

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING**

**JULY 12, 2022
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Tuesday, July 12, 2022, at the ETHRA offices in Knoxville, TN. The following Executive Committee members were present:

Joe Brooks, Claiborne County Mayor
Jeff Tibbals, Scott County Mayor
Glenn Jacobs, Knox County Mayor
Ed Mitchell, Blount County Mayor
E.L. Morton, Campbell County Mayor
Crystal Ottinger, Cocke County Mayor
Mike Byrd, Grainger County Mayor
Mark Potts, Jefferson County Mayor
Ron Woody, Roane County Executive
Ron Williams, Mayor of Farragut
Roland "Trey" Dykes, Mayor of Newport
Omer Cox, Mayor of Oliver Springs
Richard Briggs, State Senator
Claudia Caballero, Member at Large

Guests

Alan Woods, ETDD
Tim Hendrick, ETDD
Gary Human, ECD
Crystal Bryant, ECD
Riley Lovingood, Senator Hagerty's Office
Jack Qualls, Loudon County Development Representative
Cindy Boshears, Congressman Fleischmann's Office
Jane Jolley, Knox County Development Representative
Sarah Fansler, Congressman Burchett's Office
Mike Arms, ATVG

CALL TO ORDER

Chairman Joe Brooks called the meeting to order.

MINUTES

Chairman Joe Brooks presented the minutes of the June 14, 2022, meeting to the Executive Committee for approval. Grainger County Mayor Mike Byrd made a motion to approve the minutes as presented, it was seconded by City of Newport Mayor Roland Dykes, III, and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report for the month ending May 31, 2022, was presented by Knox County Mayor Glenn Jacobs. Blount County Mayor Ed Mitchell made the motion to accept the report as presented and it was seconded by City of Farragut Mayor Ron Williams, and it was approved by all.

APPOINTMENT OF SUBCOMMITTEE MEMBERS

Chairman Joe Brooks stated that each year the Chair appoints the membership for each of the standing subcommittees. A list of the subcommittee appointments for 2022-2023 is included in each packet. Chairman Joe Brooks gave a brief overview of the subcommittees and the responsibilities of each one. Committee members will be receiving a letter in the next week regarding your appointment and the duties of each subcommittee.

The Steering Subcommittee is the same for both ETDD and ETHRA
Joe Brooks will chair this subcommittee

The Legislative Subcommittee is the same for both ETDD and ETHRA
Terry Frank will chair this subcommittee

The Economic Development/CEDS Subcommittee is for ETDD
Andy Wallace will chair this subcommittee

The Evaluation Subcommittee for Executive Director is the same for both ETDD and ETHRA
Joe Brooks will chair this subcommittee

The Audit Subcommittee is the same for both ETDD and ETHRA
Joe Brooks will chair this subcommittee

Chairman Joe Brooks asked for a motion to approve. Cocke County Mayor Crystal Ottinger made a motion to accept the appointment of the Sub-Committee members for 2022-2023, and it was seconded by Roane County Executive Ron Woody and approved by all.

APPOINTMENT OF MEMBERS AT LARGE

Chairman Joe Brooks announced the appointment of the Member at Large for the 2022-2023 year, Ms. Claudia Caballero, President & CEO of Centro Hispano de East Tennessee.

Roane County Executive Ron Woody made a motion to accept the appointment of Ms. Claudia Caballero as Member at Large for the 2022-2023 year, and it was seconded by Campbell County Mayor E.L. Morton and approved by all.

Chairman Joe Brooks announced the appointment of the second Member at Large for the 2022–2023-year, Mr. Terrence Carter, Vice President of the Knoxville Area Urban League.

Cocke County Mayor Crystal Ottinger made a motion to accept the appointment of Mr. Terrence Carter as Member at Large for the 2022-2023 year, and it was seconded by Roane County Mayor Ron Woody and approved by all.

DIRECTOR'S REPORT

Rick Yakubic, ETDD Executive Director, gave his director's report:

Grants Update

604(b) Grant

Mr. Yakubic asked Tim Hendrick to report on the 604(b) Grant which a copy is included in your packet.

Mr. Hendrick explained what the 604(b) Grant is which is funds from EPA given to TDEC. TDEC gives the funds to the Development Districts in the form of a Grant which gives a team of environmental educators to focus on public education and outreach regarding the diverse ecosystems of the East Tennessee Region.

Our first year and currently, we are focusing on Union County, Cocke County and Monroe County. We started kick off meetings earlier this year with each of the 3 counties. Workshops are being scheduled now with the first one that was held on June 11th. The next workshop will be held on July 16th at Big Ridge State Park in Union County. We have applied for another year of funding

but have not heard back yet. Next, we will be focusing on Campbell County and Grainger County. A sheet in your packet has the link to the ETEE website if you are interested in looking it up for more information.

