**DECIDE DEKALB DEVELOPMENT AUTHORITY BOARD MEETING**

**Date:**  Thursday, June 10th, 2021

**Time:** 8:30 AM

**Location:** Telemeeting Via Zoom

**Committee Members Present:**

Don Bolia, Chair

Kevin Gooch, Vice- Chair

Miranda Mack McKenzie, Secretary

Andrew Greenberg, Board Member

Rebekah Coblentz, Board Member

Sai Reddy, Treasurer

Kim Adams, Board Members

Robert Patrick, Board Member

**Legal Counsel Present**

Jim Monacell, Smith, Gambrell & Russell

Ansly Moyer, Smith, Gambrell & Russell

Benjamin Brooks, Smith, Gambrell & Russell

**Staff Members Present**

Dorian DeBarr, President

Randi Mason, Vice President, Economic Development

Terra Washington, Director, Marketing & Communication

Shelbia Jackson, Director, DeKalb Entertainment Commission

Jen Hagler, Redevelopment and Strategic Initiatives Manager

Sunny Anderson, Business Attraction Manager

Brandon Ona, Workforce Business Analyst

Imani Beckles, Business Retention and Expansion Manager

Jenee Williams, Office Manager

Deondai Colquitt, Consultant

**Others Present**

Jeff Rader, BOC

Kwasi Obeng, BOC

Tara Smith, BOC

Tom Woodwark, DeKalb Citizens Advocacy Council

Claudette Leak, DeKalb Citizens Advocacy Council

Rhea Johnson, NDHP

Lynn Ganim

The June meeting of the Decide DeKalb Development Authority was called to order at 8:32am on Thursday, June 10th, 2021 via Zoom telemeeting.

1. **CALL TO ORDER**

Chairman Bolia presided.

1. **ITEMS FOR DECISION**
2. **Approval of May 14th, 2021 Board Meeting Minutes:**

Mr. Reddy made a motion to approve the May 14th, 2021 minutes. Ms. Coblentz seconded the motion which was unanimously approved.

**B. Approval of the May 2021 Financials:**

Total revenue for the month of May $681,912 and annual and issuance fees are continuing to be collected. Operating at $77k is underbudget and one of the main factors is due to consulting fees being down because more staff has recently been hired.  The line item for Legal consulting is overbudget which is due to consulting with firm both legal firms Hunton Andrews Kurth and SGR on matters relating to housing, Holbrook, and TAD’s.

DEC will soon be launching the RFP for their strategic plan and will be bringing the item to the board once a selection committee has been chosen.

Ms. Coblentz made a motion to approve the May 2021 financials. Ms. Mack McKenzie seconded the motion, which was unanimously approved.

**C. Approval of Consulting Agreement with The Pendleton Group for State Opportunity Zone Applications:**

The Business Development team is seeking approval to hire The Pendleton Group as a consultant to assist with the application for Georgia Opportunity Zones in Unincorporated DeKalb.  The Pendleton Group was chosen after an RFP was issued and received the highest score of the two proposals that were received by the selection committee.  It was noted that the procurement policy requires three written bids be received, but following the RFP process only two proposals were received. Staff is not aware of any other vendors that provide these services other than those represented by the proposals received.

The application will be set-up in 3 phases and will result in 6 total Opportunity Zone applications.  The scope of work will include, assisting with determining the best location, collecting data and mapping, coordinating with state agencies, meeting with staff and commissioners, and preparing a timeline for application submission.  The total cost will be $45,000 and will be broken up into 4 installments.

Board Member Mr. Andrew Greenberg inquired if dates and a timeline have been set for all phases thus far. Staff informed the board that the dates have not yet been set and are contingent upon how quickly information can be acquired from the county. More updates will be provided at future board meetings once dates have been solidified.

Mr. Bolia highlighted how the addition of these opportunity zones will be a powerful economic development tool for the county and the state.

Mr. Greenberg made a motion to approve the Consulting Agreement with The Pendleton Group for State Opportunity Zone Applications. Ms. Coblentz seconded the motion, which was unanimously approved.

**E. Approval of FY2022 Budget for VA:**

Mr. Bolia recused himself from the voting of this budget approval. Mr. Bolia is performing consulting work with CPS, which is a contractor for the VA. Mr. Bolia left the meeting for the discussion of the budget and subsequent vote.

This annual item is brought to the board in relation to the VA Atlanta Regional Office. The Authority leases the space to the VA, and as a condition of the deal, the board must approve the yearly operating and maintenance budget. The VA has already approved the budget.

Ms. Mack McKenzie made a motion to approve FY2022 Budget for VA. Mr. Reddy seconded the motion, which was unanimously approved.

Mr. Bolia returned to the meeting at 8:54am.

