**RUGBY JOB DEVELOPMENT AUTHORITY**

**UNAPPROVED MINUTES REGULAR MEETING**

**WEDNESDAY APRIL 8th, 2020 -12:00PM**

**Conference Call**

**Members Present:** Chairmen Blair Brattvet, Susan Selensky, Terry Hoffert, Gary Kraft, Jodi Schaan

**Members Absent:** Rob St. Michel, Susan Steinke

**Also Present:** Executive Director Liz Heisey, Administrative Assistant Matty Koenig, Sue Sitter Pierce County Tribune

**Call to Order/Roll Call:** Brattvet called the meeting to order at 12:05

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

**Consider Approval of Minutes for March 11th JDA regular meeting:** Motion by Kraft to approve the minutes for the February 12th, 2020, JDA regular meeting. Seconded by Selensky, vote was unanimous to approve, motion carried.

**Treasurer’s Report:** Bills/finances were reviewed by the board. Heisey stated there were not any notable changes within the last month. Motion by Hoffert to approve the bills and financials. Second by Selensky, vote was unanimous to approve, motion carried.

**Director’s Report:** Much has changed in the last month due to COVID-19, forced and voluntary business closures, unemployment, travel restrictions, and interruptions in supply chains have all drastically affected the community we live in and the world around us. Daily briefings, webinars, virtual meetings, and conference calls have become routine. New Information is flooding in, daily changes and updates are continuous as new legislation rolls out to bring relief to millions affected by the Corona Virus. The CARES Act brings stimulus packages and SBA programs to address unemployment and disaster relief. The SBA Economic Injury Disaster Loans, Paycheck Protection Programs, and unemployment program are the most asked about. Economic Injury Disaster Relief assistance has become our top priority. All businesses are being affected in different ways, some are adapting and thriving, some have just shut their doors permanently or considering this, and some are just waiting out the storm to see what comes next. The food and beverage service, travel industry, and small retail stores have been hit hardest.

New resources, outreach, and programs have been put in place or are in the works to assist businesses in our community. Guidance is rolling out quickly and information is being shared on multiple platforms including radio, social media, our website, emails, and phone calls. Getting the word out quickly and as accurately as possible is key to helping our community get through this Health Crisis. Sharing vetted information from verified sources has been the top priority. With so much misinformation, incomplete information, and legislative changes - this is a daily challenge.

Reliable Sources – NDResponse.gov and the ND Small Business Development Centers should be the first stop for sources relevant to our state and community. All links on our JDA website for COVID-19 Resources is from vetted and reliable sources. All local banks are being briefed on the upcoming programs and we must all be patient as we wait for the final guidance to put be put in place. There is not a one-size fits all solution for all businesses as they are different. Some programs will require taking on more debt which may not be an option for many of our small businesses. Some programs will offer loan forgiveness if certain criteria is met. Businesses should consult with their local bank or credit union, financial advisor, or accountant to see if applying for any of the SBA programs is right fit for their business.

The SBA Economic Injury Disaster Loan is a direct loan through the SBA, the Paycheck Protection program is through your local bank or credit union and is guaranteed through the SBA. Final Guidance for the Paycheck Protection Program has not been released yet, please consult with your local bank or credit union for eligibility and program criteria. Please be patient as these programs roll out.

We rely heavily on our partnerships with the ND Department of Commerce including the Main Street Initiative Team, the ND SBA, the ND SBDC in Minot – Mary Beth Votava, Bank of ND, our Region 2 Planning Council – Souris Basin, and our local banking institutions. Maria Effertz Hanson, ND Department of Commerce Community Development Liaison Officer has been appointed to Region 2 as the main contact for our area to discuss specific needs. We are working with multiple agencies and organization to ensure that our community receives all of the resources necessary to not only get through this crisis but to successfully rebound when it is over. Please feel free to contact me if you need contact information for any of our partnerships or aren’t sure who to contact.

The application for the Partners in Planning grant was submitted to the ND Dept of Commerce noting that the deadline was extended. The office is closed to the public during this time but we are not closed, phones are always being answered, email, social media, virtual meetings, website communications and conference calls are all implemented means for keeping our operations up and going. All regular office operations are continuing through adapting to a new normal. Current and future projects are being prioritized and reassessed to meet the current needs of our community. Some projects may be delayed, some grant opportunity deadlines have been extended. Too many updates and resources to share in this report, please reach out if you have a specific need and I will do my best to get that information to you as quickly and accurately as possible. As always, your comments, suggestions, and sharing of information is welcome and encouraged. We are all in this together!

**Old Business:** None

**New Business:** Schaan and Kraft commended Heisey’s work and thanked her for all of her hard work.

**Correspondence Received, Special Meetings and Reminders**

**2020 Regular Meeting – May 13th 2020**

**Adjournment: 12:30 pm**