P.O. Box 1236
Fallon Nevada 89407
Phone: 775.423.8587
Fax: 775.423.1759
khucaby@ceda-nv.org

CHURCHILL ECONOMIC DEVELOPMENT AUTHORITY
SPECIAL BOARD OF DIRECTORS MEETING

THE CHURCHILL ECONOMIC DEVELOPMENT AUTHORITY BOARD WILL MEET ON **TUESDAY, OCTOBER 22, 2013 @ 3:30 PM**. IN THE CHURCHILL COUNTY COMMISSION CHAMBERS, 155 NORTH TAYLOR STREET, FALLON, NEVADA, TO DISCUSS AND ACT UPON THE FOLLOWING AGENDA ITEMS:

Notes:

1. ***These meetings are subject to the provisions of Nevada Open Meeting Law (NRS Chapter241). Except as otherwise provided for by law; these meetings are open and public.***
2. ***Action will be taken on agenda items marked "for possible action".***
3. ***The agenda is a tentative schedule. The CEDA Board of Directors may act upon agenda items in a different order than is stated in this notice - so as to affect the people's business in the most efficient manner possible.***
4. ***The CEDA Board of Directors may combine two or more agenda items for consideration, remove any item from the agenda, or delay discussion relating to an item on the agenda at any time.***
5. ***In the interest of time, the CEDA Board of Directors reserves the right to impose uniform time limits upon matters devoted to public comment.***
6. ***Any statement made by a member of the CEDA Board of Directors during the public meeting is absolutely privileged.***

Agenda:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. VERIFICATION OF COMPLIANCE WITH POSTING REQUIREMENTS OF NRS.241
4. PUBLIC COMMENTS – Comments not related to any Agenda item.
5. APPROVAL OF MINUTES OF THE OCTOBER 4, 2013 AND OCTOBER 11, 2013 MEETING.
6. **NEW BUSINESS**
   A. Consideration and possible action re: Discussion and development of the structure of CEDA and its future goals and mission.

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B. Consideration and possible action re: Determination of steps for conducting the search for a new Executive Director.
C. Consideration and possible action re: Discussion and development of announcement materials and job description for the Executive Director position.
D. Consideration and possible action re: Outlining steps that the board will take in the next month or two while the search for a new Executive Director is being conducted, including possible Temporary Appointment of duties and/or personnel to conduct those duties.

7. PUBLIC COMMENTS – Comments not related to any Agenda item.
8. STAFF/BOARD COMMENTS – Comments not related to any Agenda item.
9. ADJOURNMENT

Terri Pereira

Terri Pereira

Subscribed and Sworn to before me this 17th day of October, 2013, Terri Pereira.

Deputy County Clerk

The above notice was posted in the following locations listed below on or before September 25, 2012

1. Fallon City Hall
2. Churchill County Administration Office
3. Library
4. CEDA Office and
5. Churchill County Website.

CEDA will make reasonable efforts to assist and accommodate physically handicapped persons desiring to attend the meeting. If you need assistance, please contact CEDA at 775-423-8587, so that arrangements can be made.

CHURCHILL ECONOMIC DEVELOPMENT AUTHORITY
Board of Directors Meeting Minutes
October 4, 2013

1. The Board meeting of the Churchill Economic Development Authority Board of Directors was called to order by Chair Rachel Dahl at 4:00 p.m.

Board Members Present:
Honorable Rachel Dahl, Chair
Honorable Pete Olsen, Vice-Chair
Steve Moon
John Tewell

Board Members Absent:
Tom Considine

Staff Members Present:
None

Guests Present:
Pamela D. Moore, Acting Secretary
Benjamin Shawcroft, Deputy District Attorney

2. Pledge of Allegiance.

3. Pamela D. Moore verified the posting of the Agenda in compliance with NRS-241.

4. Public Comments: None.

5. NEW BUSINESS

A. Consideration and possible action re: Proposed severance pay for the Executive Director.
B. Consideration and possible action re: Payment of accrued vacation and sick leave for the Executive Director.

Member Olsen suggested that the board consider New Business Item A and B together since they are related. Chair Dahl asked if any members were opposed to that but they were not.

Member Olsen made a motion to pay to the Eric Grimes, the former Executive Director of Churchill Economic Development Authority

(CEDA), two (2) months worth of pay and three (3) weeks of vacation pay as severance pay, with acceptance of this offer to be in lieu of any other remedies that would be available through the Employee Handbook and that no other payments are to be made to Mr. Grimes. Member Olsen said the Employee Handbook is a bit general and this is a little more generous but it would be hard to combine the two, so this just makes it really clear that this is the final payment and this is done in place of the Employee Handbook. Member Tewell asked if there were any numbers for what the accrued vacation and sick leave would be as he wanted to be fair to both sides. Chair Dahl explained that it would be close to the sum of $14,300.00. The motion was seconded by Member Tewell, which carried by unanimous vote.

C. Consideration and possible action re: Authorization for the Chair to conduct changes for the bank account related to the resignation of the Executive Director.

Member Olsen asked who the signatories were on the bank accounts. Chair Dahl said, for Nevada State Bank, the signatories were Robert Erickson, Steve Moon, Eric Grimes, and John Tewell. We need to remove Robert Erickson and replace him with Rachel Dahl and, of course, remove Eric Grimes. She is not certain if it is the same at Financial Horizons because she did not go there to change anything once she found out that formal action by this board was necessary at Nevada State Bank, but she assumed the procedure would be the same at both institutions.

