

MEETING MINUTES ECONOMIC DEVELOPMENT CORPORATION

EXECUTIVE COMMITTEE

August 1, 2017

Members Present: Brady Koss, Thomas Bauknecht, Andy Merry, Carol Feller-Gottard, Fred Westphal

Excused Absent:

Others Present: Angie Close, Keri Beck

Meeting was called to order by President Brady Koss at 4:30 pm.

Minutes of Previous Economic Development Executive Committee Meeting: Motion by Bauknecht, second by Merry, to approve the minutes from June 1, 2017. All Ayes. Motion Carried.

Public Comment: None

Langlade County Economic Development Corporation:

- A. **LCEDC Budget Review:** Close reviewed the LCEDC expense versus budget report.
Motion by Merry, second by Westphal to recommend to the LCEDC Board to approve the LCEDC Expense versus Budget Report as presented. All Ayes. Motion Carried.
- B. **LCEDC Strategic Planning:** Close discussed strategic planning on LCEDC capacity building; business retention, expansion, and attraction; entrepreneur training course program; workforce development; education; and broadband.
- i. **Business Retention/Expansion/Attraction:** Close informed the LCEDC Executive Committee that she has continually been meeting with local business to work with them on retaining and attracting employees along with expansion of businesses.
 - ii. **Entrepreneur Training Course Program:** Close informed the LCEDC Executive Committee that she setup a meeting with the business instructor at Antigo High School to sponsor a student for the upcoming Entrepreneurial Class. Close informed the Executive Committee that the Fall Entrepreneurial Class will have the workshop on Thursday, September 7 at 5:30 pm with the class starting on September 21. Close informed the LCEDC Executive Committee that Tapped, a Langlade County business, won the HATCH presentation in Marshfield. Tapped will be moving on to the finals on November 9 in Marshfield.
 - iii. **Workforce Development:** Close informed the LCEDC Executive Committee about local businesses struggling to find entry level employees. Discussion was held on strategies to attract employees to Langlade County.
 - iv. **Education:** Close informed the LCEDC Executive Committee that she met with the new Unified District Administrator, Dr. Colleen Timm. Dr. Timm has worked with other economic development organization in Mishicot and is into career planning. Close informed the LCEDC Executive Committee she will be meeting with CESA 9 in August to discuss the Inspire program in Langlade County.
 - v. **Broadband:** Close informed the LCEDC Executive Committee that the next Broadband Committee meeting will be August 31st. Close has talked with other Langlade County residents about the lack of available internet connection. Cirrinity has applied for a Broadband grant to run fiber optics from Neva Corners to Neva Lake.
- C. **LCEDC Policy Review:** Close and Beck reviewed potential changes and/or corrections to the LCEDC Employee Handbook, Employee Benefits Policy, Training, Travel, Lodging, and Meal Policy, Document Retention and Destruction Policy, Electronic/Information System Policy, and Family Medical Leave Act (FMLA) Policy.
- Motion by Merry, second by Westphal to recommend to the LCEDC Board to approve all LCEDC positions except the Executive Director a \$35 per month stipend for cell phone use. The Executive Director will pay \$10 per month for personal cell phone usage and the LCEDC will reimburse the remainder of the Executive Director's monthly cell phone bill. All Ayes. Motion Carried.**
- Motion by Merry, second by Westphal to recommend to the LCEDC Board to offer dental insurance to LCEDC Employees in 2018. All Ayes. Motion Carried.**

Discussion was held on the Health and Wellness Program and Appendix A: Salary Matrix of the LCEDC Employee Handbook.

- D. **Update on Economic Development Corporation Activities:** Close updated the LCEDC Executive Committee on her IEDC exam will be in January.

Old Business: Close updated the LCEDC Executive Committee on RLF loan recipients.

New Business & Meeting Date: Next meeting will be on Tuesday, September 5, 2017 at 4:00 pm.

Adjourn: Motion Merry, second by Westphal to adjourn at 5:35 pm. All Ayes. Motion Carried.

Respectfully submitted,
Keri Beck, Recording Secretary

