

MINUTES

Wednesday, February 13, 2019 • 8:00 AM

McKinney Conference Center • Constitution Square Historic Site

- 1. Quorum Determination, Agenda Review:** Chairman Ben Nelson called the meeting to order at 8:0 AM. Committee present: Knight, Turbyfill, Nelson, Sammons (representing Judge Hunt), Gibson, Terry (representing Mayor Perros), Mayes (representing Mayor Caldwell). Absent: Perros, Hunt, Albright (excused). Advisory Partners present: Mayes. Staff present: Lassiter. Guest: Tom Poland.
- 2. Preliminary Review of Previous Board Meeting Minutes/Financial Reports:** No changes to the minutes draft were suggested. Turbyfill reviewed the financial reports, particularly the status of Chairman's Circle private investments. The committee discussed the needs to call on some of the long-time investors, in addition to a needed visit to first-time investors developed last year. Nelson noted that he had asked members of the Executive Committee to volunteer and discuss with the respective Partners who may call on these investors, but had heard from only two members. Sammons suggested that Nelson should appoint board members to call upon these investors.
- 3. Staff Update:** Lassiter reviewed his work over the last month, including:
 - A. FY 19-20 budget preparation, including a Partners' budget workshop on 1-22 at which shared expenses were reviewed, needed revenues were identified, and plans for local government budget requests were discussed. He has requested a follow-up from all Partners by 2-15 for any items impacting the EDP budget draft, specifically for cost of CVB administrative services provided to EDP, with plans for a second workshop the following week.
 - B. Expansions at two existing industries. He has assisted in site negotiation/design for BCIF board approval for one project, and in state/local incentives amendment for an interim expansion for the other before the implementation of another full phase of expansion.
 - C. Communications opportunities, including being interviewed for "The Reimagining Small Town America" podcast on 1-31 and speaking to the Danville Rotary Club on 2-8. He will notify the board when the podcast is released. He has received positive responses from the Rotary presentation, including the newspaper article summarizing his comments.
 - D. Opportunity Zone development, including a meeting in Louisville with Bluegrass International Fund principals to discuss a potential proposal for services to include prospectus creation, investor/fund facilitation, investor/fund/developer vetting, local fund establishment if desired, and compliance. CVB would be a partner in sharing the cost for this relationship, and the cost share has been included in the FY 19-20 budget draft.

- E. *SITE Selection* magazine 2018 micropolitan rankings, for which he advised the board of the embargoed status.
- F. Participating in the SEDC Meet the Consultants event in Chicago 3-19, 20, so he will not be present at the 3-20 board meeting.
- G. Payroll tax revenues, including the 2018 Q4 and year-end gross receipts received from the Boyle County Payroll Tax Administrator. The committee discussed the source of revenue increases being due to tax increase

4. Upcoming Board Meeting Agenda Discussion

- A. Strategic Plan Implementation Matrix Review: The board should review the status of implementation for Years 1, 2, and 3.
- B. CVB activities update: Jennifer Kirchner has requested time to provide an update to the board on the CVB's past, present, and future initiatives.
- C. MOA/Partnership Commitment: Positive responses have been received, but no significant edits or changes have been received from board or Partners.
- D. Danville-Boyle County Early Childhood Alliance White Paper: Dr. Patten Mahler, Amy Longwill, and Tom Poland will present the recently-released white paper on the state of early childhood education in Boyle County. (See below in New Business.)

5. Old Business

- A. Contract Services: Lassiter shared that there have been a few inquiries, no submissions. The deadline for response is March 1. The RFP advertisement has been posted at the websites of EDP and KAED; to be posted three times in the newspaper; and the City of Danville/Boyle County Fiscal Court have been requested to post on their websites.
- B. Job Descriptions: The Finance Committee has minor suggestions/edits for the Economic Development Specialist position, but otherwise approved the concept. Turbyfill noted that the 3-5 years of experience was a concern for the candidate pool. Gibson noted that the pay scale of \$40-50,000 may also be a limiting factor. The committee discussed the job descriptions for the Vice President and President/CEO positions. Lassiter has been asked to develop an updated description for the President/CEO, which has not been updated since 2007 when he was hired.
- C. FY 19-20 Budget: Nelson and Turbyfill reviewed Draft 6 of the budget as of 2-11. Turbyfill noted the larger budgeted increases for Asset Development, Workforce Development, and the inclusion of the ED Specialist plus continued contract services. Turbyfill questioned whether all of the budget increase should be derived from appropriations from the Fiscal Court or City Commission, or if there should be from increased allocations to the Chairman's Circle private investments.

- 6. New Business**: The committee discussed the content of the Danville-Boyle County Early Childhood Education Alliance's white paper. The ECA will request an endorsement of the EDP board's support for the white paper's findings. Nelson asked if the endorsement would first require Partner review and approval as in the past. Gibson suggested that the ECA's work

and its white paper's recommendations should be related to the EDP's Strategic Plan. On Turbyfill's suggestion, the committee will recommend to the full board to express its acknowledgment of the findings, its support of the ECA and its work, and its commitment to assist the ECA in future objectives that impact the EDP's mission.

7. News You Can Use: None discussed.

8. Closed Session: No session needed.

9. Next Meetings

A. Board of Directors: 8:00 AM, February 20, 2019, Denyo Manufacturing Corporation

B. Executive Committee: 8:00 AM, March 13, 2019, McKinney Conference Center

10. Adjournment: 9:35 AM.