APPROVED MINUTES
KING WILLIAM COUNTY ECONOMIC DEVELOPMENT AUTHORITY
WORK SESSION OF NOVEMBER 8, 2023

A work session meeting of the King William County Economic Development Authority Board of Directors was held on the 8th day of November 2023, beginning at 7:00 p.m. in the Board Room of the County Administration Building and via Zoom.

Agenda Item 1. CALL TO ORDER
Vice Chair Kenneth A. Holderied called the meeting to order.

Agenda Item 2. APPROVAL OF ELECTRONIC PARTICIPATION BY A BOARD MEMBER
A motion to approve electronic participation for Meade Rhoads due to a business trip in New York (personal reasons) was made by Mr. Piersa; Ms. Williams seconded. All were in favor with none opposing – the motion passed.

Agenda Item 3. ROLL CALL
The members were polled:

Sarah Williams	Present
C. Meade Rhoads, Jr.	Present
Robert Hardwick	Present
Charles F. Piersa	Present
Kenneth A. Holderied – Vice Chair	Present
Eugene L. Campbell, Jr. – Secretary/Treasurer	Present
Jason Brown - Chair	Absent

Agenda Item 4. REVIEW AND ADOPTION OF AMENDED MEETING AGENDA
Mr. Campbell made a motion to approve the agenda as proposed; Mr. Piersa seconded. Vice Chair Holderied called for any discussion. The members were polled:

C. Meade Rhoads, Jr.	Aye
Robert Hardwick	Aye
Charles F. Piersa	Aye
Kenneth A. Holderied – Vice Chair	Aye
Eugene L. Campbell, Jr. – Secretary/Treasurer	Aye
Sarah Williams	Aye
Jason Brown - Chair	

Agenda Item 5. APPROVAL OF MINUTES
5.a. October 11, 2023 Draft Minutes
5.b October 25, 2023 Business Roundtable Joint Meeting Draft Minutes
Mr. Campbell questioned the Chair's name in the minutes being shown as Jason Brown instead of Jay Brown. He asked for the minutes to be amended to show Jay Brown. Mr. Piersa made a motion to approve both drafts with the amended changes to the Chair's name. Ms.

Williams seconded. Vice Chair Holderied called for any discussion. The members were polled:

Robert Hardwick	Aye
Charles F. Piersa	Aye
Kenneth A. Holderied – Vice Chair	Aye
Eugene L. Campbell, Jr. – Secretary/Treasurer	Aye
Sarah Williams	Aye
C. Meade Rhoads, Jr.	Aye
Jason Brown - Chair	

Agenda Item 6. PRESENTATIONS
None

Agenda Item 7. TREASURER'S REPORT
7.a. October Expenditure Report - Steve Hudgins, Deputy County Administrator
Mr. Hudgins went over the Expenditure Report.

The board discussed the use of company vehicles and reimbursement for mileage expenses. Mr. Ashcraft clarified the appropriate use of vehicles and reimbursement.

Mr. Campbell made a motion to accept the Treasurer's report as it stands; seconded by Mr. Piersa. The members were polled:

Charles F. Piersa	Aye
Kenneth A. Holderied – Vice Chair	Aye
Eugene L. Campbell, Jr. – Secretary/Treasurer	Aye
Sarah Williams	Aye
C. Meade Rhoads, Jr.	Aye
Robert Hardwick	Aye
Jason Brown - Chair	

Agenda Item 8. CHAIR'S REPORT
No report.

Agenda Item 9. UNFINISHED BUSINESS
9.a. Small Business Grant Program - Percy C. Ashcraft, County Administrator
Mr. Ashcraft asked the Board what they felt the status of the program was after the roundtable dinner/meeting. He asked if anything needs to be modified or is there a motion to move forward.

Mr. Holderied asked for feedback from the roundtable dinner and program.

Mr. Piersa said the biggest concern he heard and he agreed with was that $3,500 is not enough money to make a difference for a business starting up. Mr. Holderied agreed.

Mr. Holderied said that he feels we should leave the program as is and move forward since it will be the first program the Board has agreed to and offered. Mr. Campbell agreed.

Ms. Williams feels the program, as written is still good.

Kenny suggested a change to the award period from once in a three-year period to within the first 24 months of establishing a business.

Mr. Persia feels we should leave the program as is and make changes later if needed.

