

**Executive Committee Meeting Agenda | August 16, 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 – June 21, 2023
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **UCDD Loans | Megan Choate, Director of Lending and Economic Development**
  - a. Credit Reporting Policy
  - b. RLF Delinquent Loans
6. **Action Items | Randy Heady, Chairman**
  - a. Title VI Implementation Plan
  - b. Title VI Policies and Procedures
  - c. Four-Factor Analysis and Limited English Proficiency (LED) Plan
  - d. Equal Employment Opportunity Policy
  - e. Complaint Intake Forms
  - f. Statutory Bonds
    - Mark Farley, Executive Director
    - Ginger Stout, Finance Director
7. **Program Updates | Mark Farley, Executive Director**
  - a. Rosa Smith Presentation
  - b. Recomplete Grant Opportunity
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**

<b>DRAFT MINUTES</b>	<b>JUNE 21, 2023</b>	<b>10:00 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	Chairman Randy Heady		
<b>TYPE OF MEETING</b>	UCDD Executive Committee Meeting		
<b>FACILITATOR</b>	Chairman Randy Heady		
<b>NOTE TAKER</b>	Sherry Thurman		
<b>MEMBERS PRESENT</b>	Dale Reagan, Allen Foster, Jimmy Johnson, Randy Heady, Steve Jones, Sam Gibson, Laurin Wheaton, Jeff Mason, David Sullivan, Terry Bell, Marvin Lusk, Denny Robinson, Jerry Lowery		
<b>MEMBERS ABSENT</b>	Greg Mitchell, Andy Duggin, Luke Collins, R. J. Crawford, Matt Adcock, Josh Miller, Harvey Stowers, Lloyd Williams, Jerry Wilmore, Steven Barlow, Curtis Hayes, Stephen Bilbrey, Randy Porter, Stephen Babcock, Alisa Farmer, Ryle Chastain, Representative Cameron Sexton, Senator Paul Bailey		
	<b>CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE</b>		<b>CHAIRMAN RANDY HEADY</b>
<b>CALL TO ORDER</b>	Chairman Randy Heady called the meeting to order. Executive Director Mark Farley announced that a long-time employee, Jim McCaleb passed away on Monday. Jim worked in the aging department for 20+ years. He was a special person. Remember his family in your prayers.		
<b>PRAYER</b>	Chairman Randy Heady asked City Mayor Jerry Lowery 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</b>		<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	Chairman Randy Heady advised that the consent agenda consist of the following: <ul style="list-style-type: none"> <li>• Executive Committee meeting minutes – April 12, 2023</li> <li>• Lease agreement between Upper Cumberland Development District and Upper Cumberland Human Resource Agency</li> </ul> A motion was made to approve the Consent Agenda.		
<b>ACTION</b>	<u><b>Motion to Approve</b></u> Motion made by: Steve Jones Motion seconded by: Jerry Lowery  Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.		

	<b>UCDD FINANCIAL REPORT      GINGER STOUT, FINANCE DIRECTOR</b>
<b>DISCUSSION/ ACTION</b>	<p>Ginger Stout presented the July 1, 2022 through April 30, 2023 financial report for Upper Cumberland Development District.</p> <p>A motion was made to approve the financial report.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>            Motion made by: Denny Robinson            Motion seconded by: Jeff Mason</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	<b>GUEST SPEAKER      EXECUTIVE DIRECTOR MARK FARLEY</b>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley advised that Evan Spann, Deputy Director of Field Operations for the TDEC Division of Remediation expressed interest in speaking to the board on the Brownfields Program. Mr. Spann wasn't present.</p>
	<b>UCDD LOANS      MEGAN CHOATE, DIRECTOR OF LENDING &amp; ECONOMIC DEVELOPMENT AND MINDY TRAMEL, LOAN OFFICER</b>
<b>DISCUSSION</b>	<p>Megan Choate introduced the new UCDD loan officer, Mindy Tramel.</p> <p>Mindy Tramel presented a loan request for Jackson Kayak located at 3300 McMinnville Highway in Sparta. The loan request will be used to purchase and set up a new Rotomold oven in the Sparta manufacturing facility to support existing and new contract business.</p> <ul style="list-style-type: none"> <li>• Project Amount: \$850,000</li> <li>• Loan Amount: \$350,000</li> <li>• Industrial Development Board: \$300,000</li> <li>• Jackson Kayak: \$200,000</li> <li>• Proposed Interest Rate: 7.5%</li> <li>• Proposed Terms: 10 years</li> <li>• Collateral: 54/46 split with the White County IDB on the new and existing rotomold ovens.</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: Denny Robinson            Motion seconded by: Allen Foster</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Thirteen board members voted yes.</p>
<b>DISCUSSION</b>	<p>Mindy Tramel presented a loan request for Highlands Cabinets located at 1975 Browns Mill Road in Cookeville. The loan request will be used to handle the growth they have experienced as well as future growth. They will need to upgrade each area of production to meet existing demand while maintaining and increasing quality.</p> <ul style="list-style-type: none"> <li>• Project Amount: 550,000</li> <li>• Loan Amount: \$400,000</li> </ul>

