**DECIDE DEKALB DEVELOPMENT AUTHORITY BOARD MEETING**

**Date:**  Thursday, October 15th, 2020

**Time:** 8:30 AM

**Location:** Telemeeting Via Zoom

**Board Members Present:**

Kevin Gooch, Vice-Chair

Miranda Mack McKenzie, Secretary

Andrew Greenberg, Board Member

Kimberly Adams, Board Member

Rebekah Coblentz, Board Member

Sai Reddy, Treasurer

**Board Members Absent:**

Don Bolia, Chair

**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

Jenee Williams, Office Manager

Jen Hagler, Manager, Redevelopment and Strategic Initiative

Sunny Anderson, Business Attraction Manager

Brandon Ona, Workforce Business Analyst

Terra Washington, Director, Marketing & Communication

**Others Present:**

Dionne McKenzie, BOC

Matt Delicata, Shelton McNally

Josh Miller, Sterling Group

James Bence, Mauldin & Jenkins

Davis Fox, BOC

LaShun Atwater, BOC

Rhea Johnson, NDHCP

Joe Scimca, Sterling Group

Dyana Bagby, Atlanta Business Chronicle

James Tsismanakis, Discover DeKalb

Anthony Grant, City of Atlanta

The October meeting of the Decide DeKalb Development Authority was called to order at 8:36 am on Thursday, October 15th, 2020 via Zoom telemeeting.

1. **CALL TO ORDER**

Vice Chairman Gooch presided.

1. **ITEMS FOR DECISION**
2. **Approval of September 10th, 2020 Board Meeting Minutes:**

Ms. Coblentz made a motion to approve the September 10th, 2020 board meeting minutes. Mr. Greenberg seconded the motion, which was unanimously approved.

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

Mr. DeBarr presented the financial dashboard. Mr. Bolia suggested Mr. DeBarr explore other opportunities to invest idle cash going forward in which he agreed to review. A copy of the full report is listed in the meeting file.

Ms. Coblentz made a motion to approve the September 2020 financials. Ms. Adams seconded the motion, which was unanimously approved.

1. **Approval of 2019 Audit:**

The 2019 audit is still in draft form however Mr. DeBarr wanted to present the draft to the committee for review and discussion. For 2019 the Authority has been presented with a clean audit. The main recommendation presented by auditors is implementing separation of duties and internal controls which should be in place to provide assurance that no one individual can misappropriate funds undetected. Because Decide DeKalb has a small staff, duties cannot be fully segregated appropriately as recommended. To assist funnel out some duties, Mr. DeBarr has brought on an accounting consultant to perform some of these functions as well as cross-training other staff members to help mitigate the lack of segregation.

Mr. Greenberg made a motion to defer approval to the November board meeting when the audit is finalized. Ms. Coblentz seconded the motion, which was unanimously approved.

**D. Assignment of Not to Exceed $38,000,000 Taxable Revenue Bond (SMLA Avondale, LLC Project), Series 2018 and related Lease Agreement and documents to Avondale Georgia Apartments, LLC:**

In 2018 a bond deal was granted to Decatur Apartments LLC. The property is now being sold and the bond will be transferred to the new owners. 8 jobs will be retained. No existing tenants will be displaced, workforce housing will be retained, and there is no plan to increase rates. The new owners will be completing some renovations including new roofing and plumbing. The property is currently at 98% occupancy.

Ms. Coblentz made a motion to approve the Assignment of Not to Exceed $38,000,000 Taxable Revenue Bond (SMLA Avondale, LLC Project), Series 2018 and related Lease Agreement and documents to Avondale Georgia Apartments, LLC.Ms. Mack McKenzie seconded the motion, which was unanimously approved.

1. **Approval of Marketing Contract:**

For 2021 Ms. Washington will be ramping up her marketing efforts and will be hiring Ms. Deondai Colquitt as her marketing consultant. She will work with both Decide DeKalb and DeKalb Entertainment on marketing projects. Her time will be split 70/30 and her salary will be split between DDDA and DEC. She will not exceed 40hrs weekly.

Mr. Greenberg made a motion to approve Marketing Contract. Ms. Coblentz seconded the motion, which was unanimously approved.

1. **Approval of Marketing Rebranding Contract:**

The Decide DeKalb brand was launched over 5 years ago and new Marking and Communications Director, Terra Washington would like to give the brand a refresh. The goal for the refresh is to elevate the Authority’s position as a reputable, polished, and influential organization in DeKalb.

Four proposals were submitted, and one agency was chosen. The project is estimated to be completed by November 6 and fees will not exceed $15,000.

Ms. Coblentz made a motion to approve Marketing Rebranding Contract. Mr. Greenberg seconded the motion, which was unanimously approved.

1. **Approval of Kensington Tax Allocation District – Overview & Project Guidelines:**

At the September board meeting Ms. Hagler presented the Kensington TAD guidelines for discussion to the board to review and provide feedback. She is now requesting for approval to move forward with the proposed guidelines which will help provide direction on how to dispense funds.

Project Guidelines were informed by the Kensington TAD Redevelopment Plan and the TAD Strategy as commissioned by Decide DeKalb in 2018.

Mr. Greenberg made a motion to approve the Kensington Tax Allocation District – Overview & Guidelines. Ms. Coblentz seconded the motion, which was unanimously approved.

1. **Approval of Incentive Compensation:**

To attract and retain top talent to Decide DeKalb, funds are allocated in the yearly budget to disburse a bonus to staff members not to surpass 20% of their annual salary. Incentive compensation is based on the organization goals that are met as well as receiving a clean audit. In 2018 only 61% of goals were met. In 2019 280% of goals were met, a drastic increase. The increase was due to the hiring of more staff and the CHOA project deal that was closed.

The personnel committee has recommended for approval.

Ms. Coblentz made a motion to approve Incentive Compensation. Mr. Greenberg seconded the motion, which was unanimously approved.

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

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

The DeKalb Development Authority Board Meeting adjourned at 9:38 a.m.

 Adopted by the Board in the meeting

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

 (Date of Meeting)

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 (Signature of Presiding Officer)