



Executive Committee Meeting
Wednesday, May 6, 2020
4:00 P.M.

Zoom video conference (access information on next page)

AGENDA

<u>Topic</u>	<u>Estimated Time</u>	<u>Item</u>
Call to Order, Introductions		
Executive Committee Minutes <i>April 2020</i>	5 minutes	Approval
Finance Report	10 minutes	Acceptance
Personnel Policy Adjustment for Step Increases	10 minutes	Decision
Interim Finance Manager Options	10 minutes	Discussion
Executive Director Report	10 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact the MCEDD office at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee/Four Rivers Community Corporation
Time: May 6, 2020 04:00 PM Pacific Time (US and Canada)

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MCEDD is an equal opportunity lender, employer and provider.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, APRIL 1, 2020
4:00 PM
ZOOM TELECONFERENCE

ATTENDANCE

Attending: Les Perkins, Dana Peck, Eric Proffitt, Ken Bailey, Steve Kramer, Joe Dabulskis, Bill Schmitt

Staff: Jessica Metta (Executive Director), Siri Olson (Finance & Operations Manager), Lauren Hernandez (Office Administrator)

CALL TO ORDER

Steve Kramer called the meeting to order at 4:08 p.m. A quorum was present.

EXECUTIVE COMMITTEE MINUTES

Eric Proffitt motioned to approve the March 2020 Executive Committee meeting minutes as presented. Les Perkins seconded the motion. Motion carried unanimously.

FINANCIAL REPORT AND ACCOUNT SIGNER

Jessica Metta explained that former Executive Director Amanda Hoey is still an authorized signer for MCEDD's bank accounts. Jessica is already a signer on the account but requested the Executive Committee approve removing Amanda as a signer.

Les Perkins motioned to remove Amanda Hoey as a signer on MCEDD's bank cards. Ken Bailey seconded the motion. Motion carried unanimously.

Siri Olson presented financials as of January 31, 2020, highlighting:

- Total Cash balance as is \$4,020,991.92.
- Accounts Receivable balance remains high due to the timing of payments for Transportation Operations, GTA Staffing, and Contract Reimbursements. This line has since decreased due to receiving close to \$100,000 in receivables in March.
- Accrued Loan Interest has a balance of \$37,481.62; this is anticipated to change due to COVID-19. Loans Receivable balance will increase if new loans are closed.
- Staff is proactively looking at options to potentially defer loan payments to USDA, if necessary, due to financial impacts of COVID-19.
- Current Net Position is \$11,578,489.88.
- Federal and State receipts increased in March and will continue to increase due to the Bus Barn project and bus shelter projects, as these projects are grant based and will be reimbursed.
- Contract Reimbursement is seeing revenue from multi-year contracts related to infrastructure projects as they move forward. The City of Antelope project is anticipated to close out by the end of the Fiscal Year.
- Loan Late Fees has increased. Due to the financial impact of COVID-19, this line will likely increase unless loan clients participate in LAB and OIB programs to address additional fees and costs during this time.
- Personnel Expenses remains below budget, which is attributed to variables included in the budget. The Personnel budget includes potential increases in health benefits, potential wage increases, and potential for PTO payouts should an employee leave.
- Bonds and Insurance and Other Materials and Supplies are over budget, but overall materials and supplies is currently under budget by 47% for the Fiscal Year.

- Capital Purchase has \$121,000 left in spending authority for the Fiscal Year. Because the Bus Barn project is moving forward, a supplemental budget will be presented at the June MCEDD Board meeting.

Ken Bailey motioned to approve the financial report as presented. Les Perkins seconded the motion. Motion carried unanimously.

EMPLOYEE BENEFITS THROUGH COVID-19

Siri Olson explained public transportation services have been proactively reduced in response to COVID-19. Staff has worked through the process of furloughing dispatchers to reduce their hours to 30hrs/week. Some transportation staff have been laid off due to reduced services. MCEDD's personnel policy stipulates an employee working 30 or more hours is eligible for pro-rated benefits. This will impact employees who will be paid through the National Sick Leave Act and Emergency Family Medical Leave Act, as the paid time is reduced to 66.7%, which is below 30 hours per week. Additionally, if services are further reduced, employees will be reduced to less than 30 hours per week. Siri noted the majority of transportation funds are grant funds from the state. The state communicated that if MCEDD still continues to offer benefits to employees working less than 30 hours per week, those costs are still reimbursable. Siri asked the Executive Committee to consider if MCEDD should continue to pay full benefits to staff members who have been laid off or furloughed.

