

Note: These minutes are not official until approved by the DeKalb County Business Incubator Advisory Board at a subsequent meeting. Please refer to the meeting minutes when these minutes are approved to obtain any changes to these minutes.

DeKalb County Government

Business Incubator Advisory Board Minutes

Tuesday, December 5, 2017

The DeKalb County Business Incubator Advisory Board convened Tuesday, December 5, 2017 at 6:16 p.m. in the Barton Room of the DeKalb County Community Outreach Center. Chairperson Jennifer Bristow called the meeting to order. Members present: Sandra Polanco, LaCretia Konan, JeaNae Remala, Jeff Whelan, and chairperson Bristow constituting a quorum. Members absent: Jerry Foster, Mike King, and Anita Zurbrugg. Also present: Derek Hiland, Community Development Director, and Jolene Willis, Economic Development Coordinator, DeKalb County.

APPROVAL OF THE AGENDA

Motion by JeaNae Remala, seconded by LaCretia Konan, and carried to approve the agenda.

APPROVAL OF MINUTES

Motion by Jeff Whelan, seconded by Sandra Polanco, and carried to approve the minutes from August 28, 2017 and October 17, 2017.

PUBLIC COMMENTS

There were no public comments.

COORDINATOR'S REPORT

Jolene Willis reported that she had received meeting dates of Feb 7th, March 7th and April 25th from NIU professor Christine Mooney in regards to the class project. The Incubator Board is invited to participate in any of these meetings.

Small Business Resources Team met in October and will meet December 6th to continue discussions about how to network resources and services countywide for small business development.

PROSPECTIVE TENANT APPLICATION

Association of Individual Development submitted an application for incubator office space for a new tele-psychiatric service they would like to expand to DeKalb County. Board members reviewed their application and identified a few questions for an interview. The Board directed Jolene Willis to contact the applicant about their timeline and if necessary, they could call a special meeting for December 11, 2017 at 6 p.m. or schedule them for the next regular meeting of January 16, 2018.

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2018 SCHEDULE OF REGULAR MEETINGS

The 2018 schedule of meetings to continue on the third Tuesday of the month at 6:00 p.m. at the Barton Conference Room, DeKalb County Community Outreach Building was presented. Motion by JeaNae Remala, seconded by Sandra Polanco, and carried to approve the 2018 meeting schedule.

ADJOURNMENT

The next meeting is scheduled for Tuesday, January 16, 2018 at 6:00 p.m. at the DeKalb County Community Outreach Building.

Motion by LaCretia Konan, seconded by Jeff Whelan, and carried to adjourn the meeting at 7:31 p.m.

Respectfully Submitted,

Jennifer Bristow
Chairperson, Business Incubator Advisory Board

Jolene Willis, Recording Secretary