

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY**  
**MEETING MINUTES**  
Via TEAMS and in person  
Tuesday, January 14, 2025

**CALL TO ORDER**

The meeting was called to order by Lacey Hinkle, Vice-Chairperson, Tuesday, January 14, 2025, at the KodaBank Conference Room, Cavalier, ND, at 10:04 A.M.

Members Present- In-Person: Lacey Hinkle, Casey Krieg, Pat Hardy, Darin Otto, Nathan Green and Norman Hurst.

Members present – Virtually: Michael Cook, Teri Stoiber and Sonia Misialek.

Members Absent: Julie Kemnitz, Dave Monson and Mary Houdek.

Others Present: Lori Estad and Dawn Mandt, Red River Regional Council (RRRC); and Angelle French, Pembina County JDA.

**MINUTES**

Minutes from December 17, 2024, meetings were mailed to members prior to the meeting. Green moved to approve the minutes as mailed; seconded by Krieg, motion carried.

**INTRODUCTION OF NEW MEMBERS**

New members serving on the Pembina County JDA board are Pat Hardy representing Pembina County Commissioners and Norman Hurst a member at large.

**FINANCIAL REPORT**

French reviewed the financial report and gave a review for the new members. NK Plumbing Bank of North Dakota (BND) PACE loan is closed and the first payment to BND has been disbursed. The reimbursement funds from Impact Dakota for Manufacturing Day have been received and deposited. French continues to investigate CD rates. The bank signature card will be updated with new signers.

Green moved to approve Kemnitz, Krieg and French as signers on the PCJDA bank account, removing Hinkle, seconded by Otto; motion carried.

Krieg moved to approve the financial report, seconded by Stoiber; motion carried.

**DIRECTORS REPORT**

French reviewed the Directors Report.

**NEW BUSINESS**

Loan and Grant Policies

The PCJDA Grant and Loan Policies have been updated to coincide with the new application form. French reviewed the changes made.

Otto moved to approve the Grant and Loan Policies as presented, seconded by Stoiber; motion carried.

Pembina County Career Builders

As part of the 2025 budget there is \$15,000 for Pembina County Career Builders program. The ND Career Builders Scholarship and Loan Repayment program is a tool for businesses to recruit and retain talent in high-need occupations in ND. This unique partnership provides \$1 of state funds for each \$1 of matching funds, up to a total of \$17,000 per recipient. Individuals can receive a scholarship on the front end, loan repayment on the back end, or both, for their commitment to the state to fill one of the high demand occupations. The program is driven by high-demand occupations in healthcare, manufacturing, information technology, industrial and skilled trades, education, social services and professional services.

The ND Career Builders program is a partnership between businesses and the state. The ND University System (NDUS) cannot issue payment without matching funds. Scholarship or loan repayment dollars issued by businesses are doubles using the ND Career Builders program.

The program has been very successful in Walsh County with job placements of 35+ in the past two years.

French will prepare a program outline and meet with city councils for the March meeting.

Daycare Grant Program

As part of the 2025 budget there is \$5,000 set aside for childcare development. The funds are to help daycares with operating expenses. The funds could create a new daycare or help an existing one. The daycare can be licensed or unlicensed. The funds would be on a reimbursement basis for the daycares. Before moving forward a list of daycare needs will be needed. French will contact the daycares in Pembina County for needs and if the funds would help to expand their enrollment.

The board approved moving forward to explore the options for the program.

**OLD BUSINESS**Bylaws

The final version of the Pembina County JDA Bylaws was enclosed.

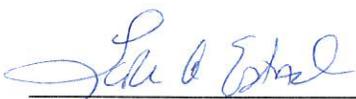
There are two vacant positions on the board for township officers which is a requirement of the ND Century Code. If anyone has any suggestions, they are to contact French.

The board of directors are allowed to be reimbursed for travel to board meetings. In the past no travel forms have been submitted. Moving forward in 2025 if a board member wants to be reimbursed for meeting travel, they are to contact French.

**ADJOURN**

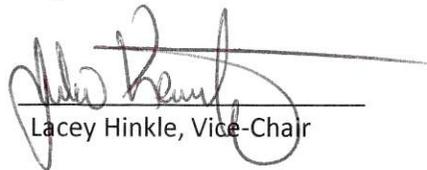
There being no more business, the meeting was adjourned at 11:25 A.M.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Lacey Hinkle, Vice-Chair