

MINUTES (DRAFT)

FIRST TENNESSEE DEVELOPMENT DISTRICT EXECUTIVE COMMITTEE MEETING MARCH 26, 2020

FTDD Executive Committee Members Attending:

Hon. Richard Venable, Chair	Hon. Curt Alexander	Hon. Margaret Feierabend	Hon. Johnny Lynch
Hon. W.T. Daniels, Vice-Chair	Hon. Jenny Brock	Hon. Thomas Harrison	Hon. Kevin Morrison
Hon. Joe Grandy, Treasurer	Hon. Garland Evely	Hon. Jim Lee	Hon. Pat Shull

Additional Attendees: Susan Reid; Mitch Miller; Hon. Tommy Gregg; Hon. David Hawk; Lana Moore, Lynn Tully; Scott Robertson; Allen Hawk

FTDD Staff Attending: Chris Craig; Nicole Banks; Bill Forrester; Ken Rea; Lottie Ryans; Mark Stevans; Kathy Whitaker; Melissa White; Connie Roberts

Welcome, Invocation and Pledge of Allegiance

A regular meeting of the First Tennessee Development District's (FTDD) Executive Committee was held on Thursday, March 26th via conference call. Board Chair Mayor Richard Venable called the meeting to order at 2:11 p.m.; he invited Chris Craig to deliver the invocation before leading the assembly in the Pledge of Allegiance. Immediately following the Pledge, the name of each Executive Committee member was called for the purpose of accurately recording the names of those in attendance. As the roll call concluded, Mayor Venable requested that committee members state their name when initiating or seconding a motion.

Approval of Minutes

Mayor Venable requested additions/corrections to the minutes of the January 22, 2020 meeting of the Executive Committee; finding none, he requested a motion to accept the minutes from that meeting as presented. Mayor Shull made the motion, Mayor Brock seconded, and the motion passed unanimously without discussion.

Consideration of Audit Firm for FY20 Audit

FTDD Executive Director Chris Craig requested the committee's approval to enter into a single-year contract for \$44,000 (plus financial statement fees) to engage the firm of Blackburn, Childers, & Steagall, LLC to perform an annual audit of FTDD financial records for FY 2020. Mayor Harrison seconded Mayor Evely's motion to approve Craig's request, and a brief discussion followed before the motion was passed by unanimous vote.

Approval of Area Agency on Aging & Disability Area Plan

Kathy Whitaker, AAAD Director, provided a summary of the agency's area plan and requested the committee's approval to implement it. Connie Roberts, FTAAD Fiscal Manager, provided a brief synopsis of the agency's funding structure and financial health, and asked that committee members contact her or Nicole Banks, FTDD Finance Director, for more detailed information/documentation. Mayor Lynch motioned to approve the plan, Mayor Evely offered a second, and the motion passed unanimously without discussion.

Update on FTDD Housing Programs

Bill Forrester, Director of Planning, Housing & Community Development, provided information about both new and ongoing programs and projects supported by his department.

Consideration of Application for Credit with Citizens Bank for Public Guardian Use

Chris Craig requested approval to apply for a Citizens' Bank credit card with a credit limit of \$3,000. The card would be designated for the exclusive use of the Public Guardian and two assistants to purchase items on behalf of their clients. The FTDD's existing Credit Card Use Policy would also be slightly modified to include provisions for the use of the new card. Mayor Daniels made a motion to approve Craig's request and Mayor Brock provided a second. The motion passed without opposition.

Discussion of FTDD as Hub for Promoting Regionalism and Economic Development

Discussion deferred until next meeting.

Financial Report

Finance Director Nicole Banks presented; she reported that the District was in a favorable financial position and requested the committee's approval of the current financial statement. Banks also stated that she did not expect cash flow to be affected in any way by the circumstances surrounding the COVID-19 pandemic. Mayor Shull motioned to accept the financial report as presented, Mayor Lynch seconded, and the motion passed unanimously.

Other Business/Adjournment

Lana Moore, Field Representative for Sen. Lamar Alexander, spoke about current proposed legislation to help individuals and communities cope with issues surrounding the COVID-19 pandemic.

Rep. David Hawk spoke about efforts by the Tennessee General Assembly to develop and implement grants and programs to help meet the needs of the citizens of Northeast Tennessee in the wake of the COVID-19 pandemic. Rep. Hawk encouraged committee members to contact him with questions or concerns, especially those pertaining to local unemployment, business loans, or other issues impacting local economies.

Mitch Miller expressed his gratitude to FTDD staff for providing the idea behind the "AHEAD" database and for creating a map of feeding sites for school children almost immediately following the announcements of prolonged school closures in our area.

Mayor Brock encouraged continued cooperation among all communities – large and small - within our region, and expressed her hope that all will continue to support and assist each other however they can.

Chris Craig announced that, at present, the semi-annual meeting of the FTDD Board of Directors is still scheduled for the evening of Wednesday, June 17th in Bristol. Details of the event will be shared once they are confirmed.

Finding no other business, Mayor Venable adjourned the meeting at 2:47 p.m.

Mayor Richard Venable, Board Chair