Member Olsen made a motion to authorize the Chair to conduct changes for the CEDA bank accounts with Nevada State Bank and Financial Horizons and for the signatories to be: Rachel Dahl, Steve Moon, and John Tewell. Member Moon seconded the motion, which carried by unanimous vote.

6. Public Comments: None.

7. Staff / Board Comments: Member Olsen suggested that the board hold another meeting next Friday, October 11th, at 4:00 p.m. to discuss how the board will conduct the search for a new Executive Director and to outline the steps that the board will take in the next month or two while the search is being conducted. This will allow the board to get the meeting agenized in the next week and allow the board to think about suggestions for these matters.

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8. Adjournment: Chair Dahl adjourned the meeting at 4:09 p.m.

APPROVED:_____
Rachel Dahl, Chair

ATTEST:

_____
Pamela D. Moore, Acting Secretary

CHURCHILL ECONOMIC DEVELOPMENT AUTHORITY
Board of Directors Meeting Minutes
October 11, 2013

1. The Board meeting of the Churchill Economic Development Authority Board of Directors was called to order by Chair Rachel Dahl at 4:00 p.m.

   Board Members Present:
   Honorable Rachel Dahl, Chair
   Honorable Pete Olsen, Vice-Chair
   Steve Moon
   John Tewell
   Tom Consadine

   Board Members Absent:
   None

   Staff Members Present:
   None

   Guests Present:
   Pamela D. Moore, Acting Secretary
   Geof Stark, Churchill County Human Resources Director

2. Pledge of Allegiance.

3. Pamela D. Moore verified the posting of the Agenda in compliance with NRS-241.

4. Public Comments: None.

5. NEW BUSINESS

   Vice-Chair Olsen said he took the liberty of inviting Geof Stark, Human Resources Director from Churchill County, to the meeting today to offer any guidance and assistance. Chair Dahl thanked him for coming today. Member Tewell asked Mr. Stark to give some official direction for what they may need to do. Mr. Stark said he has no direction from the board at this point but is here to assist in any way the board may need for the search of a new ED for CEDA. He has helped in the past and is willing to help in any way the board would like. Member Tewell asked if there are any procedures the board might need to be

aware of. Mr. Stark said, from the county's side, because this board is subject to the Open Meeting Law, if this board decides to form any sub-committee for the selection process that would report back to the main board, that sub-committee would also be subject to the Open Meeting Law. If this board were to take two members for the sub-committee to conduct interviews, those interviews would still be subject to the Open Meeting Law and those meetings and interviews would have to be open to the public, as well. If that is the route that the board would like to take, the board needs to be aware of this fact. On the county's side, for example, when the county recently conducted its search for the County Manager, the county formed a sub-committee that was not part of the Board of County Commissioners that reviewed applications. That sub-committee then made a recommendation to the Interim County Manager as to the candidates that would be brought forward to the Board of County Commissioners, who then narrowed it down from the seven or eight candidates to the four or five candidates to be interviewed. That way, the county did not have the Board of County Commissioners sitting in on the sub-committee part of it, it could be done in private, they could have discussions about the different candidates, and then bring a bigger pool to the board and then the board was able to narrow it down based on the qualifications that were required. That seemed to work pretty well for the county. It is up to this board to decide if that is how they would like to proceed. He has been involved with other boards who wanted to be involved in the entire process. For instance, the Library Board recently selected a new Library Director and they wanted to be involved, as a whole board, at an open meeting, to review all of the applications and anyone could have come in and listened to the discussions. There was no public who attended but it was made available under the Open Meeting Law for the public to participate if they wanted to. It really is up to the pleasure of the board but the board just needs to be aware of the Open Meeting Law requirement that would apply to that.

As far as how the board wants to post for the position, that is up to the board and it can be worked out as to how the board wants to do that. Mr. Stark said he will be as involved or uninvolved as the board would like him to be but he is willing to help the board in any manner.

Chair Dahl said her question is whether there is an old job description and if we starting over? Do we want to start with that or is there a need to revisit the structure of CEDA so that all of us are clear on the direction of CEDA and its mission first, so that we are real clear of that and then adopt a job description, or is one ready now? Mr. Stark said he can address part of that question. He went through his files and he has, from 2007, which was the last time he was involved with posting for that position, a job

description and posting, although he does not know if it has been modified since that time. He provided copies of that to the board. Vice-Chair Olsen said he had something emailed to him that Kari Maffi had found in records. Mr. Stark said the first page is the job announcement that was posted, page 2 is blank, and then pages 3 and 4 represent the job description from 2007. After review of his email records, Vice-Chair Olsen confirmed that the content was the same, although the documents were in a different format. It appears that this job description was updated in 2006 and the job may or may not have changed since that time, which is six or seven years ago. Mr. Stark said he does not know if the board has adopted any more recent job description. Chair Dahl asked the board if any of them could recall any more recent document. She apologized for not having posed these questions ahead of time so that the documents could have been provided to the board for review prior to the meeting.

Mr. Stark said he was not sure that the job description outlined the grant responsibilities of the position, nor the supervision of the activities of the Small Business Development Center (SBDC). Vice-Chair Olsen said what the position morphed into involved another person in the office to be supervised and the SBDC grant, which involved part of that being the responsibility of the ED, so what was done in practice was much different from what the job description outlines. From that perspective, an update would be necessary. He thinks it would be good for the board to schedule a workshop to go through these things and try to get the players out there that need to be involved, such as Geof Stark, Rick Lattin, and Shannon Ernst, because she had intended to be here today but is ill today but she has an employee there under the direction of the ED. A workshop would allow us to bring everyone together to figure out what was being done in practice and what we would like our practice to be in the future, to try to bring this information together and get input from everyone so that, before we post, we have an accurate description and understanding of the past and what we want in the future. We need to accurately describe these things to a potential candidate so they are aware of what they are applying for. He believes it will take more than just a typical meeting and he thinks that a workshop setting is a more proper format to do that in. He knows that we are asking a lot of the board and other people but he does not see how we get from Point A to Point B without doing that. Chair Dahl said it might be a real good investment for assessing where we are right now.

