



**JSDC Board of Directors Meeting
August 8th, 2016
Lower Level Conference Room
Official Minutes**

Members Present: CJ Janke, Marlee Siewert, Katie Andersen, Bob Toso, Kelly Rachel, Lorrie Pavlicek, Gerald Horner, Mark Klose, Toni Wegenast, Tom Hausmann, Bill Lytle and Chris Rathjen.

Members Absent: Ritchie Wolf, Dale Marks, and Ramone Gumke.

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

Guests Present: Keith Norman; Jamestown Sun, Becky Thatcher-Keller; Chamber of Commerce, Georgia Miller; South Central Dakota Regional Council, Danica Chaput; ND Job Service, Corey Bayer; Marvel Homes, Searle Swedlund; Jamestown Tourism, Pam Phillips; City Council member, Duane Enzminger; community member, Adam Gehlhar; Jamestown Public Schools, and Rob Lech; Jamestown Public Schools.

Call to order: 11:45 a.m. by Bob Toso.

Tape recorder started: 11:45 am

Conflict of Interest: None to declare.

Approval of Agenda: No additions or changes were made to the agenda. The agenda was approved as presented.

President's Report: Bob commented he did not have much to report at this time. He did note he had a meeting with Adam Gehlhar the new Jamestown High School Principal who would be giving a presentation today at the JSDC BOD meeting.

Minutes: *Katie Andersen moved to approve the minutes of the July 11, 2016 Board of Directors Meeting as presented, Lorrie Pavlicek seconded, and the motion passed unanimously by voice vote.*

Account Status Report: Tracey presented the financial report for July. The financial information was in the dropbox for review.

Chris Rathjen moved to approve the July financial report as presented, Marlee Siewert seconded, and the motion passed unanimously by voice vote.

Introduction of new Jamestown High School Principal Adam Gehlhar- presentation on workforce/partnerships/STEM, etc.: Bob introduced Adam Gehlhar to the JSDC Board of Directors. Adam is a native of Jamestown and recently was hired to fill the Jamestown High School Principal

position. Adam presented a power point presentation to the Board of Directors which focused on the topics of Workforce, STEM, and solutions and collaboration. Adam would like to facilitate this program by working with the high school through the business people of Jamestown.

After the presentation, Adam opened the floor to any discussion or questions the Board of Directors had.

Approve Secretarial Solutions move and addendum to lease: Connie presented on the Secretarial Solutions agenda item. Secretarial Solutions does not need the larger office space they are currently leasing in the Center for Economic Development building and have inquired if they can move their office to the office closest to the back door of the JSDC. Connie noted in the dropbox there is an “amendment” to the original lease for approval. Connie would like the Board’s recommendation for approval and will then request City/County for Secretarial Solutions relocation and approval of amendment to original lease.

A discussion was held among the Board of Directors.

Chris Rathjen moved to approve Secretarial Solution’s request to move to a smaller office in the Economic Development Building and an addendum to the original lease, CJ Janke seconded the motion, and the motion passed unanimously. Roll Call: Katie- aye, Mark- aye, Lorrie- aye, Gerald – aye, Bill- aye, Tom- aye, CJ- aye, Marlee- aye, Toni- aye, Chris-aye, Kelly- aye, and Bob -aye. Motion passed 12-0 with Dale Marks, Ramone Gumke, and Ritchie Wolf absent.

Number of JSDC Board Members/Ex-Officiious: Bob reported on the Number of JSDC Board Members agenda item. Bob commented when the Strategic Planning was being done there was talk about the size of the JSDC Board and possibly looking at reducing the number of members which currently stands at 15. Bob noted that this topic was addressed at one of the Organizational Excellence Committee Meetings. The committee’s feedback is that they feel since eliminating the Executive Committee and with the formation of smaller Strategic Planning Committees Board engagement has increased. The committee feels the discussion among the board and the variety of members is good and overall do not feel there is a reason to change the 15-member Board of Directors at this time.

Strategic Committee Reports:

Strategic Business Plan Committees:

Business Attraction Committee – Bob reported the Business Attraction Committee met on Monday, August 1st. Bob commented the committee discussed land and if the JSDC wanted to purchase more land or get involved in improvements in land and where some possible locations would be. Bob noted the committee came to no conclusions and the conversation was left open ended at this time. The next regular meeting is scheduled for Monday, September 5th from 9:00 a.m. – 10:00 a.m.; this particular meeting date is on a holiday so an alternative date and time will be selected closer to that time.

Organizational Excellence Committee – Bob reported the Organizational Excellence Committee met on Tuesday, June 19th and again on Monday, August 1st. The committee continued review of the application process at the June 19th meeting. At the August 1st meeting, the committee met and reviewed a request for qualifications for an attorney. The request for qualifications is scheduled to go out this week. The next meeting is scheduled for Tuesday, August 16th from 9:15 am to 10:15 am.

Finance Committee – Katie reported the Finance Committee meet on Friday, August 5th. The committee discussed items such as the 2016 mid- year review, working 2016 budget, and the

2016-2017 auditor. Chris and Katie also noted that bids will be put out for the audit which will be sent out to all accounting firms in the region. Katie commented the JSDC advertises for the audit every two years. The next Finance Committee Meeting will be scheduled as needed.

Existing Business Outreach Committee – Chris reported the Existing Business Outreach Committee met on July 14th. The committee met to discuss the BRE Questionnaire and the new website soft launch. The next meeting will be on Thursday, August 11th at 8:00 am.

Action Items: There were no action items at this time. Connie did however comment that as far as the presentation from Adam Gehlhar earlier in the meeting she does not want to leave it sitting with no next steps for it. Connie inquired to the Board do we talk about incorporating it into one of our current Strategic Planning Committees or form a new one. Connie commented she feels we need to engage them into helping us to talk more about workforce and STEM education. Connie inquired should we bring it to the Business Attraction committee or the Existing Business Outreach committee or both. Bill feels before it gets appointed to a committee he would like to see an outline of what exactly is expected/what we are trying to do. Bob suggested staff write up action needed and then assign to a committee and at that point the committee can then decide if they are the right committee for the task assigned.

Other: Nothing at this time.

Staff Reports:

CEO: Connie reviewed her report and stated her full report was in the dropbox.

Business Development: Corry stated his full report was in the dropbox.

Administrative Assistant: Beth stated her full report was in the dropbox.

Office Manager: Tracey stated her full report was in the dropbox.

Ex-Officio Reports:

City of Jamestown: Katie Andersen was present and reported on the City.

Jamestown Regional Airport: Katie Andersen reported on the airport in Jim Boyd's absence.

Jamestown Tourism: Searle Swedlund was present and reported on Jamestown Tourism.

Jamestown Chamber of Commerce: Becky Thatcher-Keller was present and reported on the Chamber.

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

South Central Dakota Regional Council: Georgia Miller was present and reported on South Central Dakota Regional Council.

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

Adjourn: The meeting was adjourned at 12:57 p.m.

Tape recorder stopped at 12:57 p.m.

Respectfully submitted by,

Beth Blumhardt, JSDC Administrative Assistant