

NORTHERN INDIANA

REGIONAL DEVELOPMENT AUTHORITY

Regional Development Authority Board Meeting Minutes

The January 17, 2024, meeting of the Northern Indiana Regional Development Authority (RDA) was held at South Bend – Elkhart Regional Partnership, 635 S. Lafayette Blvd., South Bend, IN 46601. 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

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

Report of Secretary

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

Meeting Minutes

There were no additions or corrections to the [December 5, 2023 meeting minutes](#).

A MOTION WAS MADE TO APPROVE THE [MINUTES FROM THE DECEMBER 5, 2023 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, 2023 Financial Statements](#), as well as an accounting of [payments](#) recommended for ratification and approval.

A MOTION WAS MADE TO APPROVE THE [YTD DECEMBER 31, 2023 FINANCIAL STATEMENTS](#) AS PRESENTED, AND AFTER BEING DULY SECONDED, THE MOTION PASSED UNANIMOUSLY.

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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.

2024 Contract with Regional Partnership

Ms. Hartley opened a discussion on the 2024 contract for Regional Partnership administration support for the Northern Indiana Regional Development Authority. Highlights included the following:

- Two scenarios for the future agreement are 1) READI 2.0 is awarded to the region, and 2) READI 2.0 is not awarded, or minimal/no administrative fee support provided from the state with READI 2.0.
 - Both scenarios show an increased percentage of time for current staff to better reflect actual workload, which was underestimated in the previous contract.
 - Regional Partnership currently has a part-time enFocus fellow supporting work, with the that contract ending June 2024.
 - Salary of the Vice-President (VP) of Regional Initiatives has increased, as well as that of the supporting roles in operations and marketing. Salary increases are based on a high level of performance and execution, both work completed in 2023 and anticipated for 2024.
- READI 2.0 awarded scenario:
 - Adjustment of monthly rate from the current contract rate of \$28,907 to reflect current and future workloads. The monthly rate for 2024 contract would be \$37,171.04 per month, plus any direct expenses incurred.
 - This 29% increase from the current contract is due to considerable amount of work going into READI programs and the forecasting of additional work through READI 2.0 administration, which will require hiring a second full-time staff member to support the VP of Regional Initiatives. The net staff support would yield 2 FTEs in addition to partial support roles for other Regional Partnership staff.
- READI 2.0 not awarded or minimal/no administrative fee support:
 - Administration of READI 1.0 will continue to be a demand on Regional Partnership's time and resources.
 - Staffing would continue in a similar fashion as outlined above, maintaining one full-time employee and one part-time support person, in addition to partial support roles for other Regional Partnership staff. The current contract with enFocus, who has been providing the part-time support, ends July 26, 2024.
 - In this scenario, the monthly rate for 2024 contract would be \$34,172.71 per month, plus any direct expenses incurred; representing an 18% increase from current contract.

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- A 2024 budget will be presented to the board in February for consideration and adoption.

Reports of Committees and Partners

Regional Partnership

Ms. Hartley presented updates on the Regional Partnership. Highlights included the following:

- Lisa Buchanan has transitioned out of her role as Director of Education and Workforce with the Regional Partnership effective December 1, 2023.
- The Regional Partnership is currently seeking candidates to fill three positions:
 - Manager, Diversity, Equity, and Inclusion
 - Manager, Talent Development
 - Entrepreneurship Empowerment Intern
- Ms. Hartley will be joining the statewide Indiana Economic Development Association board effective January, 2024.
- In partnership with MACOG and the region's three Community Foundations, a Regional Housing Study has been funded and will go forward beginning this calendar year.
- Startup South Bend – Elkhart is partnering with iNDustry Labs and Conexus to provide a \$15,000 McCloskey New Venture Pitch award for Hard Tech Spinoffs/Startups.
- Ms. Hartley provided a roster of 2024 South Bend – Elkhart Regional Partnership board members, as well as a schedule of their 2024 board meetings.

Old Business

READI 1.0 Update

Ms. MacFarlane presented [READI 1.0 updates](#), noting the following highlights:

- The Regional Partnership's new [READI 2.0 page](#) is now live.
- Project Capex grantee status updates:
 - All 17 Capex projects have been fully approved by the IEDC. Of those 17 approved projects, 16 projects have fully executed agreements, and 1 contract remains to be completed.
 - Seven capex projects have begun securing disbursements.
- Program grantee status updates:
 - All 11 programs have been approved by the IEDC and have fully executed contracts.
 - Seven programs have begun securing disbursements.
- Combined, \$4,841,092.10 has been disbursed.

READI 2.0 Update

Ms. MacFarlane presented READI 2.0 updates. Highlights included:

- READI 2.0 steering committee meeting will take place January 24, 2024, at the Regional Partnership.

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New Business

There were no new business items to discuss.

Other Items/Upcoming Dates

Meeting Schedule

The next meeting will be held February 21, 2024, 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/northern-indiana-regional-development-authority-2024-public-meeting-notice/>

Adjournment

Upon a motion made, the Chair adjourned the public meeting.