



Executive Committee Agenda, Friday, August 23, 2024 – 8:30 - 10:00 am
Board of Directors Agenda, Wednesday, August 28, 2024 – 8:30 - 10:00 am
Children's Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

1. 8:30 am **Call to Order and Roll Call - Susan Rabinowitz, President of the Board**
2. 8:35 am **Comments**
 - a. Partner
 1. Presentation by Marine Industries Association of the Treasure Coast – Dan Romence
 - b. Public
3. 8:40 am **Approvals**
 - a. Minutes
 1. Executive Committee Meetings – June 21, 2024, and June 26, 2024
 2. Board of Director's Meeting – June 26, 2024
 3. Executive Director Search Committee Meetings – June 25, 2024
 4. Board of Director's Meeting – July 24, 2024, and August 2, 2024
 - b. Financials Reports
 - c. Scope of Services for Dan Hudson as of September 15, 2024
4. 8:50 am **Discussions**
 - a. Annual Nominations – Board of Directors
 - b. FY 2024-2025 Executive Committee and Board of Directors' Meeting Schedules
5. 9:15 am **Reports | Presentations**
 - a. CareerSource Employment Update for August 2024 – Mary Murphy
 - b. Project Sailfish - Update
 - c. Pulse Update
 - d. Website Demonstration – Inez van Ravenzwaaij
 - e. Connex event update – Ines van Ravenswaaij
 - f. Annual Business Awards – Update – Inez van Ravenzwaaij
 - g. Business Update
6. 9:40 am **Director Comments**
7. 10:00 am **Adjournment**

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Upcoming Meetings | Events

- Board of Directors Agenda, Wednesday, August 28, 2024 – 8:30 - 10:00 am**
- Access to Capital Workshop, Friday, September 13, 2024 – 8:00 - 12:00 pm**
- Executive Committee Agenda, Friday, September 20, 2024 – 8:30 - 10:00 am**
- Nominations Committee, Friday, September 20, 2024 – 10:00 – 12:00 pm**
- Board of Directors Agenda, Wednesday, September 25, 2024 – 8:30 - 10:00 am**
- Annual Awards Banquet Committee, Wednesday, September 25, 2024 – 10:00 – 1:00 pm**

8/20/2024 12:10 PM

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EXECUTIVE COMMITTEE MEETING MINUTES

Friday, June 21, 2024

Children Services Council of Martin County, 101 SE Central Pkwy, Stuart, FL 34994

Present: Susan Rabinowitz, Commissioner Troy McDonald, Dan Romence, Eric Kiehn
Staff: Dan Hudson, Ike Crumpler, Inez van Ravenzwaaij, Janine Khan, Ken Norman
Others: George Stokus

1. **Call to Order & Welcome:** The meeting was called to order at 8:31 am by Susan Rabinowitz, President of the Board. A quorum was established by roll call.
2. **Public | Partner Comments: None**
3. **Approvals:**
 - a. **May 17, 2024, Executive Committee Meeting Minutes and May 22, 2024, Board of Directors Meeting Minutes:** Commissioner Troy McDonald moved to approve both meeting minutes as presented. Second by Dan Romence. Approved 4-0.
 - b. **Financial Reports:** Commissioner Troy McDonald moved to approve the reports as presented. Second by Dan Romence. Approved 4-0.
 - c. **Agenda Flow Policy:** Commissioner Troy McDonald moved to approve the policy as presented. Second by Dan Romence. Approved 4-0.
4. **Discussions:**
 - a. **Executive Director Recruiting – Monthly Update**
 1. 94 Applicants
 - a. Sorted into three tiers
 1. Credentials meet criteria – 24 applicants
 2. Credentials meet some criteria
 3. Credentials do not meet criteria
 - b. Will be presented to Search Committee on Tuesday, June 25, 2024.
 - c. Spreadsheet w/ digital copies of resumes sent to Search Committee on June 20, 2024
 - d. Meeting of July 24, 2024 – a narrowed down candidate interview list will be presented – no more than 7 candidates
 - e. August 1, 2024 – Meet & Greet
 - f. August 2, 2024 – Formal interviews to take place
 - b. **Draft Attendance Policy**
 1. **Due to frequent unexcused absences**
 - a. Policy is necessary
 - b. Board members may be asked to resign if unable to attend meetings according to policy

c. 2024 Annual Awards Event

1. Scheduled for Friday, December 13, 2024
 1. Venue Reserved
 2. Updating collaterals – strengthen mission of BDB
2. Reaching out to sponsors – beginning of July 2024
3. Launch nomination submittal August 1, 2024
 1. Nominations close in early September
 1. Will digitize nominations
 2. All nominators and nominees will be acknowledged
4. Selection Committee – Make it more personal
 1. Board members
 2. Investors will be invited to be on committee
 - c. Previous winners will be invited to be on committee
5. Removed Non-Profit award
6. Tickets for event go on sale closer to event date
7. Break even event - fundraiser

d. Investor Structure

1. An analysis of structure is proposed to consider some refinements to an already successful program.
2. Board Member comments and suggestions are welcomed

e. Website Update

1. Focus is on our audience that we need to serve
2. Key Pages of website will be ready for Board Meeting, June 26, 2024
3. Images will be updated
4. Clean, current content that appeals to businesses, with an ease of navigation
5. Will have a new calendar page with events & meetings to include some third-party events
6. Website will go live in late July 2024

5. Reports | Presentations: None

6. Director Comments:

- a. New calendar invites will be sent and all old calendar invites (prior to 6/21/24) are to be ignored

7. Adjournment: There being no further business, the meeting was adjourned at 9:50 am.



Board of Directors Meeting Summary

Wednesday, June 26, 2024

Children's Services Council of Martin County – 101 SE Central Parkway, Stuart, FL 34994

