JSDC Joint Business Attraction & Existing Business Committee Meeting
Wednesday, September 9, 2026
Official Minutes
JSDC Lower-Level Conference Room

Members Present: Casey Henderson, Tonya Perkins, Tory Hart, Katie Hemmer, Shannon Davis, Jen Dockter, Mike Delfs.

Members Absent: Jeremy Rham, Levi Taylor, Amanda Hastings, Dustin Jensen.

Staff Present: Corry Shevlin, Alyssa Looysen, Jamie Czapiewski.

Call to order: 12:00 p.m. by Jen.

Conflict of Interest Declaration: None.

Approval of Minutes: The minutes from the August 5, 2026, meeting were in the One Drive for review.

Casey made a motion to approve the minutes as shown, Mike seconded the motion, and the motion passed unanimously by voice vote.

Deobligate 2025 Flex PACE Funds: Alyssa's memo regarding the deobligation of the remainder of the 2025 Flex PACE funds was in the One Drive. The James River Senior Center met its fundraising goals for its new facility and will not need the previously approved Flex PACE funds.

The amount to deobligate to the city would be $71,566.95 and the amount to the county would be $17,891.74. Alyssa made the recommendation to approve the deobligation as presented.

Shannon made a motion to recommend the deobligaton of the 2025 Flex PACE funds to the Board of Directors as presented, Tory seconded the motion, and the motion passed unanimously by voice vote.

Fall 2026 Workforce Pathways Applications: Jamie's memo regarding the Fall 2026 Workforce Pathways Program applications was in the One Drive, along with the applications, and the current program guidelines.

Both applications received 47 out of 50 points under the program's scoring rubric, placing them within the recommended-for-reimbursement range based on the quality of the internship experience. Rachel Schiele, a dental assisting student at Minnesota State Community and Technical College, is completing an internship with Orn Family Dentistry that includes direct patient care, X-ray and digital scanning training, and a pathway to full-time employment beginning in June 2027. However, Rachel began paid clinical hours on May 18, 2026, and transitioned into a one-year paid internship in August, with both periods beginning before the application was submitted. Staff therefore recommended that the application not be approved because it did not meet the program guideline requiring employers to apply before the intern begins work.

Samual Patzer, a senior Information Technology student at the University of Jamestown, is interning with Jamestown Regional Medical Center and receiving experience in technical support, workstation deployment, cybersecurity, networking, account management, and healthcare technology systems. Staff recommended that the JRMC application be considered conditionally pending confirmation of the outstanding documentation. If approved, the maximum reimbursement would be $3,500.

Corry provided an overview of Workforce Pathways for new board members, explaining that the program is an updated version of the former Intern Reimbursement Program and provides up to $3,500 in reimbursement to employers. The program includes requirements related to wages, hours worked, and the student's year in post-secondary education, with a focus on students in their final two years. Alyssa and Jamie reviewed recent program updates, including the requirement that a full-time position be available following graduation, expanded application questions related to community connections and long-term workforce goals, and efforts to communicate directly with interns and keep them connected to the community.

Discussion centered around whether employers should be required to apply before an intern begins work. One possible alternative would allow employers to apply after an internship has started but limit reimbursement to eligible expenses incurred after approval. It was also considered whether the current spring, summer, and fall application windows align with employer hiring timelines, especially given the low number of fall applications. Suggestions included accepting applications year-round while maintaining limits on the number of months and total amount eligible for reimbursement.

Discussion also focused on whether requiring a full-time position to be available may be too restrictive, as employers cannot always guarantee future employment and some internships are intended primarily to provide educational and professional experience. Staff explained that the requirement was added to support local workforce retention but acknowledged that it may limit participation. There was general agreement that application timing, application windows, and the full-time employment requirement should be reviewed during the next program update.

> *Tory made a motion to recommend the approval of both applications for reimbursement to the Board, with the note that the Orn application only be eligible for reimbursement from the approval date on. Katie seconded the motion, and the motion passed unanimously by voice vote.*

Project Updates: Corry and Alyssa provided project updates.

Adjourned: Jen adjourned the meeting at 12:51 p.m.

Respectfully submitted by Jamie Czapiewski, Operations Coordinator