Discussion: Les Perkins stated that if MCEDD can continue to provide benefits during this time, it should, as this is a critical piece of security for employees. Dana Peck agreed, noting the expense would be reimbursable. Eric Proffitt asked what kind of benefits would be offered to staff members who have been laid off. Siri noted these employees are eligible for COBRA benefits, which would cost approximately an additional \$20 a month per employee.

Les Perkins motioned to approve continuing to provide 100% employee benefits to any employee who is affected by a reduced work schedule, layoff, and/or furlough, which includes covering COBRA costs as necessary, for a 3 month period. Ken Bailey seconded the motion. Motion carried unanimously.

LOAN PROGRAM DISASTER RELIEF

Jessica Metta reported that several of MCEDD's loan clients are or may be negatively impacted by the COVID-19 pandemic. The Loan Administration Board held an emergency meeting and authorized staff to provide payment relief options to MCEDD loan clients without additional approval by the LAB. Authorized options include:

- Loan payment deferrals with interest capitalized to loan principal for up to 2 months for existing clients.
- Interest-only payments for up to 6 months.
- Waiving late fees for March and April 2020.
- Loan amount increases with collateralization of at least 125% for amounts over \$15,000 and at least 75% collateralization for amounts \$15,000 or less.
- Short term working capital loans up to \$15,000 with up to 30-month repayment period, 5%-7% annual interest rates, and no loan fees with at least 75% collateralization, with a relief term intro of 4.25% for the first 6 months.

Jessica noted there are conditions to qualifying for the approved options, including the client must be current on all conditions of the loan agreement, and financials will be required.

Bill Schmitt joined the meeting.

Jessica explained Business Oregon contributed \$300,000 to the Oregon Community Foundation for entities like MCEDD to request grants. Jessica worked with Israel Ayala to review the program. Staff requests approval to apply for a \$75,000 grant which, if successful, will cover expenses and allow MCEDD to extend deferrals beyond 2 months for clients who need additional resources.

Discussion: Steve Kramer asked that staff keep the Executive Committee updated on loan relief as the COVID-19 situation moves forward, noting an emergency meeting can be held if any issues come up. Ken Bailey stated that if there are other opportunities to access funds that will provide relief to clients, MCEDD should be open to exploring that option. Steve thanked MCEDD staff for preparing the mcedd.org/ready business and employee resource page.

Dana Peck motioned to approve applying for a \$75,000 Oregon Community Foundation grant. Bill Schmitt seconded the motion. Motion carried unanimously.

OTHER COVID-19 RESPONSE ACTIVITIES

Jessica Metta outlined the additional steps MCEDD staff is taking to address the COVID-19 pandemic. She noted that at the regional level, Oregon Regional Solutions, staff-level regional economic development and workforce partners, and key state agency and federal staffers have pulled together to create the Mid-Columbia Economic Resiliency team. This work builds from economic resiliency work MCEDD has done over the last few years. MCEDD staff has been working to build a COVID-19 resources page and sending members of the Mid-Columbia Resiliency Team a daily digest summarizing new information.

Jessica explained the LINK Public Transportation is focusing on balancing public transportation needs with keeping riders and staff healthy. Precautions taken include limiting rides to essential rides, reducing hours of operation, limiting handling of cash and tickets by providing free rides, and closing the LINK lobby to the public. Staff will track expenses related to COVID-19, including loss of revenue, to submit for reimbursement.

MCEDD staff has been asked to work remotely as much as possible, and in-person meetings have been moved to telephone or video conference. Staff has remote access to the server. In-office staff regularly cleans frequently-used common spaces. Employee areas have been marked with tape to encourage social distancing.

Discussion: Dana Peck noted the COVID business information being sent out is valuable, and the chamber has received positive feedback from those it has forwarded the resources to. Eric Proffitt thanked MCEDD staff for its economic resiliency work, noting the materials have served as a model to other counties when Eric and his team have talked to employment department associates across the state. Steve Kramer noted he will help MCEDD get tied in with Wasco, Sherman, and Gilliam counties regarding regional resiliency. He noted Carrie Pipinich and Nate Stice have done a great job making these connections. Steve stated flexibility is key as MCEDD moves through the pandemic. Ken Bailey emphasized prioritizing items during the pandemic, noting some things may need to be placed on hold until a later time. He encouraged MCEDD staff to practice self-care and to care for their families. The Executive Committee agreed with this sentiment.

EXECUTIVE DIRECTOR HIRING PROCESS REVIEW

Jessica Metta encouraged the Executive Committee to review the hiring process of the Executive Director and to suggest improvements that would improve the process.

