
Executive Committee Meeting Agenda | June 18, 2025

1. **Call to Order | Jeff Mason, Chairman**
 - a. Prayer
 - b. Pledge of Allegiance
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Jeff Mason, Chairman**
 - a. Executive Committee Meeting Minutes – April 16, 2025
4. **UCDD Financial Report | Ginger Stout, Finance Director**
5. **CAIC Loans | Mindy Tramel, Business Lending Manager**
 - a. Jackson Kayak
6. **Action Items | Jeff Mason, Chairman**
 - a. 2025-2026 Work Plan
 - b. Performance Evaluations
 - Mark Farley, Executive Director
 - Ginger Stout, Finance Director
7. **Executive Director Report | Mark Farley, Executive Director**
 - a. ARC Data
 - b. OPIOID Abatement
8. **Regional Partners | Jeff Mason, Chairman**
9. **Old Business | Jeff Mason, Chairman**
10. **New Business | Jeff Mason, Chairman**
11. **Public Comments | Jeff Mason, Chairman**
12. **Adjourn | Jeff Mason, Chairman**

**Upper Cumberland Development District
Executive Committee Meeting**

DRAFT MINUTES	APRIL 16, 2025	10:18 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason		
TYPE OF MEETING	UCDD Executive Committee Meeting		
FACILITATOR	Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Dale Reagan, Allen Foster, Jimmy Johnson, Jim Morgan, Lloyd Williams, Steve Jones, Tony Day, Lori Burnett, Stephen Bilbrey, Sam Gibson, Randy Porter, Laurin Wheaton, Jeff Mason, John Potts, David Sullivan, Terry Bell, Denny Robinson, Jerry Lowery		
MEMBERS ABSENT	Greg Mitchell, Stan Hollandsworth, Luke Collins, R.J. Crawford, Matt Adcock, Josh Miller, Harvey Stowers, Steven Barlow, Alisa Farmer, Ryle Chastain, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE		CHAIRMAN JEFF MASON
CALL TO ORDER	Chairman Jeff Mason called the meeting to order.		
PRAYER	Chairman Jeff Mason asked County Executive Jimmy Johnson to open 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 JEFF MASON
DISCUSSION/ ACTION	Chairman Jeff Mason advised that the consent agenda consist of the following: <ul style="list-style-type: none"> • UCDD Executive Committee Meeting Minutes – February 24, 2025 A motion was made to approve the Consent Agenda.		
ACTION	<u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Dale Reagan Chairman Jeff Mason asked for discussion or comments on the motion. The motion carried unanimously.		

	<p>UCDD FINANCIAL REPORT GINGER STOUT, FINANCE DIRECTOR</p> <p>Ginger Stout presented the UCDD financial report as of February 28, 2025.</p> <p>A motion was made to approve the financial report.</p>
DISCUSSION/ ACTION	
	<p><u>Motion to Approve</u></p> <p>Motion made by: Steve Jones</p> <p>Motion seconded by: Denny Robinson</p> <p>The motion carried unanimously.</p>
ACTION	
	<p>ACTION ITEMS CHAIRMAN JEFF MASON</p> <ul style="list-style-type: none"> • 2025-2026 Budget • Local Dues Structure • Lease Agreement Between Upper Cumberland Development District and Cumberland Regional Development Corporation • AAAD Area Plan Update
DISCUSSION/ ACTION	<p>Chairman Jeff Mason stated that he was open to either taking a motion to approve all action items as a group or voting on each item individually.</p> <p>A motion was then made to approve all action items as a group.</p>
	<p><u>Motion to Approve</u></p> <p>Motion made by: Dale Reagan</p> <p>Motion seconded by: Laurin Wheaton</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>Motion carried with a rollcall vote. Eighteen board members voted yes.</p>
ACTION	
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley provided an update on the following:</p> <ul style="list-style-type: none"> • Several communities are experiencing housing shortages. Mr. Farley referenced a report from the Sycamore Institute, a Tennessee-based think tank, which highlights factors over the past fifteen years that have contributed to the current housing shortages across Tennessee communities. He encouraged anyone with questions about the report to contact him. • Tennessee Housing Development Agency (THDA) recently released a comprehensive report analyzing housing across the state, with detailed breakdowns by region and county. He encouraged everyone to visit the THDA website to review the report, which includes data on both housing and rental costs by county. • UCDD has acquired Placer.ai data, which tracks cell phone movement to analyze traffic patterns related to tourism, business activity, and RPO related travel at both the county and city levels. Morgan White, who focuses on tourism, has pulled data related to recent tourism events in the Upper Cumberland area. Communities with recurring events are encouraged to contact Tommy and his team for data review. Due to legal restrictions, Placer.ai excludes access to schools and courthouses. UCDD is

partnering with Tennessee Tech to explore the use of credit card data for deeper insights into visitors spending patterns during local events.

