



**JSDC Regular Board of Directors Meeting
May 9, 2022
Official Minutes
JSDC Lower Level Conference Room**

Members Present: Tory Hart, Nick Schauer, Kelly Rachel, Dwaine Heinrich, Mark Klose, Steve Cichos, Jeremy Rham, David Steele, Rod Johnson, Jen Dockter, and Tonya Perkins.

Members Absent: Marlee Siewert and Tom Silbernagel.

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

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, ND Job Service; Paul Smith, SBDC; Glenn Hauck, SEPA; and Emily Bivens, Jamestown Area Chamber of Commerce.

Call to order: 11:45 a.m. by Tory.

Conflict of Interest: Kelly declared a conflict of interest with the AgriCover Inc. PACE request. Nick declared a conflict of interest with the FCCU Intern application.

B) Approval of Agenda:

Steve made a motion to approve the agenda as presented, David seconded, and the motion passed unanimously by voice vote.

C) President's Report: None.

D) Strategic Committee Reports

Organizational Excellence Committee –

(Committee members: Jeremy, Marlee, Tory, Kelly, Mark, David, Jen, Tonya, Connie, Corry, and Tracey) **2022 Members**

- There was no committee meeting this month.
- The Organizational Excellence Committee meets on the first Monday of the month at 9:00 a.m. The next Organizational Excellence Committee meeting is scheduled for Monday, June 6, 2022.

Finance Committee-

(Committee members: Nick, Marlee, Tory, Dwaine, Steve, Jeremy, Rod, Connie, Corry, and Tracey) **2022 Members**

- There was no committee meeting this month.
- The Finance Committee meets on an as needed basis.

Existing Business Outreach Committee-

(Committee members: Tory, Marlee, Nick, Mark, David, Rod, Tom, Connie, and Corry) **2022 Members**

- Tory reported the committee reviewed and is recommending approval of 5 internship applications which is on today's agenda.

- The Existing Business Outreach Committee meets on the first Tuesday of each month at Noon. The next regular monthly Existing Business Outreach Committee meeting is scheduled for Tuesday, June 7th.

New Business Attraction Committee-

(Committee members: Tom, Marlee, Tory, Kelly, Dwaine, Steve, Jen, Tonya, Connie, and Corry) *2022 Members*

- Corry reported the committee reviewed and is recommending approval of the AgriCover Inc. PACE request which is on today's agenda.
- The Business Attraction Committee meets on the first Wednesday of each month at Noon. The next monthly Business Attraction Committee meeting is scheduled for Wednesday, June 8th.

E) Strategic Plan: Tory introduced Jason Matthews who attended via Zoom to present the Strategic Plan draft. Jason presented and reviewed the Strategic Plan through Zoom. Jason it was very impressive that a staff of 3 has approximately ½ billion dollars in ongoing projects. He cautioned the board not to add items to the Strategic Plan and lose sight of the work that is left to do for the ongoing projects.

Jason stated the Plan includes now through 2024 and keeps the original priorities of Business Attraction, Business Outreach, and Organizational Excellence. Jason reviewed each goal and strategy of all three priorities as presented in the Strategic Plan document.

Priority 1 – Business Attraction. The board did not voice any concerns with the goals and strategies of the Business Attraction priority.

Priority 2 – Business Outreach. The board did not voice any concerns with the goals and strategies of the Business Outreach priority.

Priority 3 - Organizational Excellence. Jason reported this priority is incomplete. He recommended having a discussion about 3 areas regarding the future of the organization – 1) non-traditional financing that will secure a stronger financial future for the JSDC, 2) evaluate the board structure, and 3) succession planning for CEO, board, and staff. Succession planning is especially important for organizations with a small staff.

Jason explained this may seem like a simple Strategic Plan, but this is intentional in that JSDC has ½ billion dollars in ongoing projects. He stated JSDC is on a successful strategic course with tasks yet to complete. Rather than trying to add more priorities, the goal to be to refocus our work on accomplishing everything we already have going. He further recommended not including housing in the JSDC Strategic Plan.

Tory asked for discussion on workforce and housing as part of the Strategic Plan. Connie stated JSDC does not have the current staff to add these items. Kelly stated housing is more of a City-led issue with JSDC participating but we don't know what that would look like. Dwaine stated he doesn't think it needs to be part of JSDC's Strategic Plan at this point. Corry stated issues always come up for JSDC to participate in that are not included in the Strategic Plan, but usually fit in Business Attraction and/or Business Outreach. David asked about daycare and whether JSDC may get involved or where it would fit in the Plan. Jason suggested it fits with Business Outreach priority.

The board agreed to send the Strategic Plan draft to the Organizational Excellence Committee to complete goals and strategies of priority 3 and then present the completed Strategic Plan to the full board at the June 13th meeting for approval.

F) Approval of Meeting Minutes from 4/11/22 Meeting: The minutes were in the One Drive for review.

Jeremy moved to approve the minutes of the April 11, 2022 Board of Directors meeting as presented, Dwaine seconded, and the motion passed unanimously by voice vote.

G) Account Status Report: Tracey reported we will be receiving New Jobs Training payments in June and the Aviation Park farmland lease payment that was due April 1st has not been received yet. Tracey is following up on this payment. The financial reports were in the One Drive for review.

Tonya moved to approve the account status report as presented, Jen seconded, and the motion passed unanimously by voice vote.

H) Intern Program Requests: Tracey reviewed the spreadsheet in the One Drive showing 5 intern program applications from 5 employers for a total of \$13,474 in reimbursements. Tracey reported the Existing Business Outreach Committee is recommending approval of all 5 applications. All applications were in the One Drive for review. One application is from FCCU, for which Nick declared a conflict of interest and refrained from discussion and vote.

Steve moved to approve all five applications as recommended, Rod seconded, and the motion passed unanimously by voice vote with Nick abstaining. Roll call: Dwaine-aye, Mark-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Jen-aye, Tonya-aye, Tory-aye, Kelly-aye, with Marlee and Tom absent and Nick abstaining.

I) AgriCover Inc. PACE Request: Corry reviewed his memo in the One Drive. Corry also reviewed the PACE program for the group. AgriCover Inc. will be building a new 126,000 square foot facility and hope to add another 35 FTEs. The New Business Attraction Committee recommends approval of up to \$215,000 in PACE funds.

Steve made a motion to approve up to \$215,000 in PACE loan funds on an 80% county / 20% city split, David seconded, and the motion passed unanimously by roll call vote. Tory-aye, Nick-aye, Dwaine-aye, Mark-aye, Steve-aye, Jeremy-aye, David-aye, Rod-aye, Jen-aye, and Tonya-aye with Marlee and Tom absent and Kelly abstaining.

I) Staff Reports:

CEO: Connie provided a project update.

Business Development: Corry provided further updates.

Admin/Finance Coordinator: Tracey reported on building updates.

J) Ex-Officio Reports:

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

Stutsman County: Mark reported on Stutsman County.

ND Job Service: Danica Chaput reported on ND Job Service.

Jamestown Chamber of Commerce: Emily reported on the Chamber.

SEPA: Glenn reported on GRE Spiritwood Station.

SBDC: Paul Smith reported on the Small Business Development Center.

Adjourn: Marlee adjourned the meeting at 1:00 p.m.

Respectfully submitted - Tracey J Pringle, Administrative Coordinator