



APPROVED MINUTES

Industrial Development Authority of the County of Prince William

REGULAR MEETING

October 10, 2022

The Regular Meeting of the Industrial Development Authority of the County of Prince William was held in the Potomac Conference Room at the McCoart Government Administration Building located at 1 County Complex Court in Woodbridge, Virginia. The meeting was called to order by the Chair at 6:30pm.

Present were: Lorna Wallen, Chairman
Harry Horning, Vice Chairman
Dexter Montgomery, Secretary/Treasurer
Andrew Taylor, Assistant Secretary/Treasurer
Cheryl Kenny, Director

Absent was: Terence Battle, Director
Occoquan District Pending Appointment

Donna Flory and Scarlett Barbee attended to provide administrative support. Christina Winn, Executive Director, Prince William County Department of Economic Development (PWCDED), attended to provide updates on several County grant programs.

PLEDGE OF ALLEGIANCE

CITIZEN'S TIME: Seth Opoku-Yeboah was present.

NEW BUSINESS

- 1) ***Update on Restore Retail Grant Program*** – Christina Winn, Executive Director, Prince William County Department of Economic Development reported that 334 recipients have received Restore Retail grants for a total of \$4.95 million awarded. Tranche #10, which will award 17 additional grants totaling \$175,000, is in process. There is approximately \$500,000 remaining in this grant program.
- 2) ***Update on the IGNITE 2.0 Grant Program for High-Growth Startup Businesses*** – Christina Winn, PWCDED Executive Director, reported that IGNITE 2.0 currently awards \$25,000 grants to pre-revenue companies and \$50,000 grants to post-revenue, high growth businesses in the County's target markets. At its October 11, 2022 meeting, the Board of County Supervisors will vote on a resolution to add a third IGNITE grant category in the amount of \$100,000. This new category was recommended by the County's third-party consultant, Exoventure Associates, as a means of attracting advanced stage companies. The resolution will also slightly amend geography criteria. Currently, IGNITE applicants are limited to companies already within Prince William County or outside of the Commonwealth of Virginia. The amended criteria will allow the inclusion of companies already located in Virginia, with the exception of Northern Virginia counties. This expands the program to a significant number of in-state companies but prevents IGNITE from recruiting from neighboring counties. PWCDED plans to shift an additional \$500,000 in economic recovery funds to the IGNITE Grant Fund, making it a \$1 million fund when the program relaunches.

- 3) **Update on Elevate Workforce Grant Program** – These grants are not distributed through the IDA, but the IDA markets this program whenever possible. The program launched in March 2022. Christina Winn reported that the County recently recorded an informational video in Spanish, working with Panorama TV. On October 27, the County will hold a Virginia Values Veterans event at Brickyard in Woodbridge. This program helps employers develop long term strategies and institute nationally recognized best practices to recruit, hire, and retain veterans. Once companies are certified, they can receive up to \$10,000 annually for hiring and retraining veteran workers. On November 3, the County, in partnership with Skillsource, will hold a career fair for veterans and military spouses who are transitioning out of military service to the civilian workforce. The event will be held at the Museum of the Marine Corps, with 150 attendees and 20 vendors expected. There are currently 43,000 veterans in Prince William County. Ms. Winn will provide flyers and other information that IDA members can share with the community.
- 4) **Signing of ARPA Funds Sub-Recipient Certification Form** – On September 26, 2022, the IDA Chair and Secretary/Treasurer signed this form for 4 ARPA Performance Agreements (Lift Up Lodging, Restore Retail, IGNITE 2.0, Caerus Discovery Community Vivarium) as requested by County Auditors. Copies will be provided to each member of the IDA. Copies were provided to the IDA’s auditor, Robinson, Farmer, Cox Associates.
- 5) **Update on Town of Haymarket Distribution of CARES Act/American Rescue Plan Funds** – Donna Flory, the IDA’s Bookkeeper, reported that the final outstanding check was recently cashed. With no additional checks outstanding, this topic will be removed from future IDA agendas.

APPROVAL OF SEPTEMBER 12, 2022 IDA MEETING MINUTES: *IDA Secretary/Treasurer Dexter Montgomery made a motion to approve the September 12, 2022 Regular Meeting Minutes as presented. The motion was seconded by Cheryl Kenny and passed unanimously with Harry Horning, Dexter Montgomery, Andrew Taylor, and Cheryl Kenny each voting aye. Lorna Wallen abstained from the vote as she was absent from the September 12, 2022 meeting. (Motion passed 4 ayes, 0 nays, 1 abstention)*

TREASURER’S REPORT: Treasurer’s Monthly Financial Report: IDA Secretary/Treasurer Dexter Montgomery, called attention to the Treasurer’s Report for the month ending September 30, 2022. All Treasurer’s Notes are included in the written Treasurer’s Report. Mr. Montgomery expanded on the following issues:

- **IRS Letter** – The IRS sent a letter to Prince William County to a very old PWCDED address. It was determined that the letter was intended for the IDA. It states that certain payees may have an incorrect name or identification number. Since these forms have been processed for several years with the same information and no issues, Ms. Flory will further investigate to determine what information, if any, needs to be updated.
- **Treasurer’s Note #6** – The IDA’s Bookkeeper processed and disbursed additional checks under ARPA funding, resulting in an additional payment of \$99.36 to Donna Flory. Fourteen specific operational expenses were detailed, including Director’s stipends.