EPA Brownfields Coalition Grant

Mr. Yakubic asked Tim to give an update. Also, there is a Spring Newsletter included in your packet which updates you on the January through March timeframe.

Mr. Hendrick gave a few updates since the report has come out. The Brownfield inventory for Rocky Top has been completed. It is being reviewed internally. Roy Widener property in Morristown is ongoing. The phase 1 on the Armstrong Property in Scott County has been completed and working on starting phase 2 but waiting on approval and will take several months. In Monroe County working on a specific corridor and will be doing an environmental assessment when it is ready to move forward.

CEDS Re-write

Mr. Yakubic gave an update on the Comprehensive Economic Development Strategy re-write (CEDS). In your packet there is a copy for you to look at that gives a recap of Goals and Objectives, Actions and KPI's from our six sessions from the SWOT. The sub-committee will meet in the first week of August to go over the re-write. Then it will go to the Executive Committee at the next meeting to approve. Then it will go out for a 30-day review for public comments. It will be due to EDA by September 30th.

Solid Waste Grant

Mr. Yakubic asked Tim to give an updated report.

Mr. Hendrick reported that we got a two-year funding on this grant. TDEC has opened up Solid Waste grants for communities. There is a copy in your packet regarding those. One is the Convenience Center Grant, and the other is the Used Oil Grant. There is a very short time frame in getting these submitted so if you feel you have a need and want to apply, please let us know and we will assist you in applying for them.

Other Updates

Mr. Yakubic reported that we have submitted 7 ARC grants and 10 CDBG grants that are awaiting award announcements. We submitted Multi-Modal grants for Jellico, Dandridge, New Tazewell, and Rocky Top.

The 407 Project, we submitted an ARC application for sewer system improvements for Sevierville and an EDA application for new water lines for Sevierville in conjunction with the 407 project and waiting on award announcement.

Project Updates

Mr. Yakubic reported that the last update to our ETDD Handbook was in 2017. The new Employee Handbook was completed earlier this year and was completely re-written and re-formatted. We have a retainer with SESCO Management Team that will give us updates on employment law changes. We also will receive updates and unlimited calls for Human Resources related questions. The last step to complete is to have our representative come in and go through the employee files to make sure everything is in order.

Financial Audit

Mr. Yakubic reported that we are preparing for our audit with Rodefer Moss. Pre-audit should take place sometime at the end of July and then we will have our field audit sometime at the end of August.

Conflict of Interest Policy

Each year, ETDD reaffirms our formal conflict of interest policy. The Comptroller's Office has recommended that we adopt a formal policy and distribute the policy to all board members at least once per year. A copy of the policy is in your packets for this meeting. The policy is pretty straightforward, and it covers what is considered to be a conflict of interest, procedures for resolving a real or perceived conflict of interest and a statement that all board members will be covered by a Directors & Officers liability insurance policy. We also state that the policy will be provided to all Board members on an annual basis at the beginning of the fiscal year. Mr. Chairman, a motion is needed to re-affirm the policy.

Roane County Executive Ron Woody made a motion to reaffirm the Conflict-of-Interest Policy and it was seconded by Campbell County Mayor E.L. Morton, and it was approved by all.

Calendar

The August meeting for the Executive Committee will be held on August 9th. This meeting we will focus on the CEDS Re-write and the SERDI Assessment. The SERDI Assessment will be presented by Chris Bickley and Wendall Lawrence that attended our Retreat in January. This will take a little longer than our normal meeting so we will conduct it during part of our lunch as well.

Our September Executive Committee meeting will be held on September 8th at 5:00 pm at The Venue in Lenoir City along with the Celebration Banquet and presentation of community awards.

Mr. Yakubic asked the committee if they would like to have another Retreat, if it was beneficial and helpful to them and majority said yes, they would.

Other Business

Mr. Yakubic mentioned that we are getting ready to do our 5-year contract with Areawide Development and asked the Steering Committee to look at that with him.

Jefferson County Mayor mentioned that we had our Mayors Opioid Summit recently and asked if there are any other areas we want to learn about. Chairman Joe Brooks suggested we have a Steering Committee to decide on how to move forward.

Mr. Gary Human with the Tennessee Economic and Community Development introduced Crystal Bryant, a new employee with ECD.

Mr. Mike Arms announced their next meeting in a couple of weeks, July 27th and 28th and what is on the agenda. He also announced future meetings coming up.

Adjournment

With no other business, the Executive Committee was adjourned.