



Agenda

JCDA BOARD OF COMMISSIONERS MEETING

Friday, January 15, 2020 – 8:00 a.m.

Brent Long, Chair

1. Call to Order/Welcome – This is an *electronic meeting in accordance with TN Governor Lee's Executive Order No. 51 extending safe, open, and transparent public meetings by electronic means while determinations for how to return to safe, in-person meetings remain ongoing.*
2. Roll Call –Hank Carr, Shannon Castillo, Tracy Johnson, Jodi Jones, Brent Long, Freddie Malone, Aaron Murphy, Lindsay Nickels, William Roller, Seth Thomas, Craig Torbett, Robert Williams, and Joe Wise.
3. Approval of December Minutes
4. Presentation of the FY19/20 Audit by BCS
5. Approval of Financials
6. John Sevier Task Force
 - a. Operations
 - b. Disposition
7. Human Resources Committee
 - a. Approval of Associate Evaluation Form
8. Chair Report
9. Staff Reports
10. Adjourn



Minutes

JCDA BOARD OF COMMISSIONERS MEETING

Friday, December 11, 2020 – 8:00 a.m.

Brent Long, Chair

1. Call to Order/Welcome – This is an *electronic meeting in accordance with TN Governor Lee's Executive Order No. 51 extending safe, open, and transparent public meetings by electronic means while determinations for how to return to safe, in-person meetings remain ongoing*. This meeting was called to order at 8:03am by Chairman, Brent Long.
2. Roll Call –Hank Carr, Shannon Castillo, Tracy Johnson, Jodi Jones, Brent Long, Freddie Malone, Aaron Murphy, Lindsay Nickels, William Roller, Seth Thomas, Craig Torbett, Robert Williams, and Joe Wise.
Staff Present: Lindsey Jones, Dianna Cantler, and Jim Dorton.
3. Approval of November Minutes: Freddie Malone made a motion to approve the November Minutes. The motion was seconded by Shannon Castillo. Motion passed.
4. John Sevier Task Force
 - a. Recommendation of Management Agent: Presented by Dianna Cantler and Jim Dorton. Dianna Cantler shared that M&M has managed the John Sevier for nearly 20 years and is currently in a month to month agreement. The JCDA Staff have asked for some modifications to the Management Agreement, in which M&M has elected not to do so. The goal of the JCDA is to ensure a clean, safe and healthy environment for the residents of John Sevier. To better serve the residents of John Sevier, the JCDA has examined other management agents. Jim Dorton shared the evaluation of four different categories and twenty aspects of concerns. He also shared the potential savings of changing management companies. It appears that switching to the JCHA would not only be beneficial for expenses, but better serve the John Sevier Residents.

Hank Carr made a friendly amendment to the committee's recommendation to add that the chairman of the JCDA has the right to spend up to \$25,000 for retention incentives if necessary, to remain through the end of the contract period. Dianna Cantler covered the management recommendation press release. Joe Wise made a motion to capture all three points regarding the committee's recommendation for management, the friendly amendment for retention incentives, and the motion to

approve the press release. The motion was seconded by Freddie Malone. Motion passed.

- b. Approval of End of Year Bonus: Presented by Dianna Cantler. Dianna Cantler made the recommendation to allocate \$4,500 for bonuses for the staff of John Sevier. She received an evaluation of each employee provided by M&M. Bonuses are weighted on what position they hold and how long that have been employed. Bonuses would come out of the John Sevier Operating account. Hank Carr made a motion to approve the end of year bonuses. Jodi Jones seconded the motion. Motion passed.

5. Financial Report and Recommendation from BCS

Jim Dorton presented the recommendation letter from BCS regarding the audit and their determination that we were not reporting for John Sevier properly and needed to be set up on a full accrual commercial basis. No action was required.

Jim Dorton also presented the audited financials for FY20 for HUD. The HUD report was filed and attached in the board packet. July through October statements were presented.

- i. The TIF Account balance is: \$1,635,161
- ii. Downtown Centre TIF account balance is: \$201,473
- iii. The JCDA Operating account balance is: \$293,121
- iv. The JCDA Savings account balance is: \$193,426
- v. The John Sevier Reserve account balance is: \$152,393
- vi. The John Sevier Rental account balance is: \$94,669
- vii. The John Sevier Security account balance is: \$31,889
- viii. Total Cash Position is: \$2,602,138
- ix. Total year to date revenue is: \$816,638
- x. Total year to date expenses are: \$1,060,504
- xi. Net loss is: (\$243,866) which was due to paying \$500,000 payment on the John Sevier Loan, which is a reduction in debt.

