

**Executive Committee Meeting Agenda | April 12, 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 – February 15, 2023
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **Guest Speaker | Mark Farley, Executive Director**  
Bill Piper, VC3
6. **UCDD Loans | Jesse Villard, Loan Officer**
  - a. Meg's Bread
  - b. Cumberland Child Care, LLC
  - c. Wonderbees Child Care Center, LLC
7. **Action Items | Randy Heady, Chairman**
  - a. Lease Agreement between Upper Cumberland Development District and Cumberland Regional Development Corporation
  - b. Area Agency on Aging and Disability FY 24 Area Plan
  - c. Strategic Plan
8. **Program Updates | Mark Farley, Executive Director**
9. **Executive Director Report | Mark Farley, Executive Director**
10. **Regional Partners | Randy Heady, Chairman**
11. **Old Business | Randy Heady, Chairman**
12. **New Business | Randy Heady, Chairman**
13. **Public Comments | Randy Head, Chairman**
14. **Adjourn | Randy Heady, Chairman**

**Upper Cumberland Development District  
Executive Committee Meeting**

<b>DRAFT MINUTES</b>	<b>FEBRUARY 15, 2023</b>	<b>10:00 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	Vice Chairman Jeff Mason		
<b>TYPE OF MEETING</b>	UCDD Executive Committee Meeting		
<b>FACILITATOR</b>	Vice Chairman Jeff Mason		
<b>NOTE TAKER</b>	Sherry Thurman		
<b>MEMBERS PRESENT</b>	Greg Mitchell, Dale Reagan, Allen Foster, R. J. Crawford, Matt Adcock, Jimmy Johnson, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Randy Porter, Laurin Wheaton, Jeff Mason, Alisa Farmer, Terry Bell, Marvin Lusk, Denny Robinson, Jerry Lowery		
<b>MEMBERS ABSENT</b>	Andy Duggin, Luke Collins, Josh Miller, Harvey Stowers, Randy Heady, Jerry Wilmore, Curtis Hayes, Stephen Babcock, David Sullivan, Ryle Chastain, Representative Cameron Sexton, Senator Paul Bailey		
	<b>CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE VICE CHAIRMAN JEFF MASON</b>		
<b>CALL TO ORDER</b>	Vice Chairman Jeff Mason called the meeting to order.		
<b>PRAYER</b>	Vice Chairman Jeff Mason asked County Executive Greg Mitchell to opened the meeting with prayer.		
<b>PLEDGE OF ALLEGIANCE</b>	The Pledge of Allegiance was cited.		
	<b>ROLL CALL</b>		
<b>ROLLCALL</b>	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
	<b>APPROVAL OF CONSENT AGENDA VICE CHAIRMAN JEFF MASON</b>		
<b>DISCUSSION</b>	<p>Vice Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> <li>• Executive Committee Meeting Minutes – December 21, 2022</li> </ul> <p>A motion was made to approve the Consent Agenda.</p>		
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Greg Mitchell  Motion seconded by: Laurin Wheaton</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried unanimously.</p>		
	<b>UCDD FINANCIAL REPORT GINGER STOUT, FINANCE DIRECTOR</b>		
<b>DISCUSSION</b>	Ginger Stout presented the July 1, 2022 through December 31, 2022 financial report for Upper Cumberland Development District.		

<b>ACTION</b>	A motion was made to approve the financial report.
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Randy Porter  Motion seconded by: Steven Barlow</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried unanimously.</p>
	<p><b>OPIOID QUESTIONS</b> <span style="float: right;"><b>EXECUTIVE DIRECTOR MARK FARLEY</b></span></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley introduced Mary Shelton, Executive Director, Opioid Abatement Council. The Council is comprised of fourteen members of the community which was appointed by Governor Lee, the Speakers of the Senate, House, the Tennessee County Services Association and the Tennessee Municipal League.</p> <p>Ms. Shelton gave an overview on the monies disbursed to the counties from the State and the Opioid Abatement Trust Fund.</p> <ul style="list-style-type: none"> <li>• Counties will receive two payments – one payment from the State and the second payment through the Opioid Abatement Trust Fund. The payment from the Opioid Abatement Trust Fund has requirements that is set forth by statute and the Opioid Abatement Council voted to approve.</li> <li>• Information needed from the counties - remittance address, tax id, and a contact person.</li> <li>• The Department of Mental Health and Substance Abuse Services is requiring a letter of agreement so payment can be processed. The agreement was sent to all the counties. The funds are in the Opioid Abatement Trust Fund but the Department of Mental Health is the entity that is processing the funds.</li> <li>• There are several requirements with the payments that are coming through the Opioid Abatement Trust Fund. 1) signed letter of agreement; 2) spend the funds on items/activities that are located on the remediation list; 3) participate in some semi-annual reporting. The other requirement in the letter of agreement is to allocate the funds within two years and to spend the funds within four years.</li> <li>• Funds that come from the Opioid Abatement Trust Fund, the Council is targeting the first quarter of each calendar year for the counties to receive those payments. The J&amp;J settlement pays out over eighteen years and there will be deposits within the Opioid Abatement Trust Fund for a period of eighteen years.</li> </ul> <p>Questions and discussion were held on the Opioid monies. Ms. Shelton advised that Assistant Attorney General Leftwich will be available at the County Services Association conference on February 27<sup>th</sup> and 28<sup>th</sup> to answer any questions.</p>
	<p><b>UCDD LOANS</b> <span style="float: right;"><b>JESSE VILLARD, LOAN OFFICER</b></span></p> <ul style="list-style-type: none"> <li>• <b>Bud's Grocery</b></li> <li>• <b>BYR Brands</b></li> <li>• <b>DOTA Ammunition</b></li> <li>• <b>Upper Cumberland Investment Alliance</b></li> </ul>

