

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

**MINUTES OF
SPECIAL CALLED MEETING**

THURSDAY, DECEMBER 17, 2024

The special called meeting of the Development Authority of Clayton County, Redevelopment Authority of Clayton County, and Urban Redevelopment Agency of Clayton County was held on Tuesday, December 17, 2024, at 6:30 p.m., at CCPS Café, 1098 Fifth Avenue, Jonesboro, GA 30236.

Members present at the meeting were Dr. Harrison Braddy, Chair; Randy Burton, Vice-Chair; Terry Baskin, Secretary/Treasurer; Emma Godbee; Dr. Tim Hynes; Ramona Thurman Bivins; and Jean-Pierre Bourget. Also present was Authority counsel, M. Michelle Youngblood; Somanetha Moulate, assistant to the Chairman; Levar Norsworthy; Randy Cordoza, The Chason Group (via Zoom); Jennifer Murphy, Atlantic Properties (via Zoom); and Jean-Claude Bourget.

Call to Order and Invocation

Dr. Braddy called the meeting to order at 6:42 p.m. and called on Terry Baskin for the invocation. He welcomed the new Board members, Ramona Thurman Bivins and Jean-Pierre Bourget, who each gave a brief introduction.

1. Approval of Agenda

Dr. Braddy presented the agenda for approval. After a general discussion, upon motion by Randy Burton, seconded by Dr. Terry Baskin, it was:

RESOLVED: That the agenda be approved as presented.

2. Approval of Consent Agenda

Dr. Braddy presented the consent agenda (items 1-2, minutes of regular session meeting held November 14, 2024, and Treasurer's Report). After a general discussion, upon motion by Randy Burton, seconded by Dr. Tim Hynes, it was:

RESOLVED: That the consent agenda be approved as presented.
(Vote 6-1-0; Ramona Bivins abstained as she was not on the Board and had not been present at the November 14, 2024 meeting.)

Public Comment

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There was no public comment.

OLD BUSINESS

3. Annual Meeting with BOC (IGA):

Dr. Braddy reported that he and Authority counsel had met with COO Detrick Stanford and Chief Staff Attorney Chuck Reed to discuss the agenda for the joint meeting with the Board of Commissioners. COO Stanford informed him that the Board of Commissioners would not be available for a joint meeting today, December 17, 2024, as previously discussed. Authority counsel noted that the intent is to hold the joint meeting in the first quarter of 2025. Both Authority counsel and Mr. Reed agree that the requirement in the Intergovernmental Agreement to hold a joint meeting annually will be satisfied if the annual term is measured in contract years (i.e., the first meeting held by the anniversary of the execution of the IGA).

NEW BUSINESS

4. Chason Group Presentation:

Dr. Braddy called on Randy Cardoza, The Chason Group, for a presentation. Mr. Cardoza, attending the meeting via Zoom, reviewed the history and experience of The Chason Group, which specializes in executive recruitment for economic development entities such as the Development Authority. They spearheaded the most recent search for the Clayton County Chamber of Commerce. He discussed the process employed by The Chason Group and the time frame involved. In addition to meetings with Board members, they also will meet with 12-14 stakeholders identified by the Authority, develop a job description and weighted matrix for the evaluation of candidates, advertise the position, review applications and resumes, and present the top candidates to the Authority for interviews. They will be present and assist at all stages of the process, including onboarding.

Authority counsel noted that she had requested a draft agreement, should the Authority approve the proposal. She received the draft agreement Sunday night and had a couple of comments to discuss with The Chason Group. The agreement calls for services to begin January 13, 2025. Since the Authority meeting is on January 9, 2025, she could discuss the contract with The Chason Group and have a clean final draft for approval at the January 9 meeting. After a general discussion, upon motion by Dr. Tim Hynes, seconded by Dr. Terry Baskin, it was unanimously:

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RESOLVED: To accept the proposal from The Chason Group for the recruitment of an Executive Director, upon execution of a final agreement in January 2025.

