

CDCPDA – Wednesday, October 28, 2020 Meeting

Time: 6PM-730PM

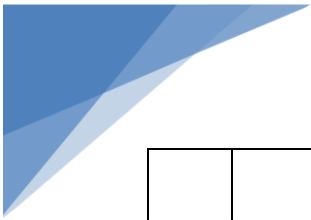
Location: Virtual via Zoom



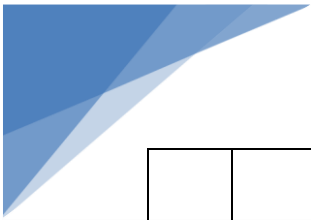
Meeting Minutes:

- Attendance
 - Present (Board): Mr. Gerald Bradford, Ms. Shaude' Moore, Ms. Patricia Hayden, Rev. Dr. Phyllis Beaumonte, Dr. Rayburn Lewis, Mr. John Yasutake, Mr. Chukundi Salisbury, Mr. Kelly Jefferson, Dr. Carver Gayton
 - Staff: James King II, Kathleen Johnson
 - Guests: Adrian Collins, Benita Thomas, Morgan Damerow

Item	Discussion point	Notes	Action	Assignment
1	Meeting called to order at 6:05	Quorum called present	Motion to approve the agenda – 2 nd and accepted	
2	Meeting minutes	Approval deferred till quorum obtained	<ul style="list-style-type: none">• Motion to approve the agenda – 2nd and accepted	No Actions
3	Title Transfer and Interagency Agreement	<ul style="list-style-type: none">• Agreement signed with SCC to act as our Interim PM Team to	None from the Board at this time	



		<p>get contracts complete with the State</p> <ul style="list-style-type: none">• We, the PDA does not own the building but we act as the Administrators over the facility. Title Transfer is now at the state were the DOC and DOES have worked with one another and a deed is underway but the state is onboard.		
4	Committees	<ul style="list-style-type: none">• Finance chaired by Mr. Yasutake – Homestreet Bank Account established and all Officers signed off as of 10/27/2020.• Process and Procedure for handling expenditures associated with \$ amount. Treasurer is proposing any amount or \$2,500 requires only the treasurer or designee. Anything over requires two signatures. As to be presented to the board• Facilities chaired by Mr. Bradford – Construction started on the 6FL on 10/19 by McKinstry. Expected date of completion 02/19/2021• Parking Lot Project – start date 11/22/2020 (69 parking slots with 3 Handicap stalls and new wheel stops to be	<p>(Finance) Motion for check amounts \$2,500 or less a signature from one of the board members is sufficient. \$2,500 – or over a 2nd signature is required. 2nd and accepted</p> <ul style="list-style-type: none">• Will look into 4 ADA slots per request from Treasurer John Yasutake.	



		<p>replaced date of completion 12/18/20 per SCC – DBE to do the work on the asphalt</p> <ul style="list-style-type: none">● IT Cabling Audit in Progress at this time – 12/15 deadline 01/08● ADA Compliance needs to happen before we can start occupancy. Realistic date Q3 2021.● Programs and Partnerships – Want to move to the heart of the work which is figuring out who will be in the facility. 12/9 we start having informal reports from community partners interested in space in the facility via 5-7 minute presentations. Community Communications chaired by Kelly Jefferson.● Meeting with Omari Salisbury and D1 and pricelist sent over and waiting to discuss proposal.● James added as a Website and Facebook Administrator● Mission and Vision requested to be added to Website and Social Media		
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5	President's report			
a	Open Board Position	Deferred		
6	Topline Goals and Objectives	<ul style="list-style-type: none"> Review of Goals and Discussion 	<p>Organize process and officers will invite other board members to the discussion over the next 3-4 months</p> <p>Will discuss in two weeks in preparation to vote</p>	<p>Planning necessary to include:</p> <p>Patricia Hayden</p> <p>Carver Gayton</p> <p>Phyllis Beaumonte</p>
7	Strategic and Process Planning (Partnerships and Programs)	Planning underway and will continue in the next 3-4 months and will involve discussion/input from others	No action taken	See "Item #6"
8	Public Comments	<p>Dr. Gayton: Discussion of a motion for a letter of recommendation in regards to Lynn French. "" I move that the board of Directors authorize the Board President to draft and execute, a favorable letter of reference and recommendation on behalf of Lynn French for all the planning and work performed in developing the CD CPDA and facilitating the transfer of title for the SVI building to the CD CPDA."</p> <p>Discretion of the chair to bring letter back to the board for discussion</p> <p>Next Meeting scheduled for 11/11.</p>	<p>Motion to approve the letter – 2nd - Call for questions/discussion and accepted – All approved</p>	



9	Training (PDR) – Required for CDCPDA Board/Staff		No Actions	
10	Adjourned at 8:54	None		