



Economic Development Advisory Board

Wednesday, December 16, 2015

3:00pm – 5:00pm

555 Court St NE Salem – Commissioners' Board Room

AGENDA

3:00	Welcome, Introductions, and Announcements	Angie Morris
3:10	November Meeting Minutes – Action	Angie Morris
3:15	Membership - Action	Kevin Cameron
3:25	Business Development Grant Review – Discussion/Action	Sarah Cavazos
4:10	Strategic Plan Scope of Work - Discussion	Sarah Cavazos
4:55	Comments and Closing	Angie Morris

Future Meetings

- **January 13th at 3:30pm**
- **February 10th at 3:30pm**
- **March 9th at 3:30pm**

Attachments & Handouts

- 2015/16 Meeting Schedule
- November Minutes
- Board Member Application
- Grant Notification Policy



Marion County Economic Development Advisory Board

2015-16 Meeting Schedule

Executive Committee	Full Board
Monday, July 6, 2015 at 11:00 am Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, Commissioner’s Office	Wednesday, July 8, 2015 at 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, August 3, 2015 at 11:00 am Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, Commissioner’s Office	Wednesday, August 12, 2015 at 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Tuesday, September 1, 2015 at 10:30 am Location: Travel Salem 181 High St NE, Salem	Wednesday, September 9, 2015 at 3:30pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, September 28, 2015 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, October 7, 2015; 3:00 pm – 5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room <i>*Date change due to Community Projects Grant review</i>
Monday, October 26, 2015 at 1:30 pm Location: Travel Salem 181 High St NE, Salem	Wednesday, November 4, 2015; 3:30pm - 5:00pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room <i>*Date change due to Veteran’s Day</i>
Tuesday, December 1, 2015 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, December 16, 2015; 3:00 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, January 4, 2016 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, January 13, 2016; 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, February 1, 2016 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, February 10, 2016; 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, February 29, 2016 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, March 9, 2016; 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, April 4, 2016 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, April 13, 2016; 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Monday, May 2, 2015 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, May 11, 2016; 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room
Tuesday, May 31, 2016 at 11:00 am Location: Travel Salem 181 High St NE, Salem	Wednesday, June 8, 2016; 3:30 pm-5:00 pm Location: Courthouse Square - 555 Court Street NE, Salem – 5 th Floor, BOC Board Room

Marion County Economic Development Advisory Board
November 4, 2015 Meeting Minutes
555 Court St NE, 5th Floor Salem, OR

Members Present: Bill Burich, Kevin Cameron, Bill Cummins, Chad Freeman, Lesa Goff, Bob Hill, Nate Levin, Allison McKenzie, Angie Morris, Evann Remington, and Renata Wakely.

Staff and Guests Present: Sarah Cavazos, Tamra Goettsch, Danielle Gonzalez, Mark Hunter, and Mary Stewart

Call to Order: 3:34pm

Agenda Item: Welcome, Introductions & Announcements

Information/Discussion: Morris welcomed members to the meeting and asked for introductions. Morris noted that the Cherriots ballot for employer tax was rejected. Cameron noted that he had a conversation with the Salem Chamber and encouraged them to convene a group to identify more viable solutions. Remington stated that she is on the committee with the Salem Chamber and they have already pulled a group together and to look at options for more sustainable funding.

Action: None.

Agenda Item: October Minutes

Information/Discussion: The minutes were reviewed, no discussion was held.

Action: A motion was brought forth by Cummins to approve the October minutes; a second was made by Hill. The motion was approved unanimously.

Agenda Item: Membership

Information/Discussion: Morris shared that Frohnmayer submitted her resignation due to the demands of her business and feeling like she isn't able to contribute at the level she desires. Cameron noted that Jose Gonzales is an interested prospective replacement; he represents the Latino community, North County, and is in real estate. Freeman said he would endorse that nomination. Cameron noted that there is still another position available and potentially a third depending on the outcome of conversations with a current member. Remington asked how to nominate a candidate and shared that Ian who is in the food processing industry would be a great asset on the board and has expressed interest. Cummins confirmed he would be a great candidate. Cameron suggested he might fit within the position the group was looking to have an agriculture representative fill and asked that Remington connect with Cavazos to get contact information to begin discussions.