Following this review, *Dexter Montgomery made a motion to accept the Treasurer’s Report as presented, including approval of payment of 14 specific operating expenses detailed in Note #6 of the Treasurer’s Notes. The motion was seconded by Harry Horning and passed unanimously with Lorna Wallen, Harry Horning, Dexter Montgomery, Andrew Taylor, and Cheryl Kenny each voting aye. (Motion passed, 5 ayes, 0 nays, 0 abstentions)*

Update on the IDA's FY21 Audit: Field work for the IDA's FY21 Audit took place on November 19, 2021. As previously reported, the IDA's auditor, Andrew Grossnickle of Robinson, Farmer, Cox Associates (RFC) was waiting to review the County's Compliance Report in order to complete the IDA's audit, but it has been delayed. Last week, the IDA's Chair and Secretary/Treasurer signed the ARPA Funds Sub-Recipient Certification Form at the request of County Auditors. Ms. Flory provided copies of the signed forms to Mr. Grossnickle. A further update will be provided at the IDA's November meeting.

CHAIRMAN'S REPORT: Section 6.2 Rules and Procedures Report: The IDA's Rules and Procedures require the Chair and other officers to report any actions taken or reports received on behalf of the IDA since the last meeting and to update the status of any bond inducement resolutions at the end of the fiscal year. To ensure compliance, the IDA provides a written report every month at the end of the Treasurer's Financial Report, updating bond issuance amounts, current outstanding amounts, and expected maturity dates.

Virginia Industrial Development Authority (VIDA) Training: Chair Wallen requested that IDA members participate in VIDA training during 2022. This is training specific to the mission and function of Virginia IDAs. The 2-day workshop will be offered in a virtual format on December 5-6, 2022, from 8:00am to 3:00pm. The Agenda is expected to be published in November.

Freedom of Information Act Training 2022: The Virginia Freedom of Information Advisory Council provides virtual FOIA training to elected officials and other public office holders in Virginia. Members of the IDA completed this training in late 2020/early 2021 and will need to renew it by December 2022. Conflict of Interest training is offered by the Virginia Conflicts of Interest and Ethics Advisory Council. Several IDA members have now completed the 2022 training. Others will be doing so in the next two months.

OLD BUSINESS: Update on Attendance at Events Related to the IDA's Prince William Chamber of Commerce Business Development Vision Sponsorship – Cheryl Kenny and Dexter Montgomery are planning to attend the Chamber's Salute to the Armed Forces on October 20, 2022 at Chantilly Air Jet Center at Manassas Airport.

The Chamber's next Mega Networking Event is scheduled for November 3, 2022 at the Realtor's Association in Woodbridge. Ms. Kenny noted that this is a well-attended event and might be an appropriate place to utilize the IDA's complimentary table. There was general agreement that the table should be used at this event. Ms. Kenny and Mr. Montgomery will plan to host the table. Ms. Barbee will set up the banner and other items for the table.

Dexter Montgomery attended the Chamber's Amazon Fireside Chat where Patrick Phillippi, Senior Manager of Amazon Community Engagement, discussed Amazon's impact on the Washington Metro region.

Mr. Montgomery previously suggested that the IDA may wish to take a group photo at one of its meetings to use with the Chamber's Vision Partnership materials.

Mr. Montgomery suggested that the IDA may want to sponsor a Chamber Economic Development Series Breakfast in 2023 as a means of garnering additional name recognition. Cost would be approximately \$1,500 to \$2,000. Mr. Horning noted that the Chamber's Business Awards also provides recognition since the IDA has a speaking part at that event as a benefit of its Vision Sponsorship.

Discussion of the IDA's Vision and Mission: Chair Wallen thanked Andrew Taylor and Terry Battle for their work on this project. Further discussion will be tabled until the IDA's November meeting when Mr. Battle will be present.

NEW BUSINESS *(not covered at the beginning of meeting)*

There was no additional New Business.

OTHER MATTERS TO COME BEFORE THE AUTHORITY/INDIVIDUAL MEMBERS TIME:

Ms. Kenny noted that translation is now available on the PWCDED website, making it accessible in many different languages. Ms. Barbee will research the cost and logistics of including translation on the IDA's website.

The next Regular Meeting of the PWC Industrial Development Authority is scheduled for Monday, November 7, 2022, in the Potomac Conference Room at the McCoart Government Administration Building.

There being no further business to come before the IDA, the meeting was adjourned at 7:20pm on the motion of Dexter Montgomery, seconded by Harry Horning.

Approved: November 7, 2022