	3-27-14	Dana Pack	100.80
7082	3-27-14	ACS/BNY Mellon HSA	1,933.00
7083	3-27-14	Robert G. Moore	1,100.00
7084	3-27-14	Virginia Goodwin - Reimbursement	52.36
7085	3-27-14	Wytheville Meeting Center	100.00
7086	3-27-14	Xerox	30.09
999	3-27-14	Anthem Blue Cross and Blue Shield	
<b>Total</b>			<b>\$334,384.28</b>

## **OLD BUSINESS**

### **UPDATE ON EXECUTIVE DIRECTOR HIRING PROCESS/STATUS**

Mr. Dixon reported on the status of the hiring process of the executive director. He stated that there had been several interviews and that there was a proposal before the Board that would need to be discussed.

### **2014 INDUSTRY APPRECIATION GOLF TOURNAMENT COMMITTEE UPDATE**

Mr. Dixon reported on the Golf Tournament Committee meeting held on Monday, April 24. He noted that the committee had decided to serve lunch prior to the tournament and the type of food and location for after the tournament reception was still being discussed. He mentioned that the Country Club had agreed that the Joint IDA could use the cart shed if needed, but the inside reception was still being considered.

### **HABITAT FOR HUMANITY HOUSE UPDATE**

Dr. Hawthorne reported that Mr. VanAntwerp decided that he wanted to keep the items he had in the Habitat for Humanity House and was going to sell the merchandise himself. Dr. Hawthorne instructed Mr. VanAntwerp to write a letter to the Joint IDA stating he would have the merchandise out of the house by April 28. To date, the letter has not been received and the house needs to be checked to see if the merchandise has been removed. The Joint IDA staff will follow-up on this item.

### **OTHER**

None

## **NEW BUSINESS**

### **PERSONNEL MATTER RELATED TO HIRING OF NEW EXECUTIVE DIRECTOR (CLOSED SESSION AS PERMITTED BY VIRGINIA CODE §2.2-3711(A)(1))**

Ms. Atwell made a motion to enter into a closed session as permitted by Section 2.2-3711(a)(1) of the Virginia Freedom of Information Act, Code of Virginia to discuss personnel matters related to the executive director position. The motion was seconded by Mr. Dixon, and passed unanimously. Following return to open session, Ms. Atwell moved that the Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat certify that, in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be so discussed under the provisions of the Virginia Freedom of Information Act cited in that motion. The motion was seconded by Mr. Pack, and passed.

The following roll call vote was required after the motion for certification:

AYES:	Linda DiYorio	Tom Jones
	Dana Pack	William Dixon

David Kause  
Foy Patton

Jennifer Atwell

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

### **ACTION RELATED TO HIRING OF NEW EXECUTIVE DIRECTOR (IF REQUIRED)**

No action taken at this time.

### **PRESENTATION OF DRAFT BUDGET FOR FY 2014-2015**

Dr. Hawthorne discussed the 2014-2015 draft budget with the Board. He noted that there had been an increase in the directors fees and an additional incentive had been added for the Board chair. Included was an adjustment to the Administrative Assistant's salary to coincide with similar positions at the Town of Wytheville. Dr. Hawthorne stated that the budget reflected the changes made for employees moving to the Town of Wytheville's payroll system. He added that there had been no primary changes in revenues, but noted that all Tobacco Commission funds had been received. Chairman DiYorio asked if there were any questions regarding the draft budget for the fiscal year 2014-2015 and if there was a motion to approve the budget as presented. Mr. Dixon made a motion, seconded by Mr. Patton, to accept the fiscal year 2014-2015 budget as presented. With no further discussion, the motion passes unanimously.

### **EXISTING INDUSTRY UPDATE—KIMBER SIMMONS**

Kimber Simmons, Joint IDA Associate Director, gave an existing industry and activity report. Highlighted in her report were visits and contacts of existing businesses regarding the likelihood of expansion, new customers and expanded business with existing customers, and interest in the On-the-Job Training Program. The businesses were also asked about the challenges they have been facing. Ms. Simmons added that she had been attending various meetings involving workforce development and was working with various organizations with projects and activities they were involved in.

### **WINTER 2014 NEWSLETTER**

Dr. Hawthorne noted that each Board member received a copy of the Winter 2014 Newsletter and that it had been posted on the Joint IDA website.

### **PROJECT UPDATES**

Tom Elliott, Executive Director of Virginia's aCorridor, gave a brief update on project activity. He noted that a potential project had scheduled a visit to Progress Park the first week of April, but that it had been cancelled and will be rescheduled later in April. Mr. Elliott added that the project would be a significant investment and produce numerous jobs.

**REMINDER—RETIREMENT RECEPTION AT WYTHEVILLE MEETING CENTER  
FOLLOWING BOARD MEETING**

Chairman DiYorio reminded everyone about Dr. Hawthorne’s retirement being held at the Wytheville Meeting Center beginning at 5:00 p. m. at the Wytheville Meeting Center.

**OTHER**

Dr. Hawthorne Contract Labor Contract for the Joint IDA - Dr. Hawthorne presented a draft copy of a contract for any services performed for the Joint IDA after his retirement. The contract was discussed and it was concluded that the contract needed further analysis before being approved by the Board.

**ADJOURN**

There being no other business, Chairman DiYorio adjourned the meeting at 4:45 p. m.

---

Linda DiYorio, Chairman

Attest:

---

Virginia M. Goodwin, Secretary