Present: Susan Rabinowitz, Commissioner Troy McDonald, David Rosendahl, Marshall Critchfield, Councilman Carmine DiPaolo, Patrick Gleason, Reed Hartman, Eric Kiehn, Ron Rose, Michael Schemel, Ed Weinberg
Excused Absence: Dan Romence, Lauren Abbott, David Snyder, Tyson Waters, Brian Bauer, Commissioner Harold Jenkins
Staff: Dan Hudson, Inez van Ravenswaaij, Janine Khan, Kevin Farrell, Ike Crumpler, Ken Norman (Counsel)

1. **Call to Order and Welcome:** Susan Rabinowitz, President of the Board, called the meeting to order at 8:30 am, following Board roll call. It was determined an in-person quorum was established.
2. **Comments**
 - a. **Public:** None
 - b. **Partner:** None
 - c. **Investor Presentation:** Lisa Satur – South State Bank
3. **Approvals**
 - a. **Minutes**
 1. **Executive Committee** recommends approval of the minutes.
 - a. Executive Committee May 17, 2024
 - b. Board of Directors May 22, 2024
 1. Commissioner Troy McDonald moved to approve the minutes as presented. Seconded by Michael Schemel. Approved 11-0.
 - b. **Financial Reports**
 1. **Executive Committee** recommends approval of the financial reports.
 - a. Eric Kiehn moved to approve the financial reports as presented. Seconded by Michael Schemel. Approved 11-0.
 2. **Agenda Flow Policy**

Executive Committee recommends approval of the agenda flow policy. To continue practice of putting into writing what is currently working.

- a. Commissioner Troy McDonald moved to approve the policy as presented. Seconded by Michael Schemel. Approved 11-0.

4. Discussions

a. Executive Director Recruiting – Monthly Update

1. Job Announcement was placed on May 15, 2024, and closed June 15, 2024.
2. 94 Applicants. Digital and hard copy provided to Executive Director Search Committee – Classified into 3 tiers based on credentials.
 - a. Executive Committee approved additional meeting dates by consensus.
 1. July 9, 2024 – Search Committee will meet – Narrow down candidate list.
 - a. Looking at – Interpersonal Skills, Knowledge of local area, personality tests to be done, background checks will be initiated.
 2. July 16, 2024 – Executive Director Search Committee meeting to go over results from July 9th meeting.
 3. July 24, 2024 - Final candidate list will be presented to BDB Board – Additional Board meeting added to calendar, 8:30am, location TBD.
 4. August 1, 2024 – Candidate meet & greet, evening, time and location TBD.
 5. August 2, 2024 – Formal interviews – Daytime, 6-7 hours, start time and location TBD
 - a. Tours of community for finalists by Board members, date and time TBD.

b. Attendance Policy – Board Members

1. Executive Committee discussed the draft attendance policy.
 - a. Attendance policy – Recite BDB Bylaws to establish policy.
 - b. Is there a difference between board and ex-officio members or representative designees if board member does not attend, under Sunshine?
 - c. Excused vs. unexcused absences – should there be a limit, how many?
 1. Board to determine if absence is excused or not.
 - a. If not attending, board member to notify Director and assistant prior to meeting.
 - b. Trial run over a few months to see how it works.
 - c. Staff to work with the minutes for a period of time and return with request for approval of the policy.

c. 2024 Annual Awards Event

1. Some tweaks have been made to category verbiage.
2. Digital process for nomination form for each category and nominee.
 - a. Nominations open to everyone
 - b. All nominees are to be acknowledged.
3. New name ideas for “Business of the Year” award.
4. Non-Profit category removed – refer to mission statement of the BDB, the majority of non-profits are not applicable.
5. All winners to announced and celebrated through October and November with exception of Charlene Hoag Leadership Award.
 - a. Charlene Hoag Leadership Award – Only award to announced at event.
6. Create a new award for green NGOs?
7. Chambers – Are they to be acknowledged at event?

d. Investor Structure: None

e. Website Update

1. Growth Squad - updated information was provided and they are actively working on the website.
 - a. The updated website is user friendly, with the approach being aimed towards businesses considering moving to Martin County, local businesses, community partners and stakeholders.
 - b. A meeting event calendar with community events to be added.
 - a. In final stages now – Developer Site at this point
 - b. Site will go LIVE in late July 2024

5. Reports | Presentations

- a. **Mary Murphy, Business Navigator**, briefed the BDB Board on employment covering Martin, St. Lucie and Indian River Counties.
 1. CareerSource Research Coast - Employment Report May 2024:
 - a. Unemployment rate - Research Coast region - 3.3%.
 - b. State unemployment rate - 3.0%.
 - c. Martin County unemployment rate - 2.9%.
 1. Non agricultural employment increased to 1.5%,
 2. Research Coast metro areas Education and Health Services gaining the most jobs.
- b. **Business Attraction / Expansion Update**
 1. BusinessFlare CEO – Kevin Crowder gave report citing the applications they use focusing website, prospects and attractions, and leads.
 - a. Site Selection Criteria, Florida First Sites, Better tracking system for leads, Understanding the workforce,

available space, etc...

b. Kevin Crowder and Bill West are the closers for the BDB

6. **Director Comments:** Some concerns were brought up regarding how County leadership views the BDB. A presentation to the Commission will be planned.
7. **Adjourn: 10:02 am**



Executive Director Search Committee Meeting Minutes

June 25, 2024

Growth Management Conference Room, Martin County Administration Building
2401 SE Monterey Road, Stuart, FL 34994

Present: Jill Marasa, Chair, Lauren Abbott, David Powers, Jeff Leslie & Ed Weinberg

