MINUTES

The Northwest Tennessee Development District Executive Committee and Northwest Tennessee Human Resource Agency Governing Board convened on June 12, 2026, at 10:00 a.m. at 124 Weldon Drive Martin, TN. The meeting was called to order at 10:00 by Vice-Chairman Nelson Cunningham.

Vice-Chairman Cunningham then asked Chief Operating Officer, Emily Payne to call the roll. The record shows the following members were present.

Mayor Danny Cook- Lake County
Mayor Mark Ward- Benton County
Mayor Steve Carr- Obion County
Mayor Gary Reasons-Crockett 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

Mrs. Payne informed the chairman that a quorum was present.

First item on the agenda was the approval of the Board minutes from the March 20, 2026, meeting. Motion was made by Mayor David Quick to accept minutes. The motion was seconded by Mayor Gary Reasons. Motion passed unanimously.

Next item on the agenda was Old Business. This was information regarding the Loan at First Citizen's Bank. Executive Director Lori Kelley-Burdine explained how First Citizen's did not come back with an additional proposal. Simmons Bank offered a couple of options, one was 6.19% rate with a 20 year amortization. The other offer from Simmons was 5.95 rate with 20-year amortization but there would need to be a 110,000.00 amount put down that is not feasible at this time. The third option would be for the Human Resource Agency to loan the Development District the 800,000.00 amount at a 4.00 interest rate for a 10-year loan period. Which would help the Development District to be paying a lower amount for a shorter period of time. This would also help the Human Resource Agency to gain money from interest. Executive Director Kelley-Burdine explained how we looked at this from every angle to make sure it was okay from a legal standpoint. Motion was made by Mayor Mark Ward to accept HRA loaning the money to DD for the loan and refinancing at 4.00 for 10 years. The motion was seconded by Mayor Gary Reasons. Motion passed unanimously.

Under New Business was the discussion/approval of the Development District financial reports. Chief Financial Officer Mark Pflueger spoke about how Development District and Human Resource Agency are two different agencies but majority of time we see them as one because Administration works for both. He said that he hasn't had much time to update the way the financials are laid out but everything is in

order and CFO Mark Pflueger assured the Board that at the next meeting in September it will be a better layout. Seeing there were no questions, Mayor Gary Reason made a motion to accept the Development District financials. The motion was seconded by Mayor David Quick, motion approved unanimously.

Next was the discussion/approval of the HRA financial reports. CFO Pflueger spoke about how things are changing within HRA due to new Directors and programs changing. The HRA financials are in order and at the next Board Meeting in September the report will look different. Seeing there were no questions, Mayor Howell Todd then made a motion to accept the Human Resource Agency financials. The motion was seconded by Mayor David Quick, motion approved unanimously.

The next item on the agenda under new business was the approval of the 2026/2027 Development District Work Plan. Executive Director Lori Burdine explained how she took what values that we seek to carry out everyday and the services we provide to come up with the Work Plan for the Development District. Seeing as there were no questions, Mayor Danny Cook made a motion to accept. Motion was then seconded by Mayor Mark Ward, motion approved unanimously.

Next under new business was the approval of the 2026/2027 Development District dues change. Executive Director Lori Kelley-Burdine put in front of the Board the increase of 0.10 per captia on the Annual Development District Dues. Executive Director Burdine explained how the increase would help with rising costs. She also explained how we had not increased the amount in sixteen years. This change in dues would also move us to a Tier 3 with the State of TN which would mean an additional 30,000.00 per year from the State. Mayor Reasons made the comment that this needs to be looked at more frequently so that this doesn't go so long next time with being changed. Mayor Ward asked when the dues are expected to be paid. Executive Director Burdine said that she understands if they need to make budget amendments and we wouldn't expect anything until the Autumn season. Mayor Mark Ward made a motion to accept. Motion was then seconded by Mayor David Quick, motion approved unanimously.

Next item on the agenda was the Development District By-Laws changes there were updates to how we access the dues to match what the State of TN would have us to do as far as assessing the dues. The Board decided to put the date of dues as August 31st. Seeing as there were no questions, Mayor Danny Cook made a motion to accept. Motion was then seconded by Mayor David Quick, motion approved unanimously.

The following item on the agenda was approval of the Development District 2026/2027 Budget. CFO Pflueger said that the way we see the budget is how it looks now but it is bound to change with changes of funding. CFO Pflueger did tell the Board that he is confident in what is shown here and he would like to send out the budget more frequently to the Board. Seeing as there were no questions, Mayor David Quick made a motion to accept. Motion was then seconded by Mayor Danny Cook, motion approved unanimously.

Continuing under New Business was the approval of the Human Resource Agency 2026/2027 budget. CFO Pflueger explained that it was a similar situation for HRA as it is for DD in that the budget is set up and the State funding may change as the year goes on. Seeing as there were no questions, Mayor Mark

Ward made a motion to approve. Motion was seconded by Mayor Gary Reasons, motion approved unanimously.

Also under New Business was the approval of the 2026 employee Handbook. COO Emily Payne explained the updates to the Pregnancy Accommodation Act, Flexible Work Schedule Policy, Paying Overtime as opposed to doing Comp Time, PTO Policy, and Updated Bereavement Leave. Seeing as there were no questions, Mayor Cindy McAdams made a motion to accept. Motion was then seconded by Mayor John Holden, motion approved unanimously.

Continuing under New Business was the approval of updates to the Credit Card Policy. COO Emily Payne explained how the change would eliminate the need for P.O.s and move to just getting the purchases approved by Department Heads and if the purchase is over 1,000.00 it will also need to be approved by the Executive Director. Seeing as there were no questions, Mayor Gary Reasons made a motion to accept. Motion was then seconded by Mayor Mark Ward, motion approved unanimously.

Next was the nomination of the new Executive Committee Members. The nomination was put forth for Nelson Cunningham to be Chairman, Mark Ward to be Vice-Chairman, and Dale Hutcherson to be Secretary/Treasurer. The nomination passed unanimously.

Under Other business Executive Director Burdine spoke about us moving our payroll to Simmons Bank. She also spoke about upcoming conferences and webinars that may be good opportunities for the Board. The Department Directors then spoke about their departments.

There was a call for any public comments and there were none at this time.

Mayor Nelson Cunningham recognized the guests that were present.

Executive Director Burdine recognized Mayor Gary Reasons service to the Board over the years.

Motion was then made by Mayor Gary Reasons to adjourn. Motion was then seconded by Mayor Cindy McAdams.

Meeting adjourned.

Board Approval Date 10-6-26 Dale Hutcherson, Secretary/Treasurer 