

SENT PREVIOUSLY ON BEHALF OF CHAIRMAN MICHEL M. TURPEAU, DEVELOPMENT AUTHORITY OF FULTON COUNTY VIA EMAIL TO BOC ON JULY 8, 2021:

Good afternoon,

Per your request, please find attached copies of all DAFC policies that were initially approved in November 2020, including the recently updated per diem policy. While our new board leadership had already made very productive changes by creating a per diem policy in November 2020 that provided guidelines and set restrictions, the full DAFC board approved further refinements to our per diem policy and we have established additional transparency practices that are being implemented. While some of this information may be repetitive with information we have recently shared with you, I thought it would be helpful to share again the additional refinements we made to our per diem policy:

- * Posting per diems received by each board member on the DAFC website on a quarterly basis, including the actual per diem logs of each board member.
- * Clarification on what official DAFC business items qualify for per diem compensation. While the policy had outlined qualifying events as board meetings, committee meetings and required certain time thresholds, the DAFC refined the policy to require more specifically defined activities that would qualify.
- * Creation of a per diem approval form as an exhibit to the per diem policy so that we are uniform in reporting per diems and creating standardized per diem description language for reporting events.
- * Specification in the policy that any board member receiving a salary from DAFC is ineligible for per diems, as had already been put into practice with my role as interim executive director.

Also, as previously mentioned, we recently announced the following practices that will be implemented by DAFC to further demonstrate our commitment to transparency:

- * Financial Disclosure. We have requested that all board members complete the Fulton County Income and Financial Disclosure Report on an annual basis.
- * Posting Items Online. DAFC has posted the DAFC Bylaws and Policies on its website for public review. This is in addition to posting the per diems received by each board member on a quarterly basis.
- * Zoom Access. DAFC will continue to broadcast its monthly board meetings over Zoom (even after a full return to in person meetings) so that the public can view the meetings virtually.
- * Further Oversight. From an accounting perspective, since the treasurer does not receive a salary, the treasurer will be responsible for final review and approval of all payroll and per diems in the accounting system. This is in addition to the review by the chairman or vice chairman. Since our current chairman is also the acting interim executive director, the vice chairman will provide this oversight.

Please know that moving forward, board leadership will continue to look for ways to strengthen our policies and practices as we did in regard to per diems. The DAFC board wants to continue to work together with you to foster strong economies and create even stronger communities that the residents and future residents of Fulton County deserve.

We very much look forward to discussing these items with you on July 14th and will be happy to answer your questions. In the interim, please don't hesitate to reach out if we can provide anything further.

Thank you,

Marty

Michel Turpeau
Chairman
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DEVELOPMENT AUTHORITY
of FULTON COUNTY

DAFC Per Diem Policy - November 2020

Development Authority of Fulton County

Director Compensation Policy

Preface: The Official Code of Georgia Annotated § 36-62-5(c) (the “Act”) provides for limited compensation to Development Authority of Fulton County (the “Development Authority”) directors for reimbursement of actual expenses and for payment of a per diem in counties with a population of 550,000 or more. Specifically, the per diem allowance in counties with a population of 550,000 or more shall be determined by the governing authority (in this case, the Fulton County Board of Commissioners) and shall be paid for each day, or part thereof, spent in performance of the director’s duties.

A per diem is defined as “for each day” and therefore the Act can be interpreted as specifically authorizing the payment of a single per diem for each day in which services to the Development Authority are provided.

Purpose: The Development Authority does not currently have a policy to determine how and when a per diem should be paid. The purpose of the Policy (as defined herein) is to provide more specific guidance to Development Authority directors and staff.

Policy: Per diems are authorized to be paid for the following (collectively, the “Policy”):

- Attendance at regular or special-called meetings of the Development Authority.
- Officer attendance at Executive Committee meetings.
- Participation in a committee meeting for committees specifically designated and authorized by the Development Authority.
- Participation in an external event when the director is attending the event as a representative of the Development Authority.
- Other work and telephone calls from a director’s home or office which directly relate to current Development Authority matters and issues in which the total time devoted to such matters exceeds more than two hours per day, such total time including travel time to meetings, time waiting for courier delivery of documents, and review and/or execution of documents.
- Travel to attend an out of town meeting directly related to the work and mission of the Development Authority.