Absent: David Snyder

Staff: Dan Hudson, Janine Khan

1. Call to Order & Welcome: The meeting was called to order at 4:00pm by Jill Marasa, Chair.

2. Public | Partner Comments: None

3. Discussions – Review of Skillset of new Director and resumes:

a. Skillset

- Responsible.
- Extrovert
- Public Speaking
- (Some) Local Knowledge Preferred (or ability to learn)
- Project Management
- Leadership Skills
- Team Building
- Build a good relationship with the community.
- Public Face of BDB
- Job Growth – Retaining jobs
- Some knowledge of Economic Development
- Not a fundraiser
- Accountability – Quality over quantity

b. Predictive Index Personality Test

- Reach out to career partners to find a provider
- Ask a couple people (models) to take the test so that committee members have something to compare to.

c. Background checks will be completed on finalists

4. Reports | Presentations: None

5. Director Remarks | General Comments: Will meet again after July 9th, 2024 with committee member.

July 10, 2024 – Candidate PI's

July 12, 2024 – Notify candidates of interview schedule

July 16, 2024 – review PI's – Final selection to be interviewed
July 17, 2024 – Final selection – let candidate know they are on short list
July 19, 2024 – Background check completed
July 24, 2024 – Formally submit interview list to Board
August 1, 2024 – Informal meet & greet
August 2, 2024 – Formal Interviews / Select candidate / job offer
August 9, 2024 – Finalize terms
September 16, 2024 – New Director begins

6. Adjournment: Committee adjourned at 5:30pm.



Executive Director Search Committee Meeting Minutes
June 26, 2024

Growth Management Conference Room, Martin County Administration Building
2401 SE Monterey Road, Stuart, FL 34994

Present: Jill Marasa, Chair, Lauren Abbott, David Powers, Jeff Leslie & Ed Weinberg
Absent: David Snyder

Staff: Dan Hudson, Janine Khan

1. Call to Order & Welcome: The meeting was called to order at 4:00pm by Jill Marasa, Chair.
2. Public | Partner Comments: None
3. Discussions – Review of choices from top tier resumes:
 - a. Each board member gave their top choices.
 - b. Choices were tallied up.
 - c. Top 3 picks emerged.
 - William Corbin
 - Traci Mitchell
 - Lisa Nicholas
 - d. Discussed options for alternative picks if any of top 3 applicants chose not to interview.
 - e. Discussed whether PI Personality tests will be done and when.
 - f. Discussed when background checks should be done. Discussion to continue July 16th after the top 3 applicants are confirmed.
 - g. Board members are to come up with interview questions for the next meeting.
4. Reports | Presentations: None
5. Director Remarks | General Comments: Will meet again July 16th, 2024.

July 16, 2024 – Review interview questions - review PI's – Final selection to be interviewed.
July 17, 2024 – Final selection – let candidate know they are on short list.
July 19, 2024 – Background check completed.
July 24, 2024 – Formally submit interview list to Board.
August 1, 2024 – Informal meet & greet.
August 2, 2024 – Formal Interviews / Select candidate / job offer.
August 9, 2024 – Finalize terms.
September 16, 2024 – New Director begins.
6. Adjournment: Committee adjourned at 5:30pm.

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Board of Directors Meeting Minutes

Wednesday, July 24, 2024

Children's Services Council of Martin County – 101 SE Central Parkway, Stuart, FL 34994

Present: Commissioner Troy McDonald, Dan Romence, Lauren Abbott, Patrick Gleason, Eric Kiehn, Ron Rose, Michael Schemel, David Snyder, Tyson Waters, Ed Weinberg, Brian Bauer

Absent: Susan Rabinowitz, David Rosendahl, Councilman Carmine Dipaolo, Reed Hartman, Commissioner Harold Jenkins

Staff: Dan Hudson, Inez van Ravenzwaaij, Janine Khan, Ike Crumpler, Kevin Farrell
Ken Norman (Counsel)

1. **Call to Order and Welcome:** Commissioner Troy McDonald, called the meeting to order at 8:30 am, following Board roll call. It was determined an in-person quorum was established.
2. **Comments**
 - a. **Public:** None
 - b. **Partner:** None
3. **Approvals**
 - a. **Minutes**
 1. Deferred to August
 - b. **Financial Reports**
 1. Deferred to August
4. **Discussions**
 - a. **Executive Director Recruiting – Monthly Update**
 1. Search Committee recommends three candidates.
 - William Corbin
 - Traci Mitchell
 - Lisa Nichols
 2. List of ten (10) questions have been prepared for the Board to use for the interview.
 - Not to be provided to candidate ahead of time
 - Each question will be introduced by Chair and will be displayed individually (PowerPoint slide) on monitor.
 3. Each candidate is allotted one (1) hour with the Board having fifteen (15) minutes between each to recap and deliberate.

4. PI Test and Background checks have been done – awaiting results of background checks.
5. Written job offer to be prepared at the end of the interview process, with approval by the Executive Committee if necessary.
- b. **Pulse Quarterly Report October 1 – June 30th.**
 1. 50% to fiscal goal or 40% to stretch goal by end of calendar year
 - a. Primary focus on Marine and Aviation industry
- c. **2024 Annual Awards Event**
 1. Business of the Year award has been renamed to Business Excellence Award
 2. Chambers will be acknowledged at awards ceremony.
 - a. Each Business of the Year winner for each Chamber will be announced.
 3. For next year on, would like to nominate Martin County businesses for Grow FL and SFMA awards – Statewide awards.
5. **Reports | Presentations**
 - a. CareerSource Research Coast - Employment Report June 2024 provided to Board in packet.
 - b. **Additional Reports Deferred to August**
6. **Director Comments:**
 - a. Gave a brief update on Project Sailfish
 - b. Reminded Board members that if they are to participate in the interview for the new Executive Director, they must stay for the entire meeting.
 - c. For Board members whose term will be expiring in September, it is requested that they consider renewing their term to maintain continuity.
7. **Adjourn: 9:00 am**



