

considered material. The “finding” related to a one-time billing and reimbursement issue with the PTAC program. Jim and Deanna discussed the finding and solutions to addressing any errors that occur in the future.

Motion: David Trost, to accept and present the Audit Reports to the Board of Directors, as presented to the Executive Committee.

Discussion: None

Motion carried

Executive Director’s Report – Steve
Succession Plan “First Draft” Review

Steve’s final draft of his Succession Plan was revisited by the Committee. For each eventuality, there is a Communication Plan in place which Melanie put together. The three instances are: Planned Retirement, Unexpected Leave, and Unexpected Departure. The aim is that there is timely internal communication before any word gets out to any number of our community partners. This piece will be added to the Succession Plan.

With respect to retirement, the previous version said to give the Board 1-year notice. Steve revised this timeline to 6 months to provide ample time to plan a transition without creating a “lame duck” situation.

Motion: David Trost, to recommend the final draft of the Succession Plan, to the Board of Directors, as presented to the Executive Committee.

Second: Mike Nelson

Discussion: None

Motion carried

VBOC Program Renewal Preliminary Recommendation

The SBA has released their RFP’s for the VBOC regional hosts. The term is a 5-year commitment instead of a 3-year commitment. The federal VBOC program agrees that we’ve done well with the VBOC award and would consider us to host once again. It is likely that other proposals will be made; especially one that solely serves the state of Colorado. Steve’s preliminary recommendation is to submit the proposal to host a smaller region. A key component to moving forward with this proposal is having a sustainable staffing plan in place to run the program throughout the new region. We also need to internally reevaluate the reporting structure of this program.

Because the proposal is due January 8th, which falls before our next Board meeting, Steve is requesting authorization be given now to submit the proposal. After some discussion, the Committee recommended also giving Steve the authorization to decide not to submit the proposal, should he feel he doesn’t have a sustainable staffing plan in place.

Motion: David Trost, to have the Board of Director’s approval to submit a proposal to host the VBOC program, as presented to the Executive Committee.

Second: Steve Loveless

Discussion: None

Motion carried

One Big Sky Center

Steve mentioned that The Hammes Group presented a new idea to the City Council that will pivot away from a singular skyscraper into more of a district with two large anchor points. This moves the project away from a standalone TIP project and into a community project that may need our time and resources. Further, when Steve visited Rochester, MN last Friday, he looked at the work The Hammes Group did in crating the Destination Medical Center. This example potentially offers a template for Billings to consider. Mike Nelson informed other member of the committee that during the Work Session on Monday with the City Council, the tone was very warm, and Council Members were extremely receptive of this idea. There is still some question about how Tax Increment Financing dollars would be used with respect to this project. There are additional funding mechanisms available to us at the state level but that becomes another battle. The next Legislative Session will be very impactful, especially

when Local Option Authority is reconsidered. This potential development may serve to help proponents of LOA reframe their argument.

Professional Development/Sabbatical Plans

Steve provided a handout of an update on his Professional Development Plans and highlighted the changes. The date of the Sabbatical Plans is February 5th thru March 2nd. The training period is February 26th thru March 2nd. The rest is the framework of things he needs to work on, in order to leave for that period of time.

Program/Org. Directors Updates

Nominating Committee Recommendation – 2018 Officers

Becky presented the following Nominating Committee Recommendations:
2018 EDA Officers and Executive Committee

Jennifer Smith – Chair
Cory Moore – Vice Chair
Robin Rude – Secretary/Treasurer
Sheri Nicholson – Immediate Past Chair
Paul Neutgens – Member at Large

2018 EDC Officer and Executive Committee

Eric Simonsen – Chair
Mike Nelson – Vice Chair
Mike Seppala – Secretary/Treasurer
David Trost – Immediate Past Chair
Steve Loveless – Member at Large

Motion: Duncan Peete, to approve the Nominating Committee Recommendation to the Board of Directors, as presented to the Executive Committee.

Second: Robin

Discussion: None

Motion carried

Steve mentioned that we were being asked by the State to extend our contract with the State to continue to host our Regional Small Business Development Center.

Motion: Mike Nelson, to approve the contract to the Board of Directors, as presented to the Executive Committee.

Second: Robin Rude

Discussion: None

Motion carried

Meeting adjourned at 9:04 AM

Next Executive Committee Meeting – January 3, 2018

Big Sky Economic Development Board of Directors will make reasonable accommodations for known disabilities that may interfere with an individual's ability to participate. Persons requiring such accommodations should make their requests to Big Sky Economic Development as soon as possible before the meeting day. Please call Big Sky Economic Development at 256-6871.