Limitation: When multiple meetings or events occur on the same day, only one per diem shall be paid on any given day. The Policy cannot identify every possibility for when a per diem should be paid and, therefore, it is incumbent on each director to implement and adhere not only to the letter of the Policy, but also to the spirit of the Policy.

**APPROVED BY DEVELOPMENT AUTHORITY OF FULTON COUNTY
EXECUTIVE COMMITTEE ON NOVEMBER 16, 2020.**

DAFC Per Diem Policy - June 2021

Development Authority of Fulton County

Director Per Diem Policy

Preface: The Official Code of Georgia Annotated § 36-62-5(c) (the “Act”) provides for limited compensation to Development Authority of Fulton County (the “Development Authority”) directors for reimbursement of actual expenses and for payment of a per diem in counties with a population of 550,000 or more. Specifically, the per diem allowance in counties with a population of 550,000 or more shall be determined by the governing authority (in this case, the Fulton County Board of Commissioners) and shall be paid for each day, or part thereof, spent in performance of the director’s duties.

A per diem is defined as “for each day” and therefore the Act can be interpreted as specifically authorizing the payment of a single per diem for each day in which services to the Development Authority are provided.

Purpose: The Development Authority does not currently have a policy to determine how and when a per diem should be paid. The purpose of the Policy (as defined herein) is to provide more specific guidance to Development Authority directors and staff.

Policy: Per diems are authorized to be paid for the following (collectively, the “Policy”):

- Attendance at regular or special-called meetings of the Development Authority.
- Officer attendance at Executive Committee meetings.
- Participation in a committee meeting for committees specifically designated and authorized by the Development Authority.
- Participation in an external event when the director is attending the event solely as a representative of the Development Authority and the event has significant and substantive economic development issues that relate directly to current the Development Authority issues or priorities.
- Other work and telephone calls from a director’s home or office which directly relate to current Development Authority matters and issues in which the total time devoted to such matters exceeds more than two hours per day. Such total time could include travel time to meetings, review and/or execution of documents and other time spent in furtherance of DAFC work so long as it is well documented in the Per Diem Approval Form described herein.
- Travel to attend an out of town meeting directly related to the work and mission of the Development Authority. The Development Authority will reimburse direct travel and lodging expenses. All other expenses, including meals, associated with out of town travel are expected to be covered by the per diem.

Requirements: Each director seeking reimbursement for a per diem shall complete the “Per Diem Approval Form” attached hereto as Exhibit A. The Accounting Liaison will review all Per Diem Approval Forms for compliance with the Policy. Prior to disbursement of any per diem payments, the Treasurer will also review the Per Diem Approval Forms for confirmation that they are in compliance with this Policy. A sample of acceptable service descriptions is attached hereto as Exhibit B.

No director who is receiving a salary or other compensation from the Development Authority for serving in an employment capacity with the Development Authority will be

Development Authority of Fulton County

Director Per Diem Policy

eligible for any per diems during their term of employment with the Development Authority.

Limitation: When multiple meetings or events occur on the same day, only one per diem shall be paid on any given day. The Policy cannot identify every possibility for when a per diem should be paid and, therefore, it is incumbent on each director to implement and adhere not only to the letter of the Policy, but also to the spirit of the Policy.

**APPROVED BY DEVELOPMENT AUTHORITY OF FULTON COUNTY
BOARD OF DIRECTORS ON JUNE 22, 2021**

Development Authority of Fulton County

Director Per Diem Policy

EXHIBIT A

PER DIEM APPROVAL FORM

I, the undersigned member of the Development Authority of Fulton County, do hereby certify that I was engaged in official Authority business, regular and or special called meetings, on the dates indicated below, and I am entitled to the per diem allowance authorized by law for such service.

DATE OF SERVICE:

DESCRIPTION OF SERVICE(S):

TOTAL AMOUNT \$
(Per Diem or Expenses*)

This Day of , 2021

**DIRECTOR,
DEVELOPMENT AUTHORITY OF FULTON
COUNTY**

**Accounting Liaison,
DEVELOPMENT AUTHORITY OF
FULTON COUNTY**

*Any travel or lodging expenses related to DAFC activities as permitted under this Policy. Receipts must accompany this form.

