

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, October 04, 2021**

BOARD MEMBERS PRESENT: Bolser, Cenova, Frame, Johnson, Parker, Robinson, Salazar, Templin, Turner
Zaleski

BOARD MEMBERS VIRTUAL: King

BOARD MEMBERS ABSENT: Tanner

STAFF PRESENT: Shaffer, Doty, Lindsey, Mitchell

GUESTS PRESENT: Sowers, George – EDC Counsel
Butters, MaryAnne – Wayne County Commissioner
Thurlow, Kim – Ivy Tech

I. CALL TO ORDER

Board Chair Randy Templin called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:01 p.m. on Monday, October 4, 2021.

II. APPROVAL OF MINUTES

Templin stated the minutes from the September 13, 2021 board meeting are on pages 2-5. Shaffer made a mention that under her staff report in the discussion about the HELP program, it should read he and “the other Commissioners” as opposed to “Commissioner Paust”. No other corrections were noted.

Motion to approve September 13th minutes with noted correction by Zaleski, second by Parker. Roll call. Motion carried.

III. TREASURER’S REPORT

a. September 2021 Financial Reports

Zaleski reported we were under budget \$18,474.29 MTD and under budget \$128,889.56 YTD for September. Zaleski stated line item 2221 – Gasoline, 3351 – Utilities and 4445 – Office Equipment-Computers are over budget for the month of September. Zaleski stated gas and utilities are due to increased costs. Lindsey noted the utilities are for signage in the MIP and GIP. Zaleski stated the new video conferencing equipment was the reason 4445 is over. We will look at transferring funds at year-end to correct the overages.

Motion to approve the September 2021 financials as presented by Parker, second by Turner. Roll call. Motion carried.

IV. EXECUTIVE COMMITTEE REPORT

Templin reported that Shaffer will cover board expectations in her report. We want to work towards creating a list of candidates for board appointments. These expectations will let potential board members understand the role and requirements. Templin stated the committee reviewed the new employee handbook. The committee also reviewed the Hills grant application which Shaffer will discuss later.

V. EDC STAFF REPORTS

Lindsey – Lindsey reported she completed normal financial work. She stated she has worked with Brady Ware and the 990 tax return should be ready for board review at November’s meeting. She stated she completed all handbook revisions which will be reviewed today.

Doty – Doty reported the Marketing & Communication committee met in August. The Hoosier Opportunity (HO) and Home in Wayne (HiW) employer roundtables were held and an on-line survey for those unable to participate went out today. The results will help determine which direction we move forward. Doty displayed the employer recruitment box for the board members to see and items included. We want to get these in the hands of employers. Shaffer stated the need was substantiated in the roundtable results. Frame asked how many we have, and Doty replied 40. EDC staff will deliver when they go on BR|E visits and will also distribute to employers who participated in the roundtables.

Mitchell – Mitchell reported the harvesting work in Midwest Industrial Park (MIP) will be completed this week and the repair work will begin next week. She also stated we held Manufacturing Day with 3 schools with 64 students total visiting 4 employers. The EDC staff participated in a BR|E software demonstration.

Shaffer – Shaffer reported new attraction leads from the State have increased. We had 3 this month and completed a RFI for one. Shaffer stated we have several BR|E projects in the pipeline. Shaffer stated it is budgeted for she and Mayor Snow to travel to Japan in 2022. Shaffer reported she and the mayor have begun their visits with local Japanese companies and have met with two so far. Shaffer stated her work on the READI program has wined down as they are evaluating projects. Shaffer reported the EDC is continuing work with the Chamber, Tourism, Forward Wayne County, and the Wayne County Foundation to assist the County on the new HELP program application. This program is offered through Office of Community and Rural Affairs (OCRA). Shaffer reported they made an offer to an individual for Mindy Kenworthy’s position with the East Central Indiana Regional Partnership (ECIRP). The individual withdrew their application, so the group has secured a headhunter to assist with the hiring process. Mindy has agreed to stay on part-time through October.

