

**Partnership Gwinnett Public Funding Entity (PFE)**

**Meeting Minutes**

**November 5, 2014**

**10:00 A.M.**

**Gwinnett County BOC Conference Room**

**75 Langley Drive, Lawrenceville, GA**

**Present:**

*Voting Board Members:*

Jimmy Burnette, Gwinnett Municipal Association – PFE Chairman  
Chuck Warbington, Executive Director, Gwinnett Village CID – PFE President  
Charlotte Nash, Chairman, Gwinnett County Commission  
Glenn Stephens, Gwinnett County Administrator  
Bryan Lackey, Planning & Development Director, Gwinnett County

*Non Voting Board Members:*

Randy Dellinger, Chairman, Partnership Gwinnett  
Craig Brown, CFO, Gwinnett Chamber  
Nick Masino, SVP, Partnership Gwinnett & Gwinnett Chamber

*Council:*

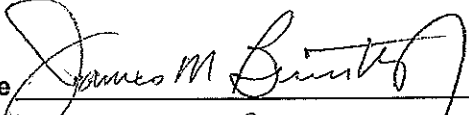
Angela Couch, Attorney, Carothers & Mitchell, LLC

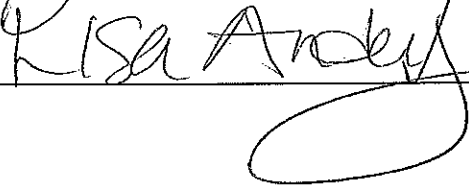
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- **Call To Order** Jimmy Burnette, Chairman
  
  - **Approval of Meeting Minutes 05/06/2014**  
*Motion by Charlotte Nash to approve minutes, second by Bryan Lackey and so carried 5-0.*  
*Vote: Warbington-Yes, Burnette-Yes, Stephens-Yes*
  
  - **Financial Update – General Discussion, No action taken**
    - Consider expense for Partnership Gwinnett 3.0 study update in 2016;
    - Consider appropriate verbiage for reserve policy to be formalized at December meeting;
    - Audit begins work in December with anticipated completion by end of February, 2015.
  
  - **2015 Officers – General Discussion, No action taken**
    - General Discussion of 2015 Officers
  
  - **2015 Budget – General Discussion, No action taken**
    - Document revision is in process and will be moved forward for vote in December.
  
  - **Record Retention Policy – General Discussion, No action taken**
    - Carothers & Mitchell LLC will create a very general policy to serve as a guide and will forward it out to members for review prior to December meeting.
  
  - **Conflict of Interest Policy – General Discussion, No action taken**
    - Carothers & Mitchell LLC will create a very general policy to serve as a guide and will forward it out to members for review prior to December meeting.

- **2015 PFE agreements with Chamber and Gwinnett County – General Discussion, No action taken**
  - Drafts will be forwarded to board members prior to the December meeting.

Next meeting will be on December 8 at 10:00 am at the Proposed Location: Paul Duke Conference Room at the Gwinnett Convention and Visitors Bureau/Explore Gwinnett 6500 Sugarloaf Parkway, 2nd Floor, Duluth, GA 30097

- **Motion by Bryan Lackey to adjourn meeting, second by Glenn Stephens and so carried 5-0. Vote: Nash-Yes, Burnette-Yes, Warbington-Yes**

Chairman Jimmy Burnette  Date 12/2/14

Secretary Lisa Anders  Date 12/2/14

**Partnership Gwinnett Public Funding Entity (PFE)  
Meeting Minutes  
May 6, 2014  
4:00P.M.**

**Gwinnett County Conference Room C  
75 Langley Drive, Lawrenceville, GA**

**Present:**

*Voting Board Members:*

Chuck Warbington, Executive Director, Gwinnett Village CID  
Glenn Stephens, Gwinnett County Administrator  
Bryan Lackey, Planning & Development Director, Gwinnett County  
Rick Cost, CFO, Gwinnett County Public Schools  
Charlotte Nash, Chairman, Gwinnett County Commission  
Jimmy Burnette, Gwinnett Municipal Association  
Lisa Anders, Explore Gwinnett

*Non Voting Board Members:*

Craig Brown, CFO, Gwinnett Chamber  
Nick Masino, SVP, Partnership Gwinnett & Gwinnett Chamber

