

**PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY**

**MEETING MINUTES**

Neche Fire Hall

March 9, 2022, at 10:00 a.m.

**CALL TO ORDER**

The meeting was called to order by Lacey Hinkle, Board Member, March 9, 2022, at 10:00 a.m. via Zoom conference call and in-person at Neche Fire Hall.

There being no quorum present, only discussion took place.

Members Present: Nathan Green, Lacey Hinkle, Dave Moquist, Ashely Nordstrom, and Kelli Truver

Members Absent: Charlie Wellman, Kathy Stremick, Jim Benjaminson, Charlie Damschen, Melissa Gapp, Elton Heuchert, and Mary Houdek

Others Present: Mark Schill, Praxis; Jerry Symington, Woodside Industries; Rachel Morrison, Cavalier Chamber and Tourism; Kari Helgoe, NDSU Extension; Dawn Mandt, Red River Regional Council/PCJDA

**WOODSIDE INDUSTRIES**

Jerry Symington is requesting grant funds for training of new employees and upskilling long-term employees that are in key positions through Impact Dakota. The training will be three days and focus on LEAN approach, value stream mapping, plant layout and cellular manufacturing, and managing flow. There will be one day of onsite training and two days on online training. This will include making training materials and coaching for application and implementation. The cost is \$4,800 and \$1,600 if an additional day is needed. He is requesting the PCJDA pay for half the training costs.

**PRAXIS STRATEGY GROUP**

Mark Schill, Praxis Study Group, gave a proposal to complete a housing market analysis and strategy. This approach is somewhat modeled after a similar project recently completed in Warroad, MN. The analysis will include a summary of current housing stock using US Census American Community Survey and local housing assessor's data if available. However, recognizing that housing is a workforce issue and potential barrier to community growth, the project's primary focus will be to develop insights about current and future housing demand.

Housing quality, availability and affordability are perhaps the most critical determinants of quality of life and cost of living for local residents. Yet it is typically economic factors that drive demands for housing. This project will include a look at the state of the Pembina County economy, demographic factors such as age and income, workforce structure and input from key housing stakeholders.

Key work tasks could include:

- Housing Research – create a profile of housing and major economic and demographic trends impacting housing demand.
- Demographic and Economic Research – an analysis of the regional construction industry to help gauge the ability to respond to demand.
- Input Gathering – Interview and focus groups, survey the public and survey the major employers.
- Project Deliverable – focus on content and presentation of the most important data developed

in the process, understanding that information may be used to create more formal communication materials in the future.

- Facilitated Work Session and Strategic Plan – facilitate a half-day planning session of key housing stakeholders in Pembina County. This will include city/county staff, elected officials, key partners, developers and other interested community members.

Key project deliverables:

- Online interactive housing transaction dashboard based on county assessment data
- Online interactive survey results dashboard
- Housing, demographic, and economic study group
- Brief housing strategy document based up facility session

The total cost is not exceed \$19,875. The anticipated timeline is a 12-week project timeline.

**ADJOURN**

There being no quorum, the meeting concluded at 11:30 a.m.

Submitted by:

Signed by:

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Lori Estad, RRRC, Office Manager

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Lacey Hinkle, Board Member