- 6. Chair Report: Brent Long shared with the Board that on Wednesday, December 16th at 11:45am, the JCDA will be providing meals to the John Sevier Residents and Staff, along with small Christmas gifts.

- 7. Staff Reports: Staff Reports are found in the packet. Lindsey Jones shared an update on the planning of 2021 Marketing Plan for Downtown and shared upcoming plans on business recruitment. Dianna Cantler shared an update on the staffs KRA's and KPI's, that is part of the leadership coaching process with Summitt Leadership.

- 8. Adjourn: Meeting was adjourned by Chairman Brent Long at 8:55am.

ATTEST:

Chair: _____

Treasurer: _____

These minutes were approved in open meeting on this the _____ day of _____, 2020.

John Sevier Operations Report

Thank you to the Board members who helped hand out meals to the JS residents on Dec. 16 and gifts on Dec. 17. Anne Shelton has shared that the residents really appreciated both. Both cost under \$3000, which we believe was money well spent. Residents also received a letter from the JCDA to their doors on Friday, December 16 regarding the proposed management change.

The Property Manager Dave Browser was hospitalized for several days in December, however the Leasing Manager Anne Shelton did an excellent job managing the staff.

The monthly Operations Meeting with M&M was cancelled in December due to staff vacations and health issues. The financial report follows this page. We have reminded M&M that the mask mandate needs to cover both employees and residents while they are in the building, except when residents are in their rooms. We also had new COVID health signage from the City and one featuring an image of Dolly reminding them to wear their masks, placed on all doors and common areas.

Middle Oak Insurance will be doing an in person inspection of the property on January 19 before finalizing the policy. This should be a significant savings for the John Sevier Center. We do, however, have a back up insurance carrier if Middle Oak does not want to write the policy.

The Management Agent change was submitted to HUD on Dec. 23. The Account Executive was out of the office much of the end of December. We plan to have a phone call with her and JCHA the week of January 11 to discuss any concerns she might have.

We have a transition meeting with M&M and JCHA scheduled for Jan. 12.

John Sevier Disposition Report

LHP has a meeting scheduled with the HUD account manager and her supervisor on Jan. 8 to discuss the options they requested in early December for an increase in the rent subsidy for the property. LHP is scheduled to meet with the Disposition Committee on January 11. They will be presenting three options for the JCDA/City to consider.

The Disposition Team will discuss the options and meet with necessary partners to see what the most feasible proposal is.

8:50 AM
12/08/20
Cash Basis

JOHNSON CITY DEVELOPMENT AUTHORITY - JSC
Balance Sheet
As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
1120 - RENTAL TRUST ACCOUNT	109,610.51
1191 - SECURITY TRUST ACCOUNT	<u>32,090.74</u>
Total Checking/Savings	141,701.25
Other Current Assets	
1110 - PETTY CASH	100.00
1320 - RESERVE FOR REPLACE	<u>355,999.17</u>
Total Other Current Assets	<u>356,099.17</u>
Total Current Assets	<u>497,800.42</u>
TOTAL ASSETS	<u><u>497,800.42</u></u>
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
2191SD - TENANT SEC. DEP HELD	<u>32,178.06</u>
Total Long Term Liabilities	<u>32,178.06</u>
Total Liabilities	32,178.06
Equity	
Unrestricted Net Assets	327,920.97
Net Income	<u>137,701.39</u>
Total Equity	<u>465,622.36</u>
TOTAL LIABILITIES & EQUITY	<u><u>497,800.42</u></u>