Board of Directors Meeting Summary

Friday, August 2, 2024

Children's Services Council of Martin County – 101 SE Central Parkway, Stuart, FL 34994

Present: Susan Rabinowitz, Commissioner Troy McDonald, Dan Romence, David Rosendahl, Lauren Abbott, Eric Kiehn, Ron Rose, Ed Weinberg

Absent: Marshall Critchfield, Councilman Carmine Dipaolo, Patrick Gleason, Reed Hartman, Michael Schemel, David Snyder, Tyson Waters, Commissioner Harold Jenkins, Ike Crumpler

Staff: Dan Hudson, Janine Khan, Kevin Farrell, Ken Norman (Counsel)

- **Call to Order and Welcome:** Susan Rabinowitz, President of the Board, called the meeting to order at 8:31am. Following Board roll call, a quorum was declared.
- **Public Comments:** None.
- **Partner Comments:** Troy McDonald discussed a federal grant (CRISI Grant) pending approval by the Federal Department of Transportation. The grant includes many things throughout the country, but is of interest locally for funding for the replacement railroad bridge crossing the St. Lucie River. The bridge will facilitate Brightline Operations. Grant is to be awarded in October and a letter of support needs to be prepared. Ed Weinberg motioned to have the letter prepared and signed by Susan Rabinowitz. Seconded by Eric Kiehn. Approved 8-0.
- **Candidate Interviews – William Corbin, Traci Mitchell, and Lisa Nicholas**
 - Ten interview questions were asked of each candidate (see below) and Board members also asked follow-up questions when appropriate.
 - Each candidate was also given opportunity to ask questions of the Board and staff.
 - After each interview, the Board discussed the candidate's responses.
 - The Chair also sought comments from Partners regarding the candidates

- **Executive Director Decision**
 - A straw poll was taken to determine which candidate among the three was the most preferred. The result was 7 for William Corbin and 1 for Lisa Nicholas.
 - Motion was made offer William Corbin the position of Executive Director. Motion carried unanimously.
 - The Board reviewed the offer letter including a Salary of \$115,000, with \$3,000 car allowance, \$250.00 monthly stipend if no insurance is taken. The Board authorized the Interim Executive Director to make any final adjustments and sign the letter. Approved by acclamation.

- **Director Comments:** Interim Executive Director will contact candidates to inform them of the board's decision.

- **Adjourn:** 1:07 pm

- **Interview Questions:**
 - 1 - What do you believe are the most important roles of the economic development Executive Director?
 - 2 - How would you describe what the Business Development Board does to someone who has never heard of us?
 - 3 - Describe your experience developing and/or executing a strategic plan?
 - 4 - Can you tell us about your experience with budget planning, execution, and financial reporting?
 - 5 - Martin County has five Chambers of Commerce. A private Economic Council focused on policy, and a Board of County Commissioners with five Commissioners. How do you develop cooperative relationships with these other community organizations?
 - 6 - What do you see as the role and value of the Board in your success as an Executive Director? Can you offer us a few examples?
 - 7 - Can you describe a situation where you were required to terminate an employee? How did you go about it?
 - 8 - You have been tasked to develop an annual work plan which outlines the focus you and your small team places on business retention, expansion, and other related activities. How would you align the skills and talents of staff across the needs and priorities in our community?
 - 9 - The largest manufacturer in Martin County with 500 employees has just been sold. The new owners are considering closing the facility and relocating to another state. Describe your approach to retaining this company in Martin County.
 - 10 - There is a South Florida manufacturing company considering relocating to

Martin County. The company has 40 employees and plans to add another 20 employees over the next five years. They plan to lease and have identified a location, but they have also identified a lease location in another county. How do you close the deal?

11 - Do you have any questions for us?



To: President & Members of the Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Fiscal Reports
Date: Executive Committee Meeting – August 23, 2024
Board of Directors Meeting – August 28, 2024

SUMMARY: This item provides the monthly financial reports.

RECOMMENDATIONS:

- 1. Motion to receive the reports.**

Discussion

- Balance Sheet. Bank accounts are reconciled.
- Budget v Actual. Please note the following comments:
 - The Special Project Fund has been set up and is currently being tracked for fiscal transactions; however, staff proposes to work with it for a couple of months before reporting begins. Therefore, it is not included in this report.
 - Outside Services. Outside services is tracking high due to staff turnover and corresponding use of contractual relationships.
 - Payroll budget is below estimate, due to staff vacancies.
 - Technology Communications. Continues to be over budget due to budget starting too low.
- Statement of Activities Prior Month. As noted above County income was received in May.
- Statement of Activities Quarterly. No comments.

