

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

MINUTES OF SPECIAL CALLED MEETING

June 24, 2020 – 12:00 p.m.
Board Room
Prince George County Administration Building
6602 Courts Drive
Prince George, Virginia 23875

MEETING CONVENED

A special meeting of the Prince George County Industrial Development Authority was called to order at 12:07pm on June 24, 2020, in the Board Room of the Administration Building, 6602 Courts Drive, Prince George, Virginia, by Chairman, William A. Young, Jr.

ATTENDANCE

The following members responded to Roll Call:

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|---------------------------|--|
| Mr. J. Peter Clements | Present |
| Mr. James E. Cuddihy, Jr. | Present (electronically from Fancy Gap, VA, self-isolating during the COVID-19 Pandemic) |
| Mr. Richard L. Henshaw | Present |
| Mrs. G. LaVern Jackson | Present |
| Mr. Derrick A. Johnson | Present |
| Mr. F. Lewis Wyche, Jr. | Present |
| Mr. William A. Young, Jr. | Present |

Also present were: Mr. Jeff Stoke, Deputy County Administrator/Director of Economic Development/IDA Assistant Secretary; Mr. Dan Whitten, County Attorney; Mr. Yoti Jabri, Economic Development Specialist; and, Mrs. Donna Traylor, Executive Assistant, County Administration/Economic Development.

ADOPTION OF MEETING AGENDA

Chairman Young asked the Board if there were any changes or additions to the meeting Agenda. With no changes or additions suggested, Chairman Young asked for a motion to adopt the meeting Agenda.

Mr. Clements made a motion, seconded by Mrs. Jackson, to adopt the Agenda of the June 24, 2020 meeting as presented.

On vote:

In favor: (7) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Wyche, Young
Opposed: (0)
Abstain: (0)
Absent: (0)

PROOF OF NOTICE OF MEETING

Notice of the meeting was e-mailed to the media on June 17, 2020.

APPROVAL OF MINUTES

Chairman Young asked the Board if there were any changes or additions to the minutes of the May 20, 2020 meeting. With no changes or additions suggested, Chairman Young asked for a motion to approve the minutes.

Mrs. Jackson moved, seconded by Mr. Clements, that the minutes of the May 20, 2020 meeting, distributed on June 16, 2020, be approved as presented.

On vote:

In favor: (7) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Wyche, Young
Opposed: (0)
Abstain: (0)
Absent: (0)

PUBLIC COMMENT

Chairman Young 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 public comments at 12:09pm.

*Mrs. Betsy Drewry, Deputy County Administrator/Director of Finance, joined the meeting at 12:09pm.

There being no one to speak, Chairman Young closed the public comments period at 12:10pm.

SPECIAL BUSINESS

Discussion on Economic Impact Statements: Mr. Whitten instructed the Board to complete the Statement of Economic Interests as instructed by the Prince George County Clerk to the Board of Supervisors on May 22, 2020 (Attachment “A”), as per Virginia Acts of Assembly – 2020 (Attachment “B”), the Board should not complete and submit the electronic form, should print, complete, and submit hard copy form to the Clerk before August 1, 2020. Mr. Young acknowledge and was concerned that the form asked for more information than years past; Mr. Whitten confirmed this was mandated by the State and a penalty would be assessed if the deadline were missed. Mr. Wyche asked where the information would go; Mr. Whitten indicated the records are retained by the Clerk for five (5) years should someone wish to FOIA (Freedom of Information Act) the files.

Authorization for payment to McGuire Woods for broadband agreement: Chairman Young presented an invoice from McGuire Woods for services rendered on the broadband agreement, in the amount of \$1,800.00. Chairman Young asked the Board if there were any questions regarding the invoice and said charges. With no questions or recommendations from the Board, Chairman Young asked for a motion to authorize payment to McGuire Woods for services rendered in the amount of \$1,800.00, as per invoice dated June 15, 2020 (see copy as Attachment “C”).

Mr. Clements made a motion, seconded by Mr. Wyche, for approval and payment of the invoice as presented.

On roll call the vote was:

- In favor: (7) Clements, Cuddihy, Henshaw, Jackson, Johnson, Wyche, Young
- Abstained: (0)
- Opposed: (0)
- Absent: (0)

Discussion of IDA officer position – Treasurer: Mr. F. Lewis Wyche, Jr. submitted his resignation as Treasurer of the Prince George County Industrial Development Authority (see Attachment “D”). Mr. Wyche indicated he would like to remain on the IDA Board. Mr. Young accepted the resignation and on behalf of the Board, thanked and gave his appreciation to Mr. Wyche for his 23 years as Treasurer.

