



Development District
Association of Appalachia

BOARD OF DIRECTORS MEETING
SUNDAY, JULY 27, 2014 – TUESDAY, JULY 29, 2014
LAFAYETTE HOTEL
MARIETTA, OHIO

MINUTES

SUNDAY JULY 27, 2014

President Misty Casto welcomed Board members and others to Marietta, Ohio and called the meeting to order at 4:00 p.m.

Secretary Richard Zink called the roll.

Members Present:

President/Ohio	Misty Casto
1 st Vice President/Georgia	Jim Dove
2 nd Vice President/Ohio	John Hemmings
Secretary/New York	Richard Zink
Treasurer/South Carolina	Steve Pelissier
Alabama	Keith Jones
Georgia	Danny Lewis
Kentucky	Sherry McDavid, Immediate Past President
Maryland	Leanne Mazer
Mississippi	Rudy Johnson
New York	Eric Miller
Pennsylvania	Eric Bridges
Tennessee	Susan Reid
West Virginia	Michele Craig

Members Absent:

North Carolina	Ryan Sherby
Virginia	Jim Baldwin

Others Present During All or Part of the Session:

Dan Neff	ARC Local Development Districts Director
Earl Gohl	ARC Federal Co-Chair
Charles Howard	ARC General Counsel
Kostas Skordas	ARC Director of Regional Planning and Research
Joe McKinney	NADO Executive Director

Approval OF Agenda

A proposed agenda for the DDAA Summer Board Meeting was presented. A motion to approve the agenda was made by Mr. Johnson and seconded by Mr. Jones. The motion passed unanimously.

Minutes of the March 23rd 2014 Annual Membership Meeting and Board of Directors Meeting held in Arlington, VA

Minutes of the 2014 DDAA Annual Membership Meeting and the March 23, 2014 DDAA Board Meeting both held in Arlington Virginia were distributed electronically. A motion for approval was made by Mr. Lewis and seconded by Mr. Dove. The motion passed unanimously.

President's Report

President Casto welcomed everyone to the City of Marietta Ohio and the Lafayette Hotel. She then provided an overview of the next few day's activities and meeting schedule.

Dan Neff, ARC, provided an update on ARC activities, noting that Kostas Skordas will be present Monday and that the Center for Regional Economic Competitiveness will hold a session late in the morning to get the feedback of the DDAA board in relation to ARC and its impact on the region over its 50 year history. Mr. Neff mentioned that the annual conference in March 2015 will help celebrate the 50th anniversary of ARC.

Mr. Lewis brought up the point that there are some LDD's that never attend the conference in Washington and this was a concern that needed to be addressed. Mr. Dove, stated that this had been noted and was being discussed in greater detail to see how this could be dealt with for the upcoming conference.

Mr. Neff also noted that the ARC portion of the federal budget looked good at this point and was hopeful for a smooth contract year in terms of timing. Mr. Bridges brought up Senator Cochran's budget amendment and the influence that individual senator's can have on the appropriations related to ARC noting also the broadband set aside for West Virginia.

Treasurer's Report

Treasurer Pelissier addressed the Board and presented the July 27, 2014 Treasure's Report. During the presentation Mr. Pelissier noted that the unallocated funds would be carried over into the next fiscal year of the association. The Balance Sheet as presented was accounted for using the cash basis method of accounting. It was noted that the actual expenditures were right in line with the budget that was previously approved. The receivable that is outstanding from ARC should be processed shortly as a large amount of documents had recently been provided to ARC for review and payment.

Discussion was then had concerning the accounting method that was previously used as well as was currently being used. There was uncertainty if a modified accrual basis was previously used or if it had also been a cash basis method. After more discussion a motion was made by Ms. Reid to all future statements should be presented utilizing a modified accrual method to better provide a current financial picture. Mr. Hemmings seconded the motion. The motion was unanimously approved.