[Reports follow]

Business Development Board of Martin County

Balance Sheet

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BDB CHECKING ACCOUNT *0501 (0501)	101,526
SEACOAST BUSINESS MONEY MARKET *8461 (8461)	158,892
Total Bank Accounts	\$260,418
Total Current Assets	\$260,418
Fixed Assets	
Accumulated Depreciation	(25,731)
Equipment	16,055
Furniture & Fixtures	9,675
Total Fixed Assets	\$0
TOTAL ASSETS	\$260,418
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	4,640
Total Other Current Liabilities	\$4,640
Total Current Liabilities	\$4,640
Total Liabilities	\$4,640
Equity	
Contract Reserve	181,150
Net Assets	167,014
Net Income	(92,386)
Total Equity	\$255,778
TOTAL LIABILITIES AND EQUITY	\$260,418

Business Development Board of Martin County

Budget vs. Actuals

October 2023 - July 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
County Income	337,500	375,000	(37,500)	90.00 %
Event - Sponsorship Income	31,552	56,250	(24,698)	56.00 %
In-Kind Income	9,405	20,000	(10,595)	47.00 %
Interest Earned	3,203	83	3,120	3,845.00 %
Investor Income	58,086	145,833	(87,747)	40.00 %
Program Fees		6,667	(6,667)	
Total Income	\$439,747	\$603,833	\$ (164,087)	73.00 %
GROSS PROFIT	\$439,747	\$603,833	\$ (164,087)	73.00 %
Expenses				
Bank Charges & Fees	541	833	(292)	65.00 %
Business Development Marketing	11,370	33,333	(21,963)	34.00 %
Computer Equipment - Software	1,342	3,333	(1,992)	40.00 %
Contingency		833	(833)	
Economic Development Services-Programs	7,402	8,333	(931)	89.00 %
Events/Forums	13,273	41,667	(28,393)	32.00 %
2023 Business Awards Luncheon	36,520		36,520	
Total Events/Forums	49,793	41,667	8,126	120.00 %
In-Kind Services		20,000	(20,000)	
Insurance	3,544	4,167	(623)	85.00 %
Legal & Professional Services	9,405		9,405	
Memberships	4,671	8,333	(3,662)	56.00 %
Occupancy	25,737	25,000	737	103.00 %
Office Supplies & Software	186		186	
Office/General Expenses	8,522	8,333	189	102.00 %
Outside Services	159,692	108,750	50,942	147.00 %
Payroll Expenses				
Employee Benefits	25,449		25,449	
Payroll Taxes	15,234		15,234	
Payroll Wages	185,613	309,167	(123,554)	60.00 %
Total Payroll Expenses	226,296	309,167	(82,871)	73.00 %
Postage and Postal Services	471	833	(362)	57.00 %
Printing & Binding		4,167	(4,167)	
Professional Development-Training	1,957	6,667	(4,710)	29.00 %
Subscriptions	9,954	9,167	788	109.00 %
Taxes & Licenses	100		100	
Technology Communications	10,565	5,500	5,065	192.00 %
Travel & Entertainment	583	5,417	(4,833)	11.00 %
Total Expenses	\$532,132	\$603,833	\$ (71,701)	88.00 %
NET OPERATING INCOME	\$ (92,386)	\$0	\$ (92,386)	0%
NET INCOME	\$ (92,386)	\$0	\$ (92,386)	0%

Business Development Board of Martin County

Statement of Activities [fka P&L]

June - July, 2024

	JUN 2024	JUL 2024	TOTAL
Income			
In-Kind Income	1,845		\$1,845
Interest Earned	549	559	\$1,108
Investor Income		6,586	\$6,586
Total Income	\$2,394	\$7,145	\$9,539
GROSS PROFIT	\$2,394	\$7,145	\$9,539
Expenses			
Bank Charges & Fees	54	53	\$107
Business Development Marketing	947	393	\$1,341
Computer Equipment - Software	138	138	\$276
Events/Forums	1,755	2,147	\$3,902
Insurance		62	\$62
Legal & Professional Services	1,845		\$1,845
Memberships	515	750	\$1,265
Occupancy	733	5,044	\$5,778
Office/General Expenses	1,070	1,012	\$2,082
Outside Services	27,215	31,102	\$58,317
Payroll Expenses			\$0
Employee Benefits	1,440	1,440	\$2,881
Payroll Taxes	(3,087)	706	\$ (2,381)
Payroll Wages	9,317	8,916	\$18,233
Total Payroll Expenses	7,671	11,062	\$18,732
Professional Development-Training		535	\$535
Subscriptions	1,079	1,890	\$2,969
Taxes & Licenses		100	\$100
Technology Communications	1,865	809	\$2,674
Travel & Entertainment		297	\$297
Total Expenses	\$44,889	\$55,395	\$100,283
NET OPERATING INCOME	\$ (42,494)	\$ (48,250)	\$ (90,744)
NET INCOME	\$ (42,494)	\$ (48,250)	\$ (90,744)

Business Development Board of Martin County

Quarterly Statement of Activities

October 2023 - July 2024

	OCT - DEC, 2023	JAN - MAR, 2024	APR - JUN, 2024	JUL 2024	TOTAL
Income					
County Income	112,500		225,000		\$337,500
Event - Sponsorship Income	20,958	10,594			\$31,552
In-Kind Income	4,725	2,835	1,845		\$9,405
Interest Earned	38	1,075	1,531	559	\$3,203
Investor Income	14,750	11,000	25,750	6,586	\$58,086
Total Income	\$152,972	\$25,504	\$254,126	\$7,145	\$439,747
GROSS PROFIT	\$152,972	\$25,504	\$254,126	\$7,145	\$439,747
Expenses					
Bank Charges & Fees	167	150	171	53	\$541
Business Development Marketing	2,719	4,067	4,191	393	\$11,370
Computer Equipment - Software	376	414	414	138	\$1,342
Economic Development Services-Programs		5,952	1,450		\$7,402
Events/Forums	1,245	5,328	4,554	2,147	\$13,273
2023 Business Awards Luncheon	35,946	574			\$36,520
Total Events/Forums	37,191	5,901	4,554	2,147	\$49,793
Insurance	430	3,052		62	\$3,544
Legal & Professional Services	4,725	2,835	1,845		\$9,405
Memberships	1,482	845	1,594	750	\$4,671
Occupancy	5,606	9,607	5,480	5,044	\$25,737
Office Supplies & Software		186			\$186
Office/General Expenses	2,217	2,758	2,535	1,012	\$8,522
Outside Services	14,479	42,095	72,016	31,102	\$159,692
Payroll Expenses					\$0
Employee Benefits	13,347	5,805	4,856	1,440	\$25,449
Payroll Taxes	10,027	5,156	(655)	706	\$15,234
Payroll Wages	79,202	58,133	39,362	8,916	\$185,613
Total Payroll Expenses	102,577	69,094	43,563	11,062	\$226,296
Postage and Postal Services	235	95	141		\$471
Professional Development-Training	887		535	535	\$1,957
Subscriptions	2,183	2,706	3,175	1,890	\$9,954
Taxes & Licenses				100	\$100
Technology Communications	2,445	4,103	3,208	809	\$10,565
Travel & Entertainment		286		297	\$583
Total Expenses	\$177,719	\$154,145	\$144,874	\$55,395	\$532,132
NET OPERATING INCOME	\$ (24,747)	\$ (128,641)	\$109,252	\$ (48,250)	\$ (92,386)
NET INCOME	\$ (24,747)	\$ (128,641)	\$109,252	\$ (48,250)	\$ (92,386)



