

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
MINUTES**

**May 20, 2020**

**Present:** Keith Ward, Bruce Butler, Chereese Stewart, Alex Hill, and Daniel Vallencourt

**Absent:** Amy Pope-Wells

**Staff:** Josh Cockrell, April Scott

**Guests:** Laura Pavlus

**Call to Order:** **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:11 PM.

**Invocation:** **Bruce Butler** provided the invocation.

**Comments from the Public:** None.

**Clay EDC Report**

**Laura Pavlus** reported that CCEDC is continuing to work on their Board Governance, Incentives Policy Recommendations, and AEDO Certification projects.

**Secretary's Report**

**Approval of April 29 Minutes:** **Josh Cockrell** presented the minutes. **Bruce Butler** made a motion to approve the minutes. **Daniel Vallencourt** seconded the motion. Motion passed unanimously.

**Treasurer's Report**

**Alex Hill** presented the April 2020 financials to the Board. **Chereese Stewart** made a motion to accept the Treasurer's report. Daniel Vallencourt seconded. Motion passed unanimously.

**Chair's Report**

**Bylaws Committee** – **Keith Ward** stated that the Bylaws Committee met prior to the Board meeting to discuss revisions to the organization's Bylaws. He stated that the revised Bylaws as recommended by the Bylaws Committee for approval and adoption have been e-mailed to the full Board for consideration. **Keith Ward** stated that because of the COVID-19 meeting authorizations as stated in the Governor's Executive Order No. 20-69, the Bylaws are being considered via a webconference meeting instead of an in-person meeting. **Keith Ward** also stated that a quorum is present on May 20 and that it is difficult to obtain a quorum while awaiting the Governor's appointment of new CCDA Board members. **Josh Cockrell** gave an overview of the Bylaw revisions as prepared and submitted for approval in the 3PM meeting.

The group discussed the Citizen's Advisory Board structure as stipulated in the Bylaws. **Chereese Stewart** requested information on member qualifications and place of residence. She stated that if you only own land or conduct business in Clay County, but don't reside in Clay County, you're only interest in Clay County is for financial gains. **Keith Ward** stated that the Bylaws Committee had a lot of discussion on the Citizen's Advisory Board. **Josh Cockrell** gave examples of respected Clay County business leaders who reside in surrounding counties. **Chereese Stewart** asked if the Bylaws Committee had considered language requiring majority participation in the Citizen's Advisory Board by Clay County residents. **Keith Ward** suggested 75+% resident participation and no more than 25% non-resident business leader participation. **Alex Hill** suggested that the wording use 'electorates' of Clay County to define the residents.

**Daniel Vallencourt** motioned to approve the Bylaws as revised and presented. **Chereese Stewart** seconded. Unanimously approved.

**Keith Ward** thanked the Bylaws Committee for the work.

**Gubernatorial Appointments**-The letter regarding: *Urgent Request for Appointments for CCDA* was discussed. **Keith Ward** stated that 'First and foremost, we thank you for your service....' should be added to the greeting. **Josh Cockrell** asked if accommodations were necessary for **Amy Pope-Wells'** congressional campaign. The Board did not feel that any accommodations were necessary currently. **Daniel Vallencourt** recommended changing the request date to June 10. **Bruce Butler** offered the correct mailing address. **Alex Hill** and **April Scott** stated that they believed it is an overreach to recommend appointments in the letter. They suggested inclusion of language about the Board's willingness to help identify qualified appointments. **Keith Ward** recommended the wording be altered to '*you have the authority to fill these vacancies.*' **Chereese Stewart** recommend replacing key words. **Keith Ward** asked if anymore edits were necessary. Hearing no further comments, **Keith Ward** directed **Josh Cockrell** to send the letter to he and Chereese Stewart for signatures.

**Chereese Stewart** asked for a list of priorities for Board members to use in discussing the Governor's appointments to the CCDA Board. **Josh Cockrell** provided the potential candidates list as: Betsy Condon, Thomas Hackney, James Horne, Tina Clary, Nicole Sanders, Tony Gorla, Jack Haynes, Steve Barreira, Tiffany Howard, Steven Clark, and Scott Kornegay.

**New Committee**-**Keith Ward** stated that he would like to form a new Committee to recommend CCDA Goals and Objectives. **Bruce Butler, Daniel Vallencourt, Alex Hill, Chereese Stewart,** and **Keith Ward** agreed to be on the Committee. **Daniel Vallencourt** agreed to Chair the Committee. **Josh Cockrell** stated that he would like the Committee to work on a new 5-Year Strategic Plan. **Keith Ward** recommended a 3PM meeting and asked **Josh Cockrell** to notice the meeting accordingly.

### **Executive Director's Report**

**Update on Grants – Josh Cockrell** stated that a new application for a DIG grant was submitted to DEO for \$500,000 and the request is still pending. The \$367,000 request is still pending as well. The \$290,000 receivable was collected which includes \$270,000 reimbursement for project funding and \$20,000 administrative fees.

**Personal Protective Equipment-Josh Cockrell** stated that CCDA was able to purchase 932 cases of Goldshield disinfectant spray and \$14,136 was spent to purchase face masks. The products have been delivered. The masks were placed into bags in groups of 10. **Josh Cockrell** stated that he is working to obtain media coverage of the effort. **Chereese Stewart** updated the Board on the distribution of the PPE. Municipalities are being asked to record who picks up products and have the recipients provide proof of county status and employee counts. **Chereese Stewart** reported that all municipalities have picked up supplies and they are working to distribute the remainders. **Josh Cockrell** stated that he is looking into FEMA reimbursement for CCDA's contribution. The bottles of disinfectant spray will cover 3.7M square feet of surfaces. **Alex Hill** thanked **Josh Cockrell** for his exhaustive product research efforts. **Josh Cockrell** reported that St. Johns County's Industrial Revenue Bond Authority allocated \$250,000 to help small businesses with \$5,000 each. **Keith Ward** stated that he was pleased with CCDA's contributions.

### **Attorney's Report**

**April Scott** stated that she had nothing to add.

### **Old Business/New Business/ Board Comments**

**Next Meeting-Chereese Stewart** inquired about what meeting format will be used in June. **Josh Cockrell** recommended following Clay County procedures and return to in-person meetings beginning June 1. **Daniel Vallencourt** volunteered his office's Board room for use. The Board room is significantly large and will allow for proper social distancing. **Keith Ward** confirmed the location for the June 17 CCDA meeting at 3PM and 4PM to be: 449 Center Street, Green Cove Springs FL 32043.

**Adjourned: 5:37 PM**