

MINUTES

8:00 AM Wednesday, September 19, 2018

Denyo Manufacturing Corporation

1. **Welcome, Quorum Determination, Agenda Review:** Chairman 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, Perros, Gibson, Hutzley, Sleet, Mckinney, Maynard, Tillman, Knight, Williams, Ellsworth, Albright, Turbyfill, McKay, Miles.
 - B. Advisory Partners: Jennifer Kirchner, Danville Boyle County CVB; Nick Wade, HOD; Mayes, Main Street Perryville, Jeffrey 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; Amy Longwill, EKU; Kristel Smith, EKU; Tom Martin, EKU; Rick Waldon, citizen; Steve Hunter, P&Z.

2. **Minutes & Financial Reports:**
 - A. Previous Meeting Minutes: Minutes for meeting on August 15, 2018 were approved on MOTION by Hutzley SECONDED by McKinney.
 - B. Financial Reports: Financial reports as of August 31, 2018 were approved on MOTION by Turbyfill SECONDED by Maynard.

3. **Organizational Action/Information**
 - A. Governance
 - i. *Strategic Plan Implementation Matrix:* A digital copy of the matrix and proposed allocation of board and staff functions was sent out pre-meeting. Nelson presented the allocation drafted by Jody Lassiter as a subjective interpretation of board and staff functions. Board and Advisory Partner input was encouraged, and the document was deferred for further discussion/action at the next meeting.
 - ii. *Develop Danville Website:* Lassiter presented the new Develop Danville website. A walk-through of the site emphasized a “less text heavy, more visual” experience for the user with emphasis on Partner links, Reference Desk, News, and community access to industry information. Lassiter described outreach as far as 50 miles reaching 400,000 people via social media. Brief discussion on use of advertisements and posting housing availability resources was had. No action was taken.
 - iii. *Eastern Kentucky University – EDP Collaboration:* Martin and Smith presented proposal for EDP to head a “regional cluster” in support of economic development to include a 27-county region of partnerships. The proposal would include Danville as “the hub” of operations which would allow the EDP to receive a RFP match per state funding on the previous VP/COO salary and “level up”, including gaining additional staff at no additional cost to the organization. A report of the proposal was provided. Brief discussion took place and risk was defined as “minimal” with some reservations expressed relating to

depending on state dollars. A MOTION to partner with RISE was made by Hutzley. The motion was SECONDED by Gibson and unanimously carried.

- iv. *EDP – BCIF Management/Marketing Services Agreement*: Nelson noted that the documents were sent out for preview digitally and explained the transition of EDP – BCIF services. The drafted agreement is based on EDP services provided to BCIF based on their \$90,000 contribution to EDP and understanding that BCIF has no paid staff and all services rendered are through EDP as assigned, and not specific to Lassiter or his current role. Services were described as marketing properties county-wide, managing and developing those properties, administrative and financial duties.

B. Committee Reports

- i. *Workforce Development*: Tipton reported the establishment of five sub-committees with the next meeting taking place on Tuesday, September 25 at 8am. Tipton reported the committees consisting of over 20 volunteers focusing on five objectives; expanding BCTC, industry, marketing, trade development, and education. An update on the funding for the Advanced Manufacturing Center was given as still requiring \$300,000 for groundbreaking hoped to be set for Spring 2019. Tipton noted that BCIF had upped their donation from \$50,000 to \$100,000 and efforts for donations are still in the works. Nelson requested discussion on a possible donation from EDP, describing the project as a crucial project in the mission of economic development for the area. Tipton stated that an architect had been hired, and groundbreaking could not occur until the community matched was raised. Nelson suggested the use of unexpended VP/COO salary toward the cause, and Turbyfill requested more time to review the financials.
- ii. *Executive*: Nelson gave a brief update on the water/sewage issue as referred to Asset Development. The legal counsel conference call was reported to be further discussed after counsel was able to review additional documents sent out this week. Meeting minutes were provided.
- iii. *Finance*: Turbyfill reported that Finance has not met since the last report; however, adding a new HR position would be a topic of discussion at the October meeting.
- iv. *Asset Development*: Water/sewage was decided to be an issue of the city and was not pursued further. Committee meeting minutes were provided.
- v. *Marketing*: No updates.

C. Business Development

- i. *International Manufacturing Trade Show/KentuckyUnited*: Lassiter provided the trade show itinerary and reviewed key points of the show. He described team meetings, and a luncheon with profiled consultants in competitive markets, describing multiple opportunities for individualized networking. Lassiter noted that Danville was represented as the smallest community present, but “punched above our weight”. He discussed the professional profiles for who we are working with as renewing old relationships while developing new ones.
- ii. *Child Daycare Working Group*: Longwill and Poland provided an update in Mohler’s absence on the childcare task force. The taskforce met after the last BOD meeting and was working with the Executive Committee along with various superintendents, and other professionals in extending childcare options. It was described to be “a long process” with around “600 at risk children” still in need of services. Longwill referred to the “field of dreams” where they are attempting to service children based on need. She described unique partnerships being formed with a regional approach being taken.
- iii. *Expansion Project*: Walden Funeral Home Crematorium - Mayes requested a discussion on the controversial crematorium debate for Perryville. Mayes and Sleet presented the recent loss of three businesses in Perryville, and requested a pro and con discussion on

the factual information surrounding the debate. Environmental concern related to mercury release from tooth fillings was discussed. Mention was of crematoriums being located in many populated areas without issue, and the EPA approval of the site. Planning and Zoning was noted as being approved, and concern over Perryville's economic state without the new business was stressed by representatives. Brief discussion took place and a MOTION was made by Perros to support the Perryville Crematorium at Waldon Funeral home. The motion was challenged and REINDED. Final discussions included the need to become individually educated on the issue and consult local decision-makers as a result of learned information.

4. **Executive Report:** Report was provided verbally.
5. **Closed Session:** No closed session occurred.
6. **Next Meeting:** Maynard made a MOTION to extend the meeting space commitment with Deyno for the remainder of the year. Williams SECONDED the motion and it unanimously carried. Next meeting at 8:00 AM, October 17, 2018, at Denyo Manufacturing Corporation.
7. **Adjournment:** Albright made a MOTION to adjourn the meeting at 9.54 a.m. Hutzley SECONDED the motion and it unanimously carried.

Minutes prepared by Jamee Peyton, CVB
Reviewed by Jody Lassiter, EDP.