To: President & Members of the Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Revised Scope of Services for Dan Hudson Consulting LLC
Date: Executive Committee Meeting – August 23, 2024
Board of Directors Meeting – August 28, 2024

SUMMARY: This item concludes the current relationship with Hudson as Interim Executive Director, effective September 15, 2024, and provides for on-going transitional support.

RECOMMENDATIONS:

- 1. Motion to terminate the current relationship with Hudson as Interim Executive Director, effective September 15, 2024.**
- 2. Motion to approve the scope of services with Hudson as Management Consultant.**

DISCUSSION

First, allow me to say “thank you” for the confidence you placed in me as Interim Executive Director.

The Business Development Board approved the appointment of this writer (Dan Hudson) as Interim Executive Director beginning December 15, 2023. The arrangement is made through Dan Hudson Consulting LLC. William Corbin was appointed to become Executive Director beginning September 16, 2024.

A number of people have asked if I might assist with transitional matters following Mr. Corbin’s arrival. In light of these requests, I submit the attached Scope of Service for approval.

Highlights are:

- Compensation is reduced from \$125.00 per hour to \$75.00 per hour.
- Average hours per week is reduced from 20 hours to 5 hours.
- Arrangement in effect September 16, 2024 through October 31, 2024 for a total not to exceed 35 hours, or \$2,625.
- Hudson will be available for occasional consultation on a volunteer basis after October 31, 2024.

DAN HUDSON CONSULTING, LLC
POST OFFICE BOX 2175
STUART, FLORIDA 34995

Term Sheet – Proposed Scope of Services
Prepared for Business Development Board of Martin County

Summary: This proposal is for Dan Hudson to serve as Management Consultant for the Business Development Board of Martin County (BDB). Mr. Hudson proposes an independent contractor relationship through Dan Hudson Consulting, LLC (DHCLLC).

Commitment: Average 5 hours per week for the period of September 16 through October 31, 2024.

- Mr. Hudson will provide advice and assistance to the incoming Executive Director and the Board of Directors on an as-needed basis.
- Exact schedule to be determined based upon guidance of Executive Director.
- BDB may terminate this arrangement at any time.

Compensation: \$75.00 per hour, inclusive

- No FICA matching
- No retirement contributions
- No health insurance payments
- No auto mileage within a 50-mile radius of office
- No vacation accruals
- No sick leave
- Invoices only for actual work performed will be submitted monthly.
- BDB to provide computer and email support, office space, and ordinary office supplies needed to maintain records and files.

Other:

- Hudson may be travelling during this period but will be available remotely.
- Hudson will continue to be available for consultation on a voluntary basis after October 31st.



To: President & Members of the Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Annual Nominations
Date: Executive Committee Meeting – August 23, 2024
Board of Directors Meeting – August 28, 2024

SUMMARY: Board member at-large appointments are made for two-year terms, with about half expiring each year on September 30th. Under the By-laws, the President has authority to appoint Nominating Committee members. The Nominating Committee will pre-screen applications and make appointment recommendations. The Committee will also recommend individuals to serve as officers for next year. The full Board will make a final decision on nominations and officers.

RECOMMENDATIONS: Discuss and advise the President as to Nominating Committee members. Staff suggests appointing the Executive Committee as the Nominating Committee.

DISCUSSION

The Business Development Board opens nominations for at-large members in late summer each year for the terms expiring September 30th. Agency appointments are made by the respective appointing agency, but also follow a two-year term.

The following Board Member appointments expire September 30, 2024:

At-Large Appointments

- Susan Rabinowitz
- Marshall Critchfield
- Patrick Gleason
- Tyson Water

Agency Appointments

- Carmine Dipaolo, Indiantown
- Troy McDonald, Stuart
- Ransom “Reed” Hartman, Realtors
- Eric Kiehn, Economic Council

Given the transition of the Executive Director position, staff collectively encourages Board Members to consider reappointment. Similarly staff encourages current officers to continue to serve as Executive Committee for next fiscal year.

Schedule

- President appoints Nominating Committee August 28th.
- Nominations will be open for a three-week period from August 26 - September 13, 2024.
- At-large members are asked to indicate their willingness to be reappointed (or not) by August 28, 2024, in order to estimate the number of vacancies.
- Agency appointments are also asked to confirm their reappointments also.
- Nominating Committee will meet September 20th following the Executive Committee.
- The full Board will make a final decision on appointments on September 25th.



FY 2024 – 2025 EXECUTIVE COMMITTEE MEETING SCHEDULE

(Generally, Friday prior to the BOD meeting of the Month)

SUMMARY: The new cadence for the Executive Committee meetings will be Friday @ 8:30 am prior to the BOD meetings in most cases.

