

**CLAY COUNTY DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
MINUTES**

November 20, 2013

Present: Debbie Ricks, Greg Clary, William Randall, Jan Conrad, Tom Morris, Matt Welch, Joe Mobley, Virginia Hall, Grady Williams, Counsel

Absent: Chip Dobson, Paz Patel

Guests: James Perry, Governmental Management Services, LLC, Kerri Stewart, Infinity Global Solutions, LLC

Staff: Bill Garrison, Cam DiFrancesco, Betty Hicks

Call to Order: Chair, **Debbie Ricks** called the Clay County Development Authority (“CCDA”) Board meeting to order at 4:00 PM.

Invocation: William Randall

Approval of October 16, 2013 Minutes

Treasurer’s Report: **Cam DiFrancesco** reviewed and discussed the October 2013 financials.

Debbie Ricks, Chair presented Resolution No. 2013-2014/02 Amending YE2013 Budget to Actual. A motion was made by Tom Morris to ratify Resolution No. 2013-2014/02; motion seconded by William Randall and motion carried. Debbie Ricks, Chair presented Resolution No. 2013-2014/03 Formally Adopting Initial YE2014 Budget. A motion was made by Virginia Hall to ratify Resolution 2013-2014/03; motion seconded by Joe Mobley and motion carried.

Chair’s Report: **Debbie Ricks** advised two RFPs were received regarding the Executive Director and/or Administrative Office Services Function for CCDA.

Mr. James Perry with Governmental Management Services, LLC presented an overview of the administrative services that they could provide to the CCDA.

Ms. Kerri Stewart with Infinity Global Services, LLC presented an overview of the administrative services that they could provide to CCDA.

Discussion was held regarding the two proposals. Virginia Hall made a motion for CCDA to hire IGS, LLC to provide the administrative office services function; William Randall seconded the motion and motion carried. Ms. Stewart, IGS, LLC advised she would have a contract prepared for signatures to be effective December 1, 2013.

Big League Dreams Project Update: **Greg Clary** advised that the license agreement with BLD will be extended to March 31, 2014. Tom Morris made a motion to ratify the BLD

License Agreement extension to March 31, 2014; Matt Welch seconded the motion and motion carried.

DevCom Committee Report: The DevCom meeting was cancelled today due to not having a quorum. The meeting will be discussed at the next CCDA board meeting and will be rescheduled.

Attorney's Report: Grady Williams requested approval of his invoice for services rendered. A motion was made by Greg Clary to approve payment of the invoice; Joe Mobley seconded the motion and motion carried.

Economic Development Council Report: Bill Garrison advised the CCDA was awarded \$929,000 in state grants for improvement at Camp Blanding. Bill asked the board if they would like for him to submit a press release to the Clay Today, Florida TU, and Jacksonville Business Journal; the board agreed.

Bill provided a list of the FY2013 Accomplishments and Clay County Labor Demographic Information. There are three current projects in the works and a new name change and renovation for an office building on College Road.

According to the spokesperson at the governor's office, the two new board appointees should be official in January or February.

New Business: The next CCDA board meeting will be on December 11 due to Christmas holiday.

Adjourned: 5:15PM

DATES OF UPCOMING CCDA MEETINGS:

December 11, 2013 (Note: Moved to 2nd Wednesday due to Christmas holiday)

January 15, 2014

February 19, 2014

March 19, 2014

April 16, 2014

May 21, 2014

June 18, 2014

July 16, 2014

August 20, 2014

September 17, 2014