

**CITY OF MEMPHIS AND SHELBY COUNTY COMMUNITY REDEVELOPMENT
AGENCY BOARD MEETING**



Board of the City of Memphis and Shelby County Redevelopment Agency

Meeting held at CRA Offices / 850 N. Manassas - Gould Cottage / Memphis, TN 38107

Thursday, April 6, 2023

8:30 a.m.

Board Present: McKinley Martin Jr. – Chairman
Ann Langston – Secretary
Sam Cantor – Treasurer
Emily Greer
Amy Schafflein

Absent: Kandace Stewart – Vice Chairperson
Deveney Perry

Also Present: Andrew Murray – CRA President
Lobelia Cole-Smith – CRA CFO
Cynthia Durham – CRA Staff
Lisa Ivy – CRA Staff
Erin Cole – CRA Staff
Vivian Ekstrom – CRA Staff

Guests: Tanja Mitchell – Mitchell Consulting

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, April 6, 2023, at CRA. All Board Members were present with the exception of Kandace Stewart and Deveney Perry.

CALL TO ORDER

Chairman Martin officially called the meeting to order at 8:32 a.m. and a quorum was present.

I. (Board Action) APPROVAL OF MINUTES for March 2, 2023

Chairman Martin called for approval of the Board minutes from March 2, 2023. Board Member Ann Langston made a motion and Board Member Sam Cantor seconded it. The Board meeting minutes were approved unanimously by the Board.

II. PUBLIC COMMENTS

Tanja Mitchell of Mitchell Consulting introduced herself stating that she was a former CRA staff member who started her own consulting firm and attended the meeting to say hello.

III. (Board Action) Resolution 040623A – APPROVING POLICIES FOR THE SINGLE FAMILY REHAB PROGRAM

Board Member Ann Langston reported that the Policies and Procedures Committee worked with the CRA staff on putting written procedures together to make things clearer on how the process works. To determine resident's 'level of need', the use of a check-list scoring factor scale was suggested.

Lisa Ivy/CRA Director of Single Family Home Rehab (SFHR) talked about the items in the policy that her department is requesting the Board to approve, and why. President Murray gave an overview of some of the items that were discussed and what CRA's goals are for various programs. The SFHR's department's goal is to fully renovate 45-50 homes per year under the TIF. Also, with the \$500,000 ARPA (Non-TIF) funds that CRA received from the City, the department will be able to do even more specific repairs under this additional Emergency Home Repair Program, to be utilized in the Uptown TIF.

President Murray provided a map showing where the completed CRA home renovations are located and how it is impacting a wide stretch of the neighborhood. He also included a written example of the intake process and decision-making qualification criteria. He highlighted and talked about some of the main language changes in the resolution guidelines, including confidentiality disclosure. A detailed discussion followed.

Board Member Ann Langston, as Chairperson for the Policies and Procedures Committee moved that the Board approve Board action Resolution 040623A, Policy changes for the Single Family Home Rehab Program. It was seconded by Board Member Sam Cantor. Resolution 040623A was approved unanimously by the Board.

IV. UPDATE ON CRA PROPERTIES AND RFPs (Discussion item approx. 30 minutes)

Kimani Shotwell/CRA Director was unavailable to attend today's meeting, therefore his update on CRA properties will be rescheduled for the May Board meeting. Staff member Vivian Ekstrom gave a quick update on the RFPs. A question and answer session followed.

V. REPORTS FROM COMMITTEES

Policies & Procedures Committee: Ann Langston reported:

The committee continues to work on cleaning up the TIF manual by addressing small issues and making it more efficient to use.

Personnel Committee: Emily Greer reported:

She and President Murray are trying to determine when the Employee Handbook was last seriously reviewed by a labor attorney, she would like to it reviewed. She asked the Board for suggestions.

Finance Committee: Sam Cantor reported:
The committee has not met.

Nominating Committee: Emily Greer replaced Kevin Spragling as chairperson.
Emily will give an update report at the May Board meeting.

VI. STAFF UPDATES

Financials Update: CFO Lobelia Cole-Smith reported:

- The Board is to receive the current financial reports later today. CRA continues to have a positive cash position and is operating on current TIF funds. Payroll taxes and accounts payable are current. The audit is still tentatively scheduled for May.
- Line of Credit: should be finalized today. CRA's interest rate is 4.8%/non-taxable and 6%/taxable.
- President Murray reported that for the next six months CRA will be operating partially on borrowed funds.
- Board Member Ann Langston recommended putting out an RFP for an auditor for next year.

Legal Update: CRA Attorney Council Monice Hagler was not in attendance.

VII. UNFINISHED BUSINESS

No report update.

VIII. NEW BUSINESS AND OTHER ANNOUNCEMENTS

- President Murray has submitted the CRA annual report and posted it on the CRA website as well.
- President Murray introduced Erin Cole, a new part-time hourly employee. Erin gave a bit of background information. She mentioned a few noteworthy things that are going on at CRA and in the community. The Board welcomed Erin aboard. Upcoming events mentioned were the ribbon cutting events for the Greenline and Morris Park.

Chairman Martin called for a motion on the floor to approve the Resolution for Kevin Spragling and his years of service on the CRA Board of Directors. The motion was moved by Board Member Sam Cantor and seconded by Board Member Amy Schaflein. The motion was approved unanimously by the Board.

The next CRA Board meeting will be held in person at the CRA offices on Thursday, May 4, 2023, at 8:30 a.m.

IX. ADJOURNMENT

The meeting was adjourned at 9:38 am.

Respectfully submitted,


Ann W. Langston, Secretary