

**MINUTES
SCHOOL BUILDING AUTHORITY OF WEST VIRGINIA**

Held at:

**The School Building Authority of West Virginia
2300 Kanawha Boulevard, East
Charleston, West Virginia**

**March 18, 2019
10:30 a.m.**

I. CALL TO ORDER

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Quarterly Meeting to order at 10:30 a.m. on Monday, March 18, 2019. Members present: Chairman Abraham; Bart Willis; Vice-Chair; Steve Burton; Victor Gabriel, Secretary; Robert Holroyd; Chris Morris; Dr. Steven Paine; David Perry; Debra Sullivan with Dr. James Wilson; and Sandra Hamilton participating via phone. The following Staff of the SBA were also present: David Roach, Executive Director; Sue Chapman; Ben Ashley; Joyce VanGilder; Angie Bradley; and Tammy Brewer.

II. ACKNOWLEDGEMENTS AND RECOGNITIONS

The following individuals were in attendance: David Kirby, BBT Scott& Stringfellow; Ryan Quinn, Charleston Gazette-Mail; Carolyn Arritt, Citizen; Shirley McGraw, Citizen; and Ted Shriver, Williamson Shriver Architects.

III. APPROVAL OF MINUTES

Upon a motion by Steve Burton, with a second by Robert Holroyd, the Authority voted to approve the December 10, 2018 SBA Quarterly Meeting Minutes.

IV. EXECUTIVE DIRECTOR'S REPORT

A. Purchasing Card (P-Card) Program Report

Executive Director Roach notified the Authority that one of the requirements of the P-Card Program was for the Authority to review all purchases made by staff. Attachment B provided an itemized list of the SBA's card usage for the period November 16, 2018 thru January 15, 2019.

B. 2019 Legislative Overview

Executive Director Roach informed the Authority that Several Bills were introduced during the 2019 Legislative Session that would have affected the SBA. A brief summary of the Bills that passed through Legislation was provided in Attachments C; D; and E. There was a discussion held, on the impact these Bills would have on the SBA.

V. FINANCE REPORT

SBA Profit and Loss Statement

CFO Chapman presented the SBA's Profit and Loss Statement for the period ending February 28, 2019.

VI. PERSONNEL COMMITTEE

Reorganization of Staff

Robert Holroyd provided an explanation of the restructuring of the Financial Staff. The Personnel Committee requested approval by the Full Authority to move forward with these changes.

Executive Session

Upon a motion by David Perry, with a second by Robert Holroyd, the Authority voted to go into Executive Session regarding Personnel Matters, as provided in W. Va. Code §6-9A-4). No action was taken in Executive Session.

Upon a motion by Victor Gabriel, with a second by Robert Holroyd, the Authority voted to approve Tamela Brewer as Coordinator of Administrative Services and Lisa Wilkinson as Senior Financial Coordinator.

VII. OLD BUSINESS

2020 CEFP Update

Ben Ashley provided an update on the progression of the 2020 Comprehensive Education Facility Plan (CEFP).

VIII. FUTURE MEETINGS

Dates for 2019 Quarterly Meetings

June 17, 2019 – MIP and Three Percent Funding
September 16, 2019
November 4 and 5, 2019 – Superintendent Interviews
December 9, 2019 – NEEDs Grant Funding

IX. ADJOURNMENT

There being no further business to come before the Authority and upon a motion by Victor Gabriel, with a second by Robert Holroyd, the Authority voted to adjourn the March 18, 2019 Quarterly Meeting of the School Building Authority of West Virginia.

Minutes Approved June 17, 2019

Mr. Brian Abraham, Governor's Designee
School Building Authority of West Virginia