



**Special JSDC Board of Directors Meeting
April 16, 2018
Lower Level Conference Room
Official Minutes**

Members Present: Chris Rathjen, Katie Andersen, Bob Toso, Ritchie Wolf, Mark Klose, Gerald Horner, Lorrie Pavlicek, Jason Rohr, Tom Hausmann (entered at 11:47), and Ramone Gumke (entered at 11:49).

Members Absent: Marlee Siewert, Kelly Rachel, Dale Marks, CJ Janke, and Bill Lytle.

Staff Present: Connie Ova, Corry Shevlin, and Beth Blumhardt.

Staff Absent: Tracey Pringle

Guests Present: Keith Norman, Jamestown Sun; Katherine Roth, UJ Entrepreneurship Center; Stacy Bowerman, South Central Dakota Regional Council; Nicole Meland, Stutsman County; Maria Effertz-Hanson, AE2S; Heather Syverson, AE2S (via phone); Mindy Piatz, Brady, Martz & Associates; Sarah Hellekson, City of Jamestown; Karla Hoelscher, Train ND; and Joe Schneider, Train ND.

Call to order: 11:45 a.m. by Chris Rathjen.

Tape recorder started: 11:45 am

Introductions were made by those in attendance.

Conflict of Interest: Lorrie Pavlicek declared a conflict of interest on the Train ND Grant Renewal agenda item and abstained from voting due to the fact that she has a contract with them. The JSDC Board of Directors were in agreement of Lorrie abstaining from voting.

Approval of Agenda: Chris informed the Board that this is considered a “Special” Board of Directors Meeting due to it not falling on the monthly regularly scheduled date therefore no changes or additions can be made to the agenda. The April 16, 2018 JSDC Board of Director Meeting Agenda was approved as presented.

President’s Report: Chris Rathjen reminded the Board of the upcoming JSDC Annual Meeting on April 25, 2018 and to please RSVP. Chris also mentioned over the last few weeks there have been several meetings to review and approve the SEPA audit.

Minutes: *Katie Andersen moved to approve the minutes of the March 12, 2018 Board of Directors Meeting as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Connie presented the March financial report to the Board of Directors in Tracey’s absence; the reports were in the dropbox for review.

Bob Toso moved to approve the March financial report as presented, Jason Rohr seconded, and the motion passed unanimously by voice vote.

SBDC Request: Connie reported on the SBDC Request agenda item. The JSDC Organizational Excellence committee reviewed all information related to hosting a Jamestown SBDC position that will serve the nine-county region. The following recommendation was made to the JSDC Board of Directors:

- JSDC will partner with the ND SBDC and the SCDRC to provide cash and indirect funding for an 80% full time equivalent (FTE) employee.
- JSDC will host (indirect funding) the employee/office.
- The included “budget justification” in the dropbox outlines the total cost of each salary option:

	Option 1	Option 2	Option 3
Salary at 100%	\$50,000	\$55,000	\$60,000
JMS SBDC= 80%	\$40,000	\$44,000	\$48,000
ND SBDC Cash	\$40,982	\$40,982	\$40,982
SCDRC Cash	\$15,000	\$15,000	\$15,000
JSDC Cash	\$10,118	\$15,588	\$21,039
JSDC Indirect Costs	\$15,864	\$17,177	\$18,485
TOTAL	\$81,964	\$88,747	\$95,506

- SBDC Counselor Position description (included in the dropbox)

The recommendations to the JSDC Board of Directors were as follows:

- (1) Partner with ND SBDC and SCDRC? Yes/No
- If yes- (2) Fund the position at what dollar amount? \$40,000/\$44,000/\$48,000?

The Board of Directors discussed the three options presented. Various inquiries were made amongst the board including if this was currently in the budget, would this be a 1-year commitment with a 1-year renewal and review, and are there going to be goals and objectives put in place to make sure the individual is achieving the set goals. Comments were also made as to if JSDC is the appropriate site to be hosting SBDC. After further discussion amongst the Board of Directors a motion was made.

Bob Toso moved to approve Option 1 at 80% for 1 year with a 1-year renewal and review providing the JSDC has a signed contract with South Central Dakota Regional Council to provide a percentage of the funding and at an 80/20 City/County split of JSDC funds, Gerald Horner seconded the motion, and the motion passed 9-1. Roll Call: Mark-aye, Lorrie-no, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Bob-aye, Katie-aye, and Chris-aye. Motion passed 9-1 with Kelly Rachel, CJ Janke, Marlee Siewert, Dale Marks, and Bill Lytle absent.

SCDRC Dues: Connie reviewed her memo in the dropbox on the SCDRC Dues agenda item. The JSDC Organizational Excellence Committee recently met and recommend that the balance of the SCDRC dues for 2018 of \$16,141 (63% City = \$10,169 / 37% County = \$5,972) be released as soon as JSDC has the \$15,000 check from SCDRC to help support the Jamestown SBDC position at the JSDC.

Bob Toso moved to approve the recommendation that the balance of SCDRC dues for 2018 in the amount of \$16,141 (63% City=\$10,169 / 37% County=\$5,972) be released as soon as JSDC has the \$15,000 check from SCDRC to help support the Jamestown SBDC position at the JSDC, Ritchie Wolf seconded the motion, and the motion passed unanimously. Roll Call: Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Bob-aye, Katie-aye, Mark-aye, Lorrie-aye and Chris- aye. Motion passed 10-0 with Bill Lytle, Marlee Siewert, Kelly Rachel, Dale Marks and CJ Janke absent.

