

# CIC Board Meeting Minutes, May 19th, 2022

**Meeting Called to Order:** Erika Willitzer called the meeting to order at 12:01pm. Board members present: Mayor Ron Jones, John Lehner as proxy for Mayor Mike McCann, Mayor Jack Stantz, Commissioner Mick Pocratsky, Sarah Tackett, Keith Burmeister, Don Gillett, Jill Little, Hans Rosebrock and Beth Sigg. Todd Helberg from The Crescent-News was also present. President Ben Nighswander came in at 12:13pm. Ted Penner came at 12:14pm.

Staff members present: Erika Willitzer, Kortney Williams, and Hannah Waterman.

**Minutes:** The minutes of the April board meeting were reviewed. A motion was made by Don Gillett and seconded by Jill Little. Minutes were approved.

**Financials:** Erika Willitzer reviewed the financials. Erika pointed out a typo on the budget sheet. The "Other Public Funds" formula miscalculated, and she stated it actually should have said 83% towards our goal. She explained on the "Payroll Taxes" that we received a credit toward Payroll Taxes. She stated Ben and Tyson applied for COVID19 money and we just received that. She reminded everyone of the bank fee issue from fraudulent charges from iTunes; iTunes reimbursed us and so did the bank so that is why that is -1%. She explained on the Investor Support for the public funds we just received a contribution which normally comes earlier in the year, but there was a delay in getting that to us. Also, there is another contribution on its way from another township so next month the comparison from 2021 will be really close. Erika explained we are 30% towards our goal on Investor Support from the private sector. She mentioned a lot of organizations think that we are a county agency and would not survive without private investors. We are really trying to correct that misconception. She asked that the Board Members assist with investor support by letting organizations know what we have to offer and then if they would want to support our organization. Erika said she is on target but the goal was set much higher than last year. She then went on to explain the Grant Opportunities Revenue. We did spend some grant money for an annual radio campaign which is used to promote workforce development initiative. As far as assets and liabilities, Kris Walters with Shultz Huber and Hannah have been working hard to get everything categorized correctly in our system. Erika explained this is why you see some negatives in the report, but what you'll also see is that the total assets and liability and total equity it all balanced out. She said the credit card bill is self-explanatory but she did want to mention the Cabin Fever purchase was for a gift card for the Chamber of Commerce gift basket for Leadercast and then the Chamber charge was for Hannah and Kortney to attend Leadercast. The application charge was for the Homegrown 501c3 application so once we start getting funds there we can start doing a reimbursement back to the CIC. A motion was made by John Lehner to approve the financial statements and credit card statement. Don Gillett seconded the motion. All members present voted yes, and the motion was carried.

**Workforce Report: (See attached Report)**

**Director's Report: (See Attached Report)**

**Goal Overview:** Erika reported between her and Kortney that they have visited over 90 businesses so far so they have met their goal. She did say she is behind on a lot of other things, but because the office is very project heavy right now. Kortney is project heavy on the workforce end of things too but seems to be meeting her goals. Erika said she relies on the goal dashboard to refocus and know she needs to kick it up into higher gear. She mentioned training within the office. Training equals continued high performance. She said we are going to take more of a focus on training so we can continue to get the education that we need. Erika mentioned the new office manager, Hannah, learns very quickly and helping pick up the pace on some of the other things. In order to be more transparent, she will be posting board minutes on the website which have never been on the

website before. She also is helping get the financials organized and helping Kortney with marketing efforts. Erika then returned to her Director's report and discussion was had regarding Stadium Drive and the 1918 building. Keith Burmeister asked a question regarding the minutes going on the website and wanted to know how we will differentiate public versus executive sessions minutes. Erika mentioned everything that has been said today is public session and that when we go into executive session we do not take minutes. Executive session will be where she says confidential information and that will not be included in the online stuff. Beth Sigg then had a question for Kortney regarding her marketing efforts with businesses. She questioned if there was a plan for those businesses to become investors. Kortney clarified that we do ask them and some of them are new but plan on becoming investors. She said most of the ones we help are ones that are already investors. She said she schedules meetings with the businesses and it evolves to where they would like our help. But that is the idea when we talk about our prospect list is eventually for them to become investors too. Erika mentioned at the same time if someone can't afford to be an investor we would still work with them and help them. Discussion was had about the cost of being an investor. For individuals the minimum amount is \$25. For small businesses the minimum is \$100 and large businesses the minimum is \$500.

President Ben Nighswander asked if there were any other questions and none were presented. He requested a motion to move into Non-public session. At 12:30pm, Commissioner Mick Pocratsky motioned to move into Non-public session, seconded by Hans Rosebrock.

