



Lancaster County Broadband Authority

Minutes of Board Meeting

February 3, 2021

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1. **Call to Order:** Cassie Thompson called the meeting to order at 4:30 p.m. in the public meeting room of the County Administration Building. Cassie Thompson, Kevin Bean, Cherie Kiser, Dr. Gary Silverman, and Dr. Robert Westbrook were present. Don Gill, Chuck Rusinak and Wally Dawson attended as guests; additionally, Margie Armen participated by telephone.
2. **Discussions:**
 - a. As required by the LCBA bylaws, the meeting opened with the LCBA Annual Meeting. The first topic of discussion was the election of officers. Cassie explained that incumbents of each position could state their interest in remaining or vacating their position. Each Authority member has the right to self-nominate for a position or can be nominated by another member. The first position to be addressed was that of Chair. Cassie stated her interest in remaining in the position. Gary stated his interest in assuming the chair. A vote was taken. Cassie voted to remain as Chair. Cherie abstained, noting that as a new Authority member, she believed she did not know the individuals well enough at that time to vote. Kevin voted for Cassie and Gary voted for himself. After a lengthy discussion, the decision was made to continue the Annual Meeting and revisit the election at the next meeting as Member Michele Craddock was not present and she should have the opportunity to either self-nominate or vote for one of the identified individuals.
 - b. There were no recommendations to amend the LCBA bylaws and the Chair asked members to bring any suggestions for amendments to the bylaws to the next meeting.
 - c. VATI: A discussion was held regarding the continued inclusion of Lancaster in the four county VATI submission. With the required rescope of our VATI submission, the Authority had to make the decision to continue with the other three counties or withdraw. Gary presented nine slides covering the VATI strategy and issues to be considered in light of the rescope. The slides were comprehensive, including information on the Second Chance ReConnect pending application. After a detailed discussion, Cassie called for a vote whether to continue with VATI or withdraw. The vote was 3-1 to continue with VATI.

- d. LCBA FY2021-2022 Budget: Cassie called for a line-by-line review of the draft budget. Some amounts remained the same as in the last approved budget. The Members agreed upon an increase in Advertising/Marketing (\$5,000 to \$7,500); Conference/Education (\$2,500 to \$7,500); EDP Software (\$1,000 to \$10,000), and a new line item was included, 1 FTE at \$150,500 (including benefits) for an Executive Director. The Chair committed to provide a position description for the Executive Director, and a budget narrative for Don Gill by 11 Feb.
- e. Don Gill advised that there will be a zoom meeting on 4 February in the public meeting room of the Administration Building with the Board of Supervisors and the Executive Director of the Eastern Shore of Virginia Broadband Authority (ESVBA). The Authority was invited. Cassie, Kevin and Gary will attend. Others may participate via zoom.

2. Schedule next meeting and Recess: The meeting recessed to the call of the Chair at 6:50 p.m. The next regular meeting will be held on February 17th at 4:30 p.m.

Respectfully submitted,

Cassie Thompson

Chair, LCBA