<p><b>DISCUSSION/ ACTION</b></p>	<ul style="list-style-type: none"> <li>• Borrower’s Amount: \$150,000</li> <li>• Proposed Interest Rate: 7.5%</li> <li>• Proposed Terms: 10 years</li> <li>• Collateral: Second lien on the building and additional land located at 1975 Browns Mill Road; first lien on new equipment; second lien on existing equipment.</li> <li>• Personal guarantees on Jason Beaty and Justin Hill</li> </ul> <p>A motion was made to approve the loan request.</p>
<p><b>ACTION</b></p>	<p><b><u>Motion to Approve</u></b>          Motion made by: Steve Jones          Motion seconded by: Jimmy Johnson</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Thirteen board members voted yes.</p>
<p><b>ACTION ITEMS</b></p>	<p style="text-align: right;"><b>CHAIRMAN RANDY HEADY</b></p> <ul style="list-style-type: none"> <li>• <b>FY 2024 Budget</b></li> <li>• <b>2023-2024 Work Plan</b></li> <li>• <b>Meeting Date – Executive Committee, June 19, 2024</b></li> </ul>
<p><b>DISCUSSION</b></p>	<p>Executive Director Mark Farley gave an update on the Action Items.</p> <p><b><u>FY 24 Budget</u></b>          Finance Director Ginger Stout presented and gave an overview of the FY-2024 budget for UCDD. Included in the budget is a 3% cost of living increase for employees at UCDD.</p> <p>Executive Director Mark Farley advised that the Tennessee General Assembly gave the Development Districts an additional one-time appropriation. We haven’t received the dollar amount.</p> <p>Executive Director Mark Farley advised that the Development District office building falls under Cumberland Regional Development Corporation. UCDD plans to submit a request for bid to add 40-45 additional parking spaces and seal the parking lot. The UCDD programs will cover the cost.</p> <p>A motion was made to approve the budget as presented.</p>
<p><b>ACTION</b></p>	<p><b><u>Motion to Approve</u></b>          Motion made by: Dale Reagan          Motion seconded by: Lauren Wheaton</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Thirteen board members voted yes.</p>
<p><b>DISCUSSION/ ACTION</b></p>	<p><b><u>2023-2024 Work Plan</u></b>          Executive Director Mark Farley presented the 2023-2024 Work Plan for the UCDD. If there are additions that need to be included in the plan let us know. The plan will be submitted to the state.</p> <p>A motion was made to approve the 2023-2024 Work Plan.</p>

<p><b>ACTION</b></p>	<p><b><u>Motion to Approve</u></b>                  Motion made by: Jeff Mason                  Motion seconded by: Marvin Lusk                  Chairman Randy Heady asked for discussion or comments on the motion.                  Motion carried unanimously.</p>
	<p><b>Meeting Date – Executive Committee, June 19, 2024</b></p>
<p><b>DISCUSSION</b></p>	<p>Executive Director Mark Farley advised that the June 19, 2024 meeting will fall on the new state and federal holiday, Juneteenth. The executive board agreed to move the meeting date to Tuesday, June 18, 2024.</p>
	<p><b>PROGRAM UPDATES                      MARK FARLEY, EXECUTIVE DIRECTOR</b></p>
<p><b>DISCUSSION</b></p>	<p>Tyler Asher and Aaron Lay gave an overview of the Select USA Investment Summit they attended in Washington, DC.</p> <p>Tyler Asher announced that Aaron will be leaving the UCDD to attend Harvard Law School.</p> <p>Executive Director Mark Farley announced that Madeline McLaughlin will be replacing Aaron as the Economic Development Planner.</p> <p>Tommy Lee advised that the Broadband Ready Community Adoption Ready program is a certification designation by the State Department of Economic and Community Development for communities that pass a resolution supporting broadband appointment. The grant will allow local communities to apply for digital adoption funds up to \$100,000. The grant is an 80-20 match. The grant is an opportunity for citizens to have access to technology that they would not normally have. In order to apply for the grant, a resolution will need to be passed saying that you accept the program. The grant application will open August, 2023. Applications will be due in the Fall and awards will be announced in December. City Mayors can apply but it must be through the county.</p> <p>Executive Director Mark Farley advised that \$100,000 has been allocated to all ninety-five counties.</p> <p>Tommy Lee gave an update on the Statewide Infrastructure Grant for the TDEC ARPA funds.</p> <ol style="list-style-type: none"> <li>1. Contracts need to be signed. If contracts haven't been signed get with your administrator.</li> <li>2. If contracts are signed, we will make sure that your procurement for the engineer is valid.</li> <li>3. Engineering agreements need to be turned in.</li> <li>4. When agreements are turned in, plans and spec needs to be submitted to TDEC for approval.</li> <li>5. Ready for construction.</li> </ol> <p>Tommy Lee advised that the Wish You Were Here, Episode 5 will air on June 29<sup>th</sup> at 7:00 p.m. The locations will be in:</p> <ul style="list-style-type: none"> <li>• Ish Foundation in Warren and Van Buren counties</li> </ul>