Action: None.

Follow Up: Cavazos to obtain contact information for prospective members.

Agenda Item: Community Projects Grant Updates

Information/Discussion: Cavazos updated the board that new budget information was discovered following the October EDAB meeting. The department made adjustments in its first supplemental budget process to align budgeted amounts with county policy due to an increase in actual versus projected revenue. Infrastructure Projects was moved from a subcategory of Community Projects, when the separate account was created the Community Projects fund was not reduced for the amount previously allocated to Infrastructure Projects, which resulted in an additional \$65,000 available in the Community Projects budget. Based on this new information, the Board of Commissioners increased grant awards for City of Aumsville and City of Mt. Angel over the reduced awards recommended by EDAB. In addition, the Commissioners requested additional information be collected to determine the need for the KMUZ project; the KMUZ grant request was deferred for consideration at a later date. At the management update Commissioner Carlson provided positive feedback on the process and the work done by EDAB in screening the applications and expressed appreciation for the efforts.

Action: None

Agenda Item: Grant Notification Policy

Information/Discussion: Cavazos referenced the Notice of Award policy in the agenda packet and asked board members to read the policy outside of the meeting. Cavazos shared that an applicant was given information on the status of their award by individuals on the review panel prior to the completion of review process and Board Order being issued. The intent of the policy is to clarify the notification process and remind grant reviewers that the process is confidential until official notification is given. All requests for information should be referred to Community Services.

Action: None.

Agenda Item: Board Designated Allocation Reports

Information/Discussion: Oregon Gardens - Hunter provided a brief update on 1st quarter activities; the Oregon Garden Foundation is beginning a six month strategic planning process in which they will be looking for ways to improve the Oregon Gardens as a destination location in Oregon. They are looking at an expansion project which would add 80 acres to the garden and would include a 16 acre lake with lakeside lodging and a pub. In 2014, there were 125,000 visitors at the Gardens with approximately 55,000 overnight stays of at least one night. The Silverton Chamber of Commerce has estimated the financial impact to be \$7.5-\$8 million annually. Christmas in the Garden will be starting within a few weeks, everyone is encouraged to visit the website for information and are invited to come enjoy the event.

Action: None

Agenda Item: Grant and Loan Ad Hoc Committee

Information/Discussion: Hill shared that there has been discussion over the past few months on establishing a subcommittee to review the existing grant program and explore possibilities of adding a loan program. Freeman, Remington and Nash have agreed to participate in the group. Cavazos referenced the handout and shared that this group's review would be done in two parts: the first would be to explore what is currently available, where there are opportunities to fill unmet needs, and then obtain more information on the feasibility of establishing a loan program. The group will consider a variety of areas in phase one which may include items listed on the handout. The second phase would be to drill down into the specifics of the policy, practice, budget, and marketing of the programs. Cavazos requested input from the group to confirm that there is a desire to explore both grants and loans. Discussion was held and the group consensus was to obtain information on both grants and loans.

Action: None

Follow Up: Cavazos to work with Hill on outlining the committee time line, and survey the members for available meeting dates.

Agenda Item: Youth Workforce Discussion

Information/Discussion: Hill noted that EDAB heard from a panel of presenters at the September meeting on the topic of Youth Workforce Development and solicited comments and feedback from the group on the presentations and next steps. It was shared that there seemed to be a lack of clarity on where the McMinnville Works program would be based if it were to be implemented in Marion County. There was agreement among the group that the program would be beneficial if a clear strategy for implementation could be identified. A suggestion was given that it might be a good fit with the Career and Technical Education Center (CTEC) given their focus on mentorship; it was noted that CTEC has an employee at the Salem Chamber and it may be good to start the conversation with them. Other comments were made about the efforts in rural schools and the desire to explore if the program may be a good overlay with rural districts.

Action: None

Follow Up: Follow up with Salem Chamber to explore fit and interest, if that is not a fit discuss with CTEC.

Meeting adjourned: 5:10 pm

EDAB Approval of Minutes:



Marion County
OREGON

**Volunteer Application
for Appointment to
a Committee, Board, Commission,
Task Force or Council**

Personal Information to establish residency:

Name Ian Tolleson
Home address [REDACTED]
Preferred mailing address (if different) [REDACTED]
City Salem, Oregon Zip code 97301 Telephone [REDACTED]
E-mail [REDACTED] Fax [REDACTED]

Applying for student position? Yes No School [REDACTED]

Are you under 18? Yes No

Personal references - Please list two non-relative references. If you are a student, one must be a teacher from your school:

- Name Justen Rainey Phone [REDACTED]
Address [REDACTED] City/St/Zip [REDACTED]
Relationship Friend
- Name [REDACTED] Phone [REDACTED]
Address [REDACTED] City/St/Zip [REDACTED]
Relationship Friend

I give my permission for the named references to be contacted if needed either verbally or in writing. All the information on this application is true to the best of my knowledge.

Signature: Ian Tolleson
Date: 11/10/15

We welcome your willingness to serve Marion County. Please return this completed form to: Cathy Crocker, Volunteer Services Coordinator, Human Resources, 325 13th St NE, P.O. Box 14500, Salem, OR 97301, telephone (503) 588-7990, fax (503) 588-5495.

(Please complete the back of form)

Note: Information on this page is considered public record and may be made available upon request.

Name: Ian Tolleson

City of residence: Salem

Business information:	
Occupation/business	<u>Northwest Food Processors Association</u>
Business address	<u>8338 NE Alderwood Road, Suite 160</u>
City <u>Portland</u> , Oregon	Zip code <u>97220</u> Business telephone <u></u>
Business e-mail <u></u>	Business fax <u></u>

I would like to be considered for the Board Member position on
the Marion County Economic Development Advisory Board
(lay or representative designation)
(name of committee, board, council, task force or commission)

The reason I am applying for this appointment is
I am interested in economic development in Marion County.

The personal and professional interests that prompted me to apply for this appointment are
As the Government Affairs Director for a regional trade association in the food industry, I realize there is a link for economic development and the vitality of a community. Also, I am now a property owner in Marion County and I would like to help my community.

Have you served on any other Marion County board, commission, committee, council, or task force? (If yes, please list)

1. 2.

Please list qualifications and skills you have which you believe would be valuable if you are appointed to this position (include relevant skills, activities, training, and education)
I assist in passing state laws that help the food industry in Oregon, Washington and Idaho and I feel I have an understanding of what kind of public policy is needed to have a prosperous economy.

What community or school activities, committees or special activities have you participated in?
I am a participant of the South East Salem Neighborhood Association.



ADMINISTRATIVE POLICY

SECTION:	General Provisions	POLICY #:	CS-ED001
TITLE:	Notice of Award		
PROGRAM:	<i>Economic Development Advisory Board</i>		
ADOPTED:	REVIEWED:	REVISED:	

PURPOSE: Marion County Community Services Department shall maintain confidentiality and fidelity of the grant review process until such time that all phases of the grant review process are completed and awards have been finalized by the Marion County Board of Commissioners.

Administrative policy:

1. Upon receipt of grant applications, Community Services (CS) staff shall analyze and prepare information for the Economic Development Advisory Board's (EDAB) review.
2. All grant application information received and/or reviewed shall be considered confidential and not shared publicly, until an official Notice of Award has been issued. Any inquiries received by grant review committee members regarding the status or outcome of a grant application or grant review meetings are to be referred to the Community Services Department for response.
3. In compliance with requirements of public meeting laws, all requests for information will be responded to according to county guidelines and policy.
4. After EDAB deliberation and recommendations have been confirmed, all applicant information shall be returned to CS staff to ensure information is held in confidence.
5. EDAB and staff shall not discuss funding recommendations with outside parties or applicants.
6. CS staff and interested EDAB members shall present funding recommendations to the Board of Commissioners for consideration. CS staff will present funding recommendations, including any changes recommended by the Board of Commissioners (BOC) at a scheduled Board Session.
7. Upon BOC approval and the signing of a Board Order, grant applicants will be sent a written Notice of Award via mail or e-mail by the Community Services Department.
8. Upon a written or verbal request, Application Status Notifications will be issued in writing by the Community Services department via mail or e-mail. The Community Services Department may provide an update to applicants on the status of their application upon completion of any phase of the review process.