



**Charlottesville Economic Development Authority (CEDA)  
Meeting Minutes – September 12, 2017**

**Members Present**

Tara Boyd  
Carolyn Shears  
Ethan Dunstan  
Reid Young  
Adrian Felts  
Paul Beyer  
Ed Schmitz

**Staff Present**

Chris Engel  
Kelly Bassett  
Jason Ness

**Others Present**

A meeting of the Charlottesville Economic Development Authority occurred on Tuesday, September 12, 2017 in City Council Chambers. The chair, Ms. Boyd, called the meeting to order at 4:02 PM.

Ms. Boyd opened the public comment period and there being no comments from the public, she proceeded to the next agenda item.

Ms. Boyd welcomed the newest board member, Ed Schmitz, a CPA with Hantzmon Wiebel & co.

Ms. Boyd called for a motion to approve the minutes from the June 29, 2017 meeting, and the Treasurers Reports from June and July 2017. Ms. Shears moved, seconded by Mr. Young and all present voted aye.

Office of Economic Development staff provided updates on several programs the EDA has been supporting. Mr. Ness updated the Board on the VJIP match program, funded by CEDA. It is a statewide program that helps businesses with hiring costs. There are 10 businesses within the City taking advantage of the program, with another set to join in the next few weeks. The ACE program has been helping city based businesses for the last 4 years. It helps under resourced businesses to increase their revenue. The GO Hire program provides a short term wage subsidy or training funds to assist with employee on-boarding and development. A new program supported by the OED, Made In Charlottesville, aims to support and promote City based businesses that make products locally.

Ms. Boyd discussed a proposed resolution to help the City after the violent and horrific events of August 12<sup>th</sup>. They had looked into what CEDA's role could be to help, and established a resolution to permit the City to use CEDA funds for any program that might help the City heal. Mr. Engel mentioned that there are a number of efforts underway throughout the state and region, and amongst downtown merchants and that this funding help those efforts.

Ms. Shears asked if there was a cap on the amount, and Ms. Boyd explained that there was no specific request yet, but felt it was important to show support and be open to ideas. There being no further questions, Ms. Boyd called for a motion to approve the resolution. Mr. Dunstan moved, seconded by Mr. Young, and all present voted aye.

Mr. Engel reminded the board of the Freedom of Information Act (FOIA) and the Conflict of Interest Act (COIA) which both apply to EDA and its members. Copies of each were included in the board packet and will continue to be on an annual basis.

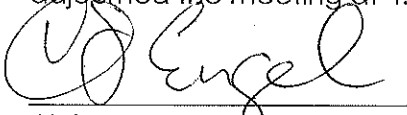
Mr. Engel indicated that the 2017 audit is underway. It is the same firm as last year, Brown Edwards, and they were recently onsite doing their field work. It should take two months to formulate the draft audit and representative of the audit firm may reach out to board members.

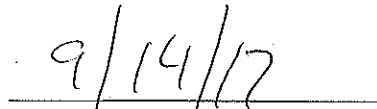
Mr. Engel stated that the Jefferson Scholars Foundation bond is proceeding towards closing. Council took action in July, but there is no date set yet for the final signing by the Chair. He will be coordinating with the attorneys of the foundation.

Mr. Engel then discussed the AFID grant for Three Notch'd Brewing. The documents were executed by both parties. The funds have been received from the state and we are waiting for the paperwork to be returned before making the initial grant to Three Notch'd.

Mr. Engel invited the board members to the GO VA event on September 14, 2017 during which the Growth and Diversification Plan for Region 9 would be released. The plan seeks to encourage regional cooperation within the state. He hopes this leads to CEDA coming up with ideas or having a work session with other EDAs to come up with a projects that would potentially for funding.

There being no further business, Ms. Boyd called for a motion to adjourn the meeting. Mr. Dunstan moved, seconded by Ms. Boyd and all present voted aye. Mr. Boyd adjourned the meeting at 4:35PM.

  
Chris Engel, Secretary

  
Date

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Date Approved by CEDA