A meeting of the Economic Development Authority was held on April 12, 2016, at 4:00 p.m., in Meeting Room #235 of the Albemarle County Office Building, 401 McIntire Road, Charlottesville, Virginia.

**MEMBERS PRESENT**: Mr. James Atkinson, Mr. W. Rod Gentry, Mr. Vernon Jones, Mr. Donald Long, Mr. David Shreve, and Mr. Elton Oliver

**STAFF PRESENT:** Ms. Faith McClintic, Economic Development Director; Mr. Greg Kamptner, Deputy County Attorney; Mr. Jim Bowling, EDA Bond Counsel

**GUESTS:** Liz Palmer, Chair, Albemarle County Board of Supervisor; Norman Dill, Albemarle County Board of Supervisors – Rivanna District; John Martin (Albemarle County resident, Whitehall District)

**Establish Quorum and Call to Order.**

Having established a quorum, Mr. Gentry called the meeting to order at 4:00 p.m.

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**Approval of Minutes:** March 8, 2016

Mr. Atkinson motioned to approve the minutes as drafted; Mr. Long seconded the motion and on voice call vote, the motion passed.

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**Old Business**

1. **Update on ordinance amendment process & timeline**

Mr. Kamptner updated the Authority on the process for amending the ordinance and existing by-laws governing the EDA, including a tentative place on the Board of Supervisors’ May 4, 2016 agenda for a work session to review the proposed changes. Mr. Kamptner explained that the Board will have to hold a public hearing on the ordinance amendment which could occur in June or, at the latest, July 2016.

1. **EDA financial update & development of FY17 budget**

Mr. Oliver provided an update of the Authority’s financial activity for FY12-FY15, including review of cash balances and revenues from bond fees; however, Mr. Oliver noted that he still needed to have County Finance review and confirm his calculations. The Authority members commended and thanked Mr. Oliver for all of his work on maintaining the financial reports. Ms. McClintic discussed receipt of recent information from the County Budget Office that helped to explain some of the discrepancies between the EDA’s current year budget and what appears in the Financial Systems reports. Subsequently, Ms. McClintic will provide the EDA with a proposed FY17 budget for their consideration at a subsequent meeting.

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**New Business**

1. **Overview of Central Virginia Partnership for Economic Development (CVPED)**

Ms. McClintic introduced Helen Cauthen, President of the Central Virginia Partnership for Economic Development, who gave the Authority a presentation on the CVPED organization and its associated operations including the Piedmont Workforce Network and Small Business Development Center. Ms. Cauthen discussed the way CVPED interacts with local economic development offices and the Virginia Economic Development Partnership (VEDP), noting the primary role it plays in marketing the region outside of Virginia. Ms. Cauthen also highlighted the marketing materials CVPED has developed for each partner locality, much of which is based on the Target Market Study completed (and adopted by the Board of Supervisors) in 2012. Ms. Cauthen invited questions from Authority members and the two Board of Supervisors in attendance which pertained to 1) the definition/depth of the target markets defined for the County; 2) the biggest challenge for the Charlottesville metro area; and 3) level of interaction with VEDP. Authority members requested a copy of Ms. Cauthen’s presentation and Ms. McClintic distributed the presentation by email to all EDA members, Dr. Palmer, and Mr. Dill following the meeting.

**Other Matters.**

1. **Business Appreciation Month – May 2016**

Ms. McClintic explained the Commonwealth’s annual recognition of Business Appreciation Month and the opportunity it presents to acknowledge, thank, and interact with members of the local business community. Ms. McClintic asked the Authority if they would be interested in sponsoring and participating in the County’s inaugural event and everyone agreed it was a worthwhile initiative, although some members wondered whether there was ample time to coordinate the event for 2016. Ms. McClintic offered to explore some options and, if something could be organized for this year, a limited number of invitations would be extended. Ms. McClintic suggested inviting Board of Supervisor members and businesses that have participated in the Focus Group meetings organized by the Economic Development Office in development of its Strategic Plan for the 2016 event. Mr. Long then motioned to proceed in pursuing options for this year and approve up to $4,000 for the event. A second was provided by Mr. Atkinson and all members approved by voice vote.

1. **Liability Policy Renewal**

Ms. McClintic advised the EDA that the County’s Risk Manager has provided renewal information for the EDA’s general liability coverage through VaCORP. The limits and terms are the same as for FY16, although the FY17 premium is slightly lower than for the current year ($1,479 for FY17 versus $1,490 for FY16); however, the policy automatically provides $500,000 of coverage for cyber liability, even though Authority members questioned whether this was even necessary. Questions were also asked regarding the payment mechanism – when and where the charge is paid – and Ms. McClintic was asked to make the necessary inquiries.

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**Adjourn**

With no further business to come before the Authority, the meeting was adjourned at 5:17pm.

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Assistant Secretary-Treasurer

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Date Approved