



**JSDC Board of Directors Meeting
Monday, September 14, 2026
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Jeremy Rham, Casey Henderson, Tory Hart, Katie Hemmer, Levi Taylor, Amanda Hastings, Jen Dockter, Dustin Jensen.

Members Absent: Tonya Perkins, Shannon Davis, Mike Delfs.

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

Guests Present: Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; David Steele, City of Jamestown; Danica Chaput, Job Service; Paul Smith, ND SBDC; Masaki Ova, Jamestown Sun.

Call to order: 11:47 a.m. by Jeremy.

Conflict of Interest: None

B) Approval of Agenda: The agenda was in the One Drive for review.

Dustin Jensen made a motion to approve the agenda as presented. Jen Dockter seconded, and the motion passed unanimously by voice vote.

C) Strategic Committee Reports

Organizational Excellence Committee –

- The Organizational Excellence Committee did not meet in September.
- The Organizational Excellence Committee meets the first Monday of the month at 9 a.m.

Finance Committee-

- The Finance Committee did not meet in September.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

- The Existing Business Outreach Committee met with the New Business Attraction Committee on Wednesday, September 9, and discussed the deobligation of 2025 Flex PACE funds and the Workforce Pathways reimbursement applications for fall.
- The Existing Business Outreach Committee meets on the first Tuesday of the month at noon.

New Business Attraction Committee-

- The Business Attraction Committee met with the Existing Business Outreach Committee on Wednesday, September 9 and discussed the deobligation of 2025 Flex PACE funds and the Workforce Pathways reimbursement applications for fall.
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

D) Approval of Meeting Minutes: The minutes from the August meeting were in the One Drive for review.

Katie Hemmer made a motion to approve the minutes as presented. Tory Hart seconded, and the motion passed unanimously by voice vote.

E) Account Status Report: A brief financial summary was given.

Amanda Hastings made a motion to approve the financials as presented. Tory Hart seconded, and the motion passed unanimously by voice vote.

F) 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.

The New and Existing Business Committee voted to recommend the deobligation of these funds at their September 9 meeting.

Amanda Hastings made a motion to approve the deobligation of the 2025 Flex PACE funds as presented. Jen Dockter seconded, and the motion passed unanimously by role call vote. Jeremy – Aye, Casey – Aye, Tory – Aye, Katie – Aye, Levi – Aye, Amanda – Aye, Jen – Aye, Dustin – Aye. Tonya, Shannon, and Mike were not present to vote.

G) Fall 2026 Workforce Pathways Applications: Jamie's memo regarding the Fall 2026 Workforce Pathways applications was available in the OneDrive, along with the applications and current program guidelines. The committee reviewed applications from Orn Family Dentistry for dental assisting student Rachel Schiele and Jamestown Regional Medical Center for IT intern Samuel Patzer, recommending both for approval at their Wednesday, September 9 meeting.

Discussion at committee centered around the timing of the Orn Family Dentistry application. Rachel began paid clinical hours in May and transitioned into a one-year paid internship in August, prior to the application being submitted. The committee recommended approving the application on a go-forward basis, with reimbursement limited to eligible hours incurred following approval and no reimbursement provided for hours worked before that date. The JRMC application was also recommended for approval, contingent upon staff receiving the remaining documentation.

The board discussed whether employers should be allowed to apply after an internship has started, provided reimbursement is limited to eligible expenses incurred following approval. The current spring, summer, and fall application windows were also discussed, including whether they align with employer hiring timelines and whether a rolling application process with clear limits on the number of eligible months and total reimbursement would be more effective.

They also revisited the requirement that employers have a full-time position available at the end of the internship. Concerns were raised that this may be difficult for employers to guarantee, particularly when an intern is several years from graduation or business conditions may change. While the requirement was intended to support local workforce retention, the Board agreed that it should be reviewed as part of the next program update.

Staff will bring the Workforce Pathways guidelines back in October for further review. Board members were invited to provide additional feedback within the next week so it can be considered as staff prepares draft revisions.

Levi Taylor made a motion to approve the two Workforce Pathways Applications as presented for reimbursement for Fall of 2026. Casey Henderson seconded, and the motion passed unanimously by roll call vote. Jeremy – Aye, Casey – Aye, Tory – Aye, Katie – Aye, Levi – Aye, Amanda – Aye, Jen – Aye, Dustin – Aye. Tonya, Shannon, and Mike were not present to vote.

H) Staff Reports:

Corry: Corry reported that he has been spending significant time on SEPA-related work, including easement negotiations with Otter Tail and several other parties, subleases for an expansion project with DSA, and a lease option with sustainable aviation fuel company, as well as exploratory work on a potential larger project near the Spiritwood Energy Park that would leverage existing co-products and byproducts. He noted that both housing incentive developer agreements are now signed. Corry and city staff held a “hot wash” on the housing incentive process to identify what worked and what needs improvement, and he anticipates potential adjustments to both city processes and how JSDC incentive funds are deployed. He also has a follow-up meeting scheduled with a new housing project, reflecting continued interest in residential development. Looking ahead, Corry expects a discussion on JSDC’s committee structure to find a middle ground between over-centralization and an excessive number of committee meetings, and he mentioned that EDND in early October may require minor adjustments to the committee meeting schedule.

Alyssa: Alyssa reported that she has been attending many of the same SEPA and easement-related meetings as Corry and is gaining experience with the associated infrastructure and legal issues. She and Corry recently conducted a BR&E visit and tour of Sunward Steel/Wedge Corp with representatives from The Department of Commerce. Alyssa noted that the Roemmich Daycare Flex Pace project has officially closed with final payment completed, marking another successful Flex PACE project. She is working with Myke at Roughrider Signs to refresh and update the JSDC sign at the airport industrial park, with the goal of completing the work before winter. Additionally, she reported that South Central Regional Council membership dues have been approved by both the city and county, and those payments will be processed.

I) Ex-Officio Reports:

City of Jamestown: Katie and David reported on the City of Jamestown.

Stutsman County: Amanda and Levi reported on the county.

Jamestown Chamber of Commerce: Emily submitted a written report on the chamber.

Jamestown Tourism: Emily submitted a written report on tourism.

ND Job Service: Danica reported on Job Service.

SBDC: Paul reported on SBDC.

Adjourn: Jeremy adjourned the meeting at 12:24 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.