



# Eastern Oregon Border Region Economic Development Board

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February 3, 2020

Ontario, OR

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## **Attendance**

**Members Present:** Shawna Peterson, Chair; Tiffany Cruickshank; Stuart Reitz; Ralph Poole; Dana Young; Bill Johnson

**Staff Present:** Lisa Reeser, Board Coordinator; Melisa Drugge, Business Oregon; Becky Baxter, Business Oregon (phone)

**Guests:** Mark Redmond, Malheur ESD; Courtney Warner Crowell, Office of Governor Kate Brown; Shana Bailey, Business Oregon; Ryan DeGrofft, Business Oregon; Sierra Watson, Office of Senator Findley; Eric Evans, Malheur County Planning and Zoning; Larry Myers, Argus Observer; Tamra Mabbott, Department of Land Conservation and Development; Cydney Cooke, Hemp USA.

Meeting was called to order at 3:00 pm.

## **Welcome, Introductions, Minute Approval**

Chair Peterson opened the meeting. Board members, guests and audience members made introductions.

Bill Johnson made a motion to approve the January 6, 2020, meeting minutes and Dana Young seconded the motion. All were in favor.

## **Public Comment**

Cydney Cooke with Hemp USA wholesale approached the board to see if they would be interested in funding education and research for local farmers around growing hemp in the Eastern Oregon region. They are currently trying to connect local farms who are interested in growing hemp to produce hemp bio-diesel. Chair Peterson informed her about the border fund grant programs that will be available shortly and they could apply for one of the grants to further the education and research.

## **Legislative Update**

Chair Peterson is traveling to Salem, Oregon on Monday, February 10 and will testify in favor of House Bill 4028 that clarifies the 10-grant limit in HB 2012. She will also reach out to Senator Findley the Business Oregon office to see which bills in the current legislative session could potentially affect the Border Region. During the EOBB special meeting later this month, the board members can decide if they should weigh in on any of the bills.

## **Executive Director Discussion**

Melisa Drugge clarified that the board does not have the ability to hire any staff directly. If an Executive Director was hired, the agreement would be between Business Oregon and a person or entity. Based on the scope of work that the board drafted for the position, Melisa will create a Request for Proposal. There were three points added to the scope of work: this is a part-time position, 20 hours a week; if someone is hired that resides outside of the Border Region, they will need to include the amount of time they plan to spend in the region; the person/entity must include a compensation proposal. If the Board has any further input, they need to email Lisa Reeser by the end of the week so it can be included in the RFP. Once it is sent out, there will be a 30-day response time, then the board will score each application based on a scoring criteria sheet for discussion at the April 2020 meeting on who to invite for interviews. Melisa will put together a scoring criteria sheet for the board.

## **Request for Information Discussion and Possible Award**

The deadline for receiving the Request for Information responses for the incentive programs and housing rehabilitation program is February 10, 2020, at 5pm MT. The board will hold a special meeting after that deadline to decide on an entity/person to administer those programs.

## **Applications and Timelines**

Tiffany Cruickshank made a motion to change the Border Fund Economic Edge Grant name to the Scott Fairley Memorial Edge Grant. Ralph Poole seconded the motion; all were in favor. All materials will be updated to reflect this.

The Border Fund Grant Application should be complete and ready to be sent out by the beginning of next week. Lisa Reeser will send the Program Handbook and finalized grant application to the board members.

Executive Session cannot be held to discuss/review applications submitted to the board. Smaller groups can meet and discuss using the scoring criteria and make recommendations to the board at a regular meeting.

## **Grant and Loan Communications Plan**

The board discussed the Grant and Loan Communications Plan that was drafted by Lisa Reeser and Chair Peterson. This will be used to get the word out about the open application cycles for each of the grant and loan programs. Lisa will reach out to local civic organizations to be added to their agendas so the board members can attend the meetings and publicize the Border Fund programs. If a board member has a specific group they would like to address, please let Lisa know.

## **Next Meeting/Agenda Build**

The next Border Board meeting will be held on Monday, March 2, 2020, from 3pm-5pm. The agenda items will include a legislative session update, timeline for grant applications, and work group updates/new concept ideas.

There will also be a special meeting held during the month of February to discuss the RFI responses for the incentive programs and housing rehabilitation program.

Meeting closed at 4:45 pm.

**Approved by:**

Signature on file

Shawna Peterson, Chair

Eastern Oregon Border Economic Development Board

2/21/2020

Date