

**School Building Authority of WV
Emergency Teleconference Meeting
Minutes**

Friday, October 17, 2014

I

Call To Order

Mr. Peter Markham, Governor's Designee, called the School Building Authority of West Virginia (SBA) meeting to order at 9:30 a.m. on October 17, 2014. The following members participated via teleconference: Mr. Steve Burton, Vice Chair; Mr. Robert Holroyd; Mr. Eric Lewis; Mr. Chris Morris; Mr. Victor Gabriel; Mr. Tom Lange; Ms. Tina Combs, Mr. Robert Dunlevy and Mr. David Sneed, Executive Director. Dr. Michael Martirano was unable to participate in this meeting. Also participating were the following members of the staff of the SBA: Mr. Garry Stewart; Mr. Scott Raines; Ms. Joyce VanGilder and Ms. Stella Gill.

Mr. Cole Malcolm, Dixon Hughes Goodman also participated in this meeting.

II.

Approval of the Final Version of SBA 2014 Financial Audit

Chairman Markham recognized the representative of Dixon Hughes Goodman to provide a review of the final Audit. Mr. Cole Malcolm informed the Authority that a preliminary review of the Audit report was provided to the Authority during the recent September 29, 2014 meeting and the Authority was informed that it would be necessary for it to approve the final version of the FY2014 Financial Audit. Mr. Malcolm provided a review of the final audited financial statement and he indicated that there were no significant changes since he had presented the draft version in September. Mr. Malcolm stated that the SBA received an unmodified opinion for their FY 2014 Financial Audit with no significant issues with the staff to report. He also noted that the SBA received a clean internal controls review. At this point he offered to answer any questions from Authority members regarding the audit. The Authority did not have any questions.

Upon a motion by Mr. Robert Holroyd, with a second by Mr. Victor Gabriel, the Authority voted to approve the final version of the SBA 2014 Financial Audit

III.

PERSONNEL COMMITTEE

Mr. Robert Holroyd, Personnel Committee Chair, requested that Mr. David Sneed provide details to the Authority regarding filling the vacant position of Executive Secretary. Mr. Sneed indicated that he had delayed advertising and filling this position until he had the opportunity to evaluate Ms. Stella Gill's performance as the new Director of Administration. Having determined that Ms. Gill's work performance was satisfactory, the vacant position of Executive Secretary was

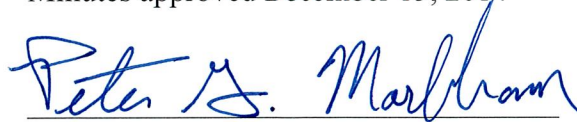
posted and advertised in the Charleston Gazette newspaper. Mr. Sneed informed the Authority that there were over 30 responses to the advertisement. These applicants were narrowed down to five and then narrowed down further to three applicants, who were then scheduled for interviews. After the interviews, it was decided that it would be the staff's recommendation to hire Ms. Tamela Brewer at the temporary title of Secretary to the Executive Director at the annual salary of \$43,500.00. Mr. Sneed stated that it was his recommendation that she be hired with the understanding that after one year of satisfactory work performance, she would be promoted to Executive Secretary and her salary would be increased to equal that of the previous Executive Secretary.

Upon a motion by Mr. Steve Burton, with a second by Mr. Victor Gabriel, the Authority voted to approve the hiring of Ms. Tamela Brewer at the title of Secretary to the Executive Director at the annual salary of \$43,500 and after one year of satisfactory work performance, she will be promoted to the job title of Executive Secretary and her salary will be raised to equal that of the previous Executive Secretary.

ADJOURNMENT

There being no further business to come before the Authority during the October 17, 2014 Emergency Meeting of the School Building Authority of West Virginia, the meeting was adjourned.

Minutes approved December 15, 2014



Mr. Peter Markham, Governor's Designee
School Building Authority of West Virginia