



**JSDC Board of Directors Meeting  
February 13, 2023  
Official Minutes  
JSDC Lower-Level Conference Room**

**Members Present:** Tory Hart, Nick Schauer, Dwaine Heinrich, Mark Klose, Casey Henderson, David Steele, Rod Johnson, Mike Delfs, Tonya Perkins.

**Members Absent:** Marlee Siewert, Steve Cichos, Jen Dockter.

**Staff Present:** Connie Ova, Corry Shevlin, Jamie Czapiewski.

**Guests Present:** Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Danica Chaput, ND Job Service; Katie Hemmer, Jamestown Regional Airport; Paul Smith, SBDC; Tiffany Dockter (via Zoom), Medina Economic Development; Joe Heupel, Medina Economic Development; Clyde Reister, Medina Economic Development; Joe Deede, Medina City Council.

**Call to order:** 11:45 a.m. by Tory.

**Conflict of Interest:** None

**B) Approval of Agenda:** Corry made the suggestion of moving the airport presentation to the beginning of the meeting, with the added Medina Economic Development presentation to follow immediately after.

*David Steele made a motion to approve the agenda with the noted changes, Jeremy Rham seconded, and the motion passed unanimously by voice vote.*

**C) President's Report:** Tory thanked everyone for their flexibility for recent SEPA related meetings.

**D) Strategic Committee Reports**

Organizational Excellence Committee –

(Committee members: David, Mark, Tonya, Marlee, Jen, Connie, Corry, and Jamie) \*2023

*Members\**

- The Organizational Excellence Committee did not meet in February. They will need to determine a 2023 chair at their next meeting.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

(Committee members: Jeremy, Tory, Nick, Rod, Marlee, Steve, Casey, Connie, Corry, Jamie, and LeAnn)

*\*2023 Members\**

- The Finance Committee meets on an as needed basis.
- The Finance Committee did not meet in February.

Existing Business Outreach Committee-

(Committee members: David, Mark, Tory, Rod, Dwaine, Michael Connie, Corry, and Jamie) \*2023

*Members\**

- The Existing Business Outreach Committee met on Tuesday, February 7, 2023.
- The Existing Business Outreach Committee voted to on the changes they saw fit to the Intern Reimbursement Program to be passed on to the Board.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Jeremy, Nick, Steve, Dwaine, Tonya, Jen, Mike, Connie, and Corry) \*2023 Members\*

- The Business Attraction Committee did not meet in February.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

**E) Approval of Meeting Minutes:** The January 17, 2023 meeting minutes were in the OneDrive for review.

*Dwaine made a motion to approve the minutes as presented. Rod Johnson seconded, and the motion passed unanimously by voice vote.*

**F) Account Status Report:** This item will be tabled until next month when all of January's financials are received.

**G) Airport Presentation:** Katie Hemmer of the Jamestown Regional Airport was in attendance to give a presentation of the 2023 Essential Air Service Proposal Review.

The airport currently has two proposals for air service plans. One is with SkyWest, with service to Denver and Minneapolis/St. Paul and the other is from Northern Pacific with service to Minneapolis/St. Paul.

They are leaning towards going with the SkyWest option, based on the established business connection they already have with them.

*Mark Klose made a motion for the JSDC to write a letter of support for the airport's current projects. David Steele seconded, and the motion passed unanimously by voice vote.*

**H) Medina Economic Development:** The recently formed Medina Economic Development was in attendance to give a brief presentation. The goal of this program is not to duplicate any services provided by the JSDC, but instead work beside it. They are working on purchasing a multi-faceted building to potentially house a clinic, laundromat, meeting space, business center with rental offices, and potentially a store front showcasing Medina-made items.

Medina Economic Development will be hosting an informational pancake brunch on March 25 at 10 a.m. at the Medina City Hall to help educate the community on its vision.

**I) Daycare Expansion Program Application:** Jamie's notes regarding the Daycare Expansion Assistance Program Application were in the One Drive for review. The application is modeled after the current JSDC funding application, with certain changes made that pertain more towards daycares. The main points covered in the application were the licensure of the daycare, the intended use of the grant, and the capacity and intended capacity of the daycare. The application will begin to be distributed to interested daycares.

**J) Changes to Internship Reimbursement Program Guidelines:** The Existing Business Committee moved to recommend the following changes to the Board of Directors for the Internship Reimbursement Program Guidelines at their meeting on 2/7/23:

- Not allowing repeat interns for funding
- Specifying that the student interns must be within two years of completing their program

*Mark Klose made a motion to approve the noted changes to the Internship Reimbursement Program Guidelines. Jeremy Rham seconded, and the motion passed unanimously by voice vote.*

**K) CEO Succession Planning:** The executive committee made a recommendation to the Board to move Corry into the CEO position starting March 1.

*Mike Delfs made a motion to approve the executive committee's recommendation to move Corry to the CEO position starting on March 1, 2023. Tory Hart seconded, and the motion passed unanimously by roll call vote. Tory-Aye, David-Aye, Mike-Aye, Tonya-Aye, Dwaine-Aye, Mark-Aye, Jeremy-Aye, Rod-Aye, Casey-Aye, Nick-Aye. Marlee, Jen, and Steve were not in attendance to vote.*

**L) Signatory Approval:** Signatory approval needed to change hands at the beginning of the year due to the changes to the rotating executive committee and new CEO. The date of March 1, 2023 was picked in order to not have to repeat the process with the new CEO.

*Rod Johnson made a motion to give signatory approval to Corry Shevlin and Jeremy Rham and remove signatory power from Kelly Rachel and Connie Ova beginning March 1, 2023. Nick Schauer seconded, and the motion passed unanimously by voice vote.*

**M) Staff Reports:**

**Connie:** Connie had nothing to report on.

**Corry:** Corry updated the Board on projects.

**N) Ex-Officio Reports:**

**City of Jamestown:** Dwaine and David reported on the City of Jamestown.

**Stutsman County:** Mark reported on Stutsman County.

**Jamestown Chamber of Commerce:** Emily reported on the Chamber.

**Jamestown Tourism:** Emily reported on tourism.

**ND Job Service:** Danica reported on Job Service.

**SBDC:** Paul reported on SBDC.

**SEPA:** Glenn was absent.

**Adjourn:** Tory adjourned the meeting at 1:00 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator