SOUTHWEST TENNESSEE DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
October 18, 2018

EXECUTIVE COMMITTEE MEMBERS PRESENT
Chester County Mayor Barry Hutcherson
Mayor Robert “Bobby” King, City of Henderson
John Welch, Chester County Minority Representative
Mayor Tim David Boaz, Parsons
Hardeman County Mayor Jimmy Sain
Mayor Julian McTizic, Bolivar
Hardin County Mayor Kevin Davis,
Allen Cherry, Hardin County Minority Representative
Haywood County Mayor David Livingston
Robert Green, Haywood County Minority Representative
Henderson County Mayor Eddie Bray
Mayor Jeff Griggs, Lexington
McNairy County Mayor Larry Smith
Hubert Slack, Madison County Minority Representative
State Representative Jimmy Eldridge

STAFF PRESENT
Dwain Seaton, Interim Executive Director
Carolyn Ross, HR/Office Manager
Kim Essary, District Fiscal Officer
Kim Hampton, Fiscal Assistant
Angie Scott, OSO Fiscal
Debbie Dunaway, Public Information Officer-Executive Asst.
Charlie Brown, IT Manager
Keita Cole, My Ride Director
Shannon King, Choices Nurse
Teresa Sanders, Loan Officer and Solid Waste Planner
Jo Matherne, TN Pathways District Project Manager
Casey Smith, Grant Administrator
Shelton Merrell, Planner/RPO
Shelley Hale, AAAD Director
Lisa Hankins, REDI Director

GUESTS PRESENT
Joe Barker
Arlisa Armstrong, USDA, Rural Development
Roe Hughes, USDA, Rural Development
Dan Hughes, Tennesseans for Quality Early Education
Mike Carpenter, Tennesseans for Quality Early Education
Lindsey Carr, Community Anti-Drug Coalition
Chelsea Scott-Wallace
PACKETS
Packets were distributed to committee members prior to the meeting.

BI-MONTHLY MEETING
The Executive Committee met at 10:00 AM Thursday, October 18, 2018 in the District board room. Chairman Kevin Davis called the meeting to order by voicing a word of prayer. The committee then followed with the Pledge of Allegiance.

Welcoming of New Mayors
Chairman Davis welcomed all the new mayors. Chester County Mayor Barry Hutcherson, Henderson County Mayor Eddie Bray, McNairy County Mayor Larry Smith and Haywood County Mayor David Livingston (not present).

RECOGNITIONS
Chairman Davis then recognized Shannon King by presenting her with a plaque for 10 years of service for the District.

AGING REPORT
Keita Cole presented an update on the My Ride program. Cole stated that the Senior Volunteer Transportation Network formed out of the $3.6 Million dollar grant that the agency received from the Chancery Court of Davidson County. She stated the grant was received in April of 2018 to expand volunteer transportation throughout TN. Cole stated that the first 10 counties have been selected and are in the process of beginning their My Ride programs.

Ms. Cole also stated that a Press Release for the grant was released in October.

She also talked about Madison County My Ride Program – it was going smoothly still in need of volunteers. Also, they are ready to expand into Henderson County just needing to secure volunteers. She added that as soon as they had 10 volunteers in place and trained they would be ready to accept riders and start providing rides.

She also announced that Mr. Don Hubbard, a volunteer for Madison County, won the Jefferson Award presented by WBJJ-TV 7 and Leaders Credit Union. WBBJ filmed a piece on Mr. Hubbard that would air later in the month. She added that everyone was very proud and excited for Mr. Hubbard and his award.

MINUTES
Representative Jimmy Eldridge moved to approve the minutes of the previous meetings. After a second by Mayor Jimmy Sain, the motion carried.

ECD – COMMUNITY INVESTMENT REPORTS

 Loans
Teresa Sanders presented the Loan Balance Report. This report gave a brief overview of each loan including terms, collateral, and current status. She also explained that the Loan Review Committee is made up of bankers from each county in the District. This committee reviews the loans and makes decisions to fund the loan. The loan is then
turned over to the Executive Committee for the final approval. Teresa stated that there was $358,608.15 available to loan as of October 18, 2018.

**Existing Loans:**
- Sanders stated that on Medic Response, SWTDD was awarded a judgment against the Guarantor, Michael Henderson, for February 23, 2018.
- She also noted that on Mid-South Casting - SWTDD is beginning to receive payments through a garnishment on the Guarantor’s wages.
- Chris Green (former MorningStar Manufacturing): Mr. Green is habitually late with payments. He catches up when he gets paid on a project. Last check received 8/14/18.

