



DACC BOARD MEETING MINUTES – June 18, 2014

City of Harlem – Public Safety Building
110 W. Milledgeville Road
Harlem, Georgia 30814

Board Attendees (those absent indicated with an asterisk *)

Doug Duncan, Chairman	Stan Shepherd	Hugh Hollar
Mark Wills, Vice-Chairman	Jean Garniewicz	Mike Holliman
Rick Evans, Secretary-Treasurer	Phil Gaffney	

Staff (those absent indicated with an asterisk *)

Robbie Bennett, Executive Director
Karen Eyink, Executive Assistant
Douglas D. Batchelor, Legal Counsel
Chris Driver, Legal Counsel*

Guests Present:

Ron Cross, <i>CC Commissioner-Chair</i>	Steve Crawford, <i>CC News-Times</i>
Bill Morris, <i>CC Commissioner</i>	Jason Rizner, <i>City of Harlem</i>
Bobby Culpepper, <i>Mayor of Harlem</i>	John Thigpen, <i>City of Harlem</i>
Thom Tuckey, <i>CSRA Alliance Ft. Gordon</i>	Will Butler, <i>City of Harlem</i>
Tammy Shepherd, <i>CC Chamber</i>	

I. Call to Order & Welcome

Chairman Doug Duncan called the meeting to order at 7:30 a.m. and declared a quorum present.

II. Reading and Approval of Agenda

Chairman Duncan asked the Board to review and approve the agenda for the June 18, 2014 DACC board meeting. Motion made by Mark Wills to approve the agenda. Rick Evans seconded the motion. Motion carried.

III. Approval of Minutes

Chairman Duncan asked the Board to review and approve the April 23, 2014 board meeting minutes and May 23, 2014 called board meeting minutes. Motion made by Jean Garniewicz to approve April and May's minutes. Motion carried.

IV. Financials – Rick Evans

April

From the Statement of Net Assets – April 30, 2014, Total Assets is \$658,972.98. Total cash in Checking/Savings is \$657,243.94, Account Receivables \$1,729.04 and Total Liabilities of \$8,870.88, for Total Net Assets of \$650,102.10.

April Year-to-Date activity – No unusual items.

May

From the Statement of Net Assets – May 31, 2014, Total Assets is \$645,694.96.

Total cash in Checking/Savings is \$639,578.29, Account Receivables \$0 and Total Liabilities of \$4,893.87, for Total Net Assets of \$640,801.09.

PG 7 & 8 – Legal budget was higher than expected, due to work load and sale of spec building. This has been addressed in the FY14/15 budget. Grant Writing – Not a budgeted item, this will be coming from SRS CRO funds. Website Development is similar in that 50% will be coming from SRS CRO funds and the remaining 50% was approved by board to use Development Savings. Look at booking a receivable for those reimbursements.

Phil Gaffney made a motion to approve the April 30, 2014 & May 31, 2014 financials. Jean Garniewicz seconded the motion. Motion carried.

V. Chairman's Report – Doug Duncan

Thanked Mayor Culpepper. No report.

VI. Committee Reports – Doug Duncan

Retail Development Sub-Committee

No report.

Property Development Committee

No report.

Existing Business and Workforce Development Committee

Met June 13, 2014 and reviewed pros of the industry council that met in May. We are scheduling the next industry council meeting for Mid August. We also discussed a regional workforce analysis being considered by the SRS CRO. We continuing to think and plan for the intern program. We will discuss MTU information at next committee meeting.

Business Recruitment & Incentive Programs Committee

TechNet event in September – Working the regional economic development organizations and chambers to host a booth. Working with SRS CRO funds to help fund the booth. Looking at partnering with the Columbia County Chamber of Commerce to conduct an economic assessment of Columbia County. The Regional Commission would prepare the assessment, including bench marking for \$3,000. Recommend using SRS CRO matching funds for this study.

Motion – TechNet – Allocate up to \$5,000 SRS CRO matching funds for the booth, contingent on the Augusta EDA doing the same and an additional \$3,000 out of the budget.

Motion made by Stan Shepherd, second by Jean Garniewicz. Motioned carried.