At 12:47pm, a motion was made by Sarah Tackett to come out of non-public session, seconded by John Lehner.

President Ben Nighswander mentioned the need to ratify the motion allowing Erika Willitzer to sign all appropriate documents for the closing of Tessenderlo Kerley, Inc. At 12:47pm, a motion was made by Ted Penner and then seconded by John Lehner. All members present voted yes and the motion was carried.

President Ben Nighswander motioned to adjourn the meeting at 12:48pm, seconded by John Lehner. All members present voted yes, and the motion was carried. Meeting Adjourned.

Respectfully submitted,

*Hannah Waterman*

Hannah Waterman,  
Corporate Secretary

# CIC Marketing and Workforce Report

May 2022

## Workforce

Summer MFG Camp update- Agendas are set for summer MFG camp. We will hold two camps: Defiance, Ayersville, and Tinora June 21-23 and Fairview/Hicksville June 27-29. The camp will focus on food manufacturing and agribusiness. Guest speakers include members of CIFT and OSU Extension. Tours include NEMCO, Balchem, EnviroKure and more.

FCCC Job Fair- Attended the job fair and assisted with setting up Defiance County employers for the three-day fair.

Educator Boot Camp- Update: We have decided to postpone the Defiance educator camp to later in the summer in hopes of improving attendance. We would like to be accommodating for both our educators and employers, so they get the most out of the program.

Ayersville- Spoke with the junior high students at Ayersville to discuss in demand jobs and interviewing skills

Job Referrals- YTD we have referred 118 job *NEW* openings to OhioMeansJobs and college job boards.

## Marketing

- We will feature F&M Bank in our May E-newsletter edition next week. We will also feature an article on the City of Defiance comprehensive survey
- Recorded podcasts with EnviroKure and NEMCO Food Equipment and a Video Shoot w/NEMCO and Mayor Ron Jones
- Receiving more requests for recruitment graphics for Defiance County employers

## Other Details

- Judged Ayersville Amazing Shake May 16<sup>th</sup>
- Project leads from JobsOhio- Epsilon and Seltzer
- TIRC company reports were reviewed at the TIRC meeting, and all agreements were approved
- Attended Leadercast Live- Defiance Area Chamber

## Meetings

- Met w/Mickey Schwarbez- data analytics & marketing for both Iron Horse and Sherwood State Bank
- Met w/CIFT- summer camp planning
- Met w/Citizens Bank



## May Director's Report

### **PUBLIC SESSION:**

#### Projects:

**Tessengerlo Kerley Inc. (TKI)** – Still waiting on closing – Waiting on approval of new updated rail agreement and the release of an old First Energy easement.

**Harmon Business Park** – Working with Pioneer Rail and First Energy on future needs at the park.

**Defiance County Commissioner Broadband Study & Defiance City Comprehensive Plan** –

\*\*\*Both surveys were launched. Now just plugging them as much as we possibly can on social media, Enews, etc.

**Homegrown:** Everything has been filed. We are now eligible to start applying for grants 😊

**Downtown Strategy Meetings:** We continue to meet with the small committee formed by the Visitor's Bureau. Our last meeting was productive, as we are making a detailed inventory of storefronts available, becoming available, or would be willing to sell/rent if the right opportunity would arise.

**Retail Strategy Plan:** Working with Defiance Area Chamber to develop game plan on how to recruit and develop proper processes when attracting new retail into Defiance. This same approach will then be able to be used throughout the County. New Office Manager, Hannah Waterman plans to assist in spearheading this.

**Investor Support:** Hannah is organizing and plans to assist our office in taking a more offensive approach when it comes to our outreach. We are finding many believe we are 100% government, since many other ED offices are structured like that. In process of developing better communication – outreach to counter. **Erika to discuss further in executive session.**

**Goal Overview: (See Attached Metric Dashboard)** – I'd like to review at our upcoming meeting, since we didn't discuss because of our Annual Meeting in April.

**Business Visits:** See Updated Metric Dashboard.

#### General:

- *Participated in the Small Business Development Center's Entrepreneur Forum at Northwest State Community College on May 5<sup>th</sup>*
- *Worked with multiple companies with their business needs, including expansions. (Detailed Project list has been created – but CONFIDENTIAL)*
- *Gave Presentation to Defiance Chamber of Commerce's Leadership Class*
- *Extension of George Masterson Trustee and Jerry Liska Options in Progress (Almost Done – As of -5-9-2022)*
- *Transition of Westrick Option to Keller Development Group*
- *Working with Developer interested in Hammersmith Property (Stadium & Carpenter Roads)*
- *Met with New Board Members Keith Burmeister and Beth Sigg to get them updated on current projects*