8:43 AM

JOHNSON CITY DEVELOPMENT AUTHORITY - JSC

Profit & Loss Budget vs. Actual - Monthly

12/08/20

Cash Basis

November 2020

	Nov 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
5120 - RENTAL INCOME	18,833.00	21,083.00	-2,250.00	89.3%
5121 - HOUSING ASSISTANCE	61,454.00	63,247.00	-1,793.00	97.2%
5410 - INTEREST INCOME	0.00	0.00	0.00	0.0%
5910 - LAUNDRY & VENDING	96.46	489.00	-392.54	19.7%
5920 - LATE CHARGES	237.00	125.00	112.00	189.6%
5930 - DAMAGES & CLEANING	323.00	134.00	189.00	241.0%
5940 - SECURITY TRANSFERS	0.00	208.00	-208.00	0.0%
Total Income	80,943.46	85,286.00	-4,342.54	94.9%
Expense				
2121 - PAYROLL TAX EXPENSE	918.22	1,295.00	-376.78	70.9%
6210 - ADVERTISING	0.00	99.00	-99.00	0.0%
6310 - OFFICE SALARIES	5,877.63	5,471.00	406.63	107.4%
6311 - OFFICE EXPENSE	135.00	481.00	-346.00	28.1%
6320 - MANAGEMENT FEES	6,275.74	6,200.00	75.74	101.2%
6330 - MANAGER'S SALARY	3,062.65	2,653.00	409.65	115.4%
6331 - BOOKKEEPER	2,719.15	2,000.00	719.15	136.0%
6340 - LEGAL EXPENSE	0.00	220.00	-220.00	0.0%
6350 - AUDIT EXPENSE	0.00	373.00	-373.00	0.0%
6360 - TELEPHONE	83.82	151.00	-67.18	55.5%
6390 - MISC ADMIN EXPENSE	3,688.53	118.00	3,570.53	3,125.9%
6441 - GAS ALLOWANCE	0.00	49.00	-49.00	0.0%
6450 - ELECTRICITY	2,271.68	2,544.00	-272.32	89.3%
6451 - WATER/SEWER	5,254.46	3,625.00	1,629.46	145.0%
6452 - NATURAL GAS	122.57	122.00	0.57	100.5%
6491 - TV CABLE	0.00	221.00	-221.00	0.0%
6515 - JANITOR/CLEANING SUP	272.38	291.00	-18.62	93.6%
6521 - EXTERMINATING CONTRACT	300.00	300.00	0.00	100.0%
6536 - GROUNDS SUPPLIES	0.00	33.00	-33.00	0.0%
6537 - GROUNDS CONTRACT	132.00	337.00	-205.00	39.2%
6540 - MAINTENANCE PAYROLL	7,694.64	6,806.00	888.64	113.1%
6541 - REPAIR MATERIALS	2,051.46	2,335.00	-283.54	87.9%
6542 - REPAIR CONTRACT	2,998.25	437.00	2,559.25	685.6%
6545 - ELEVATOR MAINT/CONTRACT	2,462.86	2,792.00	-329.14	88.2%
6546 - HEATING/COOLING REPAIR	793.87	503.00	290.87	157.8%
6560 - DECORATING CONTRACT	291.52	168.00	123.52	173.5%
6561 - DECORATING SUPPLIES	1,119.96	718.00	401.96	156.0%
6590 - MISC OPERATING EXPENSE	15.93	150.00	-134.07	10.6%
6710 - REAL ESTATE TAXES	0.00	0.00	0.00	0.0%
6719 - PERS. PROP/FRANCHISE	495.00	495.00	0.00	100.0%
6720 - PROPERTY & LIABILITY INS	8,757.34	8,757.34	0.00	100.0%
6722 - WORKMEN'S COMP INS	456.70	456.70	0.00	100.0%
6723 - EMPLOYEE LIFE INS	70.52	34.00	36.52	207.4%
6724 - BURGLARY INSURANCE	0.00	0.00	0.00	0.0%
6892 - UTILITY REIMB/NEG RENT	1,634.69	1,772.00	-137.31	92.3%
Total Expense	59,954.57	52,007.04	7,947.53	115.3%
Net Ordinary Income	20,988.89	33,278.96	-12,290.07	63.1%
Net Income	20,988.89	33,278.96	-12,290.07	63.1%

8:42 AM

12/08/20

Cash Basis

JOHNSON CITY DEVELOPMENT AUTHORITY - JSC
Profit & Loss Budget vs. Actual - Year To Date
July through November 2020

