

Central Oregon Community Investment Board  
3:00 to 5:00 p.m.  
January 5, 2006  
COIC Administration Building

Minutes

Members Present:

Crook County: Scott Cooper, Bobbi Young and Larry Henderson  
Deschutes County: Susan Ross, Mike Daly, Eric Sande, Judy Trego and Darwin Thurston  
Jefferson County: Bill Bellamy, Janelle Orcutt, John Curnutt and Jim Wilson

Staff: Andrew Spreadborough and Kelly Elzner (COIC)

Guests: Roger Lee (EDCO) and Janet Brown (Governor's Staff)

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**Call to Order**

Judge Cooper called the meeting to order at 3:00 p.m.

**OECD Update**

Ms. Lynn Beaton, Interim Deputy Director with OECD connected via conference. Introductions were made and Chair Cooper announced that Ms. Beaton joined the group to give a general overview of the Central Oregon OECD Business Development Officer position vacancy. Ms. Beaton gave a brief overview of recent changes at OECD which impact the various divisions, the Executive Director, central operations, business development, marketing and finance, and innovation & economic strategies. Ms. Beaton announced that the Department is actively working on changes such as improving contracting timeliness by rebuilding the team that is in charge of contracts. Mr. Spreadborough acknowledged that COCIB's 2005-2007 Regional Investment contract has been received by COIC, and he wanted to thank Ms. Beaton and the team for getting it out in such a timely manner.

Ms. Beaton explained that Mr. Robert Ramondi has retired from OECD, leaving the Central Oregon Business Development Officer (BDO) position open. She explained that recruitment activities are under way for a new BDO in Central Oregon. Mr. Spreadborough asked for clarification on who will be the primary OECD liaison for this board. Ms. Beaton answered that the BDO will be the primary and other staff in Salem as back-up if the BDO is unavailable. Ms. Beaton announced that she will personally be coming to Central Oregon to conduct the interviews and requested 3-4 members to volunteer to be part of the interview panel. Chair Cooper suggested a few names for the interview panel and asked that once Ms. Beaton confirmed an interview date that folks check their calendar for availability: Susan Ross, Andrew Spreadborough, Roger Lee and Bobbi Young. Lastly, Ms. Beaton said she would welcome input from COCIB members regarding regional needs or any other thoughts on the BDO position, and asked the group to forward comments to: [lynn.d.beaton@state.or.us](mailto:lynn.d.beaton@state.or.us)

Chair Cooper informed Ms. Beaton that later in the meeting the group will be discussing allocation of funding between community development and business development projects, and asked Ms. Beaton for guidance from OECD on how the dollars can be used for community development projects in light of OECD's interest in direct job creation. Ms. Beaton answered that OECD has received input

from regions that meeting the job creation has been difficult in many cases, especially in the more rural communities. The policy guidelines state that the minimum level of job creation is \$5,000 in grant funds per job. However, Ms. Beaton stated that she would support funding projects that are softer in regard to job creation as long as there is a solid reason for the funding decision. She also said that she would support regions as long as local representatives agree to participate in the next legislative session to explain these sorts of investments.

Chair Cooper asked for clarification - if COCIB creates at least as many job as last biennium on the same amount of money and creates at least one job per \$5,000 invested, would OECD be supportive? Ms. Beaton answered yes.

Ms. Beaton left the meeting.

### **Minutes of Meeting**

Ms. Trego asked for clarification of the reference on page 1, "financials" section, of the October meeting minutes. She noted that the minutes state a total of \$11,679.00 in unobligated funds, but that the current meeting financials state that there is a total of \$14,520 in unobligated funds. Mr. Spreadborough explained that the current financials show an increase due to interest accruals.

**Mr. Sande moved to approve the minutes of the October 6, 2005, Board meeting.**  
**M/S/U Sande/Henderson/Unanimous**

### **Financials**

Mr. Spreadborough asked for questions and seeing none Chair Cooper moved on to the Chairs report.

### **Chair's Report**

Chair Cooper announced that Mr. Spreadborough attended the Oregon Economic Development Commission meeting where they approved the COCIB strategy. Mr. Spreadborough added that there were about 8-10 regions in attendance and each were given about five minutes to summarize their Plan. He mentioned that the Commission said that there is good work going on in Central Oregon and approved the strategy.

### **Strategy Review and Approval Process Update**

Mr. Spreadborough mentioned that the 2005-2007 COCIB Regional Investment Strategy has been approved by the Economic Development Commission and the Governor, and that the contract has been received and is ready to be signed. Funding will be available shortly after the contract is executed.

### **05-07 Biennium Funding Level**

Mr. Spreadborough referred to Attachment "C" and announced that COCIB's amount of funding for the 2005-2007 biennium is the same amount as last biennium - \$519,886. This amount is approximately a third of the historic "full funding" level that the region was allocated (as recently as the 2001-2003 biennium).

