

December 20, 2007

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a regular meeting on Thursday, December 20, 2007, at 3:00 p.m. at the Council Room of the Wytheville Municipal Building located at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Joe Freeman, Chairman
Linda DiYorio
Danny Gordon
Dale Yontz

William F. Snyder, Vice Chairman
David L. Elmore
Tom W. Jones

MEMBERS ABSENT

None

EX-OFFICIO MEMBERS PRESENT

R. Cellell Dalton, Wythe County Administrator

EX-OFFICIO MEMBERS ABSENT

C. Wayne Sutherland, Jr., Wytheville Town Manager
Raymond E. Matney, Rural Retreat Town Manager

DETERMINATION OF QUORUM

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

CITIZENS' TIME

Mr. Freeman asked if there were any persons present who wished to address the board during citizens' time. Dr. Hawthorne expressed his appreciation for Mr. Gordon's twelve years of service as a Joint IDA board member. Mr. Gordon asked that he continue to receive board packages. He added that he had the honor of serving with many good people on the Joint IDA.

APPROVAL OF MINUTES -November 15, 2007, board meeting

Dr. Snyder made a motion, seconded by Ms. DiYorio, to adopt the minutes as presented. The motion passed unanimously.

APPROVAL OF INVOICES

Mr. Gordon asked about check #5458 to C. M. Warthen. Ms. Skeens stated this was for legal paper for the Joint IDA official minute binders. Mr. Freeman asked about check #5432 to the Wytheville Meeting Center. Dr. Hawthorne explained it was the WMC meeting and Longwood Elastomers had reimbursed this cost.

Joint IDA of Wythe County

Check Register

For the Period From November 21, 2007 through December 20 , 2007

Check #	Date	Payee	Amount
5429	11/21/07	Sprint PCS	82.19
5430	11/21/07	Embarq	131.86
5431	11/21/07	Bankcard Services	47.66
5432	11/21/07	Wytheville Meeting Center	18.87
5433	12/20/07	Appalachian Power	97.69
5434	12/20/07	Dell Financial Services	2,559.00
5435	12/20/07	Wytheville Enterprise	43.05
5436	12/20/07	Principal Life Insurance Co.	105.86
5437	12/20/07	Robert G. Moore	1,100.00
5438	12/20/07	VA Economic Dev Assoc.	55.00
5439	12/20/07	Wytheville Office Supply	76.98
5440	12/20/07	Xerox	267.86
5441	12/20/07	Alan Hawthorne - Reimbursement	624.41
5442	12/20/07	Mike Webb	48.50
5443	12/20/07	Sprint PCS	82.19
5444	12/20/07	Embarq	132.44
5445	12/20/07	Town of Wytheville	7.38
5446	12/20/07	Bankcard Services	303.83
5447	12/20/07	Alan R. Hawthorne	4,239.30
5448	12/20/07	David L. Elmore	207.79
5449	12/20/07	Daniel B. Gordon	207.79
5450	12/20/07	Danielle M. Skeens	1,826.96
5451	12/20/07	Joseph W. Freeman	207.79
5452	12/20/07	Linda DiYorio	207.79
5453	12/20/07	Michael B. Webb	2,187.01
5454	12/20/07	Tom Jones	207.79

Check #	Date	Payee	Amount
5455	12/20/07	William F. Snyder	207.79
5456	12/20/07	Anthem Southeast Dental	99.22
5457	12/20/07	Anthem Blue Cross and Blue Shield	1,807.14
5458	12/20/07	C. W. Warthen	32.77
5459	12/20/07	Danielle M. Skeens	65.96
5460	12/20/07	First Bank of Virginia	3,245.23
5461	12/20/07	VA Dept Of Taxation	508.81
5462	12/20/07	Chamber of Commerce	125.00
5463	12/20/07	Va Municipal Liability Pool	741.50
Total			21,910.41

OLD BUSINESS

CHAMBER DINNER SUMMARY

Dr. Hawthorne explained the Joint IDA presented two awards at the Chamber Diner. Lane Enterprises and Longwood Elastomers both brought corporate officers to the diner. These officers expressed positive comments. Mr. Freeman noted his officers were impressed by the level of community volunteerism.

REPORT ON OPEN HOUSE

Dr. Hawthorne stated the open house which was held earlier in the day was a great success. He commented on the good food and time spent networking with visitors. He stated that Ms. Jane Johnson attended and he presented her with a special Virginia Economic Developers Association glass in appreciation of her late husband's contribution to the association. Chairman Freeman remarked how nice the event was.

INDUSTRY TENURE AWARDS CEREMONY ON JANUARY 24, 2008

Dr. Hawthorne explained that Brett Vassey, CEO and President of the Virginia Manufacturers Association, would be the guest speaker at this upcoming event. He stated that Wytheville Office Supply has agreed to sponsor the event and would be donating \$600.00. Dr. Hawthorne commented that around sixty people total would be invited. Chairman Freeman asked if the invitations had been sent. Dr. Hawthorne stated that Mr. Webb sent letters to the companies, but had not yet sent letters to other invitees. He stated this would be done within the next two weeks. Dr. Hawthorne recommended using The Masters Table to cater the event, and the board approved by consensus.

OTHER

Dr. Hawthorne informed the board that the Town of Wytheville was moving forward with having VDOT improve Peppers Ferry Road to enhance access to the Progress Park northern entrance.

NEW BUSINESS

REMINDER TO COMPLETE STATEMENT OF ECONOMIC INTEREST FORM BY JANUARY 15, 2008

Dr. Hawthorne stated that the Statement of Economic Interest forms are due by January 15, 2008. He commented that Ms. Skeens has copies for those that need them or she can send the document via email.

ADOPT STRATEGIC PLAN

Dr. Hawthorne stated he had received some positive feedback from the Virginia Economic Development Partnership on the strategic plan. Mr. Tom Elliott commented that the plan was an excellent focus on four major elements. He stated these areas are what attracts businesses to the area. Mr. Elliott supports and concurs with the strategic plan. Dr. Hawthorne commented that he had received a suggestion from Mr. Wayne Sutherland on the wording of the Wytheville Business Park in the plan. Mr. Sutherland suggested the park be referred to the Business Park in Wytheville. Mr. Gordon asked why not call it the Wythe County Business Park. Dr. Hawthorne stated the focus was on Wytheville due to the strategic location. Dr. Snyder suggested making a parenthetical notation clarifying the location. Mr. Gordon made a motion, seconded by Mr. Elmore, to adopt the plan with the clarification. With no further discussion in this matter, the motion passes unanimously.

VML DISCOUNT REQUIREMENTS

Dr. Hawthorne advised the board that the VML has offered discounts in the insurance premium to larger jurisdictions in years past. He stated this year they were extending the offer to smaller organizations. He informed the board that there were several criteria that must be met in order to receive the discount, one being a policy manual. He stated this could take numerous man-hours and did not seem feasible for the savings. Dr. Hawthorne recommended forgoing the discount savings of approximately \$100 and not proceeding with the policy manual. Mr. Gordon asked if the Code of Virginia requires an organization as such to adopt a personnel policy. Dr. Hawthorne commented he was not certain, but some federal laws exempt organizations with less than ten employees. Mr. Gordon asked if a policy was in place to cover sexual harassment charges. Dr. Hawthorne advised that there was no specific policy to that topic but the Joint IDA did have a policy in place that states "do the right thing and do it right" which covers all areas. Mr. Gordon stated that was too broad and a policy needed to be in place for consideration of key areas like

personnel and sexual harassment. Ms. DiYorio stated that what is right for some may not be right for others, and she suggested comprising a policy manual. Mr. Gordon suggested incorporating a personnel policy that works for the Joint IDA. He commented that he is only looking ahead for the Joint IDA. Ms. DiYorio agreed with looking into a personnel policy that is suitable for the Joint IDA. Mr. Gordon suggested appointing a committee to look into options. Mr. Elmore volunteered to head the committee and Ms. DiYorio agreed to be on the committee. Mr. Elmore asked the staff of the Joint IDA to help provide information. Mr. Elmore stated they would gather the information, which would be a lengthy process and get back to the board with their suggestions. The board agreed to forgo the discount at this time and seek future discounts if and when a plan is implemented.

OVERVIEW OF WEBSITE STATISTICS

Dr. Hawthorne first shared some photos taken of the New River Regional Water Authority by Mr. Elvan Peed. Mr. Cellell Dalton commented that much progress has been made since the photographs were taken. He stated the facility was ahead of schedule. Dr. Snyder asked the exact location of the plant, and Mr. Dalton gave him directions. Mr. Gordon asked if the road had to be widened down to the plant. Mr. Dalton replied that the road was already paved, but they re-paved it without widening it.

Dr. Hawthorne presented the board with website statistics from the past year. He stated the website received about forty visits per day. The middle of the week seems to generate more traffic, and when the newsletter is released online, there is a spike in related traffic. Mr. Jones inquired why the month of April had more visitors than any other month, and Dr. Hawthorne replied it was due to the job fair.

REPORT ON VEDA/VIRGINIA CHAMBER CONFERENCE ON ECONOMIC LEADERSHIP

Dr. Hawthorne stated that he recently attended this conference in Richmond. He stated the focus was on business friendly services. He commented that the Virginia Department of Business Assistance was focusing on creating new businesses or expanding smaller businesses. There is a focus also on the workforce in Virginia.

PROJECTS UPDATE

Mr. Jones made a motion to enter into closed session as permitted by Section 2.2-3711(a)(5) of the Virginia Freedom of Information Act, Code of Virginia to discuss unannounced projects. The motion was seconded by Dr. Snyder, and passed unanimously. Mr. Jones made motion, and Dr. Snyder, seconded, to reconvene in open session. The motion passed unanimously. Mr. Jones 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 Dr. Snyder, and passed.

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3711 of the Code of Virginia requires a certificate by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat, hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certificate resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Joint Industrial Development Authority of Wythe County, Wytheville and Rural Retreat.

Motion was passed with the following roll call vote:

AYES:	William Snyder	David Johnson
	Joe Freeman	Tom Jones
	Dave Elmore	Danny Gordon
	Dale Yontz	Linda DiYorio

NAYS: None

ABSENT DURING MEETING: None

ABSENT DURING VOTE: None

OTHER

Dr. Hawthorne informed the board that the Virginia Department of Business Assistance would hold an Entrepreneur Workshop on April 10, 2008, in Wytheville. He stated that the Joint IDA would co-sponsor this event along with the Bland EDA, SREC, Wytheville-Wythe-Bland Chamber of Commerce, and Southwest Regional Enterprise Center. Dr. Hawthorne advised the costs associated with this event would cover lunch and the meeting room fee.

Dr. Hawthorne advised the board of the coverage in the Anderson & Associates newsletter of Raymond Matney and his thirty-five years of service to the Town of Rural Retreat.

ADJOURN

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

Joseph W. Freeman, Chairman

Attest:

Danielle M. Skeens, Secretary