Member Moon said he thinks we can get this preliminary information out to anyone participating in the workshop so that they can go through and

redline it and we can come at this from multiple perspectives, such as the city or the county, and get it all down, schedule the workshop, and come up with a close consensus of what we would like this to be and, with Geof Stark's assistance, get it finalized in a formal way. Chair Dahl suggested that we start with an assessment of where the organization is and make sure that we are all clear, especially as it relates to the relationship with SBDC, which has been tricky for her to flesh out as a new member. It seems to be a big part of what CEDA is doing. Member Moon said he thinks he would even go back to efforts he and Vice-Chair Olsen put forth last year when conducting Eric's performance standard and review. They spent an hour-long workshop to develop tangible components to evaluate him on related to what the position had morphed into. It is not the same as it was six years ago. It is drastically different. Member Tewell said he would think the information these two members gleaned back then would need to be dovetailed into what we have before us today and what we expect in the future. As he recalls, he was not involved in that process but they came up with a pretty thorough guideline at that time for the job and that might be a very necessary part of this current job description.

Chair Dahl asked if everybody is comfortable posting a workshop. She has listed others to include as Geof Stark, Rick Lattin, Shannon Ernst, and we need to include a Business Council member or more because they are an integral part of this. Bob Shriver should be there as he would be a valuable resource. She is not a fan of Friday at 4:00 p.m. She asked if there was any appetite to try to do this next week. Vice-Chair Olsen said he is only available on Wednesday next week but that does not allow us enough time to post. After discussion, it was agreed to conduct the workshop at the next regularly scheduled CEDA meeting on October 22nd. The meeting will be posted as a workshop for these purposes, to start at 3:30 and to plan for an extended meeting. Member Moon asked if this will be subject to the Open Meeting Law, which it will. Ms. Moore offered use of the Commission Chambers and it was confirmed by the end of the meeting that the Chambers was available for that purpose.

Member Consadine made a motion to post for a workshop to be held on October 22nd at 3:30 p.m. to address the structure of CEDA and to establish a job description for the Executive Director and to plan for an extended meeting. The motion was seconded by Member Moon, which carried by unanimous vote.

Mr. Stark said he will e-mail the job announcement and job description for review prior to the workshop. He will also prepare a summary of how the position was advertised last time he was involved so the board will have some information about how it was done before. Member Consadine expressed his appreciation to Pam Moore for her help.

6. Public Comments: None.

7. Staff / Board Comments: Member Moon said he spoke with Kerrie Huckaby and has asked her to look at a few things, in particular, the website and Facebook page to have her remove any information that is outdated by about 12-13 months. He has tasked Kerrie will simply looking into how to remove some of the outdated information that shouldn't be out there. At some point, this position will be advertised and, if he were applying, he would look at the website and Facebook page. He has tasked Kerrie with finding out how to get on these sites to polish them up so it does not have outdated information. Chair Dhal asked him to keep working with Kerrie on that and offered her help if needed but she is happy to let the two of them work on it. Member Consadine asked that they remove the dated material. He informed the board that, prior to Eric's departure, he knows that Eric left all user access information and passwords for different accounts, including his computer, which was left on his desk. He does not, however, know if that includes the website. He did address that this information was needed prior to Eric leaving and he did see it sitting on the desk. Chair Dahl said she did not see it herself.

Member Tewell said he is sorry that we are having to do this. Chair Dahl thanked him but said she thinks it will turn out fine.

Member Moon said the Business Council Breakfast will be held on Wednesday, October 16th, at 7:00 a.m. at the Golf Course. The guest speaker will be County Manager Eleanor Lockwood. During this time of turmoil, he suggested that each board member go through all of their own contacts and encourage people to attend the breakfast. The Business Council is dedicated to trying to invigorate this and get it back to what it was before. We have certain pillars of the community and when we have people like Eleanor Lockwood, Mayor Tedford, or base personnel, scheduled as the guest speaker at these breakfasts, we want to have a good turnout. He encouraged all board members to attend and bring guests for a nice turnout. Member Consadine asked if we even want to carry through with the breakfast or cancel it because he received the e-mail about the breakfast and his concern is that there were only maybe 20 e-mail addresses that the e-mail went out to. He contacted Kerrie this afternoon, which is how he learned of

today's meeting, and was told that these were the only contacts she had. He knows that is not a full distribution list. The problem with holding the breakfast is that, if we only have 5 people attend, CEDA is still obligated to pay for 25, which will be money out of CEDA's account for each of those that do not show up. We also might receive questions about CEDA's current situation, which we may not be prepared to answer at this time. Member Moon replied that, at yesterday's Business Council meeting, they agreed to go forward with the breakfast. The Business Council members agreed to take the full distribution list and to divide and conquer by making personal contact in an effort to try to get the turnout as high as possible. He is also asking this board to attend and try to bring some guests. He will run the meeting. We will not be able to answer any questions at this point, other than that we have a vacancy and are working through the process. We all need to step up and talk to people to get attendance up at all of our breakfasts. Member Consadine said he will work on the military side to try to get some people there. Chair Dahl said we have a good draw with Eleanor Lockwood and we certainly want to show our support for her. She is comfortable hosting the breakfast because of the Business Council's exhibition of ambition and excitement, which is good. Member Moon said it is the time of year when the Business Council has some vacancies that they need to fill, so it is an opportunity to get individuals interested and excited about that again. If we can get 30 or 40 people there, we might also be able to grab some folks to help us through this time on the Business Council, as well. Everybody needs to pitch in and help. Chairman Dahl thanked everyone for their time. Members need to RSVP to Kerrie by Tuesday at noon for the breakfast.

