



**.TUESDAY, FEBRUARY 22, 2022, 11:30 AM
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

ATTENDEES

Members

Zach Lowry
David Bradley
Jake Shelton
Holly Jones
Tiffany Hillsman
Jay Boyte
Ken Huddleston

Office

Chairman
Vice Chairman
Secretary/ Treasurer
Public Relations Officer

Guests

Rebecca French

7 members / 1 guests

CALL TO ORDER

The February 22, 2022, Special Called meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 6:15 PM by Zach Lowry, Chairman, presiding—immediately following the 5:30 work session as advertised. Minutes were recorded by Oslin Gulick from the meeting recording.

FY 2022-2023 BUDGET FOR APPROVAL

- Preliminary budget options were presented for approval. The budget is due to Manchester City by February 28, 2022.
- The two budgets include the operating budget for MCCCC and MPBA. It also has a deferred list of maintenance items with estimates of cost. The difference of \$9,000 between them was from being more aggressive in planning variable labor.
- **Jake Shelton moved to approve the budget as presented with the loss of \$436,272.00 with the list of maintenance items.** Jay Boyte seconded the motion. With no further discussion, the motion was approved.

GM EVALUATION

- Chairman Lowry appreciated that all members completed the evaluation for Mrs. French and gave feedback.
- Feedback was over all positive. Her total score was 4.1.
- She received a 4.7 for Management/Leadership with taking ownership of her role and navigating the transition.
- The lowest of the reviews was in communications. Mrs. French has implemented presentations and other communication processes at the MPBA's request. Chairman Lowry commented that communication with and about this board is a challenge. David Bradley added that part of the communication issues is a result of the board not being the

intermediate between City/others and MCCCC/Mrs. French. Chairman Lowry agreed and hopes to set up proper channels of communication through the MPBA moving forward.

- MPBA members agree that issues that may arise with budget or policies that the MPBA approves, it should come to MPBA, not be directed to Mrs. French.
- Salary adjustment for Mrs. French as a result of the evaluation was discussed.
- **Ken Huddleston moved to approve a raise of 5% for Mrs. French effective March 2022.** Tiffany Hillsman seconded the motion. With no further discussion, the motion was approved.
- Goals for calendar year 2022 will be discussed at the next board meeting.

ADJOURN

- Chairman Lowry adjourned the meeting at 6:49 pm.

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick on March 13, 2022.