Mr. Johnson inquired if there were any LDD that were not paying annual dues. He was assured that all LDD's are currently paying their annual dues.

Mr. Jones inquired as to the role that Mr. Zimmer took in preparing the financial statements and was told that Mr. Zimmer did the majority of the work. Mr. Jones noted that the Board provided a stipend to Mr. Zimmer and was curious as to any tax implication that might have for Mr. Zimmer.

It was noted that the Training Fund and the Annual Conference would be discussed on Monday's agenda.

The Sunday portion of the meeting was adjourned at 4:30. The board will reconvene at 8:45 Monday morning.

Monday Morning Board meeting

Ms. Casto reopened the meeting and introduced Earl Gohl, ARC Federal C-Chairman.

Federal Co-Chairman's report

Mr. Gohl discussed the Executive Directors position within ARC stating that the States were meeting in Ohio to ratify the selection of Scott T. Hamilton. The selection process was extensive and there were five candidates that were ultimately interviewed. It is expected that Mr. Hamilton will assume the Executive Directors duties in September.

Mr. Gohl mentioned that he will be traveling over the next few weeks to Kentucky, New York and Alabama. He was also attending the ARC Policy Meeting being held in Ohio over the next several days where the next few years agenda and scope of work would be extensively discussed.

Mr. Gohl discussed the role that entrepreneurship and emerging opportunities played in the strategic thinking that was occurring within ARC. There is a need to continue the development of ecosystems that leverage the resources needed to move these strategic opportunities forward. There is a need to enable the creation of real services and real products throughout the ARC region and the better ARC can cultivate this theme into their strategic planning efforts the better. It is important to frame all that is being worked on in a similar way so the results can be presented in a cohesive manner.

Mr. Gohl talked about the Local Foods – Local Places initiative which involved a partnership between ARC and the USDA and USEPA. This program is now being offered on a national basis.

Mr. Gold told the board that the States were actively discussing the State's Washington Representative's position and had not yet made a decision as to how that were going to move forward. It was noted that interviews were scheduled for later in the week,

Mr. Gohl told the board that ARC reauthorization was loosely tied to the Transportation Bill and that overall it looked good but the timing might be a ways off.

After Mr. Gohl's presentation Mr. Bridges thanked him for the opportunity to attend the Clinton Global Initiative Meeting in Denver.

ARC Executive Director's report

Charles Howard, ARC Interim Executive Director, provided an updated on several topics centering on ARC appropriations. Mr. Howard noted that both the House of Representative and the Senate passed bills that had ARC funded at \$80.3 million with the Senate Bill have references to workforce development in the south and broadband in West Virginia. Last fiscal year ARC ended up at funding of \$70.3 million for operations, which was an increase over previous years. The committee negotiations will ultimately determine the FY14-15 funding for ARC.

Mr. Howard expects there to be a short term Continuing Resolution through Mid- November but there are several scenarios that could play themselves out.

In reference to authorization Mr. Howard noted that ARC had not been authorized since 2012. He reminded the group that authorization was not required to receive appropriations but that it would eliminate the potential of an amendment to de-authorize ARC.

Mr. Howard pointed out that ARC is moving quickly in the direction were all grant contracts will be documented and executed electronically through ARCNET.

Ms. Casto noted that the LDD appreciate the effort ARC makes in providing the contracts as close to January 1 as possible.

Mr. Neff mentioned that ARC did not miss a beat in the time that they have been searching for a new executive director due to the efforts and skill of Mr. Howard. Mr. Neff expects that the transition to a new executive director will be very smooth.

NADO REPORT

NADO Executive Director Joe McKinney began his presentation by expressing appreciation for the invitation to attend this meeting. Mr. McKinney mentioned the rapid turnover that was occurring across EDD's and LDD's in terms of leadership due to retirements. He expected the transition to continue over the next few years and expects to see 33% of the EDD's and LDD's to have new leadership in the next five years. The NADO board of directors has seen a 50% turnover in the past two years. Mr. McKinney noted that while this situation presented some concerns it also provided for great opportunities.

