

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

**MINUTES OF SPECIAL CALLED MEETING
THURSDAY, JUNE 21, 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 Thursday, June 21, 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; and Tim Gilrane. Also present was Authority counsel, M. Michelle Youngblood.

Call to Order and Welcome of Guests

Chairman Edmondson called the meeting to order at 9:03 a.m.

Approval of Agenda

Chairman Edmondson presented the agenda and inquired as to whether there were any additions, changes, or deletions. After a general discussion, upon motion by Eldrin Bell, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the Agenda be approved as presented.

NEW BUSINESS

1. Consider hiring Khalfani Stephens as Executive Director of Development Authority

Chairman Edmondson reported that the Board of Commissioners had consented to hiring Khalfani Stephens as Executive Director of the Development Authority. His name has been published as the finalist for at least two (2) weeks. After a general discussion, upon motion by Time Gilrane, seconded by Eldrin Bell, it was unanimously:

RESOLVED: That the hiring of Khalfani Stephens as Executive Director of the Development Authority be and hereby is approved.

2. Consider approval of employment agreement with Khalfani Stephens

Chairman Edmondson presented the employment agreement with Khalfani Stephens, including up to \$4,000.00 in relocation expenses. After a general discussion, upon motion by Ricky Clark, seconded by Eldrin Bell, it was unanimously:

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RESOLVED: That the employment agreement be approved as amended (to include relocation expenses).

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 Eldrin Bell, it was unanimously:

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

Whereupon, the open meeting adjourned into executive session at 9:05 a.m. Upon motion by Ricky Clark, seconded by Eldrin Bell, it was unanimously:

RESOLVED: That the open meeting reconvene.

Whereupon, the open meeting reconvened at 9:16 a.m.

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

The Authority discussed staffing needs once the intergovernmental agreement with Clayton County goes into effect on July 1, 2018. After a general discussion, Ricky Clark made the following motion, seconded by Tim Gilrane:

- (a) To create the following positions as employees of the Development Authority: Executive Director (salary and other compensation previously approved); Deputy Director (minimum salary \$65,787.28); Project Manager (minimum salary \$65,787.28); and Office Manager (minimum salary \$40,025.86);
- (b) To offer the positions of Deputy Director (Deputy Economic Development Officer), Project Manager, and Office Manager to the individuals currently employed by Clayton County in those positions in the Office of Economic Development (Bill Keir, Tamara Patridge, and Mikisha Calloway, respectively), with a 60-day probationary period commencing July 1, 2018, and ending August 30, 2018;
- (c) To approve the job descriptions for the positions of Deputy Director, Project Manager, and Office Manager (the same descriptions as defined by Clayton

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County for each such position in the Office of Economic Development, respectively); and

- (d) To have the Executive Director make recommendations to the Authority at the August meeting regarding pay increases for each employee, based upon a to-be-development matrix of criteria (including length of tenure and employee performance) modeled after the matrix used by Clayton County to determine employee merit raises for FY2019.

The motion failed by a vote of 3-0-1 (Michael Edmondson opposed). After further discussion, Ricky Clark renewed his motion, seconded by Tim Gilrane, and it was unanimously:

RESOLVED:

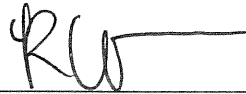
- (a) To create the following positions as employees of the Development Authority: Executive Director (salary and other compensation previously approved); Deputy Director (minimum salary \$65,787.28); Project Manager (minimum salary \$65,787.28); and Office Manager (minimum salary \$40,025.86);
- (b) To offer the positions of Deputy Director (Deputy Economic Development Officer), Project Manager, and Office Manager to the individuals currently employed by Clayton County in those positions in the Office of Economic Development (Bill Keir, Tamara Patridge, and Mikisha Calloway, respectively), with a 60-day probationary period commencing July 1, 2018, and ending August 30, 2018;
- (c) To approve the job descriptions for the positions of Deputy Director, Project Manager, and Office Manager (the same descriptions as defined by Clayton County for each such position in the Office of Economic Development, respectively); and
- (d) To have the Executive Director make recommendations to the Authority at the August meeting regarding pay increases for each employee, based upon a to-be-development matrix of criteria (including length of tenure and employee performance) modeled after the matrix used by Clayton County to determine employee merit raises for FY2019.

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 Tim Gilrane, it was unanimously:

RESOLVED: That the meeting be adjourned.

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Whereupon, the meeting adjourned at 9:34 a.m.

A handwritten signature in black ink, consisting of the letters 'R' and 'C' followed by a horizontal line extending to the right.

Ricky L. Clark, Jr., Secretary/Treasurer