

Executive Committee Meeting Agenda | August 21, 2024

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 18, 2024
 - b. Finance Manual
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **Guest Speakers**
 - Rachael Maitland, Tennessee Department of Environment & Conservation
Tennessee Volunteer Emissions Strategy
6. **UCDD Loan | Mindy Tramel, Loan Officer**
 - a. Appalachian Performance Engineering LLC (APE Built)
7. **Action Items | Randy Heady, Chairman**
 - a. Employee Handbook
 - b. Statutory Bonds
 - Mark Farley, Executive Director
 - Ginger Stout, Finance Director
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	JUNE 18, 2024	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	Dale Reagan, Allen Foster, R. J. Crawford, Jimmy Johnson, Randy Heady, Lloyd Williams, Steve Jones, Tony Day, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, David Sullivan, Terry Bell, Denny Robinson, Jerry Lowery		
MEMBERS ABSENT	Greg Mitchell, Andy Duggin, Luke Collins, Matt Adcock, Josh Miller, Harvey Stowers, Curtis Hayes, Randy Porter, Laurin Wheaton, Stephen Babcock, Alisa Farmer, Ryle Chastain, Marvin Lusk, 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. Chairman Randy Heady announced that Angela Regitko's husband, George, has passed away. Visitation begins today at 11:00 AM, followed by services at 1:00 PM. Please keep the family in your prayers.		
PRAYER	Chairman Randy Heady 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	Chairman Randy Heady advised that the consent agenda consist of the following: <ul style="list-style-type: none"> UCDD Executive Committee Meeting Minutes – April 17, 2024 A motion was made to approve the Consent Agenda.		
ACTION	<u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: R.J. Crawford Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.		
	UCDD FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION	Ginger Stout presented the UCDD financial report for July 1, 2023 through April 30, 2024.		

DISCUSSION	A motion was made to approve the financial report.
ACTION	<p><u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: R. J. Crawford</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	NCSR PRESENTATION CHAIRMAN RANDY HEADY
DISCUSSION	Chairman Randy Heady introduced April Xu from Finance and Administration to present and update the board on the status of the National Cybersecurity Review.
	UCDD LOANS MINDY TRAMEL, LOAN OFFICER
DISCUSSION/ ACTION	<p>Mindy Tramel presented a loan request for Cornicello Italian Restaurant located at 210 Tommy Dodson Highway, Livingston. The loan request will be used to purchase an existing, closed restaurant in Overton County (Cookeville address) convenient to their original location in Livingston to move the business. Seating will be increased from 65 to a potential 85 seats in the restaurant.</p> <ul style="list-style-type: none"> • Total Project Amount: \$358,000 • UCDD Loan Amount: \$350,000 • Dan and Connie Nardozi's contribution: \$8,000 • Proposed Interest Rate: 8.75% • Proposed Terms: 15 years • Collateral: First lien on the building located at 210 Tommy Dodson; first lien on current furniture, fixtures & equipment and seller's furniture, fixtures & equipment. • Second lien on personal residence. <p>A motion was made to approve the loan request.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Dale Reagan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Sixteen board members voted yes.</p>
DISCUSSION/ ACTION	<p>Mindy Tramel presented a loan request for D&M Market and Deli located at 714 Hilham Highway, Livingston. The loan request will be used to purchase the building, all furniture, fixtures, equipment, and the store's stock.</p> <ul style="list-style-type: none"> • Total Project Amount: \$520,000 • Loan Amount: \$167,500 • Dale and Melissa Barnes' contribution: \$72,000 • Proposed Interest Rate: 8.50% • Proposed Terms: 15 years • Collateral: Second lien on the building located at 714 Hilham Highway; first lien on furniture, fixtures, equipment and inventory. <p>A motion was made to approve the loan request.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Denny Robinson Motion seconded by: Stephen Bilbrey</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p>

ACTION	Motion carried with a roll call vote. Sixteen board members voted yes.
	ACTION ITEMS CHAIRMAN RANDY HEADY a. 2024-2025 Work Plan b. Emergency/Continuity of Operations Plan
DISCUSSION	<p>Executive Director Mark Farley provided an update on the action items.</p> <p><u>2024-2025 Work Plan</u> The agency receives direct funding from the State of Tennessee and must submit a Work Plan for UCDD and UCHRA. This plan outlines the agencies' objectives for the upcoming year and covers four main departments:</p> <ul style="list-style-type: none"> • Aging: We will continue to focus on increasing attendance at senior centers across the region. • Economic Development: Emphasis will be placed on small business development and expanding our industrial assets. • Community Development: The priority is to ensure the completion of ARP Infrastructure grants. • Housing: We aim to increase the number of transitional housing units across the region. Two houses are set to open within the next month, and we will continue to expand these opportunities. <p><u>Emergency/Continuity of Operations Plan</u> Several of our grant contracts require the agencies have an Emergency/Continuity of Operations Plan in place. Although nothing has changed in the plan, it is simply an update from the previous version and requires board approval.</p> <p>A motion was made to approve the action items as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Stephen Bilbrey Motion seconded by: Steve Jones</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	EXECUTIVE DIRECTORS REPORT MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	<p>Executive Director Mark Farley reported that over the past year, a group of employees has been systematically reviewing our personnel policies. Our goal is to ensure they are up-to-date, relevant to current times, and compliant with all state and federal requirements. We also aim to align policies between both agencies to facilitate seamless employee transfers without negative impacts.</p> <p>At the August board meeting, we will present our updated personnel policies for review. The most significant change will be the transition to a PTO system from our current sick and annual leave structure. Additionally, we have been evaluating comp time and flexible scheduling options. The Department of Labor's proposed changes regarding exempt employees and overtime pay will also impact our operations. Furthermore, we have updated our dress code and are considering new child care policies.</p>
	REGIONAL PARTNERS CHAIRMAN RANDY HEADY
DISCUSSION	<p>Chairman Randy Heady requested updates from the regional partners:</p> <ul style="list-style-type: none"> • Caleb Haslett from Senator Marsha Blackburn's office announced that the Senator will be visiting several Upper Cumberland counties next week.

DISCUSSION	<ul style="list-style-type: none"> • Jill Osborne from the Tennessee Department of Economic & Community Development thanked everyone who reached out to Angela Regitko with kind words. A press release this morning from the department announced the site development grant awards for this round. In the Upper Cumberland region, the Industrial Development Board of McMinnville-Warren County was awarded \$100,000; Macon County Government received \$936,000; and the City of Crossville was granted \$4.5 million. • Tyler Asher from the Tennessee Department of Labor and Workforce Development reported that the Tennessee Employment Program exceeded expectations, with 330 active youth participants working, prompting a request for additional funding. As of July 1st, worker training funds will be replenished, and there will be support available for businesses seeking additional training for employees looking to expand their skills. For any labor or workforce issues, please contact Tyler. • Jessie McBride from the Tennessee Department of Agriculture announced that anyone with questions about the grant applications for AGTrack or AF should contact her. • Jenny Spurlock from Congressman John Rose's office had no new updates. • Shirley Pond from Congressman Scott DesJarlais' office announced that Congressman DesJarlais is touring the district this week.
	<p style="text-align: center;">OLD BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No old business was presented for discussion.
	<p style="text-align: center;">NEW BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No new business was presented for discussion.
	<p style="text-align: center;">PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p>
DISCUSSION	There were no public comments presented for discussion.
	<p style="text-align: center;">ADJOURN CHAIRMAN RANDY HEADY</p>
ACTION	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p> <p><u>Motion to Adjourn:</u> Motion made by: Steve Jones Motion seconded by: Steven Barlow</p> <p>The Executive Committee voted unanimously to adjourn the June 18, 2024 meeting.</p>
CONCLUSION 10:43 a.m.	

Randy Heady, Chairman

Jimmy Johnson, Secretary