

**ECONOMIC DEVELOPMENT CORPORATION
OF WAYNE COUNTY, INDIANA
Board Meeting Minutes
Monday, November 01, 2021**

BOARD MEMBERS PRESENT: Frame, Johnson, King, Parker, Robinson, Tanner, Templin, Turner, Zaleski

BOARD MEMBERS VIRTUAL: Bolser, Cenova

BOARD MEMBERS ABSENT: Salazar

STAFF PRESENT: Shaffer, Doty, Lindsey, Mitchell

GUESTS PRESENT: Sowers, George – EDC Counsel
Butters, MaryAnne – Wayne County Commissioner
Saunders, Gary – Wayne County Council
Crist, Duane – Indiana American Water
Emery, Millie – Hometown Media Group

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 3:59 p.m. on Monday November 1, 2021.

II. APPROVAL OF MINUTES

Templin stated the minutes from the October 4, 2021 board meeting are on pages 2-5. No corrections were noted. *Motion to approve October 4th minutes by King, second by Turner. Roll call. Motion carried.*

III. TREASURER'S REPORT

a. October 2021 Financial Reports

Zaleski reported we were over budget \$3,927.30 MTD and under budget \$124,962.26 YTD for October. Zaleski stated line item 2211 – Office Supplies was over due to purchase of items for the new office manager. 3351 – Utilities was over due to rate increases. 3353 – Maintenance-Building was over due to payment of construction. 4445 – Office Equipment-Computers was due to new office manager computer. Zaleski stated we will begin looking at encumbrances and transfers for year-end. Zaleski stated we have an escrow account with approximately \$5,000 that has been there for 6 -7 years. Shaffer indicated the funds were from Marwood Metals, a Canadian automotive components manufacturer who optioned ground in MIP that has long expired. Zaleski stated Lindsey is working to see what the process is to close the account and transfer funds to the Grant Administration account. Robinson asked what the rental account was for. Lindsey indicated it was for Wolverine paying rent on their facility which the EDC then remits to the City.

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

b. 2020 990 Tax Return

Shaffer stated we have received the 2020 990 Tax Return completed by Brady Ware. Shaffer stated she and Lindsey have reviewed numbers and everything looks good. Lindsey stated we are required to disclose funds we receive more than \$5,000. We received two grants from Duke Energy, \$5,000 to be used for planning Shaffer's Japan trip and \$10,000 was for site readiness in MIP.

Motion to approve the 2020 990 Tax Return as presented by Tanner, second by Frame. Roll call. Motion carried.

IV. EXECUTIVE COMMITTEE REPORT

Templin reported the Nominating Committee has come up with the Slate of Officers for 2022 with King as Chair, Johnson as Vice-Chair, Zaleski as Treasurer and Turner as Secretary. Templin stated Shaffer will discuss personnel and construction updates later. Templin stated the committee approved the 2020 compliance report from SmithFoods. The committee also reviewed information regarding Hoosier Opportunity (HO) from the marketing committee and Doty and Shaffer will discuss later.

V. EDC STAFF REPORTS

Lindsey – Lindsey reported she completed normal financial work. She stated she worked with Brady Ware to finalize the 990-tax return and participated in Manufacturing Day activities that included touring Belden and Ahaus with Northeastern Wayne Schools. She also worked on BR|E projects with Shaffer and Mitchell.

Doty – Doty reported the Marketing & Communication committee has made a recommendation for HO which we will discuss later. Doty has begun work on the advertorial for the 2022 Livability magazine and we will be partnering with the Tourism Bureau again. Doty stated the magazine is gaining steam as employers are renewing ads. Doty worked on the video for Find a Job Friday (FAJF) and the slideshow for Manufacturing Day. She reviewed the HO survey results.

Mitchell – Mitchell reported the work in Midwest Industrial Park (MIP) is concluding and then the TOPO will be completed. Mitchell stated there are three options for widening of Gaar Jackson to accommodate industrial park expansion and the committee reviewed those options. Mitchell reported the two appointments have been made to the WWRSD board by the county. Lastly, she reported that we are still working on FAJF. Robinson offered to get us the HR contact at Wetzel.

