

March 19, 2010

Sweetgrass Development Board Meeting - Shelby

In attendance: Tony Sitzmann, Deb Brandon, Cheryl Curry, Llew Jones, Larry Bonderud, Corlene Martin, Jim Hodgkiss, Brett Doney and Lorette Carte, reporting.

MINUTES: It was moved and seconded to approve the minutes have read. Motion carried.

TREASURY: Financial statements submitted by Larry Bonderud

Larry also discussed the financial review voted on previously. Larry felt it not necessary given the information we have to simply move forward. Larry also discussed the conference call held with Jodi Duncan, EDA. Past funding included \$51,000 in 2007 which has all been expended and drawn. In 2008 \$89,250 was awarded and \$13,840 in 2009. Not all monies have been expended with the end of the grant period approaching on June 30, 2010. At that time all monies will be lost. Jodi Duncan suggested we take a 6 month extension in order to get our financial information updated, progress reports submitted and funds drawn down. Larry made a motion to take a 6-month extension. Llew seconded and so moved. Brett suggested we hire someone to put our books together and draft financial management policies as we move forward. Larry made a motion to request Great Falls Development Authority provide a proposal to set up books and draft financial management policies for board consideration. Executive committee would be authorized to approve. Deb seconded. Motion carried. Brett abstained. In other financial matters, Deb asked we pay Shortgrass, our webmaster, immediately. Cheryl also requested a drawdown on Big Sky Trust Fund monies for Conrad Industrial Park administrative costs. Tony will follow up on these requests. Tony will also serve as the point of contact with EDA and MDOC until an Executive Director is on board.

OLD BUSINESS:

Old business was covered within the treasury report.

NEW BUSINESS:

Hiring Executive Director

Hiring committee: Larry moved we establish a hiring committee as outlined through the strategic planning meeting. The hiring committee will be made up of one appointee from each county and the Blackfoot Tribe. Cheryl seconded. Motion carried. Each entity will be notified immediately in the hopes of having a committee in place before April 1st. The first take for the hiring committee will be to create a job description.

Salary Range: As directed by the board, a salary range of \$45,000 to \$55,000; DOQ; with a \$500.00 monthly cafeteria program.

Travel Costs: The board determined no travel expenses will be allowed for interviewees and no moving expenses for newly hired director.

Office location: As directed by the board, the main office will be located within the Sweetgrass Region as directed by the choice of Executive Director within 6 months of employment.

Benefits Package: Board recommended the hiring committee consider benefit package options.

The hiring committee will research the NATO website for a template of job descriptions. Hiring committee will also utilize the Sweetgrass Development current job description and bylaws.

OFFICE MATTERS:

Jerilee has met with Fran at the Department of Commerce and will report at a next meeting regarding CDBG funding.

OTHER BUSINESS:

Toole County requested a letter of support to the Big Sky Trust Fund for planning monies for a potential new subdivision in Sunburst. Larry moved, Brett seconded...so moved.

Corlene asked the group for a letter of support for a CDBG planning grant for the City of Choteau for city rezoning. Motion carried.

On behalf of Oki Communications of Browning, Tony requested a letter of support for a USDA grant to expand rural services. Motion carried.

Brett reported that the OEA transportation funding portion of the grant will be funded. Two studies will take place in regard to the Great Falls Airport and Shelby Intermodal HUB and other trucking issues.

Great Falls Development Authority requested a letter of support for a Tier I Big Sky Trust Fund Grant to help support start-up operations for a national home health care company customer service center. Larry moved, and Cheryl seconded. Motion carried.

Brett requested a review of the EDA/CDBG requirements. Tony will report at the next meeting.

Brett also asked we send a thank you to Bill Weber, First Interstate Bank and gift for Maria Valandra, strategy meetings facilitator. Board approved.

Tony also announced Jerilee may be resigning.

With no further business the meeting was adjourned and new meeting date was set for Tuesday, April 13, 2010.