

**ECONOMIC DEVELOPMENT CORPORATION  
OF WAYNE COUNTY, INDIANA  
Board Meeting Minutes  
Monday, December 5, 2016**

**BOARD MEMBERS PRESENT:** Barrett, Clark, Elzemeyer, Frame, Jackson, Parker, Upchurch, Warner, Witte

**BOARD MEMBERS ABSENT:** Green, Russell

**STAFF PRESENT:** Shaffer, Doty, Henry, Geres

**GUESTS PRESENT:** Oler, Ron – Richmond Common Council  
Plasterer, Jeff – Wayne County Council  
Shuey, Mickey – Palladium-Item  
Sowers, George – EDC Attorney  
Thurlow, Kim – Ivy Tech Community College

**CALL TO ORDER**

Board Chair Witte called the meeting of the Board of Directors of the Economic Development Corporation of Wayne County, Indiana to order at 4:00 p.m. on Monday, December 5, 2016, in the EDC board room.

**APPROVAL OF MINUTES**

Witte stated the minutes from the November 7th, 2016 board meetings were on pages 2-3 of the board packet. *Motion by Parker, second by Frame to approve the November 7<sup>th</sup>, 2016 of minutes as presented. Motion carried.*

**TREASURER'S REPORT**

Warner reported the treasurer's report included financials for November. He reported the EDC was under budget MTD by \$5,707.88 and under budget YTD by \$57,992.37. Warner reported much of the overages will catch up by year end, but 1367 Employee Health Insurance, 2229 Other Supplies, and 3321 Postage and Freight will need transfers. *Motion by Elzemeyer, second by Parker to approve the November 2016 financials. Motion carried.*

Warner reported on a transfer requiring Wayne County Council approval. \$91.68 would need moved from 1368 Unemployment Tax to 1367 Employee Health Insurance. The transfer is needed due to an increase in premiums, as the insurance renews annually in December. This increase was unaccounted for when the budget was prepared in 2015, as the increase was unknown at that time. Shaffer will take this before Wayne County Council on Wednesday, December 7<sup>th</sup>, 2016 when she will be attending the budget approval meeting. *Motion by Frame, second by Barrett to approve the transfer as presented. Motion carried.*

**COMMITTEE REPORTS**

- A. Finance** – Warner reported the finance committee met on Thursday, December 1<sup>st</sup>, 2016, reviewed the general ledger and discussed creating a line item for other non-budget items such as the donation for the old Reid Hospital clean-up and the money raised independently of the budget for the talent recruitment website.
- B. Executive** – Jackson reported the executive committee met on December 1<sup>st</sup>, 2016 and reviewed the 2017 budget, received an update on the work plan, discussed town EDIT contracts, discussed the office lease, talked about the MIP farm lease which will be for a two-year term, and also received an update about the talent recruitment website.
- C. Nominating** – Elzemeyer reported the nominating committee met at the end of November and discussed the slate of officers. The proposed slate is Jeff Jackson – Chair, Tim Frame – Vice Chair, Lee Elzemeyer – Treasurer, and Bob Warner – Secretary. There were no other nominations from the floor. *Motion by Upchurch, second by Barrett to approve the slate of officers. Motion carried.*

**EDC STAFF REPORT**

**Geres** – Geres reported on creating a map and submitting local incentive information for Project Brilliance, hosting a site visit for Project Flynn while Shaffer was in Japan, helping to prepare Shaffer for her Japan trip, making finalizations to the 2017 budget, and attending the budget workshop with Board Chair Paul Witte and Board Vice Chair Jeff Jackson.

**Henry** – Henry reported on working with the Excel Center on a reverse job fair, facilitating a meeting with Omen Castings and Ivy Tech to discuss how they can work together during Omen’s start up period to provide training for employees after they are hired, working on the Project Flynn site visit and contacting local employers to participate in a labor market analysis, working on the talent recruitment website and making Wayne County high schools aware of the site, participating in Advanced Facilitation training, working with ACT to get our county to turn gold on the site, community networking, and attending 5 BRE visits.

**Doty** – Doty reported working on the site visit for Project Flynn and working on the talent recruitment website. She reported they are in the process of working out the branding, color, logo, and name. She reported on being notified that Wayne County received an award for advanced manufacturing, mostly likely due to our efforts to attract Blue Buffalo and Omen Castings in 2016. She reported she would be marketing the award and gold level Certified Work Ready Community designation on the website and through social media.

**Shaffer** – Shaffer reported business development remains strong with 5 new projects initiating in November. She reported on hosting a site visit for Project Triangle who is focused on the real estate currently. She then reported on her trip to Japan and showed a slideshow of her visit. She reported on visiting with Indiana’s sister state where the vice governor hosted a traditional Japanese lunch. She talked about the companies she visited including TBK, Suncall, Asahitec, Yamaguchi, Yukiya’s parent company Yamashita, Honda, Mitsubishi, Takenaka Corporation and others. She reported on learning of new investment opportunities with 3 of the companies and 1 company received an EDIT application. She reported on the challenges reported from the companies being workforce, finding plant managers with tenure, communication issues between staff and executives because of the language barrier, and Trump’s threats to tax imports from Mexico where many of these companies have plants. She also visited Waseda University who has an exchange program with Earlham College. They spoke about utilizing students as interns who could work at the company while in Japan and then return home and possibly gain permanent employment and vice versa for the Japanese students who will be studying at Earlham who could intern at our local Japanese companies and return home to Japan and gain permanent employment with companies.

## **OTHER BUSINESS**

### **A. EDC President’s New Employment Contract**

Witte presented Shaffer’s contract for 2017-2020 with a salary of \$110,000 for 2017-2018 and \$115,000 for 2019-2020. All other terms remain the same as the previous contract with the exception of the removal of the Forest Hill’s Country Club membership which hadn’t been utilized. *Motion by Clark, second by Upchurch to approve Shaffer’s 2017-2020 contract as presented. Motion carried.*

### **B. 2017 Budget Review**

Shaffer reported on the 2017 budget. The total amount is \$599,057.24 up 9% from the previous year. Most of the increase can be attributed to the salary raise for Shaffer and 3% raise for staff as well as the extra \$25,000 budgeted in contractual/professional services for project expenditures and costs associated with industrial park development. *Motion by Frame, second by Barrett to approve the 2017 budget as presented. Motion carried.*

## **ADJOURNMENT**

Witte adjourned the meeting at 4:43 p.m.

**NEXT BOARD MEETING – Monday, January 9, 2017  
at EDC of Wayne County, Richmond, Indiana at 4:00 pm**