



**JSDC Regular Board of Directors Meeting
January 10, 2022
JSDC Lower Level Conference Room
Official Minutes**

Members Present: Marlee Siewert, Tory Hart, Dwaine Heinrich, Mark Klose, Steve Cichos, Jeremy Rham, David Steele, Rod Johnson, Tom Silbernagel, Jen Dockter, Tonya Perkins, and Nick Schauer.

Members Absent: Kelly Rachel.

Staff Present: Connie Ova and Corry Shevlin.

Staff Absent: Tracey Pringle.

Guests Present: Masaki Ova, Jamestown Sun; Searle Swedlund, Jamestown Tourism; Danica Chaput, ND Job Service; and Emily Bivens, Jamestown Area Chamber of Commerce.

Call to order: 11:45 a.m. by Marlee Siewert.

Conflict of Interest: Corry reported that if Nick Schauer attends the meeting today, he will need to abstain from the FCCU internship program application item.

B) Approval of Agenda:

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

C) President's Report: Marlee asked members to review their contact forms, make any changes needed, and return the form today. She reminded the group the Strategic Planning session is scheduled for January 19, 2022 from 1:00-5:00 pm at JSDC.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Marlee, Kelly, Mark, David, CJ, Lorrie, Ritch, Jeremy, Connie, Tracey, and Corry)

2021 Members

- The committee did not meet since the last Board meeting.
- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m. The next Organizational Excellence Committee Meeting is scheduled for Monday, February 7, 2022.

Finance Committee-

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Matthew, Connie, Tracey, and Corry) **2021 Members**

- The committee did not meet since the last Board meeting.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Marlee, Nick, Kelly, Mark, David, Rod, Tom, Corry, and Connie) *2021 Members*

- Tory reported the Committee reviewed internship applications that are being recommended for approval at today's meeting. They also discussed evaluation of the program and that it will take longer than one internship period to gather from our community.
- The Existing Business Outreach Committee meets on the first Tuesday of each month at Noon. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, February 8th.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Dwaine, Steve, Lorrie, CJ, Ritch, Matthew, Corry, and Connie) *2021 Members*

- Tom reported the committee did not meet since the last Board meeting.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next monthly Business Attraction Committee Meeting is scheduled for Wednesday, February 9th.

11:55 am Nick Schauer entered the meeting

E) Approval of Meeting Minutes from 12/13/21 Meeting: The minutes were in the One Drive for review.

David moved to approve the minutes of the December 13, 2021 Board of Directors meeting as presented, Tom seconded, and the motion passed unanimously by voice vote.

F) Account Status Report: Connie reported the financial reports were in the One Drive for review. She stated we are within budget for 2021. She pointed out a net gain of \$99,474.50 which includes the PPP loan funds. The Profit and Loss and the Balance Sheet for 2021 are subject to the audit which begins at the end of this month. Connie also reported Incentive loans are all paid current.

Mark moved to approve the account status report as presented, David seconded, and the motion passed unanimously by voice vote.

G) Internship Program Applications: Corry reviewed the application for Jeremy Hautau from UJ for a legal assistant internship with Dalsted & Ryan P.C. The application was in the One Drive. The Existing Business Outreach Committee recommends approval of this application for the full amount of \$3,500.

Tory made a motion to approve the Jeremy Hautau application, Rod seconded, and the motion passed unanimously by roll call vote. Roll call: Dwaine-aye, Mark-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Tom-aye, Jen-aye, Tonya-aye, Marlee-aye, Tory-aye, Nick-aye, with Kelly absent.

Corry reviewed the application for Wesley Kemp of UJ for a commercial loan internship with FCCU. The application was in the One Drive. The Existing Business Outreach Committee recommends approval of this application for the full amount of \$3,500.

Dwaine made a motion to approve the Wesley Kemp application, Jeremy seconded, and the motion passed unanimously by roll call vote. Roll call: Jeremy-aye, David-aye, Rod-aye, Tom-aye, Jen-aye, Tonya-aye, Marlee-aye, Tory-aye, Dwaine-aye, Mark-aye, Steve-aye, with Nick abstaining from the vote and Kelly absent.

Corry reviewed the application for Courtney Peterson of Gustavus Adolphus for a marketing coordinator internship with Beth Keller/REMAX Now. The application was in the One Drive. The maximum contribution would be \$675. The Existing Business Outreach Committee did not review this application.

Steve made a motion to approve the Courtney Peterson application, David seconded, and the motion passed unanimously by roll call vote. Roll call: Tonya-aye, Jen-aye, Tom-aye, Rod-aye, David-aye, Jeremy-aye, Steve-aye, Mark-aye, Dwaine-aye, Nick-aye, Tory-aye, Marlee-aye, with Kelly absent.

Corry reported the Existing Business Committee discussed the 2022-2023 Internship Reimbursement Program. The committee is recommending up to \$105,000 for the Program from May 2022 through April 2023. With the new applications approved today, the 2021-2022 unused/unobligated Program funds are \$53,175. To fund the 2022-2023 Program back up to the full \$105,000, JSDC will need to request \$51,825 with an 80% city share of \$41,460 and a 20% county share of \$10,635. Mark reported the committee also discussed that it will be 2 or 3 years before we can get good evaluation data on the program.

Tom made a motion to re-plenish the Internship Reimbursement Program funds up to \$105,000 for 2022-2023 as recommended, Rod seconded. Discussion followed. The motion passed unanimously by roll call vote. Roll call: David-aye, Rod-aye, Tom-aye, Jen-aye, Tonya-aye, Marlee-aye, Tory-aye, Nick-aye, Dwaine-aye, Mark-aye, Steve-aye, Jeremy-aye, with Kelly absent.

H) CEO Search Committee: Connie referred to her memo in the One Drive and the items pertaining to searching for a CEO. She recommended listing with IEDC at a cost of \$560, listing with MAEDC for a nominal fee, and with EDND free of charge. She also recommended listing with ND Commerce, ND League of Cities, ND Association of Counties, indeed.com at a nominal cost, and Jamestown Job Service. She shared examples of similar job listings. If community information needs to be included in the job search, Connie recommended using an executive job search company. Links of such companies were provided.

Tory made a motion the Executive Committee act as the CEO Search Committee to bring a recommendation to the full Board, David seconded, and the motion passed unanimously by voice vote.

Tory made a motion to accept Connie's resignation, Tom seconded, and the motion passed unanimously by voice vote.

I) Flex PACE 2022 Overview: Corry reviewed the Flex PACE program as the Organizational Excellence Committee recommended reviewing one incentive program at board meetings with short agendas.

J) Staff Reports:

CEO: Connie reviewed her report which was in the One Drive.

Business Development: Corry reviewed his report which was in the One Drive.

Admin/Finance Coordinator: No report.

K) 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: Searle reported on Jamestown Tourism.

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

Adjourn: Marlee adjourned the meeting at 12:53 p.m.

Respectfully submitted,
Tracey J Pringle, Administrative Coordinator