

## BOARD OF SUPERVISORS MEETING MINUTES OF JUNE 25, 2009

At a special called meeting of the Pulaski County Board of Supervisors held on Thursday, June 25, 2009 at 8:30 a.m. at the Volvo Truck Plant Pilot Review Room, the following members were present: Joseph L. Sheffey, Chairman; Dean K. Pratt, Vice-Chairman; and Charles Bopp. Staff members present included: Peter M. Huber, County Administrator; Thomas J. McCarthy, County Attorney; and Shawn Utt, Community Development Director.

### 1. Call to Order & Invocation

Chairman Sheffey called the meeting to order at 8:30 a.m. and asked Mr. McCarthy to provide the invocation.

### 2. Micro Enterprise Revolving Loan Program Items

Mr. Huber provided the Board with an update as to the reason for the called meeting, explaining that several items needed to be reviewed and adopted by the Board in relation to the Revolving Loan Fund grant provided by the Virginia Department of Housing and Community Development through the Community Development Block Grant (CDBG) Program. He asked Mr. Utt to review each document, which included:

- a. Project Management Plan
  1. Marketing Plan
  2. Training and Technical Assistance Plan
  3. Methodology for Tracking
- b. Project Budget
- c. Advisory Board By-Laws
- d. Local Business and Employment Plan
- e. Anti-Displacement Plan
- f. 504 Certification/Self-Evaluation
- g. Program Income Plan
- h. Non-Discrimination Policy
- i. Minority and Female Business Notice
- j. Fair Housing Certification

Mr. Sheffey stated that one revision was needed for the Marketing Plan, noting that the Southwest Times had a new publisher. Mr. Utt will make appropriate corrections.

Mr. Sheffey also asked why it appeared the Marketing Plan was developed for the entire New River Valley region. Mr. Utt explained that Beans & Rice, Inc., who is the grant's Project Administrator, is developing a similar Small Business Training Program throughout the region and is using the same Marketing Plan for both programs. Mr. Utt went on to state that the Board was only considering how this plan would affect Pulaski County stakeholders and not the entire region.

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On a motion by Mr. Pratt, seconded by Mr. Bopp and carried, the Board adopted the CDBG documents as corrected.

Voting yes: Mr. Sheffey, Mr. Pratt, and Mr. Bopp.

Voting no: none.

3. Adjournment

On a motion by Mr. Bopp, seconded by Mr. Pratt and carried, the Board adjourned its special meeting to the special meeting to be held on Wednesday, July 15, 2009 at 5:00 p.m. at the McCarthy residence.

Voting yes: Mr. Sheffey, Mr. Bopp, Mr. Pratt.

Voting no: none.

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Joseph L. Sheffey, Chairman

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Peter M. Huber, County Administrator