

**Minutes of the Regular Meeting of the
Board of Directors of the Camden County
Joint Development Authority
January 12, 2023**

The Board of Directors of the Camden County Joint Development Authority held a regular meeting in the Sure Stay Hotel conference room in St. Marys, Georgia, on January 12th, 2023. There were present and participated at the meeting the following Board members: Tanya Glazebrook, Greg Lockhart, Rachel Baldwin, Danny Wheeler, Jim Lomis, Louise Mitchell and Royce Proctor. Also, in attendance were staff members James Coughlin, Darren Harper, and Hazel Shaw.

The meeting was called to order by the Chair at 9:00 a.m. Ms. Glazebrook noted that a quorum was present for the meeting.

Welcoming of new Board Member – Royce Proctor: Chair Glazebrook introduced the new Board Member, Mr. Royce Proctor as a County Representative. Mr. Proctor was graciously welcomed by the Board.

Amendments to and adoption of agenda: Chair Glazebrook asked for a motion to adopt the agenda if there were no amendments. A motion was made by Mr. Lockhart to adopt the agenda as it read. The motion was seconded by Mr. Lomis. The Board voted unanimously to approve the motion.

Approval of the minutes of the December 8th Regular Meeting: A motion was made by Ms. Baldwin to accept the minutes of the December 8th regular meeting. The motion was seconded by Mr. Lockhart. The Board voted unanimously to approve the motion; a copy of the minutes is attached.

Identify James Coughlin as the "Business Officer for Credit Cards" to comply with requirements of the new JDA credit card provider: Chair Glazebrook explained that the JDA has a new credit card processing company which has requested that Mr. Coughlin gets approval from the Board to add him to the accounts as the "Business Officer for Credit Cards" to grant him access to discuss details about the JDA credit cards accounts. A motion was made by Mr. Lomis to add Mr. Coughlin as the "Business Officer for Credit Cards" to the accounts. The motion was seconded by Ms. Baldwin. The Board voted to unanimously approve the motion.

Treasurer's Report: Mr. Lomis reported on the year-to-date financials as included in the Board packet. A motion was made by Mr. Lockhart, and seconded by Mr. Wheeler to accept the Treasurer's report. The Board voted unanimously to approve the motion; copies of the financials are attached.

Staff Reports: Mr. Coughlin and Mr. Harper gave a detailed verbal and written report on their activities during the past month, along with current initiatives and projects. Copies of the written reports are attached.

Mid-Term Goals and Budget Review: Mr. Coughlin provided a brief overview of the Goals for the Fiscal Year ending 2023 revised by the Staff that was presented at the December 8th meeting. After a brief discussion, Mr. Lockhart made a motion to accept the revised Goals after making a

few modifications. Ms. Baldwin seconded the motion and it was unanimously voted by the Board to approve the motion.

Election of Officers: Chair Glazebrook gave a brief reminder of the succession plan process and the establishment of Officer Term Limits for the Board Members of the JDA. The Chair then presented to the Board names of Officers to be considered as follows: Greg Lockhart from Vice-Chair to Chair, Jim Lomis to remain as Secretary/Treasurer and Rachel Baldwin as to step in as Vice-Chair. A Motion was made by Mr. Wheeler to accept the new Election of Officers. The motion was seconded by Ms. Mitchell. The Board unanimously voted to approve the motion.

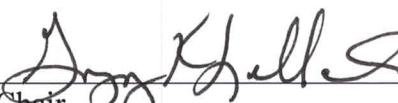
Executive Session – Personnel: CEO Annual Evaluation: At 9:49 a.m. Mr. Lomis made a motion to go into Executive Session to discuss Personnel matters regarding the annual evaluation of the CEO. The motion was seconded by Ms. Mitchell. The Board voted unanimously to go into executive session.

At 10:08 a.m., Mr. Lomis made the motion to return to regular session. It was seconded by Ms. Baldwin and unanimously approved by the Board to return to regular session. The Board returned to regular session at 10:08 a.m.

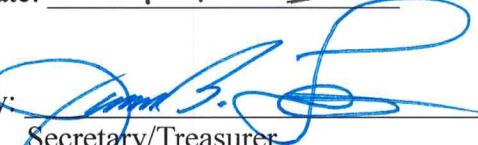
Personnel: Chair Lockhart asked for a motion pertaining to the personnel matters discussed in Executive Session. A motion was made by Mr. Lomis to recognize Mr. Coughlin’s performance as the Executive Director as in the past year with a 10% pay increase effective February 1st, 2023, an additional week of vacation and an allocation of \$5,000 in the budget for certification/tuition and travel related to that. The bonus opportunity or job incentive plan will remain the same as stated in his contract with a \$3,500 bonus for 21-50 new jobs. The motion was seconded by Ms. Mitchell. The Board voted to unanimously approve the motion.

Adjourn: A motion was made by Mrs. Glazebrook, seconded by Ms. Baldwin, and approved unanimously to adjourn the meeting at 10:08 a.m., at which time the meeting was adjourned.

CAMDEN COUNTY JOINT DEVELOPMENT AUTHORITY

By: 
Chair

Date: 2/9/2023

By: 
Secretary/Treasurer

Date: 2/9/2023