



Development Authority of DeKalb County, Georgia
d.b.a.

Decide DeKalb Development Authority

PERSONNEL COMMITTEE MEETING

**Board Members
Officers**

DRAFT MEETING MINUTES

Date: Friday, December 23, 2016
Time: 10:00 am
Location: Decide DeKalb Conference Room

Board Members Present:
Mr. Tyrone Rachal, Committee Chair
Mr. Don Bolia, Committee Member
Mr. Baoky Vu, Committee Member

Staff Members Present:
Mr. Ray Gilley, President
Mr. Dorian DeBarr, Vice President, Finance & Administration
Ms. Rolanda Daniel Thomas, Vice President, Operations & Business Development

The meeting was called to order at 9:42 am by the Personnel Committee Chair, Tyrone Rachal.

I. Discussions/Presentations

- A. Approval of Draft Employee Handbook
The new organization chart was reviewed. The chart is attached. Salaries for each employee were discussed. Highlights of the employee handbook were discussed and are provided below.
- Expense reimbursement policy - currently 6 months - will change to 60 days
 - Drug Testing Policy
 - new hires
 - random resting for existing employees
 - discount for worker's comp insurance
 - making commitment to be a drug free work place
 - No sick leave - convert all time to PTO
 - Complaint Procedure
 - Exit Interview
 - 10 holidays
 - No off the clock working
 - Designate space for nursing mothers
 - No workplace bullying

Revisions to the drug testing policy were recommended. The Committee will review the handbook in its entirety and submit revisions as necessary.

- B. Approval of Draft Employee Incentive Plan
Incentive compensation for 2015 and 2016 were discussed. Changes were recommended in an effort to simplify the process. The Committee recommended approval to the full Board with changes. The revised document will be shared with the Personnel Committee for review and approval and then, with the entire Board.

- Mr. Tyrone Rachal
Chair of the Authority
President
Urban Key Capital Partners
- Mr. Don Bolia
Vice-Chair of the Authority
Partner
Peachtree Government Relations
- Mr. Kevin Gooch, Esq.
Secretary of the Authority
Partner
Alston & Bird LLP
- Mr. Baoky Vu
Treasurer of the Authority
- Ms. Miranda Mack McKenzie
Board Member of the Authority
- Mr. Andrew Greenberg
Board Member of the Authority
Executive Director
Georgia Game Developers
Association
- Mr. James P. Monacell, Esq.
Counsel to the Authority
Smith, Gambrell & Russell, LLP