

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY

Minutes of Meeting

March 28, 2013

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, March 28, 2013, 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
Carolyn Dankowski
Jennifer Atwell

Tom Jones
Dana Pack
Foy Patton

MEMBERS ABSENT

William Dixon

EX-OFFICIO MEMBERS PRESENT

None

EX-OFFICIO MEMBERS ABSENT

C. Wayne Sutherland, Jr., Wytheville Town Manager
R. Cellell Dalton, Wythe County Administrator
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. Pack offered the invocation, and Mr. Jones led the Pledge of Allegiance.

**WCC WORKFORCE DEVELOPMENT—PRESENTATION BY JOE BYBEE,
WORKFORCE DEVELOPMENT DIRECTOR**

Joe Bybee, Director of Workforce Development at Wytheville Community College (WCC) spoke to the Board regarding the Occupational and Technical Programs headed by Vice President Angie Lawson. Mr. Bybee noted that programs are available at Wytheville Community College's main campus, as well as at the Smyth County Higher Education Center and the Crossroads Institute in Galax. He also reminded the board that the Manufacturing Technology Center is headquartered at WCC. He discussed job placement coordinators, CRC Testing, and Gatorade applicant testing and training. Mr. Bybee stated that WCC offers pre-employment classes in

computer basics, which have been free of charge, and will be holding a welding lab in June of 2013. WCC offers a two year AAS degree program in Machine Technology and a 36 hour course in Manufacturing Excellence. He noted that Pascor Atlantic in Bland currently has 16 employees enrolled in the Manufacturing Excellence program. Mr. Bybee spoke briefly about post-employment programs, which generally include non-credit incentive funds, Gatorade's eight programs, the 21st Century Leadership Series, and becoming an American Heart Association training site. To end his presentation Mr. Bybee discussed the focus of the 12-module customized training program at WCC.

CITIZENS' TIME

Chairman DiYorio welcomed Tim Reeves, Wythe County Board of Supervisors Member and David Richert to the meeting. Chairman DiYorio asked if there were any persons present who would like to address the Board during citizens' time.

Mr. David Richert addressed the Board asking for their support in the form of a letter to be submitted to the Virginia Department of Energy for the Virginia Community Wood Energy Program. Mr. Richert explained that the Virginia Community Wood Energy Program is requesting RFPs to assist with the Wood-to-Energy grant program and noted that it would take approximately 18-months for startup and initiation. Mr. Richert added that workshops would be developed for commercial and larger individual groups, such as hospitals, schools, and manufacturers, regarding the use of wood for energy. Chairman DiYorio asked what the grants funds would be used for. Mr. Richert said that the grant would be used for outreach and education. Chairman DiYorio asked the Board if they approved sending a support letter on behalf of Mr. Richert's involvement with the Virginia Community Wood Energy Program as it seeks to procure a grant from the Virginia Department of Energy. Chairman DiYorio thanked Mr. Richert for addressing the Board and wished him luck in his efforts with the Virginia Community Wood Energy Program.

Chairman DiYorio asked if there were any others who would like to address the Board. There being none, Chairman DiYorio proceeded with the meeting.

APPROVAL OF MINUTES—February 28, 2013

Chairman DiYorio asked if there were any corrections, additions, or questions regarding the minutes of the February 28, 2013, meeting and if there was a motion to approve the minutes as presented. Virginia Goodwin, Joint IDA Administrative Assistant, noted that there was a mistake on the date of the approval of the minutes. It was written as February 28, 2012, and has since been changed to February 28, 2013. Chairman DiYorio asked is there were any other changes, there being none she asked is there was a motion to approve the minutes as amended. Ms. Dankowski made a motion, seconded by Mr. Patton, to approve the minutes as amended. The motion passed unanimously.

APPROVAL OF INVOICES

Chairman DiYorio asked if there were questions or discussion regarding the invoices for March

2013, and if there was a motion to approve the invoices as presented. There being none, Mr. Pack made a motion, seconded by Mr. Jones, to approve the invoices for March 2013. With no further discussion, the motion passed unanimously.

