

Executive Committee Meeting Agenda | October 18, 2023

1. **Call to Order | Randy Heady, Chairman**
 - a. Prayer
 - b. Pledge of Allegiance
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Randy Heady, Chairman**
 - a. Executive Committee Meeting Minutes – August 16, 2023
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **UCDD Loans | Mindy Tramel, Loan Officer**
 - a. Creative Learning USA, LLC
 - b. Madiston Powertel
6. **Action Items | Randy Heady, Chairman**
 - a. 2023 AAAD Annual Report
 - b. 2023 Comprehensive Economic Development Strategy Update (CEDS)
 - c. CEDS Resolution 23-10-1
7. **Program Updates | Mark Farley, Executive Director**
 - a. Recompete
 - b. Opioid Request
8. **Executive Director Report | Mark Farley, Executive Director**
9. **Regional Partners | Randy Heady, Chairman**
10. **Old Business | Randy Heady, Chairman**
11. **New Business | Randy Heady, Chairman**
12. **Public Comments | Randy Heady, Chairman**
13. **Adjourn | Randy Heady, Chairman**

**Upper Cumberland Development District
Executive Committee Meeting**

DRAFT MINUTES	AUGUST 16, 2023	10:00 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Vice Chairman Jeff Mason		
TYPE OF MEETING	UCDD Executive Committee Meeting		
FACILITATOR	Vice Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Greg Mitchell, Dale Reagan, Allen Foster, Matt Adcock, Josh Miller, Jimmy Johnson, Lloyd Williams, Steven Barlow, Stephen Bilbrey, Sam Gibson, Laurin Wheaton, Jeff Mason, David Sullivan, Alisa Farmer, Terry Bell, Jerry Lowery		
MEMBERS ABSENT	Andy Duggin, Luke Collins, R. J. Crawford, Harvey Stowers, Randy Heady, Steve Jones, Jerry Wilmore, Curtis Hayes, Randy Porter, Stephen Babcock, Ryle Chastain, Marvin Lusk, Denny Robinson, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE VICE CHAIRMAN JEFF MASON		
CALL TO ORDER	Vice Chairman Jeff Mason called the meeting to order.		
PRAYER	Vice Chairman Jeff Mason asked County Executive Jimmy Johnson to 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 VICE CHAIRMAN JEFF MASON		
DISCUSSION	<p>Vice Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee meeting minutes – June 21, 2023 <p>A motion was made to approve the Consent Agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: Laurin Wheaton</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>		
	UCDD FINANCIAL REPORT GINGER STOUT, FINANCE DIRECTOR		
DISCUSSION	Ginger Stout presented the July 1, 2022 through June 30, 2023 financial report for Upper Cumberland Development District.		

ACTION	A motion was made to approve the financial report.
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Steven Barlow</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>UCDD LOANS MINDY TRAMEL, LOAN PROGRAM MANAGER</p> <ul style="list-style-type: none"> • Credit Reporting Policy • RLF Delinquent Loans
DISCUSSION	<p>Mindy Tramel advised that the Upper Cumberland Development District/Cumberland Area Investment Corporation has been working toward reporting loans to the credit bureau. UCDD/CAIC is in partnership with Credit Builders Alliance which is a nonprofit that acts as a liaison between UCDD/CAIC and the credit bureau. The company provided training for UCDD/CAIC staff and staff was advised that the agency will need to have a credit reporting policy in place.</p> <p>The Credit Reporting Policy was presented to the board for review and approval.</p> <p>A motion was made to approve the Credit Reporting Policy.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Matt Adcock Motion seconded by: Greg Mitchell</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>
DISCUSSION	<p>Mindy Tramel presented four loans that are delinquent.</p> <ol style="list-style-type: none"> 1. Loan #23-01-01 – Through Fox collection, we have collected the majority of the outstanding balance. To avoid additional cost that legal action would incur, we recommend writing off the remaining balance. 2. Loan #165-01-01 – Collateral was repossessed and auctioned resulting in \$6,835.41 to be applied to the loan. Attempts to collect payment have been unsuccessful. We are recommending writing off the remaining balance. 3. Loans #41-01-01 and #14-01-01 – These loans were one loan request split into two loans. The original owners sold the business to their son and he has since sold it again. We have exhausted our collateral options and are recommending writing off the remaining balance on each loan. We collected \$75,883.00 in interest on the loans. 4. Loan #158-01-01 – The borrower has not made any payments since funding and has not responded to any attempts to contact. Based on past information, he may have moved out of state. We previously provided information to our attorney to pursue this client but not taken any official action at this time. We are requesting legal recourse. <p>Attorney Danny Rader advised that the borrower for loan #158-01-01 has been sued and a judgement was filed against him for \$27,000; which is more than the original loan amount. The borrower never made a</p>

