

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, January 10, 2022**

BOARD MEMBERS PRESENT: Cenova, Fennimore, Frame, Johnson, Tanner, Templin

BOARD MEMBERS VIRTUAL: King, Salazar

BOARD MEMBERS ABSENT: Bolser, Robinson, Turner, Zaleski

STAFF PRESENT: Shaffer, Doty, Fisher, Lindsey, Mitchell

GUESTS PRESENT: Sowers, George – EDC Counsel
Butters, MaryAnne – Wayne County Commissioner
Saunders, Gary – Wayne County Council
Crist, Duane – Indiana American Water
Oler, Ron – Richmond Common Council

I. CALL TO ORDER

Board Chair Jim King called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:03 p.m. on Monday January 10, 2022.

II. APPROVAL OF MINUTES

King stated the minutes from the December 6, 2021 board meeting are on pages 2-5. Item of note December board minutes reflect Tanner as being absent when he attended virtually.

Motion to approve December 6th minutes with correction by Tanner, second by Frame. Roll call. Motion carried.

III. TREASURER'S REPORT

a. December 2021 Financial Reports

Lindsey reported the EDC is over budget MTD by \$8,182.83 and under budget YTD by \$120,902.48. Lindsey stated items of note for December include: 1317 Employee Health Insurance is -\$138.52 for Lindsey's dependent coverage which will be paid in January, 3312 Legal Services for Sowers final 2021 legal charges, 3320 Contractual/Professional Services we paid contracts, 3321 Postage & Freight we purchased postage for meter, 3392 Advertising and P&R purchased HiW items and paid contracts, 4400 & 4441 Office/Furniture new office furniture and supplies.

Motion to approve the December 2021 financials as presented by Cenova, second by Tanner. Roll call.

Motion carried.

b. 2021 Account Transfers

Shaffer stated she received pre-approval from the Commissioners to transfer \$7,097.89 from 3323 Travel Lodging & Meals to 4445 Office Equipment and Computers. This expense was for the purchase of video conference equipment for the EDC board room. We would also like the board's approval to transfer \$65.16 from 3392 Advertising & P.R. to 3351 Utilities. This expenditure covers the billboards in GIP and MIP and does not require Commissioner's approval.

Motion to approve the account transfers as presented by Templin, second by Frame. Roll call. Motion carried.

c. 2021 Funds to be returned to Consolidated EDIT Fund

Shaffer stated our 2021 Operating budget is under budget by \$121,044.44, which includes interest income. Shaffer stated these funds will be returned to the Consolidated EDIT Fund.

Motion to approve the return of funds to the Consolidated EDIT Fund by Templin, second by Johnson. Roll call. Motion carried.

IV. EXECUTIVE COMMITTEE REPORT

King reported the Executive Committee met and items discussed included the First Merchants Trust Resolution, Webb & Associates Engagement Letter, Wayne Bank Resolution and Brady Ware & Associates Engagement Letter. King stated Shaffer discussed the READI grant program, HELP grant program and the CEDS (Comprehensive Economic Development Strategy). King stated Shaffer will discuss the programs in her staff report. Shaffer reported the CEDS program includes 6 area counties. To qualify for Federal funding, we are required to have a current CEDS plan. Shaffer stated we sent out a survey last week and asked the board members to complete it. King stated Shaffer will be working on an update to communicate the progress of our strategic plan and program results to share with the board.

V. EDC STAFF REPORTS

Fisher – Fisher reported she completed monthly financial work and submitted claims for the Elder-Beerman property. Attended Opti-Vise IT training on video conference equipment, worked with Lindsey to update information on building and sites page, and submitted two new attractions to the IEDC. Continuing to train with Lindsey.

Lindsey – Lindsey reported she has been working on year-end financial work with Dawn from Webb & Associates and began year-end financial filing work. Lindsey participated in BR&E software demonstrations with Bludot and is completing final evaluations of software options. Lindsey stated she worked with IEDC to get project updates for projects we have submitted.

Doty – Doty stated she is continuing to work on billboard designs. Doty updated the group on the wind-down of Hoosier Opportunity (HO). Jay County has also decided not to continue with HO. We have aligned our timeline with theirs and the HO website will end January 31. Doty reported she is working on a monthly newsletter which will include information on unemployment, Cost of Living data, Home in Wayne (HiW) stories, and other EDC activities. We do not have a firm date as to when this will go out.

Mitchell – Mitchell reported we are waiting for ground to dry out to complete repairs of wetland and drainage issues in Midwest Industrial Park (MIP). Mitchell stated she is working with Doty on billboard design for MIP to market available acreage.

Shaffer – Shaffer stated business development started picking up in the last quarter of 2021. We submitted four new attraction projects last month. Work continues on three local expansions as well.

Shaffer reported we sent the recently completed Wage & Benefit Survey out to participating employers. Purdue helps us create this survey and compiled the report. The survey link is on the workforce page of EDC website. Templin and Johnson asked if there was any way to receive the survey earlier in the year. They would like to receive the results earlier for budgeting purposes. Shaffer stated she will look into a start date in August.

Shaffer said she has been participating in interviews for the new President/CEO of the East Central Indiana Regional Partnership and group hopes to extend an offer within two weeks. Shaffer reported our region will receive \$15M through the READI program and she will be attending virtual training every Tuesday through February to discuss project eligibility and selection, tracking and reporting of program.

Lastly, Shaffer reported she met with Mayor Snow and Wayne County Commissioners on a remote worker relocation incentive program, MakeMyMove. This program looks for highly educated and highly compensated individuals who are transient and seeking to make a move to a new community. The City is considering a one-year contract at the cost of \$120,000 plus \$2,500 commission per individual with a goal of 20 relocations. Shaffer stated the city is working with several public and private partners to bring the program to our area.

The Consolidated EDIT fund is being considered so Shaffer wanted to make sure the board is aware of the program. Shaffer stated she will put a link to the program in her board meeting overview. Johnson asked if 20 was a realistic number. Shaffer replied Greensburg had 1,600 applicants with 10 relocations in the first few months of the program there. Shaffer stated the IEDC has budgeted \$1.5M and these funds will cover 50% of the total cost of program. Shaffer stated the city is moving quickly on this program and Shaffer may have a funding request for the EDC Board next month.

VI. Other Business

a. Brady Ware Engagement Letter

Shaffer stated we use Jennifer North with Brady Ware to complete our audit and 990 Tax Return filing. The fees charged for this service will be increasing by \$530.00 to \$7,180.00 in 2022.

Motion by Frame, second by Tanner to allow Shaffer to enter into a one-year agreement with Brady Ware to provide audit services and 990 preparation to the EDC of Wayne County for calendar year 2021. Roll call. Motion carried.

b. Webb & Associates Engagement Letter

Shaffer stated Webb & Associates comes monthly to review office manager's work, prepare financial reports, and complete bank reconciliations. The hourly rate is increasing for 2022 from \$95 per hour to \$100 per hour.

Motion by Johnson, second by Salazar to allow Shaffer to enter into a one-year agreement with Webb & Associates to provide accounting services to the EDC of Wayne County for calendar year 2022. Roll call. Motion carried.

c. Wayne Bank Resolutions

Shaffer stated the 2022 board officers are required to be signors on the EDC bank accounts with Wayne Bank and Trust. The resolution shows we will be removing Parker and Templin and adding King, Johnson and Turner.

Motion by Tanner, second by Cenova to approve the Wayne Bank and Trust Resolution. Roll call. Motion carried.

d. First Merchants Resolution

Shaffer stated we are required to complete resolutions for year-ended 12/31/21 for our 403b Retirement Plan. The resolutions state the EDC will contribute 5% to each employee's 403b account regardless of employee's participation. The EDC will provide no matching contribution.

Motion by Templin, second by Tanner to allow Turner as Secretary to sign the First Merchants resolutions. Motion carried.

e. Board Member Committee Assignments

Shaffer asked all board members to think about committee participation for 2022. Shaffer asked board members to notify Fisher by end of week of their selection.

f. Conflict of Interest and Confidentiality Agreement

Shaffer stated board members are required to complete a Conflict of Interest and Confidentiality Agreement each year. Shaffer asked board members to complete form today and return to Fisher.

VII. ADJOURNMENT

King adjourned the meeting at 4:58 p.m.

NEXT BOARD MEETING – Monday February 7, 2022 at 4:00 p.m.

Roll Call Vote Tracking: 01-10-22 EDC Board Meeting

Agenda Items								
Board Member	Minutes	Financials	Account Transfers	Funds to be returned to Consolidated EDIT Fund	Brady Ware Engagement Letter	Webb & Associates Engagement Letter	Wayne Bank Resolutions	First Merchants Resolution
Bolser								
Cenova	Y	1st	Y	Y	Y	Y	2nd	Y
Fennimore	Y	Y	Y	Y	Y	Y	Y	Y
Frame	2nd	Y	2nd	Y	1st	Y	Y	Y
Johnson	Y	Y	Y	2nd	Y	1st	Y	Y
King	Y	Y	Y	Y	Y	Y	Y	Y
Robinson								
Salazar	Y	Y	Y	Y	Y	2nd	Y	Y
Tanner	1st	2nd	Y	Y	2nd	Y	1st	2nd
Templin	Y	Y	1st	1st	Y	Y	Y	1st
Turner								
Zaleski								

Key
1st - motion made
2nd - motion seconded
Y - yes vote
N - no vote
A - abstained
Blank indicates absence