

**WALSH COUNTY JOB DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING**

Meeting Held at Park River City Office and via Zoom
January 25th, 2023 – 6:00 p.m.

DIRECTORS PRESENT: Julie Gemmill (via Zoom), Greg Young, Kyle Halvorson, Diana Hahn, Lucas Kelley, Wanda Lee, Amy Suda (via Zoom), Mary Houdek (via Zoom), and Jeff Moen.

DIRECTORS ABSENT: Terri Gorder, Jeane Flaten.

OTHERS PRESENT: Noe & Linette Rameriz

ADMINISTRATIVE DETAILS

CALL TO ORDER: Young called the Board of Directors meeting to order at 6:05 p.m.

MINUTES: Minutes from the January 4th meeting were not presented, will be presented for the next meeting.

ADDITIONS TO THE AGENDA: None.

BILLS: Expenses incurred since the last meeting were presented for approval. Halverson made a motion to approve the bills. Kelley seconded the motion, and it unanimously carried.

REQUESTS FOR FUNDS

LINN'S TEXMEX: Noe and Linette Rameriz were present for Linn's TexMex funding request. Opening a TexMex restaurant in the Granma Jo's location. They plan on keeping current employees and potentially adding on more after. Would like to open early March but might be later. Halverson motioned to approve up to \$4,000 pending on financial approval for 2% for 5 years, starting after 10 years. Seconded by Lee. After rollcall vote, motion carries unanimously.

OLD BUSINESS

PROJECT UPDATES: Childcare Update – Discussed different locations that were looked at and the building that was chose. Made an offer on 817 and 819 Hill Ave – Northern States Insurance and REM for \$150,000 which was accepted. Discussed details of the location and the work that is required. Hoping to close on April 17th, 2023. Initially, the plan was the Red River Regional Council would purchase the lot and transfer to their nonprofit CHOD once that is reestablished. After talking to the state, WC JDA needs to be the one to purchase the building. Motioned by Young to accept the purchase price and the JDA purchase the building and turning it over to the Red River CHOD (nonprofit) once established. Seconded by Houdek. Motioned carried.

Career Builders – 25 people approved, 13 people in the ND Career Builders Program. HB 1020 is for the renewal of the ND Career Builders and was received positive reception. Marvin is interested in the program along with some hospitals in the area. Also, presented WCCB at the first SOAR event.

RAD Co-op – Hahn gave an update on the RAD Co-op. Getting really close to online ordering. They are testifying before the legislative for SB2273 for a \$2M grant program for rural grocery co-op program. Could also help RAD add on to additional communities that have asked to join. After the infrastructure is paid for, the system is self-sustaining.
Talent Show – This Sunday at the Grafton Performing Arts Center, have 13 acts and teaming with North Dakota Make-a-Wish.
Eastside – Talk to JR about sending this to collections.

WEBSITE UPDATE: Changing the JDA website to the full county website. Things have been transfers and the departments have been asked to review their pages and make sure everything has been transferred. The domain name will be changed from walshcountyjda.com to walshcountynd.com. The hosting fees will also become the responsibility of the county. Also working with Park River to try to finish transferring their website.

FOUNDATION UPDATE: Did the articles of incorporation but French suggested that the JDA wait until the new director to come on so they can be listed as the incorporator instead of French. There was an agreement to wait until the new director is hired before finishing the articles of incorporation. Discussed possibilities of the foundation in the future.

NEW BUSINESS

JOB ADVERTISING: Looked at the ad in the paper for the new director, closing date is February 10th with Julie Gemmill being the main point of contact. Hahn motioned to accept the resignation of French from the executive director position with regret. Seconded by Halverson. Motioned carried. Motioned by Halverson to fill the position of executive director. Seconded by Halverson. Motion carried. Motioned to advertise the position by Kelley. Seconded by Lee. Motion carried.

HIRING COMMITTEE: Motioned by Hahn to nominate Gemmill, Young, and Halverson to the hiring committee. Seconded by Kelley. Motion carried.

OFFICE LOCATION: County would like the JDA to move offices from the basement floor to main floor to allow HR to move into a more private office. Gemmill motioned to move offices, seconded by Flaten. Motion carries.

QUICKBOOKS UPDATE: Transition was not the best but the issues should be corrected now. QuickBooks is now cloud based and should be ready to be used.

TRANSITION PLANNING: Talked about transition planning and Suda motioned to hire French as a consultant to help with the transition of the new executive director at \$28.56 hourly. Seconded by Moen. Motion carries.

VACATION TIME UPDATE: Motioned by Lee to pay out unused vacation time. Seconded by Kelley. Motion carries.

ANNOUNCEMENTS/COMMENTS: None

ADJOURNMENT: Halverson made a motion to adjourn. The meeting adjourned at 8:30 p.m.

Reported by,

Signed,

Angelle French
Director

Julie Gemmill
Chair