

JOINT INDUSTRIAL DEVELOPMENT AUTHORITY
Minutes of Special Called Meeting
August 11, 2026

The Joint Industrial Development Authority of Wythe County, Wytheville, and Rural Retreat held a special called meeting on Tuesday, August 11, 2026, at 3:00 PM, in the Council Room of the Wytheville Municipal Building at 150 East Monroe Street, Wytheville, Virginia.

MEMBERS PRESENT

Jeff Lucas, Chairman
Sherri Case, Vice Chairman
Mark Bloomfield, Treasurer
Michael Cole
Aaron Robinson
Dennis Manuel
Mark Bloomfield

MEMBERS ABSENT

Bobby Angles

EX-OFFICIO MEMBERS PRESENT

Stephen Bear, County Administrator, Wythe County
Chris Slep, Interim Town Manager, Town of Wytheville

EX-OFFICIO MEMBERS ABSENT

Jason Childers, Town Manager, Town of Rural Retreat

JOINT IDA STAFF PRESENT

Jessica DeHart, Administrative Assistant

JOINT IDA STAFF ABSENT

John Matthews, Interim Executive Director

DETERMINATION OF QUORUM

Chairman Lucas called the meeting to order and determined a quorum to be present. He then offered an invocation and led the Pledge of Allegiance.

CITIZENS' TIME

Chairman Lucas welcomed Stephen Bear, County Administrator, Wythe County, Chris Slempp, Interim Town Manager, Town of Wytheville, and David Kause, former Joint IDA Chairman. David Kause signed up for citizens' time.

David Kause thanked Chairman Lucas for the opportunity to address the board. He expressed his willingness to serve as interim executive director of the Joint IDA upon Mr. Matthews' departure, current Interim Executive Director, as well as participate in a search committee finding a new executive director. Mr. Kause was the Mid-Atlantic Regional Transportation Manager for Gatorade from 2006 until his retirement in 2021. He was appointed by the Town of Wytheville to serve on the Joint IDA Board of Directors in 2013 and served for 10 years, with 9 of those years as board chairman. He participated in the committee that recommended Mr. David Manley and Mr. John Matthews to the board for hire. He added if he can be of any help guiding the Joint IDA along until a permanent director is hired, he would be privileged to do so. Chairman Lucas thanked Mr. Kause for addressing the board.

CLOSED SESSION

Ms. Case moved that the Joint IDA Board of Directors enter closed session as permitted by Code of Virginia sections:

- §2.2-3711(A)(1): Personnel

The motion was seconded by Mr. Manuel.

Roll Call Vote:

Yea – Dennis Manuel
Aaron Robinson
Mark Bloomfield
Sherri Case
Jeff Lucas
Michael Cole

Nay – None

Absent during vote: Bobby Angles

The board entered a closed session discussion at 3:05 PM.

At 4:04 PM, Ms. Case then moved the Board of Directors of the Joint IDA of Wythe County return to open session pursuant to the previously announced exceptions of Virginia's open meeting law and further would certify that only identified matters were discussed in closed session.

The motion was seconded by Mr. Bloomfield.

Roll Call Vote:

Yea – Dennis Manuel
Aaron Robinson
Mark Bloomfield
Sherri Case
Jeff Lucas
Michael Cole

Nay – None

Absent during vote: Bobby Angles

Dr. Beth Taylor, Mayor, Town of Wytheville entered the meeting during closed session.

ACTION, IF ANY, RESULTING FROM CLOSED SESSION

Ms. Case made the motion that the board authorize the Town of Wytheville Human Resources Department to advertise the executive director position for the Joint IDA through their standard policy of advertising positions. The motion was seconded by Mr. Cole and passed unanimously.

Ms. Case made the motion that the board authorize Jeff Lucas, board chair, to execute grant documents, contracts, agreements, and other administrative documents on behalf of the authority, provided that such documents have been previously approved by the board. This authorization shall remain in effect until rescinded by the board or until a new executive director assumes duties. The motion was seconded by Mr. Robinson. With no discussion, the motion passed unanimously.

NEW BUSINESS

ACCEPTANCE OF RESIGNATION OF INTERIM EXECUTIVE DIRECTOR

Chairman Lucas informed the board that Mr. Matthews' resignation letter is in the board packet noting his last day with the organization is August 28, 2026. Mr. Cole made the motion to accept Mr. Matthew's resignation as Interim Executive Director, which was seconded by Mr. Robinson. With no further discussion, the motion passed unanimously. Mr. Matthews' resignation letter as follows:

August 5, 2026

Mr. Jeff Lucas, Chairman
Joint Industrial Development Authority of Wythe County,
the Town of Wytheville, and the Town of Rural Retreat
190 S. 1st Street
Wytheville, VA 24382

Dear Chairman Lucas,

Please accept this letter as my formal notice of resignation from my position as Interim Executive Director of the Joint Industrial Development Authority. My last day of employment will be Friday, August 28, 2026.

After careful consideration, I have accepted an opportunity that will allow me to continue serving Southwest Virginia in a new capacity. While this decision was not made lightly, I am confident it is the right step for me professionally and personally.

Throughout my tenure with the Joint IDA, I have had the privilege of serving in several roles, including Associate Director, Deputy Director, and most recently, Interim Executive Director. Each position has provided me with valuable experiences and opportunities to grow as a professional while contributing to the Authority's mission.

I am proud of the work we have accomplished together and of the progress made during my time with the Joint IDA. It has been an honor to work alongside dedicated board members, local leaders, community partners, and colleagues committed to advancing economic development in our region and across the Commonwealth.

I am especially grateful for the opportunity to serve Wythe County, the Town of Wytheville, the Town of Rural Retreat, and the broader Southwest Virginia community. I sincerely appreciate the trust that was placed in me and the relationships I have built along the way.

Thank you again for the opportunity to serve the Joint IDA. I wish you, the Board of Directors, and the Joint IDA continued success in the years ahead.

With warm regards,

A handwritten signature in blue ink, appearing to read "John R. Matthews", with a stylized flourish at the end.

John Matthews

BANKING AUTHORIZATION

Ms. Case made the motion to remove John Matthews as an authorized signer for the Joint IDA bank accounts and confirm authorized signers are the Chairman, Vice Chairman, and Treasurer. The motion was seconded by Mr. Robinson. With no discussion, the motion passed.

CONSIDERATION AND AUTHORIZATION OF DEDICATED EMAIL ACCOUNTS FOR BOARD MEMBERS

Mr. Bloomfield mentioned the need for the board to have dedicated Joint IDA emails to prevent the use of personal and business email accounts for Joint IDA business. The board agreed and commented that the email addresses be structured in a way to then be passed to the next appointed board member. Ms. DeHart mentioned the cost for new emails for the entire board would be an additional \$500 per year. Chairman Lucas called for a motion to authorize staff to establish dedicated email accounts for members of the board. Mr. Robinson made the motion, which was seconded by Mr. Cole. With no further discussion, the motion carries.

2027 BUDGET DISCUSSION

FY 2027 BUDGET REVISIONS AND REQUESTS TO SUPPORTING LOCALITIES

The board discussed a reduction in spending on some expenses including travel and professional development after August 2026 to find funds in the budget for a new executive director for the organization. A discussion ensued about if there is a need to ask the localities for an increase in funding if there was a deficit. Mr. Bear proposed the board create a budget committee to decide if additional funds are needed, as well as establish what expenses will be incurred moving forward.

The board discussed the salary range for the executive director's position and decided the personnel committee made up of Joint IDA board members can meet soon to make that decision.

FOIA TRAINING

Ms. DeHart mentioned Jim Cowan of CowanPerry PC, the Joint IDA legal counsel, offered two available dates for in-person FOIA training. The Board agreed to meet on September 14, 2026, at 3:00 PM at the Joint IDA office in the conference room prior to the 5:00 PM joint meeting with the Wythe County Board of Supervisors and the Joint IDA Board of Directors.

Ms. DeHart asked the board if they would like to assign her as the FOIA officer for the organization with Mr. Matthews' departure. The Board agreed.

OTHER

None.

ADJOURNMENT

Chairman Lucas adjourned the meeting at 4:28 PM.

Jeff Lucas, Chairman

Attest:

Jessica E. DeHart, Secretary