<p><b>DISCUSSION</b></p>	<ul style="list-style-type: none"> <li>• Grinder House Coffee in Cumberland County</li> <li>• Farmers Storehouse in White County</li> <li>• Tuscany Inn in Smith County</li> <li>• Waterloo on the Overton and Putnam county border</li> </ul> <p>Tommy Lee advised that the Development District will be hosting a City Mayors Retreat on August 11, 2023. Save the Dates will be sent out soon. The retreat is for City Mayors, City Administrators and any key staff.</p>
	<p style="text-align: center;"><b>EXECUTIVE DIRECTOR REPORT</b> <span style="float: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></span></p>
<p><b>DISCUSSION</b></p>	<p>Executive Director Mark Farley advised that the UCDD may receive funding to do an Arise planning grant through the Appalachian Regional Commission. UCDD has been working with ARC, the Tennessee Chamber of Commerce and a couple other chambers across 5-6 states. The planning grant will last six months to a year. The grant will be set up to work with employers to create a recovery friendly workplace. The Development District will partner with the Tennessee Chamber of Commerce to help implement the grant across the State of Tennessee as well as other states.</p> <p>Executive Director Mark Farley gave an update on the Opioid money. UCDD has been looking at the applications for state funding. The Development District is putting together an application to hopefully secure certified peer recovery specialist in all fourteen counties. The goal is to try and put at least two individuals in each of the fourteen counties over a three-year period and embed them in non-profits in all fourteen counties doing the opioid work. The individuals will be overseen by the clinical staff in Cookeville but they will be working through the nonprofits locally in each of the communities. We are talking with TTU to do some research to determine if project is working or not. If UCDD shows that we have built a program that works, hopefully in year four or five the counties will take some of their opioid funds to put into the project.</p>
	<p style="text-align: center;"><b>REGIONAL PARTNERS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<p><b>DISCUSSION</b></p>	<p>Chairman Randy Heady asked for updates from the regional partners.</p> <ul style="list-style-type: none"> <li>• Boyd Barker with the Tennessee Department of Agriculture announced that the department received \$50 million from the federal government as part of the COVID Response. It was divided between three application periods. The department received 259 applications requesting seven million dollars for the Forestry Agriculture Rural Market program. There were eighteen million dollars awarded to twenty businesses. Three of the businesses were in the Upper Cumberland 1) nursery in Warren County; 2) logger in Clay County; and 3) meat processor in White county. The businesses received approximately \$900,000 each. There will be another round of funding in the Fall, 2023 and Spring, 2024.</li> <li>• Taylor Belcher with the Tennessee Valley Authority announced that the launch date for the TVA sites will be in mid-July. If there are properties that needs to be updated, added or removed, give Taylor a call.</li> <li>• Amanda Sexton with Tennessee Central Economic Alliance had no updates.</li> <li>• Bonnie Warren with Senator Bill Hagerty’s office and Jennie Spurlock with Congressman John Rose’s office advised that their offices help constituents with passports and immigration issues.</li> </ul>

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Tanner Cox with Senator Hagerty’s office announced that the Senator is currently in Washington working on immigration legislation and continuing to work on the farm bill. Senator Hagerty will be in Fentress county next week attending the UT medical facility opening.</li> <li>• Blake Neeley with Senator Marsha Blackburn’s office announced that the Senator is dealing with regulation for artificial intelligence. The Senator was in Cookeville a couple weeks ago and will be in Overton and some of the other northern counties next week.</li> <li>• Sonya Rimmer with Volunteer Energy Cooperative had not update.</li> <li>• Angela Regitko with the Tennessee Department of Economic and Community Development announced that the Governors Convention will be held September 18<sup>th</sup> and 19<sup>th</sup> in Chattanooga. The Upper Cumberland Development Summit will be held August 3<sup>rd</sup> at Tennessee Tech. The focus of the meeting will be on tourism, workforce, and economic development.</li> </ul>
	<p style="text-align: center;"><b>OLD BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<b>DISCUSSION</b>	No old business was presented for discussion.
	<p style="text-align: center;"><b>NEW BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<b>DISCUSSION</b>	No new business was presented for discussion.
	<p style="text-align: center;"><b>PUBLIC COMMENTS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<b>DISCUSSION</b>	There were no public comments presented.
<b>DISCUSSION</b>	Tommy Lee introduced the two new employees in the Planning and Community Development department, Megan Reagan and Jessica Duke.
	<p style="text-align: center;"><b>ADJOURN</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<b>ACTION</b>	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p> <p><b><u>Motion to Adjourn:</u></b>            Motion made by: Steve Jones            Motion seconded by: Jimmy Johnson</p> <p>The UCDD Executive Committee voted unanimously to adjourn the June 21, 2023 meeting.</p>
<b>CONCLUSION</b> 10:50 a.m.	

**Randy Heady, Chairman**

**Jimmy Johnson, Secretary**