**New Loans:**
- Better Source Supply: Loan closed May 9, 2018 increasing the loan to $150,000.
  - Distributor of industrial & janitorial supplies -(McNairy)
- Anastasiya Bryant dba Merle Norman Studio in Lexington.
- Sam T. Bryant Distillery LLC. (Jackson)
- Fuller Home Solutions LLC. (Oakfield)
- David & Michelle Richards dba Mammy’s Soap Company – (Bethel Springs)
- Clark Family Clinic LLC., Hardeman County
- Mid- South Welding & Fabrication LLC., Hardin County

**Loans in Review:**
- Horseshoe Lake Venue, LLC $50,000 – need additional documentation
- Sparks Traycon LLC (Nathaniel Sparks – Savannah) $150,000 – need additional documentation

**Solid Waste Planning**
Teresa then stated that she had been meeting with the Solid Waste Directors. She noted that there would be a Household Hazardous Waste Collection Day on Saturday Oct 27 from 9:00 AM to 1:00 PM.

**Grants**
Casey Smith discussed the following grants.
- AFG Grants – Assistance to Firefighters Grant – due Oct. 26, 2018
- CDBG – Community Development Block Grants – Due Feb 22, 2019
  - Workshop for Admin & Engineers Oct. 18th

**Grants Administration Update**
Casey Smith updated everyone on all the grant administration that she was working on:

**CDBG**
- Decatur County Tankers – ERR approved; TA call conducted; contract issued
- .Haywood County EOC – expect to bid in November.
- Hornsby Water Main Replacement – second phase in progress
- Parkers Crossroads – monitoring held 10/3
- Henderson County Pumper - ERR approved; TA call scheduled for 10/19; contract issued

**DRA**
- JSCC Robotics Regional Training Center – reimbursement for equipment received; classes began in August.
- Hardeman County Kilgore Entrance Improvement – engineering plans being finalized; survey completed.

**FIDP (FastTrack)**
- Henderson County – Engineered Spray Components water main expansion project – plans and specs in process.
- Henderson County – Welch Packaging/Cooper Container site work for facility expansion - bid award approved; PCC conducted for 10/16

**LPRF**
- Bolivar – new conceptual plan approved
- Parsons – bid opening held 9/20

**TDEC Local Parks & Recreation Fund/Recreational Trails Program “Before Your Contract” Workshop Held 10/1**
- Lexington – Guy B Amis Park – Playground Improvement
- Madison County – Multi Park Improvement
  - Leroy Pope Park – renovations/playground
  - Savannah Williams Park – replacing playground
  - Fred Young Park – covert to equestrian park
- Parkers Crossroads – Playground Improvement Project

- **RTP - 2018**
  - City of Henderson – Nature Trail at Gene Record Park
  - Hickory Valley – new trail at railroad tracks
  - Scotts Hill – extend existing trail
  - Whiteville – add new trail

- **TDEC** – City of Henderson – Planning Study of Nutrient Removal at Wastewater Lagoons

- **TDOT**
  - Parkers Crossroads – Phases III/IV archaeology study completed; report pending
  - Parsons – Phase V pending progress on Phase IV
• THDA
  • Bolivar – 4 home work write-up’s process; listening tour held 10/3 with procurement training/Q&A
  • DRA Press Release 10/17/18
  • $2.8 million investment in 5 TN projects
  • Savannah Industrial Development Corporation - $1 million to support Design Team expansion – new parking & truck transportation area with water, gas, & electrical connections to a 58 acre site – retaining 160 workers & adding 75
  • Lexington Industrial Development Board - $300,000 to support NIDEC expansion – facility improvements with new electrical equipment & enhancements to the shipping bay – retaining 240 workers & adding 150

ECD – COMMUNITY DEVELOPMENT REPORTS
Planning/RPO Report
Regional Planning – Regional Planner Shelton Merrell stated that he had attended regularly scheduled planning commission meetings for communities with contracts with the Southwest Tennessee Development District during the months of August and September.

Southwest Rural Planning Organization (RPO) – Shelton Merrell, RPO Coordinator, provided a brief overview of the Southwest Rural Planning Organization meeting held on September 12, 2018 at the Southwest Tennessee Development District. This meeting was held in order to rank 2018 Multi-modal Access Grant applications submitted. As a result of the ranking process, the Henderson, Savannah, and Parsons 2018 Multi-modal Access Grant applications were forwarded to the Tennessee Department of Transportation Multi-Modal Transportation Division. The coordinator reported the RPO would be meeting again in December in order to rank road projects within the RPO.

