

Business Development Committee Meeting Minutes
151 Martin Street, Conference Room 203
May 24, 2022

J. Ecker called the meeting to order at 8:30 a.m.

In Attendance: S. Quintal, J. Hockman, J. Ecker, E. Bassett

Absent: S. Surnow (Co-Chairperson), M. McKenzie (Co-Chairperson)

There was no public comment.

Tenant Recruitment Update and Pipeline Report: No report was given in Co-Chairperson Mike McKenzie's absence. Jeff Hockman requested BSD staff to obtain the May report from Co-Chairperson Mike McKenzie and distribute it to the Business Development Committee via email.

Business Anniversary Program Updates: Carl Sterr will be recognized at the June Board meeting. J. Hockmann requested that BSD staff update the program list to include business anniversary recognitions for the remainder of 2022 (July through December).

Employee Attraction Program: J. Hockman reported that the public transit program discussed at previous meetings was deemed too cost prohibitive. The Committee would like to continue pursuing incentives for this program, including programs offered by Oakland County, such as job fairs and more.

J. Hockman inquired about the selection process for the BSD Executive Director position and the sense of urgency around filling the position. E. Bassett reported the closing date for applications is currently June 10, 2022. J. Ecker reported the interview panel should include the following: a member from the Human Resources department, a member from the City Manager's Office, herself (as the BSD Interim Director) and two to three BSD Board members. J. Hockman indicated that a Human Resources person had never been involved before, and he expressed concern that he did not want the BSD to get bogged down in bureaucracy. J. Hockman stated that the BSD has operated in a more entrepreneurial fashion. J. Ecker advised that public boards must operate in accordance with all applicable laws, in particular the Open Meetings Act. J. Ecker advised that the BSD Board should determine which Board members they would like to participate in the interview panel at the June Board meeting.

Business Mix Analysis: No report was reviewed at the meeting due to staff departure. J. Hockman reported that S. Kammer presented a draft report prior to his departure. The Committee requested BSD staff review the current report draft to clarify report details and data sources, and present it at the next Executive Committee meeting.

Retail Recruiter Contract: J. Ecker reported she will review the contract details this week (starting May 23). The Committee will discuss this item at the June 1 Committee meeting. The Committee requested this item be added to the June Board meeting agenda.

Future Meeting Dates: The Committee agreed to move Committee meetings from the fourth Thursday of the month to Tuesdays at 8:30 a.m. The Committee requested that BSD staff determine which Tuesday of the month works best for all Committee members and does not conflict with other BSD Committee meetings.

Other Business: J. Ecker reported that June is the last month reserved for BSD Board meetings at the Community House. J. Ecker to contact the Community House and Bill Seklar to determine if the BSD may reserve meeting space at the current rate for its upcoming Board meetings. J. Ecker reported the Baldwin Public Library could be used as an alternate venue if needed.

Meeting adjourned at 9:30 a.m.

NEXT MEETING: Tuesday, June 1, 2022 at 8:30 a.m.