

**EAST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING**

**JULY 13, 2021
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Tuesday July 13, 2021, at the ETHRA offices in Knoxville, TN. The following Executive Committee members were present:

Mark Potts, Jefferson County Mayor
Joe Brooks, Claiborne County Mayor
Brian Langley, Morgan County Executive
Terry Frank, Anderson County Mayor
E.L. Morton, Campbell County Mayor
Crystal Ottinger, Cocke County Mayor
Mike Byrd, Grainger County Mayor
Bill Brittain, Hamblen County Mayor
Glenn Jacobs, Knox County Mayor
Ron Woody, Roane County Executive
Larry Waters, Sevier County Mayor
Jason Bailey, Union County Mayor
Roland (Trey) Dykes, III, Member at Large

Guests

Ed Mitchell, Blount County Mayor
Ron Williams, Mayor of Farragut
Riley Lovingood, Senator Hagerty's Office
Ed Mitchell, Blount County Mayor
Jane Jolley, Knox County Development Representative
Pam May, Roane County Development Representative
Sarah Fansler, Congressman Burchett's Office
Cindy Boshears, Congressman Fleischmann's Office
Tammy Merritt, Congressman Fleischmann's Office
Andy Holt, TN Department of Agriculture
Omer Cox, Mayor of Oliver Springs
Mike Arms, ATVG

CALL TO ORDER

Chairman Mark Potts called the meeting to order.

MINUTES

Chairman Mark Potts presented the minutes of the June 8, 2021, meeting to the Executive Committee for approval. Hamblen County Mayor Bill Brittain made a motion to approve the minutes as presented, it was seconded by Cocke County Mayor Crystal Ottinger, and the minutes were unanimously approved.

TREASURER'S REPORT

The Treasurer's Report for the month ending May 31, 2021, was presented by Morgan County Executive Brian Langley. Campbell County Mayor E.L. Morton made the motion to accept the report as presented and it was seconded by Claiborne County Mayor Joe Brooks, and it was approved by all.

APPOINTMENT OF SUBCOMMITTEE MEMBERS

Chairman Mark Potts stated that each year the Chair appoints the membership for each of the standing subcommittees. A list of the subcommittee appointments for 2021-2022 is included in each packet. Chairman Mark Potts gave a brief overview of the subcommittees and the responsibilities of each one are. Committee members will be receiving a letter in the near future regarding your appointment and the duties of each subcommittee.

The Steering Subcommittee is the same for both ETDD and ETHRA
Mark Potts 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
Mark Potts will chair this subcommittee

The Audit Subcommittee is the same for both ETDD and ETHRA
Roland Trey Dykes, III will chair this subcommittee

APPOINTMENT OF MEMBERS AT LARGE

Chairman Mark Potts announced the appointment of the Members at Large for the 2021-2022 year. Ms. Claudia Caballero, President & CEO of Centro Hispano de East Tennessee, and Mr. Roland Trey Dykes, III, Mayor of Newport.

DIRECTOR'S REPORT

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

Grants Update

Recreation Grant

Mr. Yakubic announced that we made applications on several recreation grants and received approval on 3 of them:

1. Union County for construction of a sports complex with three football/soccer field.
2. City of Clinton for improvements to their municipal pool compound to include ADA accessibility and a splash pad.
3. Cocke County for a park with a pavilion and greenway and river access ramp area.

We are continuing to benchmark the following communities:

1. City of Madisonville
2. City of Sweetwater
3. City of Loudon
4. Town of Winfield
5. Town of New Market

Bullet Proof Vests Grants

Mr. Yakubic reported that our grant staff has submitted the following bullet proof vest grant applications: Anderson County, Bean Station, Campbell County, Grainger County, Jellico, Plainview, Rocky Top, Sweetwater and Tazewell. A total of 110 vests were submitted on behalf of these communities.

ETDD staff is currently assisting the following communities on the administration of their current

bullet proof vest grant program: Anderson County, Grainger County, Norris, Sweetwater, Bean Station and Jacksboro.

ARC Grants

Mr. Yakubic mentioned that we are still waiting to hear on full applications that were submitted for Jellico for the Jellico Hospital and for Grainger County for the Agribusiness program at the High School.

EPA Brownfield Coalition Project

Our staff has submitted the paperwork that was due on June 30th requesting the qualification for our engineering partners. Will start meeting with the coalition partners soon and the grant should be awarded in October. We will also be working with Campbell County, who was also awarded a grant which brings 1.2 million into our region.

TDOT Multi-Modal Grant Program

Mr. Yakubic mentioned that Multi-Modal grant program has just come out. We are doing a Letter of Intent with Anderson County for the Norwood School. Rutledge for their downtown area. Sweetwater, phase 2 to complete the loop in the downtown area. Campbell County, to complete the connection from Jacksboro Middle School to Cove State Park.

407 Project in Sevier County

Mr. Yakubic mentioned we have sent a Letter of Intent through the Multi-Modal grant application for a trolley service. Also looking at grants from ARC, EDA and THDA to help with the project.

Miscellaneous Grants

Mr. Yakubic mentioned that we are looking at the possibility of receiving some Health grants through the State Health Department.

Also, Dr. McKinney with UT, reached out to us with the possibility of doing a partnership involving storm water pollution. We would be the applicant and they would be doing the work.

Update on Projects

Mr. Yakubic reported that we are working on the ETDD Bylaws for amendments. We want to mirror and use the same structure as ETHRA with the exception that we would have two Members

at Large on the Executive Committee. The document would be reviewed by the Steering Committee for approval. Then sent out to the full board for approval. We need two thirds of the board to vote and approve to make the proposed changes to the Bylaws.

Mr. Yakubic mentioned that the current Employee Handbook is still in progress and hope to have it finished in the next month or so.

Also, we are currently working on our pre-audit and will have the main audit in late August.

Conflict of Interest Policy

Mr. Yakubic mentioned that each year at this time 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, 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 accept the Conflict of Interest policy, it was seconded by Morgan County Executive Brian Langley and approved by all.

Calendar

The August meeting of the Executive Committee has been canceled and the next Executive Committee meeting is scheduled for September 9th at The Venue.

Our Annual Awards Banquet will be held on September 9th at The Venue in Lenoir City. Reception will be at 6:00 p.m. and dinner at 6:45 p.m. for our Annual District Celebration.

Search Committee Report – Director's Salary

Chairman Mark Potts reported in following up from the last Executive Committee meeting regarding the salary increase for the Executive Director, Mr. Rick Yakubic. The original search committee members reconvened on June 14th to consider the issue. It was taken in consideration with the additional duties the Director was tasked with and was not originally conveyed and was not apparent when the offer was made. The decision was to recommend to the Executive Committee that the salary be amended to reflect the scope of duties from the mid-range of the advertised salary at \$88,000 to \$95,000 a year to \$95,000. Also, to include the proposed salary increased that were approved for July 1st to all employees which will bring it to \$98,250.

Chairman Mark Potts reported that this is the motion from the search committee and asked if there is any discussion. Hearing none, the increase in salary for Mr. Rick Yakubic was unanimously approved.

The search committee, also, recommended that a new committee will be formed and will re-visit the salary in 6 months.

Other Business

A plaque was presented to the outgoing Chairman, Mr. Roland Trey Dykes, III, for his service.

Adjournment

With no other business, the Chairman entertained a motion to adjourn. Hamblen County Mayor Bill Brittain made the motion, it was seconded by Roane County Executive Ron Woody, and approved by all.