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
5120 - RENTAL INCOME	96,175.00	105,415.00	-9,240.00	91.2%
5121 - HOUSING ASSISTANCE	318,719.00	316,235.00	2,484.00	100.8%
5410 - INTEREST INCOME	0.00	0.00	0.00	0.0%
5910 - LAUNDRY & VENDING	3,192.86	2,445.00	747.86	130.6%
5920 - LATE CHARGES	741.00	625.00	116.00	118.6%
5930 - DAMAGES & CLEANING	1,111.00	670.00	441.00	165.8%
5940 - SECURITY TRANSFERS	97.00	1,040.00	-943.00	9.3%
Total Income	420,035.86	426,430.00	-6,394.14	98.5%
Expense				
2121 - PAYROLL TAX EXPENSE	5,904.40	6,475.00	-570.60	91.2%
6210 - ADVERTISING	0.00	495.00	-495.00	0.0%
6310 - OFFICE SALARIES	27,406.69	27,355.00	51.69	100.2%
6311 - OFFICE EXPENSE	3,448.69	2,405.00	1,043.69	143.4%
6320 - MANAGEMENT FEES	31,815.23	31,000.00	815.23	102.6%
6330 - MANAGER'S SALARY	14,265.30	13,265.00	1,000.30	107.5%
6331 - BOOKKEEPER	11,209.69	10,000.00	1,209.69	112.1%
6340 - LEGAL EXPENSE	195.00	1,100.00	-905.00	17.7%
6350 - AUDIT EXPENSE	0.00	1,865.00	-1,865.00	0.0%
6360 - TELEPHONE	850.69	755.00	95.69	112.7%
6390 - MISC ADMIN EXPENSE	4,063.85	590.00	3,473.85	688.8%
6441 - GAS ALLOWANCE	273.05	245.00	28.05	111.4%
6450 - ELECTRICITY	13,303.34	12,720.00	583.34	104.6%
6451 - WATER/SEWER	35,351.24	18,125.00	17,226.24	195.0%
6452 - NATURAL GAS	625.30	610.00	15.30	102.5%
6491 - TV CABLE	917.37	1,105.00	-187.63	83.0%
6515 - JANITOR/CLEANING SUP	3,090.21	1,455.00	1,635.21	212.4%
6521 - EXTERMINATING CONTRACT	1,642.16	1,500.00	142.16	109.5%
6536 - GROUNDS SUPPLIES	0.00	165.00	-165.00	0.0%
6537 - GROUNDS CONTRACT	9,760.63	1,685.00	8,075.63	579.3%
6540 - MAINTENANCE PAYROLL	35,645.78	34,030.00	1,615.78	104.7%
6541 - REPAIR MATERIALS	10,505.34	11,675.00	-1,169.66	90.0%
6542 - REPAIR CONTRACT	4,823.79	2,185.00	2,638.79	220.8%
6545 - ELEVATOR MAINT/CONTRACT	13,248.66	13,960.00	-711.34	94.9%
6546 - HEATING/COOLING REPAIR	2,796.75	2,515.00	281.75	111.2%
6560 - DECORATING CONTRACT	1,223.06	840.00	383.06	145.6%
6561 - DECORATING SUPPLIES	4,603.44	3,590.00	1,013.44	128.2%
6590 - MISC OPERATING EXPENSE	79.64	750.00	-670.36	10.6%
6710 - REAL ESTATE TAXES	0.00	0.00	0.00	0.0%
6719 - PERS. PROP/FRANCHISE	495.00	495.00	0.00	100.0%
6720 - PROPERTY & LIABILITY INS	35,029.36	35,029.36	0.00	100.0%
6722 - WORKMEN'S COMP INS	1,826.80	1,826.80	0.00	100.0%
6723 - EMPLOYEE LIFE INS	257.07	170.00	87.07	151.2%
6724 - BURGLARY INSURANCE	342.00	342.00	0.00	100.0%
6892 - UTILITY REIMB/NEG RENT	7,334.94	8,860.00	-1,525.06	82.8%
Total Expense	282,334.47	249,183.16	33,151.31	113.3%
Net Ordinary Income	137,701.39	177,246.84	-39,545.45	77.7%
Net Income	137,701.39	177,246.84	-39,545.45	77.7%

INCOME POTENTIAL	\$ 85,767.00
INCOME RECEIVED	\$ 88,287.00
BEGINNING BALANCE FOR MONTH	\$ 88,621.62
ENDING BALANCE FOR MONTH	\$ 109,610.51
PERCENTAGE COLLECTED FOR MONTH	93.61%
PERCENTAGE COLLECTED TO DATE	96.71%
PROFIT OR (LOSS) FOR MONTH	\$ 20,988.89
PROFIT OR (LOSS) TO DATE	\$ 137,701.39
JULY BEGINNING BALANCE	\$ 128,811.12
POTENTIAL FOR 5 MONTHS	\$ 428,835.00
INCOME FOR 5 MONTHS	\$ 414,735.00

ACTUAL PROFIT (LOSS) TO DATE: \$137,701.39 ADJUSTED: \$131,679.86

\$ 80,287.00

X7.5%

\$ 6,021.53 MGMT FEE



ASSOCIATE PERFORMANCE EVALUATION

NAME

Evaluation Date:

Position:

Evaluation prepared by:

INTRODUCTION: This evaluation was developed to assist the evaluator in evaluating the employee's performance for the most recent review period. Evaluation will be prepared by JCDA Executive Director, the JCDA Board Chair and a member of the Human Resources Committee.

