

**Region 8 Planning and Development Council**  
**Thursday, July 21, 2016 ~ 12:30 p.m.**

**CALL TO ORDER**

Dan Hileman, Region 8 PDC Chairman, called the meeting to order at approximately 12:30 P.M with 10 members present.

**PREVIOUS MINUTES**

A motion was made by Joan Ashley to approve minutes for June 2016. The motion was seconded by Alan Brill. Motion carried.

**COMMUNICATIONS**

- A memorandum dated June 1, 2016 from JoBeth Johnston, Executive Director-United Way of Randolph County, pledging \$2,500 to the agency for the Foster Grandparent Program during 2017.
- A memorandum dated July 1, 2016 from Juli McCoy, Finance Manger-Mineral County United Way, providing information on payments for their pledge of \$1,000 to the agency for the Foster Grandparent Program 2016-2017.
- A forwarded e-mail dated July 6, 2016 from Scott Rodeheaver, Office of Environmental Health Services – Bureau of Public Health, thanking all eleven regional councils in the state for their efforts with the source water protection plans. There were 23 grants involving source water dating back to October 2014. He reported that every single plan has been completed and submitted on time.
- The PDC has received information for a webinar on alternative funding sources presented by Robert C. Byrd Institute. The free online event is scheduled for Thursday August 11 from 2 p.m. to 2:45 p.m. This webinar will provide an overview of non-loan funding available to empower entrepreneurs and manufacturers, explain the application process and highlight examples.
- A DataFerret Training will be presented by a representative from the U.S. Census Bureau on Friday, August 5 from 9:00 a.m. – 3:00 p.m. in the PDC conference room. RSVP to Stacey if you would like to attend.

**REPORTS**

Treasurer's Report

In lieu of a Treasurer's Report, an agency balance sheet and agency-wide line item revenues and expenditures sheet was provided to members in their information packets.

Nominating/Membership Committee Report

Alan Brill gave the following report:

The nominating/membership committee met on Monday July 18, 2016 and unanimously recommends William "Bill" Loving to the Council for approval as representative for private sector, Pendleton County.

## **BUSINESS/ACTION ITEMS**

### New Council Member

Terry provided a brief bio for William A. (Bill) Loving. Mr. Loving lives in Franklin, Pendleton County WV. He is President and CEO of Pendleton Community Bank. He is active in many professional and civic organizations. He studied at Concord College and Beckley College and holds Independent Community Bankers of America designation. He is a graduate of the Graduate School of Banking at LSU, the Stonier Graduate School of Banking, and the Executive Banking Institute's Professional Master of Banking through the Graduate School of Banking at LSU. Mr. Loving has been contacted and is willing to serve on the Council as a private sector representative.

Terry also indicated that this appointment is a replacement for Mrs. Alice Hartman.

Joan Ashley made a motion to approve Mr. Loving to the Council membership. Lynn Carr seconded the motion. Motion carried.

### Response to Veterans Administration

The PDC administers the Transitional Housing Center (THC) that operates on the grounds of the Veterans Administration Medical Center in Martinsburg, West Virginia. THC provides formerly homeless veterans with a supportive living environment while the veterans transition to independent living. Its residents are largely referred to the facility by the Veterans Administration.

The Department of Veterans Affairs has notified the PDC that it plans to reduce the number of beds from 28 to 20 at the Transitional Housing Center. The PDC provide a written response on non-concurrence by the deadline of June 30. A copy was provided to each member. To date, no reply has been received.

THC and PDC staff are planning and organizing an "Open House" for Council members and perhaps a few other interested persons at the Martinsburg facility. The date is October 6. A light lunch will be provided, tours of the facility and conversations with some of the residents. Transportation will be arranged. Those wishing to attend can meet in Petersburg, Moorefield or Romney. New charter regulations require that Potomac Valley Transit Authority (PVTA) post the trip description for 7-10 days to allow time for private charter companies to respond. If no responses are received, then PVTA can provide transportation service. The PDC is not obligated to charter with a private company if any respond to the posting. More details will be provided at the next Council meeting.

### State Funding Proposed Action

Terry reported that the Association of Regional Councils (RPDC) has had discussions with the WV Development Office (WVDO) and the WV Secretary of Commerce. It is the understanding by the RPDC that the regional council's will be funded in the State's commerce budget at an amount that is just \$11,000 less than the total amount last year.

At the last Council meeting, Terry stated that a letter would be sent to municipalities, county commissions, and council members to use as a template while writing to state representatives encouraging them to continue funding for regional councils. After the conversations with Department of Commerce, the RPDC were asked to not encourage any further solicitation to legislators because they had heard the message and understand the importance of the regional councils. For this reason, template letters were not sent from this office.

## Director's Update

- The four outdoor pole lights at the Petersburg office have been upgraded for just under \$1,700. This upgrade provides brighter and more dependable lighting at the side entrances.
- The PDC has received a quote of \$2,418.67 to install fixtures along the front of the building, spaced appropriately to give the most lighting exposure. This project will eliminate the flood lights at the main entrance, hide all wiring and brighten the front side of the building.
- PDC staff continue to work with firms in obtaining quotes for security at the Petersburg office.
- A search for an auditor will begin soon. New government regulations has caused great concern with the previously contracted firm.
- While reviewing the PDC's Revolving Loan Fund (RLF) Administrative Plan, it has been noted that there are four vacancies on the RLF Board. There is a need for a representative from Hardy, Hampshire, Mineral and Pendleton County. Chairman Hileman directed the nominating/membership committee to meet and select representatives to fill those vacancies.
- Terry asked permission to look into finance and insurance coverage to support sending a few staff members to provide hands-on assistance to WV flood victims. He would like to send those volunteers to Region 4 PDC service area which covers Greenbrier, Fayette, Nicholas, Pocahontas and Nicholas Counties.
  - Joan Ashley made a motion to allow the Executive Director authority to send staff (volunteers), at his discretion, to assist with flood recovery provided that funding and insurance coverage are in place. Lynn Carr seconded the motion. Motion carried.

## **ADJOURNMENT**

David Parker made a motion to adjourn the meeting. Lynn Carr seconded motion. The meeting adjourned at approximately 1:20 p.m.



Carl Hevener, Secretary



Stacey Heavner, Executive Assistant