

**AGENDA**

ECONOMIC DEVELOPMENT AUTHORITY

| THURSDAY, APRIL 5TH |

| 8:00 AM |

COUNTY ADMINISTRATION BUILDING @ FIRST FLOOR CONFERENCE ROOM

107 N. KENT STREET WINCHESTER, VA

1. Call to Order
2. Approval of Minutes | March 1st || ACTION
3. Treasurer's Report || ACTION
4. Short Term Workforce Conversation || DISCUSSION/ACTION
5. Joint Meeting with Board of Supervisors || DISCUSSION/ACTION
6. Such other business as may come before this Authority

MINUTES  
ECONOMIC DEVELOPMENT AUTHORITY  
| THURSDAY, MARCH 1, 2018 |

A meeting of the Frederick County Economic Development Authority was held on Thursday, March 1, 2018, at 8:00A.M. in the County Administration Building, First Floor Conference Room, 107 North Kent Street, Winchester, Virginia.

**PRESENT:** Stan Crockett, Robert Claytor, John Riley, Doug Rinker, Gary Lofton and Bryan Fairbanks

**STAFF:** Patrick Barker and Donna McIlwee, Frederick County Economic Development Authority, Jay Tibbs, Deputy County Administrator, and Michael Bryan, Attorney

**MEETING CALLED TO ORDER:** Chairman Crockett called the meeting to order at 8:00 a.m.

**DEVELOPER CONVERSATION**

Susan Brooks, Navy Federal Credit Union, gave the Board an overview of the company's background.

When answering the question "what makes Frederick County desirable to do business," she stated the outstanding partnership between the community and businesses. Navy Federal feels they are a partner with Frederick County. Also, our job force is a good fit for them, quick response when processing applications for inspections, etc., from County (get an explanation of "no's"), and the EDA helps them understand the "whys" of procedures and policies.

Ms. Brooks stated that Navy Federal's employees have found a lack of daycare and summer camps for their children. She also does not believe we do a good job of promoting "why Winchester" to reverse commuters.

As for what specific activities the EDA could perform to assist development in Frederick County, Ms. Brooks stated there is a need for public transportation, a program to entice people to the area, engage students to see if their life needs are being met, promote that not only is Frederick County a good place to live but also a good place to get involved in the community, and internships for local students.

Ms. Brooks was asked what worked well in their recent experience with the County's development process. She stated the EDA was invaluable in helping Navy Federal

understand the process and who to contact—it was a true partnership. Also, the County government was supportive and responsive.

### **APPROVAL OF MINUTES**

The minutes from the February 1, 2018, meeting were presented.

Upon a motion duly made by Mr. Rinker and seconded by Mr. Claytor, the minutes from the February 1, 2018 meeting were approved.

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
James Longerbeam	Absent
John Riley	Aye
Doug Rinker	Aye

### **TREASURER'S REPORT**

Mr. Barker submitted the following report:

Checking Account - Bank of Clarke County as of February 26, 2018 - \$307.61.

Savings Account - Scott & Stringfellow as of February 26, 2018 - \$1,052,539.94.

The Treasurer's Report was approved as submitted by the following recorded vote:

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
James Longerbeam	Absent
John Riley	Aye
Doug Rinker	Aye



## **PERFORMANCE MEASURES STRATEGIC PLAN REVIEW**

Mr. Barker reviewed key areas of focus, which include attracting and retaining workforce talent, retaining businesses, recruiting targeted businesses, and employing policies that keep Frederick County a competitive business location. He also presented a draft copy of a report to track performance measures. He stated that staff is requesting feedback on the performance measures and reporting timeframes.

Mr. Rinker stated he liked the format of the report and believes it gives the EDA accountability. He would like to see the report on a quarterly basis.

On motion of Mr. Rinker, seconded by Mr. Riley, the Board approved the report format and quarterly timeframe.

J. Stanley Crockett	Aye
Robert Claytor	Aye
Bryan Fairbanks	Aye
Gary Lofton	Aye
James Longerbeam	Absent
John Riley	Aye
Doug Rinker	Aye

## **SHORT-TERM WORKFORCE CONVERSATION**

Mr. Barker reviewed several slides pertaining to this topic and stated it was a significant issue with a likelihood of staying power. More short-term solutions are needed and staff would like to know how involved the Board would like the EDA to be (what level, what return, what amount, what activities).

Mr. Rinker stated he believed the EDA needs to be involved but he is not sure how to measure ROI on some things.

Mr. Crockett stated we do things on this issue now but not sure how to measure.

Mr. Barker asked the Board what level of funds the Board wants to put in a program.

Mr. Rinker inquired if staff had something reasonable in mind that the Board members could think about.

Mr. Barker stated staff would make recommendations for consideration.

Mr. Riley stated he would want to know the costs associated with any program as well as details.



Mr. Crockett explained that before writing a check, the Board wants to see the product.

**SUCH OTHER BUSINESS AS MAY COME BEFORE THIS AUTHORITY**

Mr. Crockett encouraged Board members to visit the EDA's website. He also stated that updates are being provided via email to the BOS but the open rate is not very high. Suggestions for improvement are welcome since we want to make sure we are giving them a product that can be used. Mr. Barker was asked to poll the BOS as to their interest in receiving the updates and any suggestions they may have.

Due to a lack of quorum on April 6, the date for the next meeting will be the normal meeting date of April 5. The Widget Cup competition will be held on April 6 at Sherando High School and Board members were invited to attend.

**ADJOURN**

There being no further business to come before this Authority, the meeting was adjourned. (9:05 A.M.)

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Stan Crockett  
Chairman

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Kris Tierney  
Secretary