The employee should fill out Sections B, C and E prior to sitting down with Executive Director, H.R. or Board Chair

OBJECTIVE: The performance evaluation program for employees of the JCDA is designed to:

1. Improve the overall quality of service rendered by the JCDA,
2. Motivate and guide employees toward greater self-development and improved performance by discussing significant strengths and areas needing improvement in a positive constructive manner.
3. Provide a uniform means for supervisors to make merit pay determinations based upon their assessment of employee performance in relation to performance standards.
4. Provide a means for evaluating employee suitability for continuation of employment beyond the probationary period and for job transfer and promotions.
5. Identify training needs.
6. Provide substantiating data for use as a guide to record employee progress.

Compare the performance of the employee being rated against the expectations listed for each factor. Using the scale below, select the term, which best indicates your evaluation of the individual's performance.

Outstanding - Employee consistently demonstrates competency that is superior to the job expectation. Employee is considered outstanding among his/her peers and is a positive role model. Work results and behavior are exceptional and valuable to the organization.

Exceeds Expectation - Employee demonstrates competency that consistently meets and sometimes exceeds the job expectation. Employee is respected among his/her peers. Performance at this level provides a valuable contribution.

Meets Expectation – Employee demonstrates full competency that consistently meets the job expectation. Performance at this level provides a satisfactory contribution.

Needs Improvement - Employee needs to improve performance in order to develop competency to meet the requirements of the current position. Employee's performance may have a negative impact on the operation of the work unit/department. Employee has performed some duties successfully. Work is occasionally inadequate, late or poor quality. Performance clearly leaves room for improvement.

Unacceptable – Employee needs to develop competency to meet the requirements of the current position. Employee's performance has a negative impact on the operation of the work unit/department. The employee is either unwilling or unable to meet acceptable job expectations. Work is frequently inadequate, late or poor quality. Performance leaves substantial room for improvement. A development plan needs to be established in order to provide platforms for demonstrating willingness and competency.

SECTION A – PERFORMANCE REVIEW

Rate the performance expectations under each factor as either:

- O Outstanding
- EE Exceeds Expectation
- ME Meets Expectation
- NI Needs Improvement
- U Unacceptable

Narrative explanations are required for each factor area, and specific performance examples are required for all ratings of O, NI, and U. See page 1 for definitions of O, EE, ME, NI, and U.

FACTOR I – Attendance and Punctuality

- ____ 1. Is knowledgeable and observant of rules concerning working hours.
 - ____ 2. Abides by sick leave policy and is not abusive of sick leave.
 - ____ 3. Adheres to departmental dress and/or uniform code.
 - ____ 4. _____.
-

FACTOR II – Quality and Quantity of Work

- ____ 1. Work is accurate, prompt and measured.
 - ____ 2. Completes job assignments thoroughly and completely.
 - ____ 3. Record keeping is efficient and effective.
 - ____ 4. Meets workload requirements on schedule.
 - ____ 5. Shows initiative and identifies problems or needed tasks and works to solve without being assigned.
 - ____ 6. _____.
-

FACTOR III – Knowledge and Attitude Towards Job

- ____ 1. Always considers organizations best interests.
 - ____ 2. Displays a positive attitude as demonstrated by his/her words and actions.
 - ____ 3. Acquires and applies administrative, professional and technical skills.
 - ____ 4. Identifies and uses methods to increase work productivity and efficiency.
 - ____ 5. Demonstrates loyalty to the organization through words and actions.
 - ____ 6. _____.
-

FACTOR IV – Interpersonal Relationships

- ____ 1. Is courteous and respectful when dealing with the public.
 - ____ 2. Helps others and responds to their requests in a timely, accurate and complete manner.
 - ____ 3. Maintains good relations with supervision and other employees.
 - ____ 4. Verbally communicates in a clear and professional manner.
 - ____ 5. Displays patience and control when confronted with stressful situations.
 - ____ 6. _____.
-

FACTOR VI – Decision Making

- ____ 1. Analyzes and considers alternatives before making decisions.
 - ____ 2. Acts on and makes timely decisions with the organizations best interest.
 - ____ 3. Delegates decision making authority to appropriate and capable level.
 - ____ 4. Includes others in the decision-making process as warranted.
 - ____ 5. Anticipates and makes decisions in preparing for unexpected activities.
 - ____ 6. _____.
-

SECTION B – PERFORMANCE EXPECTATION PLAN CURRENT YEAR OBJECTIVES

In the space provided, mark the appropriate rating with an “x”. Specify Objectives from the current review period and consider to what extent they were achieved or fulfilled. Explain any change to objectives that occurred during the year and make sure you identify all factors that caused the goal to be met or not to be met.

