

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

**POST-MEETING SUMMARY  
TUESDAY, AUGUST 13, 2019**

The regular monthly meeting of the Development Authority of Clayton County, Redevelopment Authority of Clayton County, and Urban Redevelopment Agency of Clayton County was held on Tuesday, August 13, 2019, at 6:00 p.m., in the Arbor Hall Auditorium, Clayton State University, 5823 Trammell Road, Morrow, Georgia.

Members present at the meeting were Eldrin Bell, Chairman; Larry Vincent, Vice-Chair; Louis Johnson, Secretary/Treasurer; Herman Andrews, Assistant Secretary/Treasurer; Sylvester Ford; Helen McSwain; and Regina Deloach. Also present were Authority counsel, M. Michelle Youngblood; Khalfani Stephens, Executive Director; Erica Rucker-Willis, Senior Business Development Manager; Dan Soles, Audit Manager, Fulton & Kozak, CPA; and members of the public.

**Call to Order and Welcome of Guests**

Chairman Bell called the meeting to order at 6:04 p.m. and welcomed the guests.

**Approval of Agenda**

Chairman Bell presented the agenda and inquired as to whether there were any additions, changes, or deletions. Khalfani Stephens noted that the agenda erroneously showed the meeting date as August 10 instead of August 13, but the items listed are correct (there was no meeting on August 10). Larry Vincent asked to add an item #5 under Old Business for Old Business Review. There being no further additions, the agenda was approved as presented. Motion by Louis Johnson, seconded by Larry Vincent, vote unanimous.

**Approval of Minutes**

The minutes of the July 9, 2019 regular and executive session meetings were presented and approved as presented. Motion by Tim Gilrane, seconded by Herman Andrews. Vote unanimous.

**Approval of Treasurer's Report**

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
AND  
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Louis Johnson presented the Treasurer's report. He reported that the operating account began the month of April with an opening balance of \$5,368,908.47. There were deposits totaling \$178,954.90, checks and withdrawals totaling \$47,518.48, leaving a closing balance of \$5,491,726.08. He reported that the corporate credit card had been paid in full as of July 13, and ended the month with a balance of \$614.16. He noted that there were three (3) responses to the RFP, but none of the respondents were located in Clayton County. Mr. Stephens noted that there had been no responses to the RFP; the responses were to direct contact after there were no responses. Selection of a bookkeeper/CPA was tabled to allow Board members the opportunity to review the responses received. Mr. Stephens noted that account access had been changed due to the departure of Mikisha Calloway.

**Project Summary**

Khalfani Stephens presented an update on projects he and the staff have been working on. He reported that Clayton County is a finalist for Project Double Double; he will be visiting the company's headquarters along with representatives from the State to make the final pitch. Project Top of the House is an expanding existing business still in consideration. Project Hush Puppy was interested in leasing space shown by staff, but it became unavailable; they are still looking. He also reported that they are freshening the landscaping at the office (cost approximately \$900.00).

**OLD BUSINESS**

**1. Audit Update**

Dan Soles, audit manager at Fulton & Kozak, CPA, presented the FY2018 audited financial statements. He reported that the Authority had received a clean opinion, but there were four (4) material weaknesses identified. They did not find any evidence of fraud or other impropriety, but these weaknesses, if unaddressed, increase the risk of fraud or making decisions based on inaccurate financial statements. The auditors recommendation to address all of these weaknesses is to hire an outside accountant to handle the books.

**2. Handbook Update**

Mr. Stephens reported that the recommendations should be ready for the September meeting.

**3. USPS Acquisition**

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
AND  
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Mr. Stephens reported that he was still obtaining the information requested by the Board and should have it available for the September meeting.

**4. Rainwood Debt Collection**

Authority counsel reminded the Board that, at the time of the sale of the Rainwood Apartments, it retained the right to collect all unpaid rent outstanding at the date of closing. PDM is the collection service used by the manager and has continued to pursue unpaid rent on behalf of the Authority. It has received an offer of \$1,100.00 to satisfy outstanding rent in the amount of \$1,501.46. After a general discussion, acceptance of the proposal was approved. Motion by Sylvester Ford, seconded by Helen McSwain. Vote 7-1-0 (Larry Vincent abstained).

**5. Old Business Review**

Larry Vincent asked to include a monthly update on matters previously discussed.

**NEW BUSINESS**

**6. New CRM System**

Mr. Stephens recommended that the Authority change from the program currently in use, Synchronous, to Sales Force, which is a more robust program. He has obtained one quote for four (4) seats at a one-year cost of \$4,001.66 (including training and maintenance), but he is seeking additional quotes.

**7. Sponsorship Requests**

Mr. Stephens reported that there are two (2) requests this month: the Rotary Club Golf Tournament and Chairman Turner's International Ball. It was the consensus of the Authority for Mr. Stephens to prepare an historical analysis and make recommendations in the FY2020 budget for sponsorships as part of a branding and marketing strategy. After a general discussion, participation in the Rotary Club Golf Tournament at a rate of \$380.00 for a foursome was approved. Motion by Herman Andrews, seconded by Helen McSwain. Vote 7-0-1 (Louis

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

Johnson opposed). The Authority will meet again in September before the Chairman's International Ball, so the matter was tabled until the September meeting.

**8. Bond Counsel Contract**

Khalfani Stephens reported that there was nothing to discuss on this item.

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
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**9. Reimbursement Policy**

Khalfani Stephens presented a proposed policy for training and travel expenses for Board members. The Executive Director will prepare a list of available training for each upcoming year and present it to the Board for approval. The Authority will cover the cost of attending the training on the approved list. It also will cover other training in the metropolitan Atlanta area at \$250.00 per event; requests for training costing more than \$250.00 or located outside metropolitan Atlanta must be presented to the entire Board for consideration. The proposed policy did not pass. Votes in favor: Louis Johnson, Tim Gilrane, Helen McSwain, Herman Andrews. Votes opposed: Eldrin Bell, Larry Vincent, Sylvester Ford, Regina Deloach.

**10. Bylaws Update**

This matter was tabled.

**11. Delinquent Taxes on Walt Stephens Property**

Khalfani Stephens reported that the seller of the property on Walt Stephens Road purchased by the Authority in 2018 did not pay the 2018 ad valorem taxes as required by the closing documents. Authority counsel reported that the seller had received the Authority's pro rata share of the projected 2018 ad valorem taxes at closing. After a general discussion, the Authority voted to pay the taxes due and seek reimbursement from the seller. Motion by Louis Johnson, seconded by Sylvester Ford. Vote unanimous.

**OTHER BUSINESS**

**1. Executive Session for the purpose of discussing real estate and potential litigation**

Khalfani Stephens noted the need to have an executive session for purposes of discussing real estate and potential litigation. Motion by Louis Johnson, seconded by Eldrin Bell. Vote unanimous. Whereupon, the meeting adjourned into executive session at 7:41 p.m.

Upon motion by Sylvester Ford, seconded by Regina Deloach, it was unanimously resolved to reconvene the open meeting. Whereupon, the open meeting reconvened at 8:45 p.m.

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,  
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**2. Consideration of Items, if any, Discussed in Executive Session**

There were no matters to consider.

Chairman Bell inquired as to whether there was any additional business to come before the Board. There being none, the meeting adjourned at 8:54 p.m. Motion by Louis Johnson, seconded by Tim Gilrane, vote unanimous.

Louis Johnson, Secretary/Treasurer