



**JSDC Regular Board of Directors Meeting  
December 12, 2022  
Official Minutes  
JSDC Lower Level Conference Room**

**Members Present:** Tory Hart, Dwaine Heinrich, Mark Klose, Jeremy Rham, David Steele, Rod Johnson, Jen Dockter, Tonya Perkins.

**Members Absent:** Marlee Siewert, Nick Schauer, Kelly Rachel, Steve Cichos, Tom Silbernagel.

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

**Guests Present:** Verla Jones, Childcare Aware; Masaki Ova, Jamestown Sun; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Warren Abrahamson; Jamestown Area Chamber of Commerce/Jamestown Tourism; Chris Irwin, SBDC; Casey Henderson, Dacotah Bank; Sarah Hellekson, City of Jamestown.

**Recorder Turned On:** 11:36 a.m.

**Call to order:** 11:49 a.m. by Tory.

**Conflict of Interest:** None.

**B) Approval of Agenda:**

*Tory made a motion to approve the agenda as presented, Jeremy seconded, and the motion passed unanimously by voice vote.*

**C) President's Report:** Marlee was absent from the meeting; no report was given.

**D) Strategic Committee Reports**

Organizational Excellence Committee –

(Committee members: Jeremy, Marlee, Tory, Kelly, Mark, David, Jen, Tonya, Connie, Corry, and Tracey) *\*2022 Members\**

- The Organizational Excellence Committee met on Monday, December 5, 2022. They met with Jason Mathews of JM Strategies to discuss the upcoming CEO succession planning process.
- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m.

Finance Committee-

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Connie, Corry, Jamie, and LeAnn) *\*2022 Members\**

- The Finance Committee met on Tuesday, December 6, 2022.
- The new Finance Chair is Jeremy Rham. He will be working on figuring out the best way to

present the finances to the whole board.

- The next Finance Committee meeting is scheduled for Tuesday, February 7, 2023 to go over the 2024 Budget, due in March.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Marlee, Nick, Mark, David, Rod, Tom, Connie, Corry, and Jamie)

*\*2022 Members\**

- The Existing Business Outreach Committee met on Tuesday, December 6, 2022.
- The Existing Business Outreach Committee voted to bring the Daycare Expansion Program to the Board.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Tory, Kelly, Dwaine, Steve, Jen, Tonya, Connie, and Corry) \*2022 Members\*

- The Business Attraction Committee met on Wednesday, December 7, 2022.
- The Business Attraction Committee voted to bring Flex PACE 2023 funding request to the Board.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon.

**E) Approval of Meeting Minutes:** The minutes from the November 14, 2022 meeting were in the One Drive for review.

*David Steele moved to approve the minutes from the November 14, 2022 meeting as presented, Tonya Perkins seconded, and the motion carried by unanimous voice vote.*

**F) Account Status Report:** The monthly transactions for November were in the One Drive for review.

*Rod Johnson moved to approve the account status report as presented, Dwaine Heinrich seconded, and the motion carried by unanimous voice vote.*

**G) CEO Succession Planning:** A brief discussion was held regarding the succession planning meeting that took place with Jason Matthews of JM Strategies during the last Organizational Excellence Committee meeting. The plan calls for starting the search for a new CEO right away in the New Year.

*Mark Klose made a motion to approve the request to formally start the new CEO search in the New Year by the Organizational Excellence and Executive committees. Dwaine Heinrich seconded, and the motion passed unanimously by voice vote.*

**H) Daycare Expansion Proposal:** Corry reviewed the memo in the One Drive regarding the Daycare Expansion Proposal. This program aims to help both new childcare startups and existing remodels on the contingency that they to help provide more open childcare spots throughout the city and county. This would have a direct impact on the local workforce, as lack of childcare is a major issue.

Verla Jones of Childcare Aware was present at the meeting to answer questions regarding the childcare needs in the city and county.

The program would match project cost on a 1:1 basis for a variety of improvements that increase their capacity, up to \$10,000. The request calls for total funding of \$50,000 (\$40,000 – city, \$10,000 – county) for the upcoming 2023 calendar year.

*David Steele made a motion to approve the request, Jen Dockter seconded, and the motion passed unanimously by roll call vote. Tory-aye, Dwaine-aye, Mark-aye, Jeremy-aye, David-aye, Rod-aye, Jen-aye, and Tonya-aye. Marlee, Nick, Kelly, Steve, and Tom were absent.*

**I) Flex PACE 2022 Review/Flex PACE 2023** Corry reviewed the memo in the One Drive outlining the approved Flex PACE projects from 2022. JSDC was able to participate in 6 different Flex PACE loans in the past year, totaling \$347,847.86.

It was recommended to request \$500,000 for the 2023 Flex Pace Program.

*Jen Dockter made a motion to approve the request. David Steele seconded, and the motion passed unanimously by roll call vote. Tory-aye, Dwaine-aye, Mark-aye, Jeremy-aye, David-aye, Rod-aye, Jen-aye, and Tonya-aye. Marlee, Nick, Kelly, Steve, and Tom were absent*

**J) 2023 Board Member Nominations/Election:** The nominating committee met on November 17, 2022. A memo regarding the open Board positions was in the One Drive for review.

Kelly Rachel is completing his 3<sup>rd</sup> term and retiring. Jeremy Rham is completing his 1<sup>st</sup> term and is willing to move into the Secretary-Treasurer position. Rod Johnson is completing his 1<sup>st</sup> term and is eligible for re-election. Nick Schauer is completing his 1<sup>st</sup> term and is willing to move into Vice-Chair position. Tom Silbernagel has moved out of Stutsman County and is no longer eligible to serve on the board.

The nominees to fill the open positions are Casey Henderson of Dacotah Bank, and Tonya Perkins of the North Dakota State Hospital, who has completed her year as the Chamber of Commerce Chair. Michael Delfs will be filling the Chamber Chair position for 2023.

*Mark Klose made a motion to reaffirm the executive chairs as suggested, with Tory Hart as Chair, Nick Schauer as Vice-Chair, Jeremy Rham as Secretary/Treasurer, and Marlee Siewert moving to past chair. Rod Johnson seconded the motion and the motion passed by unanimous voice vote.*

*Jeremy Rham made a motion to reaffirm the city and county appointed Board members. David Steele seconded, and the motion passed by unanimous voice vote.*

*Mark Klose made a motion to elect the new nominees, Tonya Perkins and Casey Henderson, to the Board of Directors for their first term, as well as reaffirm Rod Johnson for his second term. Jeremy Rham seconded, and the motion passed by unanimous voice vote.*

**K) Outgoing Board Members:** Kelly Rachel is retiring from the Board of Directors after 11 years. He has served his three terms as well as gone through the executive chairs. He did not wish to receive a plaque and was absent from the meeting due to a vacation.

**L) Staff Reports:**

Connie: reported that the Rail Bid was opened on December 5, 2022. There is an apparent winner, but nothing can be formally awarded until all legal paperwork has been returned.

Bison World will be meeting with legislators on December 20, 2022.

Corry: reported that the Flex PACE projects for 2022 are closed.

Rod Johnson left the meeting at 12:50 p.m.

Jen Dockter left the meeting at 12:57 p.m.

**M) Ex-Officio Reports:**

**City of Jamestown:** Dwaine 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 and Warren reported on tourism.

**SEPA:** Glenn was absent.

**Adjourn:** Tory adjourned the meeting at 1:03 p.m.

**Recorder Turned Off:** 1:04 p.m.

Respectfully submitted – Jamie L. Czapiewski, Operations Coordinator