1. **Approval of Certain Parameters to Engage Search Firms for Accounting/Finance Candidates:**

Currently Mr. DeBarr is still functioning as the CFO and President, and after two rounds of searches, Mr. DeBarr is seeking approval to hire a search firm to assist in filling the Accounting Manager position.

Mr. DeBarr reviewed over 150 resumes and interviewed over 10 candidates within the two rounds of interviews and has been unsuccessful at finding a quality candidate who will fulfill the accounting manager role and be a good fit for the Authority.

Mr. DeBarr has spoken to 3 search firms thus far and will be reviewing a few more.  The contract of the chosen firm will not exceed $25,000. Mr. Andrew Greenberg, Board Member inquired what position we are now seeking since at one point the search was for a CFO. Mr. DeBarr informed him that the Authority is not quite ready to bring on a CFO at this time due to the significant cost it will have that is not in the budget at the moment. So, a accounting Manager or director is the goal.

Mr. Patrick, Board Member made a note that on the fact sheet, the amount listed is not to exceed $15,500 however, the document will be updated to $25,000. Mr. DeBarr to acquire the best pricing possible.

Ms. Adams made a motion to approve Certain Parameters to Engage Search Firms for Accounting/Finance Candidates up to $25,000. Mr. Greenberg seconded the motion, which was unanimously approved.

Ms. Adams left the meeting at 9am, the board still maintained a quorum.

**F. Approval of Board Minutes Policy:**

This policy was brought to the board last month as a discussion item. No comments, or questions from the board arose so, we are now seeking approval.

Minutes will now include the name and title of anyone who speaks or makes a comment, any comments requested by a member to be reflected, fact sheets and documentation will be attached, and meeting will be recorded and stored and kept for 1 year.

Ms. Coblentz made a motion to approve the Board Minutes Policy. Ms. Mack McKenzie seconded the motion, which was unanimously approved.

**G. Resolution to Return to In-Person Meetings:**

The Authority is governed by the Open Meetings Act which allows for meetings by teleconference in emergency conditions. Last spring, it was determined to be an emergency condition when COVID-19 began. With the vaccine being widely available and restrictions on gatherings and meetings being lifted, the time has come for meetings to go back to being held in person.

The open meeting law does allow board members to participate by teleconference up to 2 times per year as long as a quorum is gathered in person. Ms. Mack McKenzie made a motion to approve the Resolution to Return to In-person Meetings. Ms. Coblentz seconded the motion, which was unanimously approved.

1. **Discussions/Presentations**
2. **Affordable Housing Compliance Review:**

At the May board meeting the board approved the contract with Mauldin & Jenkins to perform affordable housing compliance with the Authority’s outstanding projects.

Kate Russell, Sr. Manager, Mauldin & Jenkins presented a report with her findings from her compliance checks. A copy of the report is included in the meeting file.

Four properties were tested, and existing criteria that had been provided, leases, and 2020 occupancy was investigated.

Ms. Randi Mason, Vice President, Economic Development and her staff will be taking the findings of the report to update the affordable housing policy and develop documents, and handbooks on procedure with guidelines for these properties to follow to ensure they are compliant. The timeline for implementing these new guidelines will be contingent upon staff, and how quickly the templates can be drawn up.

Board Member Mr. Patrick noted that the availability of affordable housing is a great incentive to recruit new police officers, fire fighters, schoolteachers, and other service workers to work in DeKalb, and Ms. Mason informed the board that the income limits for service workers are slightly higher in order to qualify under the new policy.

Mr. Kevin Gooch, board member added that he would like to see staff and legal counsel implement a plan to clarify what the expectations are and what these projects need to do to be in compliance.

**President’s Report:**

Mr. DeBarr presented the June President’s report highlighting DDDA’s current standing: 145 jobs, 14.7million in investment and 31 BRE visits.

Staff has continued to build partnerships with several organizations through meetings, and participated in a call about the relief funds from the American Rescue Plan and the DeKalb 2020 Unified Plan.

Mr. DeBarr introduced the newest member of the team, Imani Beckles who will be the new Business Retention & Expansion Manger replacing Toyasha Vaughn.

Decide DeKalb co-hosted the Back to Business Tucker Job fair in partnership with the Tucker Summit CID. The fair attracted around 100 local job seekers and had more than 30 employers and resource providers present.

DeKalb Entertainment Commission Issued an RFQ for a five-year entertainment strategic work plan with recommended budget and measurable metrics. The RFQ closes on June 11.

A copy of the full President’s Report is included in the meeting file.

The DeKalb Development Authority Board Meeting adjourned at 9:47 a.m.

Adopted by the Board in the meeting

of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(Date of Meeting)

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(Signature of Presiding Officer)