

**EAST TENNESSEE DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
SEPTEMBER 8, 2022  
MINUTES**

The East Tennessee Development District's Executive Committee held a meeting on Thursday, September 8, 2022, at The Venue in Lenoir City, TN. The following Executive Committee members were present:

Joe Brooks, Claiborne County Mayor  
Glenn Jacobs, Knox County Mayor  
Jack Lynch, Campbell County Mayor  
Rob Mathis, Cocke County Mayor  
Mark Potts, Jefferson County Mayor  
Wade Creswell, Roane County Executive  
Roland Trey Dykes, Mayor of Newport  
Richard Briggs, State Senator

**Guests**

Alan Woods, ETDD

## **CALL TO ORDER**

Chairman Joe Brooks called the meeting to order.

## **MINUTES**

Chairman Joe Brooks presented the minutes of the August 9, 2022, meeting to the Executive Committee for approval. Roane County Executive Wade Creswell made a motion to approve the minutes as presented, it was seconded by Jefferson County Mayor Mark Potts, and the minutes were unanimously approved.

## **TREASURER'S REPORT**

The Treasurer's Report for the month ending July 31, 2022, was presented by Knox County Mayor Glenn Jacobs. Jefferson County Mayor Mark Potts made the motion to accept the report as presented and it was seconded by Roane County Executive Wade Creswell, and it was approved by all.

## **DIRECTOR'S REPORT**

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

### **Grants Update**

Mr. Yakubic reported that the Grant staff is currently administering 64 grant applications, most of them are ARC grants. Fifteen applications have been submitted and waiting on approval, and 5 applications are being prepared for submittal.

### **RPO Update**

Mr. Yakubic reported that the next RPO meetings are tentatively scheduled for November 15<sup>th</sup>. Currently these meetings are planned to be in person at the TDOT Region 1 office in Knoxville.

### **THDA/ERP: Emergency Repair Program**

Mr. Yakubic reported the 2021-2022 Emergency Repair Program (ERP) Program has been closed out. Over the last two years we were able to help 88 clients with some sort of home repair so they can stay in their home. There is an age and income stipulation, and they must own their home or be disabled and own their home. The 88 projects total \$731,000 over the two-year period.

## **Project Updates**

- CEDS is approaching the final days of the comment period and then will be submitted to EDA
- Financial Audit Preplanning and fieldwork has been completed. Next step is the draft and writing the management analysis. Then after that, present to audit committee for acceptance and approval from Executive Committee. We are hoping to get that completed in the October meeting is possible. Therefore, there may need to be an audit committee meeting prior to the meeting that day. I will let you know at least two weeks in advance if that will happen and will get you the draft audit at least a week ahead to review. The audit committee consists of Joe Brooks, Mark Potts, Brian Langley, Glenn Jacobs, Ron Williams.

## **2022-2023 Affirmative Action Plan**

We have recently completed the annual update of our Affirmative Action Plan for the East Tennessee Development District Board of Directors, Executive Committee, and staff. Each year we update the plan to show five-year goals and timetables for diversification of the Board, Executive Committee, and staff. The plan also contains all of the equal opportunity provisions which govern the employment practices of the District as well as specific procedures for complaint resolution. No changes have been made to the plan. A copy of the revised plan is included in your packets. The Affirmative Action Plan must be adopted by the Executive Committee, and I would ask the Chair that such a motion be proposed.

Knox County Mayor Glenn Jacobs made a motion to adopt the 2022-2023 Affirmative Action Plan and it was seconded by Roane County Executive Wade Creswell, and it was approved by all.

## **SERDI Assessment**

In your packet, you will find the SERDI Assessment hot of the press. Just got it last night. I will get with Chairman Brooks in the next week or so to see how we would like to use this report and if the steering committee needs to get together to discuss. There is a lot of information in there, and hope. Very comprehensive, please take it with you to look at. Will be getting with Chairman Joe Brooks to decide on having another Mayors Retreat and if so, will use some of the topics in the report to discuss on the agenda.

## **Knox TPO Nomination**

Mr. Yakubic reported that Mr. Ed Shouse recently retired. We will need to nominate a new person. Mayor Glenn Jacobs recommended the new Knox County Trustee, Justin Biggs. Mayor Jacobs will ask Mr. Biggs if he would like this position and report back in the October meeting.

Jefferson County Mayor Mark Potts made the motion to accept the nomination of Justin Biggs and it was seconded by Roane County Executive Wade Creswell, and it was approved by all.

### **Calendar Matters**

Just a quick update on meetings that are coming up that I wanted to make sure that you are aware of:

The October Executive Committee meeting will be on Tuesday 11<sup>th</sup>. As I said earlier, may need to have an audit committee meeting if we get our draft completed in time.

### **Adjournment**

With no other business, the Executive Committee was adjourned.