Friday, October 18, 2024 – 8:30 a.m.

Friday, November 15, 2024 – 8:30 a.m.

***Friday, December 6, 2024 – 8:30 a.m.**

Friday, January 17, 2025 – 8:30 a.m.

Friday, February 21, 2025 – 8:30 a.m.

Friday, March 21, 2025 – 8:30 a.m.

Friday, April 18, 2025 – 8:30 a.m.

Friday, May 23, 2025 – 8:30 a.m.

Friday, June 20, 2025 – 8:30 a.m.

No Meeting in July Due to Summer Holidays

Friday, August 22, 2025 – 8:30 a.m.

Friday, September 19, 2025 – 8:30 a.m.

Meeting Location

Children’s Services Council of Martin County, 101 Central Pkwy, Stuart, FL 34994

Updated: 8/16/2024



FY 2024 - 2025 BOARD OF DIRECTORS MEETING SCHEDULE

(Generally, 4th Wednesday of the Month)

SUMMARY: Starting January 2024, meetings will move to the fourth Wednesday with some exceptions as highlighted.

Wednesday, October 23, 2024 – 8:30 a.m.

Wednesday, November 20, 2024 – 8:30 a.m.

***Wednesday, December 11, 2024 – 8:30 a.m.**

Wednesday, January 22, 2025 – 8:30 a.m.

Wednesday, February 26, 2025 – 8:30 a.m.

Wednesday, March 26, 2025 – 8:30 a.m.

Wednesday, April 23, 2025 – 8:30 a.m.

Wednesday, May 28, 2025 – 8:30 a.m.

Wednesday, June 25, 2025 – 8:30 a.m.

No Meeting in July Due to Summer Holidays

Wednesday, August 27, 2025 – 8:30 a.m.

Wednesday, September 24, 2025 – 8:30 a.m.

Location

Children’s Services Council of Martin County, 101 Central Pkwy, Stuart, FL 34994

Updated: 8/16/2024



EMPLOYMENT REPORT

JULY 2024

COVERING MARTIN, ST. LUCIE & INDIAN RIVER COUNTIES

CAREERSOURCE RESEARCH COAST REGIONAL OVERVIEW

The unemployment rate in the CareerSource Research Coast region was 4.2% in July 2024. This rate was 0.6% point greater than the region's year ago rate of 3.6%.

The region's July 2024 unemployment rate was 0.4% point above the state rate of 3.8%.

The labor force was 309,312, up 2,961 (+1.0%) over the year. There were 13,081 unemployed residents in the region.

CAREERSOURCE RESEARCH COAST METRO AREA

In July 2024, there were 233,100 jobs in the CareerSource Research Coast areas, which is 7,100 more jobs than last year. Most industries added jobs, like Education and Health Services (+2,000 jobs) and Professional and Business Services (+1,700 jobs). However, Manufacturing lost 100 jobs, and the number of jobs in Financial Activities and Information stayed the same.

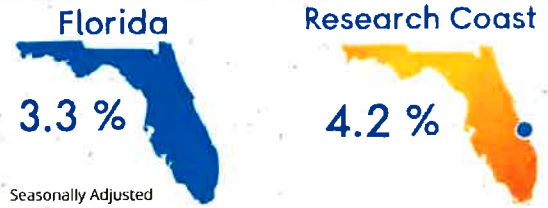
PORT ST. LUCIE METRO AREA

In July 2024, there were 174,500 jobs in the Port St. Lucie area, which is 5,900 more jobs than last year. The Professional and Business Services industry grew the fastest in the state, adding 1,900 jobs (+8.0 percent). Other industries like Education and Health Services (+1,500 jobs) and Mining, Logging, and Construction (+1,000 jobs) also added jobs. However, Manufacturing lost 100 jobs, and the number of jobs in Financial Activities and Information stayed the same.

SEBASTIAN-VERO BEACH METRO AREA

In July 2024, there were 58,600 jobs in the Sebastian-Vero Beach area, which is 1,200 more jobs than last year. The Education and Health Services industry added 500 jobs, and Government jobs grew by 200, making it one of the fastest-growing areas in the state. Other industries like Mining, Logging, and Construction (+1,000 jobs) also added jobs. However, Professional and Business Services lost 200 jobs, and the number of jobs in Financial Activities, Information, and Manufacturing stayed the same.

Source: Florida Department of Commerce, Bureau of Workforce Statistics and Economic Research.

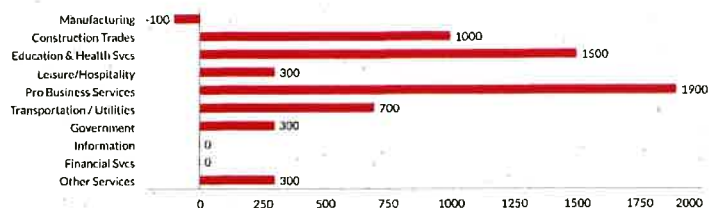


Unemployment Rates (not seasonally adjusted)	Jul-24	Jun-24	Jul-23
CareerSource Research Coast	4.2%	3.9%	3.6%
Indian River County	4.5%	4.1%	3.8%
Martin County	3.7%	3.4%	3.1%
St. Lucie County	4.4%	4.1%	3.8%
Florida	3.8%	3.5%	3.1%
United States	4.5%	4.3%	3.8%

Population	2023	2022	change	percent change
CareerSource Research Coast	706,696	688,140	18,556	2.7
Indian River County	169,795	167,267	2,528	1.5
Martin County	163,315	161,987	1,328	0.8
St. Lucie County	373,586	358,886	14,700	4.1
Florida	22,610,726	22,245,521	365,205	1.6

Average Annual Wage	2023	2022	change	percent change
CareerSource Research Coast	\$54,295	\$52,739	\$1,556	3.0
Indian River County	\$55,938	\$54,317	\$1,621	3.0
Martin County	\$56,522	\$54,801	\$1,722	3.1
St. Lucie County	\$51,346	\$49,954	\$1,392	2.8
Florida	\$66,444	\$63,781	\$2,663	4.2

Industry sectors with the most gains/losses over the year for the combined CareerSource Research Coast Metro Areas.





To: President and Members of Board of Directors
From: Dan Hudson, Interim Executive Director
Subject: Project Sailfish
Date: Executive Committee Meeting – August 23, 2024
Board of Directors Meeting – August 28, 2024

SUMMARY: This is a brief summary and update for Project Sailfish. Project Sailfish is a Palm Beach County based manufacturer intending to expand their operations to the Treasure Coast. Project Sailfish has made application to utilize the current Martin County Incentive Toolkit for tax abatement. If approved, the project will generate over \$1.2 million in new taxes, compared to \$386,000 in taxes being abated, yielding a three to one return on investment ratio for the incentive.

RECOMMENDATION: For information only.

Project Sailfish made application for tax abatement under the terms of the current Martin County Incentive Toolkit. Staff and BusinessFlare have reviewed the application. BusinessFlare has produced an analysis of the proposal. The BDB submitted the analysis and application to Martin County in late July. As of this writing, the Step 1 request for approval is scheduled for the September 10th Board of County Commissioners (BOCC) meeting.

The company proposes to lease 185,000 square feet of space in the South Florida Gateway buildings. Their plan is to occupy in October and be in production by January. However, other locations are also under consideration.

Approvals. This is essentially a six-step process:

1. Request for preliminary BOCC approval, subject to final adoption by ordinance. This step provides some assurance that the BOCC supports the use of tax abatement as an inducement to encourage the business to make the planned capital investments.
2. The company makes the planned capital investments. In this case, the business goal is to make the various improvements and acquisitions prior to January 1, 2025.
3. Between January 1 and March 1, the company will submit a final application to Martin County, based upon the actual capital investments made in Step 2.
4. Martin County forwards the final application to the Property Appraiser's Office, which independently evaluates the application and reports its findings to the county.
5. The BOCC reviews the final application and if approved, adopts an ordinance to execute the tax abatement. The review addresses statutory criteria including: number of jobs, wages, capital investments, type of business (e.g., targeted industry), environmental impacts, use of local sourcing, and other factors the BOCC deems necessary.
6. Company enters agreement with BOCC acknowledging that continuation of the exemption is dependent upon maintaining all exemption requirements.

Project summary. The project will create 101 new advanced manufacturing jobs to Martin County, with an average wage of over \$74,000. The company will invest \$5.8 million in tenant improvements and \$11.3 million in equipment.

Tax impact. The proposed tax abatement incentive only applies to the Countywide General Fund taxes. Special districts such as Fire-Rescue, Stormwater, Parks and Recreation are still taxable. Likewise, other taxing authorities such as the School District, Children’s Services and Water Management are also taxable. Therefore approval of the tax abatement incentive will still generate over \$1.2 million in taxes over the eight-year abatement period, while approximately \$386,000 is abated. This yields a three to one return on investment ratio by investing in the incentive.

Also please note that the amount of abatement declines by 10% each year.

Economic Impact. In addition to the fiscal benefits that will be realized by Martin County, the project will create new economic impact throughout the economy. Once operational, the project will generate approximately \$88 million in annual statewide economic impact, of which \$55 million is expected to occur in Martin County

Final comments. The tax abatement does not automatically renew. Each year the company is required to submit a report to substantiate continuation of the tax abatement.

This is the first time the current Toolkit Incentive ordinance has been used for tax abatement. The current ordinance was originally adopted in 2010, and renewed and updated in 2020. Martin County is presently considering material updates to the Toolkit.

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To: President & Members, Executive Committee, Board of Directors
From: Inez van Ravenzwaaij, Programs & Partnerships
Subject: Pulse Program – Goal & Visit Update
Date: Board of Directors Meeting – August 2024

PURPOSE OF REPORT: FY goal and visit update October 2023 to date.

GOALS: Established and adopted in March by the Pulse committee and the BDB Board

- 80 visits a fiscal year.
 - Focus on contributory businesses, including manufacturers, 80%.
 - Aviation, marine, and economic development areas - Innovation District, Sands, Jack James, Indiantown, CRA's, etc.
 - Inbound calls and inquiries as they come in (but not focus).
- 50 visits were completed in the previous fiscal year.

CURRENT STATE:

- **47 visits** conducted fiscal year to date.
 - This resulted in approximately **189 follow-up items**, including referrals, business connections, and business assistance, and transitioning the visit to a project status (expansion or retention).
 - Of which **117 follow-up items** have been completed, the remaining items are ongoing or are in the process of completion.
 - The average visit takes approximately two hours, follow-up 2-4 hours, and it often takes 3-4 (or more) attempts to schedule.

TARGET, LEADS, SCHEDULING:

- 175 companies listed and identified as '24 targets from a database of more than 400
 - Continually adding to the database
 - 70+ are in active w/outreach to schedule a Pulse visit

SUMMARY & RECOMMENDATIONS: The Pulse team met earlier this month to discuss closing the goal gap before September 30 and how to prioritize Pulse activity with the board. This meeting resulted in the following suggestions:

- Share the target lists segmented by industry with the board and encourage each board member to select a few businesses to call to schedule a visit, make a warm introduction, and join a Pulse visit staff or other volunteers.
 - Lists will be distributed to board members at the August meeting.
- Recruit and train additional Pulse volunteers.