*Not Present Non Voting Board Members:*

Randy Dellinger, Chairman, Partnership Gwinnett

*PFE Council Present:*

Dick Carothers, Attorney, Carothers & Mitchell, LLC

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I. **Call To Order** Jimmy Burnette, Chairman

II. **Approval of Meeting Minutes 04/21/2014**

*Motion by Chuck Warbington to approve minutes, second by Lisa Anders and so carried 7-0.*

*Vote: Lackey-Yes, Cost-Yes, Nash-Yes, Burnette-Yes, Stephens-Yes*

III. **2014 Participation Agreement Between Gwinnett County and Partnership Gwinnett Public Funding Entity**

- Agreement outlines the 2014 contract between Gwinnett County and Partnership Gwinnett covering 3 goal areas 1) Job Creation, 2) Workforce excellence and 3) Quality of Life:
  - Tasks;
  - Deliverables;
  - Spending limitations;
  - Job descriptions.

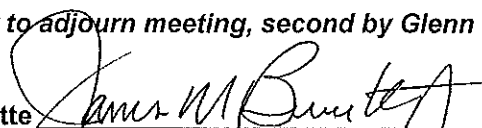
*Motion by Chuck Warbington to approve, second by Rick Cost and so carried 7-0.*

*Vote: Lackey-Yes, Anders-Yes, Nash-Yes, Burnette-Yes, Stephens-Yes*

IV. **Next Meeting – TBD in Q4**

*Motion by Bryan lackey to adjourn meeting, second by Glenn Stephens*

Chairman Jimmy Burnette



Date 11/5/14

Secretary Lisa Anders



Date 12/8/14

**Partnership Gwinnett Public Funding Entity (PFE)  
Meeting Minutes  
Monday, April 21, 2014  
10:00 A.M.  
Central Gwinnett Police Precinct  
3125Satellite Blvd, Duluth**

**Present:**

*Voting Board Members:*

Chuck Warbington, Executive Director, Gwinnett Village CID  
Glenn Stephens, Gwinnett County Administrator  
Bryan Lackey, Planning & Development Director, Gwinnett County  
Rick Cost, CFO, Gwinnett County Public Schools  
Charlotte Nash, Chairman, Gwinnett County Commission

*Non Voting Board Members:*

*Craig Brown, CFO, Gwinnett Chamber  
Nick Masino, SVP, Partnership Gwinnett & Gwinnett Chamber*

*Dick Carothers, Attorney, Carothers & Mitchell, LLC*

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I. **Call To Order** Chuck Warbington, President

II. **Approval of March Meeting Minutes**

*Motion by Glenn Stephens to approve minutes, second by Bryan Lackey and so carried 5-0.  
Vote: Warbington-Yes, Cost-Yes, Nash-Yes*

III. **Year to date Financials Report, Craig Brown**

Net revenue to date in 2014 is \$248,000 compared to \$221,000 at this time in 2013

Expenses are down \$30,000 due to unfilled positions

IV. **Presentation and Review of Auditors Report, Terry Gordon**

J. Terry Gordon and company conducted audit of PFE funding of Partnership Gwinnett

**Auditor Recommendations**

*Motion by Chuck Warbington to accept audit with changes as discussed in meeting, second by  
Charlotte Nash subject to final approval by attorney and President of the Board and so carried 5-0.  
Vote: Lackey-Yes, Cost-Yes, Stephens-Yes*

V. **Next Meeting – May 6, 4:00 pm** at Gwinnett Justice and Administration Center

X. **Motion by Glenn Stephens to adjourn meeting, second by Charlotte Nash and so carried 5-0.**

Vote: Warbington –Yes, Cost-Yes, Lackey-Yes

Chairman Jimmy Burnette James M Burnett Date 5/7/14

Secretary Lisa Anders Lisa Anders Date 5/7/14

**Partnership Gwinnett Public Funding Entity (PFE)  
Meeting Minutes  
Monday, March 17, 2014  
10:00 A.M.  
Suwanee City Hall**

**Present:**

*Voting Board Members:*

Chuck Warbington, Executive Director, Gwinnett Village CID  
Glenn Stephens, Gwinnett County Administrator  
Bryan Lackey, Planning & Development Director, Gwinnett County  
Rick Cost, CFO, Gwinnett County Public Schools  
Jimmy Burnette, Mayor, City of Suwanee  
Charlotte Nash, Chairman, Gwinnett County Commission

Non Voting Board Members:

*Craig Brown, CFO, Gwinnett Chamber  
Nick Masino, SVP, Partnership Gwinnett & Gwinnett Chamber  
Randy Dellinger, Chairman, Partnership Gwinnett*

*Dick Carothers, Attorney, Carothers & Mitchell, LLC*

**Absent:**

Lisa Anders, Executive Director, Gwinnett CVB

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I. **Call To Order** Mayor Jimmy Burnette, Chairman

II. **Approval of December Meeting Minutes**

*Motion by Rick Cost to approve minutes, second by Chuck Warbington and so carried 6-0.  
Vote: Burnette-yes, Lackey-yes, Stephens-yes, Nash-Yes*

III. **Year to date Financials Report, Craig Brown**

Right on/slightly ahead of revenue at \$47,000

Expenses are trending lower

A little ahead of revenue on private sector dollars

Overall Partnership Gwinnett is trending ahead for 1<sup>st</sup> two months of 2013.

IV. **Auditors Report, Terry Gordon**

J. Terry Gordon and company conducted audit of PFE funding of Partnership Gwinnett

- Partnership Gwinnett activity with 2 reimbursements \$8093.71
- No past adjustments
- No accounting policy changes

- No sign of unusual transactions
- No major items discussed with management
- No difficulties encountered during audit
- There is a cost center for each public entity
- All payroll reimbursements are to the penny
- Financial statements and tax statements for last 2 years are subject to examination

Chairman Nash requested the removal of the term "grant" from the audit. The agreement with Partnership Gwinnett is a "contract for services."

The board needs to vote officially on the completed tax return and 990 so it will need to be approved in person at next meeting.

The deadline for the 990 is November 15. If the next PFE meeting is before May 15, we will make deadline. If it is after, we will have to file an extension.

***Motion by Chuck Warbington to approve audit with Chairman Nash's changes, second by Glenn Stephens and so carried 6-0.***

*Vote: Burnette-yes, Lackey-yes, Cost-yes, Nash-Yes*

#### **V. 2014 Budget**

No changes since December meeting

***Motion by Rick Cost to approve budget, second by Chairman Nash and so carried 6-0.***

*Vote: Burnette-yes, Lackey-yes, Cost-yes, Stephens-Yes*

#### **VI. Contract Approval**

No changes since December meeting

Scope of work will change annually

Scope of services includes updated job descriptions for all employees

Budget is attached

***Motion by Chairman Nash to approve budget, second by Bryan Lackey and so carried 6-0.***

*Vote: Burnette-yes, Nash-yes, Cost-yes, Stephens-Yes*

#### **VII. Approval of CID and City Contracts**

These agreements are similar to that of the County agreement with PFE to provide complete transparency, underscoring the purpose of the PFE.

PFE Board will need to approve agreements with school system, Explore Gwinnett and Gwinnett County in 2014.

Discussion

***Motion by Glenn Stephens to approve city contracts for less than or up to \$50,000 following legal review with authorization of the PFE Chairman or President to sign on behalf of the PFE, second by Chairman Nash and so carried 6-0. .***

*Vote: Burnette-yes, Lackey-yes, Cost-yes, Stephens-Yes*

VIII. 2014 Officers

Randy Dellinger will be serving as new chairperson of Partnership Gwinnett

Existing officers have agreed to serve again in 2014.

Original articles of incorporation will list original officers. When we renew each year, the officer list will be revised.

**Motion by Chuck Warbington to renew current officers that have been serving with the exception of Randy Dellinger in place of Carla Carraway, second by Bryan Lackey and so carried 6-0. .**

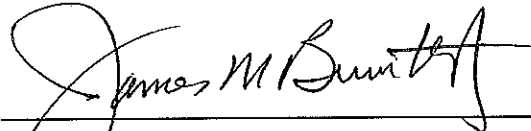
*Vote: Burnette-yes, Nash-yes, Cost-yes, Stephens-Yes*

IX. Next Meeting – April 21<sup>st</sup>, 10:30 a.m.

X. **Motion by Jimmy Burnette to adjourn meeting, second by Chuck Warbington and so carried 6-0.**

*Vote: Nash-yes, Stephens –yes, Cost-Yes, Lackey-Yes*

Chairman Jimmy Burnette



Date

5/7/14

Secretary Lisa Anders



Date

5/7/14