

**BOOTHEEL REGIONAL PLANNING
AND
ECONOMIC DEVELOPMENT COMMISSION**

EXECUTIVE COMMITTEE

Minutes

October 19, 2017

Chairman Lonnie Thurmond called the meeting to order at 1:30 p.m. It is noted that a quorum of the BRPC Executive Committee Board Members was present.

Those in attendance included:

- Lonnie Thurmond, City of East Prairie
- Darrell Jones, Mississippi County
- Jessie Newson, City of Howardville
- Dave Wilkerson, Pemiscot County
- Carol Jarrell, Stoddard County
- Jonathan Douglass, City of Sikeston
- Julian Steiner, Stoddard County
- David Blalock, Executive Director, BRPC
- Angela Earnheart, Fiscal Officer, BRPC
- Willard Adams, BRPC

GROW MISSOURI LOAN FUND

The Grow Missouri Loan fund was created in 2004 and was closed in February 2008. When the loan fund was closed, the BRPC had a balance in the account and today the balance has reached \$18,548.59. The balance in the account is not the BRP & EDC's income and thus we cannot access the funds. The Department of Economic Development has recommended the BRP & EDC Executive Committee dissolve the Grow Missouri Loan fund account as a first step then a proposal can be submitted to use the funds for another eligible project. With a motion by Julian Steiner seconded by Darrell Jones, it was moved to dissolve the Grow Missouri Loan Fund account. Motion carried unanimously.

GRANT APPLICATION FEE

Executive Director David Blalock asked the Executive Committee to consider charging a 3% application fee for completion of grant applications such as police grants, fire grants, etc. if no administration funds are tied to the grant. The BRP & EDC would only receive payment if the grant application was awarded. It was noted other regional planning commissions in the region currently charge a similar fee.

AIR CONDITIONER BIDS

A total of three bids have been received by the BRP & EDC for the replacement of the air conditioning unit which serves the front of the building including the Fiscal Officer's office. It has been noted this unit is not large enough for the space it is cooling and has shut down and thrown the breaker on numerous occasions. Executive Director Blalock stated he recommends not replacing the unit at this time until such time as we receive notice of the Community Development Block Grant funding cycle applications for this fiscal year which were submitted in April 2017.

FINANCIALS

The June 2017 Budget Variance shows a deficit to budgeted income of \$155,787.50 and expenses at \$11,359.83 below budget. The Income Statement for the same time period shows a net deficit of \$37,033.72. The checking account balance is \$18,189.60 and the money market account balance is currently \$54,332.62.

The July 2017 Budget Variance shows a surplus to budgeted income of \$18,760.36 and expenses at \$6,166.38 below budget. The Income Statement for the same time period shows a net profit of \$36,931.03. The checking account balance is \$54,169.34 and the money market account balance is currently \$54,367.23.

The August 2017 Budget Variance shows a surplus to budgeted income of \$2,559.84 and expenses at \$3,904.07 below budget. The Income Statement for the same time period shows a net profit of \$30,472.52. The checking account balance is \$49,096.90 and the money market account balance is currently \$54,401.86.

The September 2017 Budget Variance shows a deficit to budgeted income of \$21,522.25 and expenses at \$10,152.23 below budget. The Income Statement for the same time period shows a net profit of \$24,642.89. The checking account balance is \$42,021.35 and the money market account balance is currently \$54,434.28.

EDA REVOLVING LOAN FUND

The Economic Development Administration has sent the final paperwork to dissolve the EDA Revolving Loan Fund and we are currently finalizing this process. The Economic Development Administration stated the BRP & EDC could give back the excess funds and dissolve the program with no penalty if that was the wish of the Executive Board. After a vote of the Executive Committee, Ms. Janet Miller of EDA forwarded the BRP & EDC a process to request termination of the RLF grant award. It was also noted the BRP & EDC has now received a letter from the Economic Development Administration stating the sequester funds must be returned to EDA which will be completed in the coming days.

USDA SET PLAN

Executive Director Blalock noted himself and Brent Stidham, Economic Development Director, are currently taking part in the SET plan for this region. Mr. Blalock requested an extension of time to update the BRP & EDC CEDS plan to match when the SET plan is due. The extension was granted by the Economic Development Administration. He noted the SET plan is the same as the current BRP & EDC CEDS plan with the SET being produced for the USDA and the CEDS plan being produced for the Economic Development Administration. Both plans will be completed by April 1, 2018.

FY 2018 CDBG APPLICATION PROCESS

It was noted the BRP & EDC has been notified the following cities and counties are interested in submitting an application for the FY 2018 CDBG funding cycle: cities of Parma, Lilbourn, Marston, Charleston, Homestown, Kennett, Gideon, Holcomb, Bertrand, Bernie, Essex, Catron, East Prairie and Vanduser and the County of Pemiscot.

