

## Warren County Port Authority

### Meeting Minutes September 26, 2014

#### Opening:

The meeting of the Warren County Port Authority was called to order at 12:04 pm on September 26, 2014 at the Warren County Administration Building, Room 332 by Warren County Port Authority Chairman, Greg Sample.

#### Present:

**Warren County Port Authority Board Members:** Mr. Gully, Ms. Hreben, Ms. Reindl-Johnson, Mr. Sample and Mr. Wilson.

**Warren County Economic Development Staff:** Martin Russell and Matt Schnipke

**Other Attendees:** Penny Rike – CESO, Inc. (12:30pm)

#### A. Approval of Agenda

The agenda and additional resources were distributed to the board for review and consideration without disapproval.

#### B. Approval of Minutes

- **Mr. Gully made a motion seconded by Ms. Hreben to approve the minutes from the June 6, 2014 meeting. The motion passed with a unanimous voice vote.**
- **There were no meeting minutes to approve for the months of July or August. Those meetings were cancelled due to lack of business.**

#### C. Financial Reports

- Executive Director Martin Russell reviewed the financial reports for May, June, July & August of 2014. Mr. Russell noted a few items from each month including expenses for the annual tennis tournament and the Chamber Alliance fly-in to Washington D.C. Mr. Russell also noted some incoming revenue from the LCS and YMCA deals. **Mr. Gully made a motion seconded by Ms. Hreben to approve the financial reports for May, June, July and August of 2014. The motion passed with a unanimous voice vote.**

#### E. Executive Director's Report

- Executive Director Martin Russell and Secretary Matt Schnipke provided a presentation about the Workforce Investment and Innovation Network (WIIN). Mr. Russell stated that the Board should have a more in-depth explanation of WIIN now that training modules have started and are underway. Mr. Russell explained the general premise and purpose of WIIN. He shared the goal of filling workforce needs as expressed by the private sector. When visiting companies, Mr. Russell hears workforce as a recurring issue. Many companies share the same skill gap, but are unaware that the same needs are shared by other companies around the County. By using WIIN

to bundle these like needs, economies of scale are created and the costs for training can be lowered to an acceptable level.

- Mr. Schnipke provided an explanation of how WIIN is implemented. He shared the process in establishing the “Machine Maintenance” program with Sinclair Community College and the Warren County Career Center. He shared the business involvement and selection process. This process included an RFP and the businesses ultimately chose the most attractive option for their needs. Mr. Schnipke also shared that WIIN is currently looking to establish a “Pre-Employment Training System” to help vet potential candidates for companies to interview. Many companies have expressed interest as this need crosses industry lines.
- Mr. Wilson inquired how the skill sets were chosen. Mr. Russell stated that WIIN was simply the bundling mechanism and the skill gaps are identified by the private sector. If the private sector identified a need for IT, Banking, etc., WIIN would attempt to establish training which would fill the need. The Board agreed that the concept of WIIN was needed and the first initiative has been well done.
- Executive Director Martin Russell stated that there were many projects which may come to fruition in the future. He shared that the project in Deerfield Township is moving forward as the company has purchased the land. Mr. Russell shared potential projects in Butler County and also two projects in Preble County. He said that a very prominent company was looking to expand and locate in the Hamilton Township area. The Port’s involvement in this project would be to provide financing and partner with the TID as the construction agent. Mr. Russell also stated that a meeting with the Darke County commissioners to explore a collaborative relationship would be taking place in the coming week, and a possible meeting with the Clinton County commissioners could soon follow.

#### **F. Old Business**

- None

#### **G. New Business**

- Executive Director Martin Russell requested the Board approve Port Resolution #2014-06. This resolution amends the original project lease with ADVICS Manufacturing Ohio, Inc. as outlined in Resolution #2014-01. The amendment includes 16,000 square feet of space for lockers, lunchrooms, restrooms and a parking lot to accompany the initial project. **Mr. Wilson made a motion, seconded by Ms. Hreben, to approve Port Resolution #2014-06 as presented. The motion passed using a roll call vote of all present Board members.**
- The Port Board had a conversation about fee structures in deals. This discussion outlined ways in which deals could be most beneficial to the Port as well as the client.

#### **H. Executive Session**

- None

**Adjournment:**

At 12:57 pm, Mr. Gully made a motion, seconded by Ms. Reindl-Johnson, to adjourn the meeting of the Warren County Port Authority. The next Warren County Port Authority meeting is not scheduled at this time.

Minutes submitted by: Matt Schnipke

Approved by: Martin Russell