<b>DISCUSSION</b>	<p>Jesse Villard presented a loan request for Bud’s Grocery located at 714 Hilham Highway in Livingston.</p> <ul style="list-style-type: none"> <li>• Project Total Cost: \$585,000.00</li> <li>• Loan Amount: \$125,000.00</li> <li>• First National Bank of Tennessee: \$375,000.00</li> <li>• Logan and Chelsea Beaty: \$85,000.00</li> <li>• Proposed Interest Rate: 8.00%</li> <li>• Proposed Terms: 15 years</li> <li>• Collateral: second lien on convenient store located at 714 Hilham Hwy; first lien on beverage coolers, deli &amp; meat coolers, slicer, racks, shelves, glass cases, and tables; with personal guarantees on Logan and Chelsea Beaty.</li> </ul> <p>A motion was made to approve the loan request.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Dale Reagan  Motion seconded by: Steven Barlow  Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried with a roll call vote. Nineteen board members voted yes.</p>
<b>DISCUSSION</b>	<p>Jesse Villard presented a loan request for BRY Brands in Cookeville. In 2020, CAIC approved a loan for Susan Dobbs to purchase a facility located at 337 N. Cedar Avenue, Cookeville. The company currently leases to Suzie Q’s Scrubs &amp; More, Black Heart Tattoo, and Wise Staffing. Ms. Dobbs is looking to expand in order to provide 511 tactical gear for the Cookeville Fire Department, Algood Police Department, and Putnam County EMS. The new proposed project is as follows:</p> <ul style="list-style-type: none"> <li>• Project Total Cost: \$132,000.00</li> <li>• UCDD Loan: \$75,000.00</li> <li>• Susan Dobbs: \$57,000.00</li> <li>• Proposed Interest Rate: 7.95%</li> <li>• Proposed Terms: 15 years</li> <li>• Collateral: second lien behind CAIC on the building.</li> </ul> <p>A motion was made to approve the loan request.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Steven Barlow  Motion seconded by: Stephen Bilbrey  Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried with a roll call vote. Nineteen board members voted yes.</p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley discussed a potential loan for DOTA Ammunition. The loan doesn’t have enough collateral but with the right funding-mentorship-capital infusion it could be a really good, stable industry for Fentress County for many years to come.</p> <p>Executive Director Mark Farley advised that the Development District and others have been working with the Biz Foundry to start an angel investment firm where you would have equity investment. Mr. DeMarco with DOTA</p>

DISCUSSION	<p>Ammunition probably needs to move toward a venture project. The loan request from UCDD will get him started, but he will need additional funding. With the right amount of capital investment from the state and from an angel investment firm, they would not only be getting money, but they would also be receiving the mentorship that can help them.</p> <p>Jesse Villard presented the loan request for DOTA Ammunition. DOTA Ammunition will be an Economically Disadvantage Woman-Owned Small business located in Eastern Tennessee that would like to relocate to Fentress County. The business will provide ammunition manufacturing, acquisition support, and R&amp;D solutions. The business will be owned and operated by Alex and Ashley DeMarco. The proposed location at 1128 Commerce Drive, Jamestown.</p> <ul style="list-style-type: none"> <li>• Project Total Cost: \$380,837.00</li> <li>• UCDD Loan: \$260,837.00</li> <li>• Alex &amp; Ashley DeMarco: \$40,000.00</li> <li>• TVA: \$80,000.00</li> <li>• Proposed Interest Rate: 10.40%</li> <li>• Proposed Terms: 10 years</li> </ul> <p>Executive Director Mark Farley recommended that the board refer Mr. DeMarco to the angel investment firm to see if we can get some state investment, local investors, and then bring the loan back to the UCDD for additional funding.</p> <p>Jeff Brown with the Biz Foundry gave an update on the angel investment fund.</p> <p>A motion was made to accept the recommendations of Executive Director Mark Farley that Mr. DeMarco meet with the local angel investment firm to see if they can get equity investment and come back to the UCDD for additional funding.</p>
ACTION	<p><b><u>Motion to Approve</u></b>  Motion made by: Matt Adcock  Motion seconded by: Denny Robinson</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Eighteen board members voted yes. One board member not available for the vote.</p>
DISCUSSION	<p>Executive Director Mark Farley requested that the board allow the Upper Cumberland Development District to move \$100,000.00 out of the EDA Revolving Loan Fund pool into the local Angel Investment Fund for seed capital to draw down the state's match.</p>
ACTION	<p><b><u>Motion to Approve</u></b>  Motion made by: Steve Jones  Motion seconded by: Marvin Lusk</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Seventeen board members voted yes. Two board members not present for the vote.</p>