Mr. McKinney noted the need for additional New Director's training in the future and that the NADO Annual Conference in Denver would have several tracks, such as workforce, GIS, aging, policy, to entice people to attend.

In terms of the Transportation Bill, Mr. McKinney expects there to be a ten month resolution put forth shortly and the new Congress will address this issue again at that time. Currently all decisions and discussions in Washington are being driven by the mid-term elections.

Mr. McKinney feels that ARC is being seen as a positive mechanism for delivering results and expects this will continue into the future. He mentioned the ten million for broadband in West Virginia as an example of this.

Currently NADO is focusing their EDA discussions on saving Public Works funding. He is hopeful that Public Works and Planning funding will either hold steady or increase in the next budget.

Mr. McKinney questioned a role ARC might play in disaster relief, Mr. Gohl noted that there is no apparent role for ARC at this time.

NARC REPORT

NARC, National Association of Regional Councils, has a new Executive Director that was unable to attend the board meeting. They anticipate that they will participate in future meetings

TRAINING COMMITTEE REPORT

Misty Casto provided an in-depth presentation on the Training Program. Ms. Casto stated that it is difficult to get people to respond to surveys was thinking of ways to encourage responses.

Ms. Casto presented the board with a summary sheet that outlined anticipated expenses prior to the new Training Grant Approval and estimated expenditures through April 2015.

A motion was made by Mr. Bridges to approve anticipated expenses of:

\$2,500.00 for the 2014 Executive Director Training

\$8,000.00 for the 2014 RTPO Conference Sponsorship

\$4,500.00 for the 2014 DDAA Member breakfast at the NADO ATC

The motion was seconded by Mr. Hemmings and passed unanimously.

A motion was made by Mr. Pelissier to amend the adopted annual budget by allocating an additional \$20,000 into the training budget. The motion was seconded by Ms. Craig and passed unanimously.

The 2015 professional development training conference would once again be held at the end of April at a site to be determined, Louisville, Ashville, and Knoxville were mentioned as options. Potentially this training will be extended to a two and one half day session instead of a one and one-half day session. The marketing of the event will emphasize both staff and managers to attend as there might have been a perception that the training was for managers only. There are several tracks being discussed by the committee including a finance track, a GIS track, and a best practices track. Possible sessions include board member responsibilities and delivering expectations not peers and board members.

Ms. Casto addressed the need to renew the Constant Contact membership in the amount of \$615 per annum, a motion was made by Mr. Bridges to renew this contract and seconded by Mr. Lewis and passed unanimously.

In relation to the EDFS training and NADO contract a motion was made by Mr. Bridges to renew the NADO logistics contract for \$5,000.00 and provide \$400 reimbursement attendees of the EDFS training in Cincinnati, OH for travel and hotel expenses. The motion was seconded by Mr. Johnson and passed unanimously.

** On November 19 an updated motion was made by Eric Bridges and reads as follows:

In relation to the EDFS training and NADO contract a motion was made by Mr. Bridges to renew the NADO logistics contract for \$5,000 and **provide \$500 reimbursement to attendees of the EDFS training in Cincinnati, OH for travel and hotel expenses.**”

The following individuals voted YES to the proposed motion change:

James Dove, Richard Zink, Susan Reid, Sherry McDavid, Leanne Mazer, Michele Craig, Jim Baldwin, Mike Patrick, Danny Lewis, Keith Jones, Eric Bridges

2014 DDAA CONFERENCE BRIEFING

Mr. Dove gave an overview of ongoing efforts related to the 2014 DDAA Annual Conference. Mr. Dove addresses the fact that the conference will be during the 50th anniversary of ARC and will not be a celebration but rather a time to reflect on the achievements and the work that still needs to be accomplished. Since this is the 50th year Mr. Dove and ARC are considering ways to showcase the LDD profiles from across the 13 states. There are numerous ideas being presented and explored including a trip to the Kennedy Center or the Library of Congress. There are several guest speakers that are being considered for the event are well, possibly a motivational speaker or futurist. Potentially a video will be created to help commemorate the 50th anniversary.

