

EDA Socio-Economic Sub-Committee

Meeting Minutes

January 17, 2019

I. Call to order

Nate Carlson called to order the meeting of the EDA Socio-Economic Sub-Committee at 11:00 am on January 17, 2019 at Northfield City Hall offices.

II. Roll call

Nate Carlson conducted a roll call. The following persons were present: Jessica Peterson-White, Andrew Ehrmann, Mikayla Schmidt, and Mitzi Baker.

III. New business

a) Update on SMIF – “Prosperity Initiative”

The EDA Socio-Economic Committee met to discuss an update from staff on the “Prosperity Initiative,” a program operated by SMIF. Staff discussed that the previous staff person, Chad Poitra, has resigned from his position with SMIF due to funding cuts for the Prosperity Initiative programming.

Committee members discussed the information shared by Chad Poitra as to the opportunities he could provide the EDA regarding the Committee’s mission. However, he no longer is employed by SMIF, but he did provide a proposal of services he could offer as a consultant of the EDA.

a) Discussion of Services provided by Chad Poitra

Committee members and staff reviewed the proposal submitted by Mr. Poitra and agreed that enlisting a third-party to assist with information gathering from minority-owned businesses would further the Committee’s work. Committee members proposed that a Request For Proposal (RFP) be drafted and solicited to potential consultants. The Committee has proposed the following to the EDA Board:

- \$5,000 minimum budget with potential add-ons up to \$10,000 for consultant services
- Consultant will gather information from local minority, immigrant, or foreign-born business owners regarding current barriers that exist.
- Conduct listening sessions with business owners.
- Propose services/programs that the EDA could offer once information is received.

The Committee will convene in March to finalize a RFP and solicit consultants.

IV. Adjournment

Nate Carlson adjourned the meeting at 12:00 pm. Minutes submitted by: Nate Carlson