MINUTES

The Northwest Tennessee Development District Executive Committee and Northwest Tennessee Human Resource Agency Governing Board convened on March 20, 2026, at 10:00 a.m. at 124 Weldon Drive Martin, TN. The meeting was called to order at 10:00 by Chairman Joseph Butler.

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

Mayor Joseph Butler – Carroll County
Mayor Randy Geiger – Henry County
Mayor Howell Todd – Clarksburg
Mayor Danny Cook- Lake County
Mayor David Quick-Dyer County
Mayor Mark Ward-Benton County
Mayor Dale Hutcherson-Weakley County
Mayor Nelson Cunningham- Gibson County
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 December 5, 2025, meeting. Motion was made by Mayor Mark Ward to accept minutes. The motion was seconded by Mayor Cindy McAdams. Motion passed unanimously.

Next item on the agenda was Old Business. Seeing there was none, Chairman Butler moved to New Business.

Next on the agenda was New Business, starting with the discussion/approval of the Development District Financial Reports. Financial Director, Katelyn Edwards, spoke about Brandy Hudson being hired to the HR/Finance Specialist position. Director Edwards also spoke about year end being looked at and the Cost Allocation budgets. Aging is gathering the request for proposals from vendors. It was then said that the Elder Justice Coalition was coming up and that if any of the Board knew someone in law enforcement that would like to be involved just let them know. Mayor Geiger asked the question if we had been receiving all of our funding from the State. Director Edwards said that we were on track and receiving funding as we should. Seeing as there were no more questions, Mayor Nelson Cunningham made a motion to accept. Motion was then seconded by Mayor Randy Geiger, motion approved unanimously.

The next item on the agenda under new business was the discussion/approval of the Human Resource Agency Financial Reports. Director Edwards spoke about how the budget is looking good as we get closer to year end. Director Edwards also spoke about the site project that should start in

Transportation. It was also mentioned that everything was going well in the Homemaker program. Nutrition was said to also have bids out for new vendors. Seeing as there were no questions, Mayor Howell Todd made a motion to accept. Motion was then seconded by Mayor Cindy McAdams, motion approved unanimously.

Next under other business Executive Director, Lori Kelley-Burdine, spoke about the First Citizen's Proposals. Mayor Ward brought up the point that he had worked with First Bank and had an interest rate of 4%, which would be more favorable. Mayor Quick asked what the deposit volume at the Bank was for a carryover every month. Director Edwards said that she would have to look into that. Mayor Ward said that he would like to explore more options. Motion was made by Mayor Geiger to table the decision until further research was done. Motion was then seconded by Mayor Howell Todd, motion approved unanimously.

Executive Director Kelley-Burdine then brought to the Board's attention that they would need to complete the Conflict of Interest and Code of Ethics if it had not been completed and given to Director Payne before they left.

Executive Director Kelley-Burdine proposed that the June meeting be moved to either June 12, 2026, or June 18, 2026. The Board decided on the date of June 12, 2026. Executive Director Kelley-Burdine also wanted to mention that she would like the Annual meeting to be on September 25, 2026, this year. Also, the December meeting was set for December 11, 2026.

Executive Director Kelley-Burdine brought up her one-on-one with all the staff members and how it helped her to gain better insight into how everyone operates and how we can better tell our story.

When Executive Director Kelley-Burdine was looking over the financials there was a significant difference between the HRA funds and DD funds. Upon further investigation, anytime funds were needed for Administration it was taken out of the HRA funds. Going forward there will be an even use of DD and HRA funds so that neither Agency is at a defect.

Mayor Butler made a call for any public comments and there were none at this time.

Next Department Directors spoke about their programs and what is currently happening.

Lastly, Chairman Butler introduced guests that were present.

Motion was made to adjourn by Mayor Quick. Motion was then seconded by Mayor Cindy McAdams. Meeting was then adjourned.

Board Approval Date 6/12/26 Mark Ward, Secretary/Treasurer