

## MINUTES

The Northwest Tennessee Development District Executive Committee and Northwest Tennessee Human Resource Agency Governing Board convened on September 26, 2025 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 Director Emily Payne to call the roll. The record shows the following members were present.

Mayor Joseph Butler – Carroll County  
Mayor Mark Ward-Benton County  
Mayor Geiger-Henry County  
Mayor Danny Cook- Lake County  
Mayor Gary Reasons-Crockett County  
Mayor Nelson Cunningham– Gibson County  
Mayor David Quick- Dyer County  
Mayor Randy Geiger-Henry 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 June 27, 2025, meeting. Motion was made by Mayor Gary Reasons 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.

Next on the agenda under New Business was the discussion/approval of financial reports.

There was the discussion/approval of the Development District financial reports. Finance Director Katelyn Edwards explained how we are excited to start our new year. Director Edwards also explained that the Development District has also received all of their Local Dues. Director Edwards also went on to explain that Alexander, Thompson, & Arnold, ATA, had been auditing the agency for the past two weeks and had just left. So far everything is looking good so it should be a clean audit this year. She mentioned that business was running as usual. Director Edwards asked if there were any questions about the reports. Seeing there were no questions, Mayor John Holden 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 Human Resource Agency financial reports. Director Edwards reiterated about our programs receiving their all their Local dues. Director Edwards also said that ATA had also been auditing the Human Resource Agency and again it seems to be a clean audit so far. Director Edwards reiterated that we are carrying on business as usual. Director Edwards also mentioned that the Senior Aides program was still furloughed by the government. Director Edwards also mentioned that Austin Kolb had been moved to IT Director. Mayor Ward asked about when we thought Senior Aides would be returning. Director Bartholomew (Homemaker) spoke about how it was currently at a standstill and there really wasn't an end in sight. Executive Director Kelley-Burdine posed that we would need to consider if we would want to even consider with the Senior Aides program in the future. Seeing there were no additional questions, Mayor Gary Reasons then made a motion to accept the Human Resource Agency financials. The motion was seconded by Mayor Mark Ward, motion approved unanimously.

The next item on the agenda was the approval of updates to the Title VI Policy for the Northwest Tennessee Human Resource Agency/Northwest Tennessee Development District. Executive Director Kelley-Burdine explained that we needed to update the Title VI Policy to update to TDOT's structure. Director Payne then explained the only significant changes were the name change from Jennifer Stone to Emily Payne as the Title VI Coordinator and the LAP program. Director Payne explained that the LAP program needed to be updated as well as updating multiple documents to Spanish for our Spanish reading population. Director Payne asked if there were any questions. Seeing there were no questions, Mayor Howell Todd made a motion to accept the Title VI Policy. The motion was seconded by Mayor Mark Ward motion approved unanimously.

Executive Director Kelley-Burdine then spoke about the Annual Meeting and how we were looking at moving the date up to earlier in the month of December. The dates of December 5<sup>th</sup> and December 12<sup>th</sup> for the meeting and moving the time to 9:30 a.m. it is a meeting specifically for the Board and it is up to their discretion. The Board agreed to meet on December 5<sup>th</sup> at 9:30 a.m. Executive Director Kelley-Burdine then asked if the Board would agree to move the meeting in March to the date of March 20, 2026, to better accommodate schedules. The Board approved for the meeting to be moved to March 20, 2026 at 10:00 a.m.

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

Chairman Butler recognized staff and then introduced guests that were present.

Mayor Gary Reasons made a motion to adjourn. The motion was seconded by Mayor Mark Ward. Meeting adjourned.

Board Approval Date 12-5-25 Mark Ward, Secretary/Treasurer 