



**JSDC Regular Board of Directors Meeting  
November 8, 2021  
JSDC Lower Level Conference Room  
Official Minutes**

**Members Present:** Marlee Siewert (by phone), Tory Hart, Nick Schauer, Kelly Rachel, Dwaine Heinrich, Mark Klose, Ritch Wolf, CJ Janke, Lorrie Pavlicek, Steve Cichos (by phone), Jeremy Rham, David Steele, Rod Johnson, and Matthew Pepple.

**Members Absent:** Tom Silbernagel.

**Staff Present:** Connie Ova, Corry Shevlin, and Tracey Pringle.

**Staff Absent:** None.

**Guests Present:** Keith Norman, Jamestown Sun; Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; and Emily Bivens, Jamestown Area Chamber of Commerce.

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

**Conflict of Interest:** None.

**B) Approval of Agenda:**

*Matt made a motion to approve the Agenda as presented, Ritch seconded, and the motion passed unanimously by voice vote.*

**C) President's Report:** Tory reported there's a lot of moving pieces right now with a lot of projects and issues like housing and workforce. He thanked all board members for their hard work and commitment to JSDC.

*Dwaine Heinrich entered the meeting at 11:47 a.m.*

**D) Strategic Committee Reports**

Organizational Excellence Committee –

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

*\*2021 Members\**

- Lorrie reported the Committee met to discuss the JSDC application form and the Board Member Evaluation Questionnaires. Both items are on the Agenda for approval today.
- 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, December 6, 2021.
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Finance Committee-

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

- Nick reported the Committee has not met 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 met and discussed workforce and housing. The staff will garner input from employers in the area and incorporate their ideas to what we can do here at JSDC. The staff will continue to work with developers as they arise. The Committee also reviewed the Southwest Development study that was done previously.
- 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, December 7<sup>th</sup>.

New Business Attraction Committee-

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

- Corry reported the Committee has not met 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, December 8<sup>th</sup>.

**E) Approval of Meeting Minutes from 10/11/21 Meeting:**

*Matt moved to approve the minutes of the October 11, 2021 Board of Directors meeting as presented, Jeremy seconded, and the motion passed unanimously by voice vote.*

**F) Account Status Report:** Tracey reported JSDC Operations is within budget overall for the year. The Incentive AR Detail shows payments due for past quarters of New Jobs Training because of the 2 year ramp up period. These past quarter payments should be paid in full in December 2021. Tracey also reported the balance of economic development funds with the City at the end of October was \$3.77 million and the balance with the County was \$365,451.

*Ritch moved to approve the account status report as presented, Matt seconded, and the motion passed unanimously by voice vote.*

**G) JSDC Application:** Lorrie reviewed the recommended revisions to the JSDC Application which was in the One Drive. Recommendations were made by both the Organizational Excellence and the Executive committees.

*David moved to approve the revisions to the JSDC Application as recommended, Rod seconded, and the motion passed unanimously by voice vote.*

*Marlee entered the meeting by phone at 12:05 p.m.*

**H) Board Member Evaluation Questionnaire:** Lorrie reviewed the Board Member Evaluation and the Feedback to the Chair of The Board questionnaires which were in the One Drive. Discussion regarding how often and what time of the year to ask members to complete the questionnaires and who or what committee will be responsible for processing the results.

*Matt made a motion to approve the questionnaires as presented and request completion of the questionnaires during the second full week of June every year, results to be reviewed by the Organizational Excellence Committee, and then Org Excellence to present results at the July Board of Directors meeting; Ritch seconded; and the motion passed unanimously by voice vote.*

*David made a motion to do a test run of the questionnaires this year so outgoing board members can share their input, Matt seconded, and the motion passed unanimously by voice vote.*

The Board requested the Organizational Excellence Committee develop orientation/expectations information specific to Committee Chair positions which may include a short summary of Roberts Rules of Order.

**I) 2022 Nominations/Elections:** Tracey reviewed her memo in the One Drive. The Nominating Committee recommends reducing the size of the Board of Directors from 15 to 13 members and to re-elect Marlee Siewert as Chair, Tory Hart as Vice Chair, and Nick Schauer as Secretary/Treasurer. It was confirmed the Bylaws state the number of members on the Board of Directors may be “up to 15”.

Also needed is to re-elect Tory Hart to a second term beginning 1/1/2022 and to re-elect Kelly Rachel as Past President.

*Mark made a motion to approve the following as presented in the memo:*

- 1) Reduce the JSDC Board of Directors from 15 to 13 members,*
- 2) Re-elect Tory Hart to a second term,*
- 3) Re-elect the JSDC Officers: Marlee-Chair, Tory-Vice Chair, Nick-Secretary/Treasurer, Kelly-Past Chair.*

*Dwaine seconded. The motion passed unanimously by voice vote.*

**J) Staff Reports:**

**CEO:** Connie’s reviewed here report which was in the One Drive for review.

**Business Development:** Corry’s report was in the One Drive for review.

**Admin/Finance Coordinator:** Tracey reported internship reimbursement program applications are available for the Winter/Spring 2022 semester.

**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 Bivens reported on the Jamestown Area Chamber of Commerce.

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

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

Respectfully submitted,

Tracey J Pringle, Administrative Coordinator