<p>DISCUSSION/ ACTION</p>	<p>payment on the loan; he doesn't have any assets to collect; he doesn't own any property; and the vehicles that he has is financed through Cash Express. The borrower is now living outside of Tennessee which limits our ability to go against him further. Because he never made any payments, it is clear he never intended to repay the loan and he took the funds under fraudulent pretenses. We might ask the District Attorney if they would be willing to prosecute him for taking a loan under those fraudulent pretenses.</p> <p>A motion was made to write off loan #23-01-01, #165-01-01, #41-01-01 and to continue to pursue legal recourse on loan #158-01-01.</p>
<p>ACTION</p>	<p><u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: David Sullivan</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Sixteen board members voted yes.</p>
	<p>ACTION ITEMS VICE CHAIRMAN JEFF MASON</p> <ul style="list-style-type: none"> • Title VI Implementation Plan • Title VI Policies and Procedures • Four-Factor Analysis and Limited English Proficiency (LED) Plan • Equal Employment Opportunity Policy • Complaint Intake Forms • Statutory Bonds <ul style="list-style-type: none"> • Mark Farley, Executive Director • Ginger Stout, Finance Director
<p>DISCUSSION</p>	<p>Executive Director Mark Farley gave an update on the Action Items.</p> <ul style="list-style-type: none"> • The Title VI Implementation Plan, Title VI Policies and Procedures, Four-Factor Analysis and Limited English Proficiency Plan and the Equal Employment Opportunity Policy are updated annually to submit to our funding agencies. • UCHRA went through the Sunset Audit a few years ago with the Comptroller's office. The Comptroller's office recommended that UCHRA bring any complaints to the board for review. We thought it would be a good measure for both agencies to document any complaints and bring them to the board. • The Statutory Bonds are for the Finance Director and Executive Director. <p>A motion was made to approve the Action Items as presented.</p>
<p>ACTION</p>	<p><u>Motion to Approve</u> Motion made by: Greg Mitchell Motion seconded by: Lauren Wheaton</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
<p>DISCUSSION</p>	<p>Executive Director Mark Farley advised that the Tennessee County Government Association Conference will be held October 18-20, 2023. Discussion was held on moving the date of the next UCDD/UCHRA board meeting or starting the meeting earlier.</p>

ACTION	A motion was made to move the October board meeting to 9:00 a.m.
ACTION	Motion made by: Jimmy Johnson Motion seconded by: Stephen Bilbrey Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	Executive Director Mark Farley advised that the summer strategy session have completed and the child care topic was brought up at every meeting. Rosa Smith's position at the UCDD is funded through EMPOWER Upper Cumberland program and she has been working on what barriers exist and how to eliminate the barriers for child care. Rosa has developed a list as to why child care is such a critical issue. UCDD is working on a proposal to present to the legislature and the state level. Rosa Smith gave a presentation on issues affecting child care across the Upper Cumberland region.
DISCUSSION	Executive Director Mark Farley advised that the Economic Development Administration has a grant opportunity call Reconnect. The grant is designed for 62% workforce participation rate. Nine counties in the Upper Cumberland qualify for the grant and five counties will not qualify. The counties that will not qualify are: Smith, Macon, Jackson, Putnam, and Overton. A program has been structured to work on getting the workforce participation rate up to 62%. Anything we build in the nine counties will bleed over and benefit the other communities.
	EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	The Executive Director Report was covered under the Program Updates.
	REGIONAL PARTNERS VICE CHAIRMAN JEFF MASON
DISCUSSION	Chairman Randy Heady asked for updates from the regional partners. <ul style="list-style-type: none"> • Josh Wilkerson with USDA Rural Development advised that USDA is approaching the end of the federal fiscal year. Looking forward to the next fiscal year, if there are any needs in your communities or projects to consider give Josh a call. • Robert Becker with the Tennessee Department of Environment and Conservation advised that ARP Round Two closed August 7th and they are working through 109 applications. • Bonnie Warren with Senator Bill Hagerty's office advised that staff is busy working on passports and attending local nonprofit meetings. • Jennie Spurlock with Congressman John Rose's office reported that staff is currently working on 367 cases.
	OLD BUSINESS VICE CHAIRMAN JEFF MASON
DISCUSSION	No old business was presented for discussion.
	NEW BUSINESS VICE CHAIRMAN JEFF MASON
DISCUSSION	No new business was presented for discussion.

	PUBLIC COMMENTS	VICE CHAIRMAN JEFF MASON
DISCUSSION	There were no public comments presented.	
	ADJOURN	VICE CHAIRMAN JEFF MASON
ACTION	<p>Vice Chairman Jeff Mason advised that he would accept a motion to adjourn.</p> <p><u>Motion to Adjourn:</u> Motion made by: Allen Foster Motion seconded by: Jimmy Johnson</p> <p>The UCDD Executive Committee voted unanimously to adjourn the August 16, 2023 meeting.</p>	
CONCLUSION 10:45 a.m.		

Randy Heady, Chairman

Jimmy Johnson, Secretary