

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

January 15, 2014

Present: Debbie Ricks, Chip Dobson, William Randall, Greg Clary, Tom Morris (late), Matt Welch, Paz Patel, Jan Conrad, Grady Williams, Counsel

Absent: Virginia Hall, Paz Patel, Joe Mobley

Guests: Ken Willey, Ted McGowan, Catherine Varnum, Matt Carlton

Staff: Josh Cockrell, Kerri Stewart, Bill Garrison (late)

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 December 11, 2013 Minutes

Public Comment: none

Treasurer's Report: **William Randall** deferred to **Josh Cockrell**. Cockrell reviewed the financial reports for November 2013 and December 2013. Greg Clary asked for clarification on what the expenditures for office equipment are. Grady Williams stated that it is the furnishings in the office. Motion to approve both reports accepted unanimously.

Chair's Report: **Debbie Ricks** deferred her report to staff Josh Cockrell.

Transition Report: **Josh Cockrell** provided an update on the transition. Public records requests have been satisfied. Draft public records procedure provided for approval. Provided an update on the email database and having access to archiving CCDA emails.

Big League Dreams Project Update: **Greg Clary** stated that he did not have anything to report. Josh Cockrell updated that the RFP for responses were sent out and the cut off to receiving proposals is February 17. Kerri Stewart provided a point of interest that approximately 20 emails have been received inquiring about the RFP but no official responses have been submitted from an operator. Greg Clary will provide a full report at the next meeting.

New Business: Debbie Ricks mentioned that William Randall is interested in setting up a microloan program and shares her support. Grady Williams recommended that Rev. Randall has additional board members on the committee so that there could be open notices submitted for the community to attend. Paz Patel volunteered to join the committee and will assist Rev. Randall who has been appointed as Chair of the committee.

William Randall shared with the board the MLK breakfast to be held in Clay County.

Josh Cockrell recommended that the Board acquire a credit card merely for logistical issues and for efficiency to pay for items that require immediate payment as approved by the Chair. He also stated that any checks disbursed that don't require immediate submission will be signed only at board meetings unless they require immediate attention. A motion was made and accepted unanimously to approve the establishment of a credit card for CCDA use.

Debbie Ricks presented the draft public request procedure to be reviewed by the board. Josh Cockrell shared with the board that this procedure will ensure that public records are responded to in a reasonable manner and that a service charge be placed for time over 15 minutes spent on research and compiling requested documents. This charge would be \$22 an hour based on the charge a temp agency would charge CCDA to provide a temporary staff person. State statute provides that the Board can charge a special service charge. A motion to pass the draft public records request procedure as discussed and amended was approved unanimously.

Josh Cockrell shared with the Board that the CCDA has an account with Wells Fargo that is accruing monthly fees. He recommended that the account be closed and any monies be sent to the First Atlantic Bank account. This decision was approved without any objections.

Josh Cockrell shared with the Board that there is a tenant concern that should be addressed regarding the month-to-month lease agreement that the tenant is on. Debbie Ricks recommended that Josh Cockrell speaks to the tenant to remedy any issues/concerns.

Debbie Ricks mentioned that Camp Blanding is requesting a nonbinding letter regarding the commitment of the CCDA for the grants they are receiving. Josh Cockrell shared with the board that the CCDA needs to send a letter of intent to Camp Blanding stating that the CCDA will support the agreement made with Camp Blanding and Enterprise Florida to provide the grant monies. A motion was made to approve the submittal of the letter of intent and was passed unanimously.

Attorney's Report: Grady Williams did not have anything to report.

Economic Development Report: Bill Garrison shared data that has been collected regarding the companies in Clay County that have large employment greater than 60 employees. Also, he provided a breakdown of the employment available in the county. He also provided a quarterly report summarizing what CCEDC has been doing. He also provided CCEDC marketing materials. Debbie Ricks recommended that the financial support of the CCDA will be discussed at the next board meeting.

Old Business: none

New Business: The next CCDA Board meeting will be on February 19, 2014.

Adjourned: 4:57 PM.

DATES OF UPCOMING CCDA MEETINGS:

February 19, 2014

March 19, 2014

April 16, 2014

May 21, 2014

June 18, 2014

July 16, 2014

August 20, 2014

September 17, 2014