



NRGRDA/WV Hive – Board Meeting
Aug 25, 2026 at 11 a.m.
Summersville City Hall, Council Chambers
400 Broad St.
Summersville, WV

Call to Order

Board Chair Ms. Allison Taylor called the meeting to order at 11:03 a.m.

ATTENDANCE

NRGRDA BOARD MEMBERS:

IN-PERSON: Ms. Allison Taylor (Fayette), Ms. Anita Groves (Nicholas), Mr. Larry Meador (Summers), Mr. Donnie Holcomb (Raleigh), Ms. Heather Johnson (Raleigh), Mr. Craig Chapman (Nicholas), Ms. Lisa Eads

VIRTUAL: Mr. Ted Kula (Summers), Mr. Phil Jarrel (Beckley)

ABSENT: Mr. Dave Arnold (Fayette), Ms. Heather Ouimette (Raleigh), Ms. Tiffany Kapp (Raleigh), Mr. Dave Harper (Summersville)

WV HIVE BOARD MEMBERS (also NRGRDA Advisory Board members)

VIRTUAL: Mr. Zack Statler, Ms. Michelle Rotellini

STAFF:

IN-PERSON: Ms. Amy Showalter, Ms. Leah Hurley, Mr. Andy Davis, Ms. Jozy Moore

VIRTUAL: Mr. Matt Nichols, Ms. Devon Fitzgerald

GUESTS:

VIRTUAL: Mr. Corey Bonasso (counsel)

Welcome

Ms. Taylor provided an update on new board members, including Tiffany Kapp and Dave Arnold. Mr. Arnold was identified as a Fayette County appointment. Ms. Taylor noted that onboarding materials, including required disclosures and confidentiality documents, would need to be completed for new members before participation in executive sessions. An update on the vacant Nicholas County board seat was also discussed.

Action Items:

1. Approval of Minutes

- a. July 28, 2026 Special House and Finance Committee Meeting
 - i. Ms. Johnson made a motion to approve the July 28, 2026 Special House and Finance Committee Meeting minutes; seconded by Mr. Chapman. Motion carried with none opposed.
- b. July 28, 2026 NRGRDA/WV Hive Board Meeting
 - i. Mr. Meador made a motion to ratify the July 28, 2026 NRGRDA/WV Hive Board Meeting minutes previously approved by email; seconded by Mr. Holcomb. Motion carried with none opposed.

2. Review and Acceptance of Financials

Mr. Holcomb, Board Treasurer and Finance Chair, reviewed the August Profit and Loss Statement and Balance Sheet.

Mr. Holcomb reported that NRGRDA had received \$250,000 from the City of Mount Hope for the Appalachian Heights project and confirmed that those funds were placed in the account reserved for the project.

Discussion focused on NRGRDA's current cash flow and outstanding accounts payable. The Balance Sheet reflected approximately \$758,000 in accounts payable. Ms. Hurley explained that the figure included audit entries, project expenses awaiting reimbursement and balances that had not yet been formally closed in the accounting system. She estimated actual current payables to be closer to \$400,000.

Ms. Hurley also provided an update on pending grant reimbursements and awards. NRGRDA is awaiting approximately \$115,000 in reimbursement through the CBRI program. Two \$750,000 congressionally directed spending awards — one supporting the child care initiative and one supporting WV Hive's Rise Together initiative — were also in the final administrative stages. Eligible expenses for those awards can be allocated beginning August 1.

Mr. Holcomb also referenced a working budget analysis he prepared identifying potential reductions in organizational expenses and adjustments. He then referenced a review of a Raleigh County grant covering activity from August 2024 through March 2025 and stated that the funds had been placed in NRGRDA's general account and used for operating expenses. Ms. Taylor directed that further discussion regarding those funds be reserved for executive session with legal counsel. Mr. Holcomb then raised a broader concern that member contributions do not fully cover organizational staffing costs and that NRGRDA has historically not charged administrative or overhead costs to certain project-specific

funding. Staff clarified the distinction between project funds that do not include personnel or overhead and grants that provide for those expenses, which led to discussion of potentially applying an indirect or administrative fee to future projects.

Mr. Holcomb recommended considering an indirect cost rate on projects that require significant staff administration. Ms. Hurley explained that the federal de minimis indirect cost rate is 15 percent. Ms. Taylor also discussed potentially seeking additional administrative support from member counties for projects requiring significant staff time.

No vote was taken regarding the presented financials.

3. Executive Session

- a. Ms. Groves made a motion to enter executive session to discuss Agenda Items 4 (Discussion/Decision Outstanding Expenses), 5 (Reports from the Transition Team) and 8 (Discussion/Decision NRGRDA properties & leases) which required legal advice from counsel.
- b. The Board entered executive session at approximately 11:23 a.m.
- c. The Board returned to regular session at **12:20 p.m.**
- d. No decisions were made during executive session.

4. Discussion/Decision on NRGRDA Properties and Leases

Rahall Building

Following executive session, the Board discussed options for the Rahall Building, including a potential sale.

Mr. Bonasso agreed to review the applicable deeds and lease documents to determine whether there are any restrictions on the sale of the property or rights held by the current tenant.

Mr. Meador made a motion to move forward with exploring the sale of the Rahall Building at market value through a commercial real estate agent, with any eventual offer to purchase the property returning to the Board for final approval; seconded by Ms. Johnson. Motion carried with none opposed.

