

MINUTES

The Northwest Tennessee Development District Executive Committee and Northwest Tennessee Human Resource Agency Governing Board convened on December 10, 2024 at 11:00 a.m. at 124 Weldon Drive Martin, TN. The meeting was called to order at 11:00 by Chairman Joseph Butler.

Chairman Butler then asked Director Emily Payne to call the roll. The record shows the following members were present.

Mayor Joseph Butler – Carroll County
Mayor Gary Reasons- Crockett County
Mayor Geiger-Henry County
Mayor Danny Cook- Lake County
Mayor Steve Carr-Obion County
Mayor Nelson Cunningham– Gibson County
Mayor David Quick- Dyer County
Mayor Dale Hutcherson- Weakley County
Mayor Howell Todd-Clarksburg
Mayor John Holden-Dyersburg
Mayor Cindy McAdams-Greenfield

Director Payne informed the chairman that a quorum was present.

First item on the agenda was the approval of the Board minutes from the September 27, 2024 meeting. Motion was made by Mayor David Quick to accept minutes. The motion was seconded by Mayor Cindy McAdams. Motion passed unanimously.

Then there was the call for Old Business. Seeing there was none, Chairman Butler moved to New Business.

Chairman Butler then called on Jay Davis, ATA for the presentation of Alexander Thompson Arnold's audit for the Development District and Human Resource Agency. Mr. Davis stated that there was a finding for both Development District or Human Resource Agency. Mr. Davis then went into more depth about the finding and how it pertained to TCA-9-2, entries needed to be posted within 60 days. ATA's recommendation was for the Department Directors to provide this information to Katelyn Edwards in a timely manner in order for it to be posted within that time frame. Seeing as there were no questions, Chairman of the Audit Committee, Andrea Hughes then went on to explain that the Audit Committee had met prior to Governing Board Meeting. The Audit Committee brought in front of the board the recommendation to retain Alexander Thompson Arnold as the auditors for the next year. The vote on this was paused until after the financial reports.

Director Edwards then spoke about the DD Financial Reports. Director Edwards spoke about it being business as usual. She then spoke about the financial statements running through October and not

November due to the meeting being earlier in the month of December. Administration department is getting ready for year end. We are fully staffed at the moment. Director Edwards said that the financial statements are looking good for being half-way through the year. Seeing there were no questions, Mayor John Holden then made a motion to accept the Development District financials. The motion was seconded by Mayor Randy Geiger motion approved unanimously.

Director Edwards then spoke about the Human Resource Agency financials. The Human Resource Agency is also fully staffed except for drivers and homemakers. Director Edwards also spoke about the HRA financials also looking good for being at half-way through the year. Seeing there were no questions, Mayor David Quick then made a motion to accept the Human Resource Agency financials. The motion was seconded by Mayor Gary Reasons motion approved unanimously.

Vote for approval for the Audit Committee recommendation to approve the Audit Reports for Development District and Human Resource Agency, and to retain ATA to perform our 2024-2025 audit. Seeing there were no questions, Mayor Randy Geiger then made a motion to accept the Audit Committee Recommendation. The motion was seconded by Mayor Steve Carr motion approved unanimously.

Director Goode reminded the board about their voting on the Nwthra Transportation procurement policy back in September she then went on to explain how TDOT had added more recommendations to the procurement policy. Director Goode then welcomed Director Moore, Transportation Director to speak more on the addition. Director Moore expanded on what Director Goode said and spoke about the addition of Buy America, Build America, and waivers. Seeing there were no questions, Mayor David Quick then made a motion to accept the updated Nwthra Transportation Procurement Policy. The motion was seconded by Mayor Gary Reasons motion approved unanimously.

Executive Director Goode then spoke about our 2023-2024 Annual Reports that our Board and Guests received. Director Goode also spoke about how we have already had 3 counties that started up the Tech Goes Home training classes, with Lake County being the first county to start. Director Goode also reminded the Mayors about County Government Day on February 17th and 18th.

Chairman Butler then introduced the guests at the meeting.

The Agencies Department Directors then gave some quick updates about their departments.

Chairman Butler then opened the floor for public comments, there were none.

Mayor Reasons made a motion to adjourn. Motion was then seconded by Mayor Howell Todd.

Meeting was adjourned

Board Approval Date 3-28-25 Mark Ward, Secretary/Treasurer 