**DECIDE DEKALB DEVELOPMENT AUTHORITY BOARD MEETING**

**Date:**  Thursday, December 9th, 2021

**Time:** 8:30 AM

**Location:** Zoom

**Board Members Present:**

Don Bolia, Chair

Andrew Greenberg, Board Member

Robert Patrick, Board Member

Kevin Gooch, Vice Chair

Miranda Mack McKenzie, Secretary

Kim Adams, Board Member

Rebekah Coblentz, Board Member

Sai Reddy, Treasurer

**Legal Counsel Present**

Jim Monacell, Smith, Gambrell & Russell

Ansly Moyer, Smith, Gambrell & Russell

**Staff Members Present**

Dorian DeBarr, President

Randi Mason, Vice President, Economic Development

Terra Washington, Director, Marketing & Communication

Imani Beckles, Business Retention Manager

Jenee Williams, Office Manager

Jen Hagler, Manager, Redevelopment & Strategic Initiatives

Deondai Colquitt, Marketing Manager

Amanda McAbee, Director, Accounting & Finance

**Others Present**

John Manson, BOC (Board of Commissioners)

Keith Ziobron, Cardno Inc.

Ted Terry, BOC

Kwasi Obeng, BOC

Tom Woodward, DeKalb Citizens Advocacy Council

The December meeting of the Decide DeKalb Development Authority was called to order at 8:32 am on Thursday, December 9th, 2021, via zoom telemeeting.

1. **CALL TO ORDER**

Chairman Bolia presided.

1. **ITEMS FOR DECISION**
2. **Approval of October 21st, 2021, Board Meeting Minutes:**

Mr. Patrick made a motion to approve the October 21st, 2021, Board Meeting Minutes. Mr. Greenberg seconded the motion which was unanimously approved.

1. **Approval of November 2021 Financials:**

Ms. McAbee presented the financial dashboard.

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

1. **Approval of 2021 Annual Report Agency Selection:**

Ms. Terra Washington, Director of Marketing and Communication has begun working on the creation of the 2021 Annual Report and is hiring an agency to assist in the execution. Ms. Washington explained to the board that she wanted the company selected to be able to balance not only visuals but wording as well.

An RFP was released in September, and 2 submissions we received. The selected Evaluation Committee, which included board member Ms. Miranda Mack McKenzie, reviewed the proposals, and ultimately awarded the contract to Brandshake.

Brandshake will be contracted to complete the Annual Report for 2022 and 2023 as well. Project costs for 2021 are not to exceed $19,500 and will decrease to $18k in the following 2 years. The project completion date is estimated for March 2022.

Ms. Coblentz made a motion to approve the 2021 Annual Report Agency Selection. Ms. Adams seconded the motion which was unanimously approved.

1. **Discussion:**
2. **Advance DeKalb Update:**

Ms. Jen Hagler, Manager, Redevelopment & Strategic Initiatives provided the board with updates on Advance DeKalb. The current Vice- Chair and Treasurer will be leaving their positions at the closing of the year and are expected to be filled in January. The New Talent and Workforce Committee Chair will start their position in January as well.

Ms. Hagler also announced that Advance DeKalb is currently at 56% of the target goals set at the launch. The status of the goals are as follows: 9,676 new, expanded, indirect and induced jobs, $405 new income/payroll per year, $301.5M expenditures per year and $103m new/retained personal bank deposits.

Mr. Bolia asked Mr. DeBarr to address some of the accounting issues that have been brought to his attention with respect to Advance DeKalb. Mr. DeBarr stated that the majority of the collection issues the staff had been having stemmed from the office move and checks being sent to our old location and being deposited by another organization. The second issue was the staff being spread thin with duties and not being able to dedicate as much time to the financials and collection of the pledges. Since Ms. McAbee, Director of Finance & Administration has come aboard she has been able to clean up the books, collect and monitor pledges and implement a new online payment system where pledges can be paid electronically. He advised that there should be no issues going further.

1. **Brownfields Update:**

Ms. Hagler again addressed the board and provided an update on brownfields. She introduced Mr. Keith Ziobron, Cardno Inc. to the board. Mr Ziobron detailed on how Cardno assisted the Authority in submitting an EPA community-wide assessment grant application for $500k to assess potential brownfields in Clarkston and Lithonia for redevelopment. The grant awardees will be announced in Q2 of 2022.

Ms. Hagler has also been working with the County and Commissioner Patrick’s office to commence the statement of work from Cardno to develop DeKalb’s first Brownfield Opportunity Inventory. Tentative start date for the project is Q1 2022.

Mr. Ziobron also provided updates on the Revolving Loan Fund Grant Program that has been moving along swiftly. Currently funds have been allocated for 5 sites totaling $2M. There is a remaining $200k available and an application to EPA for the additional funding will be submitted so the funds can be allocated to more brownfield sites.

1. **Update on TAD’s:**

The first TAD application in several years was released to the public in August. The team is currently working with the County to increase awareness around the program and more ways to market the program to property and business owners. Monthly calls with Commissioner Bradshaw on how to involve the community have been taking place and a lot of great feedback has been received.

1. **President’s Report:**

Mr. DeBarr presented the December President’s Report highlighting DDDA’s current standing: 2,002 new and expanded jobs, $373.2m in investment and 58 BRE visits.

In Economic Development, the team attended the Atlanta Regional Commission and Metro Atlanta Chamber Annual meeting to hear about projects taking place regionally. DDDA has been selected by ULI’s Center for Leadership Class for a retail analysis, and for SelectUSA’s Diagnostic Data Program.

DEC generated over $8k in revenue for the month, with 11 productions filming and 18 applications submitted. The DEC team participated in the 10th Annual Pitch Summit.

In Marketing, the holiday card and gift fulfillment has begun, and partners, stakeholders, and board members will receive in the next few weeks. Because of the traction the WE DeKalb program continues to get, more site improvements are in the works including an infographic, survey, and explainer video. The team also kicked off their Instagram Live series, where they will conduct live interviews.

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

 The DeKalb Development Authority Board Meeting adjourned at 9:22 a.m.

 Adopted by the Board in the meeting

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

 (Date of Meeting)

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 (Signature of Presiding Officer)