

HENRY COUNTY DEVELOPMENT AUTHORITY

MEETING MINUTES

February 5th, 2025

I. SWEARING IN OF NEW BOARD MEMBER

Mr. George Patterson was sworn in as a member of the Board of Directors for the Henry County Development Authority by Henry County Probate Court Judge Kelly Powell. Mr. Patterson will represent Henry County Commission District IV.

II. CALL TO ORDER

The regularly scheduled meeting of the Henry County Development Authority (HCDA) was held in the conference room of its offices located at 125 Westridge Industrial Blvd, Suite 101, McDonough, GA, 30253. The board members present included: Charles Marshall, David Crow, Cynthia Andrews, Pierre Clements, George Patterson and Eddie Ausband. Staff members present were Sharon Hill, HCDA Executive Director, Susan Wise, Manager of Business Development and Elizabeth Sibdhannie, Administrative Assistant (Temporary) were present.

Stephen Morris, Legal Counsel, a member of the law firm Meadows, Macie & Morris, was in attendance.

Vice Chairman Eddie Ausband called the meeting to order at 8:10 a.m.

III. CALL ROLL/QUORUM/NOTICE OF MEETING

Board Secretary David Crow advised Vice Chair Ausband that a quorum was present and verified that the meeting notices were properly posted.

IV. APPROVAL OF AGENDA

Vice Chairman Ausband asked if there were any changes to the agenda that needed to be made or if there was a motion to approve the agenda. Mr. Clements made a motion to approve the agenda and Ms. Andrews seconded; the motion to approve the agenda as presented passed unanimously.

V. GUEST PRESENTATIONS

None

VI. APPROVAL OF MEETING MINUTES

- January 7th, 2025

Vice Chairman Ausband confirmed that each Board member reviewed the minutes from the January 7th, 2025, meeting, and asked if there were any questions or comments or if there was a motion to approve the Meeting Minutes as presented. Prior to the acceptance of a motion, Ms. Andrews requested a

change be made under Executive Session that the motion should read “that would allow for a one-time retention bonus” instead of “a one-time performance and retention bonus.” A motion was then accepted from Mr. Clements to approve the revised meeting minutes for January 7th, 2025. Mr. Crow seconded the motion. The motion passed unanimously.

VII. STANDING REPORTS

STAFF REPORTS

- **INVOICES/FINANCIALS/CORPUS**

Ms. Hill provided a high-level report on the HCDA’s monthly financial totals. Ms. Hill stated from the three accounts with United Community Bank, one account is now closed from a REBA grant that was provided to New Cold. New Cold is currently in receipt of the grant funding.

Ms. Hill advised that beginning this month, the accounting firm Fulton and Kozak will handle monthly bookkeeping services for the Corpus accounts, which include the credit card account and funds in banking accounts. The firm will review monthly transactions as well as bring all accounts current beginning from year 2022. The firm has also been asked to provide policies and procedures surrounding our financial transactions. Going forward, the accounting firm will oversee all financial transactions for the Authority’s corpus accounts.

Ms. Andrews advised the Board of discussions that she and Ms. Hill had with Mauldin & Jenkins regarding our audit. The Board decided to wait to get feedback from Fulton and Kozak prior to engaging in a separate, more comprehensive audit with Mauldin and Jenkins. Ms. Andrews requested the Board have further discussions at its March meeting regarding Mauldin & Jenkins performing a comprehensive audit for the Authority.

Ms. Andrews made a motion to approve the financials as discussed. The motion was seconded by Mr. Marshall. The motion passed unanimously.

- **BUSINESS DEVELOPMENT REPORT**

Ms. Wise presented the Business Development report, which included a preview of how information could be provided to the Board for performance monitoring. The report should include key performance indicators for each project. Those performance goals can include the following areas: Prospect Development, Projects Announced, Expansion Projects, Industry by Target Segment and Property Inventory. This information will be tracked by the calendar year. Ms. Wise stated there were forty (40) Request for Information (RFIs) prospects in January, and four (4) as of February 4th. The Authority currently houses its data in HubSpot.

Mr. Clements stated the priority of the Authority is to get its infrastructure in place. Once that occurs, then the Authority can begin to look at its goals and objectives.

MARKETING REPORT

No Report.

- **ESTABLISHED INDUSTRY REPORT**

Ms. Hill reported she had two industry visits for this month. S2 International is a logistics expediting company which celebrated 20 years of doing business in Henry County. It is a Woman Owned Business which has been named on the list of top companies to do business in the Trucking industry. She also reported on attempting to create a partnership with Henry Piedmont Hospital, Southern Crescent Technical College and Henry County Schools that would provide a work-based medical learning pipeline for the county.

The Hospital is having its Topping Ceremony as part of its expansion project.

COMMISSION DISTRICT REPORTS

D1: No Report

D2: Mr. Clements reported that Commissioner Neat Robinson was voted as Vice Chair of the Board of Commissioners.

D3: No Report

D4: Mr. Patterson reported that individuals in District IV are interested in the STEM program. He also requested obtaining additional information on data centers.

