## DEVELOPMENT CORPORATION OF ABILENE, INC. BOARD MEETING MINUTES January 18, 2017

MEMBERS PRESENT: Dave Copeland Marelyn Shedd Jack Rich

Dani Ramsey

**MEMBER ABSENT:** John Beckham

**STAFF PRESENT:** Kent Sharp Kim Tarrant

GUESTS PRESENT: Mark Zachary McMahon Law Firm

Mike Rains City of Abilene

Justin Jaworski
Shea Hopkins
Audrey Schroyer
Rusty Towell
Abilene Industrial Foundation
Abilene Industrial Foundation
Abilene Christian University

Bruce Kreitler City Council

Brooke Crum Abilene Reporter News Brennan Favor Goodwill-West Texas

- 1. CALL THE MEETING TO ORDER: President Dave Copeland called the meeting to order at 1:30 p.m. at 174 Cypress St., 3<sup>rd</sup> floor conference room, Abilene Texas.
- 2. APPROVAL OF MINUTES FROM THE DECEMBER 21, 2016 BOARD MEETING: Marelyn Shedd moved to approve the minutes from the December 21, 2016 board meeting. Jack Rich seconded and the motion carried.
- 3. SALES TAX REPORT FOR JANUARY 2017 AND FINANCIAL REPORT FOR NOVEMBER 2016: Mike Rains, Director of Finance, presented the sales tax report for January 2017. The sales tax rebate for January is \$3,172,856.80, which represents November sales. Economic Development received \$793,214.20, which is 5.05% above last year and 5.05% above the projected FY 17 budget amount. For the period October through January, sales tax is .63% above last year and .63% above the projected FY 17 budget amount. The DCOA's total current assets as of November 30, 2016 are \$24,725,604. The November 2016 revenues totaled \$1,003,515 and total expenditures were \$234,008 with \$47,344 being spent on three different projects.
- 4. OFFICER ELECTIONS: PRESIDENT, VICE PRESIDENT AND SECRETARY/TREASURER: Jack Rich moved to re-elect Dave Copeland as the DCOA board president, Marelyn Shedd seconded and the motion carried. President Dave Copeland moved to elect John Beckham as Vice President and Jack Rich as Secretary/Treasurer. Marelyn Shedd seconded and the motion carried. President Copeland presented Dani Ramsay with a plaque of appreciation for her years of service on the DCOA Board since this would be her last official meeting as a board member.
- 6. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING FUNDING FOR COMMUNITIES IN SCHOOLS TO ASSIST WITH EXPANSION OF A VOCATIONAL TRAINING PROGRAM FOR ABILENE HIGH SCHOOL STUDENTS: Justin Jaworski with the Abilene Industrial Foundation (AIF) presented a proposal from the AIF and the Communities in Schools of the Big Country

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(CIS) for a partnership with the DCOA. Currently the CIS program gives at risk kids the one-on-one support to graduate from high school. The proposal is for DCOA to pay the salary and benefits and administrative support for a full-time Workforce Development Coach (Coach) placed at the Cisco campus. The Coach will also assist those students interested in taking advantage of the DCOA scholarship money for industrial workforce training through Cisco College. The benefit of this program is providing students an opportunity to have a better future after high school, and providing local employers a trained talent pool from which to hire.

CIS is asking the DCOA to authorize total funding up to \$74,100 for a new Workforce Development Coach to be employed by CIS and allocated as follows: 1) \$24,700 for the period of April 1, 2017 through September 30, 2017, and 2) \$49,400 for the period October 1, 2017 through September 30, 2018.

Dani Ramsay made a motion to approve Resolution DCOA-2017.04 authorizing funding in the amount of \$74,100. Marelyn Shedd seconded and the motion passed.

7. DISCUSSION AND POSSIBLE APPROVAL OF Α RESOLUTION AUTHORIZING ADDITIONAL FUNDING FOR THE INDUSTRIAL WORKFORCE TRAINING PROGRAM ADMINISTERED BY CISCO COLLEGE IN PARTNERSHIP Kent Sharp, CEO of the DCOA WITH TAYLOR COUNTY SCHOOL DISTRICTS: requested an additional \$8,000 for the Industrial Workforce Training program (Workforce) through the Spring 2017 semester. Due to the increased number of students enrolled in the spring semester, there is a shortfall of funds needed to cover tuition, books, supplies and fees. The DCOA originally approved resolution DCOA-2015.14 in June 2015 authorizing funding of \$40,000 for the Workforce program and to date there is \$6,456 unfunded from the initial amount approved.

Marelyn Shedd made the motion to approve Resolution DCOA-2017.05 authorizing an additional \$8,000.00 to cover the cost of tuition, books, supplies and fees for the Spring 2017 semester. Jack Rich seconded and the motion passed.

**5. EXECUTIVE SESSION – SESSION 1:** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with our legal counsel, discuss real property transactions, personnel matters, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.

President Dave Copeland announced the date is January 18, 2017 and the time is 2:32 p.m. Later, President Copeland announced the date is still January 18, 2017 and the time is 3:46 p.m. No vote or action was taken in Executive Session

8. FY 16-17 DCOA CEO GOALS UPDATE: Kent Sharp gave an update on his six goals for FY 16-17. The goals are: 1) Transition ownership of the Vivarium and AbLabs out of the DCOA into other entities; 2) Monitor the implementation of the Five Year Strategic Plan (the Plan) and work with our partners on leveraging resources; 3) Develop a printed update showing projects and prospects to be given out to the board once a month, keeping board members apprised; 4) Develop a quarterly report to be presented

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to the DCOA Board and the City Council of the items worked on since the last update and what items will be worked on before the next quarterly report; 5) Develop a quarterly or semi-annual "dashboard" using select metrics to measure the performance of the DCOA and the AIF such as new jobs/jobs retained, average salaries, unemployment rate and business site visits; and 6) Present incentive guidelines to the Board consistent with the Plan. Mark Zachary will also update the board on a quarterly basis on any legal matters. Tom Stellman with TIP Strategies will be here in Abilene during February for the first annual review. The DCOA is making sure the appropriate measures are taken to support the growth of existing employers and attraction of new business.

- 9. DISCUSSION OF REGULAR MONTHLY BOARD MEETING DAYS AND TIMES AS SET BY THE PRESIDENT: Kent Sharp told the board no decision has been made on future board meeting dates with Dani Ramsay and Marelyn Shedd rotating off the board and new board members coming on. Hopefully by the next board meeting held in February, Mayor Archibald will have the two new board members appointed and dates can be discussed at that time. The goal is to have one meeting per month.
- **10. ADJOURNMENT:** There being no further business the meeting was adjourned.

Dave Copeland, President

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