Development Authority of Fulton County

Director Per Diem Policy

EXHIBIT B

Permitted Descriptions of Service for Per Diem Approval Form

Attend Board Meeting on [DATE]

Attend Executive Committee Meeting on [DATE]

Attend [X] Committee Meeting on [DATE]

Site Visit for [X] Project arranged by DAFC

Review of Audit/Accounting/Banking Records

Meeting with Auditor or Accountant

Review and execute documents relating to [X] Project

Attend [X] Conference at the request of DAFC

Meeting/Call with Legal Counsel to discuss project, committee, legal issue, or other matter

Meeting/Call with Developer to discuss new project

Meeting/Call with staff to discuss operational issue

Meeting/Call with Commissioner or other official at the request of the DAFC

Made a presentation at the request of the DAFC

DAFC Economic Development Investment Policy

November 2020

Development Authority of Fulton County

Policy on Economic Development Investments of the Authority

Purpose: The purpose of the Policy on Economic Development Investments of the Authority is to provide more specific guidance to Development Authority of Fulton County (“the Authority”) directors and staff regarding community investments of the Authority.

Policy: The Authority has regularly invested in economic development initiatives in Fulton County, including investments in the South Fulton Chamber of Commerce, North Fulton Chamber of Commerce, Progress Partners, South Fulton Economic Development Partnership, and others in order to further economic development programs and support organizations throughout Fulton County.

While continuing these important investments, as appropriate, the Authority is interested in creating a program to designate up to \$225,000 annually to support economic development projects and initiatives within the Fulton County Commission Districts. Each Authority Director may recommend one or two economic development related project or initiative, totaling up to \$25,000 per district, to the Board of Directors for consideration in his or her district. For recommendations made by an Authority Director that serves as one of the at-large Board positions, and not a specific district, such recommendations can include one or two projects or initiatives that are located anywhere in Fulton County, totaling up to \$25,000 per at-large position. Notwithstanding anything to the contrary contained herein, any two or more Directors may combine investments to cover more than one district. These projects can include those being undertaken by non-profit organizations and focusing on education, workforce development, among other things.

The Director making the recommendation for his or her district must submit a written proposal regarding the economic development program or initiative that will be shared with the Board of Directors for consideration. Proposals may be submitted by Directors throughout the calendar year. It is highly recommended that each Director consult with the Fulton County Commissioner that represents his or her district, if applicable, prior to making the recommendation for his or her district. In the event that the Director’s recommendation is approved by the Board, it is highly recommended that such Director continue to consult with the Fulton County Commissioner and Board of Directors throughout the implementation process.

Limitations: The Authority Board of Directors will determine annually in January the proposed amount of these investments, as appropriate, after consideration of the annual budget for the Authority for the upcoming year.

Investments must be utilized for programs regarding economic development, workforce, job training, affordable housing and other related matters and not for overhead or salaries of any organizations.

For the avoidance of doubt, the investments permitted by this Policy are in addition to other investments to organizations within Fulton County that are approved by the Board.

Development Authority of Fulton County

Policy on Economic Development Investments of the Authority

**APPROVED BY DEVELOPMENT AUTHORITY OF FULTON COUNTY
EXECUTIVE COMMITTEE ON NOVEMBER 16, 2020.**

DAFC Media Inquiry and Social Media Policies - November 2020

Development Authority of Fulton County

Media Inquiry, Social Media, and Company Interaction Policies

Media Inquiry Policy:

To ensure the quality and consistency of information shared with media sources and in furtherance of promoting the importance of economic development throughout Fulton County, the following policy shall be followed by all Development Authority of Fulton County (“DAFC”) staff and Board members (consistent with the fiduciary obligations owed by Board members and officers of the DAFC to the DAFC):

