

**City of Flint Downtown Development Authority
 Minutes of the Monthly Meeting of the Board of Directors
 March 24, 2021
 502 Church Street, Flint, Michigan**

Board Member	Present	Absent
Mayor Sheldon Neeley, Chairperson	X	
Inez Brown		X
Loyst Fletcher, Jr., Vice Chairperson and Personnel & Finance Chair	X	
John Gazall, Design Chair	X	
Louis Hawkins, Secretary	X	
Jonathan Hardman, Marketing & Promotions Chair	X	
Glen Kelly		X
Robert Kittel	X	
Brandee Brown	X	
Adrian Walker	X	
Greg Viener, Treasurer	X	

Others Attending: Gerard Burnash-Executive Director, DDA; DDA, Damion Frasier, Shedd-Frasier PLC; Sheri Sprygada, Taylor & Morgan; and, Khalfani Stephens, City of Flint.

A. Call to Order:

Mayor Sheldon Neeley, Chairperson, declared a quorum present and called the meeting at 7:36 a.m.

B. Opportunity for Public to Address the Board: None.

C. Approval of Minutes:

Upon motion by Louis Hawkins, supported by Mayor Neeley, the DDA Board unanimously approved the minutes for February 24, 2021 and March 10, 2021 meetings of the Board of Directors.

D. Personnel and Finance Committee:

Khalfani Stephens presented information on DDA finances, with the DDA's revenues having dropped dramatically due to the loss of parking revenues during the COVID-19 pandemic, and a discussion was held regarding using QuickBooks for invoicing and accepting electronic payments, which currently can only be done either in person or over the phone. QuickBooks on-line version would also allow the DDA's accountants on-line access to the DDA's financial records. A discussion was held

concerning the process fees, sustainability and access via other software systems. The consensus was to use QuickBooks on-line.

Mr. Stephens updated the Board of Directors on the status of large user accounts. Sheri Sprygada provided information on the users, of which there were eight companies owing in excess of \$5,000 each. Determined that Damion Frasier, Esq. would send notices to these users regarding previous invoices and outstanding balances showing on the accounts.

Mayor Neeley inquired of Gerard Burnash on the status of layoffs he had requested in the February 2021 meeting, to which Mr. Burnash reported that he had not implemented any layoffs. After discussion on the functions of various employees, Mr. Burnash was directed to immediately layoff all employees, except as follows:

1. Gerard Burnash's hours reduced to half-time;
2. Retain one maintenance employee to work outside the office; and
3. Retain two office staff to handle ticketing and collections.

Mayor Neeley appointed Loyst Fletcher, Esq., Adrian Walker, Greg Viener, Khalfani Stephens, and Damion Frasier to special committee to meet and review DDA finances and operations, with the first meeting to be held on Friday, March 26, 2021 at 7:00 a.m.

Upon motion by Loyst Fletcher, supported by Louis Hawkins, the Board unanimously approved the Personnel and Finance Committee report.

E. Marketing and Promotions Committee: No report.

F. Design Committee:

No Report.

G. Economic Development:


No report.

H. Executive Director's Report:

No report.

I. Correspondences: None.

J. Adjournment: The meeting was adjourned at 8:11 a.m.


Louis Hawkins, Secretary