

MINUTES

The Northwest Tennessee Development District Executive Committee and Northwest Tennessee Human Resource Agency Governing Board convened on September 27, 2024 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 Steve Carr-Obion County
Mayor Nelson Cunningham– Gibson County
Mayor David Quick- Dyer County
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 21, 2024 meeting. Motion was made by Mayor Nelson Cunningham to accept minutes. The motion was seconded by Mayor David Quick. 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 in the beginning of our fiscal year. Director Edwards explained that we have since received our state match money. 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 the past two weeks and would be leaving today. So far everything is looking good so it should be a clean audit this year. She also mentioned that conferences were starting up and business was running as usual. Director Edwards asked if there were any questions about the reports. Seeing there were no questions, Mayor David Quick made a motion to accept the Development District financials. The motion was seconded by Mayor Cindy McAdams motion approved unanimously.

Next was the discussion/approval of the Human Resource Agency financial reports. Director Edwards reiterated about our programs receiving their state match and the Human Resource Agency receiving 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. Seeing there were no questions, Mayor Nelson Cunningham then made a motion to accept the Human Resource Agency financials. The motion was seconded by Mayor Steve Carr, motion approved unanimously.

The next item on the agenda was the approval of the Procurement Policies for the Northwest Tennessee Human Resource Agency Transportation, Northwest Tennessee Human Resource Agency, and the Northwest Tennessee Development District. Executive Director Goode explained about TDOT doing the audit with Transportation and how they had required the Procurement Policy being presented. Director Goode explained about how the minimum purchasing limits for Micro purchases would be moving from 500.00 to 10,000.00. This would move the range for small-purchases to 10,000.00 thru 250,000.00. Formal purchase amounts would move to anything over 250,000.00. This would apply to all three procurement policies but all three need to be voted on separately. Director Goode asked if there were any questions. Seeing there were no questions, Mayor Nelson Cunningham made a motion to accept the Nwthra Transportation Procurement Policy. The motion was seconded by Mayor Cindy McAdams motion approved unanimously. Then Mayor David Quick made a motion to accept the Nwthra Procurement Policy. The motion was seconded by Mayor Mark Ward motion approved unanimously. Lastly, Mayor Steve Carr made a motion to accept the Nwthra Procurement Policy. The motion was seconded by Mayor David Quick motion approved unanimously.

There was then the approval of the Cash Policies and Procedures. Director Edwards spoke about how the items that had been updated in the Cash Policies and Procedures which started with the wording that said we were doing paper pay checks which was removed because we only do Direct Deposit now. There was also the addition saying that Transportation does not have Petty Cash which is only used by the Development District. There was also the addition to the very last page which specifies about the driver's procedures for depositing their fares. We also added giving the fiscal officer the authority to stamp the checks for the Secretary/Treasurer. There was also the addition of the procedure of letting the Secretary/Treasurer to see the checks via email and approving them before they are stamped and signed. Director Goode also added that those of us that sign the checks in the office always look at the check back up information before signing. Director Edwards asked if there were any questions. Mayor Quick asked what the Petty Cash amount for the Development District was and Director Edwards answered one hundred dollars. Mayor Cindy McAdams made a motion to approve the Cash Policies and Procedures. The motion was seconded by Mayor David Quick motion approved unanimously.

The Drug and Alcohol Policy for Nwthra Transportation was the last item to be approved. Director Janet Moore. Director Moore spoke about how three years ago there was language changed on the Policy that had not been approved by the board. There was additional language talking about the testing for Semi-Synthetics which is your Oxycodone, Hydrocodone, etc. Director Moore asked if there were any questions. Mayor Quick asked if there were many problems with the drug tests being passed. Director Moore answered that there was not a prevalent problem with drug test that generally or potential new hires tend to fail the physical more than they would the drug test. Mayor David Quick made a motion to approve the Nwthra Transportation Drug and Alcohol Policy. The motion was seconded by Mayor Steve Carr motion approved unanimously.

Director Goode then spoke about the upcoming Governor's Conference October 17-18 in Knoxville, ATVG Conference October 15-16 in Gatlinburg, and the TCSA Conference October 23-24 in Murfreesboro. Director Goode also spoke about the TVA training for Building tomorrow's workforce October 22 in Jackson. Director Goode then went on to speak about our Annual Meeting and how it is a meeting specifically for the Board to meet and how their attendance is necessary. Director Payne then went on to speak about the difficulty of getting a quorum together at our last Annual Meeting due to scheduling conflicts because of other professional and personal obligations. Director Payne spoke about the idea of holding the Annual Meeting during the day with the idea that there might be fewer conflicting obligations. Director Payne also spoke about how the Board in the past has liked to do something nice for the employee and that is greatly appreciated so there was the idea of having the meeting at our 124 Weldon Drive location and having it catered so that members and employees can all enjoy a meal as well. Director Payne also gave the idea of doing the meeting at Discovery Park at night as we had done in previous years. It was then decided by the Board to hold the Annual Meeting on December 10, 2024 at 11:00 a.m. at the 124 Weldon Drive location.

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.

Meeting adjourned.

Board Approval Date 12-10-24 Mark Ward, Secretary/Treasurer

Joseph Butler, Chairman

