

PEMBINA COUNTY JOB DEVELOPMENT AUTHORITY
MEETING MINUTES
KodaBank, Cavalier
Tuesday, January 13, 2026

CALL TO ORDER

The meeting was called to order by Lacey Hinkle, Vice Chairperson, Tuesday, January 13, 2026, at KodaBank, Cavalier, ND at 10:01 A.M.

Members Present- In-Person: Lacey Hinkle, Danielle Blair, Pat Hardy, Darin Otto, David Monson, Mary Houdek, and Nathan Green.

Members Present – Virtually: Michael Cook, and Sonia Misialek.

Others Present: Dawn Mant, Executive Director, RRRRC; Lori Estad, Red River Regional Council, and Angelle French, Pembina County JDA. Kristi Kasprick, Red River Regional Council/Real. Good. Project Manager; Virtual.

MINUTES

Minutes from November 25, 2025, meetings were mailed to members prior to the meeting. Blair moved to approve the minutes as presented; seconded by Otto, motion carried.

FINANCIAL REPORT

French reviewed the financial report. The CD has been renewed at United Valley Bank for 7 months at the 7-month rate special.

Mandt stated that staff are working to produce reports from QuickBooks and Grants Management System (GMS) for the budget instead of Excel documents. This will help eliminate errors.

Green moved to approve the financial report, seconded by Monson; motion carried.

DIRECTORS REPORT

French reported on her directors' report. French will be moving her office at the end of the month.

NEW BUSINESS

Storefront Improvement Grant

In November Garret and Darcy Reis requested a storefront improvement grant for Real Estate Investment Solutions, Inc in Pembina, ND. After the quotes for the scope of work are submitted, they will receive the \$5,000.

Real.Good. RWIP Grant Match Request

Kristi Kasprick presented a request for match funds for the Region 4 Regional Workforce Impact Grant Projects (RWIP). Region 4's implementation plan is built on the findings of 2025 sectoral study in manufacturing and unmanned aircraft systems (UAS). These studies identified the region's most urgent workforce challenges and opportunities, guiding strategies that strengthen talent attraction, development, and retention. With solid research founding, the plan focuses on practical, innovative solutions that align with industry needs and rely on strong public-private collaboration for lasting regional impact.

There are five areas to the project:

1. External Marketing
2. Website enhancements
3. Real. Good. Talent Attraction Expansion
4. Career & Technical Education Awareness & Opportunities
5. Housing

The match funds will be used to match the Career & Technical Education Awareness & Opportunities and Housing.

Houdek moved to approve the RWIP match funds of \$5,000, seconded by Monson; motion carried.

Recording and Streaming of Meetings

French discussed the options of recording and streaming the PCJDA board meetings. A livestream meetings informational board reference was in the meeting packet. All business information is confidential and not open to public. The board felt it would be a good idea to record the audio of the meetings but not post them on YouTube. The agenda and minutes can be posted on the website.

Otto moved to approve an audio recording of meetings and kept on file for one year, seconded by Monson. Green apposed, motion carried.

Meeting Schedule

The schedule for the PCJDA board meeting for 2026 was in the packet. The one to be changed is on November 10th location will change from Pembina to Crystal.

OLD BUSINESS

RRRC Contract - Executed

Mandt reviewed the discussion that took place to put together a contract between the RRRC and PCJDA. 2026 primary goal is to work together to achieve the goals set in the contract.

Director's Performance Review

Mandt shared a performance review on French was held by herself, Kemnitz and Hinkle.

OTHER BUSINESS

Houdek shared virtual job fair will be held on January 29, 2026

ADJOURN

There being no more business, the meeting was adjourned at 11:19 a.m.

Submitted by:



Lori A. Estad, RRRC, Office Manager

Signed by:



Lacey Hinkle, Vice Chair