Objective #1:

Rating:

- () Outstanding
- () Exceeds Expectation

- ☐ Meets Expectation
- ☐ Needs Improvement
- ☐ Unacceptable

Comments:

Objective #2:

Rating:

- ☐ Outstanding
- ☐ Exceeds Expectation
- ☐ Meets Expectation
- ☐ Needs Improvement
- ☐ Unacceptable

Comments:

Objective #3:

Rating:

- ☐ Outstanding
- ☐ Exceeds Expectation
- ☐ Meets Expectation
- ☐ Needs Improvement
- ☐ Unacceptable

Comments:

SECTION C - PERFORMANCE EXPECTATION PLAN NEXT YEAR OBJECTIVES

Use the following section to record major accountabilities and goals for the next review period. In the space provided, specify the objectives, and describe how to measure whether they are achieved. The objective should clearly describe what, when, how much, and how well. Objectives should reflect performance expectations over a 6-12-month period.

Write SMART: specific, measurable, attainable, realistic and timely.

Objective #1:

Measurement of objective achievement: such as quantity, quality, cost, level of skill required and time frames.

Objective #2:

Measurement of objective achievement: such as quantity, quality, cost, level of skill required and time frames.

Objective #3:

Measurement of objective achievement: such as quantity, quality, cost, level of skill required and time frames.

SUPERVISOR OR EMPLOYEE COMMENTS:

SECTION D – PERFORMANCE RATING AND CERTIFICATION

CHECK ONE OF THE FOLLOWING:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | OUTSTANDING |
| <input type="checkbox"/> | EXCEEDS EXPECTATION |
| <input type="checkbox"/> | MEETS EXPECTATION |
| <input type="checkbox"/> | NEEDS IMPROVEMENT (not eligible for merit) |
| <input type="checkbox"/> | UNACCEPTABLE (not eligible for merit) |

Certification of Evaluation – I certify that this review constitutes my best judgment of the job performance of this employee and is based on personal knowledge of his/her work.

Comment: _____

Signature of Evaluator _____ Date _____

Review by JCDA Board Chair – I certify that I have carefully reviewed the evaluation and informed the evaluator of any inconsistencies/errors noted and/or lack of required documentation as given on this form. I understand that if I do not agree with the rating I will state my disagreement in the comment section.

Comment: _____

Concurrence _____ Signature of Board Chair _____ Date _____

Review by JCDA H.R. Committee Representative – I certify that I have carefully reviewed the evaluation and informed the evaluator of any inconsistencies/errors noted and/or lack of required documentation as given on this form. I understand that if I do not agree with the rating I will state my disagreement in the comment section.

Comment: _____

Concurrence _____ Signature of H.R. Committee Rep. _____ Date _____

Review by Employee – I certify that I have reviewed this performance evaluation and it has been discussed with me. If I disagree with the evaluation, I will use the comment section to state my concern.

Comment: _____

Signature of Employee _____ Date _____

ADDITIONAL COMMENTS:

NAME

Evaluation Date:

Position:

SECTION E – ASSOCIATE SELF ASSESSMENT
(TO BE COMPLETED PRIOR TO IN PERSON REVIEW)

What were your most notable accomplishments this past year?

How successful were you in reaching last year's objectives? What challenges did you encounter that might be important to note?

Objective #1

Objective #2

Objective #3

What resources do you need from the Board to accomplish future goals and/or for your career/skills development?

Any other comments on your self-assessment:

December Staff Reports

Dianna Cantler, Interim Executive Director

The month of December I was focused primarily on the John Sevier and putting together the forms required to request a change in management agents. The request was submitted to HUD on December 23. However, our account executive was out for much of the end of the month. We will be having a phone call with her, and her supervisor, if necessary, and JCHA, soon to discuss any concerns about the request. We have held off on this call until LHP had finalized their request with HUD for a rent increase. There is concern that the change in leadership in Washington may affect the 60 day process. In the cover letter to Ms. Laugherty I identified the process the board went through to make the decision and a reminder of the low REAC scores of the property for the past few years.