Vice-Chair Olsen said, in response to the comment about SBDC, he was able to sit down with Rick Lattin to get a primer of where we have been and where he has some ideas for where he would like us to go. We have some catch up to do but he would like to make the board aware of the fact that our CDBG funding is in peril as we have some metrics that we must perform to. From his conversation, he learned that Rachel will be contacting the folks at SBDC to make sure that we made contact to tell them that we are in a transition time. Chair Dahl said she has a report on that. Vice-Chair Olsen said, on a go-forward basis with SBDC, that is a source of funding for part of the Executive Director's salary and Rick Lattin's salary, so the work there is important. It may not be central but it is an important part of CEDA's mission and he wants to make sure that we do not drop that ball. He was able to have a deep question and answer session with Rick Lattin and it took about 3 or 4 times before he felt he was starting to understand that aspect. This CDBG grant is for low income folks to help get them started in business, which is a tall order and is partly why they have struggled. We may even need to question whether that should remain as part of CEDA's mission or if we want to

continue with that. That is a conversation we need to have and we need to have our SBDC folks there to help us. That funding source provided around $17,000 for the Executive Director and something for Rick Lattin, who spent about 10-12 hours per week on that. He had a good conversation with Rick and he knows that Rick needs to be part of our conversation to help with our awareness of the role of the Executive Director, Rick's role, and the role of SBDC so that we all can understand. He thanked Geof and Pam for jumping in and helping out and said he appreciated it.

Member Consadine expressed his belief that CEDA is in a bad position right now. There are a lot of things going on in the background and we are dependent on reporting requirements and other functions to be able to continue, such as with our CDBG grant and other grants but some of our clients have been put on hold. He would like to see us take some action to ensure that CEDA is moving forward and that our current requirements are being met. He thinks we need to appoint someone to handle daily operations because we have only two new hires who do not know what is going on, although he means no disrespect to them, it is because they have not had any leadership. Rick is there part-time. Della is a new hire and Maggie is there from the state. Right now, we need to do something. His suggestion, although he realizes it will involve a sacrifice from several sources, would be to appoint Kari Maffi, if the county and Comptroller Kalt would be willing to allow her to return temporarily PAD, without paperwork. He makes that suggestion because he can come up with no other options, although he has thought long and hard about the situation. He was thinking about a temporary assignment where Kari would go to work at CEDA instead of going to work at the county office. CEDA has checks and paperwork that need to be done. He knows it would be a sacrifice but Kari Maffi is the only person with corporate knowledge. He knows that this is something that he cannot make a motion on but that is his suggestion and the best option he can come up with. Vice-Chair Olsen said he thinks that is a good idea but he doesn't know how we could do that without her foregoing the job she is doing now. Member Consadine said he understands that. Vice-Chair Olsen said Kari has been working on the side for CEDA, although she just happens to be on vacation this week. She is working to monitor the grants and helping with issues with our record-keeping that came to light and she has taken care of those things. Vice-Chair Olsen said he feels comfortable with our current situation, to a point. He believes Tom is right to be concerned because we do have new hires but he has been over at CEDA a bunch, as has Rachel, to assure them that CEDA will be continuing, although we are in transition, and encouraging them to hang with us as we get to the other side. Whether we go as far as Tom's suggestion is open for debate. Perhaps part of her day could be done at CEDA, if Comptroller Kalt will allow that. He doesn't even

know what Geof may be able to comment on that or if it is even possible. Mr. Stark said it could be done with a leave of absence but there are many things to consider, such as whether the county would continue to pay her. CEDA doesn't pay PERS, so there are technical issues that may be a problem. Geof said if it is done with a leave without pay, there would be no PERS during that time period. Questions need to be answered, such as whether CEDA might reimburse the county, including PERS, but that gets pricey fairly quickly. We have people who work outside of their classifications because we have extra duties that have to get done; however, we don't do an increase of pay for temporary duties outside of a person's classification. Kari could, potentially, do it but we would have to work out how that would be done. Would the county get reimbursed? Further, at this present time, he knows that the Comptroller's office staff is up to their eyeballs doing the audit right now and then we are moving into the budget cycle.

Chair Dahl suggested that we agenize this for the meeting on the 22nd to consider a temporary appointment and perhaps Geof could see how that could work and make some suggestions to this board. If Kari were here right now working at CEDA, she knows we would be totally fine. Kerrie Huckaby has done an amazing job and has stepped up to the plate. She has a lot to learn but she is willing to do anything, so she feels comfortable with her. We currently already have a deal with Kari Maffi doing extra hours and we would need to determine if she is willing to do more. She and Kari have worked together and Kari has been fabulous to work with and has expressed that she is willing and available to help CEDA get through this. So, we know we have those 2 girls.

