



**GREATER  
NASHVILLE  
REGIONAL  
COUNCIL**

**10:15 A.M., Wed., October 20, 2021**  
**Tennessee Bankers Association**  
**211 Athens Way, Nashville TN 37228**  
**MORE INFO: [GNRC.org/Calendar](http://GNRC.org/Calendar)**

## **EXECUTIVE BOARD MEETING AGENDA**

**1. Call to Order and Approval of Meeting Minutes (A)**

**Paige Brown**  
*GNRC President*

**2. Opportunity for Public Comment**

**3. Board Action Items:**

**a. Res. GNRC 2022-04 Approving the Professional Services Contract between GNRC and the Mid-Cumberland Area Development Corporation (MADC) (A)**

**Angela Hubbard**  
*Director of Economic and Community Development*

**b. Res. GNRC 2022-05 Proclaiming October as Cyber Security Awareness Month Across Middle Tennessee (A)**

**Peter Westerholm**  
*Director of Policy and Government Affairs*

**4. Informational Items:**

**a. Draft Action Plan for Middle Tennessee's Comprehensive Economic Development Strategy (CEDS) (A)**

The Economic Development Advisory Committee has drafted an Action Plan to serve as the centerpiece of the regional CEDS that is currently under development.

**Jim Durrett**  
*Economic Development Advisory Committee*

**b. ARPA Funding Opportunities and Challenges**

A facilitated discussion among board members related to their anticipated use of federal and state stimulus funds, including dollars made available by the American Rescue Plan Act of 2021.

**Michael Skipper**  
*Executive Director*

Share Ideas in Advance at [www.gnrc.org/survey/ARPA](http://www.gnrc.org/survey/ARPA)

**5. Regular Reports:**

**a. Chair's Report**

**Paige Brown**

**b. Executive Director's Report**

**Michael Skipper**

**6. Other Business**

**7. Adjourn**

(A) Indicates an attachment is available in the packet

GNRC does not discriminate on the basis of race, color, national origin, limited English proficiency, gender, gender identity, sexual orientation, age, religion, creed or disability in admission to, access to, or operations of its programs, services, or activities. This policy applies to applicants for employment and current employees as well as sub-recipients and subcontractors of the GNRC that receive federal funding. Complaints should be directed to Grant Kehler, Non-Discrimination Coordinator, 220 Athens Way, Suite 200, Nashville, TN 37228, phone number 615-862-8828. GNRC meetings may be audio and video recorded.

## **Agenda Item 1.**

### **Prior Meeting Minutes**

#### **Background**

Meeting minutes have been prepared and are ready for approval.

#### **Recommendation**

Approve meeting minutes.

## GNRC

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Greater Nashville Regional Council  
220 Athens Way, Suite 200  
Nashville, Tennessee 37228

Full GNRC Council Meeting  
Wednesday, September 22, 2021, 10:30 a.m.  
At The George Jones Restaurant and Museum  
128 Second Ave. N, Nashville, TN 37201

### MINUTES

#### BOARD MEMBERS IN ATTENDANCE:

Derek Adams	Nolensville
Rogers Anderson	Williamson County
Kimberly Atlee	Springfield
Andy Barlow	Mt. Juliet
Rick Bell	Lebanon
Paige Brown	Gallatin
Mike Callis	Portland
Stephen Chambers	Hartsville/Trousdale County
Jamie Clary	Hendersonville
John Cooper	Metro Nashville
Tim Ellis	Goodlettsville
Gerald Herman	White House
Anthony Holt	Sumner County
Bill Ketron	Rutherford County
Jerry Kirkman	Westmoreland
Rene Llamas	Madison County Minority Rep.
Ken McLawhon	Thompson's Station
Ken Moore	Franklin
Joe Pitts	Clarksville
Mary Esther Reed	Smyrna
Bob Rial	Dickson County
Billy Vogle	Robertson County
Jessie Wallace	Humphreys County
Becca Werner	Coopertown

#### CALL TO ORDER

Board President, Mayor Paige Brown called the Regional Council Meeting to order at 10:33 a.m. on Wednesday, September 22, 2021.