HISTORIC PRESERVATION/THDA
Historic Preservation
Historic Preservationist Tom Skehan stated that he attended meetings and was working with the following cities and towns on community activities: Bolivar, Brownsville, Grand Junction, Jackson, Haywood Heritage, Saltillo, Sardis, Savannah and Stanton.

Tennessee Historic Commission Activities:
Skehan also stated that he participated in THC Webinar on August 10, attended CLG Training in Bolivar on August 22, served as proxy at State Review Board meeting in Memphis on September 19, and toured the Universal Life building and Crosstown Concourse buildings.

Housing
Skehan provided community outreach for 3 cities and 1 county, fielded/referred 3 phone calls regarding Emergency Home Repairs and Emergency Housing.
**Home Grant**
Tennessee Housing Development Agency
- SWTDD hosted October's Listening Tour/Procurement Workshop

**Planning/Other**
Community Activities:
- Chester County Planning Commission
  - Bylaws, Existing Land Use, Major Road Plan, Subdivision Regulations, Zoning Resolution/Map, and Future Land Use Map
  - Updates to various MRPs

**Professional Development**
- Attended MS/AL APA Conference – Oxford, MS

**REDI – Regional Economic Development Initiative**
**WIOA Report**

Lisa Hankins presented the WIOA Annual Wrap-UP.

- Fiscal year 17/18 annual enrollment – 898 new participants, total caseload of 1,249
- 21,082 visitors in the 8 job centers
- OJT grants paid out - $151,985.45
- IWT grants paid out - $258,762.71
- Youth work experience - $271,444.99
- Classroom training - $110,809.21
- SCSEP - $95,034.21
- Total funds spent on participants: $888,036.61

**WIOA 1st Qtr. 18/19**

- Received transitional funds for July-Sept. on Sept. 4th
- Total enrollment – 63
  - 48 Adults
  - 15 Youth

**WIOA 1st Qtr. Funds Summary**

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<th>Administration</th>
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<tr>
<td>July</td>
<td>$ 43,636.51</td>
<td>$ 25,664.95</td>
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<td>$ 74,517.45</td>
<td>$ 60,471.80</td>
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<td>September</td>
<td>$122,224.35</td>
<td>$104,365.58</td>
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<tr>
<td>Total</td>
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*Rough calculations would put MPCR at 44%*
CEDS REPORT
Lisa Hankins briefly discussed CEDS that has to be update

What is a CEDS? Comprehensive Economic Development Strategy

- A 5-year plan
- an economic roadmap to diversify and strengthen Regional economies
- designed to serve as a planning document for the 8 counties in the SW region
- addresses issues affecting the region, plans for future growth and expansion and how we measure success
- based on SWOT analysis and feedback from you
- annual update required by EDA

SWOT Analysis
Lisa Hankins presented the SWOT Analysis:

Marketable Strengths

- Low cost of Living
- Quality Schools
- Bible based
- Regional Partnerships
- Recreational Opportunities Interstate 40 with connecting 4-lanes
- Good infrastructure
- Friendly and receptive people
- Regional Megasite
- Centrally Located

Region Weaknesses

- Educational levels
- Lack of broadband in rural areas
- Skill shortages
- City/County budgets
- No clear vision or long terms plans in counties
- Lack of Diverse Cultural Events

Region Threats

- Lack of broadband
- Education/Workforce Development
- Skills shortages
- Flood Plain issues
- Lack of affordable housing
- More Cooperation between City/County Leaders
- Downsizing or closing of manufacturing facilities
- Leadership development within the community
Region Opportunities

- Improvements to the Economy
- Develop and Promote enhanced Educational Opportunities
- Improve Technology Infrastructure
- Increase Tourism efforts
- Recruit Retirement Communities
- County-wide Unification
- Recruit and Retain Younger workforce
- Increase Entertainment Opportunities for all ages
- Support existing retail and recruit small businesses
- Develop Public & Private Partnerships to ensure successful sustainability

Strategic Direction
1. Address the educational attainment levels in the region
2. Implement programs to address the lack of and shortage of skilled workers
3. Assist communities with economic resiliency through strategic planning and visioning
4. Explore possibilities for broadband expansion

College Access Report
Katherine Markley gave a brief overview of the REDI program and the current percentages for Tennessee Promise.

