

MINUTES

**Regional Intergovernmental Council
Called Board Meeting
October 2, 2025; 10:00 A. M.
315 D Street, South Charleston, WV 25303
Virtual Meeting – VIA Zoom**

RIC Board Members:

Mayor Frances Armentrout, Town of Marmet - Absent
Andy Backus, City of Charleston Citizen Representative – Present
Mayor Randy Barrett, Town of Winfield – Absent
Mayor Charles Blair, Town of East Bank – Absent
Ericke S. Cage, J.D.,LL.M., Private Sector Representative - Present
Mayor Conrad Cain, Town of Buffalo - Present
Brian Carr, Private Sector Representative - Present
Mayor David Casebolt, City of Nitro - Absent
Mayor Cam Clendenin, Town of Eleanor - Absent
Coston Davis, Minority Group Representative - Present
Andrew Dunlap, Private Sector Representative – Absent
Mayor Scott Edwards, City of Hurricane - Absent
Mayor Scott Elliott, City of Dunbar – Present
Mayor Donald Fannin, Town of Glasgow - Absent
Victor Farmer, City of Madison Council Representative – Present
Mayor Harvey Ferrell, Town of Sylvester – Absent
Mayor David Fletcher, Town of Belle – Present
Mayor Essie Ford, Town of Handley – Absent
Mayor Amy Shuler Goodwin, City of Charleston – Absent
Mayor Fred Harless, Town of Whitesville – Absent
Mayor Jami Echols Hayes, Town of Bancroft – Absent
Mayor Melissa Hill, City of Chesapeake - Absent
Mayor Scott James, City of St. Albans - Absent
Mayor William Jones, Town of Poca - Present
Connie Kinder, Private Sector Representative – Present
Kenneth Kinder, Private Sector Representative – Absent
Audrey Kirksey, Kanawha County Citizen Representative – Present
Commissioner Brett Kuhn, Boone County Commission - Absent
Commissioner Duane Legg, Clay County Commission – Absent
Mayor Marlene Lewis, Town of Clay – Present Via Zoom Absent
Megan Lomax, Private Sector Representative – Present
Charles Mays, Private Sector Representative – Absent
Mayor Mark McClure, Town of Danville – Absent
Clark McCoy, Private Sector Representative – Present
Barry McCune, Clay County Citizen Representative – Present
Kris Mitchell, Boone County Citizen Representative – Present
Mayor Frank Mullins, City of South Charleston – Absent

Kristi Sarrett, Private Sector Representative - Absent
Eric Sharp, Private Sector Representative - Present
Commissioner Andy Skidmore, Putnam County – Present Via Zoom
Mark Stolle, Putnam County Citizen Representative – Absent
Mayor Kay Summers, Town of Clendenin - Absent
Commissioner Natalie Tennant, Kanawha County Commission – Present Via Zoom
Joy Underwood, Private Sector Representative – Absent
Mayor Andy Williams, Town of Pratt – Absent
Mayor Melissa Young, Town of Cedar Grove - Absent
Curt Zickafoose, Private Sector Representative - Present

RIC Staff and Other Individuals Present:

Tyler Ferrell, Executive Director, RIC
Brandy Whittington, Finance Manager, RIC
Bruce Mullins, Community Development Manager, RIC
Jasper Ball, Project Administrator, RIC

The Regional Intergovernmental Council (RIC) met on October 2, 2025, via Zoom.

I. Roll Call

Roll Call was taken by Tyler Ferrell, Executive Director. Chair Kris Mitchell declared a quorum and called the meeting to order.

II. Approval of Meeting Minutes

Chair Kris Mitchell presented the September 11, 2025, Meeting Minutes for approval.

A MOTION WAS MADE BY DAVID FLETCHER TO APPROVE THE OCTOBER 2, 2025, MEETING MINUTES. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

III. Approval of servicing contract between the Regional Intergovernmental Council and Mountain State Small Business Finance, Inc.

Tyler Ferrell, Executive Director, presented the servicing contract between the Regional Intergovernmental Council and Mountain State Small Business Finance, Inc for approval.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE SERVICING CONTRACT BETWEEN THE REGIONAL INTERGOVERNMENTAL COUNCIL AND MOUNTAIN STATE SMALL BUSINESS FINANCE, INC. THE MOTION WAS SECONDED BY DAVID FLETCHER AND WAS CARRIED.

IV. Approval of in-kind and/or financial support for proposed CDC

Tyler Ferrell, Executive Director, presented the approval of in-kind and/or financial support for the proposed CDC.

The Regional Intergovernmental Council (RIC) is fully committed to supporting Mountain State Small Business Finance, Inc., a proposed Small Business Administration Certified Development Company, during its probationary period and beyond. Should the CDC incur costs above the amount of revenue generated, the RIC will pay those costs on behalf of Mountain State Small Business Finance, Inc. Following the CDC's probationary period, this commitment will be renewed annually.

A MOTION WAS MADE BY CONNIE KINDER TO APPROVE THE IN-KIND AND/OR FINANCIAL SUPPORT FOR THE PROPOSED CDC. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

V. Approval for RIC to apply for and receive a Letter of Credit through Invest Appalachia to support Mountain State Small Business Finance, Inc.

Tyler Ferrell, Executive Director, presented the approval for RIC to apply for and receive a Letter of Credit through Invest Appalachia to support Mountain State Small Business Finance, Inc.

A MOTION WAS MADE BY VICTOR FARMER TO APPROVE RIC TO APPLY FOR AND RECEIVE A LETTER OF CREDIT THROUGH INVEST APPALACHIA TO SUPPORT MOUNTAIN STATE SMALL BUSINESS FINANCE, INC. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

VI. Approval for RIC to serve as the guarantor for 100% of the funds drawn down from Invest Appalachia's Letter of Credit

Tyler Ferrell, Executive Director, presented the approval for RIC to serve as the guarantor for 100% of the funds drawn down from Invest Appalachia's Letter of Credit.

A MOTION WAS MADE BY VICTOR FARMER TO APPROVE FOR RIC TO SERVE AS THE GUARANTOR FOR 100% OF THE FUNDS DRAWN OWN FROM INVEST APPALACHIA'S LETTER OF CREDIT. THE MOTION WAS SECONDED BY COSTON DAVIS AND WAS CARRIED.

VII. Procurement Policy Revision

Tyler Ferrell, Executive Director, presented the Procurement Policy Revision for approval.

A MOTION WAS MADE BY VICTOR FARMER TO APPROVE THE PROCUREMENT POLICY REVISION. THE MOTION WAS SECONDED BY CONNIE KINDER AND WAS CARRIED.

VII. Adjournment

A MOTION WAS MADE BY CONNIE KINDER TO ADJOURN THE MEETING. THE MOTION WAS SECONDED BY WILLIAM JONES AND WAS CARRIED. THE MEETING ADJOURNED AT 10:17 A.M.

Kris Mitchell, Chair
Regional Intergovernmental Council

Date