

NORTHERN INDIANA

REGIONAL DEVELOPMENT AUTHORITY

Regional Development Authority Board Meeting Minutes

The January 18, 2023, meeting of the Northern Indiana Regional Development Authority (RDA) was held at South Bend – Elkhart Regional Partnership, 635 S. Lafayette Boulevard, South Bend, IN. Mr. John DeSalle, Chair, called the public meeting to order. Roll call was taken, and it was noted that a quorum was present.

Roll Call

RDA Board Members Present: Dallas Bergl, INOVA Federal Credit Union (Virtual)
John DeSalle, University of Notre Dame
Pete McCown, Community Foundation of Elkhart County
Kristin Pruitt, Lake City Bank
Tim Sexton, University of Notre Dame

RDA Board Members Absent: N/A

Others Present: Debbie Gardner, MACOG
Lori Flotow, South Bend – Elkhart Regional Partnership
Bethany Hartley, South Bend - Elkhart Regional Partnership
Taryn MacFarlane, South Bend – Elkhart Regional Partnership
Stephen A. Studer, Krieg DeVault LLP

Executive Session

The Board met in Executive Session prior to the regular meeting.

Report of Secretary

Ms. Taryn MacFarlane confirmed that the required [public notice](#) was made for the meeting.

Meeting Minutes

There were no additions or corrections to the [December 15, 2022 Minutes](#).

A MOTION WAS MADE TO APPROVE THE [MINUTES FROM THE DECEMBER 15, 2022](#) MEETING AND AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

Reports of Officers, Consultants and Staff

Treasurer's Report

Ms. Kristin Pruitt presented the [Treasurer's Report](#), which included the [year-to-date December 31, 2022 Financial Statements](#), as well as an accounting of [payments](#) recommended for ratification and approval.

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A MOTION WAS MADE TO APPROVE THE [YTD DECEMBER 31, 2022 FINANCIAL STATEMENTS](#) AS PRESENTED, AND AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

A MOTION WAS MADE TO [RATIFY ALL INVOICES](#) APPROVED AND PAID BY THE TREASURER OR PENDING IN ACCORDANCE WITH THE POLICY OF THE BOARD, AND AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

Bid for Services - Audit

Ms. Taryn MacFarlane presented a [bid from LWG CPA's & Advisors](#) for procurement of audit services for the RDA.

- LWG CPA's & Advisors are current vendor for RDA and bid is for a continuation of services.

A MOTION WAS MADE TO APPROVE THE [LWG CPA'S & ADVISORS BID FOR AUDIT SERVICES](#) AS PRESENTED AND AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

2023 Budget Proposal

Ms. Bethany Hartley presented the [2023 budget proposal](#) for review and approval. The following key points were made:

- Budget was formatted to separate Regional Economic Acceleration and Development Initiative (READI) funds from general plus Regional Cities Initiative (RCI) funds.
- Legal services increase is due to increased work anticipated with READI contract agreements, as well as outstanding work with RCI progress activities.
- Travel costs budgeted for Ms. MacFarlane's site visits across the region, as well as the READI forum at state level.
- The South Bend – Elkhart Regional Partnership (Regional Partnership) is leading a Regional Education Strategy Planning Process in the first half of this year, which will align with RDA priorities. Funding for this is reflected in the 2023 budget.

A discussion was held regarding the renewal of the contract for services between the RDA and the Regional Partnership that expired the last day of December, 2022. An agreement was made to enter into a new 14-month contract, expiring at the end of February, 2024, with a budget review to take place in 6 months.

A MOTION WAS MADE TO APPROVE THE RENEWAL OF THE CONTRACT BETWEEN THE RDA AND REGIONAL PARTNERSHIP FOR A TERM OF 14 MONTHS, EXPIRING THE LAST DAY OF FEBRUARY 2024, INCLUDING A REVIEW OF THE BUDGET IN 6 MONTHS. AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

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Reports of Committees and Partners

Regional Partnership

Ms. Hartley reported on the activities of the South Bend – Elkhart Regional Partnership (Regional Partnership), noting the following highlights:

