



Development District Association of Appalachia

Board or Directors Meeting
Sunday, July 16, 2016-Tuesday, July 19, 2016
Chillicothe, Ohio

Minutes

Sunday, July 16, 2016

President Hemmings welcomed the board and others to Chillicothe, Ohio and gave attendees a history of the City of Chillicothe called the meeting to order at 4:16 p.m.

Secretary Jill Foys called the roll.

Members Present:

President/Ohio	John Hemmings
Second Vice President/Virginia	Jim Baldwin
Secretary/Pennsylvania	Jill Foys
Immediate Past President/Georgia	Jim Dove
Alabama	Jeff Pruitt
Georgia	Lloyd Fraser
New York	Eric Miller
Ohio	Misty Casto
South Carolina	Steve Pelissier
Tennessee	Mark Farley
Virginia	Dave Hoback
West Virginia	Shane Whitehair

Members Absent:

Maryland	Leanne Mazer
Mississippi	Rudy Johnson
North Carolina	Anthony Starr
Pennsylvania	Eric Bridges
1 st Vice President/New York	Richard Zink

Others present during all or part of the meeting:

Dan Neff	ARC Local Development District Director
Scott Hamilton	ARC Executive Director
Michael Curri, President	Strategic Network Group
Mark DeFalco	ARC Telecommunications Initiative Manager
Earl Gohl	ARC Federal Co Chair
Matt Hennessey	ARC Staff

Approval of the Agenda

A proposed agenda for the DDAA 2016 Summer Meeting was presented. A motion to approve the agenda was made by Ms. Casto and seconded by Mr. Miller. The motion passed unanimously.

Minutes of the DDAA Winter meeting, April 3rd Board of Directors meeting, and the April 3rd Membership Meeting

Minutes of the April 3rd Membership Meeting, Board of Directors Meeting, and the DDAA Winter Board meeting minutes were presented for review. A motion was made by Mr. Dove and seconded by Mr. Pelissier. A correction was made to the Membership meeting minutes. Erik Miller was erroneously listed as the representative of Pennsylvania. The name should have been Eric Bridges. With said correction, the motion was passed unanimously.

President's Report

President Hemmings once again welcomed the group to Ohio. He gave an overview of his district and thoughts on his new position as President of DDAA. He discussed the value of being part of the board and the opportunity for personal and professional development.

Treasurer's Report

Treasurer Pelissier addressed the Board and presented the final budget and expenditures for FY16. He commented on the timing of expenditures and invoicing that creates a negative financial position for DDAA for the fiscal year. Payment from ARC early in July adjusts the Balance Sheet to reflect these payments and create a positive financial position. Mr. Pelissier explained that there is typically a need for a budget amendment at the Summer Board meeting because of the uncertainties of the costs associated with our Annual Conference and Professional Development Training.

Treasurer Pelissier made a motion to accept the required amendments to the FY16 budget. Ms. Casto seconded the motion. During discussion, Mr. Miller made a friendly amendment to the motion request to change the Annual Conference line item from \$100,000.00 to \$120,000.00. Ms. Casto Seconded the amendment. The motion was passed unanimously.

Discussion of the consistent and commendable work provided by Don Zimmer, Finance Director of the Treasurer's staff. A motion was made by Mr. Pelissier and seconded by Mr. Dove to provide a stipend of \$200.00 as a thank you for his continued good work. A friendly amendment was made to the motion by Mr. Miller to increase the stipend to \$250.00. The motion passed unanimously.

Treasurer Pelissier noted that only one LDD have not paid their annual dues. It was noted that the LDD only has one ARC County.

A motion was made By Mr. Dove and seconded by Mr. Miller to accept the Treasurer's Report. The motion was passed unanimously.

Mr. Neff updated the board on potential Executive Director retirements. Michelle Craig of West Virginia has retired but will remain on staff in an Emeritus position until October 31. Danny Lewis of Georgia will retire on August 9.

New members of the Board introduced themselves including Jeff Pruitt representing Alabama, Lloyd Fraser of Georgia and Dave Hoback of Virginia.

Without objection, the meeting adjourned a 5:00 p.m.

Board Meeting-Monday, July 18

President John Hemmings called the meeting to order. He then introduced three members of his board who gave welcomes to Chillicothe; Mayor Luke Feeney, County Commissioner Doug Corcoran, and Chamber of Commerce Director Randy Davies.

ARC Executive Director Scott Hamilton provided an **Information and Activities Report**. Area development project applications are beginning to be reviewed. ARC staff capacity has increased by new positions and filling vacant positions in general council and operations. Last year 450+ grants were funded and there are 1,200 open grants to administer.

Mr. Hamilton discussed the new hire in Marketing, Wendy Wasserman and there will be an increase in communications. Scott asked the group to encourage their boards to enroll in ARC E-news and to share success stories to Wendy and her group to include in the newsletter.

He discussed the strategic plan and encouraged the Board and all LDDs to use the new strategic plan as a guide when soliciting projects.

Mr. Hamilton reminded us that the ARC Annual Conference will take place August 29, 30 in Johnson City, TN.