Motion – Economic Assessment – Recommend using SRS CRO matching funds up to \$1,500 to conduct an Economic Assessment in partnership with Columbia County Chamber.

Motion made by Mark Wills, second by Jean Garniewicz. Motioned carried.

Stan Shepherd abstain noting conflict of interest.

VII. Economic Development – Robbie Bennett

Updated the board regarding the Existing Industry Council and Regional Foreign Trade Zone meeting – three county partnership. We will bring the FTZ 104 representative back to hold additional conversations as needed. The August Existing Industry Council will discuss the

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training opportunities from Augusta Tech and learn more about the Career Pathways being offered in Columbia County schools.

The past two months have been busy. Attended Data Center World, GEDA Spring Workshop, RECON (retail show). DC Chamber trip, AFCEA Cyber Security Symposium (also met with private developer), Port Tour.

Upcoming trips include BIO 2014 (partnering with GRU) and CSX Tour in August.

VIII. Old Business – Doug Duncan

FY 14/15 Budget Update. Board of Commissioners approved recommended budget as submitted. Present this budget for information. SRS CRO funds to be used as off budget items.

Motion to approve budget as written, made by Jean Garniewicz, second by Hugh Hollar. Motion carried.

IX. New Business – Doug Duncan

Motion to approve the Economic Development Coordinator position description as written was made by Stan Shepherd and second by Jean Garniewicz. Motion carried.

X. Calendar of Events – Doug Duncan

The next Development Authority board meeting will be held Wednesday, July 23, 2014 – 7:30 a.m. in the City of Grovetown – City Hall.

XI. Public Comment

Mayor Culpepper – Thank you for meeting in Harlem. Happy to host anytime.

Chairman Ron Cross – Provided update on SPLOST, mentioned that all three hospitals have filed their CON applications, increased interest in new businesses (including grocery stores), and continuing work on infrastructure projects.

Commissioner Bill Morris – Commended working with the local communities such as Harlem. Plans on continuing those efforts.

Thom Tuckey – Continued his update regarding the growth at Fort Gordon.

Tammy Shepherd – Busy May. Thank you for supporting Chamber trip to DC. Provided an update on Post Legislative Breakfast. Provided copies the latest Chamber Newsletter. List upcoming events including State of the Community in September.

XII. Closed Session – Doug Duncan

Motion to enter closed session made by Stan Shepherd, second by Jean Garniewicz. Motion carried.

The group discussed the restructuring plans for the Development Authority staff. Robbie Bennett discussed the budget changes regarding going from a part-time position to a full-time position. Robbie reviewed the job description with the board of directors as recommended by the Executive Committee. The title is recommended as Economic Development Coordinator. The job description underlines the duties that are above and beyond what is listed in the current Executive Assistant job description. Need for additional support came out of a conversation with

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Scott Johnson regarding the anticipated growth and increase in overall work load. Robbie outlined the changes to the job description.

- Assist with maintaining a target list of site selection consultants, targeted companies, and developers to use in planning future marketing trips.
- Assist with the preparation and follow up on marketing trips.
- Assist with the development of marketing materials used in all aspects of economic development.
- Update information on internet, including social media, tracking of property inventory, demographic data, etc.
- Organize and prepare demographic data for website.
- Develops and maintains databases used by the development Authority.
- Supports business retention and expansion efforts.
- Must possess experience in grant writing and have an understanding of grant administration. A proven track record is required.
- Must have the ability to take initiative, work independently, and multitask.

Robbie informed the board that current staff has been informed of the recommended changes and is welcome to apply.

Stan Shepherd inquired into the ability to hire someone to fill all of these requirements at the recommended salary. Also, informed the board that at one time, the Development had a staff of three economic developers supporting the county. The group discussed the ability of finding the right person for the posted salary range acknowledging the skills and education required. The group also discussed the ability for growth in the position being requested. The board continued to discuss the job description to ensure it meets the need of the Development Authority.

Mike Holliman made a motion to exit closed session. Jean Garniewicz second. Motion carried. No action taken in closed session.

XIII. Adjournment

Chairman Duncan adjourned the board meeting.

Submitted by:

Robbie Bennett, Executive Director
Development Authority of Columbia County