#### PUBLIC COMMENT

There was no public comment.

## INFORMATIONAL ITEMS

### Year in Review

Mr. Michael Skipper, GNRC Executive Director, said that this is the meeting for the full membership of the GNRC which is 93 members. He said at the luncheon the annual report will be presented. The report can be found at [www.gnrc.org/annualreport](http://www.gnrc.org/annualreport)

He thanked everyone for coming.

## BUSINESS ITEMS

### a) Resolution GNRC 2022-01 Adopting the FY 2022 Annual Work Program and Budget

Mayor Joe Pitts, GNRC Treasurer, said that GNRC operates on the state fiscal year which is July 1 – June 30<sup>th</sup>. The Annual Work Program and Budget is adopted each September by the full Council body. The budget is developed closer to the beginning of the federal fiscal year given the significance of the federal grant funding. A continuation budget was adopted in June to fund operations through September.

Mr. Skipper said that the GNRC typically receives 59% of the budget from federal funds, 25% from state funds and 16% from local funds. Our FY2022 budget shows \$22.1M in annual revenue. This is a 36% increase over FY 2019.

The FY 2022 budget highlights are:

1. Membership dues increase from \$.31/capita to \$.35/capita based on the U.S. Census estimates for 2019
2. Increase of \$1,000 in base fee for On-Call Planning Subscriptions
3. Salary increases for staff hired before July 1 and other adjustments for promotions, reclassifications, and pay equity
4. Infusion of CARES Act, American Rescue Plan Act, and other Supplemental Appropriations for Aging and ECD Programs
5. Funds to procure a consultant to assist in identifying opportunities to meet short and long-term office space needs

For more information [www.GNRC.org/annualbudget](http://www.GNRC.org/annualbudget)

Mayor Jamie Clary moved to approve the GNRC Resolution 2022-01 adopting the FY 2021-22 annual work program and budget. Mayor Pitts seconded. The motion passed unanimously.

### b) Resolution GNRC 2022-02 Setting the Membership Dues Rate at 35 Cents per Capita

Mr. Skipper said that the membership dues are assessed annually at \$.31/capita based on the most recently published U.S. Census figures. The rate was last adjusted in 2017 with the objective to allocate 23.0 cents for programming and

match, 2.5 cents for cash reserves, 2.0 cents for capital fund, and 3.5 cents for government affairs.

Mayor Clary moved to adopt GNRC Resolution 2022-02 Setting the Membership Dues Rate at 35 cents per capita. The motion was unanimously approved on the second by Mayor Pitts.

### **c) Election of Officers**

Mr. Skipper said the slate of officers is:

President Paige Brown, Gallatin Mayor  
Vice-President Bob Rial, Dickson County Mayor  
Treasurer Joe Pitts, Clarksville Mayor  
Secretary Mr. Michael Skipper, GNRC Executive Director (non-voting member)

These officers have served one year and have agreed to serve a second term.

With no nominations from the floor, Mayor Anthony Holt moved to accept the slate as presented. Mayor Bill Ketron seconded. The motion passed unanimously.

### **d) Certification of the Executive Board**

Mr. Skipper said that the full council consists of 93 members and includes 13 county mayors and executives, 52 mayors of cities or towns, 2 members of the TN General Assembly and 26 appointments representing the interests of the business community and minority populations and meets once a year. The Executive Board is empowered by act of the full council to act on its behalf the rest of the year.

The Executive Board is made of the council officers, the two Legislative representatives, a large city representative appointed by the President, a small city representative appointed by the President, minority representation from the counties with the highest rate of minority population (Trousdale, Davidson, Montgomery, and Rutherford). The rest of the Board comes from each county and the communities within.

Mr. Skipper said that any member of the council is encouraged to come to the Executive Board meetings.