- The official spokespeople for the DAFC are the Executive Director and/or CEO, Chairman and/or Vice Chairman.
 - Individual Board members, other than the Chairman and Vice Chairman, are not authorized to speak on behalf of the DAFC Board.
 - No Board member, other than an official spokesperson, should communicate regarding pending Board matters and projects without the express prior consent of the Executive Director and/or CEO, understanding that all meetings of the Board are subject to the Open Records Act.
 - If board members choose to respond to inquiries about their vote made on a specific project, they should be sure the reporter understands and acknowledges in the story that the Board member is not speaking on behalf of DAFC. Furthermore, if a Board member other than an official spokesperson communicates with any member of the media regarding a prior vote, the Board member must be mindful of his/her fiduciary obligations to promote the best interests of the DAFC as determined by the Board.
 - DAFC staff and Board members (including any official spokesperson) should notify the Executive Director and/or CEO immediately if they are contacted by any members of the media.
 - Working with the Chairman and/or Vice Chairman, the Executive Director and/or CEO will help streamline all official Board correspondence to external audiences, including members of the media.
 - Please acknowledge receipt of any media inquiries in a timely manner and let the reporter know you will share their inquiry with the appropriate person at DAFC.
 - While most inquiries are received by email, if the inquiry is received by phone or other means, please note the reporter’s name and contact information.
- Other than the limited media communications contemplated herein by any Board member, do not engage members of the media, but instead ask them to contact the Executive Director and/or CEO for DAFC’s position on any issue.
- Do not seek out members of the media to provide comments regarding the business of the DAFC, any DAFC activities, and any Board votes.
- Do not seek out members of the media to provide comments that are disparaging to the DAFC or any decision of the DAFC Board, understanding that DAFC’s mission is to promote economic development within Fulton County and to procure opportunities over other development organizations.
- Do not provide DAFC-related documents or materials to the media or others, whether by verbal communication, email, text message, facsimile, regular mail, photograph, hand delivery, or any other means. In the event such documents or materials are requested, please contact the Executive Director and/or CEO immediately and provide documentation of the request so that DAFC may officially respond to any such request.

Development Authority of Fulton County

Media Inquiry, Social Media, and Company Interaction Policies

Social Media Policy:

While social media is a vital form of communication, we acknowledge that there are risks involved with sharing opinions on these public forums when you serve on behalf of DAFC, whether as a staff member or Board member. The following social media guidelines should be followed by all DAFC Board members and staff:

- Add a disclaimer to your social media profile. For example: “Views and opinions are my own.”
- Do not engage in debates with those who may post opinions that differ from yours regarding decisions made by the Board.
- Do not comment on pending Board matters that have not been voted on by the Board.
- Do not post disparaging comments regarding the DAFC, any DAFC activities, and Board votes.
- Do not post anything that is against the spirit of the DAFC, including posting information that promotes other business development organizations or that is contrary to decisions of the Board.
- Do not reference any confidential and/or sensitive items pertaining to the DAFC and any Board actions, including, without limitation, any matters still under consideration by the Board.
- Do not post information that has not been confirmed or made public by DAFC.

Company Interaction Policy:

Notwithstanding anything to the contrary contained herein with respect to the Media Inquiry Policy and Social Media Policy, individual Board members are authorized to communicate with company representatives seeking approval from the DAFC and prospective company partners (collectively, “Company Representatives”) regarding their respective projects under the following conditions:

- Individual Board members are authorized to communicate with Company Representatives at site visits organized by DAFC, DAFC meetings, and in other circumstances that are expressly authorized by the Board (collectively, the “Permitted Company Representative Interactions”).
- Any Board member that communicates with a Company Representative outside of the Permitted Company Representative Interactions should immediately report the communication(s) to the Executive Director and/or CEO. Such report should provide the name(s) of the Company Representative(s), the name of the project, and the matters discussed in reasonable detail.

**APPROVED BY DEVELOPMENT AUTHORITY OF FULTON COUNTY
EXECUTIVE COMMITTEE ON NOVEMBER 16, 2020.**

DAFC Expenditures Policy November 2020

Development Authority of Fulton County

Expenditure Policy

Purpose: The purpose of the Expenditure Policy is to provide more specific guidance to Development Authority of Fulton County (“the Authority”) directors and staff regarding expenditures of the Authority.

Policy: The Authority will properly control and account for all cash and expenditures.

As provided in the Authority Bylaws, authorized check signatories include the Chairman, Vice Chairman, Executive Director and/or CEO and Treasurer.

The Executive Director and/or CEO may approve any and all disbursements less than or equal to \$5,000.

The Chairman may approve any and all disbursements less than or equal to \$10,000.

The Executive Director and/or CEO may approve budgeted disbursements less than or equal to \$25,000, including new contracts for goods or services for the Authority.

The Chairman may approve budgeted disbursements that are less than or equal to \$100,000, including new contracts for goods or services for the Authority.

**APPROVED BY DEVELOPMENT AUTHORITY OF FULTON COUNTY
EXECUTIVE COMMITTEE ON NOVEMBER 16, 2020.**