

MINUTES

Wednesday, April 17, 2019

Denyo Manufacturing Corporation Training Center • 1450 Minor Road, Danville

- 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 one item was removed; MOA/Partnership Commitment signing was deferred to the April meeting. The following were in attendance:
  - A. Board: Nelson, Gibson, Tillman, Hutzley, Turbyfill, McKay, Miles, Maynard, Perros, Albright, Terry, Ellsworth, Williams, Knight, Scott, Hunt.
  - B. Advisory Partners: Jennifer Kirchner, CVB; Dustin Duvall, HOD; Robbie Mayes, MSP.
  - C. Staff: Lassiter; Peyton; Touchstone.
  - D. Guests: Tom Ellis, magistrate; Nikki Kinkade, Community Arts Center; Joey Harris, Denyo; Steve Hunter, Planning and Zoning; Ben Kleppinger, Advocate Messenger.
  - E. Unexcused Absences: Jeff Jewell, Chamber of Commerce.
  
- 2) **Minutes & Financial Reports:** Maynard MOTIONED to approve the 3-20-19 meeting minutes. Miles SECONDED the motion and it unanimously carried. Financial reports as of 3-31-19 were reviewed. Turbyfill summarized the budget in short discussion. Scott MOTIONED to approve the 3-31-19 financial reports. Hutzley SECONDED the motion and it unanimously carried.
  
- 3) **Organizational Action/Information**
  - A. *Fiscal Court Concerns:* Extensive discussion took place on concerns of Fiscal Court. No action was taken.
  - B. *Governance/Administration*
    - i. Asset Acquisition/Development Task Force: Nelson presented his intention to form a special task force for asset acquisition/development as a special group and not a standing committee. Turbyfill will chair the committee.
    - ii. Slating Committee: Nelson discussed the need for a slating committee to “slate the new set of officers” and reviewed graduating members and reappointments. Nelson and Ellsworth will be graduating from the board with Maynard and Scott needing reappointment. Nelson noted there are three officers willing to serve with one still needed.
    - iii. MOA/Partnership Commitment: Nelson referred to adjustments made to the MOA Partnership Agreement per the concerns of the Fiscal Court and Chamber of Commerce. This will be revisited next month.
    - iv. Ethics/Conflict of Interest/Confidentiality Agreement: Nelson requested all members to review and sign confidentiality agreements.
    - v. Project Non-Disclosure Agreements: Lassiter included a standard NDR form in the board packets but noted that additional restrictions can come depending on the prospective business and what they require.

- vi. Metrics: County-City payroll tax revenues—2018 Annual, 2019 Q1: Handout was provided and brief discussion took place.
- vii. Opportunity Zone Workshop: Discussion on Project DC which was specifically designed for potential development took place as it related to the Master Plan. Questions of available sites/mixed use property, and conversations with property owners took place.

C. *Committee Reports*

- i. Executive: Meeting minutes provided.
- ii. Finance: Meeting minutes provided. Turbyfill discussed the HR related job descriptions with 2/3 having been written. Turbyfill also briefly discussed the review of salary/benefits and health insurance plans currently underway.
- iii. Workforce Development: No meeting took place. Next meeting scheduled for Wednesday, April 24<sup>th</sup>. Mention was made of the upcoming Community Resource Fair, and job fair to follow hosted by SHRM at the end of the month.
- iv. Marketing & Recruitment: Brief discussion on making contact with local property owners within the opportunity zone and educating them on the designation.
- v. Asset Development: Meeting will be in May.

4) **Executive Report**

- a) *Economic Development Specialist/Contract Services*: Lassiter gave briefing on contractual and staff services. Josh Gooch has been accepted for the position of Economic Development Specialist. Marybeth Touchstone was introduced as contractual services vendor for the Chairman's Circle, with Jean Crowley added to Workforce for outreach funding. Contractual services were noted to be approved through June 30<sup>th</sup> with no further arrangements past this date.
- b) *2019 Q1 Project Funnel Report/Infographic*: Lassiter provided a review of the funnel report as of March 31<sup>st</sup>.
- c) *SITE Selection's 2018 Danville Micropolitan Ranking*: Nelson summarized the different sources of data taken into consideration for the ranking and referred to Kleppinger's newspaper article.
- d) *New Business*: Nelson presented an upcoming meeting facilitated by Brad Thomas on April 30<sup>th</sup> 10AM at the HOD Community Room at Boyle County Public Library. Topic of discussion will be, how we tell our Economic Development story. Nelson also presented booklets offered by the KY Chamber to BOD's.

5) **Closed Session**: None.

6) **Next Meeting**: 8:00 AM, May 15, 2019

7) **Adjournment**: Meeting was adjourned at 10:03AM. Ellsworth MOTIONED for adjournment. Hunt SECONDED the motion and it unanimously carried.