As per Article III, Section 2. Elections of the Prince George County IDA of the By-Laws, Mr. Young asked if he could have a motion for the office of Treasurer:

Mr. Johnson made a motion, seconded by Mrs. Jackson, that Mr. Henshaw be elected to the position of Treasurer. With no objection from Mr. Henshaw, and no other nominations, Mr. Young asked for a vote:

In favor: (6) Clements, Cuddihy, Jackson, Johnson, Wyche, Young
Opposed: (0)
Abstain: (1) Henshaw
Absent: (0)

Per Mr. Stoke's discussion with Mr. Whitten and with reference to the By-Laws, the Board must accept the resignation of Mr. Henshaw as Secretary to the IDA Board in writing effective June 30, 2020. The Board must be given at least two (2) days' notice prior to election of a new Secretary. Mr. Young indicated the Board would vote on a new Secretary to fill the vacancy at the next meeting.

Prince George County "CARES" Small Business Grant Program \$1.7m: Mr. Stoke presented the program outline (see Attachment "E"); the County received \$3.3 million in Federal "CARES" Act monies; determined money to eligible businesses should be administered by the IDA; funds would be in batches as applications accepted; County Economic Development staff would determine eligibility; BSV has agreed to assist in disbursement, possibly as electronic fund transfers. Mr. Johnson asked why non-profit and home-based businesses were not included as they have lost revenue and might need to pay staff; Mr. Stoke indicated the Board of Supervisor never discussed that sector; program could be reopened to include that group if funds are still available at the end of application deadline. Mr. Johnson asked how the amount was determined; Mr. Stoke said \$1.7 million was what the County felt it would have after purchasing PPE and paying other COVID-19 related expenses, then divided by the number of businesses possibly eligible. Mr. Henshaw asked about businesses with multiple locations outside of Prince George County and concerned that money would be used for actual County location and employees; Mr. Stoke hopes the businesses would be honest and would need to justify that money would be spent at County location(s) only. Per Mr. Stoke, the County hopes to use all of the money for businesses and not return any to the Federal government.

Mr. Stoke indicated he and the County's Board values the IDA Board's input on this program. Mr. Johnson acknowledged this is a fast moving program and asked how the County would get the information to the businesses; Mr. Stoke said the County would send out a Press Release, release on social media, the County web site and hopefully do an interview regarding the program. Mr. Johnson asked if the Economic Development staff would handle all of the applications or if the IDA Board would be asked to approve disbursements via monthly meetings; Mr. Stoke's hope is that staff can process each application and only need to update the Board at the October 2020 meeting, after the application period has ended. Mr. Johnson asked

about the possibility of appeals; Mr. Stoke indicated the Board may be asked to hear appeals and make the decision to re-open the application process. Mr. Young asked if the grant money would be disbursed on a weekly or monthly basis; Mr. Stoke indicated monthly unless great number, then weekly. Mr. Johnson told Mr. Stoke the application form looked good, as did the criteria process; he hopes the process can be opened to home-based and non-profits later; Mr. Stoke said staff would continue to review and process and tweak as needed. Mr. Henshaw asked why two groups were excluded; per Mr. Stoke, the Board of Supervisors made the decision and may revisit if funds remain.

Mrs. Drewry addressed the Board to say staff was still looking into the possibility of businesses needed to submit W-9's for the grant money received; disbursement of funds could be ACH drafts to lessen the burden on the IDA; the finance department and BSV have offered assistance.

Mrs. Jackson voiced her concern over businesses "double-dipping" CARES act related funds from the Federal government and the County monies, hope businesses will be honest.

Mr. Stoke informed the Board that the County Attorney should have a draft MOU ready for consideration at the July 15, 2020 IDA Board meeting.

Mr. Wyche asked about the process if a dispute arises due to a business being turned down, would the IDA Board need to hear the case, and would the business be informed they could appeal to the IDA Board; Mr. Stoke indicated all of that would be addressed with staff and included in the MOU.

Mr. Stoke reminded the Board that the next meeting date is scheduled for Wednesday, July 15, 2020, at 12:00pm, and would be held in the Administration Building Board Room. Mr. Stoke feels this meeting is necessary to review and discuss the CARES money MOU.

Mr. Young asked the Board if they would entertain a motion in agreement to administering the Prince George County "CARES" Small Business Grant Program money to County businesses and direct the Economic Development staff to continue with the program and process the applications. With no additional discussion,

Mr. Henshaw made a motion, seconded by Mr. Wyche, to administer the CARES money as outlined by the County.

In favor: (7) Clements, Cuddihy, Henshaw, Jackson, Johnson,
Wyche, Young
Opposed: (0)
Abstain: (0)
Absent: (0)

Chairman Young 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 made a motion, seconded by Mrs. Jackson, that the meeting be adjourned at 12:55pm.

On roll call the vote was:

In favor: (7) Clements, Cuddihy, Henshaw, Jackson,
Johnson, Wyche, Young

Opposed: (0)

Abstain: (0)

Absent: (0)

Remaining meeting date for 2020: July 15, 2020
October 21, 2020