

**NRGRDA – Board Meeting**  
**June 16, 2025 at 4:00 pm –In person**  
**Beckley, WV**

**Call to Order**

Board Chair Allison Taylor called the meeting to order at 4:10 p.m.

**Attendance**

**Board Members Present:**

Allison Taylor, Anita Groves, Larry Meador, Donnie Holcomb, Tom Louisos, Tamara Mullins, Bill Baker, Greg Rogers, Ted Kula, Phil Jarrell

**Non-Voting Member:**

Zachary Statler

**Staff Present:**

Jina Belcher, Judy Moore, Jozy Moore

**Guests:**

Bill Roop

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**Approval of Minutes**

- **April 21, 2025 Board Meeting:** Motion to approve was made by Bill Baker; seconded by Anita Groves. Motion carried with none opposed.
  - **May 15, 2025 Legislative Committee Meeting:** Motion to approve was made by Tom Louisos; seconded by Allison Taylor. Motion carried with none opposed.
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**Executive Session**

- Motion to enter executive session to discuss the Rt. 19 Development plan with Raleigh County Commission Attorney Bill Roop, as well as the Executive Director's contract, was made by Bill Baker; seconded by Ted Kula. Motion carried with none opposed.

- NRGRDA staff remained present for the Rt. 19 discussion but exited for the Executive Director contract discussion.
  - The board entered executive session at 4:12 p.m. and returned to regular session at 5:12 p.m. No decisions were made during executive session.
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## Action Items from Executive Session

- **Rt. 19 Development Plan:**

Motion to send a letter to the developers requesting they present their grade plan, master site plan, and project timeline at a special meeting of the NRGRDA Board was made by Donnie Holcomb; seconded by Bill Baker. Motion carried with none opposed.

    - Allison Taylor requested the meeting occur within two weeks. Jina Belcher will circulate proposed dates.
  - **Executive Director Contract:**
    - Motion to change the term of the Executive Director’s contract from one year to five years was made by Ted Kula; seconded by Anita Groves. Motion carried with none opposed.
    - Motion to establish a performance review process—where the House Committee gathers employee survey feedback and delivers a recommendation to the Executive Committee to conduct the review—was made by Bill Baker; seconded by Ted Kula. Motion carried with none opposed.
      - The review is to be completed by July 15.
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## Review and Acceptance of Financials

### Approval of FY26 Annual Budget (July–December)

- Jina Belcher provided an overview of NRGRDA committee structures and clarified that “accounting meetings” are not Finance Committee meetings.
  - **House Committee** - handles all personnel related issues such as raises and reviews
  - **Finance Committee** – sets the budget and any financial changes of the organization
    - **Accounting meeting** – Attended by Jina Belcher, Judy Moore Donnie Holcomb (as an advisor and in his capacity as board treasurer), Leah Hurley (NRGRDA Finance Compliance Manager), Crystal Siler (Finance Compliance Coordinator), Ethan Fox (Richmond & Company CPA). These meetings are NOT Finance Committee meetings.
- Jina presented the FY26 proposed budget for NRGRDA and WV Hive (covering July–December only), citing federal funding uncertainty as the reason for the six-month scope.
  - Budget includes only committed—not anticipated—funding.
  - No salary adjustments recommended for this period.
  - A revised January–June budget will be presented in December.
  - NRGRDA will enter a six-month realignment phase starting July 1 to reassess mission-critical functions.

- Key elements include hiring a firm for private sector engagement strategy, holding monthly accounting meetings, and monthly board meetings.
- Motion to approve the FY26 July–December budget was made by Bill Baker; seconded by Phil Jarrell. Motion carried with none opposed.
- Motion to begin monthly NRGRDA board meetings was made by Ted Kula; seconded by Tom Louisos. Motion carried with none opposed.

### **May & June Financial Update**

- Jina Belcher reported continued performance issues with Richmond & Company CPA, including failure to complete or correct items from a previously issued punch list.
  - She and Donnie Holcomb plan to formally notify the firm of these concerns at the next accounting meeting.
  - Belcher provided partial financial documentation but noted the May and June P&L reports were incomplete due to the CPA firm’s delays.
  - Donnie Holcomb stated the untimely account reconciliation led to an audit finding—the first since Jina Belcher became Executive Director.
  - Board members discussed options, including internal CPA staffing and proceeding with a search for a new external accounting firm (per previous board approval).
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### **Action Item: Approval of New Bank Provider**

- Prior to discussion, Zachary Statler and Anita Groves recused themselves due to conflicts of interest and were not present for the vote.
  - Jina Belcher reviewed proposals from United Bank and PCB in response to the RFP to change NRGRDA’s bank provider from Citibank.
    - She recommended United Bank, citing a more user-friendly platform, P-card options, long-standing partnership with WV Hive, and greater alignment with organizational needs.
    - Motion to approve United Bank as NRGRDA’s banking provider was made by Tom Louisos; seconded by Ted Kula. Motion carried with none opposed.
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### **Board Reports & Program Updates**

#### **NRGRDA Impact Report**

- Jina Belcher announced that NRGRDA’s first annual Impact Report will be released on June 23, 2025, and available on the organization’s website.
- A flipbook has been created summarizing project data and highlights.

## **WV Economic Development Council Fall Conference (2026 or 2027)**

- Belcher shared that NRGRDA has been asked to consider submitting a bid to host the WV EDC Fall Conference in 2026 or 2027.
  - She asked the board for input on whether to pursue the opportunity.
    - Allison Taylor recommended NRGRDA contact potential local partners to establish support before bidding on conference (e.g., chambers of commerce).
    - Belcher agreed and will also seek additional information from WV EDC.
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## **Old Business**

### **Change of December Board Meeting Date**

- The December board meeting has been rescheduled for Friday, December 12 to coincide with the NRGRDA Showcase and Soirée that evening.
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## **New Business**

### **Next Meeting:**

- The next board meeting will be held Friday, July 18, 2025, at 4:00 p.m.

### **Adjournment:**

- Motion to adjourn was made by Anita Groves; seconded by Tom Louisos. Motion carried.
- Meeting adjourned at 6:09 p.m.

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Larry Meador, Secretary

Accepted: \_\_\_\_\_