

MINUTES
ECONOMIC DEVELOPMENT AUTHORITY
| THURSDAY, NOVEMBER 5, 2020 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, November 5, 2020, at 8:00A.M. in the County Administration Building, Board of Supervisors Room, 107 North Kent Street, Winchester, Virginia.

PRESENT: Stan Crockett, Judy McCann-Slaughter, Bryan Fairbanks, Doug Rinker and Richard Till

STAFF: Patrick Barker and Donna McIlwee, Frederick County Economic Development Authority, 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 October 8, 2020, meeting were presented.

On motion of Ms. McCann-Slaughter and seconded by Mr. Rinker, the minutes were approved by the following recorded vote:

J. Stanley Crockett	Aye
Susan Brooks	Absent
Bryan Fairbanks	Aye
Heather McKay	Absent
Doug Rinker	Aye
Judy McCann-Slaughter	Aye
Rick Till	Aye

TREASURER'S REPORT

Mr. Barker submitted the following report stating that the most recent statement from Bank of Clarke County has not been received yet:

Checking Account - Bank of Clarke County as of October 31, 2020 - \$768,565.77.
Savings Account - Scott & Stringfellow as of October 31, 2020 - \$1,298,508.15.

Ms. McCann-Slaughter requested that, for transparency purposes, approval of the Treasurer's Report be postponed again this month until the next meeting so that a copy of a cashier's check written on the account can accompany the report.

EDA BUDGET FY22

Mr. Barker presented the draft EDA budget for FY22. He explained the proposal aims to further evaluate the EDA's efforts to attract and retain workforce talent, retain and expand existing businesses, recruit target businesses, and employ policies that keep Frederick County a competitive business location. The request is consistent with past budget appropriations and reflects an increase of 1.1% or \$6912, which is a slight increase in employee benefits. Staff is seeking approval of this request.

Ms. McCann-Slaughter asked about rental of office space. Mr. Tibbs responded there is only one habitable space currently in the Sunnyside property purchased by the County and the long-term goal is to include the EDA office in that property if and when it is refurbished.

Ms. McCann-Slaughter also asked if the line item for travel expenses could be tweaked since most conferences/seminars are now virtual. Mr. Barker stated it is hoped that more travel can be done in the next year but the line item does reflect reduced spending.

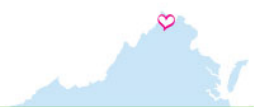
Mr. Crockett stated that, in future budget presentations, he would like them to not only include the EDA's goals but also showcase recent successes and returns on investments. He feels this would help the EDA better communicate with the BOS and the public that the EDA is a good steward of the funds Frederick County entrusts to them. Ms. McCann-Slaughter concurred with Mr. Crockett.

On motion of Mr. Rinker, seconded by Mr. Fairbanks, the draft EDA budget as presented was approved by the following vote:

J. Stanley Crockett	Aye
Susan Brooks	Absent
Bryan Fairbanks	Aye
Heather McKay	Absent
Doug Rinker	Aye
Judy McCann-Slaughter	Aye
Rick Till	Aye

REMOTE MEETING POLICY

Mr. Barker stated some EDA Board members had expressed interest in the ability to conduct meetings with some members participating by phone when unable to attend in person. He presented a draft Remote Meeting Policy, which incorporates stipulations for remote meeting participation as directed in the Code of Virginia and is modeled after the one adopted by the BOS. He stated the Board must adopt a policy prior to having any Board member participate remotely in a meeting. He asked the Board members to note that, for any meeting where a member or members participate remotely, a minimum of four (4) Board members are required to be physically present to meet the requirement for a quorum.



Mr. Crockett stated he feels the policy is timely, appropriate, and will be very helpful.

On motion of Ms. McCann-Slaughter, seconded by Mr. Rinker, the policy was approved by the following recorded vote:

J. Stanley Crockett	Aye
Susan Brooks	Absent
Bryan Fairbanks	Aye
Heather McKay	Absent
Doug Rinker	Aye
Judy McCann-Slaughter	Aye
Rick Till	Aye

WINCHESTER REGIONAL AIRPORT

Mr. Nick Sabo, Executive Director/Airport Manager, gave a presentation on the airport and provided an update on activities there.

ADJOURN

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

Stan Crockett
Chairman

Jay Tibbs
Secretary

