



### **Board Meeting Minutes**

The May 22, 2017 meeting of the Northern Indiana Regional Development Authority (RDA) was held in Room #203 of the Marshall County Building, 112 West Jefferson Street, Plymouth, IN 46563. Mr. DeSalle, Chair, called the meeting to order. Roll call was taken and it was noted there was a quorum present.

**RDA Board Members Present:** John DeSalle, Hoosier Tire Corp.  
Dallas Bergl, INOVA Federal Credit Union  
Pete McCown, Community Foundation of Elkhart Co.  
Kristin Pruitt, Lakeland Financial

**RDA Board Members Absent:** John Affleck-Graves, University of Notre Dame

**Others Present:** Regina Emberton, South Bend-Elkhart Regional Partnership  
Justin Kuhn, Carter Dillon Umbaugh LLC  
Stephen Studer, Krieg DeVault LLP

### **Report of Secretary**

Ms. Emberton confirmed that the required public notice was made for the meeting on May 4, 2017.

### **Minutes of the March 16, 2017 Meeting**

There were no additions or corrections to the March 16, 2017 minutes.

A MOTION WAS MADE TO APPROVE THE MINUTES FROM MARCH 16, 2017 AND AFTER BEING DULY SECONDED THE MOTION PASSED UNANIMOUSLY.

### **Reports of Officers, Consultants and Staff**

#### **Treasurer's Report:**

Mr. Bergl reviewed the current financial status of the RDA and presented the YTD April 30, 2017 financial statements, as well as an accounting of the payments recommended for ratification and approval.

MR. BERGL CALLED FOR A VOICE VOTE TO RATIFY AND APPROVE ALL INVOICES APPROVED AND PAID BY THE TREASURER OR PENDING IN ACCORDANCE WITH THE POLICY OF THE BOARD. AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE TO APPROVE THE APRIL 2017 FINANCIAL STATEMENTS AS PRESENTED AND AFTER BEING DULY SECONDED THE MOTION PASSED UNANIMOUSLY.



### ***2016 Audit Report***

Mr. Bergl distributed copies of the 2016 Audit Report conducted by London Witte & Company, LLP and there was a brief discussion on the importance of utilizing an accounting method that would both ensure there were no deficiencies in annual audits, while also ensuring that reports are transparent and clearly representing available funds and project-restricted funds related to the regional cities projects. They also discussed the RDA's treatment of the entity as a "quasi-governmental" agency, subject to full GAAP accounting or a "municipal corporation." Mr. Studer advised that the RDA is a municipal corporation. Mr. Studer suggested and Mr. DeSalle agreed that a letter should be drafted and sent to LWG to clarify the interpretation of the RDA's status as an entity and method of accounting. Mr. Bergl agreed and suggested the board engage the Indiana Economic Development Corporation to gain clarification.

### **Administrative Report:**

#### ***Marketing and Communications:***

Ms. Emberton updated the Board on the marketing and communication strategy, including the launch of the StartupSouthBendElkhart.com website and progress on the SouthBendElkhart.org website with launch goal of July 2017.

Ms. Pruitt inquired about the need for branding separation/clarification. Ms. Emberton agreed and there was a brief discussion on the importance of clarifying the distinction between communications being sent on behalf of the Regional Development Authority by the South Bend-Elkhart Regional Partnership. Mr. Studer also expressed the RDA's fiduciary responsibility to the Startup South Bend-Elkhart Board and their communications.

Mr. DeSalle asked if Michiana Partnership has fully transitioned over to South Bend-Elkhart Regional Partnership brand. Ms. Emberton explained that the Michiana Partnership Board has approved the name change and the partnership is in the process of transitioning with the end goal of July 2017.

### **Reports of Committees**

#### ***Regional Economic Development Strategy***

Dr. McCown informed the board that he recently convened a meeting with all the Chairs of the Task Forces to discuss the gaps, overlaps, goals, and themes of each task force, with each report due to Mr. King by July. A first-draft of the Regional Economic Development Strategy report is expected to be complete in August. Each task force is working toward a common goal to increase the region's "Per Capita Personal Income." Dr. McCown stated that the of the Comprehensive Plan is a 10-20-year impact/vision for the region, with a three-year execution strategy.

Dr. McCown suggested a retreat for the RDA Board Members to discuss what is feasible and how this plan will be paid for, administered and executed given that the task forces will be decommissioned the end of August. As well as the framework around the South Bend-Elkhart Regional Partnership-resource, governance and structure review.



### ***Startup Board***

Ms. Emberton provided the board with a year-to-date budget of the Startup Board, illustrating where they have invested Elevate Ventures resources up to this point. Mr. DeSalle inquired about the amount of time the Partnership has been dedicating to the Startup Board right now. Ms. Emberton explained that she can run a report on the exact hours, but it has been quite extensive. Ms. Emberton suggested that if this scope of work continues, perhaps the Startup Administrative funds allocated in the budget could be used to offset expenses for the Partnership's supporting services. Dr. McCown suggested that all the task forces initiatives be kept under the financial supervision of the RDA and noted that a long-time funding strategy should be developed.

### **Old Business**

#### ***Regional Cities Initiative***

Ms. Emberton presented the board with an update on the status of the eighteen projects selected during the 2016 allocation of funding from the RDA's Regional Cities Initiative and reviewed the Funds Allocation Process and Timeline previously adopted by the Board. The Board reiterated that the eighteen projects must have final submissions and full commitment for all matching funds submitted to the Partnership by June 15, 2017. She noted that some level of funding, estimated to be in the range of \$1.5 million, was likely become available for re-allocation to other projects due to projects requesting less funding, failure to submit a completed Intake Form with documentation of all matching funding by the deadline. After discussion, the board determined that at their July 13th board meeting, they would discuss the status of documentation provided by the eighteen projects that were conditionally approved during the 2016 allocation period and determine the availability of funds for a 2017 allocation. Ms. Emberton outlined the application process for organizations interested in being considered for this a potential future round of regional cities funding. Eligible Projects would include 1) Projects that were included in the Regional Development Plan (Regional Cities Application - RDP), that did not receive funds during the 2016 allocation as well as for new projects, which were not initially included in the RDP. It was clarified that RDP Projects that received funds during the 2016 allocation period would not be eligible for additional funding during a second round of allocations. Following their July meeting, if the RDA determines funds are available, projects that have completed an Intake Form will be invited to submit a full application by August 15th. The RDA will plan to review applications and announce the allocation of funding into the next set of projects at their September 14th meeting.

### **Adjournment**

Upon motion made, Mr. DeSalle adjourned the meeting.

### **Other Items/Upcoming Dates**

#### **Future RDA Board Meetings:**

July 13th (Elkhart Co.)

September 14th (St. Joseph Co.)

November 9th (Marshall Co.)