

MINUTES

8:00 AM Wednesday, October 17, 2018

Denyo Manufacturing Corporation

- 1.) **Welcome, Quorum Determination, Agenda Review:** Chair Ben Nelson called the meeting to order at 8:01 AM. A quorum of the board was determined to be present. The agenda was reviewed, and no additions or changes were made. The following were in attendance:
 - a. Board: Nelson, Gibson, Terry, Hutzley, Sleet, Tillman, Ellsworth, Albright, McKay, Turbyfill, McKay, Miles.
 - b. Advisory Partners: Nick Wade & Logan Germann, HOD; Robbie Mayes, Main Street Perryville, Jeff Jewel, Boyle County Chamber of Commerce.
 - c. Staff: J. Lassiter; J. Peyton
 - d. Guests: Joey Harris, Denyo Plant Manager; Ben Kleppinger, Advocate-Messenger; Gary Chidester, citizen; Tom Ellis, citizen; Tom Poland, citizen; Jamie Gay, citizen; Howard Hunt, citizen; Erin Tipton, BCTC; Mary Beth Touchstone, citizen; Steve Cline, citizen; Carol Gerald; Niki Kinkade, Community Arts Center; Steve Hunter, P&Z.
 - e. Absences: Excused – McKinney; unexcused – Perros, Knight, Maynard, Scott, and Williams.
- 1.) **Minutes & Financial Reports:**
 - a. Previous Meeting Minutes: Minutes for meeting on September 19, 2018 were approved on MOTION by Terry SECONDED by Hutzley.
 - b. Financial Reports: Financial reports as of September 30, 2018 were approved on MOTION by Turbyfill SECONDED by Gibson.
- 2.) **Organizational Action/Information**
 - A. **Governance**
 - i. Strategic Plan Implementation Matrix: Nelson opened the discussion for each committee, partner, tribe to present their objective as it related to the Strategic Plan Implementation Matrix.
 - Albright (Asset Development) discussed a focus on Broadband, and future land/acquisition property.
 - Gibson (Marketing) discussed prioritizing marketing objectives based on efficiency and focus on filling committee member slots. Nelson noted recruitment objectives.
 - Tillman (Workforce Development) discussed necessary training, the pipeline, and not duplicating efforts. He noted that there are five subgroups in place, and check-ins will be made to determine if anything is being missed. Tipton introduced a dual credit/industry program currently being implemented with local high school students and suggested increasing efforts in youth skills programs.
 - Turbyfill (Finance) discussed the committee place as a “support committee” as opposed to “action committee” and described the focus as increasing funding/staffing efforts.

- Nelson (Executive Committee) described assisting the board in efficiency and impactfulness, organizational structure support, and review of objectives. Nelson noted that objective 5 will require additional attention.
 - Albright (BCIF) described asset development, workforce development, managing properties, and differentiating between private BCIF versus EDP land. Turbyfill reiterated this as “more resources for land”. And prioritizing pad ready sites.
 - Terry (City of Danville) described workforce development and recruitment as priorities of focus as it related to the city with payroll tax being the major source of funding.
 - Sleet (Perryville) discussed the need for businesses in Perryville and emphasized business recruitment and workforce development.
 - Hutzley (Chairmen’s Circle) discussed the need for site development and prep, an entrepreneur program, and described workforce development as a “basic need”. Gibson mentioned identification of weaknesses and building on them, and McKay offered systems and processes as an area of focus.
 - Wade (HOD) encouraged entrepreneur programs, further discussion of a downtown hotel, and incentive packages for local businesses.
 - Jewel (Chamber of Commerce) described workforce development, entrepreneur programs, and supporting the funding gap for the BCTC project as priority areas of focus.
 - Miles (Citizen at Large) discussed workforce development, entrepreneur programs, and expanding reach by working outside county lines.
- ii. Heart of Danville: Germann made a request for \$2,000 to be paid to HOD related to paid accounting services that were passed on from EDP as an unanticipated expense due to a disconnect in communication. Turbyfill summarized the current budget and availability of funds for this request. He suggested that the funds would be available assuming the current COO position not be filled until December 1. Hutzley made a MOTION to cover accounting expenses one more time and remedy harm to the four partners ending this fiscal year. Terry SECONDED the motion after confirming that this was the final occurrence for accounting services reimbursement, and it unanimously carried.
- iii. EDP – BCIF Management/Marketing Services Agreement: Albright deferred discussion to the next meeting.
- iv. EDP Procedures: Gibson deferred discussion to the next meeting and noted that after the Executive Committee reviews the letter, a digital copy will be provide to the entire board.

B. Business Development/Marketing

- i. 2018 Q3 Project Funnel Report (*ending 9-30-18*): Lassiter presented a breakdown of Project Funnel to include the 2018 calendar year projects in process and completed. He described business development closing of inquiries as “on track” by comparison across similar agencies.
- ii. 2017-18 Economic Health Index Draft: Lassiter gave an overview of the Economic Health Index. He described the information to include raw numbers of jobs produced and noted that Boyle was amongst the top 20 counties in the state in wage growth. Brief discussion took place on comparing numbers to previous years and future tracking.
- iii. Child Daycare Working Group: Poland presented the work toward “the field of dreams” and the upcoming stakeholder meeting on October 29th. He described the group as in contact with Kentucky Strong State Coalition.

C. Committee Reports

- i. Executive: Nelson introduced steps to now include excused versus unexcused absences in regular meetings in minutes first introduced in the Executive Committee meeting minutes. He briefly mentioned the ongoing process of “who and when” in Lassiter’s annual performance evaluation.
- ii. Finance: Turbyfill acknowledged 100% attendance at the Finance Committee meeting and summarized discussions on the committee role in salary benefits and staff. Turbyfill offered that a \$10,000 contribution to the BCTC expansion project would not currently compromise the budget due to available funds from the COO position which remains vacant. Turbyfill MOTIONED that a \$10,000 contribution be made to the BCTC expansion project. Hutzley SECONDED and the motion unanimously carried.
- iii. Workforce Development: Tillman informed the board that sub-committees had now been established and mentioned a meeting taking place tomorrow regarding training programs, along with the committee meeting next Tuesday.
- iv. Asset Development: Albright discussed the recent survey to include responses from 12 industries. He summarized that the majority were using fiber although costly, and was predominantly ATT. Complaints included the lack of back-up options and number of competitors with overall impression being “not satisfied”.
- v. Marketing: Gibson discussed work toward prioritizing action items, recruitment of new members, and mindfulness of staff work overload. He noted that the new website had been addressed.

3.) Executive Report: Report was provided.

4.) Closed Session: Miles initiated closed session with a reading of KRS 61.810 (1)(g) and KRS 61.810 (1)(f) at 9:34am. Miles MOTIONED to move into closed session. Ellsworth SECONDED and the motion unanimously carried. Terry MOTIONED to come out of closed session at 10:06am. Albright SECONDED, and the motion unanimously carried. No action was taken in closed session.

5.) Next Meeting: 8:00 AM, November 14, 2018, Denyo Manufacturing Corporation.

6.) Adjournment: Hutzley made a MOTION to adjourn the meeting at 10:08 a.m. McKay SECONDED the motion and it unanimously carried.

Minutes prepared by Jamee Peyton, CVB
Reviewed by Jody Lassiter, EDP
Reviewed by Ben Nelson, EDP BOD Chairman