VI. OTHER BUSINESS

a. Nominating Committee

Shaffer stated the board must elect a nominating committee to determine the slate of officers for 2022. Lindsey passed out ballots and Jim King will text his choices to Lindsey. After Doty tallied the votes, the 2021 Nominating Committee will be comprised of Tim Frame, Kyle Turner and Jim Tanner who will join Templin as an automatic member. Templin will reach out to the group to get a Zoom call scheduled.

b. GIS Interlocal Agreement

Shaffer stated this agreement is between the City of Richmond, the EDC, Wayne County and Richmond Sanitary District. 2012 was the last time the agreement was amended. One person is selected to represent each organization on the board for a 4-year term and Sarah is the EDC’s representative. We also have the choice to appoint a liaison who is a non-voting member. Each partner pays \$56,250 annually and our contribution comes from Consolidated EDIT through a claim voucher each year. Those funds are not an EDC budget item.

Motion by Frame, second by Zaleski to approve the EDC to enter into the GIS Interlocal Agreement in the amount of \$56,250 annually. Roll call. Motion carried.

c. EDIT Grant Application #21-206

Shaffer stated EDIT Grant application #21-206 is for Hill’s Pet Nutrition in the amount of \$203,000. Board member and plant manager Sherilynn Johnson reported this is a two-phase expansion. Phase I is already underway and includes an additional 44 employees as they expand from a 5 to a 7-day workweek with a \$4.5M investment. Phase II will include an additional 20 employees and the start of a new packaging line with a \$13M investment. Shaffer stated this grant can be used for training or equipment. They will also

receive a tax abatement from the City of Richmond and a tax credit from the IEDC. Templin asked how many they have hired. Johnson reported with retirements they have 20 net openings at this time. Shaffer stated these positions will start at \$18.57 per hour with an increase to \$22.93 per hour once training is completed. King stated this sounds like a good investment.

Motion by Turner, second by Bolser to approve the EDIT Grant application #21-206 for Hill's Pet Nutrition in the amount of \$203,000. Roll call: Johnson abstained. Motion carried.

d. Employee Handbook

Shaffer and Lindsey presented the handbook changes that were approved by the Executive Committee including the change in Paid Time Off, the addition of Juneteenth as a Federal holiday, and changes throughout from Board Chairman to Board Chairperson. Lindsey stated the language was geared toward a manufacturing facility and we made changes reflective of our office setting. Turner asked about the coordination of time off and Templin asked if the staff had to schedule in advance. Shaffer replied with the small staff we have been able to make it work. Shaffer presented the new COVID 19 Vaccination Policy which will be an addendum to the handbook, so we don't have to make handbook changes if the policy becomes obsolete.

Motion by Cenova, second by Robinson to approve the changes to the EDC Employee Handbook. Roll call. Motion carried.

Motion by Turner, second by Parker to approve the COVID-19 Vaccination as a separate policy from the EDC handbook. Roll call. Motion carried.

VII. ADJOURNMENT

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

NEXT BOARD MEETING – Monday, November 1, 2021 at 4:00 p.m.

Roll Call Vote Tracking: 10-04-21 EDC Board Meeting

Agenda Items						
Board Member	Minutes	Financials	GIS Interlocal Agreement	EDIT Grant #21- 206	Employee Handbook	Covid-19 Policy
Bolser	Y	Y	Y	2nd	Y	Y
Cenova	Y	Y	Y	Y	1st	Y
Frame	Y	Y	1st	Y		
Johnson	Y	Y	Y	A	Y	Y
King	Y	Y	Y	Y	Y	Y
Parker	2nd	1st	Y	Y	Y	2nd
Robinson	Y	Y	Y	Y	2nd	Y
Salazar	Y	Y	Y	Y	Y	Y
Tanner						
Templin	Y	Y	Y	Y	Y	Y
Turner	Y	2nd	Y	1st	Y	1st
Zaleski	1st	Y	2nd	Y	Y	Y

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