

**COLUMBIA RIVER GORGE NATIONAL SCENIC AREA
OREGON INVESTMENT BOARD**

AGENDA

**Wednesday, January 20, 2016
10:00 AM**

**Hood River County Library
502 State Street, Hood River, OR 97031**

<u>Topic</u>	<u>Time</u>	<u>Item</u>
Call to Order, Conflict of Interest Disclosures		
November 18, 2015 Minutes	5 minutes	Approval
Financial Report	5 minutes	Acceptance
Loan Updates: Hood River Learning Center TGE, LLC	10 minutes	Information
<i>Executive Session per ORS 192.660 (f) (Exempt Documents) Regular Session Reconvened</i>		
OIB Board Appointment Status	10 minutes	Information
Economic Vitality Plan Status	10 minutes	Information
Other New Business		
Adjournment		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance please contact Sherry Bohn at (541) 296-2266 at least 48 hours before the meeting so arrangements for appropriate accommodations can be made.

**COLUMBIA RIVER GORGE NATIONAL SCENIC AREA
OREGON INVESTMENT BOARD**

Wednesday, November 18, 2015
Hood River County Library
502 State Street, Hood River, OR
10:00 a.m.

ATTENDANCE:

OIB Members: Ken Bailey, Jack Miller, Rick Leibowitz and John Kasberger.

Staff: Amanda Hoey, Sherry Wickert, Eric Nerdin and Sherry Bohn.

Guest: Stu Watson (Fresh Start Culinary Arts Program) and Kathy Watson (Fresh Start Culinary Arts Program)

CALL TO ORDER:

Chair Ken Bailey called the meeting to order at 10:00 a.m. A quorum was present.

CONFLICT OF INTEREST POLICY AND INTRODUCTIONS:

Ken Bailey requested round table introductions. He asked the Board to disclose any conflict of interests for any of the applications to be reviewed today. Rick Leibowitz noted that he had written a letter of support for the Fresh Start Culinary Arts Program but did not feel it was a conflict of interest. He also noted that the SBDC had worked with the Hood River Learning Center as a client, but had not had any client since 2008, which was prior to Rick's tenure.

SEPTEMBER 23, 2015 MINUTES:

Jack Miller moved to approve the minutes from September 23, 2015. John Kasberger seconded the motion. Motion passed with one abstention – Rick Leibowitz

FINANCIAL REPORT:

Sherry Wickert presented the financial report for the period ending October 2015. She noted that the field portion of the MCEDD audit had been completed. Sherry reported that the auditor had requested increasing the Allowance for Doubtful Accounts for OIB by an additional \$15,000 (total \$45,000). She also stated that there were no findings.

Sherry reported Interest Income of \$10,013.55 and Principal Repayments of \$14,673.76. She reported that Miscellaneous Expenses of \$392.21 included legal fees, Bi-State meeting expenses and postage. Sherry reported that the Available To Grant/Loan balance was \$1,161,223.33 and the Total Structured Loan Interest was \$5,986.99.

John Kasberger moved to accept the financials as presented. Jack Miller seconded the motion. Motion passed unanimously.

Discussion: Rick Leibowitz asked what percentage of the professional services was audit related. Amanda explained that the professional services was a payment to MCEDD, under contract with OIB, and including staffing, auditing and other associated expenses. Ken Bailey commended Sherry for her work on the audit.

Amanda noted the expiration date of December 31, 2015 for grants approved to the Port of The Dalles for the Trade Show Program and the Regional Wetlands. She noted that the Trade Show Program will have one more anticipated distribution, but will terminate as per the grant agreement with a portion of the funds not utilized. Amanda also reported that staff anticipates the Regional Wetlands funds will be fully utilized before the expiration date.

GRANT REQUEST: FRESH START CULINARY ARTS PROGRAM:

Eric Nerdin presented a grant request from Fresh Start Culinary Arts Program for \$10,000 to fund startup costs for a culinary training program to prepare students for entry level kitchen jobs, assist students with internships, job placement and job performance support after completion of the program. Amanda Hoey explained the Funding Goals/Score Sheet and noted that this request fits into the workforce development area.

Discussion: Stu Watson reported the organization had just completed the State of Oregon incorporation application and that they are in the process of filing for the 501c3 non-profit status. Ken Bailey asked for a quick overview of the program and grant request. Kathy and Stu Watson explained the concept, the target market, the supporters and the process. John Kasberger asked how they will find students. Kathy Watson explained their contacts and outreach. John Kasberger asked about the certification of the program. Kathy Watson explained that it would be a certificate from the program itself with future plans for accreditation from American Culinary Federation. Rick Leibowitz asked if any of the moving parts had changed the sources of revenue listed. Stu Watson stated that it had not. Kathy Watson noted that they are already doing catering. Ken Bailey stated that he saw this as quick term technical training opportunity. Jack Miller asked about a possible physical location for selling and serving food. Kathy Watson explained the use of the Pioneer Room which is part of Riverview church. Jack Miller asked about paid staff positions. Kathy Watson explained the plans for one training chef and part-time administrative position.