Chair Dahl reported that she had the conversation with Winnie at SBDC, which was a very frank conversation but went well. For past 6 months, there has been very little counseling done in Fallon. The conversations that SBDC has had internally is that they are considering taking CEDA's money to send it to Elko, as they are doing more. After explaining our current situation and what our plans are, it made them pause. She has talked to Rick Lattin and SBDC is willing to slow that process down. They are excited to hear about the direction we are going. She gave SBDC an outline of where we are now and she thinks that has put the brakes on with regard to their consideration of giving our money to someone else. SBDC has not made any formal decision to do this but it has been considered in their internal discussions. Winnie gave her some names of other people to talk to and explained the different structures for other EDAs in the state. There is a meeting next week in Reno for a rural summit and Winnie is very excited to get everyone together. Rachel will be going and that will afford her an opportunity to pick brains and put a public face to CEDA. She is excited and comfortable with where we are in the process. She and Winnie talked about

metric measurables for what SBDC is looking for to continue providing money to CEDA. She believes we have folks here in need of service. Rick Lattin discovered 2 client files that had not been followed up with. When he contacted both of these separate clients, both of them were able to benefit from his counseling and he was able to qualify both of them, so that gives us some numbers and now we have some measurables. That means that, just this week, we served 2 separate clients that, for all intents and purposes, we didn't have previously. Things are going good now and will only get better. She appreciates the board's comments and suggestions and we need to determine what direction to go. She is comfortable with our 2 girls, Kerrie Huckaby and Kari Maffi. She will have time next week, because her circumstances have changed briefly, which frees her up to be more available to the CEDA office staff. She hopes that will make the board feel more comfortable. With regard to others to invite on the 22nd, she has listed Rick Lattin, Shannon Ernst, Geof Stark, and Bob Shriver. She will be in the office on Tuesday with those girls and will have a better feel for things after that. She appreciates Kerrie Huckaby's report that she sent out today and she is pleased to see that Kerrie took the initiative to do that for the board. She also appreciates the board's attention at this time. She asked that we remember to agenize the discussion for a temporary appointment at the meeting on the 22nd.

8. Adjournment: Chair Dahl adjourned the meeting at 4:45p.m.

APPROVED:_____
Rachel Dahl, Chair

ATTEST:

_____
Pamela D. Moore, Acting Secretary

Our Mission and Values

CEDA serves as the "Voice" of Fallon and Churchill County businesses on public policy and regulatory issues affecting our business climate. We promote private/public partnerships, bringing business experience and technology to the public forum. Our mission is to identify strategies that support the development of jobs and business opportunities that both retain and expand existing businesses and recruit new business.

CEDA Goals

Economic Development

Proactively pursuing business opportunities, creating opportunities for existing businesses and ensuring their viability, and developing public/private synergies to encourage Centers for Excellence around the targeted industries of light advanced manufacturing, clean energy and bio-Agriculture, business & technology services, logistics and distribution, tourism and hospitality, and regional health services.

Workforce Development

Ensuring a high quality workforce is available to support a service and technology based workplace with a direct emphasis on the development of math and science skills from K-12 and to an increased 4 year degree presence.

Sustainable Growth

Fostering business development and providing opportunities that incorporate the character of this community, sustain open spaces and our vision for the future.

Advocacy

Becoming the community "voice" in issues that affect the business and community environments.

Recruitment Outline
CEDA Executive Director 2007-08

Advertised from 11/27/07 through 1/11/08 – LVN and Nevada Appeal

Applications distributed to all Board members for review on 1/14/08
- Everyone responded by 1/22/08
- Subcommittee of the CEDA Board met on 1/22/08 to determine who would be interviewed and when interviews would be scheduled and who would serve on the interview panel – (we have since been advised that we cannot use a subcommittee of the CEDA Board without having it as an open meeting)
- Decided to schedule a special CEDA board meeting on 2/7/08 for CEDA board to discuss and make decision

Interviews scheduled for 1/29/08 – Two CEDA Board members and Geof Stark – (I recommend a full Board interview this time)
- 3 candidates originally selected – one took another position – interviewed two candidates

Interview panel recommended one candidate to the CEDA Board – Eric Grimes

Board decision
- Offer position to Eric Grimes

Proposed Recruitment for 2013

Post position from 10/23/13 through 11/15/13 – 3 weeks
- Post in LVN and Nevada Appeal (and Monster.com) = $705
- Post in RGJ (and CareerBuilder.com) for 3 Sundays = $905
- Post online in International Economic Development Council (IEDC) – national, targeted exposure = $650
- Also post on CEDA, Churchill County and City of Fallon websites = $0
- Post on Craigslist = $0

Screen applications by 11/22/13
- Option 1 – have a special meeting of the CEDA Board to review and screen applications
- Option 2 – develop a small committee (not composed of Board members) to screen applications and make recommendations to the Board
  - Board would need a special meeting to evaluate the recommended applications and determine who to interview.

Schedule interviews with the Board for 12/6/13
- Possible tour of the community "narrated" by someone knowledgeable – Rick Lattin?
- Deliberate after interviews to determine best candidate

Or

- Plan a special meeting of the Board for 12/10/13 to select a candidate

Churchill Economic Development Authority and Small Business Development Center

OPEN JOB ANNOUNCEMENT

EXECUTIVE DIRECTOR

Starting Salary: $40,000-$65,000/annually (DOQ)

This is not a Churchill County or City of Fallon position. This position is hired by, and reports to, the Churchill Economic Development Authority (CEDA) Board of Directors.

Comment [GS1]: I don't know if this is an accurate salary range.

Applications are invited for the full-time position of Executive Director for the Churchill Economic Development Authority (CEDA). ~~This opening has come about because of the retirement of the current Executive Director.~~ The incumbent, under the CEDA Board's direction, formulates and directs the economic development activities of the Authority.

