

Grow Licking County CIC

Board of Directors Meeting
March 9, 2020

Location: OhioMeansJobs – Licking County, 998 E. Main Street, Newark, OH

Present: John Carlisle (9:01 AM) Mike Compton, John Fisher, Duane Flowers, Mark Johns, Lauren Massie, Jennifer McDonald, Dan McVey, Mike McFarland, Robert O'Neill, Rick Platt, Joseph Robertson, and Nate Strum and Stephanie Bosco

Excused: Patrick Guanciale, Jim Lenner, Jim Roberts

The meeting was called to order at 9:00 AM by Chair Dan McVey.

Mr. Platt motioned to excuse absent members; seconded by Mrs. McDonald.

Mr. Fisher, Director of Licking County Job and Family Services, welcomed directors and gave an overview of agency efforts in regards to funding for training, CCMEP, mobile manufacturing work crew, and business services team activities (see handout).

Mr. McFarland thanked Mr. Fisher and his team for all of their efforts.

Chair McVey recognized guests. Those in attendance: Fred Vogul ODOT; Diane Petrie, AEP, Amber Burns, Kiger Realty; and Licking County Commissioner Tim Bubb.

The minutes of the January 2020 meeting of the Board of Directors were reviewed. Mr. McFarland motioned to approve the minutes as amended; seconded by Mrs. McDonald. The motion passed.

The minutes of the February 2020 special meeting of the Board of Directors were reviewed. Mr. McFarland motioned to approve; seconded by Mr. Johns. The motion passed.

Chair's Report

Chair Dan McVey provided an update on:

1. Executive Director Employment Contract – for review
2. Organizational Retreat – discussed at last meeting. Will be scheduled for half day. Mr. Strum will establish potential dates.
3. Employee Handbook – addition of cell phone stipend.
4. Financial Policies and Procedures Handbook – Additional language added for executive director to have direct oversight of GROW personnel.
5. Confidentiality Policy – for review

Mr. Platt requested an update regarding goals and metrics for the executive director. Chair McVey stated that those were still being finalized based on input from the directors.

Committee Reports

Finance & Strategy

Mr. Robertson reviewed the Income Statement for December 2019 and January 2020. The directors discussed the financial comparisons to 2018. Mr. Robertson will work with Integrity to provide 2018 and 2019 comparisons.

Marketing

Mr. Johns provided an update from the February 2020 committee meeting. In addition to working with ROI, the committee would like to increase efforts for local and international site selection. The committee is looking into memberships for local work. For international efforts, the committee is looking into different events. Next committee meeting is April 2020.

Infrastructure

In the absence of Mr. Roberts, Mr. Strum reported that the committee met in February 2020 to discuss reinstituting the infrastructure survey to focus on traditional means of infrastructure. The committee is currently reviewing the survey for distribution.

LC Works

Mrs. Massie provided an update from the first committee meeting in February 2020. The committee consists of representatives from C-TEC, COTC, OMJ and the Chamber. The committee set two short-term goals:

1. Review proposals for a skill gap analysis in partnership with BCAC and OMJ.
2. Streamline LC works strategy in collaboration with marketing committee.

Director's Report

Mr. Strum gave an update on the following items:

1. Dashboard Review – GROW LC 2025 – Handout for update
 - a. BRE strategy/target businesses was discussed
2. Debrief on Annual Investors' Breakfast
 - a. Mr. Compton suggested that GROW provides updates first on the agenda, then have guest speaker.
 - b. Mr. Strum will send out an attendee feedback survey.
 - c. Mr. Johns suggested focusing on next steps for investors at meeting.

Mr. McFarland discussed health and safety concerns for GROW staff in regards to upcoming travel.

Mr. Carlisle exited the meeting at 10:13 AM.

Comments from Citizens

Amber Burns provided comments on the importance of incorporating life skills into K-12 curriculum. She noted a best practices on a financial planning program through FILO schools. She commended C-TEC's preparation of students, but recommended that all schools

incorporate life skills into their curriculum.

Items for Action

1. Adoption of Revised Employee Handbook –Mr. Compton motioned to approve; seconded by Mr. McFarland. The motion passed.
2. Adoption of Revised Financial Policies and Procedures Handbook – Mr. Compton motioned to approve; seconded by Mr. Flowers. The motion passed.

Executive Session

At 10:22 AM., under ORC 121.22 Section G –(1) Mr. Fisher made a motion to enter into Executive Session to review the employment & compensation associated with GROW Licking County, Mrs. McDonald seconded. Mrs. Massie called roll. All present approved. Mr. Strum and Mrs. Bosco were excused. Mr. Bubb was invited to stay.

Mr. McFarland motioned, seconded by Mr. Flowers to resume public session at 12:26 AM.

At 12:28 AM, under ORC 121.22 Section G-(1) Mr. Robertson made a motion to enter into Executive Session to review the appointment, employment, dismissal, discipline, promotion, demotion or compensation of a public employee or official, or the investigation of charges or complaints against a public employee, official, licensee, or regulated individual associated with GROW Licking County. Mr. Compton seconded. Mrs. Massie called roll. All present approved. Mr. Strum and Mr. Bubb were invited to stay.

Mrs. Massie exited executive session at 12:50 p.m.

Mrs. McDonald motioned, seconded by Mr. Robertson to resume public session at 1:06 PM.

Mrs. McDonald moved to adjourn the meeting at 1:06 PM.

Next Meeting: May 11, 2020, location TBD

Respectfully submitted,

Lauren Massie, Secretary