

## MINUTES

The Northwest Tennessee Development District Executive Committee and Northwest Tennessee Human Resource Agency Governing Board convened on December 5, 2025, at 9:30 a.m. at 124 Weldon Drive Martin, TN. The meeting was called to order at 9:30 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 Mark Ward-Benton County  
Mayor Nelson Cunningham– Gibson County  
Mayor David Quick- Dyer 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 26, 2025, meeting. Motion was made by Mayor Gary Reasons to accept minutes. The motion was seconded by Mayor Nelson Cunningham. Motion passed unanimously.

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

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 having Betty Waggener retire after 50 years of service. Lee Ann Revell will be taking her place as Finance Manager. Director Edwards said that the financial statements are looking good for being half-way through the year. Seeing there were no questions, Mayor Gary Reasons then made a motion to accept the Development District financials. The motion was seconded by Mayor Cindy McAdams motion approved unanimously.

Director Edwards then spoke about the Human Resource Agency financials. The Human Resource Agency is deciding to cancel the Senior Aides program. Director Edwards spoke about SSBG funding being cut since the first of November, but we are still getting all those services out to our clients. Mayor Butler asked if we had spent out the Senior Aides fund. Director Edwards explained we had not received any funding since July 1, 2025. Mayor David Quick then made a motion to accept the Human Resource Agency financials. The motion was seconded by Mayor John Holden motion approved unanimously.

Emily Vickers audit committee chairman spoke about how the Audit committee made the recommendation to approve the audits. Phillips Creswell, ATA, then explained that the audit was a draft because of the Government shutdowns they were back dated to be approved by the government. Mr. Creswell went on to explain that the only findings were the same as last year with the books not closing at the correct time. ATA will be talking with the agency about possible ways of correcting this issue. Mayor Howell Todd questioned about the interest rate of 7% on the Development District building. Mayor Todd made a motion for Executive Director Kelley-Burdine to come back to the next meeting with possibly better options for interest rates. Motion was seconded by Mayor Quick, approved unanimously. Vote for approval of the Audit Committee recommendation to approve the Audit Reports for Development District and Human Resource Agency, and to retain ATA to perform our 2025-2026 audit. Seeing there were no questions, Mayor Mark Ward then made a motion to accept the Audit Committee Recommendation. The motion was seconded by Mayor Cindy McAdams motion approved unanimously.

Director Edwards spoke about the addition of EFT transfer information, the updating of positions, and petty cash being removed from the Cash Policies. Seeing there were no questions, Mayor Gary Reasons then made a motion to accept the updated Cash Policies. The motion was seconded by Mayor David Quick motion approved unanimously.

Executive Director Kelley-Burdine explained how the agency needed credit cards for paying expenses. The Credit Card Policy was created to have policies to follow. Seeing there were no questions, Mayor Howell Todd then made a motion to accept the updated NWTDD/NWTHRA Credit Card Policy. The motion was seconded by Mayor John Holden motion approved unanimously.

Executive Director Kelley-Burdine explained about the Grant Resolution for PEP saying that we would pay 50% of the funds if approved for the grant. This grant would help with driver safety. Seeing there were no questions, Mayor Gary Reasons then made a motion to accept the PEP Grant Resolution. The motion was seconded by Mayor Cindy McAdams motion approved unanimously.

Mayor Butler then spoke about how Mayor John Holden and Mayor Cindy McAdams were up for re-election to the Governing Board since they have served their four-year terms. Both Mayor Holden and McAdams agreed that they would serve an additional term. Seeing as there were no questions Mayor Quick made a motion to approve the reappointing of Mayor Holden and Mayor McAdams. The motion was then seconded by Mayor Reasons motion approved unanimously.

Executive Director Kelley-Burdine then spoke about our 2024-2025 Annual Reports that our Board and Guests received. Director Kelley-Burdine also spoke about the Agency's need for funds to help Meals on Wheels. Director Kelley-Burdine also reminded the mayors about upcoming conferences.

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 Holden made a motion to adjourn. Motion was then seconded by Mayor David Quick.

Meeting was adjourned

Board Approval Date 3/20/24 Mark Ward, Secretary/Treasurer 