Duties of the position include, but are not limited to, the following:

- Directs the Authority's economic development functions, including business retention and attraction,
- Provides leadership and direction in the development of short- and long-range plans and projects,
- Markets the City of Fallon and Churchill County and ~~its~~ their economic development programs locally, statewide and nationally to attract private investment,
- Supervises staff (currently ~~one~~ two individuals),
- Acts as liaison between the Authority, ~~and~~ local public entities, and regional economic development agencies~~,~~.

CEDA is looking for a self-motivated, well-organized, multi-tasking individual who is willing to proactively develop creative and effective solutions to address economic development in Churchill County. ~~CEDA is willing to reimburse partial travel expenses for individuals who are selected to participate in final interviews. CEDA is also willing to reimburse partial relocation costs to the individual who is hired for the position.~~

This is an at-will position, which serves at the pleasure of the CEDA Board of Directors.

MINIMUM QUALIFICATIONS

If you have a disability and believe you require an accommodation for the disability, please contact Geof Stark at (775) 428-1311.

- Bachelor's Degree in Urban Planning, Business or Public Administration, Real Estate or a related field. Master's degree in a related field is desirable.
- Five or more years experience in economic development, marketing and recruitment, mediation and negotiation, business financing and/or small business counseling or a similar field.
- Strong desire to aggressively pursue economic development goals of the Authority.
- Certification from the International Economic Development Council (IEDC) desirable. (CEcD or equivalent certification)
- Possession of, or ability to obtain and maintain, a valid State of Nevada driver's license.
- Must reside in Churchill County. (Candidates outside Churchill County must be willing to relocate to Churchill County.)
- Knowledge of economic development tools, including loans, grants, enterprise zones, development agreements, and various incentive programs.
- Working knowledge of personal computers, word processing and spreadsheet software is required.
- Any combination of education and/or experience that could likely provide the desired knowledge and abilities.

Comment [GS2]: Do you want this or not? It's also included in the job description.

APPLICATION PROCEDURE:

Application materials available at the Churchill County Human Resources Department, 155 N. Taylor Street, Suite 155, Fallon, Nevada. Submit ~~an application,~~ a résumé, ~~and~~ cover letter and answers to the supplemental questionnaire to the above-noted address by **3:00 PM on ~~January 11, 2008~~November 15, 2013**. Applications will be taken on an ongoing basis until the position is filled. Your application, résumé and letter must clearly show your qualifications for the position to receive further consideration.

This announcement is generally descriptive of the duties and qualifications for the job. It is not to be construed as an expressed or implied contract.

Churchill Economic Development Authority and Small Business Development Center

TITLE:	**Executive Director**		
PREPARED:	12/29/05	**FLSA:**	Exempt
UPDATED:	~~04/26/06~~10/22/13	**REVISION #:**	~~2~~3

Summary: Under the direction of the Board of Directors, formulates and directs the economic development activities of the Authority. Prepares annual work plan, goals and objectives and grants as well as budgets for the Board's approval. Keeps Board informed regarding progress on work plan and expenditures in all budget categories. Makes recommendations, when appropriate, for modifications of the work plan and budget for promotion of economic development.

Essential Job Functions: *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. ~~Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities.~~ Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Directs the Authority's economic development functions (under the Board's direction), including business retention and attraction, facilitation and negotiation of real estate development agreements, job creation, tax base stabilization and enhancement, and development and use of various economic development incentive tools.
- Provides leadership and direction in the development of short and long range plans and projects; gathers, interprets, organizes and prepares data for studies, reports and recommendations; coordinates Authority activities with external agencies and associations.
- Recruits and works with clients and potential clients on economic development issues, including initial phone calls/meetings, research, tour of available land and buildings in Churchill County, investigation of financing options and referrals to appropriate agencies, businesses and individuals; markets Churchill County and its economic development programs locally, statewide and nationally to attract private investment.
- Supervises the activities of the office in researching, planning, organization and conducting economic development activities; supervises the activities of the Small Business Development Center (SBDC) satellite office in Fallon.
- Represents the Authority at meetings and economic development functions.
- Selects and supervises staff; conducts staff training and development; reviews and evaluates staff performance; disciplines staff as necessary; meets, discusses and provides direction to staff regarding work assignments and projects.
- Performs a variety of administrative activities including budgeting, financial management, employee scheduling, payroll reporting, membership dues billing and report processing.
- Researches, writes and administers grants; develops fundraising activities for the purpose of obtaining grant-matching revenues.
- Works with various community organizations and serves on boards, commissions and committees to promote and enhance the Authority's programs and services.
- Acts as liaison between the Authority and local public entities, keeping them informed on the activities and progress of the Authority; attends council and commissioner meetings when necessary.
- Develops a comprehensive Membership Development Program; works with Board members in membership development activities; maintains contact with current members; recruits potential members.
- ~~Performs related work as required.~~

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of economic development tools, including loans, grants, enterprise zones, development agreements, and various incentive programs.
- Knowledge of real estate finance, urban planning, land development, and marketing techniques.
- Financial knowledge sufficient to prepare requests for proposals, financial proforma, cash-flow analyses, loan administration, and budget preparation.
- Knowledge of supervisory principles, practices and methods.
- Knowledge of the principles and practices of administrative management.
- Knowledge of the principles and practices of fund raising and public relations.
- Skill in dealing effectively with business representatives, public officials, the general public and affiliated economic development organizations regarding the economic development programs, plans, and activities of the Authority.
- Skill in planning, developing and implementing policies, procedures, rules and regulations.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with subordinates, Board members and the general public.
- Skill in utilizing word-processing, spreadsheet, database, website, desktop publishing and mapping computer software.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Bachelor's Degree in Business, Public Administration, Urban Planning, Real Estate, or related field is highly desirable. Master's degree in a related field is desirable.
- Experience in economic development, marketing and recruitment, mediation and negotiation, business financing and/or small business counseling or similar field is desirable.
- Strong desire to aggressively pursue economic development goals of the Authority.
- Certification from the International Economic Development Council (IEDC) desirable. (CEcD or equivalent certification)
- Possession of, or ability to obtain and maintain, a valid State of Nevada Driver's license.

Special Requirements

- Must reside in Churchill County.
- Travel is required to meet with prospective businesses wishing to expand or establish a facility in the community/region and to attend meetings outside the community.
- Working hours will vary, and the position will require attendance at City Council and County Commission meetings, as well as other weekend, morning and evening meetings.

Environmental Factors and Conditions/Physical Requirements:

- Work is typically performed in an internal, office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, hand tools and a motorized vehicle.

Churchill Economic Development Authority
and Small Business Development Center

EXECUTIVE DIRECTOR

SUPPLEMENTAL QUESTIONNAIRE

Please write up to 400 words in response to each of the following four items. Be sure to include your name on each page you submit. Your responses will be reviewed for content and presentation. A complete response to each of the items is required.

1. What economic development challenges do you see facing a community that has historically been a rural, agricultural community?

2. What steps would you take as Executive Director of the Churchill Economic Development Authority to address the economic development challenges you outlined in Question 1 above?

3. How would you go about marketing the City of Fallon and Churchill County and their economic development programs to attract private investment?

4. From your work experience, describe a creative and effective solution you have implemented to address economic development.

I. JOB KNOWLEDGE:

Understands the job and is conscientious in following instructions with a commitment toward achieving results. Maintains current technical knowledge and ability sufficient to manage work and complete assignments; actively pursues expanded mastering of knowledge and abilities in the duties and responsibilities of the position; prepares complete and technically accurate reports or records when required as part of the job; takes care of equipment and materials; demonstrates awareness of resources available which are necessary to perform job duties; combines technical knowledge with creativity to produce value added results.

Utilize this knowledge, combined with better creativity to address issues, resolve problems, and adapt CEDA to the changing environment, solve future budget shortcomings, and produce better results.

II. JOB PRODUCTIVITY/PERFORMANCE:

Uses and understands established procedures while using original and innovative ideas and methods to improve efficiency. Uses time effectively; completes assignments on time; understands relationships between his/her position and other jobs, departments/agencies and the public; uses resources effectively; is organized and knows status of all work activities; identifies and takes action to reduce the need for duplicate actions and for future use of resources.

Work on the timeliness in which information or reports, especially the budget, is presented to the Board, to allow the Board to act in a timely manner. Pursue and utilize proven resources and not ones that have proven to be unproductive. An example of this would be WEDA, while this subscription/relationship has produced many leads, it has not produces any new businesses to the area, which put in to question it actual usefulness to CEDA.

III. DEPENDABILITY:

Employee can be relied upon to complete assigned tasks and is conscientious about their attendance.

IV. LEADERSHIP:

Provides direction for organization; appropriately motivates staff to follow his/her lead.

Needs to demonstrate positive leadership to both CEDA and to his staff. The position of Executive Director must be focal point of what is happening with CEDA; staff can follow this lead and the Board can support it.

V. BUDGET MANAGEMENT:

Effectively develops a reasonable and accurate budget; submits budget in a timely manner; actively and willingly participates in CEDA budget process; manages budget effectively and stays within budgetary constraints.

Budgets must be managed well and accounted for accurately. The Executive Director should be decisive and proactive with respect to future budgets, by applying your best judgment with respect to revenue, cuts, expenditures, etc. and developing a comprehensive, final budget for presentation to the Board for only minor adjustments and approval. The budget is the responsibility of the Executive Director and the board looks to the Executive Director for a more singular direction.

VI. DEVELOPMENT OF PERSONNEL/SUBORDINATES:

Identifies strengths/weaknesses of subordinate personnel; builds on employees' strengths; helps employees overcome weaknesses through job assignments and training; develops a mentoring relationship with subordinates.

Staff must be well-trained and competent for the tasks that they perform.

VII. TEAMWORK:

Understands the need to work cooperatively with other organizations to further the goals of CEDA as a whole; willing to relinquish authority or control for the betterment of the team; takes into consideration impacts of decisions on other organizations and works cooperatively with other organizations to reach decisions; listens to needs of other organizations and balances his/her own needs with the needs of CEDA.

Executive Director must demonstrate a solid understanding of the functioning of most organizations that work with or in parallel with CEDA. Working with other organizations (especially EDA's) will be of a paramount importance in the next year and into the future – these would include NNDA, I-80/US-95 Corridor EDA, RNDD, etc. As Economic Development changes, CEDA will need to change accordingly and still benefit Churchill County. Must demonstrate willingness to do this and embrace this philosophy fully. Must become the "Point Man" or the "go to" resource for these new agencies, making the Executive Director an invaluable part of the economic development process.

VIII. RELATIONSHIP WITH CUSTOMERS:

Sees Fallon and Churchill County residents as customers and treats them accordingly; seeks to provide services in a convenient way to customers; provides high level of customer service; tries to understand customers' needs and attempts to address those needs within CEDA's constraints; receives few customer complaints.

Must demonstrate a professional attitude with respect to dealing with prospective businesses and be adept and conducting site visits. Must be able to deal with SBA clients in a positive manner. Additional effort should be made in dealing with our local, established businesses, in particular, conduction one-on-one visits to further develop working relationships with them and assessing their needs and concerns.

