**Rugby Job Development Authority**

**August 22nd, 2019 – 12:00 PM**

**Approved Board Minutes**

**Regular Meeting**

**JDA Office**

**Members Present:** Susan Selensky; Terry Hoffert; Jodi Schaan; and Mayor Susan Steinke. **Members Absent:** Chairman Blair Brattvet, Gary Kraft, Rob St. Michel. Also present was Executive Director Liz Heisey, Chad Friese – Nuline Insurance Agency/Harvey JDA member, and Sue Sitter from the Pierce County Tribune.

**Call to Order:** Selensky called the meeting to order at 12:03PM

**Consideration of Agenda - amendments, additions, deletions to the agenda:** There were no amendments, additions, deletions to the agenda. Motion by Hoffert to approve the agenda. Second by Schaan, no further discussion was held, vote was unanimous to approve, motion carried.

**Consider Approval of Minutes for July 25, 2019 JDA regular meeting:** Motion by Hoffert to approve the Minutes for July 25th, 2019 JDA regular meeting. Second by Steinke, vote was unanimous to approve, motion carried.

**Treasurer’s Report - Consider Approval of JDA Bills/Financials:** Bills/Financials were presented by Executive Director Heisey and reviewed by the Board. Motion by Steinke to approve the bills and financials. Second by Schaan, roll call vote, all voting yes, motion carried**.**

**2019 Budget –** Year to date information for the 2019 Budget was presented, reviewed and a brief discussion was held.

**Director’s Report – Heisey reported on the** July and August have been very busy. He met several businesses since the last meeting and was able more insight on Rugby’s current workforce situation. Rugby continues to have a very positive business outlook and we continue to have several inquiries on starting new businesses and had expressed interest in possible relocations of business to our area. JDA continues to work closely with many partner agencies in helping aspiring entrepreneurs obtain the resources and information they need to succeed. Heisey also reported that she has been researching childcare resources and conveying that information as well as working with other agencies. Follow-up on our housing conversations regarding rental units and senior housing with services was discussed. Housing study recommendations for possible solutions such as partnering with other organizations to build affordable houses on infill lots and also working with contractors to build spec homes was shared. **Community Job Fair -** Heisey reported that there wasa small but targeted turnout. We attracted the workers that matched the positions as well as people who are interested in learning what opportunities are available in our community. There were 12 employers there, 3 others had tables but were not in attendance and 36 attendees, they were well prepared and most knew exactly which employer they wanted to visit with. The Majority of Employers were well pleased with the applicants that came through. The majority of the applicants were skilled workers, there were at the most 4-5 entry level /unskilled workers. Most employers felt it was success and would attend again. Heisey felt it was a great opportunity to showcase our community and what we have to offer. **Workforce Attraction** – Heisey stated that she had been in contact with Emily Brown with Department of commerce and that they are working on a community livability survey for Rugby to address area employer workforce shortages. Schaan recommended trying to partner with the college in Bottineau for development of media advertising. Discussion on workforce recruitment was held. Internships and externships were discussed. Hoffert noted the number of young people that were attracted to the community from the Wind Towers. Attracting skilled workers, natural gas for attracting industry, and what will bring back young people to our community were also discussed.

**Old Business:**

Chalmers Additional signage – Heisey informed that quotes have been requested from iDesign.

**New Business:**

Chad Friese – Business owner of Nuline Insurance and Harvey JDA Board Member highlighted Harvey JDA projects and talked about similar challenges facing both communities He discussed his role in the Rugby community as well as the Harvey community. Friese spoke of possible opportunities for partnerships between the Rugby JDA and the Harvey JDA.

**Correspondence Received, Special Meetings and Reminders -** City of Rugby 2020 Budget Hearing – Tuesday, September 10th, 2019 – City Hall 7:00PM; JDA Regular Meeting –Thursday, September 26th, 2019 - JDA office 12:00PM; EDND Fall Conference Oct. 21-23 in Dickinson; JDA Regular Meeting –Thursday, October 24th, 2019 - JDA office 12:00PM; and the Main ND Street Summit – Oct. 29-31 in Bismarck.

**Adjournment:** 1:05PM