

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

**July 29, 2019**

**Present:** Keith Ward, Russell Buck, Bruce Butler, Amy Pope-Wells, Mike Davidson, Chereese Stewart (joined by phone at 10:21 AM, and later joined in person at 10:34 AM)

**Excused:** Marge Hutton, Amy Pope- Wells, Cathy Chambers

**Staff:** April Scott, Chris Hagan, Jim Gilmore, Taylor Mejia

**Guests:** Josh Cockrell, JJ Harris, Stephen Nebrat

**Call to Order:** **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 10:01 AM.

**Invocation:** **Russell Buck** provided the invocation.

**Comments from the Public:** None.

**New Business:**

**Administrative Services Contract – Russell Buck** asked April Scott to explain where the CCDA stands now with the current Admin Services contract, she stated that the current contract with GHP (formally IGS) has a contract through the end of September and the GHP contract has a 30 day termination in the contract. She said the options the Board could look at would be: keep the current contract until it ends, terminate the current contract, and/or procure new admin services through an RFP. She explained the initial IGS (GHP) contract was awarded by a formal RFP process. She stated that statutorily as an independent district CCDA does not have a set formal RFP process. April reached out to the former CCDA general counsel, Grady Williams, and he stated that it would be the best practice to have a fair and open RFP process. **Russell Buck** asked if the CCDA Board could assign an interim Executive Director until they decide to either put out an RFP or enter into another admin services contract. April stated that the CCDA Board could assign an interim director. The Board continued discussion, including the need for staff to be well informed given the number of ongoing projects the CCDA is involved with. The Board shared concerns that because of the transition that projects have not been able to be fully addressed/attended to. **Keith Ward** stated that CCDA is also going through a transition with needing new Board Members to be appointed by the governor. **JJ Harris** asked if the number needed for a quorum changes based on the number of vacancies on the Board. **April Scott** stated that the Board still needs 5 members for a quorum.

**Jim Gilmore** introduced himself and gave a brief explanation of the initial RFP process for the IGS contract. He stated that GHP would like to either work for the next 30 days or 60 days at a rate reduced by 50% of the contract price. He stated that GHP would work with Camp

Blanding on current grants, contacting the governor's office, and other ongoing CCDA projects. Chris Hagan stated that GHP has been working on current CCDA projects during the transition period. Jim Gilmore stated that he would encourage the Board to procure the next admin service contract via a formal RFP process. **Keith Ward** asked if GHP wanted to continue with the current contract, GHP stated that they would like to continue the services and would be willing to help draft an RFP as staff if the Board wanted that. **Mike Davidson** asked if GHP would be able to continue with the same level of services and knowledge of projects that the former Executive Director provided.

**Josh Cockrell** introduced himself and reviewed the projects he oversaw during the last five years as the CCDA Executive Director, including administering grants, the negotiations and sale of the former CCDA and Chamber meeting. He stated that he contacted the Governor's office regarding CCDA Board appointments and listed applicants that he had reached out to directly and encouraged to apply. He stated that he enjoyed working with the Board for the past 5 years and would appreciate the opportunity to work with CCDA moving forward.

The Board asked GHP and Josh Cockrell to leave the room while they discussed the path forward. The Board members continued discussion about the admin services contract, including roles and responsibilities of the executive director, work that has been done during the transition period, as well as the timeline and scope of work for a future RFP.

**Russell Buck** made a motion to terminate the GHP contract with a 30-day notice, establish **Josh Cockrell** as the interim director until January 1, 2020 as a 1099 contractor, and have the Board move forward with a formal RFP process to have a permanent admin services contract in place by January 1, 2020. Motion was seconded and passed unanimously.

**Russell Buck** made a motion to establish **Josh Cockrell** as the interim director, effective immediately, at a rate equivalent to the current admin services contract. Motion seconded and passed unanimously.

CCDA Board invited everyone back into the meeting and informed them of the Board's decision.

Jim Gilmore stated that at the end of 30-day period, CCDA would be removed from GHP's general and personal liability insurance.

**April Scott** asked if an RFP committee should be established. The Board decided to wait until the next meeting to put together that committee.

### **Clay EDC Report**

**JJ Harris** gave the Board a brief update on Clay EDC project, including an update on business inquiries, the employment rate, and job wages within the County. He informed the Board that the Clay EDC received non-profit status. He also informed the Board of available certified sites and mega sites located within the county, including land owned by the SJRWMD.

The Board had an open discussion about SJRWMD available parcels, and whether or not those properties would need to be rezoned for any potential future projects. The Board also discussed the need for undeveloped properties to connect to CCUA utilities. **April Scott** stated that the Board would be able to discuss the potential PASS loan at the next regularly scheduled meeting.

**Secretary's Report**

**None.**

**Treasurer's Report**

**None.**

**Chair's Report**

**None.**

**Attorney's Report**

**April Scott** stated that she had been working with staff during the transition period.

**Old Business/New Business/ Board Comments:**

**None.**

**Adjourned: 11:08 PM**