

**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, December 7, 2023

8:30 a.m.

Board Present: McKinley Martin Jr. – Chairman
Kandace Stewart – Vice Chairperson
Sam Cantor – Treasurer
Amy Schafflein
Deveney Perry
Emily Greer

Absent: Ann Langston – Secretary

Also Present: Monice Hagler – CRA Counsel
Andrew Murray – CRA President
Lobelia Cole-Smith – CRA CFO
Cynthia Durham – CRA Staff

Guests:

A meeting of the Board of Directors (“Board”) of the City of Memphis and Shelby County Community Redevelopment Agency was held on Thursday, December 7, 2023, at CRA. All Board Members were present except for Ann Langston/Secretary.

I. CALL TO ORDER

Chairman Martin called the meeting to order at 8:38 a.m. A quorum was present.

II. (Board Action) APPROVAL OF MINUTES for November 2023

Chairman Martin called for a motion on the floor. Board Member Greer moved that the Board approve the November 2nd Board Meeting Minutes. It was seconded by Board Member Cantor. The motion was passed unanimously by the Board.

III. PUBLIC COMMENTS

There were no public comments.

IV. (Board Action) RESOLUTION 120723A – APPROVAL OF REVISIONS TO THE CRA EMPLOYEE HANDBOOK

Chairman Martin noted that the attendees at the Personnel Committee meeting were all present at today's Board meeting. He asked if there were any questions before calling for a vote to approve the resolution, there were no additional questions.

Chairman Martin called for a motion on the floor. Board Member Schaftelein moved that the Board approve the revised CRA Employee Handbook. It was seconded by Board Member Greer. The motion was passed unanimously by the Board.

V. EXECUTIVE SESSION (closed to the Public)

Executive session started at 8:49 and ended at 9:20am.

Chairman Martin called for a motion on the floor. Board Member Greer motioned for approval from the Board to have CRA's Attorney Monice Hagler to respond to Patricia Wainwright/homeowner that CRA will consider subordinating the lien under the condition that CRA is released from all liability from the homeowner's claim. The Board also authorizes staff to consider subordinating the loan under the same condition. It was seconded by Board Member Cantor. The motion was passed unanimously by the Board.

VI. REPORTS FROM COMMITTEES

Finance Committee (Sam Cantor):

No updates to report. He suggested scheduling a Finance Committee meeting after the financial statements for December are completed, to review the actual versus budget operational side of the business. Board Member Greer recommended that President Murray include a monthly financial overview presentation highlight to the meeting.

Personnel Committee (Emily Greer):

- Next on the Board's list of items to be addressed is the Employee Succession Plan. An example framework will be emailed to Board members.
- The committee will also address Board evaluations the first part of 2024 in order to decide, as a board, what the Board wants to achieve in an evaluation of the Board as a best practice.

Policies & Procedures (Ann Langston):

No updates to report. Board member Langston was not present.

VII. STAFF UPDATES

Financials Update: *Lobelia Cole-Smith reported:*

- Financials were emailed to the Board.
- CRA continues to have a positive cash position.
- CRA is currently operating on TIF funds.
- Accounts payable and payroll taxes are current.
- The FY 2021-2022 audit is in progress. A status update meeting took place recently. The audit firm is still awaiting monthly report documents from the County in order to test the parcels for Binghampton, Uptown 2 and Uptown 3. Another meeting is scheduled for today. The goal is to have this finalized before year end.
- The expenses for contract labor will decrease due to the lot/lawn maintenance block crews program winding down for the season, which concludes each year by the end of October.

President's Update: *President Andrew Murray reported:*

- Completed the Employee Handbook
- Getting a new phone system as well as new I.T. items.
- Having good conversations with grant giving entities. The PowerPoint presentation will be shared with the Board.
- CRA's 9th newsletter to be emailed/mailed out in December 2023.

Board member Greer requested that the President Murray give a quarterly goals/progress update.

Board member Cantor stated that the CRA Board needs reports from CRA on the approved Klondike TIF.

- The CRA annual report will come from CRA staff Erin Cole by 12/20/23, to be presented to the incoming Mayor, community members, elected officials, etc.
- It was suggested that CRA give a presentation to the City Council/County Commission during one of their training lunch break periods.

Legal Update: *CRA Counsel Monice Hagler reported:*

No updates to report.

VIII. UNFINISHED BUSINESS

President Murray reminded the Board that he will be speaking at the Pennrose ribbon cutting ceremony scheduled for today at 1:00 pm.

IX. NEW BUSINESS AND OTHER ANNOUNCEMENTS

Chairman Martin announced that the January 2024 CRA Board meeting may be cancelled.

The next CRA Board meeting date is to be determined.

X. ADJOURNMENT

The meeting was adjourned at 9:46 am.

Respectfully submitted,



Ann W. Langston, Secretary