

**MINUTES**  
**School Building Authority Of West Virginia**

**Special Meeting**  
**Friday, August 30, 2019**  
**9:30 A.M.**

**Held at:**  
**2300 Kanawha Boulevard, East**  
**Charleston, West Virginia**

**I. CALL TO ORDER**

Chairman Brian Abraham called the School Building Authority of West Virginia's (SBA) Special Meeting to order at 9:30 a.m. on Friday, August 30, 2019. Members present: Chairman Abraham; Bart Willis; Vice-Chair; Steve Burton; David Perry; Debra Sullivan; Victor Gabriel, Secretary; Dr. James Wilson; with Dr. Steven Paine, Robert Holroyd, and Sandra Hamilton participating via phone. The following SBA staff were also present: David Roach, Executive Director; Ben Ashley; Dana Womack; Mike Hall; Joyce VanGilder; and Shannon Driver.

**II. ACKNOWLEDGMENTS AND RECOGNITIONS**

The following individuals were also in attendance: Kelli Wooten-Willis; Lesly Messina, Affiliated Trade Construction; Ryan Quinn, Charleston Gazette-Mail; Joe Samples, IBEW; Greg Martin, William Shriver Architects; and Stacey Ruckle, WV AFL - C10.

**III. OLD BUSINESS**

SBA Policy & Procedures Handbook Revisions

Executive Director Roach advised the Authority that the legal review to the final revisions to the Policy and Procedures Handbook are complete. Sixteen of the eighteen points have been incorporated into the Handbook, with number six (apprenticeship program) and number eleven (fringe benefit contributions) being removed. Executive Director Roach explained to the Authority that the SBA staff cannot assume a correlation between poor performance and a lack of apprenticeship program or a lack of fringe benefit contributions. These two points are not a requirement of code and therefore, were left out. In order to enforce the Contractor Qualification and the eighteen points throughout, the SBA must seek approval from the legislature to get Legislative Rules to enforce these, which will be done at a later meeting. Executive Director Roach further explained that based on the legal review of the Policy, numbers six and eleven of the eighteen points were chosen to be excluded because it will be difficult to prove the necessity for either of those in court. He also advised the Authority that counties have the ability to incorporate all of the eighteen points into their own policies, whether or not the SBA Handbook includes them all. Mr. Steven Burton expressed his disagreement with removing the apprenticeship program from the eighteen points.

Upon a motion by Mr. Perry, with a second by Mr. Gabriel, the Authority voted to accept the recommendation of the Authority and approve the revisions to the School Building Authority of West Virginia's Policy and Procedures Handbook.

**IV.**

**FUTURE MEETINGS**

Chairman Abraham notified the Authority of the following dates for future meetings:

- Fall Quarterly Meeting to be held on September 16, 2019 at the School Building Authority.
- Grant Submission/Superintendent Interview Meetings to be held on November 18 and 19, with the location to be determined.
- Winter Quarterly Meeting and NEEDS Grant Project Selection to be held on December 16, 2019, with the location to be determined.

**V.**

**EXECUTIVE DIRECTOR'S CLOSING REMARKS**

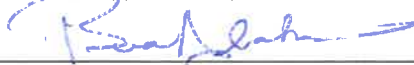
Executive Director Roach informed the Authority that the September 16<sup>th</sup> meeting is especially important because he will review the weighted criteria used to determine project needs as well as the process used to nominate projects. He informed the authority he will send these documents for everyone to review prior to the next meeting.

**VI.**

**ADJOURNMENT**

There being no further business to come before the Authority, the Authority voted to adjourn the August 30, 2019 Special Meeting of the School Building Authority of West Virginia.

Minutes Approved September 16, 2019



---

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