D5: No Report

County at Large: Mr. Marshall reported on his conversations with Commission Chair Carlotta Harrell. He said she is concerned about traffic congestion north of Hwy 155. Also, companies need to know/be exposed to buildings or land available south of Hwy 155 to try to mitigate the traffic congestion we are facing north of Hwy 155.

Mr. Marshall stated that companies are interested in a mixed-use retail development to be built closer to their locations. To provide housing and retail shops to help support their efforts to bring in more employees from outside of Henry County.

Ms. Hill stated that what we must now look for is to solve zoning and transportation issues, specifically transportation corridors which can remove traffic from our major thoroughfares. She stated the most recent T-SPLOST will have funding to correct some of those concerns.

Ms. Hill and Mr. Marshall stated that HCDA and Board members are going to plan on having more meetings with the Henry County Board of Commissioners for them to collectively be informed on HCDA's initiatives.

Ms. Hill pointed out there is a need for HCDA to start planning retreats to ensure the Authority is in sync with the County's mission.

VIII. EXECUTIVE SESSION

No executive session was held

IX. LEGAL MATTERS

Legal Counsel, Mr. Morris provided an update on the Bowery Farms litigation. The building owner is attempting to Meadows, Macie & Morris are still on pause with that. They are running the business side and the underlying property owner is trying to get somebody in the property. They have some good leads but that's going to be work in progress.

Mr. Morris provided an update on the expansion project of US Cold. There has been a delay with the project's closing.

Ms. Andrews requested to add at this point the topic of D and O insurance. Mr. Morris stated that Counsel is working on gathering all the information requested from ACCG. Ms. Hill advised that the law firm is waiting on requested meeting minutes from the Authority prior to the moving forward with this request. This item will remain on the agenda for the March meeting.

X. OLD BUSINESS

○ Discussion of Representation for Legal Services

- Law office of Meadows, Macie & Morris, P.C.

Vice Chairman Ausband stated that the Board wants to redefine the scope of duties, lay out work expectations for legal services. The new Board Chair and Ms. Hill will work with Meadows Macie & Morris to clarify and/or redefine the Henry County Development Authority's legal agreement with firm. A new representation agreement should be provided for review and the March board meeting.

○ Update of Financials/Audit

Information on the financials and audit was discussed in the earlier financial report

○ Update of HCDA Search/Position

Ms. Hill stated the Chason Group has posted the Project Manager - Business Development position on various websites including Chason's website, SEDC, and GEDC. Hoping to fill the Project Manager - Business Development position by mid-March.

Ms. Hill stated that interviewing for the Operations Specialist position will start February 11th. The Operations Specialist position will handle the Authority's financial matters to include managing our corpus and county accounting, invoicing, accounts payable, bonds and grants. Out of 118 applicants for the Operations Specialist position only 6 were qualified.

Ms. Hill would like to have this position filled by March 1.

The Workforce Development position (that person would go and make the connections with education needs and our industries) was presented to the County's Budget Council. A decision

will be made by March. Also, the need of more office space was presented to the Council. Ms. Hill stated an Administrative Assistant position is also needed. That position request has not been made to the County Manager's Office yet.

- **Election of Officers**

Vice Chairman Ausband opened the floor for the vote of nomination for Chairperson for Henry County Development Authority Board of Directors. Mr. Marshall made a motion to nominate Mr. Clements for Chairman, it was second by Mr. Crow, and the motion was passed unanimously.

Vice Chairman Ausband opened the floor for the vote of nominations for: Vice Chairperson of Henry County Development Authority Board of Directors. Mr. Crow made a motion to nominate Mr. Ausband for Vice Chairman, it was seconded by Mr. Clements, the motion passed unanimously.

Ms. Andrews made a motion for Mr. Crow to serve as Secretary of Henry County Development Authority Board of Directors. It was seconded by Mr. Clements, the motion passed unanimously.

Mr. Clements made a motion to nominate Ms. Andrews for Treasurer of Henry County Development Authority Board of Directors. It was seconded by Mr. Crow, the motion passed unanimously.

XI. NEW BUSINESS

- **Henry County Chamber of Commerce Annual Awards and Installation Gala**

The Henry County Development Authority's Board approved a sponsorship for the Henry County Chamber of Commerce's Annual Awards and Installation Gala to be held Friday, February 7th, 2025.

- **Henry County Arts & Culture Alliance Evening of Elegance** to Benefit Unity Grove Rosenwald School Restoration to be held March 22, 2025, at the Eagles landing Country Club in McDonough GA.

Chairman Clements made a motion to support the Henry County Arts & Culture Alliance Evening of Elegance to Benefit Unity Grove's Rosenwald School Restoration event March 22, 2025. Vice Chairman Ausband seconded the motion, the motion passed unanimously.

XII. ADJOURN

Vice Chairman Ausband accepted a motion made by Mr. Crow, to adjourn the February 5th, 2025, meeting of the Henry County Development Authority Board of Directors, it was seconded by Mr. Clements. The meeting adjourned at 10:02 a.m.

David Crow, Recording Secretary

Eddie Ausband, Vice Chair