- The Regional Partnership is in the final phases of interviewing candidates for the Engagement Manager, Talent Initiatives position.
- Onboarding will take place next week for new marketing intern, Kaden Miller. Kaden is studying marketing at Indiana University South Bend and will be hybrid work format.
- Regional Indicators Dashboard project is underway with University of Notre Dame's Master of Science in Data Analytics program. Roll out of Regional Indicators report is anticipated in the third quarter of 2023.
- LIFT Digital Skills Summit, targeting employers in the region, will take place this June. Focus will be on the future of work and how to adopt digital practices and automation within companies. In addition, higher education institutions that received digital skills accelerator funds will be presenting information on the programs they received funding for and the positive impact that can have on regional employers.
- Conexus, specialists in advanced manufacturing, will be working with the Regional Partnership on the LIFT Digital Skills Summit, as well as the Manufacturing Readiness Accelerator. Ms. Hartley will be joining the Advanced Manufacturing Industry Council with her first meeting taking place next month.
- 2022 Annual Report will be released in both video and print versions the first quarter of 2023.
- LIFT internship programs are accepting applications through the end of January for spring internships and again in the next 6 to 8 weeks for summer internships. Ms. Hartley urges those who know students interested in manufacturing or information technology to share this information. Students do not have to live in the region, but must be willing to come here for the opportunity, and stipends will be provided through the LIFT Initiative.

Old Business

READI – Grantee Subgrant Agreements

Mr. Stephen Studer presented the [Grantee Subgrant Agreement – for profit](#) and the [Grantee Subgrant Agreement – nonprofits](#) for review.

- Each Subgrantee will be required to enter into one of these 2 agreements and deviation from the version presented will not be permitted.

A MOTION WAS MADE TO APPROVE THE [GRANTEE SUBGRANT AGREEMENT – FOR PROFIT](#) AND THE [GRANTEE SUBGRANT AGREEMENT – NONPROFIT](#) AND AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

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READI Update

Ms. MacFarlane presented the [updates on READI](#), noting the following highlights:

- Per the contract between the RDA and the state of Indiana, the RDA is responsible for ensuring all regional awards are accounted for by June 30, 2023. Ms. MacFarlane spoke with Indiana Economic Development Corporation (IEDC) staff to gain clarity from an operational view for formal approval by the IEDC.
 - In addition to the RDA allocating funds, all projects should have turned in all necessary documents, completed compliance, and received their official IEDC letter by this deadline.

RCI Project Update

Ms. Hartley shares that she will share a brief update on the Commerce Center project before turning the update over to Mr. Studer.

- Ms. Hartley and Mr. Studer attended the South Bend Redevelopment Commission meeting last week and Mr. David Matthews was on the agenda to speak to the Commission. Mr. Matthews did not attend the meeting and publicly stated that he would not be in attendance of this meeting according to an article in the South Bend Tribune.
- South Bend city official, Mr. Caleb Bauer made the following comments to news media:
 - In Mr. Matthew's meeting decline, he offered to provide a tour to the Redevelopment Commission. Upon asking to do the tour the day before the Commission meeting, Mr. Bauer stated that Mr. Matthews responded that his schedule was full and a tour on that day would not be possible.
 - It is City's belief that Mr. Matthews did not meet the requirements as outlined in the agreement, including not having the proper licensing. The question was asked if any city official had been in the grocery store and Mr. Bauer responded that it is the City's belief that the building inspector did enter the business on 12/27/22 after request to issue occupancy, at which time Mr. Matthews declined an assessment due to the store being unfinished.
- Ms. Hartley added that the discussion did not include any dialogue regarding the pharmacy. From the RDA's perspective, previous engagement was Mr. Matthews being present at the December, 2022 RDA meeting. Prior to that, RDA members had toured the facility and then moved forward. Ms. Hartley ends her portion of the update by sharing that the RDA has sent Mr. Matthews a notice of breach letter, giving him 30 days to respond.
- Mr. Studer continues the update, confirming that the letter was sent and the RDA is in a "holding pattern" currently. He adds that the City did say they made a final vote to move forward with litigation against Mr. Matthews and this project. At the time of this meeting, Mr. Matthews had not responded to the letter sent by the RDA.

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Other Items/Upcoming Dates

Meeting Schedule

The next meeting will be held March 15, 2023, from 3:30 – 5:00 pm EST at South Bend – Elkhart Regional Partnership, 635 S. Lafayette Blvd., South Bend, IN 46601.

Any updates to meeting information will be posted on the South Bend – Elkhart Regional Partnership website: <https://southbendelkhart.org/regional-development-authority/2023-public-meeting-notice/>

Adjournment

Upon a motion made, Mr. DeSalle adjourned the public meeting.