ARC Federal Co-Chair Briefing

Mr. Gohl reported on several initiatives taking place around the region and visits that he has made within the region in recent weeks. He focused on the opiate conversation and a series of pilot projects to be funded through Co-Chair funds. Mr. Gohl reported that the appropriations proposal includes a 5 Million dollar increase to ARC base funding and an additional 50 Million Dollars in POWER funding. A continuing resolution is expected to move operations forward after October 1. Mr. Gohl introduced his new staff person, Matt Hennessey.

NADO Update

Susan Howard via conference call provided a legislative update on the FY17 budget. She also discussed the proposed changes to the EDA Revolving Loan Fund and the request for comment period to react to the proposed changes. Ms. Howard also updated the group on the proposed changes to the Fair Labor Standards Act to be enacted on December 1.

She updated the group on the Annual Training conference that will take place on October 16-18 in San Antonio, TX.

Training Committee Report

Committee Chairperson Misty Casto reported on the budget proposed vs actual for the training committee. She reported on the attendance levels of the GIS and Professional Development trainings that took place in April. Ms. Casto presented the proposed FY17 budget, topics for Professional Development training that would be tagged to the December DDAA Board Meeting which would include Management/Supervisory/Leadership Training. She also discussed the needed use of advocacy materials to work with Ms. Wasserman to rework the DDAA and ARC materials. Mr. Pelissier made note that ARC invests \$45,000.00 into the training program budget annually and thanked Mr. Gohl and Mr. Hamilton for their continued support.

A motion was made by Mr. Miller to accept the proposed training budget and seconded by Mr. Farley. All in attendance voted in the affirmative and the motion passed.

Ms. Foy suggested that a "thank you stipend" be offered to Jenny Simmons for her extensive work on the DDAA professional development trainings. Mr. Pelissier made the motion that a stipend of \$250.00 be presented to Ms. Simmons and was seconded by Mr. Miller. All in attendance voted in the affirmative and the motion passed.

POWER Update

Mr. Hamilton made remarks about the POWER application process. The Review Committee includes Program Managers, Mr. Gohl's staff, and State Managers. To date, ten applications have been invited to submit full applications totaling \$17MM, nine applications are currently being reviewed totaling \$9MM; and there are twenty-

one applications in-house waiting to be reviewed totaling \$31MM. Technical Assistance grants totaling \$93,000 have been approved. Mr. Gohl commented on some of the applications that have been invited for full application.

DDAA Strategic Plan

The board had a discussion on the DDAA strategic plan. Areas of interest for the group included how do we address weak links in the state associations, local LDD advocacy for ARC, deep dive on topics during the DDAA board meetings, sponsorship solicitation for DDAA conferences, introduction of new ARC staff during annual conference, new director introduction to DDAA by the state representative or other LDD directors in the state, Peer to Peer program utilization, and using NADO data to identify what services are provided by other regional agencies and how do we integrate or take advantage of them.

Closing Discussion

Mr. Hemmings reintroduced a discussion about potentially hiring a program manager for DDAA business. It was suggested that a subcommittee be created to outline a job description and scope of work for such a position. Mr. Hemmings asked for volunteers to join him on the subcommittee. Board Members Shane Whitehead, Misty Casto, Jim Baldwin, and Steve Pelissier agreed to serve.

With no objections the meeting adjourned for the day at 2:15pm.

Board Meeting-Tuesday, July 19

President Hemmings welcomed everyone to the final day of the board meeting. Mark DeFalco of ARC introduced Michael Curri, President of Strategic Network Group to the board. Mr. Curri made a presentation on his firm and how they are engaged with states to connect broadband, economic and workforce development. He also explained how to identify the return on investment for small businesses using online sales and services.

DDAA Conference 2017

First Vice Chair Richard Zink will lead the planning for the DDAA Conference in March of 2017. Although Mr. Zink was not present, his ideas for topics were shared with the group by Dan Neff. Areas of interest include leadership development among youth, education, workforce readiness, and retaining youth in local areas.

Keynote speaker first choice is Jim Tressell, President of Youngstown State University and formerly coach of *THE* Ohio State University Football team. The group was asked to begin thinking about award nominees.

There was conversation concerning whether the Federal Co-Chair would remain in place or a new be placed prior to the DDAA conference. The process for nomination was reviewed.

ARC Staff Report

Dan Neff and Scott Hamilton reported on changes in ARC staff. Kostas Skordas has been promoted and his previous position has been backfilled. Molly Theobald will be hiring to fill three positions in operation and Charlie Howard will be filling the Deputy General Counsel position as well. He mentioned other internal changes and retirements.

Final Discussion

Scott Hamilton invited President Hemmings to participate in the Appalachian Regional Commission meeting in Tennessee in August and ongoing as well as the Policy meeting in summer. ARC will send their conference tagline to the group to advertise the ARC conference.

President Hemmings and Dan Neff will review vacancies on DDAA committees and reach out to the group for participation.

Old/New Business

Treasurer Pelissier asked the group to forward their hotel payment information to him for reimbursement.

President John Hemmings thanked everyone for attending and wished the group safe travels.

Without objection, the meeting adjourned at 10:25am.

Respectfully submitted by
Jill Foys, DDAA Secretary