

MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
| THURSDAY, FEBRUARY 6, 2020 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, February 6, 2020, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

**PRESENT:** Stan Crockett, Judy McCann-Slaughter, Robert Claytor, Bryan Fairbanks, Doug Rinker, and Heather McKay

**STAFF:** Patrick Barker and Donna McIlwee, Frederick County Economic Development Authority, Jay Tibbs, Deputy County Administrator, and Michael Bryan, Attorney

**MEETING CALLED TO ORDER:** Chairman Crockett called the meeting to order at 8:00 a.m.

**APPROVAL OF MINUTES**

The minutes from the December 12, 2019, meeting were presented.

On motion duly made by Mr. Rinker and seconded by Mr. Fairbanks, the minutes were approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Abstain (due to absence at December meeting)
Bryan Fairbanks	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye
Judy McCann-Slaughter	Aye

**TREASURER'S REPORT**

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of January 31, 2020 - \$55,115.77.  
Savings Account - Scott & Stringfellow as of January 31, 2020 - \$1,298,195.40.

On motion of Mr. Claytor, seconded by Mr. Rinker, the Treasurer's Report was approved as submitted by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye
Judy McCann-Slaughter	Aye

### **ANNUAL MEETING**

Mr. Barker stated that, according to the EDA By-Laws, there is to be an annual meeting prior to March 1 for the purpose of electing officers.

Mr. Claytor made a motion to nominate Stan Crockett for Chairman; Mr. Rinker made a motion to nominate John Riley for Vice Chairman; and Jay Tibbs, Secretary-Treasurer.

Both motions were seconded and approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye

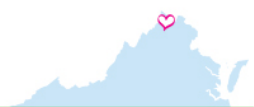
All present agreed that the designated days and time for EDA Board meetings, as stated in the By-Laws, is acceptable.

### **NORTHERN SHENANDOAH VALLEY TALENT STRATEGY**

Mr. Barker presented an overview of the project and reviewed the plan and recommendations submitted by Development Counsellors International (DCI).

He also reported the following next steps have been identified:

- Joint meeting with EDAs, Tourism and Workforce partners/programs (Workforce Initiative)
  - Discuss final report and status, if any, of proposed tactics by others
  - Look for partnerships, and avoiding duplication



- Construct a budget using DCI's as a guiding baseline
- By March 31, 2020
- Meetings with new businesses on project's implementation and funding interest
  - By March 31, 2020
- Structure GOVA per capita request for implementation based on first two items and loosely based on CampusRVA proposal
  - By April 30, 2020
- Submit a GOVA per capita request
  - By June 1, 2020

Mr. Fairbanks stated he feels it is important to meet with other EDS and decide what is most important to focus on.

Mr. Crockett asked if the current percentage of those of who live here but commute out of the area for work is known. Mr. Barker stated it is in the high 60s.

### **RESOLUTION OF APPRECIATION**

As directed at the December Board meeting, Mr. Barker presented a draft resolution of appreciation to be presented to Mr. Gary Lofton recognizing his service to Frederick County's economic development efforts by serving on the EDA Board from January 11, 2012, to November 7, 2019.

Mr. Rinker made a motion that the resolution be approved and presented to Mr. Lofton. This was seconded by Mrs. McKay and approved by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
Heather McKay	Aye
John Riley	Absent
Doug Rinker	Aye

### **LEGISLATIVE EVENT**

At the December Board meeting, Mr. Barker offered to check with other areas to see if they are doing something similar. He reported his findings as follows:

- Majority do execute some level of legislative outreach but mostly informal
- Most attend/partner with their Chamber's legislative activities



- Few engage their State legislative contacts with individual meetings
- One holds a regional annual “Legislative Briefing” dinner where their Congressional and General Assembly delegations are invited. The delegation reports on the past year and immediate plans, followed by reports on local economic development needs. A keynote speaker from Richmond is typically part of the agenda.

Mr. Crockett stated we have been doing the same legislative event for years and feels it is prudent to step back and review our efforts.

Jay Tibbs remarked that we originally partnered with the City of Winchester on a legislative event but as leadership changed, their involvement waned.

Mr. Claytor stated it is hard to get legislators to a local area and inquired if we could “shirt tail” with the Chamber of Commerce’s Hob Nob event.

Mr. Crockett suggested we reach out to the Chamber to see about the possibility of partnering with them. Mr. Barker will do.

#### **SMALL BUSINESS MICRO-LOAN PROGRAM**

At the December meeting, the idea of creating a small business micro-loan program was presented by the Small Business Development Center (SBDC) and Virginia Community Capital (VCC). Mr. Barker was asked to contact other areas who have this program in place for more information.

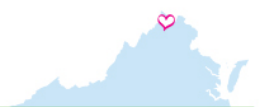
Mr. Barker then reviewed information he had gotten from Stafford County and Norfolk. In summary, their experience with micro-loans through VCC is still relatively new but positive. If we desire to initiate a small business micro-loan program, VCC is the best option from a time aspect.

Mr. Crockett stated the risks involved in this type of program need to be considered.

Mrs. McCann-Slaughter asked if we have gotten any inquiries about the availability of such a program and what would staff time be for the program. Mr. Barker stated that, hopefully, the SBDC would be willing to handle the paperwork required.

Mr. Bryan asked Mr. Barker to ask the SBDC what people are looking for and what they would use the funds for. Also, in her opinion, would they even qualify.

Mr. Crockett stated we need to proceed with caution and obtain more information before making a decision.



**SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY**

At the December meeting, the Board expressed a desire to hold one of its monthly meetings at the Winchester Airport. Due to several schedule conflicts, the date of the March meeting was changed to March 12. Mr. Barker will check on the availability of the airport and if they prefer we meet at 8 a.m. or noon.

**ADJOURN**

There being no further business to come before this Authority, the meeting was adjourned at 9:05 a.m.

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Stan Crockett  
Chairman

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Jay Tibbs  
Secretary





**RESOLUTION OF APPRECIATION  
MR. GARY LOFTON,  
ECONOMIC DEVELOPMENT AUTHORITY  
FREDERICK COUNTY, VIRGINIA**

**WHEREAS**, Mr. Gary Lofton served the County of Frederick, Virginia, faithfully, as a member of the Economic Development Authority of the County of Frederick, Virginia from January 11, 2012 to November 7, 2019; and

**WHEREAS**, Mr. Lofton performed a valuable role in the economic development of our community without thought of personal gain.

**NOW, THEREFORE, BE IT RESOLVED**, by the Economic Development Authority of the County of Frederick, Virginia, we recognize Mr. Lofton for his unselfish service and continued friendship toward this Board and the citizens of Frederick.

**WHEREAS**, this Board will always consider Mr. Lofton a colleague and friend.

**NOW, THEREFORE BE IT RESOLVED**, that the Economic Development Authority of the County of Frederick, Virginia, extends its sincerest thanks to Mr. Gary Lofton and wishes him all of the best in his future endeavors.

**BE IT FURTHER RESOLVED**, that this resolution be spread across the minutes of the Frederick County Economic Development Authority.

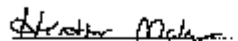
**ADOPTED** this 6th day of February 2020.

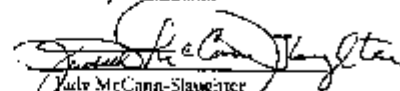
  
Stan Crockett  
Chair

  
John Riley  
Vice Chair

  
Doug Rinker

  
Bryan Toubanks

  
Heather McKay

  
Judy McCann-Slaughter

  
Bob Clayton

