

MEETING MINUTES

March 12, 2024



In Attendance: Andrew Briggs, James Khan, Bob Marshall, Gene Donaghy (joined virtually for a part of the meeting)

Staff in Attendance: Michael Galbraith, Ryan Twiss, Erin Whittle, Zachary Zehner

Guests in Attendance: Bill Konyha, Regional Chamber of Northeast Indiana; Jim Higgins, Partner with London Witte & Co LLP

Meeting Location: 200 East Main Street, Suite 910, Fort Wayne, IN 46802 and via Microsoft Teams

Call to Order

James Khan called the meeting to order at 2:02 pm.

Approval of Minutes

Meeting minutes from the February meeting were presented for review. James Khan asked for a motion to approve the meeting minutes. **Bob Marshall made a motion to approve the minutes. Andrew Briggs seconded, and the motion passed unanimously.**

Claims

Erin Whittle presented one claim for management services from the Northeast Indiana Regional Partnership and two claims for legal services for Carson LLP. James Khan asked for a motion to approve the claims. **Bob Marshall made a motion to approve the claims. Andrew Briggs seconded, and the motion passed unanimously.**

Financial Report

Erin Whittle provided an update on financials and presented the monthly financial statements to the RDA. James Khan asked for a motion to accept the financials as presented. **Bob Marshall made a motion to accept the financials, Bob Marshall seconded, and the motion passed unanimously.**

Auditors Report

Mr. Jim Higgins, a partner with the RDA's auditing firm of London Witte & Co LLP, presented the 2023 audit of the RDA. The Audit was submitted unmodified and with no adjusted journal entries. James Khan asked for a motion to accept the Audit as presented. **Andrew Briggs made a motion to accept the audit. Bob Marshall seconded, and the motion passed unanimously.**

NEI Strategic Development Commission Administrative Agreement

Ryan Twiss and Zachary Zehner of Carson LLP provided an update on the process of entering into an administrative agreement with the Northeast Indiana Strategic Development Commission (SDC) for the Regional Development Authority to leverage its existing infrastructure to provide fiscal sponsorship, project intake, and marketing support to the SDC. Mr. Zehner provided an update on the Fiscal Agency agreement that has been partially executed by the SDC for approval by the RDA board. Gene Donaghy joined by video for this part of the meeting. James Khan asked for a motion to approve the Fiscal Agency Agreement and instructed the board that a roll call vote would be required. **Bob Marshall made a motion to approve the fiscal agency agreement. Gene Donaghy seconded the motion. James Khan called for a roll call vote. Gene Donaghy voted “aye.” James Khan voted “aye.” Bob Marshall voted “aye.” Andrew Briggs abstained because he sits on the SDC as well as the RDA board.**

READI Program — Disbursements

Four READI 1.0 disbursements were presented for approval by the RDA board contingent upon approval and distribution of funds by the IEDC to the RDA.

- Invest DeKalb: Live/Work: \$497,218.31
- Legacy Heights Housing Project: \$571,160.27
- Topeka Workforce Housing: \$6,578.70
- Cameron Health: \$559,464.58

James Khan asked for a motion to approve the disbursements contingent upon final approval by the IEDC. **Andrew Briggs made the motion. Gene Donaghy seconded. James Khan called for a roll call vote. Andrew Briggs voted “aye.” Gene Donaghy voted “aye.” Bob Marshall voted “aye.” James Khan voted “aye,” and the motion passed unanimously.**

READI 2.0

Ryan Twiss and Michael Galbraith gave an update on the process of submitting the \$75,000,000 request of the IEDC to support Northeast Indiana READI 2.0 investment Strategy focusing on 1) Infrastructure for Jobs; 2) Housing; 3) Childcare; 4) Education Innovation; and 5) Quality of Life. No action was required.

Adjournment

With no other new business, James Khan asked for a motion to adjourn. **Bob Marshall made the motion, Andrew Briggs seconded. James Khan called for a roll call vote. Andrew Briggs voted “aye.” Gene Donaghy voted “aye.” Bob Marshall voted “aye.” James Khan voted “aye.” The motion passed unanimously, adjourning the meeting at 3:45 pm.**