- A CAIC loan related to child care was anticipated for review, but it was not finalized in time. A special called CAIC meeting may be necessary to discuss a child care loan.
- UCDD offers a full range of capital resources to support business growth. These include microloans for startup businesses, a Revolving Loan Fund, loan guarantees, and access to an angel investment firm that allows local investors to support businesses looking to establish themselves in the Upper Cumberland region.

Executive Director Mark Farley advised that TDOT has recently put out their ten-year plan. He introduced Stacy Morrison with TDOT to give a quick overview of the plan.

DISCUSSION

Stacy Morrison provided an update on the Ten-Year Plan and budget.

He noted that an email had been sent with details on the plan. The state budget, which includes the second phase of the Ten-Year Plan, is expected to pass on April 16th or 17th. Updates from this phase will be incorporated into the plan by mid-May. Additional information will be shared at the next RPO meeting.

Mr. Morrison also mentioned that there was one statewide partnership project from the Upper Cumberland region was included in the budget. Proposals submitted will be reviewed, and TDOT will notify applicants and schedule a follow-up meeting to explain the process. The application for the statewide partnership program will reopen later this summer.

He thanked everyone for their support of recent transportation legislation aimed at enhancing local transit options. Although the legislation did not pass this session, efforts will continue to move it forward next year.

Executive Director Mark Farley shared that Development Districts across the state could see an increase of approximately \$100,000 in state appropriations. The proposal is now awaiting the Governor's signature. He expressed gratitude to the Governor for including the Development Districts in the budget increase and thanked Representative Ryan Williams and Senator Ken Yager for their efforts on behalf of the Development Districts.

REGIONAL PARTNERS

CHAIRMAN JEFF MASON

Chairman Mason asked for updates from regional partners:

DISCUSSION

Jessie McBride with the Tennessee Department of Environment and Conservation announced that applications for Brownfield grants are now open. She is currently working with several communities on their submissions. Those interested in learning more are encouraged to reach out to her to schedule a virtual meeting with representatives from the central office and UCDD staff who

can assist with the process.

Jessie also shared that the Scott's Gulf Wilderness Dedication will take place in White County in May, and noted that a groundbreaking ceremony will be held this week on the water plant in Warren County.

Cliff Wightman with the Tennessee College of Applied Technology – Upper Cumberland reported that TCAT is currently undergoing significant expansion. He also noted that May enrollment numbers across Upper Cumberland TCAT campuses have increased.

DISCUSSION

Tyler Asher, with the Tennessee Department of Labor and Workforce Development, shared that Deputy Commissioner Scott has been touring the region over the past few months. In March, they visited locations in Smith County to discuss workforce development strategies. Most recently, they toured Overton County, including a visit to TCAT, and held meetings at Tennessee Tech, where cybersecurity apprenticeship programs are in place.

He also announced the launch of several EMT apprenticeship programs in rural communities, aimed at strengthening local emergency services. The Tennessee Youth Employment Program is scheduled to begin on July 1st.

Jennie Spurlock, representing Congressman John Rose's office, reported that there has been some confusion regarding IRS disaster relief and tax filing deadlines. She contacted the IRS congressional liaison for clarification and provided a handout summarizing the information. Copies of the handout were made available for anyone interested. She encouraged anyone with constituents experiencing issues related to tax filings or refunds to reach out to their office for assistance.

Caleb Haslett, representing Senator Marsha Blackburn's office, encouraged anyone needing assistance with tax-related issues or seeking letters of support for grants to contact their team.

OLD BUSINESS

CHAIRMAN JEFF MASON

DISCUSSION

No old business was presented for discussion.

NEW BUSINESS

CHAIRMAN JEFF MASON

Chairman Jeff Mason announced that he will be appointing a committee to evaluate Executive Director Mark Farley and Finance Director Ginger Stout.

DISCUSSION/ ACTION

Chairman Jeff Mason noted the need to appoint a minority representative to the board and requested a motion to appoint Alejandra Cisneros Conohan to complete Marvin Lusk's term.

A motion was made to approve.

ACTION

Motion to Approve

Motion made by: Denny Robinson

ACTION	<p>Motion seconded by: Steve Jones</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>The motion carried unanimously.</p>
DISCUSSION	<p>PUBLIC COMMENTS CHAIRMAN JEFF MASON</p> <p>There were no public comments presented for discussion.</p>
	<p>ADJOURN CHAIRMAN JEFF MASON</p> <p>Chairman Jeff Mason advised that he would accept a motion to adjourn.</p>
ACTION	<p><u>Motion to Adjourn:</u></p> <p>Motion made by: David Sullivan</p> <p>Motion seconded by: Steve Jones</p> <p>The Executive Committee voted unanimously to adjourn the April 16, 2025 meeting.</p>
CONCLUSION 10:42 a.m.	

Jeff Mason, Chairman

Jimmy Johnson, Secretary

Upper Cumberland Development District

Financial Report as of 4/30/2025

Total Agency Grant Related Expenditures

Revenues

Federal Grantor Revenue	\$ 4,800,452
State Grantor Revenue	\$ 2,559,674
Contract Revenues	\$ 782,433
Program	\$ -
Other Revenue	\$ 37,577
Inkind	\$ 9,500
TOTAL REVENUE	\$ 8,189,637

Program/Matching Revenues

CDBG Revenue	\$ 280,453
CDBG Revenue - ARP	\$ -
State Match	\$ 230,000
Dues	\$ 123,177
Interest	1,777
Other	\$ 5,945
	\$ 641,352

Expenditures

Salaries and Wages	\$ 2,410,558
Employee Benefits & Taxes	\$ 806,872
Total Personnel Expenses	\$ 3,217,430
Professional Fees	\$ 105,963
Supplies	\$ 90,549
Communication & Advertising	\$ 84,560
Postage & Shipping	\$ -
Occupancy	\$ 241,423
Equipment Rental & Maintenance	\$ -
Travel/Fuel	\$ 194,426
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ -
Assistance to Individuals	\$ 193,104
Printing	\$ -
Contracted Services	\$ 4,049,754
Food	\$ -
Miscellaneous	\$ 8,295
RTAP-Training	\$ -
Job Access Trips	\$ -
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ -
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ -
In-kind / CPE	\$ 9,500
Total Non-Personnel Expenses	\$ 4,977,573
Total Direct Program Expenses	\$ 8,195,003
Administrative Expenses	\$ 499,994
TOTAL EXPENSES	\$ 8,694,997

Non Grant Related Expenditures

Supplies	\$ 2,292
Travel	\$ 25,902
Other	\$ 50,878
TOTAL EXPENSES	\$ 79,072
Revenue Over (Under) Exp	\$ 562,280
Match Requirement	\$ 505,360
	\$ 56,920

Program Match \$ (505,360)

Jackson Kayak UCDD/CAIC Loan Request

Company Summary:

Jackson Kayak, located in Sparta, is an elite manufacturer of high-quality whitewater and fishing kayaks. In addition to their water sport products, the Sparta location provides contract manufacturing services to a variety of companies and industries, manufacturing items such as playground equipment, roadway and construction related items, and other rotomolded and thermoformed products. They also recently acquired Werner Paddles and Eddyline Kayaks.

Project summary:

Jackson Kayak is purchasing a new Bi-axle Ferry Rotospeed oven to increase capacity to support existing and new production demand for both the Jackson Kayak and Sparta Plastics production lines. The UCDD loan request will cover a portion of the cost and we will partner with the White County IDB to assist Jackson Kayak with the purchase of the equipment.

Project amount:

\$643,600

UCDD Loan request:

\$200,000 at 7.5% for 10 years

Other sources of funds:

White County IDB: \$200,000

Jackson Kayak will pay the difference, estimated at \$243,600, plus closing costs. They have already paid a deposit of \$97,620 to Ferry- half of the 40% deposit required for production of the machine.

Uses of funds:

Purchase, delivery, and installation of the new oven

Oven price: \$542,260

JK is receiving a discount of \$54,160 for a final purchase price of \$488,100

Estimated costs for shipping, preparation, installation: \$155,500

All documentation has been reviewed by the Loan Committee. To request a copy of the borrower's documents, please contact Mindy Tramel at mtramel@ucdd.org.

Collateral information:

Purchase price of \$542,260 used for collateral value

At closing we will have an Interlocal agreement with White County IDB executed to share the collateral as on our 2023 Jackson County loan for the previous oven purchase.

UCDD Loan to value (90% or lower preferred):

49%

UCDD estimated monthly payment:

\$2,374.04

Estimated monthly payment from other funding sources:

White County IDB payment: \$2,025/month (\$200,000 at 4% for 10 years)

Annualized payment (total):

This purchase: \$52,788

Debt Service Coverage (greater than 1.0 preferred):

Based on current information DSC will be negative. However, due to the recent acquisition of both Werner Paddles and Eddyline Kayaks, plus the additional capacity that will be available to the contract manufacturing side with this purchase, Jackson Kayak will be able to increase revenues significantly. The borrower has a good payment history with UCDD and currently employs 140 people with potential to add 10 more employees with this equipment purchase.

Jackson Kayak – Project Description 05.28.25

This request for project funding is for the purchase of a Bi-Axle oven to support the production of existing and new business for the Sparta Plastics and Jackson Kayak product lines.

Jackson Kayak currently employs 140 individuals and during the last 12 months has acquired two additional businesses, Werner Paddles and Eddyline Kayaks, which has more than doubled the revenue potential for the business.

In addition to the water sport businesses, the Sparta location provides Contract Manufacturing services for multiple customers in various industries. These businesses include PlayNation, Valtir, Mod-Tub, Railway Fitness and several others. The growth of the Contract Manufacturing business reduces the seasonality and the concentration of the business revenue streams.

This new oven, which is similar to the Bi-Axle oven purchased several years ago, will provide capacity to continue the growth of Sparta Plastics with opportunities from new customers primarily in the construction industry. And also provide capacity to produce many of the smaller, white water kayaks at reduced oven times and with less waste.

Pursuant to Section 13-1406, Paragraph B-2, Tennessee Code Annotated, the following depicts the work program of the Upper Cumberland Development District for FY 2025-2026.

100 REGIONAL COMPREHENSIVE PLANNING

101 General Development Planning/Comprehensive Economic Development Strategy (CEDS)

The CEDS serves as a regional road map for economic and community development. A new CEDS was completed in the fall of 2022 for 2022-2027.

102 Land Use N/A

103 Data Analysis

Staff collects and analyzes data used in planning documents, special studies, and project applications, as well as answer requests from the public and private sectors.

104 Infrastructure Needs Assessment

UCDD pursues funds to conduct regional infrastructure studies in conjunction with the TACIR report.

105 Growth Plan (Public Act 1101)

UCDD works with a number of Upper Cumberland cities and counties in fulfilling the requirements of Public Act 1101. This activity will continue as needed.

106 Community Comprehensive Planning

UCDD assists communities in comprehensive planning on an as-requested basis.

200 HOUSING DEVELOPMENT

201 Housing Planning

UCDD coordinates housing-related activities; works with the Cumberland Regional Development Corporation to maintain access to affordable rental property; conducts public hearings on housing-related issues; and performs Fair Housing activities.

202 Private Housing Development Industry

UCDD continues to provide technical assistance to the private sector.

203 Public Sector Housing Development

UCDD will continue to provide technical assistance to the public sector.

204 Regional Housing Facilitation

AAAD advocates for affordable, accessible, safe, and stable community-based homes for enrollees in TennCare's CHOICES Long-Term Services and Supports Program.

300 TRANSPORTATION DEVELOPMENT

301 Transportation Planning (Rural Planning Organizations - RPOs)

UCDD works with the Tennessee Department of Transportation (TDOT) to serve as a focal point for the Dale Hollow and Center Hill RPOs; allowing for local officials' input into the transportation decision-making process.

Through the RPO process, staff will provide technical assistance and related support as needed for:

302 Highways

303 Airports

304 Railroads

305 Waterways

306 Pipeline: N/A

308 Transit

309 Personal Transportation

AAAD participates in the development and implementation of the strategic plan of the Tennessee Commission on Aging and Disability (TCAD) for the purpose of addressing the transportation needs of older adults and adults with disabilities.

400 ECONOMIC DEVELOPMENT

401 Economic Development Planning

Economic Development Planning includes coordination with other development organizations and technical assistance to ongoing economic development projects.

402 Industrial Development

UCDD provides technical assistance in the development and improvement of industrial parks, industrial locations, and expansion projects, and more to communities in the region as needed.

403 Agriculture and Silviculture

UCDD participates in Rural Area Development Committees in addressing the problems of regional farmers and rural residents.

404 Commercial and Tourism Development

UCDD provides data and technical assistance to the Upper Cumberland Tourism Association as requested.