REDI
- TN Promise application opened August 1st
- 2,040 TN Promise applications completed by October 5th
- TNP Deadline is November 1st
- FAFSA application opened October 1st
- FAFSA Deadline is February 1st for TNP students
- New FAFSA App for mobile devices

TN PROMISE

Bradford - 100% Humboldt - 95% Milan - 79% Gibson - 97% South Gibson - 77% Peabody - 95% - Crockett - 83% - Fayette Academy - )% - Fayette Ware Comp. 95% - Rossville - 10% - Chester 79% - Hardin - 94% - Haywood - 41% - Brighton - 68% - Covington - 64% - Munford - 98% - Lighthouse - 1 - Faith Heritage - 2 Gateway - 2 - Home Life - 9 - MCCS - 1

Leap 2.0 Status Report

Jo Matherne' presented the grant goals.

Grant Goals:
- 250 High School Students dual enrolled in Welding – 245 to date – 98.0% of goal
- 475 High School Students dual enrolled in Machine Tool Technology – 361 to date – 76.0% of goal
- 80% Pass Rate for CPT/NIMS
  - CPT Safety – 95.1%
  - CPT Quality – 97.2%
  - CPT Manufacturing – 100%
  - CPT Maintenance – 100%
  - NIMS – 100%
- 80 placements in paid work-based learning co-ops – 104 to date – 130% of goal

- 606 Students enrolled in classes utilizing LEAP equipment
- 22 High Schools participating
- Milan High (TCAT Jackson) – 133 students in AMPA/AMPT
- Hardin County High (TCAT Crump) – 123 students in Welding
- Riverside High (TCAT Jackson) – 43 students in AMPA/AMPT
- $926,825.35 spent on equipment to date – 99.3% of grant total

**ADMINISTRATION**

**Financial Report and Budget Amendment**

Kim Essary, Fiscal Officer, presented the unaudited financial reports ending September 2018. After discussion, Mayor Jimmy Harris made a motion to approve the financial report. After a second by Mayor Jeff Greggs, the motion carried.

Essary then presented the budget amendment that she presented to the budget committee earlier. She stated the primary reason for the budget amendment was due to the WIOA program being closed out as of September 30, 2018. She added that the actuals become the budget. The second reason was $115,382.37 of fiscal year 2018 revenue was not received within the 60 days of availability by 8/31/2018 and becomes deferred revenue to fiscal year 2019. The budget for these revenues was increased. Also, noted was there would be no offsetting expenses due to the expenses being in fiscal year 2018 since all of these were reimbursement revenues. There was also a correction budget amendment due to the facility management indirect being over allocated by $100,000. This correction reduced the indirect expense to the programs. After discussion, Mayor Jimmy Harris made a motion to approve the budget. After a second by Representative Jimmy Eldridge, the motion carried.

**Presentation by Tennesseans for Quality Early Education**

Dan Hughes introduced Mike Carpenter. Mr. Carpenter discussed the quality of early education for children. He stated that an urgent need for change is for Tennessee’s success depends on an early learning transformation. Children that have low proficiency in 3rd grade tell us that the quality of children’s learning experience prior to 3rd grade requires significant improvements. A blueprint for improving Education from birth through 3rd grade is 1) Engaged and Empowered Parents; 2) Quality, Affordable Child Care; 3) Excellent Early Grades Teaching and 4) Strong Accountability Systems.
ADMINISTRATION - EXECUTIVE DIRECTOR INTERIM
Dwain Seaton, Mayor Jimmy Harris and Mayor Jerry Gist all met and toured the City Court side of the building that was up for sale by Mark Taylor. Mr. Seaton stated that it was the recommendation of the group not to pursue the purchase of the building.

PARTNERS REPORTS
Arlisa Armstrong gave a brief update on her programs.

OTHER BUSINESS
Lindsey Carr with the Community Anti-Drug Coalition of Jackson-Madison County stated that the Coalition is seeking out the possibility of SWTDD being the fiscal agent for the Coalition and the grants issued to them by the State of Tennessee. After discussion, Representative Jimmy Eldridge made a recommendation that all parties involved talk and discuss this with the fiscal agent. After a second by Mayor Barry Hutcherson, the motion carried.

UPCOMING MEETINGS
Dec. 1st SWTDD Executive Committee & Staff Christmas Dinner 6:00 pm at SWTDD
Dec. 5th SWTDD Christmas Open House 10:30 a.m. – 1:30 pm. in SWTDD lobby
Dec. 19th – SWTDD Executive Committee, 10 a.m. at SWTDD

ADJOURNMENT
There being no further business, Mayor Jeff Griggs made a motion to adjourn, after a second by Mayor Bobby King. The meeting was adjourned.

Respectfully submitted,

_________________________  _______________________
Jerry Gist, Secretary/Treasurer  Date Approved

Additions/Corrections: