



12-3-2003

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Recommended Citation

Darden, Don, "Joint Economic Development Boards Must Comply with Requirements of Public Chapter 1101" (2003). *MTAS Publications: Hot Topics*.

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December 3, 2003

**JOINT ECONOMIC DEVELOPMENT BOARDS MUST COMPLY
WITH REQUIREMENTS OF PUBLIC CHAPTER 1101**

Don Darden, Municipal Management Consultant

Matt Kisber, Commissioner of the Tennessee Department of Economic and Community Development (ECD), recently notified all cities and counties that the department will not approve grants for those entities not in compliance with the requirements of Public Chapter 1101. Beginning September 1, 2003, all state grant applications administered by ECD must include supporting documentation that the joint economic and community development board is (1) **legally established**, (2) **composed of the minimum required members**, and (3) **that the board and its executive committee have met according to state law**. A copy of the interlocal agreement establishing the joint board and certified minutes shall be the minimum acceptable documentation. The department will accept applications where good faith efforts to meet are demonstrated by providing a schedule for both the board and executive committee indicating meeting dates between September 1, 2003, and June 30, 2004. By July 1, 2004, every local government applying for a state grant administered by ECD must provide records that document a minimum of four board meetings and eight executive committee meetings were held during the previous 12 months.

Public Chapter 1101 requires the establishment in each county of a joint economic and community development board for the purpose of “fostering communications with regard to economic and community development between and among governmental entities, industry, and private citizens.” Cities and counties have generally complied with the requirement that such joint boards be established.

Tennessee Code Annotated (T.C.A.) 6-58-114(f) requires the boards to meet a minimum of four (4) times annually and the executive committee of the board to meet at least eight (8) times annually. When applying for state grants, cities and counties are required to certify compliance with the requirements of *T.C.A. 6-58-114(i)*.

Commissioner Kisber is required by law to ensure local government compliance with Public Chapter 1101. The stakes are simply too high not to comply with the law. Accordingly, MTAS recommends that:

- Every city develop and maintain documentation proving the existence of a joint board by interlocal agreement with the minimum required members.
- Every joint board schedule the required four board meetings and eight executive committee meetings for each year.
- Every joint board maintain minutes proving that the board has met the required number of times for any given 12-month period of time.

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MTAS0514 • E14-1050-000-126-04