5. Fiscal Year 2023 Audit Report:

Dr. Braddy called on Geoff Fulton, Fulton & Kozak, Authority auditor, to present the FY2023 audit report. Mr. Fulton reported that it was a clean opinion, but there were three (3) material weaknesses identified: a large number of adjusting journal entries required, ongoing issues with billing and collecting annual fees, and reporting of matters associated with the DOL project at 1630 Phoenix Boulevard. He noted that, once the bonds were paid off, the property at 1630 Phoenix Boulevard (revenue, expenses, assets, and liabilities) should be included in the Authority's financial statements. He also reported that this was a one-time issue which has now been addressed. He also noted that the absence of an Executive Director or staff familiar with the Authority contributed to the challenges, which the hiring of a new Executive Director will go a long way toward addressing. He also recommended the Authority consider hiring an accountant who specializes in government accountant, as the Authority has grown to the point now where it needs more than mere bookkeeping services. After a general discussion, upon motion by Dr. Tim Hynes, seconded by Dr. Terry Baskin, it was unanimously:

RESOLVED: That the FY2023 audit report be approved as presented.

6. 1630 Phoenix Blvd.: Proposed Budget:

Dr. Braddy introduced Jennifer Murphy, project manager, who attended the meeting via Zoom. Ms. Murphy presented the proposed 2025 budget for operating and maintenance expenses, as well as a capital improvement plan. She reported that the existing HVAC units are over 20 years old. The proposed budget includes replacement of 4 units during 2025; otherwise, the budget is the same as 2024. After a general discussion, upon motion by Dr. Tim Hynes, seconded by Ramona Bivins, it was unanimously:

RESOLVED: To approve the proposed 2025 operations and maintenance budget as presented.

After further discussion, Dr. Hynes clarified that he intended his motion to include the operations and maintenance budget, as well as the capital improvements (replacement of 4 HVAC units). Therefore, upon motion by Dr. Tim Hynes, seconded by Ramona Bivins, it was unanimously:

RESOLVED: To approve the proposed 2025 budget (operations, maintenance, and capital improvements) as presented.

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7. 1630 Phoenix Blvd.: Draw Request for Heat Exchange Replacement:

Jennifer Murphy, project manager, presented a special draw request for the replacement of three (3) heat exchangers which are not functioning, at a cost of \$8,400.00. After a general discussion, upon motion by Dr. Tim Hynes, seconded by Ramona Bivins, it was unanimously:

RESOLVED: To approve the special draw request as presented. The officers be and hereby are authorized to execute all documents necessary to effectuate the intent of this resolution.

8. Consider Amended Articles of Agreement with Clayton County regarding ARPA funds:

Dr. Braddy reported that there remains over \$500,000 in ARPA funds to be expended before the June 30, 2026 deadline. The current intergovernmental agreement with Clayton County regarding the ARPA funds specifies the expenditures with Accession Distribution, Construction Ready, and Goodwill of North Georgia, with a specific dollar amount allocated to each. The proposed amendment would add additional providers of workforce training who can be paid with ARPA funds and removes the dollar allocation to the current three (3) providers. Dr. Hynes noted that Atlanta Area Tech has changed its name; Dr. Braddy noted that the reference to "Georgia State College and University" was intended to refer to Georgia State University. After a general discussion, upon motion by Dr. Tim Hynes, seconded by Ramona Bivins, it was:

RESOLVED: That the Amended Articles of Agreement with Clayton County regarding ARPA funds be and hereby is approved, with the correction of those institutional names, and the officers are authorized to execute and deliver the same.

Vote 6-0-1; Jean-Pierre Bourget opposed.

9. Election of Assistant Secretary/Treasurer:

Dr. Braddy reported that there is a vacancy in the office of Assistant Secretary/Treasurer and called for nominations to fill the vacancy. Dr. Terry Baskin nominated Ramona Bivins, seconded by Dr. Tim Hynes. After a general discussion, upon motion by Dr. Terry Baskin, seconded by Dr. Tim Hynes, it was unanimously:

RESOLVED: That Ramona Thurman Bivins be and hereby is appointed as Assistant Secretary/Treasurer of the Authority.

OTHER BUSINESS

10. Executive Session

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There was no executive session.

11. Consideration of items, if any, discussed in Executive Session

There were no items to consider, as there was no executive session.

Dr. Braddy inquired whether there was any further business to come before the Authority. There being none, after a general discussion, upon motion by Ramona Bivins, seconded by Dr. Tim Hynes, it was unanimously:


RESOLVED: That the meeting be adjourned.

Whereupon, the meeting adjourned at 9:01 p.m.



Terry Baskin, Secretary/Treasurer

OR



Ramona Thurman Bivins, Assistant Secretary/Treasurer