Mr. Piersa made a motion to leave the program as presented. Mr. Rhoads seconded it. The members were polled:

Kenneth A. Holderied – Vice Chair	Aye
Eugene L. Campbell, Jr. – Secretary/Treasurer	Aye
Sarah Williams	Aye
C. Meade Rhoads, Jr.	Aye
Robert Hardwick	Nay
Charles F. Piersa	Aye
Jason Brown - Chair	

9.b. Farmers Market - Sarah Williams, EDA Member

Ms. Williams gave an update.

A survey has been sent out to vendors to get their feedback on time, location, if it met their expectations, etc.

The next survey to go out to the public to get their feedback.

She will be asking the vendors who participated this year if they have any interest in serving on the next volunteer board.

They will work on establishing the next volunteer board and start working on plans for next year.

Agenda Item 10. NEW BUSINESS

10.a. October Business Roundtable Update & December Planning - Percy C. Ashcraft, County Administrator

Mr. Ashcraft asked for feedback on the roundtable dinner/meeting, format, suggestions for the next event. Based on the feedback he received he would suggest that the Board plan to have a presentation(s) at each meeting. He gave two suggestions to start with.

- Business Licensing process – Speaker could be the COR.
- Permitting process - Speaker could be Sherry Graham

Ms. Williams suggested that the permitting process be the first process since that was brought up the most in the roundtable discussion. The Board agreed.

Mr. Piersa said the table arrangement needed to be better to allow everyone to see each other.

Mr. Holderied suggested that people be allowed to sit wherever they wanted.

Mr. Campbell would like to look for replacements if a business does not attend the second meeting. The decision was to wait until after the second dinner to decide what to do about those who are not participating.

Ms. Williams suggested we ask businesses to contact us if they are interested in participating in the roundtable. That way we will have a pool to select from if replacements are needed.

Mr. Piersa would like to add something to the website to see what businesses are interested in participating in the roundtable.

Mr. Holderied said the food was good and suggested we look at another local restaurant for the next dinner.

Mr. Holderied would like to discuss a recognition program at the next meeting. Needs to be put on the agenda.

Mr. Holderied would like to start putting together a business directory. Ms. Williams suggested we wait until the EDA Specialist position is filled to perform that task.

Mr. Holderied opened the discussion on some type of ambassador program. Ms. Ashcraft suggested that all business owners in some capacity could serve as ambassadors. Suggested it should be discussed at the next meeting.

Mr. Hardwick was approached by a business owner at the last meeting asking how they could join. Ms. Ashcraft suggested they start putting together a list of potential businesses for the next roundtable group.

Mr. Ashcraft suggested they cancel the next EDA Regular Meeting on December 13, 2023 and hold the next Business Roundtable Joint Meeting in its place. Mr. Piersa made a motion to cancel the December 13, 2023 regular meeting and, in its place, hold a Business Roundtable Joint Meeting. Mr. Hardwick seconded it. All were in favor with none opposing – the motion passed.

Mr. Ashcraft said they had three applications that came in yesterday and he wanted to know if the Board would like to interview one of them in the place of the applicant who cancelled their interview next week. The Board thought it was a good idea and they will contact Ms. McInteer on which person to contact for the interview.

Discussion on modifying the interview process to eliminate the need for multiple follow-up interviews. Mr. Holderied suggested that a scenario be added as part of the first interview. Others felt that would make the interview too lengthy. Mr. Ashcraft suggested that they compromise and add a scenario to the first interview as one of the questions and let the applicant know in advance what the scenario would be. The Board agreed with that suggestion.

Agenda Item 11. Next Meeting - December 13, 2023 Business Roundtable Joint Meeting

Agenda Item 12. EDA MEMBER COMMENTS & REQUESTS

Mr. Piersa said he felt the roundtable meeting was good. Suggested we arrange tables so everyone could see and hear each other better. He heard comments about the BPOL tax being too high since it is based on gross income rather than net income. That could be a future topic of discussion.

Mr. Hardwick said the roundtable meeting was good. He asked if anyone had looked further into the Governor's Initiative Program that was mentioned in the roundtable meeting. Ms. Ashcraft said no, but they would.

Mr. Campbell said the roundtable discussion was good and it was something they needed to hear.

Mr. Holderied said he felt there was good momentum and they were going in the right direction. He felt they had a good handle on leads as they come in. He wanted to go on record to explain that closed sessions are needed for a reason and he briefly outlined them.

Agenda Item 13. Closed Meeting (if needed)

Not Needed

Agenda Item 14. ADJOURN OR RECESS

Mr. Campbell made a motion to adjourn; seconded by Mr. Piersa. All were in favor with none opposed.

COPY TESTE:

Kenneth A. Holderied	Marci Harris
Vice Chair	Administrative Assistant, Clerk's Office