

**Prince George County Industrial Development Authority  
County of Prince George, Virginia**

**MINUTES OF MEETING**

July 15, 2020 – 12:00 p.m.  
Board Room, County Administration Building  
6602 Courts Drive, Third Floor  
Prince George, Virginia 23875

**MEETING CONVENED**

A meeting of the Prince George County Industrial Development Authority (IDA) was called to order at 12:00 p.m. on July 15, 2020, in the Board Room of the County Administration Building, 6602 Courts Drive, Third Floor, Prince George, Virginia, by Vice-Chairman, Mr. Derrick A. Johnson.

**ATTENDANCE**

The following members responded to Roll Call:

Dr. Lillian K. Boyd	Present
Mr. Darryl Cheek	Present
Mr. J. Peter Clements	Absent
Mr. Richard L. Henshaw	Present
Mr. Sterling McKinley Hunt, Sr.	Present
Mrs. G. LaVern Jackson	Present
Mr. Derrick A. Johnson	Present

Also present were the following Prince George County personnel: Mr. Jeff Stoke, Deputy County Administrator/Director of Economic Development and Assistant Secretary for the IDA; Mr. Daniel Whitten, County Attorney; Mr. Yoti Jabri, Economic Development Specialist; and, Mrs. Donna Traylor, Executive Assistant, County Administration & Economic Development.

**ADOPTION OF MEETING AGENDA**

Mr. Johnson asked for a motion to adopt the meeting agenda. Mrs. Jackson moved, seconded by Mr. Henshaw, that the Agenda of the July 15, 2020 meeting be approved as presented. (see Attachment “A”)

On vote:

In favor:	(6) Boyd, Cheek, Henshaw, Hunt, Jackson, Johnson
Opposed:	(0)
Abstain:	(0)
Absent:	(1) Clements

**PROOF OF NOTICE OF MEETING**

Notice of the rescheduled meeting was e-mailed to the media on July 2, 2020.

**APPROVAL OF MINUTES**

Vice-Chairman Johnson suggested the minutes of the June 24, 2020 Special Called Meeting, disbursed to the existing members on July 2, 2020, be deferred until the next meeting. With only three existing members present with three new members, there would not be a quorum of members who have reviewed the document. Mr. Whitten agreed that would be the best action for the Board to take.

**PUBLIC COMMENT**

Vice-Chairman Johnson announced that anyone wishing to come before the Board may do so at this time. He noted that this was the time for general public comments. He opened the floor for public comments at 12:03 p.m.

There being no one to speak, Vice-Chairman Johnson closed the public comment period at 12:03 p.m.

**REPORTS OF OFFICERS**

**a. Chairman's Report:**

Mr. Johnson welcomed the three new members and asked if each would do a self-introduction. Mr. Johnson thanked Mr. Cuddihy, Mr. Wyche, and Mr. Young for their many years (individually) on the Board.

Mr. Stoke assured the Board that the new members had been sworn in by the Clerk of the Circuit Court prior to the start of the meeting. Per Mr. Stoke, the terms for each are as follows, filling the vacancies of the members who recently resigned:

Mr. Darryl Cheek	November 10, 2020
Dr. Lillian K. Boyd	November 10, 2021
Mr. Sterling McKinley Hunt, Sr.	November 10, 2022

**b. Treasurer's Report:**

Mr. Stoke indicated he and Mr. Henshaw were working thru the transition with Mr. Wyche, former Treasurer, and The Bank of Southside Virginia; Mr. Wyche would assist with the FY2020 audit.

**c. Economic Development Director's Report:**

Mr. Stoke indicated there would be no report at this meeting.

## **OLD BUSINESS**

Prince George County “CARES” Small Business Grant Program – MOU Agreement with the County for \$1.7 million program: Mr. Stoke gave a quick review of the program for the benefit of the new members (Attachment “B”); the program would go live on the County’s web site at 2:00 p.m. and closed on September 30, 2020, at 5:00 p.m.; Home-based businesses with a valid County business license would be eligible per Board of Supervisor approval on July 14, 2020; the County would be audited after the December 30, 2020 deadline for disbursement of all Federal CARES money; feedback from the Board requested and appreciated.