VILLAGE OF PINHOOK RELOCATION PROJECT

The Village of Pinhook Relocation Project application has been submitted and the BRP & EDC is currently working through the environmental review process. A total of seven lots have been identified in Sikeston, one lot north of Sikeston on a family member's property and one lot identified in the city of Charleston. Mr. Blalock noted two environmental reviews have been completed at this time and one more is currently in the process. The Catholic Charities Organization will be providing construction management and a group of Mennonites will be building the new homes for the residents of Pinhook.

MEMBERSHIP DUES

It was noted the membership of the BRP & EDC is currently at 86% for the fiscal year. Other percentages through the years include: 2005 – 65%; 2006 – 64%; 2007 – 64%; 2009 – 68%; 2010 – 72%; 2012 – 80%; 2013 – 80%; 2014 – 79%; 2015 – 74%; 2016 – 77% and 2017 – 86%.

EXECUTIVE DIRECTOR NOTES

Mr. Blalock noted Cindy-Lyn White of the BRP & EDC staff is currently in the hospital and not in attendance today.

It was noted Mr. Jim Grebing has been added to the Budget and Finance Committee due to the fact Marilyn Fiddler of Malden has recently retired.

With there being no further business and with a motion by Darrell Jones seconded by Jessie Newson, the meeting adjourned at 1:52 p.m.

**BOOTHEEL REGIONAL PLANNING
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**FULL COMMISSION
Minutes
October 19, 2017**

Mr. David Blalock called the meeting to order at 2:15 p.m. It was noted that a quorum of the BRP & EDC members was present.

CONSENT AGENDA

Mr. Blalock asked for a motion to approve the June, July, August and September 2017 financials. With a motion by Lonnie Thurmond seconded by Ivone Smith, it was moved to approve the June, July, August and September 2017 financials. Motion carried unanimously.

Mr. Blalock next asked for a motion to approve the June and August 2017 minutes. With a motion by Ted Bellers seconded by Lonnie Thurmond, it was moved to approve the June and August 2017 minutes. Motion carried unanimously.

BRP & EDC PROPOSED BYLAWS CHANGE

A proposed change to the BRP & EDC Bylaws to read “Upon being absent from three (3) consecutive regular board meetings, a board member may be subject to dismissal from the board by a majority vote of the board. Said vote of the board shall only occur at a regular meeting following due notice, by letter from the Chairman of the board, to the board member under consideration. If a board member is dismissed or otherwise vacates their position, the Chairman can make recommendation to the board and the board can approve the candidate, to fill the unexpired term for the position on the board. These requirements only apply to section 5.3 for filling a position on the board.” It was noted the BRP & EDC board meetings are now bi-monthly thus missing 3 consecutive meetings will be a total of six months absent. Absenteeism from a board meeting does hinder the business to be conducted at the meeting when a quorum is not present. This change was approved by the Executive Committee at the June 2017 meeting and a vote of the full Commission board is now warranted.

With a motion by Ivone Smith seconded by Jonathan Douglass, it was moved to approve the proposed Bylaws Revision as presented. Motion carried unanimously.

CENSUS 2020

Mr. Blalock noted Census 2020 is coming soon and the Local Update of Census Addresses Operation (LUCA) will be the only opportunity offered to review and comment on the U.S. Census Bureau’s residential address list for jurisdictions.

FY 2018 CDBG APPLICATION PROCESS

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GUEST SPEAKER – JOEL EVANS, PRESIDENT & CEO DAEOC

Executive Director Blalock introduced Mr. Joel Evans, President and CEO of DAEOC. Mr. Evans began by giving an overview of the Individual Readiness Training Operation Healthy Delta in coordination with the Delta Regional Authority recently held. The locations for the Health Fair were Hayti, Caruthersville and Charleston, Missouri. The soldiers provided medical screenings, sports physicals, vision screenings and provided glasses on site, along with dental services including extractions, cleaning and fillings. A total of 4,700 patients were seen at both locations. The total of services in patient value was approximately \$2 million.

An application for a Health Fair in 2019 has already been completed.

EXECUTIVE DIRECTOR'S REPORT

Mr. Blalock noted any community wishing to apply for the 2018 CDBG cycle should begin working on those applications at this time. The BRP & EDC is currently working with a few communities on updating their LMI.

Mr. Blalock announced Cindy-Lyn White, Director of Community Development, is currently in the hospital and not in attendance today.

Executive Director Blalock then recognized Angela Earnheart, Fiscal Officer, for 25 years of service with a plaque.

NEXT MEETING DECEMBER 21, 2017

Executive Director Blalock noted the next regular meeting will be December 21, 2017.

With there being no further business, the meeting was adjourned at 2:00 p.m.

Lonnie Thurmond, Chairman

Date