IX. RESPONSIVENESS TO DIRECTION FROM BOARD:

Accepts direction from CEDA Board of Directors; asserts opinions and desired direction to superiors; willingly submits to superiors' decisions and implements those decisions with a positive attitude, even if decision is contrary to Executive Director's opinion; willing to carry out assignments that may not be part of his/her regular duties.

It is important to present all decisions or directions from the Board in a supportive fashion, regardless of nature of those decisions. "We have decided" rather than "The Board has decided" indicates unity between the Board, CEDA Staff, and, ultimately, the business community. While the Board is comprised of five individuals, it should provide the Executive Director with singular direction and, if that direction is not clear, the Executive Director must pursue clarification of that direction from the Board.

X. INNOVATION/INITIATIVE:

Develops new ideas and new processes for completing tasks; continually looking for better ways to do things; willing to take calculated risks to improve CEDA.

CEDA, and its Executive Director, need to change and adapt to the new business environment in which we find ourselves. The Board would like to see this adaptation, combined with innovation, from the Executive Director to lead us through this "new norm."

XI. COOPERATION:

Employee demonstrates a willingness to work with co-workers, supervisors and others.
Responds willingly to changes in procedures, processes, responsibilities and assignments.

Must work well with staff and with the new EDA's (NNDA, I80/US95, etc.).

XII. INTERACTIONS/COMMUNICATIONS:

Exhibits positive, professional and courteous interaction and communication with elected officials, supervisors, coworkers, citizens, government agencies and other organizations. Readily shares information and provides assistance; verbally communicates information in an understandable manner, written communications are consistently clear and accurate; demonstrates understanding of instructions; demonstrates tolerance in working with coworkers, others and with changes in job conditions; demonstrates tolerance of differing behaviors, customs and communication styles; understands and works toward group goals and objectives; encourages and is receptive to new ideas and procedures.

Must demonstrate good communication with the Board about the complex issues that face CEDA and economic development in general; must demonstrate a professional attitude to the Board and a willingness to address the Board's questions or concerns when asked. Must demonstrate good communication with the newer EDAs, as well as with the local elected officials from both the City and the County.

XIII. PLANNING:

Listens and solves problems, anticipating needs and efficient use of resources; discerns priority assignments; identifies and selects appropriate alternatives; demonstrates problem solving abilities; looks beyond the short-term result to long-term effect. Able to deal with multiple projects and prioritizes and plans for them; directs activities and coordinates activities with other personnel and departments; develops reasonable goals and objectives based on sound planning; demonstrates ability to manage costs by completing work within established budgets; solicits and effectively uses feedback from employees, CEDA Board of Directors, and the public.

The budget process must be well planned out for subsequent years. The Board's expectation would be to receive a "near to complete" budget for review and approval. This budget should reflect the Executive Director's thorough understanding of CEDA by indicating what areas of budget must absolutely be funded, which areas can be cut and then to be able to substantiate these decisions to the Board.

XIV. PUBLIC RELATIONS:

Able to provide clear and concise directions and evaluations; is well-prepared for presentations; is able to speak to small and large groups; confers with CEDA Board of Directors, subordinates, supervisors and the public as appropriate; listens and responds in a manner which demonstrates understanding of ideas, information and opinions expressed.

Must effectively make presentations in front of both large and small groups and be able to communicate adequately with different business sectors and individuals. Must be engaged with the local public and businesses; conferring with them on a regular basis to assess the needs and concerns of the business community.

XV. WORK ENVIRONMENT AND SAFETY:

Maintains a safe and pleasant work environment, follows safety regulations, and actively contributes towards a safe workplace.

XVI. OVERALL PERFORMANCE:

Overall appraisal of the employee's job performance.

XVII. ACTION PLAN:

The criteria above is important in order to properly evaluate the employee's performance. The following Action Plan describes the employee's strengths and addresses what can be done to improve their position toward continued growth.

Major Strengths:

1. Knowledge of CEDA, SBA and economic development in general.

2. Ability to communicate and to translate/relay key information to the Board and CEDA.

3. Positive outlook on Churchill County and an optimistic viewpoint in general.

4. Handles client and prospective businesses in a professional manner.

Areas of Improvement in the last year: *Not Applicable*

Goals for Next Rating Period:

1. Manage the current budget to keep CEDA on solid financial ground, not exceeding the total budget amount by more than 5%.

2. Develop next year's budget and present it to the Board in a complete and comprehensive fashion, for review and approval by the June Board of Directors Meeting.

3. Identify and secure additional funding to bolster CEDA's finances. These may be from grants, fundraising or any other additional contribution. Examples of these would be a grant in excess of $25,000, a fundraiser netting $3,000, etc.

4. Track, compile and report economic development activities in a simple concise fashion that may be reported to the Board, Business Council and general public. Create an acceptable format (1 page, clear, concise and professional) and present this report at each CEDA Board Meeting, Business Council Board of Directors Meeting and Breakfast.

5. Increase public/business interaction; develop a plan to personally visit a certain number of businesses, business council members, etc. each month and assess their needs, opinions and concerns and help foster relationships with these companies/individuals. Report these activities on the monthly report noted above.

6. Work with the regional EDA's, in particular NNDA and I80/US95, with the goal of becoming the point man for these agencies in Churchill County. Demonstrate participation by attending NNDA Focus Group Meetings, participating on NNDA committees if applicable, and by assisting I80/US95 and NNDA with economic development in Churchill County and the region.