Mr. Henshaw asked how the County would notify businesses; Mr. Stoke indicated there had been a press release, information was released on the County’s social media, on the County’s web site, and information was sent via email to all licensed businesses.

Mr. Henshaw asked if direct deposits to the businesses would make the audit easier; Mr. Stoke answer that the County IT and Finance departments felt this would be better for the audit and a more secure payment method; any cost incurred by the County could be recouped with CARES money.

Mr. Stoke asked if the Board would like to review the MOU; explained the County cannot assist business monetarily – funds must go thru the IDA; Mr. Whitten explained that the State Code delegates IDA’s for the purpose of transferring money to businesses.

Mr. Johnson indicated he was pleased to see home-based businesses added to the eligibility list and that guidelines have been set by the County for review and control of program thru the audit. Per Mr. Stoke, the Federal government dictates that localities must police guidelines and provide a clean audit; one reason for the program ending on September 30, is to allow the County Board of Supervisors time to reallocate the CARES funds to another program before the December 30, 2020 Federal deadline if needed.

Mr. Cheek asked if the \$1.7m equals roughly 500 businesses, can the County Board allocate more money to said business if not all disbursed. Mr. Stoke said the Board of Supervisors has tried to allocate all of the \$3.8m Federal CARES money to various programs which is on a detailed spreadsheet compiled by the Director of Finance; staff understands not every eligible business will apply and not every business that applied will qualify.

Mr. Johnson asked if there were any additional questions or comments regarding the Board entering into an MOU with the County; with no questions or comments, Mr. Johnson asked for a motion:

Mr. Cheek moved, seconded by Dr. Boyd, that the IDA Board enter into a MOU agreement with the County on the Prince George County “CARES” Small Business Grant Program as presented (Attachment “C”).

On roll call, the vote was:

Dr. Lillian K. Boyd	Present
Mr. Darryl Cheek	Present
Mr. J. Peter Clements	Absent
Mr. Richard L. Henshaw	Present
Mr. Sterling McKinley Hunt, Sr.	Present
Mrs. G. LaVern Jackson	Present
Mr. Derrick A. Johnson	Present

## **NEW BUSINESS**

### Election of Secretary

Mr. Johnson gave a quick history of the officer vacancies to the new members; asked Mr. Stoke how to proceed. Mr. Stoke informed the Board that they would have to accept the letter of resignation from Mr. Henshaw no less than two days prior to a vote to fill the vacancy (see resignation letter dated July 15, 2020, Attachment “D”). Mrs. Jackson has indicated her interest in the office of Secretary.

### Election of Chairperson

Mr. Stoke suggested waiting until the January 2021 organizational meeting to elect a Chairperson as there is only one meeting left in 2020. The Board concurred with no additional discussion.

Mr. Stoke reminded the Board of the next regular meeting, schedule for October 21, 2020. At that meeting the Board would need to discuss the following items required by all members of the Board:

- COIA training – must be completed before December 31, 2020
- FOIA training – must be completed before December 31, 2020 (both of the above may be done on-line, links will be provided)
- RFC audit cost for FY2020 (chosen during bid process)
- Status of CARES program with any appeals

Mr. Stoke also mentioned the need for a Special Called meeting may arise due to the CARES program. Should that become necessary, Mr. Stoke would check with all the members and their availability prior to Mr. Johnson setting a date.

Vice-Chairman Johnson asked if there were any additional questions or business of the Board to be discussed; with nothing presented, he asked for a motion that the meeting be adjourned.

**ADJOURNMENT**

Mr. Johnson moved, seconded by Dr. Boyd, that the meeting be adjourned at 12:45 pm.

On vote:

In favor:	(6) Boyd, Cheek, Henshaw, Hunt, Jackson, Johnson
Opposed:	(0)
Abstain:	(0)
Absent:	(1) Clements

The next meeting of the Industrial Development Authority of Prince George County, Virginia, is scheduled for Wednesday, October 21, 2020.