**DECIDE DEKALB DEVELOPMENT AUTHORITY BOARD MEETING**

**Date:** Thursday, June 11th, 2020

**Time:** 8:30 AM

**Location:** Telemeeting Via Zoom

**Board Members Present:**

Don Bolia, Chair

Kevin Gooch, Vice-Chair

Andrew Greenberg, Board Member

Kimberly Adams, Board Member

Miranda Mack McKenzie, Secretary

Sai Reddy, Treasurer

**Board Members Absent:**

Rebekah Coblentz, Board Member

**Legal Counsel Present:**

Jim Monacell, Smith, Gambrell & Russell, LLP

Ansly Moyer, Smith, Gambrell & Russell, LLP

**Staff Members Present:**

Dorian DeBarr, Interim President

Randi Mason, Vice President, Economic Development

Toyasha Vaughn, Business Retention & Expansion Manager

Shelbia Jackson, Director, DeKalb Entertainment Commission

Jenee Williams, Office Manager

Jen Yun, Project Manager

Sunny Anderson, Business Attraction Manager

Brandon Ona, Workforce Business Analyst

Terra Washington, Director, Marketing & Communication

**Others Present:**

Anthony Grant, City of Atlanta

Emory Morsberger, Metro South CID

James Tsismanakis, Discover DeKalb

The June meeting of the Decide DeKalb Development Authority was called to order at 8:34 a.m. on Thursday, June 11th, 2020 at via Zoom telemeeting.

1. **CALL TO ORDER**

Chairman Bolia presided.

1. **ITEMS FOR DECISION**
2. **Approval of May 14th, 2020 Board Meeting Minutes:**

Mr. Greenberg made a motion to approve the May 14th, 2020 board meeting minutes. Ms. Mack McKenzie seconded the motion, which was unanimously approved.

**B. Approval of the May 2020 Financials:**

Mr. DeBarr presented the financial dashboard. He highlights that overall expenses have been consistent and on target with respect to the budget, and due to COVID-19 expenses relating to meetings, conferences, and professional development have decreased. Chairman Bolia asked Mr. DeBarr to look into other investment vehicles that hold a higher yield.

A copy of the full report is listed in the meeting file.

Mr. Greenberg made a motion to approve the May 2020 financials. Mr. Gooch seconded the motion, which was unanimously approved.

**C.** **Approval of BusinessWise Contract:**

Ms. Vaughn presented to the board a new tool that would be used to assist in her BRE reach and efforts in the community. BusinessWise is being utilized by other regional developers and will allow her to connect with more businesses in DeKalb quicker and more efficiently. The software costs will be shared with WorkSource DeKalb and DeKalb Entertainment Commission, and the contract will be renewed annually. An internal contract will be drafted between the Authority and both DEC and WSD to outline terms and costs per party.

Mr. Reddy made a motion to approve the contract with BusinessWise. Mr. Greenberg seconded the motion, which was unanimously approved.

**D. Approval of Intergovernmental Agreement (Concerning Staffing of Business Relations Specialist) with WorkSource DeKalb and Approval of Advance DeKalb reimbursement agreement regarding Business Relations Specialist Position:**

This Intergovernmental Agreement (IGA) between Decide DeKalb and WorkSource DeKalb sets out the job duties of the Business Relations Specialist, including providing assistance to businesses, developing and implementing sector strategies, and marketing workforce development programs offered by both organizations. The position will be an at-will employee of WorkSource DeKalb and will report jointly to Decide DeKalb and WorkSource DeKalb.

WorkSource will fund no more than $30,000 of the Business Relations Specialist’s annual salary, including fringe and benefits, and such funding shall be conditioned upon the Business Relations Specialist performing duties and functions eligible for funding under WIOA. Decide DeKalb, through Advance DeKalb, will fund, at a minimum, $64,564 of the Business Relations Specialist’s annual salary, including fringe and benefit. A separate agreement is included between Decide DeKalb and Advance DeKalb for the reimbursement of this expense.

Mr. Greenberg made a motion to approve the Intergovernmental Agreement (Concerning Staffing of Business Relations Specialist) with WorkSource DeKalb and Approval of Advance DeKalb reimbursement agreement regarding Business Relations Specialist Position.Ms. Coblentz seconded the motion, which was unanimously approved.

1. **Discussions/Presentations:**
2. **President’s Report:**

Mr. DeBarr presented the president's report. Some of the highlights included: 5 closed projects, 42 completed BRE visits, 550 new jobs. The team participated in an EPA visit to Pullman Yard where brownfield dollars are being used. VP of Economic Development Randi Mason participated in the Metro Atlanta Chamber weekly update call with 100 participants providing them with updates on DeKalb.

Ms. Jackson updated the board on the status of film permitting, which has reopened on June 1st. Productions must follow a safety plan that is now required by DEC to film.

Updates on the new office space were provided and the board was offered the opportunity to take a tour.

Mr. DeBarr introduced the newest staff member, Terra Washington, Director of Marketing & Communications, and she provided a brief introduction about herself and background. The board welcomed her and Chairman Bolia advised that she should meet the BOC.

Lastly, Mr. DeBarr provided an update regarding the loan fund. Due to the announcement of Care Act funds the county received, the loan fund has been put on hold until the county provides an update on how they will be allocating their funds.

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

The DeKalb Development Authority Board Meeting adjourned at 9:05 a.m.

 Adopted by the Board in the meeting

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

 (Date of Meeting)

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 (Signature of Presiding Officer)