	<b>ACTION ITEMS</b>	<b>JEFF MASON, VICE CHAIRMAN</b>
<b>DISCUSSION</b>	Vice Chairman Jeff Mason presented Resolution 23-2-1 for approval.  Executive Director Mark Farley advised that the UCDD needs to replace some of the fleet vehicles. UCDD would like to purchase four (4) Ford Explorers at a cost of \$35,628.00 each. Terms will be three years with monthly payments of \$4,283.02.  A motion was made to approve Resolution 23-2-1.	
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Dale Reagan Motion seconded by: Greg Mitchell  Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried unanimously.	
	<b>PROGRAM UPDATES</b>	<b>MARK FARLEY, EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	Executive Director Mark Farley advised that several years ago the lottery money was set up to fund the Hope Scholarships for higher education. The legislature is proposing legislation to take the sports gambling money to use towards child care scholarships for middle- and low-income families.  Attorney Danny Rader advised that the Tennessee Commission on Aging and Disability has a program that they use called SAMS. Staff uses the program to enter important information and is a part of how the agency gets reimbursements. The state made the determination to switch to a different company. The UCDD along with the other Development Districts in the state are trying to terminate the relationship with the existing company in order to go live with the new company March 28 <sup>th</sup> . The existing company is trying to hold the development districts to an additional year term of approximately \$30,000.00. Mr. Rader asked the board for permission to take legal action. He has been asked to represent the UCDD, as well as, four (4) of the other nine Development Districts in the state which will split the cost of any legal work that is necessary. The state is requiring the development districts to use the new system.	
<b>DISCUSSION</b>	A motion was made to take whatever legal action is necessary to resolve the issue.	
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Dale Reagan Motion seconded by: Matt Adcock  Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried unanimously.	
	<b>EXECUTIVE DIRECTOR REPORT</b>	<b>MARK FARLEY, EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	The Executive Director Report was covered under program updates.	
	<b>REGIONAL PARTNERS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	Vice Chairman Jeff Mason asked for updates from the regional partners. <ul style="list-style-type: none"> <li>Jenny Spurlock with Congressman John Rose's office advised that the</li> </ul>	

<b>DISCUSSION</b>	<p>Cookeville office is working on approximately 350 cases in the district dealing with the IRS, veterans, and social security. Congressman Rose is currently sitting on two (2) committees – agricultural and financial services.</p> <ul style="list-style-type: none"> <li>Tanner Cox with Senator Bill Hagerty’s office advised that Senator Hagerty’s committee assignments have been finalized. Senator Hagerty will be on the banking, foreign relations, rules and appropriations. Senator Hagerty is also working on the farm bill.</li> <li>Bonnie Warren with Senator Bill Hagerty’s office announced that staff is working on passports for constituents.</li> <li>Robert Becker with the Tennessee Department of Environment and Conservation reported that TDEC will have an ARP workshop on March 8<sup>th</sup>, at the UCDD, from 8:30-12:30. The ARP grant manuals for Round 2 will released next month. The Tire Environmental Act Program grant will close on April 15<sup>th</sup>. If anyone has any tire recycling, processing, tire drive, product use or research and testing development projects they may contact Mr. Becker. Nominations for the Environmental Stewardship Award projects will close on March 17<sup>th</sup>. There were four state park announcements released and one of the parks is in White County.</li> <li>A representative with Senator Marsha Blackburn’s office announced that Senator Blackburn’s committee assignments have been assigned for the new legislative cycle. Senator Blackburn will be on the veterans committee, judiciary, commerce, transportation and financial services.</li> <li>Angela Regitko with the Tennessee Department of Economic and Community Development announced that the letter of intent for the site development grant letter is due February 17<sup>th</sup>.</li> </ul>	
	<b>OLD BUSINESS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	No old business was presented for discussion.	
	<b>NEW BUSINESS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	No new business was presented for discussion.	
	<b>PUBLIC COMMENTS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	There were no public comments presented.	
	<b>ADJOURN</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>ACTION</b>	<p>Vice Chairman Jeff Mason advised that he would accept a motion to adjourn.</p> <p><b><u>Motion to Adjourn:</u></b>  Motion made by: Greg Mitchell  Motion seconded by: Matt Adcock</p> <p>The UCDD Executive Committee voted unanimously to adjourn the February 15, 2023 meeting.</p>	
<b>CONCLUSION</b> 11:40 a.m.		

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Randy Heady, Chairman

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Jimmy Johnson, Secretary