John Kasberger moved to approve the grant request for \$10,000. Rick Leibowitz seconded the motion. Motion passed unanimously.

LOAN MODIFICATION PROPOSAL: TGE, LLC:

Eric Nerdin presented a loan modification proposal from TGE, LLC to extend the repayment period of OIB Loan #108-01-02 beginning on December 5, 2015.

LOAN UPDATE: HOOD RIVER LEARNING CENTER:

Amanda Hoey presented the status of Hood River Learning Center's loans.

EXECUTIVE SESSION:

Per ORS 192.660 (f) Exempt Documents, the Oregon Investment Board moved into Executive Session at 10:36 a.m.

Regular session was reconvened at 11:31 a.m.

LOAN MODIFICATION REQUEST DECISION: TGE, LLC:

Jack Miller moved to deny the extension request. Rick Leibowitz seconded the motion. Motion passed unanimously.

LOAN UPDATE DECISION: HOOD RIVER LEARNING CENTER:

Rick Leibowitz moved to authorize staff to notify, in writing after review by legal staff, the OIB's position of the need to bring the loans into compliance, that the forbearance ends on December 15, 2015, and the terms of the loan if further forbearance actions cannot be resolved. Staff is also directed to discuss with legal staff the costs to seek a judgement. John Kasberger seconded the motion. Motion passed unanimously.

OTHER NEW BUSINESS

Amanda Hoey noted that there are two potential candidates working through the process for the two Multnomah County positions on the OIB. She also highlighted the status on the OIB/WIB funds and the letter sent by Senator Murray, Senator Merkley and Representative Herrera-Beutler to Secretary Vilsack.

ADJOURNMENT: The meeting was adjourned at 11:40 a.m.

OIB FINANCIAL SUMMARY

REPORT PERIOD: DEC 2015

	TOTAL YEAR TO DATE	PREVIOUS REPORT	CURRENT ACTIVITY
CASH BALANCE AS OF 06/30/15	1,292,303.36	1,292,303.36	-
Less Payables	(8,160.71)	(8,160.71)	-
Plus Accounts Receivable	1,100.00	1,100.00	-
Plus Interest Receivable (Less Unrecorded Accr'd Int)	10,594.69	10,594.69	-
ADJUSTED CASH BALANCE 06/30/15	1,295,837.34	1,295,837.34	-
INCOME			
Interest	57,611.42	47,916.25	9,695.17
Loan Processing & Fees	5,771.14	5,771.14	-
Loan Late Fees	1,246.18	1,042.44	203.74
Misc Income	136.94	136.94	-
Invested Interest	311.47	258.08	53.39
TOTAL INCOME	65,077.15	55,124.85	9,952.30
PRINCIPAL REPAYMENTS	83,994.54	65,634.45	18,360.09
REVENUE BEFORE DISBURSEMENTS	149,071.69	120,759.30	28,312.39
EXPENSES AND PAYMENTS			
Grants Disbursed 15-16	1,000.00	1,000.00	-
Loans Disbursed	125,000.00	125,000.00	-
Miscellaneous Expenses	1,824.30	1,736.80	87.50
Professional Services	45,198.48	37,665.40	7,533.08
TOTAL EXPENSES AND PAYMENTS	173,022.78	165,402.20	7,620.58
ADJUSTED CASH BALANCE	1,271,886.25	1,251,194.44	20,691.81
LESS:			
Approved Grants not Disbursed	(20,000.00)		
Approved Loans not yet Disbursed			
Interest Receivable at Period End	(11,954.27)		
AVAILABLE TO GRANT/LOAN	1,239,931.98		
STRUCTURED ACCRUED LOAN INTEREST			
Current Period	236.44		
Prior Year Balance	5,187.92		
TOTAL STRUCTURED ACCRUED LOAN INTEREST	5,424.36		
LOANS RECEIVABLE BALANCE	1,584,124.82		
PROOF:			
Cash Balance After Reconciliations	1,267,415.62		
Less Payables	(7,483.64)		
Plus Interest Receivable (Includes Structured Accr'd Int)	11,954.27		
ADJUSTED CASH BALANCE	1,271,886.25		

OREGON INVESTMENT BOARD
DISTRIBUTIONS OF GRANTS & LOANS APPROVED

Report Period: DECEMBER 2015

Grants	Date Approved	Expiration Date	Grant	Previous Distribution	Current Distribution	Expired/Not Utilized	Amount Remaining
Port of The Dalles - Regional Wetlands	09/18/13	12/31/15	10,000.00				10,000.00
Port of The Dalles - Trade Show Program	06/18/14	12/31/15	10,000.00	2,825.00		7,175.00	-
Fresh Start Culinary Arts Program	1/18/15	12/31/16	10,000.00				10,000.00
Total			30,000.00	2,825.00	-	7,175.00	20,000.00

Loans Approved/Funded	Date Approved	Expiration	Original Loan	Previous Distribution	Current Distribution	Expired/Not Utilized	Amount Remaining
Total			-	-	-	-	-