

**MINUTES OF THE DESIGN-BUILD BOARD MEETING**  
**November 15, 2023**

**Members Present:** John Jarrett  
David Hammond  
Lynn Flink  
Michael Gianni  
Justin Williams  
Andy Teeter  
Chad Riley

**Department of Administration:** Bob Paulson  
Kateland Cantrell

**Members Absent:**

The meeting was called to order. Phoebe Randolph was absent.

**Approval of Minutes:**

Michael Gianna moved for approval of Aug 17, 2023, minutes, motion seconded by Andy Teeter. All voted in favor, and the minutes were approved.

**Old business:**

Application form revisions

**New Business:**

Chairman Riley discussed a motion to table reviewing the draft changes to the Application for Project Consideration and the Criteria Developer Selection Form at the next meeting. All voted in favor.

Michael Gianni asked that revisions be sent out prior to the next meeting.

Chairman Riley stated that the revisions would be distributed a couple of weeks before the next meeting.

Chairman Riley discussed the 2024 Informational Sessions. He stated that the public entities governed by the design-build rules are unsure or unaware of it. He believes an informational session with the WV School Administrators Association, the WV Municipal League, and the County Commissioners Association of WV will be beneficial. Historically, their annual conferences are all in the summer. He intends to make a formal request to have a 15-30 min slot where two members from the board can go and make a presentation reviewing the Design-Build process.

Chairman Riley asked that Mr. Paulson research which entities are exempt from Design-Build.

Chairman Riley will have a draft presentation regarding the 2024 Informational Sessions at the next meeting.

**Other Business:**

Chairman Riley stated that he received a call regarding whether our board would be introducing any legislation this session. He responded that there has been no discussion regarding legislation and that we are only focused on updating the application and forms, and the informational sessions. He stated that if anyone has a difference of opinion to let the board know.

**NEXT BOARD MEETING**

will be virtual on February 20, 2023, at 1:30 p.m. via Google Meet.



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Chad M. Riley, Chair  
Design-Build Board



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Kateland Cantrell, Secretary  
Design-Build Board