All residents were informed of the board decision in a letter attached to their door, we called M&M and then sent an official letter and then had an informal discussion with members of the John Sevier staff. The Leasing Manager was present for that discussion; however, the Property Manager was in the hospital at the time.

Lunch was provided to the residents on December 15, we had a mix up with the date by TasteBuds, but it worked out fine. Small gifts with masks, hand sanitizer, toothbrush, lip balm, night light, candy, hand singed cards and an ornament were delivered on Dec. 16 to each resident. Thanks to Jodi Jones and family for helping put bag up everything.

In January, I sent an email to the City Commissioners detailing the decision of the JCDA to request the management change as well as an update on the John Sevier process.

I have submitted a request to the County Mayor for a county commission appointment for the TIF Advisory Board, and clarifications on the proposed amendment to the Redevelopment Plan.

9 businesses have been matched with consultants for one on one consultations, some in multiple categories. We still have some spaces available for a few other businesses to take advantage of the program and will continue to share the info with our downtown small businesses. Several of the consultations took place before the holidays, however most wanted to wait until January.

I have had three conversations this month with potential business owners interested in downtown.

A monthly KRA/goal sheet is included in the packet. Each month the leadership team will review the monthly progress in our time with Dave McAuley. I have begun reading The 4 Disciplines of Execution book as part of my leadership development plan.

Jim Dorton, Finance and Operations Manager

Near the end of December, the FY20 financial audit was completed on approximately the same time table as the previous year. However, the process was significantly more difficult because BCS determined that the John Sevier Center needed to be separated from the JCDA books and be treated as a for-profit Enterprise Fund. This change also impacted the already-delayed financial reports for the current fiscal year because the reports must be redone in the new split format.

To assist with completing the financial reports and to make the required changes to the accounting system, I proposed bringing in the former Finance Manager, Ryan Chupa, as a paid consultant to assist with the project. Ryan and I worked together for two weeks during the Christmas holidays to make the necessary changes. We completed the financial reports through December, and have submitted them to BCS for review. Their review is still ongoing. I completed the “Mastering QuickBooks Desktop for Non-Profits” class during the Christmas holidays.

I coordinated the roof repair inspection at the John Sevier Center on December 22 and the project was determined to be completed appropriately by the inspection group that included the city inspector. The final payments to the roofing company were made. I also helped serve the Christmas meal to the residents of the John Sevier along Dianna, Lindsey and several board members. It was a very rewarding project.

During my visits to the John Sevier Center, I noticed a fall off in the adherence to the mask policy by staff and residents. I communicated the necessity to comply with the staff and management at M&M. Since that time, the policy is being enforced.

There is an insurance company inspection at the John Sevier Center scheduled for January 19. Following the inspection, we will be able to select the new insurer of the building, hopefully for significant savings. When M&M stops managing the building, their group insurance policy will no longer cover the building.

We have planned for a transition planning meeting with M&M and the JCHA on January 12. Following this we will prepare a schedule for the things that must be done before the management switch can be made.

Lindsey Jones, Marketing Manager

Over the last 30 days, my focus has been geared towards wrapping up 2020 and implementing 2021 marketing plans and business recruitment tactics.

Key marketing campaigns this month were our two Downtown In December initiatives. That’s A Wrap, Holiday shopping ran from December 1-7th to encourage local shopping, whether in person or online with our downtown merchants. The entire month of December, I promoted Winter Wandering, which connected visitors of “Christmas In The Park” to linger downtown to view our merchants Christmas decorations, while they walked to a local restaurant or shop. Within Winter Wandering, I took lead in getting many “vacant” properties to decorate their store fronts, to help downtown look more appealing for the holidays. This included communicating with property owners, and booking local artists for their spaces. Over 31 first-floor properties participated in decorating their store-fronts for Winter Wandering.

Through our e-newsletter, closed FB group and emails, we have informed business owners of the infrastructure work on E. Market, how to get a permit for the NE State parking garage and info received from TSBDC on the second round of PPP.

This past month I have also focused on planning marketing focused revenue sources for the Downtown Foundation which enhance not only the Main Street Program, but also enhance economic vitality in our

district. These marketing techniques will play a major role in this year's success in downtown, promoting why Downtown is the best location to start a new business or relocate/expand. The marketing campaign is called DowntownNOW and will highlight current buildings that are available for lease/sale and promote support provided to downtown businesses.