Shaffer – Shaffer reported three new attraction projects in the month of October, and we have several BR|E projects in various stages of investment consideration. She reported on her attendance at the Women in Economic Development Conference in Chicago. With only sixty attendees so she got better time to connect with site selectors. Frame asked about takeaways. Shaffer stated many said they used to have 6 – 10 projects in the works and now it is more like 10 – 20 so investment activity is on the rise. Locally we are seeing more inquiries as well. Johnson asked if there was mention of diversity at the conference. Shaffer stated she also attended a conference in Indianapolis with Mayor Snow and both conferences had segments focused on diversity. Shaffer stated the READI regional development plan has been submitted and will now be presented in front of a 7-member review committee. She reported the construction is almost complete in the office with just small items left to be completed. Furniture and IT will be installed on Nov 15 and 16. We have hired a new office manager, Rhonda Fisher, who was previously with Wayne Dairy/Smith Foods and Whitewater Valley Rehab. Shaffer reminded the group the 2021 Wage & Benefit Survey will be open until Friday.

VI. OTHER BUSINESS

a. Future of Hoosier Opportunity

Doty stated we sent a survey out regarding HO and HiW. The HO website does not function properly now and needs upgraded. The SEO is outdated as well. Doty stated we are looking at \$10K - \$30K for a new website. When we started the jobs portal of HO, Indeed was new and Facebook did not have job listings. It is now a duplication of efforts. We reviewed survey results with the Marketing and Communications Committee, and they looked at several scenarios. Shaffer stated we have an MOU with Jay and Randolph Counties on the project and each community committed \$10K annually, but Randolph has not contributed for the past two years, and it has been verbal with Jay. Frame asked if we had a contract. Shaffer replied we recommit each January to the partnership and Doty stated our contract with Small Nation, who maintains the website ends Dec 31, 2021. Johnson stated with social media the connection

needs to be to the EDC and not the HO website. Doty stated it is additional work for employers to do Indeed, HO, and any other means they are using. Doty stated we may be able to pull from Indeed or another similar model to the HiW website so it will be more streamlined. Shaffer stated it will be better for marketing dollars to only have HiW as now we try and promote both depending on what the opportunity is. Doty stated it is the recommendation of the Marketing and Communications Committee to dissolve the HO website effective Dec 31, 2021.

Motion by Turner, second by Zaleski to accept the recommendation of the Marketing and Communications Committee to dissolve the Hoosier Opportunity website effective Dec 31st, 2021. Roll call. Motion carried.

b. Staff Credit Card Change

Shaffer stated we currently have a \$20,000 limit for staff credit cards. Lindsey stated we are waiting to hear back from Wayne Bank as to if we can just get a credit card for \$4,000 for Rhonda Fisher or if we need to have the organization increase the credit limit. Shaffer stated we currently have Lindsey, Doty, and Mitchell at \$4,000 and Shaffer at \$8,000 credit limits. Shaffer stated if we must increase to \$5,000 increment, we will allocate the additional \$1,000 to Shaffer.

Motion by Frame, second by King to approve the increase of the EDC credit card limit if required and the additional of \$4,000 credit limit for the new office manager. Roll call. Motion carried.

VII. ADJOURNMENT

Templin adjourned the meeting at 4:49 p.m.

NEXT BOARD MEETING – Monday December 6, 2021 at 4:00 p.m.

Roll Call Vote Tracking: 11-01-21 EDC Board Meeting

Agenda Items					
Board Member	Minutes	Financials	2020 990 Tax Return	Hoosier Opportunity	Staff Credit Card Change
Bolser	Y	Y	Y	Y	Y
Cenova	Y	Y	Y	Y	Y
Frame	Y	Y	2nd	Y	1st
Johnson	Y	Y	Y	Y	Y
King	1st	Y	Y	Y	2nd
Parker	Y	1st	Y	Y	Y
Robinson	Y	2nd	Y	Y	Y
Salazar					
Tanner	Y	Y	1st	Y	Y
Templin	Y	Y	Y	Y	Y
Turner	2nd	Y	Y	1st	Y
Zaleski	Y	Y	Y	2nd	Y

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