



**JSDC Board of Directors Meeting
Monday, January 12, 2026
Official Minutes
JSDC Lower-Level Conference Room**

Members Present: Jeremy Rham, Casey Henderson, Tonya Perkins, Dwaine Heinrich, Levi Taylor, Amanda Hastings, David Steele, Jen Dockter, Dustin Jensen, Ben Stienolfson.

Members Absent: Tory Hart, Mike Delfs.

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

Guests Present: Masaki Ova, Jamestown Sun; Danica Chaput, Job Service; Paul Smith, ND SBDC; Emily Bivens, Jamestown Area Chamber of Commerce/Jamestown Tourism; Mike Knofczynski, GRE; Jennifer Schultes, South Central Dakota Regional Council.

Call to order: 11:49 a.m. by Jeremy.

Conflict of Interest: None.

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

Amanda Hastings made a motion to approve the agenda as presented. Tonya Perkins seconded, and the motion passed unanimously by voice vote.

C) Strategic Committee Reports

Organizational Excellence Committee –

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

Finance Committee-

- The Finance Committee did not meet in January.
- 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 January 7 and discussed the SCDRC Dues and the Workforce Pathways Reimbursement Applications.
- 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 January 7 and the SCDRC Dues and the Workforce Pathways Reimbursement Applications.
- The New Business Attraction Committee meets on the first Wednesday of each month at Noon.

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

Dwaine Heinrich made a motion to approve the minutes as presented. Jen Dockter seconded, and the motion passed unanimously by voice vote.

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

David Steele made a motion to approve the financials as presented. Casey Henderson seconded, and the motion passed unanimously by voice vote.

F) 2026 SCDRC Dues: Alyssa's memo regarding the 2026 South Central Dakota Regional Council dues was in the One Drive. The Stutsman County share for this nine-county council is \$36,458. The city portion would be 63%, or \$22,968.54, and the county portion would be 37%, or \$13,489.46. The SCDRC invoice, budget, and joint powers agreement were also included in the One Drive.

Jennifer Schultes, Projects Directors from the South Central Dakota Regional Council, was present to answer any questions.

The Joint New and Existing Business Committee Meeting voted to recommend payment of these dues at their January 7th meeting.

Dwaine Heinrich made a motion to recommend payment of the SCDRC Dues for 2026 to the city and county. Amanda Hastings seconded, and the motion passed unanimously by roll call vote. Jeremy – Aye, Casey – Aye, Tonya – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Dustin – Aye, Ben – Aye. Tory and Mike were not in attendance to vote.

G) Spring 2026 Workforce Pathways Reimbursement Applications: Jamie's memo regarding the Spring 2026 Workforce Pathways applications was in the One Drive. Three internship applications from Shocker Hitch were reviewed and scored, including Dillon Splinter for the Accounting Intern position, Isaac Spiegl for the Manufacturing Intern position, and Kylie Yanzuk for the Manufacturing Intern position. Intern application scoring forms were completed by staff, and all three applications were evaluated using the established rubric. Each application scored strongly, demonstrating alignment with workforce priorities, meaningful project-based learning opportunities, and clear relevance to local manufacturing and business workforce needs. The proposed internships support skill development aligned with the students' academic programs while also contributing to Shocker Hitch's operational capacity and strengthening the long-term workforce pipeline in Stutsman County. The total estimated reimbursement cost to JSDC for these internships is approximately \$8,500.

The Joint New and Existing Business Committee Meeting voted to recommend the approval of these applications for reimbursement at their January 7th meeting.

Amanda Hastings made a motion to approve the three Shocker Hitch Workforce Pathways Reimbursement Applications for Spring 2026. Dustin Jensen seconded, and the motion passed unanimously by roll call vote. Jeremy – Aye, Casey – Aye Tonya – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Dustin – Aye, Ben – Aye. Tory and Mike were not present to vote.

H) 2025 CEO Review & Merit Increase: Jeremy discussed Corry’s recent CEO evaluation. Nine of the twelve board members submitted responses. Overall ratings were generally “above average,” with a small number of responses noted as “meets expectations” and “outstanding.” Some lower scores were attributed to limited visibility in certain areas, including office hours and staff recognition, rather than performance issues. Several focus areas were identified moving forward, including Corry pursuing professional development opportunities as the budget allows, leveraging the housing incentive to move housing efforts forward, and beginning the strategic planning process in Q1.

The Executive Committee voted to recommend a 5% merit increase retroactive to January 1, 2026, at their January 7 meeting.

Levi Taylor made a motion to table the CEO merit increase discussion until comparable data is presented. Tonya Perkins seconded, and the motion failed unanimously by roll call vote. Jeremy – Nay, Casey – Nay, Tonya – Nay, Dwaine – Nay, Levi – Nay, Amanda – Nay, David – Nay, Jen – Nay, Dustin – Nay, Ben – Nay. Tory and Mike were not present to vote.

Corry committed to pulling market data as quickly as possible, with the goal of having preliminary information ready for the next Executive Committee meeting and fully in place before the next budget process begins in March/April. This work will include reviewing North Dakota and broader Midwest economic development leadership roles and providing context on how each organization compares to the Jamestown/Stutsman County Development Corporation.

David Steele made a motion to approve the 5% merit increase for the CEO that was recommended by the Executive Committee. Casey Henderson seconded, and the motion passed unanimously by roll call vote. Jeremy – Aye, Casey – Aye Tonya – Aye, Dwaine – Aye, Levi – Aye, Amanda – Aye, David – Aye, Jen – Aye, Dustin – Aye, Ben – Aye. Tory and Mike were not present to vote.

I) Staff Reports:

Corry: Corry gave updates on SEPA’s year-end reconciliation, noting that the SEPA audit is due to start later this week.

Alyssa: Alyssa reported that she is hopeful of upcoming Flex PACE projects in the pipeline.

J) Ex-Officio Reports:

City of Jamestown: Dwaine 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.

Adjourn: Jeremy adjourned the meeting at 12:39 p.m.

Respectfully submitted – Jamie Czapiewski, Operations Coordinator.