It was discussed that it would be nice to recognize the states either with a display or basket that could be raffled off during the conference. It was noted that if this was done it would be important to get the buy in from each state.

In order to best showcase the State’s there might be an area with booths setup or some other way to promote the achievement and distinct attributes of each state.

Mr. Dove asked that if any member had additional thoughts to please pass those onto him.

LDD ADMINISTRATIVE GRANT PROGRAM UPDATE

Mr. Neff presented a paper that outlined the following in relation to the LDD administrative grant for the next year he would like the following sections as follows:

- **Regional Overview:** Provide a brief synopsis of the counties and communities served by the LDD. In addition to population and other socio - economic data, major employers should be identified along with any other significant highlight of the area served (special tourism event or activity, a note-worthy natural resource or park area
- **LDD Services and Activities:** Identify key roles and services offered by the LDD to support the member governments and citizens of their region
- **Appalachian Regional Commission (ARC) projects:** Identify proposed ARC projects that the LDD will be involved with in the upcoming year.
- **Use of ARC Administrative Grant funds:**
- **Performance Measures**
 - Provide list of dues paying members of local government.
 - Provide the number of ARC project applications that will be submitted from your LDD's service area for the upcoming year.
 - Provide the number of applications for other federal or state programs that will be completed by the LDD in the upcoming year. List by program.

- Identify important reports, studies, plans, etc. that will be completed by the LDD in the upcoming year.
- Estimate the amount of other technical assistance (census inquiries, program guidance, businesses served, etc.) that will be offered to citizens and member governments.

Mr. Neff anticipates having this resolved and a final set of criteria disbursed in September to be used in the 2015 funding cycle. This is in an effort to provide Congress and ARC with a clear perspective and indicators of all that work the LDD's accomplish.

A discussion was held during lunch with the Center for Regional Economic Competitiveness. Kostas Skordas, ARC, led the discussion and then turned it over to Mark White.

The board meeting was adjourned until Tuesday morning.

Tuesday Morning Board meeting

Ms. Casto reopened the meeting.

Ms. Casto opened the morning by thanks Ms. McDavid for service to the board during the past year when she served as President.

Ms. Casto noted that she would continue to work with Mr. Dove on the processing and approval procedures relating to the training expenditures as discussed at the January 2914 meeting.

Export Trade Advisory Council

It was presented to the board that the State's will work with Scott Hercik, ARC, to put together export showcases. ARC has put aside monies to be utilized by the states to be used to offset the costs associated with tradeshow booths. Mr. Hemmings will send a communication to ETAC and the LDD's to promote communication about the program.

Network Appalachia

Mr. Neff reported that this group is very active and having discussions that center around new inland ports in Georgia and South Carolina as well as the new transportation bill and the ADHS. The group is scheduled to meet in November 2014.

ARC Staff Report

Mr. Neff reiterated that through this transitional time at ARC things have flowed very smoothly due to the efforts of many especially Charles Howard. The affirmation of Scott Hamilton, at the ARC Policy Meeting, as the new Executive Director would bring a LDD knowledgeable person to that position.

Mr. Neff suggested the officers send a letter to the new ARC Executive Director and offer to meet with them in the fall once they are settled into the position.

Final Thoughts

The winter board meeting will be held in January of 2015 and they are looking at Nashville as a possible location.

It was recommended that a thank you gift be sent to Vicki Glass for all the work she has done for the board. Ms. McDavid made the motion to work with Susan Howard in providing an appropriate gift to Ms. Glass. The motion was seconded by Ms. Reid and passed unanimously.

Meeting Adjourned.