

Holmes County Development Commission

Meeting Minutes
Regular Board Meeting
Tuesday, August 7, 2018, 6:30 P.M.
@ "The Log Cabin"

Members in Attendance:

Doyle Majors – Chair, Joe Rone – Vice Chair, Rickey Callahan, Jeremy Rolling, Kenneth Capp, Rhonda Bryd-Lee, George Robertson, Cindy Anderson, Leigh Ann Sharon, Lance Medley, Judy Powell **Ex-Officio:** Danny Powell

Members Absent:

Rhonda Sapp

Others Present:

Raymon Thomas - Executive Director, Ashley Pettis - Administrative Assistant, John Hagans, Joe Cellura, Adam Wood, Howard Lovett, Jeff Allen, Mike K.

The data reflected in these proceedings constitute an extrapolation of information elicited from notes, observations, recording tapes, photographs, and/or videotape. Comments reflected herein are sometimes paraphrased, condensed, and/or have been edited to reflect essential subject matter addressed during the meeting. Parties interested in receiving a verbatim account of the proceedings are responsible for coordinating with the Holmes County Development Commission's Chairman and providing their own representative and equipment pursuant to Chapters 119 and 283, Florida Statutes.

A. CALL TO ORDER:

Chairman Doyle Majors called the meeting to order at 6:30 p.m. and welcomed Board members and special guest. Rickey opened the meeting in prayer.

B. CONSENT AGENDA

George made a motion to accept the consent agenda along with the June minutes; Kenneth seconded. Motion carried.

C. BOARD & COMMITTEE REPORTS:

Finance Report – Joe presented the June & July financial summary reports and investment portfolios. He informed the Board of a \$634.80 loss in investments for the month of June, and a gain of \$21,458.06 in July. **Ricky made a motion to accept the finance report and George seconded. Motion carried.** Leigh Ann suggested that the Board take a look at the current monthly expenses; Joe agreed and recommended that the Finance Committee sit down and reevaluate the current outgoing expenses.

The Finance Committee requested approval from the Board to move \$50,000 from the Investment account into the MoneyMarket account so that Ashley could transfer funds into the Lifegreen checking account to cover daily operations for the remainder of the fiscal year. The Finance Committee had previously agreed to move \$50,000 from the Investment account quarterly as needed and presented this request to the Board in the form of a motion and a second. **The motion carried.**

Oversight Committee Report – George brought a recommendation from the Oversight Committee to designate WSP Engineering services as the Holmes County Development Commission's preferred vendor for the Industrial Park project. George explained that the Board was not hiring WSP at this time but was simply agreeing to designate them as a preferred vendor. Melvin Engineering would still serve as the Board's engineer on projects outside of the

Industrial Park project. **With a motion and second in place by the Oversight Committee to approve WSP as a preferred vendor, the Board agreed; motion carried.**

D. OLD BUSINESS

FY 2018-19 Budget – The Board looked over the proposed FY 2018 -19 Budget that was submitted to the BoCC and compared line items from the previous year's budget. **Joe made a motion to approve the Budget as written; George seconded. Motion carried.**

Business Prospects Guidelines - Joe suggested that the Guideline Committee meet for a final review of the Due Diligence/Guidelines list establishing minimum guidelines for business prospects. After the committee has a finalized list, they will present it at an upcoming meeting to the full Board for approval.

E. NEW BUSINESS

Insurance Renewal – Ashley informed the Board that their Commercial Liability Insurance would renew on August 28 and presented Commercial Liability quotes submitted by McLean Insurance and Sims Insurance. After the Board reviewed the quotes, **Jeremy made a motion to accept the quote submitted by Sims Insurance; Rhonda Byrd-Lee seconded. Motion carried.**

Executive Director Report – Raymon gave the Board a brief overview and update on prospective and current projects:

- **Extreme Boats** - Raymon shared that Extreme Boats was still in need of a building for their expansion and that the Board had been actively trying to work towards constructing a building for Extreme Boats to be located on the Industrial Park site located in Ponce De Leon. Raymon noted that a well and septic would also need to be installed and presented the Rural Loan Fund (available through WFECA) as an option for funding the construction cost. The Development Commission would be responsible for the loan; however, through the program WFECA would pay ¼, HCDC would pay ¼ (including land), and PowerSouth would pay the remaining half of the loan. Joe clarified that the loan was not WFECA money, but USDA funds under the Spec Building Program.

Raymon asked for approval to precede with loan application. **Ricky made a motion to proceed; Rhonda Byrd-Lee seconded. Motion carried giving Raymon authority to write Letter of Approval to WFECA to proceed with Rural Loan application.**

- **Florida Rural Economic Development Summit** – Raymon announced the date and location of the 2018 Rural ED Summit and advised there were scholarships available for Board members to attend if any were interested. Ricky, George, and Rhonda Byrd-Lee expressed interest in attending.

Ricky made a motion to adjourn the meeting, Ken seconded. The meeting was adjourned at 7:17 p.m.

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Raymon opened he Executive Session and reminded the Board that they were still under a confidentiality agreement and then turned the meeting over to Joe Cellura.

ADMI/EP5 - Joe Cellura spoke with the Development Commission and shared his vision for future development in Holmes County. He presented and discussed a development project that he is currently working within the county. After his presentation, he opened the floor up for questions. The presentation was mainly informational and no decisions by the Board were required.

Staff Evaluation – Cindy, Jeremy & Leigh Ann all volunteered to serve on an Evaluation Committee. Cindy offered to develop a draft evaluation form. The committee will meet to discuss evaluation guidelines and submit to the Board for approval. Once guidelines are approved, the Evaluation Committee will use those guidelines to evaluate staff and determine potential pay raises.

Cindy made a motion to adjourn the meeting; Ricky seconded.

Doyle Majors, Chair Date of approval _____
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