Mayor Pitts moved to approve the Executive Board to act on behalf of the full council with Mayor Bob Rial seconding. The motion passed unanimously.

## **e) Resolution GNRC 2022-03 Amending the CARES Act Revolving Loan Fund Program Plan**

Ms. Angela Hubbard, Director of Economic and Community Development, said that the proposed amendment is intended to streamline the loan approval process to make funding more quickly available to small businesses. It will

- 1) Increase maximum loan amount from \$250,000 to \$500,000
- 2) Eliminate requirement that a business had to exist a full 12 months prior to COVID-19 outbreak
- 3) Eliminate the requirement for certain historical documentation
- 4) Eliminate the requirement that a business could not change ownership
- 5) Create a GNRC loan review committee to review requests of up to \$100,000 to be approved by the GNRC President

Mayor Holt moved to adopt GNRC Resolution 2022-03 Amending the CARES Act Revolving Loan Fund Program Plan. Mayor Pitts seconded and the motion passed unanimously.

## **REGULAR REPORTS**

### **a) PRESIDENT'S REPORT**

Mayor Brown thanked the staff for their hard work especially during the past couple of years. She said that the staff's passion and contribution to the communities is amazing. The Board needs to convey all that this organization does and resources that GNRC provides to the jurisdictions.

She said that she is excited for the coming year. She said that the mayors really support each other which enhances the region.

### **b) EXECUTIVE DIRECTOR'S REPORT**

Mr. Skipper thanked the staff for their hard work getting ready for this meeting. He said their work is strategic to improvement of the quality of life for the area.

He introduced the new members in leadership roles who joined GNRC in the past year .

- 1) Ms. Candi Henry is the new Chief Legal Counsel
- 2) Ms. Megan Nelson is the Finance Director
- 3) Ms. Jessica Hill is the new Director of Community and Regional Planning

## **OTHER BUSINESS**

Mayor Ken Moore said that Mayor Brown has been elected 3rd Vice-President of TN Municipal League and was named Mayor of the year. Mayor Brown received a standing round of applause.

With no further business, the meeting was adjourned at 11:08 a.m. on the motion of Mayor Rial and second by Mayor Pitts.

Respectfully submitted,

*Lon Edwards*

Recording Secretary

## **Agenda Item 3a.**

# **Resolution GNRC 2022-04 Approving the Professional Services Contract between GNRC and the Mid-Cumberland Area Development Corporation**

### **Background**

In 1983 GNRC took steps to establish the Mid-Cumberland Area Development Corporation (MADC) to provide increased capital to local businesses across Middle Tennessee. MADC is designated by the U.S. Small Business Administration (SBA) as a Certified Development Company and offers a variety of loan products backed by the SBA, the U.S. Economic Development Administration, and GNRC. The MADC Board of Directors contracts with the GNRC for professional staffing to manage and administer its programs and services.

More information about the MADC is available at [www.GNRC.org/MADC](http://www.GNRC.org/MADC).

### **Recommendation**

Adopt Resolution GNRC 2022-04.

## **RESOLUTION GNRC-2022-04**

### **A RESOLUTION APPROVING A ONE-YEAR RENEWAL OF THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE GREATER NASHVILLE REGIONAL COUNCIL AND THE MID-CUMBERLAND AREA DEVELOPMENT CORPORATION**

**WHEREAS**, the Greater Nashville Regional Council (GNRC) was established in 1965 by the Tennessee General Assembly as a public body politic to serve as the development district for northern Middle Tennessee and further empowered as a regional council of governments in 1988 to enhance regional planning and coordination in preparation for anticipated growth and development of the region; and

**WHEREAS**, the Greater Nashville Regional Council (GNRC) coordinated with area banks and the federal Small Business Administration (SBA) to create the Mid-Cumberland Area Development Corporation (MADC) in 1983 as a non-profit Certified Development Company (CDC) for the purpose of generating new jobs and enhancing overall economic development by making longer-term, lower interest loans more accessible to area small businesses; and

**WHEREAS**, federal regulations require CDCs, such as MADC, have full-time professional management, including an executive director or equivalent to manage daily operations hired by the CDC and subject to termination only by the CDC; and

**WHEREAS**, this requirement may be waived if professional services are provided by a non-profit entity that has the economic development of the CDC's area of operations as one of its principal activities and the manager will be available to prospective and current small business clients of the 504 program during regular business hours; and

**WHEREAS**, since its inception, MADC has contracted with GNRC to provide necessary office space, professional staffing and management, and operational support facilities and services; and

**WHEREAS**, on October 15, 2020, the MADC Board of Directors approved a contract with GNRC to provide Professional Services for the period of one year, beginning October 15, 2020 and ending on September 30, 2021 (FY 2021), with the option to renew annually for an additional four years; and

**WHEREAS**, on March 12, 2021, the Small Business Administration approved the waiver request and the Professional Services Agreement between MADC and GNRC; and

**WHEREAS**, the contract between MADC and GNRC is in compliance with the provisions of 13 CFR §120.824 and §120.825 and SBA Loan Program Requirements; and

**WHEREAS**, SBA regulations for CDCs require that a contract be implemented annually between MADC and GNRC to specifically detail support staffing, facilities, and services being supplied by GNRC for the management of MADC's small business loan making and servicing operations; and

**WHEREAS,** MADC and GNRC desire to exercise the option to renew the agreement for professional services to be provided by GNRC for the period of October 1, 2021 through September 30, 2022; and

**WHEREAS,** the contract renewal for FY 2022 provides for an amount not to exceed \$482,474.85 for Professional Services, and the contract amount is reasonable and customary for similar services in the State of Tennessee, is only for actual services performed, and does not exceed 7% of MADC's SBA 504 programs processing and servicing income; and

**WHEREAS,** GNRC understands that the contract is subject to pre-approval and yearly review by SBA and must be submitted with MADC's Annual Report; and

**WHEREAS,** to prevent the actual or appearance of a conflict of interest or of self-dealing, MADC By-Laws prohibit any GNRC employees assigned to MADC from serving on the MADC Board.

**NOW, THEREFORE, BE IT RESOLVED,** that the GNRC Executive Board hereby authorizes the GNRC President to execute a professional services agreement with MADC for the period beginning October 1, 2021 and ending September 30, 2022.

**ADOPTED,** this 20th day of October 2021, the general welfare of the citizens of this Region requiring it.

**APPROVED AS TO FORM AND LEGALITY:**

**APPROVED:**

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Candi Henry  
Chief Legal Counsel

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The Honorable Paige Brown  
President

**ATTEST:**

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Michael Skipper  
Executive Director and Secretary

## Agenda Item 3b.

# Resolution GNRC 2022-05 Proclaiming October 2021 as Cyber Security Awareness Month Across Middle Tennessee

### Background

GNRC Information Technology Directors Roundtable members **Keith Durbin, Chief Information Officer for Metropolitan Government of Nashville-Davidson County, and Cody York, Chief Information Officer for Rutherford County Government**, will provide an overview of the state of cybersecurity, including general types of threats and ways to minimize risk.

### About Cyber Security Awareness Month

The overarching theme for Cyber Security Awareness Month 2021 is **“Do Your Part. #BeCyberSmart.”** The theme empowers individuals and organizations to own their role in protecting their part of cyberspace. If everyone does their part – implementing stronger security practices, raising community awareness, educating vulnerable audiences or training employees – our interconnected world will be safer and more resilient for everyone.

Observed every October, Cyber Security Awareness Month was created as a collaborative effort between government and industry to ensure every American has the resources they need to stay safer and more secure online.

Since its original inception under leadership from the U.S. Department of Homeland Security and the National Cyber Security Alliance, Cyber Security Awareness Month has grown exponentially, reaching consumers, small and medium-sized businesses, corporations, educational institutions and young people across the nation. Now in its 18th year, Cyber Security Awareness Month continues to build momentum and impact co-led by NCSA and the Cybersecurity and Infrastructure Agency (CISA).

### Recommendation

Adopt Resolution GNRC 2022-05.

## **RESOLUTION GNRC-2022-05**

### **A RESOLUTION PROCLAIMING OCTOBER 2021 AS CYBER SECURITY AWARENESS MONTH ACROSS THE MIDDLE TENNESSEE COUNTIES SERVED BY THE GREATER NASHVILLE REGIONAL COUNCIL**

**WHEREAS**, the Greater Nashville Regional Council (GNRC) was established in 1965 by the Tennessee General Assembly as a public body politic to serve as the development district for northern Middle Tennessee and further empowered as a regional council of governments in 1988 to enhance regional planning and coordination in preparation for anticipated growth and development of the region; and

**WHEREAS**, the GNRC has established an information technology directors' roundtable where chief information officers and information technology directors from around the region convene on a regular basis to discuss and share best practices regarding cyber security and other information technology matters; and

**WHEREAS**, citizens of Middle Tennessee are increasingly reliant upon the Internet for conducting personal business, entertainment, communication, and education; and

**WHEREAS**, businesses and government agencies rely on the use of the Internet and other information technology resources to provide efficient, comprehensive, and effective services to their customers and constituents; and

**WHEREAS**, as information has been collected, stored, and transmitted by information technology resources more frequently and in more places and methods, it is susceptible to breach if not properly handled and protected; and

**WHEREAS**, today's technological environment is filled with hack attempts, viruses, worms, and other malicious attacks designed to obtain information without authorization, potentially leading to significant financial and privacy losses; and

**WHEREAS**, information security is ultimately everyone's responsibility and the best defense against unintended loss of information is strong personal awareness about cyber-attacks and methods on how to reduce their effectiveness; and

**WHEREAS**, the Department of Homeland Security, the Multi-State Information Sharing and Analysis Center (MS-ISAC), and the National Cyber Security Alliance (NCSA) have collectively designated October "Cyber-Security Month."

**NOW, THEREFORE, BE IT RESOLVED**, that the GNRC Executive Board hereby goes on record as recognizing October 2021 as "Cyber Security Awareness Month" across the GNRC communities.

**IT IS FURTHER RESOLVED** that GNRC encourages all members, partners, and the general public to learn how to improve their cyber security.

**ADOPTED**, this 20th day of October 2021, the general welfare of the citizens of this Region requiring it.

**APPROVED AS TO FORM AND LEGALITY:**

**APPROVED:**

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Candi Henry  
Chief Legal Counsel

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The Honorable Paige Brown  
President

**ATTEST:**

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Michael Skipper  
Executive Director and Secretary

# BE CYBER SMART

## #CyberMonth



## CYBERSECURITY AWARENESS MONTH 2021: DO YOUR PART. #BECYBERSMART

### CYBER SECURE AT WORK

Businesses face significant financial loss when a cyber-attack occurs. In 2020, a sharp increase was reported in cyber-attacks that target businesses using stolen logins and passwords.<sup>1</sup> Cybercriminals often rely on human error—employees failing to install software patches or clicking on malicious links—to gain access to systems. From the top leadership to the newest employee, cybersecurity requires the vigilance of everyone to keep data, customers, and capital safe and secure. #BeCyberSmart to connect with confidence and support a culture of cybersecurity at your organization.

