City of Clarksville
ACT Authority

September 5, 2024 at 3:00 PM
Mayor's 4th Floor Conference Room
1 Public Square
Clarksville, TN

MINUTES

1. Public Comments

There were no public comments.

2. Call to Order

A meeting of the ACT Authority was called to order by Chairperson Peter Reyman on Thursday, September 5, 2024 at 3:00 pm.

3. Attendance

Present: Dwight Jemison, Peter Reyman, Carol Clark, and Jim Durrett. Sal Herrera arrived later.
Additional attendees: Laurie Matta, Jimmy Settle, and Mayor Joe Pitts
Absent: April Consulo and Keya Patel

4. Approval of Minutes

A motion was made by Jim Durrett to approve the minutes of the 8-22-2024 ACT Authority meeting. Motion was seconded by Dwight Jemison. A voice vote was taken and the minute were adopted as presented.

a. ACT Minutes 8/22/2024

5. Board Action

a. Executive Director Job Description Final Approval

Proposed edits to the formatting of the description were suggested by Chairperson Peter Reyman and Carol Clark. Dwight Jemison moved to approve the description and post the position with the proposed formatting edits. Carol Clark seconded the motion. A voice vote was taken and the motion was approved.

b. Review Hiring Brochure

Jim Durrett had a suggestion for additions to the brochure in the “About” section. Carol Clark proposed updates post 2019 to make the brochure more recent in Clarksville’s achievements. Peter Reyman made a suggestion to include the pamphlet provided by the Chamber of Commerce with the hiring packet. A deadline for additional changes and suggestions for the brochure was set for 9/12/24 with all submissions to be individually sent to Laurie Matta. The submissions will be reviewed at the next ACT Authority meeting on 9/16/24.

c. Create Hiring Committee

April Consulo and Keya Patel have individually indicated previously that they would like to be members of the Hiring Committee for the Executive Director position. Carol Clark agreed to be a member as well. Jim Durrett made a motion to make Carol Clark the Chairperson of the Hiring Committee. Sal Herrera seconded the motion. A voice vote was taken and the motion was passed unanimously.

6. Committee Discussion

Discussion regarding the Roxy lease was initially planned for the next meeting. Betsy Knotts has offered to be available virtually to help discuss the lease and assignment of the assets. Laurie Matta clarified that the ACT Authority can work on the lease, but not the assignment of the assets yet.

Peter Reyman suggested that the next meeting focuses primarily on the Hiring Committee. Carol Clark brought forth the point that the Hiring Committee processes and their meetings would also be subject to open records meeting protocol. Jim Durrett made a Motion to empower the hiring committee to create criteria to screen applicants. Dwight Jemison seconded the motion. A voice vote was taken and the motion passed unanimously.

7. Agenda for Next Meeting

a. Recruiting pamphlet and materials
b. Hiring actions/screening criteria

9. Adjournment

Sal Herrera made a motion to adjourn the meeting. Dwight Jemison seconded the motion. The meeting was adjourned.