AE2S Survey & Project Update: Corry introduced Maria Effertz Hanson from AE2S who was in attendance and Heather Syverson also from AE2S who was attending via phone. Maria distributed handouts to the group with results from the survey they conducted on JSDC Workforce Development. Maria reviewed the results with the Board of Directors. Heather commented the survey was sent to 332 participants via email in which 92 responded; the survey was also put out on social media and online. After the presentation of those results, the floor was opened up to questions and discussion. A few inquires were made by the Board of Directors. Chris inquired what is the next step in this process. Maria commented they will provide a report to JSDC that will consist of three parts: a Marketing Audit, Workforce Development & Communication Skills, and a follow up on some of the next steps. Maria will also be speaking at the JSDC Annual Meeting on April 25th.

Draft Audit Review: Chris introduced Mindy Piatz from Brady, Martz and Associates to the Board. Mindy was in attendance to review the 2017 Draft Audit with the JSDC Board of Directors. Mindy noted before starting the review that it is still in draft form and a couple items need to be updated yet. Mindy then presented the 2017 JSDC Draft Audit and opened up the conversation to any inquires the Board had. Mindy also reviewed the Form 990 with the board. Mindy pointed out that in 2016 there was a net operating loss and the election wasn't made to carry that forward so if the election wasn't made that year you have to automatically carry it back two years.

Lorrie Pavlicek motioned to have Brady, Martz & Associates amend the previous tax returns to reflect the loss carried back, Ritchie Wolf seconded the motion, and the motion passed unanimously. Roll Call: Bob-aye, Katie-aye, Mark-aye, Lorrie-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye and Chris-aye. Motion passed 10-0 with Dale Marks, CJ Janke, Bill Lytle, Marlee Siewert and Kelly Rachel absent.

Jason Rohr motioned to approve moving the 2017 JSDC Draft Audit on to the Annual Meeting with the exception of the couple changes that will be made to SEPA, Lorrie Pavlicek seconded the motion, and the motion passed unanimously. Roll Call: Mark-aye, Lorrie-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Bob-aye, Katie-aye, and Chris-aye. Motion passed 10-0 with CJ Janke, Bill Lytle, Marlee Siewert, Kelly Rachel and Dale Marks absent.

Train ND Grant Renewal: Connie reviewed her memo in the dropbox on the Train ND Grant Renewal agenda item. The Train ND 2-year project commenced May 1, 2017. The original request approved was to provide funding of \$45,000/year for the next two years to assist with defraying the costs of an employee to continue with and to enhance the focus on workforce training in Jamestown and Stutsman County. The funding of \$45,000 on an 80/20 City = \$36,000/County=\$9,000 split. Quarterly reviews were included with a thorough review at the end of the first year. If at the time of that review, the program has not achieved the goals outlined, JSDC will not be obligated to continue the funding. Connie commented that she believes the project has gone well and recommended continuation for the next 12-month period.

Karla Hoelscher, Train ND, and Joe Schneider, Train ND, were both in attendance at the meeting to review the past 12 months training successes and provide information on upcoming training. A proposal letter and Final Report for 2017-2018 from Train ND was provided in the dropbox for review.

A brief discussion and a few inquiries were held amongst the Board.

Ramone Gumke motioned to approve funding for the continuation of Train ND for another 12-month period, Jason Rohr seconded the motion, and the motion passed unanimously. Roll call: Ritchie-aye, Jason-aye, Tom-aye, Ramone-aye, Gerald-aye, Mark-aye, Katie-aye, Bob-aye, and Chris-aye. Motion passed 9-0 with Kelly Rachel, Dale Marks, CJ Janke, Bill Lytle, and Marlee Siewert absent and Lorrie Pavlicek abstaining.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee-

(Committee members consist of: Tom, Gerald, Mark, Ramone, Katie, Bob, Curt, Bill, Corry, and Connie)

- Corry reported the Business Attraction Committee met on Monday, April 2nd. The committee discussed the Airport Business Park. Corry noted bids open for the Airport Park on Tuesday, April 17th at 1:00 pm. The next Business Attraction Committee Meeting is scheduled for Monday, May 7th.

Existing Business Outreach Committee-

(Committee members consist of: Lorrie, Chris, Ritchie, Jason, Marlee, Dale, Corry, and Connie)

- Corry reported the Existing Business Committee met on Tuesday, April 3rd. The committee discussed Storefront Improvement and AE2S. The next Existing Business Outreach Committee Meeting is scheduled for Tuesday, May 1st.

Organizational Excellence Committee –

(Committee members consist of: Bob, Katie, Bill, Lorrie, Kelly, Connie, Tracey, and Beth)

- The Organizational Excellence Committee met on Thursday, March 29th. The committee discussed the SBDC Budget and SCDRC Dues. The next scheduled meeting is on Tuesday, May 15th.

Finance Committee-

(Committee members consist of: Chris, Katie, Bill, Kelly, Tracey, and Connie)

- Chris reported that the Finance Committee met and reviewed the draft audit.

Action Items: None at this time.

Staff Reports:

CEO: Connie reviewed her report; her full report was in the dropbox.

Business Development: Corry gave a brief report; his full report was in the dropbox.

Administrative Assistant: Beth's full report was in the dropbox.

Office Manager: Tracey was absent. Her full report was in the dropbox.

Ex-Officio Reports:

City of Jamestown: Katie Andersen was present and reported on the City.

Stutsman County: Mark Klose was present and reported on the County.

Jamestown Regional Entrepreneurship Center: Katherine Roth was present and reported on Jamestown Regional Entrepreneurship Center.

South Central Dakota Regional Council: Stacy Bowerman was present and reported on South Central Dakota Regional Council.

Adjourn: The meeting was adjourned at 1:11 p.m. by Chris Rathjen.

Tape Recorder stopped: 1:11 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant