

**Upper Cumberland Development District
Executive Committee Meeting**

DRAFT MINUTES	JUNE 30, 2022	10:00 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady		
TYPE OF MEETING	UCDD Executive Committee Meeting		
FACILITATOR	Chairman Randy Heady		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Luke Collins, Allen Foster, Tim Stribling, Jimmy Johnson, Randy Heady, Steve Jones, Ben Danner, Carey Garner, Sam Gibson, Jeff Mason, Sarah Marie Smith, Ryle Chastain, Marvin Lusk, Denny Robinson, Jeff Young		
MEMBERS ABSENT	Brent Bush, Andy Duggin, Dale Reagan, James Mayberry, Josh Miller, Harvey Stowers, Lloyd Williams, Jerry Wilmore, Curtis Hayes, Randy Porter, Ricky Shelton, Greg Wilson, Mickey Robinson, Jimmy Haley, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE		CHAIRMAN RANDY HEADY
CALL TO ORDER	Chairman Randy Heady called the meeting to order.		
PRAYER	Macon County Mayor Steve Jones opened the meeting with prayer.		
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was cited.		
	ROLL CALL		
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
	APPROVAL OF CONSENT AGENDA		CHAIRMAN RANDY HEADY
DISCUSSION	<p>Chairman Randy Heady advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – April 20, 2022 • Statutory Bonds <ul style="list-style-type: none"> • Mark Farley, Executive Director • Ginger Stout, Finance Director <p>A motion was made to approve the Consent Agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Luke Collins</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>		

ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Jeff Mason</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes.</p>
	<p>CAIC LOAN JESSE VILLARD, LOAN OFFICER LITTLE SUNSHINE'S ACADEMY, LLC</p>
DISCUSSION	<p>Jesse Villard presented a loan request for Little Sunshine's Academy, LLC in Carthage.</p> <ul style="list-style-type: none"> • Project Total Cost: \$790,000 • Loan Amount: \$200,000 • Owner – April Brooks - \$65,000 • CDBG-CV (Grant) – \$185,000 • Bank of Tennessee - \$340,000 • Proposed Interest Rate: 0.50% • Proposed Terms: 20 years • Source of Funds: EDA • Collateral: second lien on land and building (117 Eatherly Landing Road); with personal guarantee on the April Brooks. <p>A motion was made to approve the loan request.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Luke Collins Motion seconded by: Sarah Marie Smith</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes.</p>
	<p>CAIC LOAN - CUMBERLAND JESSE VILLARD, LOAN OFFICER REHABILITATION SERVICES</p>
DISCUSSION	<p>Jesse Villard presented a loan request for Cumberland Rehabilitation Services in Cookeville.</p> <ul style="list-style-type: none"> • Project Total Cost: \$125,000 • Loan Amount: \$75,000 • Owner – Jon Allen - \$50,000 • Proposed Interest Rate: 2.75% • Proposed Terms: 10 years • Source of Funds: EDA Cares • Collateral: first lien on machinery and equipment; first lien on office technology equipment; with personal guarantee on Jon Allen; and assignment of life insurance. <p>A motion was made to approve the loan request.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Sarah Marie Smith</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes.</p>

DISCUSSION	<p>Megan Choate advised that in 2019 a Microloan pilot program was created. Loans are capped at \$30,000 and individuals are required to work with the technical assistance services of the Biz Foundry, Tennessee Tech, and the Small Business Development Center. The interest rate is higher due to it being designed for startup and there is a greater risk. The program has been very successful. Initially we asked for \$150,000 to be earmarked for the program. The board raised the cap for the portfolio a couple of times and currently the cap is \$450,000. Since the program began twenty-one loans have been approved. We have nineteen loans open and \$380,000 has been lent out. There have been only two loans in default or at risk of defaulting. The remaining fifteen are doing excellent. Megan asked the board for approval to remove the pilot cap for the portfolio.</p> <p>Executive Director Mark Farley advised that he and Tyler Asher spoke to the Small Business Administration about the possibility of starting the program statewide. The program has been very successful.</p> <p>A motion was made to raise the portfolio cap to one million dollars.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Ryle Chastain</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes.</p> <p>Executive Director Mark Farley advised that in the last two years we have lent out over five million dollars. With the interest rates rising there will be more businesses looking for financing. If there are individuals needing capital they can contact Megan Choate.</p>
	<p>ACTION ITEMS RANDY HEADY, CHAIRMAN</p> <p>a. FY 2023 Budget b. FY 2022-2023 Work Plan</p>
DISCUSSION	<p>Executive Director Mark Farley and Finance Director Ginger Stout reported on the FY-2023 Budget and Work Plan.</p> <ul style="list-style-type: none"> • The agency is encountering losing workforce and we are having a hard time hiring new employees due to pay level. We are proposing a 6% cost of living raises for employees and a minimum hourly rate of \$12.50 unless there is a reason by contract. • Health insurance is anticipated to increase 7.5% beginning January 1, 2023 • The county/city dues are based on the new 2020 census. • When the two agencies merged under the Shared Management Agreement the savings from the overhead has been 2.7 million dollars for the past four years. The indirect cost rate is 25% of salaries and 7% of the overall budget. <p>A motion was made to approve the FY 2023 Budget.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Tim Stribling Motion seconded by: Jimmy Johnson</p>

<p>DISCUSSION</p>	<p>working with the senior centers that have been impacted and we are trying to come up with an alternative to ensure that they are able to provide meals in some form. There will be a couple of senior centers that are considering cooking meals. The remainder of the sites will be providing frozen meal products and heating those for the seniors. In the past month, three providers have backed out of providing services due to the economic climate and the lack of increased rates by the State of Tennessee. It has been over twelve years since there has been an increase in the reimbursement rates for meals at senior center or home delivered meals.</p> <p>Executive Director Mark Farley advised that the Tennessee Commission on Aging and Disability realizes there is an issue. James Dunn, TCAD Executive Director would like to approach the Governor's office to put more funding toward nutrition and encourage the Governor's office to work with TennCare and TCAD to come up with an adequate funding stream moving forward.</p> <p>Executive Director Mark Farley asked the board to consider adopting a resolution allowing Mayor Randy Heady to sign on behalf of the board encouraging the state put additional funding toward nutrition and that they work with TennCare, Tennessee Commission on Aging and Disability and other interested parties to make sure the rate is raised and sustainable moving forward.</p> <p>A motion was made to approve adopting the resolution.</p>
<p>ACTION</p>	<p><u>Motion to Approve</u> Motion made by: Luke Collins Motion seconded by: Sarah Marie Smith Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
<p>DISCUSSION</p>	<p>Holly Williams advised that the Area Agency on Aging will be receiving an increase in the Options Program for the upcoming year. We will be serving an additional 200 clients but we do not have an adequate provider network to serve those individuals.</p> <p>Executive Director Mark Farley advised that UCHRA received a four million dollar grant to create day reporting centers for substance abuse for the court system. There will be three centers in three judicial districts - Smith, Warren and Putnam counties.</p> <p>The Upper Cumberland Economic Development Summit will be held August 9-10, 2022 at Tennessee Tech.</p> <p>UCDD/UCHRA is planning a Mayor's Retreat for September 29th and 30th. Executive Director Mark Farley advised that the former Mayor in Jamestown, Lyndon Baines passed away.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
<p>DISCUSSION</p>	<p>The Executive Director Report was covered under program updates.</p>

	REGIONAL PARTNERS	CHAIRMAN RANDY HEADY
DISCUSSION	<p>Chairman Randy Heady introduced the regional partners attending.</p> <ul style="list-style-type: none"> Angela Regitko with the Tennessee Department of Economic and Community advised that the ECD Governor's Conference will be held September 19th and 20th. Jill Osborne will be moving to ECD effective July 1st as the Business Development Consultant. 	
	OLD BUSINESS	CHAIRMAN RANDY HEADY
DISCUSSION	No old business was presented for discussion.	
	NEW BUSINESS	CHAIRMAN RANDY HEADY
DISCUSSION	No new business was presented for discussion.	
	PUBLIC COMMENTS	CHAIRMAN RANDY HEADY
DISCUSSION	There were no public comments presented.	
	ADJOURN	CHAIRMAN RANDY HEADY
ACTION	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p> <p><u>Motion to Adjourn:</u> Motion made by: Jimmy Johnson Motion seconded by: Allen Foster</p> <p>The UCDD Executive Committee voted unanimously to adjourn the June 30, 2022 meeting.</p>	
CONCLUSION 11:05 a.m.		

Randy Heady, Chairman

Jimmy Johnson, Secretary