This semester we will have two ETSU interns, who will play key roles in assisting with marketing our downtown to new and/or existing businesses to relocate/open in our downtown district. In addition, to marketing, I have dedicated time and effort into determining upcoming design projects for downtown. These projects have been discussed and in planning phases with our Design Committee Chair, Donna Noland.

Our next Design Committee Meeting will take place January 14th at 1pm, where we will decide as a full committee, on our first placemaking project of 2021. The next Marketing Committee meeting will be on January 19th at 1pm, where we will focus on the details of our first 2021 campaign.

Key Results	Overall Objectives	Monthly Priorities	Date Started	Deadline	Challenges
John Sevier Property Management and Disposition	<ul style="list-style-type: none"> • Work with property management company to ensure proper financial reporting and safe housing for residents of the center • Work with chosen developer to utilize resources to provide new housing in Johnson City 	<ul style="list-style-type: none"> • Monthly meetings with management • Transition Meeting with M&M and JCHA • Disposition options from LHP 	ongoing	<ul style="list-style-type: none"> • Transition mtg week of Jan. 11 • Disposition mtg week of Jan. 11 	
Redevelopment and Leasing of first floor space	<ul style="list-style-type: none"> • Facilitate TIF and façade grant opportunities • Plan campaign to promote available space in downtown utilizing open storefront windows and online videos • Work with City on Bridge Plan (Downtown Revitalization Element) and Strategic Plan (economic development) to guide JCDA's efforts • TIF Resolution to be approved by City, County and JCDA 	<ul style="list-style-type: none"> • Campaign to begin mid January • COVID Support consulting to be provided in Dec-Jan • TIF and façade grants are ongoing, Advisory Board meeting in January • City's Strategic Plan discussion in January • Request new county commissioner appointment to TIF, begin finalizing the Resolution with all parties 	<ul style="list-style-type: none"> • Nov. 4 (COVID Support) • Bridge Plan process began in late September 	<ul style="list-style-type: none"> • Final COVID Support consultations by Jan. 18 • Jan. 21 for begin your business here campaign • Participate in City's Strategic Plan workshop, then schedule a workshop for JCDA for goals and priorities 	<ul style="list-style-type: none"> • Working with property owners to utilize storefronts and getting videos scheduled with representatives

Internal and External Marketing and Communications Plan	<ul style="list-style-type: none"> •Bimonthly reports to Board •Monthly enews to community and stakeholders •Intentional ongoing communication/relationships with City and County Commissioners •Press Releases as needs occur 	<ul style="list-style-type: none"> •Staff reports to update board on projects/planning, once a month email, then in monthly agenda packet •Three different email news to stakeholders (general public, elected officials and business owners) •Press Release to promote build your business campaign •Communicate one on one with business owners on an ongoing basis 	<ul style="list-style-type: none"> •Ongoing 	<ul style="list-style-type: none"> •Email blast to Board first Friday each month •E-news to elected officials deadline third Friday for fourth Tuesday blast •Spend two afternoons a month visiting with business owners 	
Downtown Center	<ul style="list-style-type: none"> •Keep in contact with director at NE State, communicating changes that might affect them •Future use of space •Promote use of garage on weekends and with business owners •Accessibility to parking garage for public 	<ul style="list-style-type: none"> •Parking garage now open on weekends, research combination lock for staircase door •Promote garage permits to downtown business owners for 2021 	<ul style="list-style-type: none"> •Ongoing 	<ul style="list-style-type: none"> •Remind downtown businesses to renew or request a parking permit in January 	

Strategic Leadership	<ul style="list-style-type: none"> •Monthly staff meetings •Monthly consulting with leadership coach and HR 	<ul style="list-style-type: none"> •Read The 4 Disciplines of Execution 	<ul style="list-style-type: none"> •Ongoing 	<ul style="list-style-type: none"> •Finish book by January 14 	
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Progress Report from prior month:

HUD Management Agent request submitted Dec. 23

Waiting on final walk through with insurance carrier – January

Press release regarding the vote to change management agents sent

Letter sent to M&M regarding the change

Request to County Mayor regarding new County Commissioner for TIF Advisory, as well as Redevelopment Plan Amendment

Communication to E. Market property owners regarding construction

New signage for parking garage

Progress on financial accounts being established and submitted to BCS

Holiday marketing campaigns successful

Contact with JS residents – Christmas meal and gift delivery

See also staff reports in board packet for details