405 Business Loans and Job Creation

UCDD assists small businesses through the Cumberland Area Investment Corporation, EDA Revolving Loan Fund, USDA/Rural Development IRP Program, the microloan program, and the TN Small Business Development Center in partnership with Tennessee Tech University (TTU).

406 Business Incubator/Accelerator Development

UCDD works with TTU and Roane State Community College to implement the Business Incubator/Technology Center in the Upper Cumberland and also works with the Biz Foundry to promote its accelerator program.

407 Overall Economic Development Planning

UCDD uses the CEDS as a guide to assist local entities in implementing proposed plans and projects throughout the 14-county area.

408 Economic Development Marketing

UCDD staff coordinates regional marketing of local assets through a presence at appropriate trade shows such as the Select USA Investment Summit, TTU's Economic Development Summit, and others.

409 Exports

UCDD is a liaison between local companies/communities and state/federal export partners.

410 Workforce

Through the Upper Cumberland Workforce program, UCDD will continue to support workforce development efforts in the region. District staff will continue to partner with Upper Cumberland Tennessee Reconnect Community as they seek to increase the education level of adults in the Upper Cumberland.

411 Retail

UCDD coordinates with Retail Strategies through its Retail Academy program to assist communities with effective marketing techniques and support to enhance the retail landscape.

500 HUMAN RESOURCE DEVELOPMENT

501 Human Resource Planning (See Paragraphs 502-506)

502 Education: N/A

503 Health

AAAD provides information and resources focused on health education to older adults and other adults with disabilities at county and regional health fairs, serves on health councils, and encourages senior center directors to participate in or coordinate events within their counties.

504 Children's Services

UCDD's Relative Caregiver Program works with other agencies responsible for targeting the needs of at-risk children in the Upper Cumberland.

505 Aging

AAAD advocates for older adults and adults with disabilities so that they can achieve and maintain active, healthy, and independent lives.

506 Handicapped/Accessibility

AAAD connects older adults and adults with disabilities with resources to make home modifications such as wheelchair ramps, handicap-accessible doorways, bathrooms, etc.

600 PUBLIC SAFETY

601 Public Safety Planning

UCDD provides technical assistance and assists local governments with grant applications for funds for the Federal Emergency Management Agency.

602 Criminal Justice

UCDD assists local law enforcement with funding applications and provides outreach and education to local law enforcement and the District Attorney. AAAD offers two programs to help alleged victims of crimes and other eligible vulnerable adults referred primarily by Adult Protective Services (APS) – Collaborative Response to Elder and Vulnerable Adult Abuse (CREVAA) and Collaborative Response to End Self-Neglect in Tennessee (CREST).

603 Highway Safety

UCDD assists TDOT with their RSAR's (Road Safety Audit Review).

604 Fire Services

UCDD provides technical and grant application assistance for fire protection equipment funds from available sources.

605 Emergency Service System

UCDD provides technical and grant application assistance for emergency service systems, utilizing any available funding source.

606 Hazardous Materials: N/A

700 RECREATION AND CULTURAL DEVELOPMENT

701 Recreation and Cultural Development Planning

UCDD provides a Community Facilities Plan to serve as a general guide for accomplishing a coordinated, adjusted, and harmonious development of the municipality.

702 Parks and Recreation

UCDD offers technical assistance to communities seeking grants from the Tennessee Department of Environment and Conservation (TDEC). AAAD works with regional senior centers to ensure the continued provision of recreation for older adults.

703 Libraries

UCDD offers technical assistance to communities interested in Direct Service Grants.

704 Historic Preservation/Cultural Resources Management

UCDD works with the Tennessee Historical Commission to assist communities in submitting applications for inclusion in the National Register of Historic Places and related projects.

705 Arts Build Communities (ABC) Grants

UCDD assists applicants with Arts Build Communities (ABC) grants available through the Tennessee Arts Commission, identifying eligible activities, providing feedback on draft applications, administering local grant review panels, and fund-tracking assistance.

800 ENVIRONMENTAL MANAGEMENT

801 Environmental Planning

Staff continues to prepare Environmental Assessments as needed, conducting environmental reviews for CDBG projects on a contractual basis.

802 Soil Resources: N/A

803 Water Resources: N/A

UCDD works with the TDEC to improve water quality by coordinating the 604b grant program.

804 Geologic Resources: N/A

805 Flora Resources: N/A

806 Fauna Resources: N/A

807 Air Resources: N/A

808 Noise: N/A

900 UTILITIES

901 Utility Planning (See Paragraphs 902-906)

902 Solid Waste Management

UCDD offers technical assistance in the preparation of Annual Reports (ARPs), needs assessments, and relevant tasks for Upper Cumberland communities.

903 Sewer Service

UCDD provides technical assistance regarding sewer expansions and improvements and will prepare grant/loan applications to CDBG, ARC, and USDA/Rural Development.

904 Water Service

UCDD, along with consulting engineers, offers technical assistance to local governments in the improvements of water systems.

905 Electric Service: N/A

906 Natural Gas Service

Staff provides technical assistance to local governments interested in grants/loans for gas pipelines.

1000 ENERGY DEVELOPMENT

1001 Energy Planning

UCDD coordinates with TVA to provide expertise in energy planning.

1002 Energy Development and Production: N/A

1003 Energy Management and Conservation

UCDD continues to offer technical assistance to any community that requests assistance.

1100 GOVERNMENTAL SERVICES AND COORDINATION

1101 Local Government

UCDD continues to offer technical assistance under each category in this work program as requested.

1102 Clearinghouse Functions

UCDD serves as a Regional Clearinghouse for federal agencies when requested.

1103 Information Services

UCDD publishes an Annual Report, resource guides, other brochures, news releases, handbooks, and various data tabulations as needed.

1104 Communications

UCDD maintains a website, self-service kiosks, and social media channels related to agency news and information.

1200 GENERAL ADMINISTRATION

1201 Administrative Management

UCDD develops an Annual Work Program to define total program management, staff assignments, and overall policies and procedures.

1202 Personnel Management

UCDD maintains an Equal Employment Opportunity Officer, an Affirmative Action Plan, and in-house and external training programs, providing services as needed to implement the Americans with Disabilities Act.

1203 Financial Management

UCDD's Director of Finance maintains complete financial records and cost control measures, prepares budgets and financial reports, serves as liaison with auditors, and monitors.

1204 Board of Directors Activity

The Executive Committee of the Board of Directors continues to meet on a bi-monthly/on-call basis. The Board of Directors will continue to meet annually or on call.

Upper Cumberland Development District | Upper Cumberland Human Resource Agency
Performance Evaluation Committee Report

PERFORMANCE EVALUATION COMMITTEE REPORT		JUNE 5, 2025	12:30 P.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason			
TYPE OF MEETING	UCDD/UCHRA Performance Evaluation Committee Meeting			
FACILITATOR	Chairman Jeff Mason			
NOTE TAKER	Sherry Thurman			
MEMBERS PRESENT	Allen Foster, Jimmy Johnson, Denny Robinson, Jeff Mason			
	CALL TO ORDER		CHAIRMAN JEFF MASON	
CALL TO ORDER	Chairman Jeff Mason called the meeting to order.			
ROLL CALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	PERFORMANCE EVALUATIONS			
	• MARK FARLEY, EXECUTIVE DIRECTOR			
	• GINGER STOUT, FINANCE DIRECTOR		CHAIRMAN JEFF MASON	
DISCUSSION	The committee conducted its annual review of performance evaluations for Executive Director Mark Farley and Finance Director Ginger Stout. The overall average ratings were: <ul style="list-style-type: none">Executive Director: 3.81Finance Director: 4.00 A motion was made to accept the performance evaluations as presented and recommend to the executive board.			
ACTION	<u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: Jimmy Johnson Chairman Jeff Mason asked for discussion on the motion. Motion carried unanimously.			
	OTHER BUSINESS		CHAIRMAN JEFF MASON	
DISCUSSION	No other business was presented for discussion.			
	ADJOURN		CHAIRMAN JEFF MASON	
ACTION	Chairman Jeff Mason advised that he would accept a motion to adjourn. <u>Motion to Adjourn:</u> Motion made by: Denny Robinson Motion seconded by: Allen Foster Motion carried unanimously. The UCDD/UCHRA Performance Evaluation Committee voted unanimously to adjourn the June 5, 2025 meeting.			
CONCLUSION				
12:40 P.M.				



**Evaluations for Executive Director & Finance Director
5-Jun-25**

Executive Director		Finance Director	
#1	3.69	#1	4.00
#2	3.81	#2	4.00
#3	4.00	#3	4.00
#4	<u>3.75</u>	#4	<u>4.00</u>
Total	15.25		16.00
Average	3.81		4.00