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Mr. James P. Monacell, Esq. Counsel to the Authority Smith, Gambrell & Russell, LLP

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

**Decide DeKalb Development Authority**

#### Decide DeKalb Development Authority Finance and Audit Committee Meeting Minutes

**Date:** Thursday, January 16th, 2020

**Time:** 9:30 am

**Location:** Conference Call

#### Finance and Audit Committee Members Present:

Rebekah Coblentz, Finance and Audit Committee Member Don Bolia, Finance and Audit Committee Member

#### Finance and Audit Committee Members Absent:

Sai Reddy, Treasurer

**Staff Members Present:**

Dorian DeBarr, Interim President

 Jenee Williams, Office Manager

 Randi Mason, VP, Economic Development

 Jen Hagler, Project Manager

Decatur Town Center Two, 125 Clairemont Avenue, Suite 150, Decatur, Georgia 30030

(404) 687-2730 Phone**\* (**404) 687-2733 Fax**\*** [www.decidedekalb.com](http://www.decidedekalb.com/)

Page 1 of 2

**Finance and Audit Committee Meeting Minutes January 16th, 2020**

The January 16th, 2020 meeting of the Finance and Audit Committee of the Decide DeKalb Development Authority was called to order at 9:37 a.m. on Thursday, January 16th, 2020 via phone conference.

1. **CALL TO ORDER**

Don Bolia presided and called the meeting to order.

1. **ITEMS FOR APPROVAL**
2. **Minutes:**

November 19, 2019 Minutes

Ms. Coblentz made a motion to approve the November 19th, 2019 Finance and Audit Committee meeting minutes of the Decide DeKalb Development Authority. Mr. Bolia seconded the motion, which was unanimously approved.

1. **Decide DeKalb December 2019 Financial Statements**

Mr. DeBarr presented the December 2019 Decide DeKalb financial statements for the period ending December 31, 2019. Mr. DeBarr noted that the budget requested for 2020 from the county will be $750k for DDDA and $305k for DeKalb Entertainment Commission.

Mr. Bolia made a motion to approve the December 2019 Decide DeKalb financial statements. Mr. Bolia seconded the motion, which was unanimously approved.

1. **Approval of DeKalb Private Hospital Authority December 2019 Financial Statements:**

Mr. DeBarr presented the December 2019 financials for DPH Authority. He reports that there have been some shared services incurred between DDDA and DPHA and all associated costs will be paid to Decide DeKalb within the first quarter.

Ms. Coblentz made a motion to approve the DPHA December 2019 financials. Mr. Bolia seconded the motion, which was unanimously approved.

1. **Approval of Residential Care Facilities Authority December 2019 Financial Statements:**

Mr. DeBarr presented the December 2019 financials for RCFE Authority. He reports that there has been no activity.

Ms. Coblentz made a motion to approve the RCFEA December 2019 financials. Mr. Bolia seconded the motion, which was unanimously approved.

1. **Approval of Retail Consulting Contract:**

The Riddle Company will be contracted to collect data, survey, and create a report on DeKalb County’s retail scene.  VP Ms. Randi Mason mentions that she receives several requests from developers for retail information and properties in DeKalb. The findings in the report will assist the team in collecting data to create collateral that can be used to meet with these developers.  Following the presentation of the report, Ms. Mason will attend the ICSC Conference to meet with developers and attract them to DeKalb.  Payment for the contract with the Riddle company will be $40k plus travel expenses.

Ms. Coblentz made a motion to approve the retail consulting contract. Mr. Bolia seconded the motion, which was unanimously approved.

1. **Ratification of Marketing Consulting Contract:**

The consultant agreement with Relish Marketing ended in December, and Relish is currently working with Decide DeKalb staff on a year-end summary report project.  The report will be distributed to stakeholders, BOC, and the CEO’s office.  Relish has assisted with the Advance DeKalb campaign and will provide guidance to the team members to curate the report.  The new contract if approved will not exceed $17k.  A copy of the press release will be shared with the board once complete.

Ms. Coblentz made a motion to approve ratification of the marketing consulting contract. Mr. Bolia seconded the motion, which was unanimously approved.

Mr. Bolia moved to adjourn the December 16th, 2020 Finance Audit Committee meeting. The meeting adjourned at 9:54 p.m.