

## Board Members Officers

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Mr. Kevin Gooch, Esq. Vice-Chair of the Authority Partner

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Ms. Miranda Mack McKenzie Secretary of the Authority

Mr. Sai Reddy Treasurer of the Authority

Mr. Andrew Greenberg Board Member of the Authority

Executive Director Georgia Game Developers Association

Ms. Kimberly Adams Board Member of the Authority

Director at Cox Automotive, Inc.

Rebekah Coblentz Board Member of the Authority

Senior Property Manager NAI Brannen Goddard

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:** Tuesday, June 9th, 2020

**Time:** 9:30 am

**Location:** Conference Call

#### Finance and Audit Committee Members Present:

Sai Reddy, Treasurer

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

**Staff Members Present:**

Dorian DeBarr, Interim President

Randi Mason, Vice President, Economic Development

Toyasha Vaughn, Business Retention & Expansion Manager

 Jenee Williams, Office Manager

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**Finance and Audit Committee Meeting Minutes June 9th, 2020**

The June 9th, 2020 meeting of the Finance and Audit Committee of the Decide DeKalb Development Authority was called to order at 9:32 a.m. on Tuesday, June 9th, 2020 via phone conference.

1. **CALL TO ORDER**

Sai Reddy presided and called the meeting to order.

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

May 12th, 2020 Minutes

Mr. Bolia made a motion to approve the May 12th, 2020 Finance and Audit Committee meeting minutes of the Decide DeKalb Development Authority. Ms. Coblentz seconded the motion, which was unanimously approved.

1. **Approval of Decide DeKalb May 2020 Financial Statements**

Mr. DeBarr presented the financial dashboard. The Authority is currently waiting to receive over $300k in funds from the county and currently sits at $790k in total revenue.

Over the past few years, the WeDeKalb program numbers have been underbudget and the program is being reviewed to determine if the need to keep it available to DeKalb residents is necessary.

We can expect negative variances in office rent expenses due to paying holdover rent to extend our current office lease until the new office has been completed. The holdover rent cost is expected between $11k-$13k.

Mr. Bolia questioned if it makes sense to look at other options for investment of Authority funds and has requested that Mr. DeBarr review our current investment strategy and look into other potential options.

Ms. Coblentz made a motion to approve the May 2020 Decide DeKalb financial statements. Mr. Bolia seconded the motion, which was unanimously approved.

1. **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.

Ms. Coblentz made a motion to approve the contract with BusinessWise.  Mr. Bolia 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.

Ms. Coblentz 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.Mr. Bolia seconded the motion, which was unanimously approved.

Mr. Reddy moved to adjourn the June 9th, 2020 Finance Audit Committee meeting. The meeting adjourned at 9:57 a.m.