



**JSDC Board of Directors Meeting  
May 13, 2019  
Lower Level Conference Room  
Official Minutes**

**Members Present:** Tory Hart, Bob Toso, Mark Klose, Ritchie Wolf, Kelly Rachel, Chris Rathjen, CJ Janke, Dwaine Heinrich, Gerald Horner, Lorrie Pavlicek, Jason Rohr, Bill Lytle, and Marlee Siewert (via phone)

**Members Absent:** Steve Cichos and Pam Phillips.

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

**Staff Absent:** Corry Shevlin

**Guests Present:** Keith Norman, Jamestown Sun; Danica Chaput, ND Job Service; David Steele, City Council; Jennifer Schultes, South Central Dakota Regional Council; Jim Boyd, Jamestown Regional Entrepreneurship Center; Cory Bayer, Marvel Homes; Emily Bivens, Jamestown Chamber of Commerce; and Karla Hoelscher, Train ND.

**Call to order:** 11:45 a.m. by Kelly Rachel

**Tape recorder started:** 11:45 a.m.

**Conflict of Interest:** Lorrie Pavlicek informed the Board that she has a conflict of interest with the Train ND Agenda item therefore she will be abstaining from the vote.

**Approval of Agenda:** The May 13, 2019 Board Agenda was approved as presented.

**President's Report:** Kelly Rachel gave a brief President's Report. Kelly thanked those who were able to attend the JSDC 2019 Annual Meeting and welcomed any suggestions on how to improve the event be forwarded to the JSDC staff.

**Minutes:** Minutes from the April 8, 2019 Board of Directors Meeting and the May 1, 2019 JSDC Annual Meeting were in the dropbox for review and approval.

*CJ Janke moved to approve the minutes of the April 8, 2019 Board of Directors Meeting and the minutes of the May 1, 2019 JSDC Annual Meeting as presented, Gerald Horner seconded, and the motion passed unanimously by voice vote.*

**Account Status Report:** Tracey presented the April financial report to the Board of Directors; the reports were in the dropbox for review.

*Chris Rathjen moved to approve the April financial report as presented, Bill Lytle seconded, and the motion passed unanimously by voice vote.*

**SBDC:** Connie gave an update on the Small Business Development Center (SBDC) to the Board of Directors. In the dropbox was an update provided from Tiffany Ford, Associate State Director for SBDC, which Connie reviewed with the Board:

Update on 5/9/19 from Tiffany Ford, ND SBDC:

- NDSU Research and Technology Park (RTP) and UND/SBDC have executed a subaward agreement for the “Southeast Region SBDC” based out of the RTP location in Fargo
  - RTP is willing to serve the extended region that formerly includes the “Wahpeton SBDC” and “Jamestown SBDC” – as we build a new website (to be launched mid-summer) the Wahpeton and Jamestown locations will be removed, and office locations will be listed for clients to choose from based on where they would like to receive services – county coverage for clients will also not be displayed on the public site anymore so that clients do not feel they are “supposed to go” to a specific center, they can choose their most convenient location. County coverage will be an internal network guideline for stakeholder relations and regional outreach purposes on the part of staff
  - RTP is in the final stages of finding a Business Advisor – the candidate they are looking at has lending, consulting and rural experience, and familiarity with the SBDC program (also has started a small business, and has received some services from our Fargo center) – based on conversations with Paul (Fargo) yesterday, the candidate is good at planning ahead, has a solid understanding of business financials, and is a team player, but is very capable of working independently, they are also aware that travel out to your region to serve clients is expected and they are ok with it
  - This Business Advisor will be 100% SBDC, so no additional duties assigned at this point for RTP specific services
  - Paul Smith, Fargo SBDC Center Director, will serve as the initial point of contact for anyone looking for service in the SE region, and will coordinate client services between himself and the RTP Advisor accordingly, based on timeline, industry, type of project, area of specialty, etc. As has always been our procedure, no client will be turned away, nor will they be prioritized based on location
  - The new Business Advisor might be in place as soon as June 1, they will spend their first, maybe into their second week training with the Lead Center, the Fargo office, and hopefully with another center (based on availability), then the expectation is that they will spend time travelling the SE region and meeting stakeholders and lenders to introduce and build relationships and referral systems, and maybe pop in to visit a few active clients for intro as well
- ☐
- Beyond that point, the travel to Jamestown for service should be coordinated as it was when Nicole was “covering” the area: my hope is that they will openly communicate with your office some dates each month that they will be available to travel out there, and that someone will be able to “fill-their-day” with client appointments, resulting in the best use of time and resources
  - Online, video, and phone meetings are always available as is already in practice at most of our centers, so if travel is not planned, or the need is urgent, clients will still be able to have their needs met

- Since RTP will be the region's host organization – please communicate questions, needs and concerns with them, you can always copy David and I on topics as they come up, and we will be offering guidance and suggestions along the way to maintain the level of satisfaction with our program services that the state has come to expect of us
- As we do for all our centers as part of our annual site visits, we will reevaluate services, funding, and structure with RTP early in the Fall and again before we issue 2020 agreements to be sure this is still a winning relationship for all involved

Kelly commented overall the consensus is that SBDC will be stationed out of Fargo and service the Jamestown and Wahpeton areas but there will not be an actual person for SBDC located in Jamestown and Wahpeton rather appointments will need to be set up and a representative will come to meet with those who have SBDC needs. Online, video and phone meetings will also be available if needed.

