

Industrial Board of Coffee County, TN, Inc.
May 17, 2023
MINUTES

The Industrial Board of Coffee County, TN, Inc. met in a regular session on Wednesday, May 17, 2023, in the Commission Hall at the Coffee County Administrative Plaza. Chairman Young called the meeting to order at 4:00 pm, welcomed the visitors thanked them for their attendance, and noted that a quorum was present.

Members Present

David Young
Brent Parsley
Huel Goldston
Greta Dajani
Sherry Douglas
Alex Rice

Staff

Anne Hosea-Majors

Guests

John Cofelt – Manchester Times

Call-In

Cameron Newton
Stephen Crook

T Total Attendance: 10
(9Board & Staff, 1 Guest)

- I. The agenda for the meeting was considered. A motion by Mr. Goldston, second from Mrs. Douglas that the agenda be approved as presented was put to a vote and passed unanimously.
- II. The minutes from the April 17 meeting were considered, a motion by Mr. Parsley and second by Mr. Dajani to approve the minutes as written. The motion was put to a vote and passed unanimously.
- III. The financial summaries for April 2023 were considered. With Mr. Parsley's motion, Mrs. Dajani seconded that the financial summaries be approved. The motion was put to a vote and carried unanimously.
- IV. **Directors Report** – Please see attached Directors Report May 2023
- V. **Chairman's Report** – Mr. Young reported that a new edition of Mr. Crook's written Director's report went into the board packets for the May meeting and would continue to be included from here on out. Mr. Young welcomed Mr. Alex Rice of CFC Recycling, who had been appointed by the Coffee County Commission in April 2023, to the board as the position 2 Tullahoma seat through December 2026. Mr. Young further informed the board that the Coffee County Commission appointed Mrs. Janie Colley to position 3 for Tullahoma, with her term running

through December 2028. Lastly, Mr. Young reported that he would be completing committee assignments before the June board meeting.

VI. Committee Reports

- A. **Park Development Committee** – No Report
- B. **Marketing Support Committee** – No Report
- C. **Budget and Finance Committee** – No Report
- E. **Tulahoma Area Economic Development Corp.** – No Report
- F. **Greater Manchester Economic Development Board** – No Report
- G. **Manchester Chamber of Commerce** – No Report
- H. **Tulahoma Chamber of Commerce** – No Report

VII. Unfinished Business – None

VIII. New Business – Mr. Young handed out two documents pertaining to Mr. Crook's employee review to the board members. The first document was a composite review of Mr. Crook's performance for the last year containing comments on job performance requirements and feedback from the entire board with a composite score. The second document was from the employee review committee, composed of one board member representative from each city and the county factions. The review committee met with Mr. Crook on Friday, May 12. This second document was the committee's final review and notes made by Mr. Young and a salary adjustment for Mr. Crook based on the review process. The committee's suggested salary adjustment was sent to all board members in the board packet. Mr. Young, at this time, reminded the board that during the March 2023 board meeting, there was no quorum present to approve the budget to be sent to the County Budget Office. However, it was agreed to be sent on with the Budget Finance Committee approval with the understanding that once a quorum was present, the full board would approve the submitted budget. Considering Mr. Crook's performance, Mr. Young requested a motion to approve an amended budget with a salary increase on the Executive Director Salary line item. *Mr. Parsley motioned to approve the recommendations of the employee review committee and the revised 2023/2024 budget for submission to the County Budget Office. Seconded by Mrs. Douglas, with no further discussion, the motion went to a vote and passed unanimously.*

Signed: Anne Hosea-Majors
Anne Hosea-Majors, Assistant Secretary

Signed: Brent Parsley
Mr. Brent Parsley, Secretary/Treasurer