**Rugby Job Development Authority**

**January 8th, 2020 – 12:00 PM**

**Approved Board Minutes**

**Regular Meeting**

**JDA Office**

**Members Present:** ChairmanBlair Brattvet; Susan Selensky; Terry Hoffert; Gary Kraft; Jodi Schaan; Rob St. Michel, and Mayor Susan Steinke.

**Also Present**: Executive Director Liz Heisey and Matty Koenig the administrative assistant applicant

**Call to Order:** Brattvet called the meeting to order at 12:06 PM

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

**Consider Approval of Minutes for December 9th, 2019, JDA regular meeting:** Motion by Kraft to approve the Minutes for December 9th, 2019, JDA regular meeting. Second by Schaan, vote was unanimous to approve, motion carried.

**Treasurer’s Report - Consider Approval of JDA Bills/Financials/2019 FINAL Budget Amendments:** Bills/Financials were presented by Executive Director Heisey and reviewed by the Board. Heisey reported that the first payment on the student loans was made. The first payment for Career Builders will be made in May. Rugby made the EDND newsletter for the student loan repayment program. Motion by Kraft to approve the bills and financials. Second by Schaan, vote was unanimous to approve, motion carried**.**

**Director’s Report:** Heisey reported that we are off to a great start. Home of Economy is coming in April and an expanded loan repayment program that includes the addition of the Career Builders program. New commitments, a new year, and new ideas in store. We have the right assets, we have the right talent, and we have affordable house and jobs. We have everything we need to have a thriving town for generations to come. Community is everything and community input matters.

Workforce Retention and Expansion: What are we already doing? What can we do better?

The board discussed the status of the hospital and the importance of it in our community. Hoffert stated that if there are things the JDA can do to help that is something to be looked at.

Encouraging New and Expanding retail Businesses: Promoting programs, lending programs, identifying gaps and recruitment.

Partnerships: Working together to promote growth and to avoid government redundancy.

Heisey stated she would like to have another Tour the Possibilities event in which the owners of vacant building would take turns showcasing their building as well as inviting different businesses and entrepreneurs. She stated having information for the Flex PACE, Small Business Development Center, Dakota Business Lending on site to help those individuals who are interested. St. Michel discussed the value of the information that was gathered during the last Tour event. It was suggested by Schaan to form a partnership with the RHS Alumni to network with the individuals who grew up here. It was discussed that people tend to move for a better quality of life, not necessarily for jobs.

**Old Business:**

1. **Regular Board Meeting times**

Discussion was held on which day of the month will be most feasible for the monthly board meetings. It was decided to have the monthly board meetings on the second Wednesday of the month.

1. **Tabled Self-Employed Student Loan Program Application**

Discussion was held on the self-employed applicant’s application. It was stated that it is harder to verify their actual employment. Discussion about tabling this for another month was held so that everyone can read through this. Motion by Schaan to table the self-employed student loan program application for another month. Second by Kraft, vote was unanimous to approve, motion carried.

**New Business:**

1. **Administrative Assistant**

Heisey made a recommendation to the board to hire Matty Koenig to fill the administrative assistant position. This position would be for 19 hours per week with a wage of $13.00 per hour depending on experience. The board discussed this position is in the budget and that Heisey should have the ability to choose someone for the position. Matty Koenig will be the new administrative assistant.

**Correspondence Received, Special Meetings and Reminders**

1. The next meeting will be February 12th, 2020.

**Adjournment:** 12:50 PM