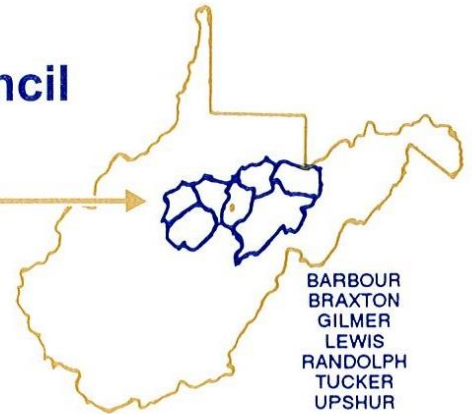


Region VII Planning and Development Council

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MINUTES OF THE APRIL 24, 2017 QUARTERLY COUNCIL MEETING HELD AT THE BRUSHY FORK EVENT CENTER

Chairperson Agnes Queen call the meeting to order at 12:00 p.m.

ATTENDANCE:

Council Members:

- | | |
|-----------------------|--------------------------------|
| 1. Lowell Moore | Tucker County Commission |
| 2. Ron Facemire | Braxton County Commission |
| 3. Mike Taylor | Randolph County Commission |
| 4. Terry Cutright | Upshur County Commission |
| 5. Ben Propst | Barbour County Coordinator |
| 6. Tim McDaniel | Barbour County Commission |
| 7. Dennis Fitzpatrick | Mayor of City of Glenville |
| 8. Mike Feola | Upshur County Private Sector |
| 9. Mike Cvechko | Barbour County Private Sector |
| 10. James Tatman | Mayor of Sand Fork |
| 11. Mike Herron | Lewis County EDA |
| 12. Cindy Whetsell | Lewis County Administrator |
| 13. JR Spencer | Braxton County Private Sector |
| 14. Mark Doak | Randolph County Private Sector |
| 15. Agnes Queen | Lewis County Commission |

Guests:

- | | |
|--------------------|---|
| 16. Jeffrey Harvey | JH Consulting, LLC |
| 17. Henry McDonald | JH Consulting, LLC |
| 18. Donna Haddix | Randolph County Administrative Assistant |
| 19. Lynn Phillips | Regional Representative, Governor's Office |
| 20. Danny Wagner | WV House of Delegates 47 th District |
| 21. Janet Spry | US Census Bureau |
| 22. Amanda Hayes | Record Delta Newspaper |
| 23. Todd Gunter | Regional Representative, Senator Capito Office |
| 24. Rod Wyman | Lewis County Commission |

Executive Director and Staff:

| | |
|---------------------|--------------------------|
| 25. Shane Whitehair | Executive Director |
| 26. Peggy Ball | Administrative Assistant |
| 27. Cam Matheny | Financial Consultant |
| 28. Cary Smith | Project Manager |
| 29. Dionne Allen | Project Specialist |

Agenda Items 1,2,3

CALL TO ORDER – MOMENT OF SILENCE – PLEDGE OF ALLEGIANCE

After calling the meeting to order and welcoming all in attendance, Chairwoman Agnes Queen led the group in a moment of silent meditation and prayer and the “Pledge of Allegiance”.

Agenda Item 4

INTRODUCTIONS:

Chairwoman Agnes Queen requested that everyone in attendance introduce themselves.

Agenda Item 5

PREVIOUS MEETING MINUTES:

Chairwoman Agnes Queen asked if there were any additions or corrections to the previous meeting minutes from the January 23, 2017 quarterly meeting. With no corrections or additions indicated, Mike Herron made a motion to accept the minutes as recorded, and Dennis Fitzpatrick seconded the motion, which passed unanimously.

Agenda item 6

REGIONAL HAZARD MITIGATION PLAN UPDATE – JH CONSULTING LLC

Shane Whitehair stated that our current Hazard Mitigation Plan will expire August 2017 and the council had approved contracting JH Consulting, LLC to complete or update our plan. Jeff Harvey of JH Consulting, LLC gave an overview of information required and the process for completing the Hazard Mitigation Plan. Jeff stated this is a requirement under the Stafford Act to be eligible for Federal Hazard Mitigation Funds for hazard mitigation, elevation, buyout or reconstruction projects. This plan will be for all 31 jurisdictions in this region. Jeff will use the Council as the full advisory committee along with a Steering Committee that will consist of Emergency Managers and Floodplain Coordinators that accepted the invitation to represent their communities. Motion was made to accept this steering committee by Dennis Fitzpatrick and seconded by Mike Taylor, motion carried.

Agenda item 7**JANET YOUNG SPRY – WV PARTNERSHIP SPECIALIST, U.S. CENSUS BUREAU**

Guest speaker Janet Spry presented information on the 2020 Census. Janet stated this will be the third decade for the LUCA (Local Update Census Addresses) program where States, Counties, Cities, Townships and Tribes can participate. US Census means power and money as the census is the basis of the number representatives in congress and how grant funds are allocated. She stated that West Virginia was one of the few states to submit GIS Mapping List to the US Census Bureau. Participation in the census is on volunteer basis. Janet asked the Region Councils to sponsor local census workshops. Census Day will be April 1, 2020.

Agenda item 8**TREASURER'S REPORT**

Cam Matheny reviewed the balance sheet, profit and loss statement and the budget summary. Cam mentioned the contractual line amount was over budget due to the consulting services needed by JH Consulting LLC for the regional hazard mitigation plan. This cost was not considered when the budget was approved last year. Cam also stated the Computer Hardware was high due to the purchase of additional GIS equipment, specifically the Trimble unit.

Agenda item 9**CHAIRMAN'S REPORT**

Chairwoman Agnes Queen noted that she would be getting in touch with members to conduct Shane's annual performance evaluation.

Agenda item 10**EXECUTIVE DIRECTOR'S REPORT**

Shane Whitehair talked about the status of the Federal and State Budgets Proposals and the possible elimination of ARC and EDA programs. The federal budget continuing resolution will expire Friday. Shane stated that ARC provides our planning grants and many other grants come through EDA. Shane, Cary and Dionne attended the annual ARC Conference in Washington DC in March which focused mostly on the President's proposed budget. They also met with Senator Capito, Senator Manchin, Congressman Jenkins, and Congressman McKinley in which all support the ARC and EDA programs. In the past, the State Budget has had a specific line item for the Regional Councils allocation, but last year the line item was eliminated. Secretary Thrasher supports the Regional Councils so Shane feels confident that he will continue to provide allocations although could see reduction in allocation amount. Shane estimated the allocation from the State would be reduced by 10%, which is reflected in Region VII PDC's proposed FY2018 budget.

Shane reported that Community Development Block Grant Program will be shifting its focus from water and sewer projects to housing projects, partly due to the massive flooding in southern West Virginia last summer. The Development Office is looking at the Regional Councils to hire housing specialists to help with the transition and implementation of the housing program. Other changes made to the CDBG program include providing a small allocation for broadband projects. There will be to different application deadlines this year—June 30th deadline will be for water, sewer and general community development projects and October 30th will be for broadband projects.

Shane mentioned that he is still working with the Development Office regarding their indirect cost policy.

In an effort to stay in compliance with our by-laws, Shane will be contacting the Braxton County Commission, Gilmer County Commission, Randolph County Commission and the Upshur County Commission to fill their private sector vacancy. The goal is to have these open seats filled by July 1, 2017.

Shane provided an update on the Regional Broadband Project. Shane reported that the environmental requirements will soon be approved. The hope is to hear a funding announcement by June 2017.

Shane asked Cary Smith to review the Project Status Report with the council.

Agenda item 11

MEMBER GOVERNMENT REPORTS/DISCUSSIONS

Chairwoman Agnes Queen asked if any members had projects that they wanted to share status or talk about. No comments were made.

Agenda item 12

EMPLOYEE REFERENCE GUIDE

Shane presented the revised Employee Reference Guide to Council for their review and approval. Shane explained that other regional council's guides and the WV State policy were used as templates to complete Region VII's policy. Shane adjusted the days observed for holidays and made updates where they were needed. A draft copy of the guide was sent to legal counsel for review and comment to make sure the revised policy was adequate and legal. The attorney's comments were received and incorporated into the document. Chairwoman Agnes Queen asked Council if they were ready to vote on approval of the revised Employee Reference Guide. Lowell Moore made motion to approve the Employee Reference Guide. Motion was seconded by Mark Doak, all in attendance voted in favor. Motion carried.

**Agenda item 13
FY2018 Budget**

Cam Matheny presented the proposed FY2018 budget. Shane and Cam discussed the funding amounts they used in the proposed budget. Cam discussed the overview of the proposed FY2018 budget. Motion made by Jim Tatman to approve the FY2018 proposed budget, seconded by JR Spencer, all voted in favor. Motion carried.

**Agenda item 14
PROJECTS FOR REVIEW**

Shane asked members to look over the projects for review, no questions were asked. Mike Taylor made motion to approve projects for review, seconded by Mike Feola, all in attendance voted in favor. Motion carried.

**Agenda item 15
ADJOURNMENT – NEXT MEETING DATE (ANNUAL MEETING)**

Shane discussed the annual meeting and set the date as July 24th, 2017. Motion made by Agnes Queen to adjourn the meeting, seconded by Dennis Fitzpatrick.

Respectfully submitted,

Chairperson

Date

Executive Director

Date