



**JSDC Board of Directors Meeting
April 10, 2017
Lower Level Conference Room
Official Minutes**

Members Present: Chris Rathjen, Ritchie Wolf, Ramone Gumke, Bob Toso, Tom Hausmann, Katie Andersen, CJ Janke, Gerald Horner, Jason Rohr, Dale Marks, Bill Lytle, and Marlee Siewert.

Members Absent: Kelly Rachel, Mark Klose and Lorrie Pavlicek

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

Guests Present: Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; Brenda Moritz, South Central Dakota Regional Council; Becky Thatcher- Keller, Jamestown Chamber of Commerce; Joe Schreiner, NDSCS; Karla Hoelscher, Train ND; Linda Mohn, Schauer and Associates; and Pam Phillips, Jamestown City Council.

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

Tape recorder started: 11:45 am

Conflict of Interest: None to declare.

Approval of Agenda: The April 10, 2017 agenda was approved as presented.

President's Report: Chris Rathjen reminded the Board of Directors that the JSDC Annual Meeting will be held on Wednesday, April 26th at the Quality Inn and Suites and for those board members who have not yet RSVP'd please let Beth Blumhardt know whether you will or will not be attending asap. Chris informed the Board that Bob Toso will be filling in for her at the JSDC Annual Meeting as she will be unable to attend due to a work commitment. Chris also reminded the Board that there will be a JSDC Strategic Planning Meeting in the lower level conference room of the JSDC right after the Board of Directors Meeting today.

Minutes: *Dale Marks moved to approve the minutes of the March 6, 2017 Board of Directors Meeting as presented, CJ Janke seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Tracey presented the March financial report to the Board of Directors; the reports are in the dropbox.

Bill Lytle moved to approve the March financial report as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.

Train ND: Connie reviewed her memo in the dropbox on the Train ND Request. The Train ND request is for \$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. Connie noted she has reached out to companies assisted by TrainND and has included supporting email responses received from those companies as well as from the Jamestown Chamber of Commerce in the dropbox for review. Also, included in the dropbox were the goals and objectives requested.

The recommendation to the JSDC Board of Directors is to provide monetary support for the two years 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. The funding for \$45,000 would be an 80/20 City = \$36,000/County=\$9,000 split.

Joe Schreiner, Train ND Director, NDSCS and Karla Hoelscher, Train ND, were in attendance to present additional information requested by the JSDC board regarding this project and to answer any additional questions the board had.

The Board made a few inquiries regarding the request and a discussion was held.

Jason Rohr motioned to move into a two-year agreement with Train ND starting May 1, 2017 for \$45,000/year with an 80/20 City= \$36,000/County=\$9,000 split with a thorough evaluation done at the end of the year to determine whether or not to proceed with funding for the second year, Bob Toso seconded the motion, and the motion passed unanimously. Roll Call: Bill-aye, Bob-aye, Katie-aye, CJ-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Marlee-aye, Jason-aye, and Chris-aye. Motion passed 12-0 with Kelly Rachel, Mark Klose, and Lorrie Pavlicek absent.

Katie made a notation that in their goals they do want to meet quarterly to do a quarterly review of how things are going. Chris agreed that a quarterly review would be appropriate beings there are some legitimate concerns therefore having them addressed as they happen would be good.

JSDC Audit Review and Approval: Linda Mohn from Schauer and Associates was in attendance to review the JSDC audit with the JSDC Board of Directors. Connie noted Linda did meet with the Finance Committee prior for a question and answer session and it is the JSDC Finance Committee's recommendation to approve the draft audit presented.

Linda reviewed the audit with the Board of Directors then opened up the conversation to any inquires the board had. Linda also reviewed the Form 990 with the board.

Bob Toso motioned to approve the 2016 JSDC Draft Audit as presented, Marlee Siewert seconded the motion, and the motion passed unanimously by voice vote.

Jason Rohr motioned to approve the Form 990 as presented, Ritchie Wolf seconded the motion, and the motion passed unanimously by voice vote.

-Tape recorder ran out of available space and automatically stopped at approximately 12:18 pm.

ND Soy Processors Request for New Jobs Training Funds: Connie reviewed her memo in the dropbox on the ND Soy Processors Request for New Jobs Training Funds. ND Soy Processors are planning to build a soy processing plant in the Spiritwood Energy Park. They intend to create up to 55 FTE over the next 5

years. This business is eligible for up to \$282,137 based on their approved application which was included in the dropbox along with Connie's memo.

Connie commented at this time they have not decided if they will be requesting an upfront, repayable grant or simply asking JSDC to facilitate their company being able to receive 100% reimbursement of the New Jobs Training Funds. These funds will be paid by the ND State Tax Department on a quarterly basis to JSDC and JSDC in turn will issue a check to ND Soy Processors, Inc. for that amount, less an agreed upon fee of not less than \$100 per quarter, for administration of this program.

If this is done as a forgivable grant, the split is 90/10 City = \$253,923/ County = \$28,214 for a total of \$282,137.

A New Jobs Training Funds agreement for ND Soy Processors (NDSP) was also included in the dropbox for review.

-Tape recorder was restarted at approximately 12:21 pm.

A discussion was held amongst the Board of Directors.

Katie Andersen motioned to approve the New Jobs Training Funds request to ND Soybean Processors in the amount of \$282,137 with a 90/10 City=\$253,923/County=\$28,214 split with a note that the funds will be deobligated if the ND Soybean Processors decide to self-fund and we act as the facilitator, Bill Lytle seconded the motion, and the motion passed unanimously. Roll Call: CJ-aye, Dale-aye, Gerald-aye, Ramone-aye, Tom-aye, Ritchie-aye, Jason-aye, Marlee-aye, Bill-aye, Bob-aye, Katie-aye, and Chris-aye. Motion passed 12-0 with Lorrie Pavlicek, Kelly Rachel, and Mark Klose absent.

Action Items: There were no action items at this time.

Other: There were no other items addressed at this time.

Staff Reports: Due to time constraints, all staff reports were in the dropbox for review

Ex-Officio Reports: Due to time constraints, all ex-officio reports were in the dropbox for review

Adjourn: The meeting was adjourned at 12:34 p.m.

Tape recorder stopped at 12:34 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant