AGENDA

1. CALL TO ORDER / DECLARATION OF QUORUM
With a quorum present, Alderman Rainey called the meeting to order at 7:38 p.m.

2. APPROVAL OF MEETING MINUTES OF OCTOBER 23, 2013
Alderman Grover moved approval of the minutes with the correction that she was absent. Alderman Wynne seconded. The meeting minutes of October 23, 2013 were unanimously approved 8-0.

3. TOUR OF HEARTWOOD CENTER AND SKYLIGHT EVENT SPACE
Maria Kostas introduced herself as the Event Manager for the Heartwood Center and indicated that the owner, Nancy Floy, regretted not being present as she was ill. The tour of the Heartwood Center took place after the adjournment of the meeting.

4. ITEMS FOR CONSIDERATION
A. Shalom Klein Career Institute
Mr. Paul Zalmezak re-introduced Mr. Shalom Klein of the Career Institute and summarized the City staff recommendation to allocate a $25,000 forgivable loan from the Community Development Block Grant Economic Development Fund. Mr. Zalmezak highlighted the benefits to the community included in the proposal:
   • The Career Institute agreed to have at least one full time employee filled with a low or moderate income Evanstonian.
   • 10% of the faculty and staff would be Evanston residents.
   • 50% of the available education slots would be allocated to Evanston residents.
   • Three scholarships valued at approximately $10,000 each would be provided.
• The loan structure would include a write down of $5,000 for each year the Career Institute operates in compliance of the agreement.

Alderman Rainey asked about the state of the building in regards to its condition and what analysis has been done about the safety of the building.

Mr. Zalmezak responded that prior to the loan moving forward Jeff Murphy and his team will examine the building.

Mr. Freeman appreciated that the consideration was included in the loan obligations to provide scholarships but asked if there was any ongoing opportunities for the neediest of Evanston residents.

Mr. Klein said that through the discussions it was determined that the three scholarships at a value of $30,000 was a true return on the value of investment.

Ms. Jeannemarie Sierant asked if it was still the plan to start with the pharmacy tech program and if the program would be blended with virtual and classroom education.

Mr. Klein replied that they would start with the pharmacy tech program because it is the area they have identified the most jobs and initially the students will only be in the classroom. They are hoping that their selling point within a few years is that they are placing over 90% of their students into real jobs.

Ms. Sierant asked how the certification would be provided.

Mr. Klein said that they were in the process of being approved by the Illinois Board of Higher Education and will be getting their accreditation from the American Society of Health System Pharmacists that provide a rigorous testing process for the graduates of the program. They will be certified when they are done with the program.

Ms. Sierant asked what the assumptions were for the hours with the curriculum and pointed out that the cost of the staffing seems to remain the same even as they grow. She asked Mr. Klein to help explain.

Mr. Klein shared that they are using a consulting firm called MK Education that help with the curriculum as well as the as the accreditation societies to come up with the right staffing levels. They plan to start with a very low amount of students to get the accreditation needed and then they will look to grow from there. The staffing levels didn’t scale up because the ratio of staff to students will be lower at the beginning and as more students come to the program it will balance out to the appropriate levels.

Ms. Sierant stated that these programs have a high dropout rate and asked how Mr. Klein intends on addressing that issue.

Mr. Klein responded that they plan on bringing employers in very early on to meet the students and build the relationships with the students. They will be very selective of the students they bring into the program and Mr. Klein intends on knowing the students prior to their entry and the keep the relationships throughout.
Ms. Sierant asked when they projected to break even.

Mr. Klein answered that the plan was within a year.

Alderman Grover asked how the high school may align itself to the Career Institute to prepare students to enter the program.

Mr. Klein has already spoken with ETHS about the job placement programs that they already have in place and are working with directly to make students aware.

Alderman Grover moved the approval to provide a forgivable loan of $25,000 to the Career Institute. Alderman Wynne seconded. A voice vote was taken and was approved 8-0.

**B. Amended Meeting Dates for Economic Development Committee for 2014**

Alderman Grover moved to accept the Amended 2014 Economic Development Committee dates and times. Alderman Wynne seconded.

A voice vote was taken and was approved 8-0.

**5. ITEMS FOR DISCUSSION**

A. **STAR Communities / SBP Presentation**

Ms. Cindy Plante and Ms. Catherine Hurley, the Sustainable Programs Coordinator, presented the STAR Communities Project that was included in the packet.

**6. COMMUNICATIONS**

A. **Announcements/Updates from EDC Members**

B. **Monthly Economic Development Communication**

Included in the packet.

C. **Real Estate Transfer Tax Report**

Included in the packet

**7. ADJOURNMENT**

Next Meeting: Proposed Wednesday, December 18, 2013

Alderman Wynne moved to cancel the December 18th meeting due to lack of agenda items and the holidays. Alderman Grover seconded.

A voice vote was taken and was approved 8-0. The next meeting will be held on January 22, 2014.

Alderman Rainey adjourned the meeting at 8:45 p.m.

Respectfully Submitted,

Melissa Parker
Administrative Secretary