The Board also discussed the possibility of marketing the property through auctioneer Joe Pyle.

Ms. Groves made a motion to explore auctioning the Rahall Building through Joe Pyle; seconded by Mr. Kula. Motion carried with none opposed.

Mr. Bonasso explained that under the discussed auction structure, the buyer would pay the buyer's premium and any bid would remain subject to NRGRDA's acceptance.

City Avenue

Staff provided the Board with roof repair and replacement estimates for the City Avenue property.

Repair estimates received were \$4,977 and \$26,835.60. Roof replacement estimates were \$31,535, \$35,777 and \$48,100.

Ms. Taylor reported that she was continuing discussions with Sen. Shelley Moore Capito's office and the U.S. Small Business Administration regarding whether the existing grant associated with the property could be modified based on current project circumstances.

No action was taken.

5. Discussion/Decision on Pending Contracts

a. Multimedia Bids

Ms. Showalter advised the Board that NRGRDA had received the requested multimedia proposals and expressed support for moving forward with a contract. She explained that the organization's website was in need of reorganization and that, in her view, an updated website would be beneficial during the search for a new Executive Director because prospective candidates may use the website to evaluate the organization and its programs.

Ms. Taylor stated that she did not share the same concern about the website affecting the Executive Director search and questioned whether the timing was appropriate for a significant website redesign, noting that a new Executive Director could ultimately recommend organizational or programmatic changes. Mr. Meador similarly supported maintaining the existing website in the short term rather than undertaking a redesign.

Mr. Holcomb questioned whether basic website changes could be handled internally, suggesting that staff with the appropriate access credentials and technical knowledge could make routine content updates without a larger redesign. Ms. Showalter clarified that staff are currently able to make basic website updates through JJN, although NRGRDA was behind on payments to JJN and several other vendors.

Mr. Holcomb also referenced his broader review of organizational expenses and potential budget reductions as part of his concern about entering into additional contracts. Ms. Showalter and Ms. Hurley noted that some media contracts, subscriptions and other operating expenses are supported through existing grant funding and emphasized the importance of reviewing expenses by funding source.

The Board postponed consideration of the multimedia bids until the next regular Board meeting.

b. Discussion/Decision on NRGRDA Fundraising

The Board agreed to hold a special meeting devoted solely to discussion of fundraising and potential funding initiatives.

The special meeting was scheduled for **September 8, 2026, at 11 a.m.** and will be held virtually.

c. General Contracts Discussion

Ms. Taylor returned to the broader discussion of organizational expenses, stating that even when an expense is covered by a grant or other funding source, that does not necessarily mean the organization should continue spending those funds, particularly when taxpayer dollars are involved. She expressed concern that some expenses appeared high for an organization of NRGRDA's size and said the Board should continue reviewing opportunities to reduce unnecessary costs.

As an example, Ms. Taylor noted that NRGRDA continued to pay for internet service at the Summersville office while the organization was working to end the lease. The Board approved cancellation of the internet service for the Summersville office with a motion by Ms. Groves and a second by Mr. Meador. Motion carried with none opposed.

When asked how the employee who uses the office would access the internet, Ms. Taylor stated that he could use his phone for internet access when working from the office, noting that she does the same and is able to conduct her work from her phone when needed.

Ms. Hurley noted that Hope Gas and Mon Power utilities would need to remain in place while NRGRDA continued to occupy the property.

Ms. Hurley also asked for clarification regarding staff authority to cancel contracts without a separate Board action. Ms. Taylor stated that Ms. Showalter, as Acting Executive Director, has authority to cancel contracts when consistent with Board direction and when doing so makes financial sense.

The Board and staff also briefly discussed existing printer leases and whether additional savings could be achieved. Ms. Hurley advised that some of the printer agreements were long-term leases and that early cancellation could result in additional costs. No further action was taken.

6. Discussion of Board Executive Positions

- a. Mr. Chapman made a motion to postpone discussion of 2027 Board Executive positions until the next regular Board meeting; seconded by Ms. Eads. Motion carried with none opposed.

7. Other Discussions

Mr. Chapman questioned whether NRGRDA could afford to hire a new Executive Director given the organization's current financial position. Ms. Taylor stated that the issue had been discussed and that, with approximately \$1.5 million in congressionally directed spending expected to come in, the organization believed it had roughly one year of funding available for current personnel and operations once those funds were received. Ms. Hurley clarified that the Executive Director position remains included in the budget at its previous level, including salary and benefits. Ms. Taylor emphasized that continued fundraising would still be necessary to support the organization beyond that period.

Mr. Chapman noted the importance of hiring someone capable of addressing the organization's financial and operational challenges. Ms. Taylor also discussed the amount of time she was currently spending on organizational matters in the absence of an Executive Director and stated that she was not being compensated for that work. She noted that the additional responsibilities were taking time away from her paid work and that, if the demands continued, she could eventually need additional support.

Ms. Moore asked about previously approved additional compensation for staff who had assumed expanded responsibilities during the leadership transition. Ms. Taylor stated that she anticipated prospective salary increases could be supported once the congressionally directed spending was received, while retroactive compensation for additional transition responsibilities would likely depend on identifying another funding source, potentially through the resolution of the Rahall Building. She indicated that

payment could still be several months away unless the Finance Committee identified available funds sooner.

8. Adjournment:

- a. Meeting adjourned at 12:44 p.m. following motion by Ms. Groves

Larry Meador, Secretary

Accepted: