

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

**MINUTES OF SPECIAL CALLED MEETING
WEDNESDAY, MAY 30, 2018**

The special called meeting of the Development Authority of Clayton County, Redevelopment Authority of Clayton County, and Urban Redevelopment Agency of Clayton County was held on Wednesday, May 30, 2018, at 9:00 a.m., in the Conference Room at the Clayton County Office of Economic Development, 1588 Westwood Way, Morrow, Georgia.

Members present at the meeting were Michael Edmondson, Chairman; Eldrin Bell, Vice-Chair; Ricky L. Clark, Jr., Secretary/Treasurer; Don McMillian, Assistant Secretary/Treasurer; and Louis Johnson. Also present were Authority counsel, M. Michelle Youngblood; Miche' Thomas, intern; and Virgil Fludd, The Carvir Group.

Call to Order and Welcome of Guests

Chairman Edmondson called the meeting to order at 9:02 a.m.

Approval of Agenda

Chairman Edmondson presented the agenda and inquired as to whether there were any additions, changes, or deletions. Ricky Clark asked to add two items of New Business: (1) Consider purchase of Quickbooks software for Authority office; and (2) Consider authorization to settle bad debt outstanding for Rainwood Apartments. After a general discussion, upon motion by Eldrin Bell, seconded by Ricky Clark, it was unanimously:

RESOLVED: That the Agenda be approved as amended.

NEW BUSINESS

1. Consider purchase of Quickbooks software for Authority office

Ricky Clark recommended that the Authority purchase Quickbooks software for use by office staff. He noted that it was compatible with the payroll and benefits providers selected, as well as the auditors. After a general discussion, upon motion by Eldrin Bell, seconded by Ricky Clark, it was unanimously:

RESOLVED: That the purchase be approved and the officers be and hereby are authorized to acquire the same.

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2. Consider authorization to settle bad debt outstanding for Rainwood Apartments

Chairman Edmondson reported that there has been an offer from a former tenant who owes \$1,790.00 in bad debt to settle the debt for \$900.00. After a general discussion, upon motion by Don McMillian, seconded by Eldrin Bell, it was unanimously:

RESOLVED: That acceptance of settlement offer be and hereby is approved, and the Treasurer or Assistant Treasurer be and hereby are authorized to approve such offers going forward.

OTHER BUSINESS

1. Executive Session to Discuss Personnel Matters

Chairman Edmondson noted that there was a need for an Executive Session for the purpose of discussing personnel matters. Upon motion by Ricky Clark, seconded by Don McMillian, it was unanimously:

RESOLVED: To adjourn into executive session for the purposes of discussing real estate and personnel matters.

Whereupon, the open meeting adjourned into executive session at 9:08 a.m. Upon motion Eldrin Bell, seconded by Ricky Clark, it was unanimously:

RESOLVED: That the open meeting reconvene.

Whereupon, the open meeting reconvened at 9:41 a.m.

2. Consideration of Items, if any, Discussed in Executive Session

The Authority discussed offering the position of Executive Director to Khalfani Stephens, at a base salary of \$125,000.00, with up to \$10,000.00 in relocation expenses (to be paid upon submission of appropriate invoices and documentation), plus a transportation stipend of \$500.00 per month, and the opportunity to earn an annual incentive bonus up to a maximum of 20% of base salary (based on criteria to be established by the Authority each year), to start as soon as possible, but not later than July 1, 2018. Mr. Fludd will arrange for Mr. Stephens to attend the June 5, 2018 meeting of the Board of Commissioners (for consent to his selection). Chairman Edmondson shall update the Board of Commissioners on the status of the search for Executive Director. Upon motion by Ricky Clark, seconded by Eldrin Bell, it was unanimously:

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RESOLVED: That the Authority offer the position of Executive Director to Khalfani Stephens, upon the terms and conditions outlined above.

After further discussion about next steps, in the event Mr. Stephens does not accept the position on the terms offered, upon motion by Ricky Clark, seconded by Don McMillian, it was unanimously:

RESOLVED: That Virgil Fludd be and hereby is authorized to continue the search for Executive Director.

There ensued a general discussion regarding the mechanism for paying the Authority's (1099) intern (rate previously approved). Upon motion by Ricky Clark, seconded by Louis Johnson, it was unanimously:

RESOLVED: That the intern shall submit invoices to the Treasurer every other Friday for work done during the 2-week period ending on that Friday, and checks shall be issued therefor by the following Friday.

Chairman Edmondson inquired as to whether there was any additional business to come before the Board. There being none, upon motion by Ricky Clark, seconded by Don McMillian, it was unanimously:

RESOLVED: That the meeting be adjourned.

Whereupon, the meeting adjourned at 9:45 a.m.



Ricky L. Clark, Jr., Secretary/Treasurer