### **Business Development Opportunity Fund Allocation**

The group discussed the proposed allocation of new funding to Economic Development for Central Oregon (EDCO) for the Business Development Opportunity Fund. Mr. Spreadborough referred to Attachment "D" and explained that the attachment is a history summary of the Business Development Opportunity Fund project, including previous funding levels. Chair Cooper asked Mr. Lee for his

proposal for funding. Mr. Lee requested 50% of the COCIB 2005-07 funds, after administration. Mr. Spreadborough broke down the numbers for the group - 50% of the \$519,886, less administrative costs of 10%, leaves \$467,000 for projects. 50% of that total would be \$233,949. The group discussed this proposal, and agreed that with EDCO's 50% geared toward direct job creation projects, COCIB would have an opportunity to consider community development projects for the remaining \$233,949. Mr. Lee was asked if he had any projects ready to go. He explained that there are over 50 projects that are pending, and of those there are about six projects that are being looked at for the COCIB - Business Development Fund.

Discussion turned to the remaining \$233,949, and how best to allocate those funds within the tri-county region through an application process. Ms. Ross suggested that the funds be split-three-ways between the three counties. Chair Cooper suggested that the board delay final decision on a three-way split for a one year period of time, to allow time to review and consider project applications. Chair Cooper requested that staff review the history of COCIB funded projects over the past decade, and break out in broad categories how funds have been expended.

Mr. Spreadborough mentioned that starting on page 18 of the Regional Investment Strategy is a summary of COCIB's process for obligating grant funds. He explained that the Board agreed to split the funds between two sources: first, the Board will grant a portion of its Regional and Rural Fund allocations to Economic Development for Central Oregon (EDCO) to fund private sector job creation through the "Business Development Opportunity Fund" project. Second, the Board will utilize remaining Regional and Rural funds, less administrative expenses, to provide "Immediate Opportunity" grants to cities, counties and the Confederated Tribes of Warm Springs for the purpose of funding job creation and retention projects.

**Mr. Sande moved that \$233,949 in 2005-2007 funds be obligated to the Business Development Fund. The remaining \$233,949 will be allocated to the Immediate Opportunity Fund, using an open call for projects for a one-year period of time. The Board will re-visit in January 2007, and discuss its options of either re-allocating the remaining balance to EDCO or dividing-up the remaining balance between the three counties. Applications will need to be endorsed by city, county or tribe. The priority of the Board remains job creation. EDCO can approach the Board at any time with project proposals if additional funds are needed.**

M/S/U Sande/Young/Unanimous

#### **Immediate Opportunity Grant Funds**

Mr. Spreadborough explained that within the Regional Investment Strategy the Board has agreed to make a one-time announcement notifying the media, minority and disadvantaged groups, cities, counties and the Confederated Tribes of Warm Springs of the availability of funding. Applications will be accepted at any point, keeping in mind that there are deadlines 14 days in advance of scheduled COCIB meetings. COCIB will review applications on a quarterly basis. The group discussed the minimum match requirement for the Immediate Opportunity Fund projects. Mr. Spreadborough asked if they wish to hold applicants to the 5:1 cash match. After discussion they agreed to a 2:1 cash match requirement.

**Mr. Curnutt moved to require a 2-1 cash match for Immediate Opportunity Fund dollars awarded.**

M/S/U Curnutt/Trego/Unanimous

### **Obligation of Rural/Regional Funds**

Mr. Spreadborough asked the board if they had a preference on the percentage of Regional/Rural dollars allocated to the EDCO Business Development Fund. Chair Cooper answered that the group had decided that they did not want the allocation to stand in the way of funding good projects. The group agreed to obligate 60% regional and 40% rural, and leave it up to staff discretion to bring any necessary modifications to the board.

### **EDCO Outreach**

Mr. Lee gave a brief update on his outreach activities in Jefferson County. He distributed a list of Opportunity Fund targets in the Jefferson County area and requested input from COCIB on any companies that should be added to the list. He explained that it is his goal to provide additional outreach to the companies listed within the next 60 – 90 days. Mr. Lee mentioned that he would like to begin approaching companies that plan to add fewer than 10 jobs. He explained that in the past his focus was on companies that planned to create 10 or more jobs, but in the smaller communities that becomes a bit more difficult.

Mr. Lee announced that EDCO is bringing on a new Business Development Manager. Lastly, he asked the Board if there is any interest in holding one if its Board meeting this spring at one of the companies that the Business Development Funds has assisted. The group agreed and asked Mr. Lee to work with staff regarding the arrangements.

### **Next Meeting(s)**

COCIB meeting will be Thursday, April 6, 2006.

The meeting adjourned at 5:00.