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**BRIGHTER
BOLDER
BUSINESS**

**MINUTES
BOARD OF DIRECTORS MEETING
INDUSTRIAL DEVELOPMENT AUTHORITY OF HALIFAX COUNTY, VIRGINIA
FEBRUARY 4, 2022**

RE: MEETING: The Board of Directors of the Industrial Development Authority of Halifax County, Virginia (IDA) held a regular IDA Board meeting on Friday, February 4, 2022, at 8:30 A.M. in the IDA Conference Room.

RE: MEMBERS PRESENT: Those in attendance at the time the meeting was called to order include Mr. Robert Bates, Mr. Rick Harrell, Dr. Nettie Simon-Owens, Mrs. Nancy Pool and Mr. Jeremy Satterfield.

RE: MEMBERS ABSENT: Mr. Ryland Clark and Mr. Jeremy Catron

RE: OTHERS PRESENT: Mrs. Kristy Johnson – IDA Executive Director and Ms. Blair Jeffress – IDA Operations Manager

RE: MEETING CALLED TO ORDER: Mr. Robert Bates said a prayer and then gave the Chairmanship to Vice Chair Mr. Jeremy Satterfield to preside over the meeting. Mr. Satterfield then called the meeting to order at 8:34 a.m. It was determined that a quorum was present with five members in attendance.

RE: APPROVAL OF AGENDA: Mrs. Nancy Pool made a motion to approve the agenda, seconded by Mr. Rick Harrell, and duly carried by the Board.

RE: READING AND APPROVAL OF MINUTES: Mrs. Nancy Pool made a motion to approve the December 17, 2021 meeting minutes, seconded by Mr. Rick Harrell and duly carried by the Board.

RE: REQUEST TO ENTER INTO CLOSED SESSION: Motion was made by Mr. Rick Harrell seconded by Dr. Nettie Simon-Owens, and duly carried by the Board that the Board go into closed session pursuant to Virginia Code Section 2.2-3711. That the purposes which are to be the subject of said executive or closed meeting shall be as follows:

- To discuss a prospective business or industry, or the expansion of an existing business or industry where no previous announcement has been made of the businesses or industry's interest in locating or expanding facilities in the community, pursuant to Virginia Code Section 2.2-3711.A.5.
- To discuss real estate matters, Virginia Code Section 2.2-3711.A.3.
- To discuss personnel matters, pursuant to Virginia Code Section 2.2-3711.A.1.
- To discuss the award of a public contract involving the expenditure of public funds, including interviews of bidder or offerors, and discussion of the terms or scope of such contract, where discussion in open session would adversely affect the bargaining position or negotiating strategy of the Board pursuant to Section 2.2-3711 A. 29. of the Code of Virginia (1950), as amended.





*Mr. Robert Bates left the closed meeting at 10:09 a.m.

REQUEST TO RETURN TO REGULAR SESSION

Upon motion by Dr. Nettie Simon-Owens, seconded by Mrs. Nancy Pool, then duly carried by the Board, that the body return to regular session.

CERTIFICATION

Upon motion by Dr. Nettie Simon-Owens, and seconded by Mr. Rick Harrell the Board voted to take a roll call certifying that to the best of the member's knowledge (i) only public business matters lawfully exempt from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard discussed or considered in the meeting by the public.

Mr. Harrell, Yes
Mr. Satterfield, Yes
Dr. Simon-Owens, Yes
Mrs. Pool, Yes

RE: Action Taken on Items in Closed Meeting

None

RE: Reports of Standing Committees and Officers

A. Finance Committee

1. Current Financials

Mr. Harrell presented the December 2021 financial reports. Mr. Harrell noted the encumbered amounts on the financial reports. Mr. Rick Harrell made a motion to approve the December 2021 Financial Reports. Mrs. Nancy Pool seconded the motion, and the motion was then duly carried by the Board.

B. Prospects & Properties Committee

Mr. Satterfield stated that the Committee has not met since November and stated that he plans to schedule a meeting in February 2022.

C. Executive Committee

Mrs. Kristy Johnson presented the Policies, Procedures and Employment Manual to the Board and mentioned the changes to the remote participation policy. She stated the changes to the manual includes increasing the number of meetings a Board member can participate remotely from two to three or 25% of the regular meetings or committee meetings per year, whichever is greater. Mrs. Johnson stated that this change aligns the policy to be consistent with the Code of Virginia based on the changes, that became effective July 1, 2021.

Mr. Rick Harrell made a motion to approve the changes to the PP&E Manual, seconded by Mrs. Nancy Pool and duly carried by the Board.

D. Executive Director Report

Mrs. Johnson stated that the IDA staff is working towards securing a consultant for the Strategic Planning process. She mentioned that the RFP has been posted to the IDA website and shared with others. Mrs. Johnson stated that she anticipates that we will be able to select a consultant during the next Board meeting.



RE: Old Business:

None

RE: New Business

A. Open Comment Period

- Mrs. Nancy Pool, none
- Dr. Nettie Simon-Owens, none
- Mr. Rick Harrel, none
- Mr. Jeremy Satterfield, thanked Dr. Nettie Simon-Owens for the partnership with MBC. He thanked the IDA staff for continued hard work. Dr. Simon-Owens expressed appreciation to Mr. Jeremy Satterfield and Microsoft for their continued hard work in the community.

RE: PUBLIC COMMENT:

None

RE: NEXT MEETING DATE:

The IDA will hold the next scheduled meeting on February 18, 2022, at 8:30 A.M. in the Halifax IDA Conference Room.

RE: ADJOURNMENT:

Motion to adjourn was made by Mrs. Nancy Pool, seconded by Mr. Rick Harrell, and then duly carried by the Board.

Respectfully Submitted:

Mrs. Kristy Johnson, IDA Executive Director

Acknowledged:

Robert Bates, Chair