### SIMPLE TIPS

- **Treat business information as personal information.** Business information typically includes a mix of personal and proprietary data. While you may think of trade secrets and company credit accounts, it also includes employee personally identifiable information (PII) through tax forms and payroll accounts. Do not share PII with unknown parties or over unsecured networks.
- **Don't make passwords easy to guess.** As “smart” or data-driven technology evolves, it is important to remember that security measures only work if used correctly by employees. Smart technology runs on data, meaning devices such as smartphones, laptop computers, wireless printers, and other devices are constantly exchanging data to complete tasks. Take proper security precautions and ensure correct configuration to wireless devices in order to prevent data breaches. For more information about smart technology see the [Internet of Things Tip Card](#).
- **Stay up to date.** Keep your software updated to the latest version available. Maintain your security settings to keep your information safe by turning on automatic updates so you don't have to think about it and set your security software to run regular scans.
- **Social media is part of the fraud tool set.** By searching Google and scanning your organization's social media sites, cybercriminals can gather information about your partners and vendors, as well as human resources and financial departments. Employees should avoid oversharing on social media and should not conduct official business, exchange payment, or share PII on social media platforms. Read the [Social Media Cybersecurity Tip Sheet](#) for more information.
- **It only takes one time.** Data breaches do not typically happen when a cybercriminal has hacked into an organization's infrastructure. Many data breaches can be traced back to a single security vulnerability, phishing attempt, or instance of accidental exposure. Be wary of unusual sources, do not click on unknown links, and delete suspicious messages after reporting or forwarding all phishing attempts to a supervisor, so that any necessary organizational updates, alerts, or changes can be put into place. For more information about email and phishing scams, see the [Phishing Tip Sheet](#).

CISA | DEFEND TODAY, SECURE TOMORROW

## IF YOU WORK FROM HOME

- **Only use approved tools.** Only use organization-approved software and tools for business, including company provided or approved video conferencing and collaboration tools to initiate and schedule meetings.
- **Secure your meeting.** Tailor security precautions to be appropriate for the intended audience. Plan for what to do if a public meeting is disrupted. Take precautions to ensure your meeting is only attended by intended individuals.
- **Secure your information.** Tailor your security precautions appropriately to the sensitivity of your data. Only share data necessary to accomplish the goals of your meeting.
- **Secure yourself.** Take precautions to avoid unintentionally revealing information. Ensure home networks are secured. For more information, visit [Telework Reference Materials For The At-Home Worker](#).

## CONTACT THE CISA CYBERSECURITY AWARENESS MONTH TEAM

Thank you for your continued support and commitment to Cybersecurity Awareness Month and helping all Americans stay safe and secure online. Please email our team at [CyberAwareness@cisa.dhs.gov](mailto:CyberAwareness@cisa.dhs.gov) or visit [www.cisa.gov/cybersecurity-awareness-month](http://www.cisa.gov/cybersecurity-awareness-month) or [staysafeonline.org/cybersecurity-awareness-month/](http://staysafeonline.org/cybersecurity-awareness-month/) to learn more.

## RESOURCES

1. Identity Theft Resource Center. (2021). *2020 Data Breach Report* <https://www.idtheftcenter.org/annual-reports/>

## **Agenda Item 4a.**

# **Presentation of Draft Action Plan for Middle Tennessee's Comprehensive Economic Development Strategy**

### **Background**

Montgomery County Mayor Jim Durrett and GNRC staff will present an update on the efforts of the Council's Economic Development Advisory Committee to coordinate economic development planning across Middle Tennessee.

**Mayors, business leaders, and State officials have a shared responsibility to cooperatively develop a strategy (or plan) to align public policy and infrastructure investments with the region's shared vision for economic growth.**

Federal regulations require Economic Development Districts across the U.S. to establish a 5-year Comprehensive Economic Development Strategy, or CEDS, to identify how public policies and infrastructure investments can be aligned with local economic development goals and objectives. The CEDS is used by the U.S. Economic Development Agency (EDA) and other federal agencies to ensure that federal grants made in support of job creation or retention are consistent with regional goals, policies, and plans.

GNRC is designated by the U.S. EDA as the Economic Development District for the 13-county northern Middle Tennessee area. Funding to support the required planning is provided through a grant from EDA. Matching funds are provided through GNRC membership dues.

**The draft Action Plan, available online at [www.GNRC.org/CEDS](http://www.GNRC.org/CEDS), will serve as the centerpiece of the new CEDS that is currently under development:**

### **Recommendation**

For information purposes only.