**Train ND Update/Request:** Connie reviewed Corry's memo in the dropbox on the Train ND Update/Request agenda item. Over the past 2 years JSDC has contributed \$45,000 in funds per year to Train ND to have a presence and conduct various training opportunities in Jamestown and the surrounding areas. They have stated to have trained over 400 people from 76 different businesses. These training sessions have attracted people from outside communities including Grand Forks, Bismarck and Hankinson. The training sessions have included Computer Literacy, Personal Development, Management and various technical training opportunities.

Train ND is requesting \$45,000 at an 80/20 City=\$36,000/County=\$9,000 split for another year of funding.

The request from Train ND, letters of support, the JSDC Application and a Performance Audit Report conducted by the Office of the State Auditor were in the dropbox for review.

Karla Hoelscher, Train ND, was in attendance and gave an overview of Train ND's performance the last 12 months, trainings that have been offered, and the request to continue funding. Karla also answered any inquires the Board of Directors had.

Inquiries and a discussion were held by the JSDC Board of Directors. There was some discussion on whether it was fair that Jamestown was funding the whole amount of \$45,000 and not getting help from any other counties towards that funding. It was recommended to look at what other information could be reported in the future so when the next time this request comes around a more informed decision can be made as to whether Jamestown should continue paying the full amount or not. There was also a suggestion made that Train ND track how many they are training and keep a tracking of that training if they are not already doing so. There was concern among some Board members that if JSDC did not approve the request for funding it would be a loss to the community to not have this training service.

*Bob Toso motioned to approve Train ND for funding of \$45,000 at an 80/20 City=\$36,000/County=\$9,000 for another 12-month period, Dwaine Heinrich seconded the motion, and the motion passed unanimously. Roll call: Bill-aye, Chris-aye, Marlee-aye, Dwaine-aye, Mark-aye, CJ-aye, Gerald-aye, Tory-aye, Ritchie-aye, Bob-aye, Jason-aye, and Kelly-aye. Motion passed 12-0 with Steve Cichos and Pam Phillips absent and Lorrie Pavlicek abstaining from the vote.*

- ❖ **Action item:** Take to the Existing Business Outreach Committee to further discuss Train ND information currently reported and brainstorm other information that can be collected and reported

by Train ND in the future so when Train ND makes this request again there is additional information available to make a more informed decision as to if JSDC should continue to pay the full amount or seek help with funding from other counties as well.

**Strategic Committee Reports:** (Strategic committee reports were not discussed at the meeting)

***Strategic Business Plan Committees:***

Business Attraction Committee-

(Committee members consist of: Mark, Gerald, Tory, Bob, Ritchie, Lorrie, Steve, Dwaine, CJ, Jason, Corry, and Connie)

- The Business Attraction Committee met on Monday, April 29<sup>th</sup>. The next regular monthly Business Attraction Committee Meeting is scheduled for Monday, May 27<sup>th</sup>, however, that day falls on the Memorial Day Holiday, so an alternative meeting date will be scheduled.

Existing Business Outreach Committee-

(Committee members consist of: Tory, Ritchie, Lorrie, Bill, CJ, Chris, Jason, Corry, and Connie)

- The Existing Business Outreach Committee has not met since the last Board of Directors Meeting. A meeting was scheduled for Tuesday, May 7<sup>th</sup>, however, due to scheduling conflicts the meeting was cancelled. The next regular monthly Existing Business Outreach Committee Meeting is scheduled for Tuesday, June 4<sup>th</sup>.

Organizational Excellence Committee –

(Committee members consist of: Bob, Marlee, Kelly, Pam, Dwaine, Bill, Connie, Tracey, and Beth)

- The Organizational Excellence Committee has not met since the last Board of Directors Meeting. A meeting was scheduled for Tuesday, April 16<sup>th</sup>, however, that meeting was cancelled. The next regular monthly Organizational Excellence Committee Meeting is scheduled for Tuesday, May 21<sup>st</sup>.

Finance Committee-

(Committee members consist of: Marlee, Chris, Gerald, Pam, Steve, Kelly, Tracey, and Connie)

- The Finance Committee meets on an as needed basis.

**Action Items:** The Existing Business Outreach Committee will further discuss Train ND information currently reported and brainstorm other information that can be collected and reported by Train ND in the future so when Train ND makes this request again there is additional information available to make a more informed decision as to if JSDC should continue to pay the full amount or seek help with funding from other counties as well.

**Other:** Nothing at this time.

**Staff Reports:**

**CEO:** Connie reviewed her report; her full report was in the dropbox for review.

**Business Development:** Corry was absent. His full report was in the dropbox for review.

**Administrative Assistant:** Beth's full report was in the dropbox for review.

**Office Manager:** Tracey's full report was in the dropbox for review.

**Ex-Officio Reports:**

**City of Jamestown:** Dwaine Heinrich was present and reported on the City.

**Stutsman County:** Mark Klose was present and reported on the County.

**Jamestown Chamber of Commerce:** Emily Bivens was present and reported on the Jamestown Chamber of Commerce.

**Job Service of ND:** Danica Chaput was present and reported on Job Service of ND.

**South Central Dakota Regional Council:** Jennifer Schultes was in attendance and reported on South Central Dakota Regional Council.

**Adjourn:** The meeting was adjourned at 12:41 p.m. by Kelly Rachel.

**Tape Recorder stopped:** 12:41 p.m.

Respectfully submitted,  
By Beth Blumhardt: JSDC Administrative Assistant