**Joint IDA of Wythe County
Check Register
For the Period From March 1, 2013 through March 31, 2013**

Check #	Date	Payee	Amount
6807	3-28-13	Alan R. Hawthorne	\$ 4,445.29
6808	3-28-13	Carolyn J. Dankowski	207.79
6809	3-28-13	Dana R. Pack	207.79
6810	3-28-13	Foy W. Patton	207.79
6811	3-28-13	Jennifer W. Atwell	207.79
6812	3-28-13	Kimberly B. Simmons	2,494.22
6813	3-28-13	Linda DiYorio	207.79
6814	3-28-13	Tom Jones	207.79
6815	3-28-13	Virginia M. Goodwin	1,663.16
6816	3-28-13	William M. Dixon	207.79
6817	3-28-13	Appalachian Power	172.85
6818	3-28-13	Anthem Southeast Dental	93.21
6819	3-28-13	Anthem Blue Cross and Blue Shield	1,874.40
6820	3-28-13	Branch Highways, Inc.	47,000.00
6821	3-28-13	Blue Ridge Marketing	380.00
6822	3-28-13	CenturyLink	135.53
6823	3-28-13	Chamber of Commerce	27.00
6824	3-28-13	Kimber Simmons-Reimbursement	11.96
6825	3-28-13	ACS/BNY Mellon HSA	850.00
6826	3-28-13	Principal Life Insurance Co.	162.41
6827	3-28-13	Robert G. Moore	1,100.00
6828	3-28-13	Virginia Goodwin-Reimbursement	66.24
6829	3-28-13	Wytheville Office Supply	8.91
6830	3-28-13	Xerox	34.98
Total			\$ 61,974.69

OLD BUSINESS

LOT 24/LOT 30 UPDATE

Dr. Hawthorne reported that the new construction season for Lot 24 is about to begin and that the first meeting of the season will be held on Wednesday, April 3. He noted that there would be several items discussed and reviewed during the meeting, one being the potential for a discount regarding the rock clause and another being mitigation status. Dr. Hawthorne added that there is a chance to share in the savings from these two items, if there were any. He mentioned that the

change order for Lot 30 had been implemented and that work on the site will begin soon. Dr. Hawthorne stated that the work on both Lots 24 and 30 should be completed by the end of June, weather permitting. He added that he felt that the project has gone well, that there have not been any extra cost issues to deal with because of the fixed price contract, and that Branch Highways has been a good team to work with.

2013 INDUSTRY APPRECIATION GOLF TOURNAMENT UPDATE

Administrative Assistant Virginia Goodwin gave a brief update on the progress of the Industry Appreciation Golf Tournament. She stated that team invitations, as well as hole, reception, and door prize request letters have been mailed. Ms. Goodwin noted that each Board member had been given a copy of all worksheets showing the sponsorships and teams who have already committed and paid. She added that she had obtained two drink cart sponsors for the event and made suggestions as to what could be served for lunch since Smokey's had closed. Chairman DiYorio suggested that the staff setup a meeting of the Golf Committee to discuss food options.

WORKING SESSION HIGHLIGHTS—INDUSTRIAL PARK HISTORY (NEXT WORKING SESSION - STRATEGIC PLANNING, APRIL 11, 2013)

Chairman DiYorio reviewed the working session topic for the month of March, which was Industrial Park History. She noted that she thought the presentation was informative and that she found all of the comments to be helpful. She asked if there were any questions regarding the working session.

Dr. Hawthorne stated that during the working session in April the Board will begin discussing strategic planning for the Joint IDA. He noted some new strategic topics need to be reflected upon now that the completion of Lot 24 is approaching as well as reviewing organizational operational topics. Dr. Hawthorne has asked Marty Holliday, Deputy Director of the New River/Mount Rogers Workforce Investment Area Consortium Board, to facilitate the meeting using a traditional SWOT analysis to organize the discussion. Kimber Simmons, Joint IDA Associate Director, will update the Board with information regarding the current workforce, wages, etc. Dr. Hawthorne mentioned that the working session in May will continue with strategic planning, but will include members from each jurisdiction.

He added that he hopes to have the Virginia Tech skills gap analysis that is being prepared for each jurisdiction before our strategic planning is complete. He stated that employment and unemployment will certainly be discussed and, based on some preliminary Va Tech analysis, one area that might warrant some additional discussion might be increased efforts to assist sole proprietors with increased small business assistance support. Dr. Hawthorne stated that the Board will also need to integrate recruiting for a new executive director into the plan. Chairman DiYorio asked if the group from Virginia Tech was coordinating with the Tobacco Indemnification and Community Revitalization Commission (TICRC) about their report. Dr. Hawthorne stated that the Workforce Investment Board had delayed the beginning of the Virginia Tech project so that the TICRC report would be available. He noted that the Virginia Tech group will identify skills gaps and recommended ways to address the identified skills gaps.

Chairman DiYorio asked if there were any questions regarding the April working session. There being none, she continued with the meeting.

OTHER

None

NEW BUSINESS

STRATEGIC PLANNING PROCESS

Nothing further was discussed regarding the strategic planning process. However, Chairman DiYorio discussed the presentation regarding the budget with the Wythe County Board of Supervisors (BOS). Chairman DiYorio stated that the budget that the Joint IDA approved was presented to the BOS and, as they recalled in the 2012-2013 budget process, the BOS asked that the Joint IDA use their reserve funds to finance the budget for that year. The Joint IDA in turn asked that financing of the Joint IDA remain a line item on the BOS budget. Chairman DiYorio thought that it was in agreement that this be done, but it was not. Chairman DiYorio discussed her concerns with the BOS Chairman regarding the line item on their budget for 2013-2014. Mr. Reeves, BOS member, agreed with Chairman DiYorio that he thought it should remain a line item on the BOS budget, and he explained that the BOS will be meeting next week to discuss budget items. Mr. Reeves also updated the Board on the expected need of funds for Wythe County School improvements. He further added that the BOS has met with the Virginia Department of Transportation (VDOT) from the Abingdon office regarding the long- and short-term improvements to Interstate 81 and service roads in Wythe County. Mr. Reeves noted that the BOS took VDOT on a tour of Progress Park to show them the traffic patterns. He stated that on I-81/I-77 there will be flashing lights installed around the long steep curve and stronger barriers will be put up. Other ideas for the exits, service, and access road to Progress Park were discussed. Mr. Reeves mentioned that the Board of Supervisors is working diligently with VDOT on improvements to various areas of access to and in Progress Park.

CROSSROADS REGIONAL INDUSTRIAL FACILITIES AUTHORITY MANAGEMENT AGREEMENT

Dr. Hawthorne reported that the Crossroads Regional Industrial Facilities Authority (CRIFA) approved the 2013-2014 management agreement with the Joint IDA and its budget for next year, which included management fees in the amount of \$50,000 to the Joint IDA.

COMMUNITY EXPO - MAY 6, 2013

Dr. Hawthorne mentioned that the Joint IDA will be participating in the Wytheville-Wythe-Bland Chamber of Commerce's Community Expo being held on Monday, May 6, from 4:30 p.m. until 6:30 p.m. He added that the Wythe Bland Foundation will be covering the registration fees for non-profits, which will include the Joint IDA. Dr. Hawthorne invited and encouraged the Board to attend the event to be able to introduce themselves and to meet other individuals from various organizations and local businesses from Wytheville, Rural Retreat, and Wythe and Bland Counties.

PROJECT UPDATES

None

OTHER

Presentations - Dr. Hawthorne stated that Tom Elliott will be doing a presentation at the April Board meeting. He added that the staff has arranged for the May Board meeting to be held at the new Mt. Empire Airport terminal. Members of the Smyth-Wythe Airport Commission will be there for the tour and do a brief presentation prior to the meeting. The Board members are to meet at the airport at 2:30 p.m.

Unemployment - Dr. Hawthorne reported that there was a delay in receiving the January unemployment figures. He mentioned that in December of 2012 the unemployment figures for Wythe County were around 6%, however in January of 2013 Wythe County increased to 9.6% and Pulaski increased from 5.4% to 13%. He noted that the level of unemployment is usually always higher in January, but the increase for this year was extraordinary and that the primary cause for the increase this year had to do with the layoffs at Volvo and the companies who supply Volvo. Another factor was the closing of Merillat in Atkins. Dr. Hawthorne added that both companies employ/employed individuals from Wythe County. Hopefully the February numbers will fall some.

David Richert - Dr. Hawthorne mentioned that if the Board approved he would compose a letter of support for David Richert as requested earlier in the meeting. The Board directed Dr. Hawthorne to write the letter.

Virginia Economic Developers Association (VEDA) - Dr. Hawthorne mentioned that Kimber Simmons, Joint IDA Associate Director, was absent from the meeting due to her attending the VEDA Spring Conference in Charlottesville.

Senator Warner - Chairman DiYorio mentioned that Senator Warner would be at the Wytheville Meeting Center on Friday, March 29, for a non-political event where he would be discussing economic development among other things. She encouraged anyone who was interested to attend.

Mike Forrest - Dr. Hawthorne announced that Mike Forrest the Certified Business Analyst for the Southwest Regional Enterprise Center (SREC) will be retiring in May. He added that the SREC will be looking to fill the position and that it would be on a full-time basis. He noted that the SREC would continue to use the space in the Joint IDA office for the near future, but that they may seek to find space in the downtown area of Wytheville.

ADJOURN

There being no other business, Chairman DiYorio adjourned the meeting at 4:30 p. m

Linda DiYorio, Chairman

Attest:

Virginia M. Goodwin, Secretary