Discussion: Ken Bailey stated the process went well, but there was too much time between when the Executive Committee chose a candidate and when the MCEDD Board approved that candidate. In the future, an emergency board meeting should be called to expedite the approval process timeline. The Executive Committee agreed.

MEYER MEMORIAL TRUST GRANT REQUEST

Jessica Metta explained MCEDD is looking for grant funding to support the Energy Coordinator position for two years. The Meyer Memorial Trust's annual funding opportunity is open through April 13, 2020. MCEDD would like to apply for a \$50,000 grant to provide capacity to support the Hood River Energy Plan and the remaining two years of the Energy Council's current workplan. Match funds will leverage local funding from local partners.

Discussion: Les Perkins stated it is critical to find funding while long-term funding is sought. The Energy Coordinator position provides support to the Energy Council, and there are currently many projects in various stages of development. Dana Peck noted Marla Harvey has been invaluable for other energy-related projects MCEDD is involved in.

Bill Schmitt motioned to approve applying for a Meyer Memorial Trust Grant to support the Energy Coordinator position. Dana Peck seconded the motion. Motion carried unanimously.

EXECUTIVE DIRECTOR REPORT

Jessica Metta, Executive Director, highlighted that the Bus Barn project should be complete by the end of June. Crestline notified MCEDD that the project schedule could potentially change due to the COVID-19 pandemic, but so far, the project has not been impacted. For other updates, Jessica directed the Executive Committee to the Executive Director's Report submitted in the packet.

OTHER NEW BUSINESS

No other new business was presented.

ADJOURN

Meeting adjourned at 4:53 p.m.

Respectfully submitted, Lauren Hernandez, Office Administrator



FINANCIAL SUMMARY

As of March 31, 2020

Balance Sheet. Total Cash balance as of 03/31/20 is \$4,144,710. Accounts Receivable (1202) balance is largely due to contractual and grant related receivables. Accrued Loan Interest (1260) balance of \$41,288.27 is solid through March, however, the impact on the Loan programs will start to be felt in April as deferrals and loan modifications begin to happen due to COVID-19. The strong loan activities in FY19 will help to carry the loan program through FY20 and partially through FY21, depending upon the long-term affect of the current pandemic. Accrued Loan Payment (2030) is MCEDD's liability to the USDA for the IRP funds, of which a large payment usually takes place in June. The liability has been accruing throughout the fiscal year. However, the LAB did approve to request through USDA to request a deferral of MCEDD loan payments. Current Net Position is \$11,485,313.32.

Operations Budget vs. Actual.

Revenue

Total Revenue reflects receipt of 80.8% of the anticipated revenue through March 2020 budget for FY20. Anticipate Federal, State, and Farebox revenue for Transportation Operations to decrease April – June 2020, due to decreased services, as the majority of funding for Transportation is based on reimbursable grants through ODOT. Contract Reimbursement revenue is expected to remain solid through the end of the FY, as many projects are still moving forward.

Expenses

Although personnel have been laid off, Personnel Expenses (5000) is expected to continue as a steady expense. As a reimbursing employer who reaps the benefits of a very low Unemployment Insurance tax rate, MCEDD will be reimbursing the State for benefits paid to employees. These costs are personnel expenses. Expect Bonds and Insurance (6800) to increase, depending upon the status of the Bus Barn, as this building will need to be added to the insurance policy. Additionally, Capital Purchase (9100) continues to increase as the Bus Barn project moves forward. To date, 61.4% of the FY20 Capital budget has been spent. For the FY20 Expense budget through March 2020, 73.4% has been expended.

On a FY basis, 63.4% of revenue has been recognized and 58.8% of the expense budget has been spent.

Respectfully Submitted,

Siri Olson
Finance & Operations Manager

Mid-Columbia Economic Development District
Balance Sheet
As of March 31, 2020

	Mar 31, 20	Mar 31, 19
ASSETS		
Current Assets		
Checking/Savings		
1000 - Bank Demand Deposits		
1010 - MCEDD Checking	90,618.07	63,329.00
1015 - MCEDD MM	414,983.10	408,311.66
1020 - IRP		
1021 - IRP - Sherman	44,699.86	193,311.88
1022 - IRP - WA	22,909.04	101,226.69
1020 - IRP - Other	183,165.80	-42,727.82
Total 1020 - IRP	250,774.70	251,810.75
1030 - Loan Funds		
1036 - EDA RLFs	167,544.84	168,666.05
1045 - Reg Strat	53,912.40	135,947.44
1050 - RBEG-OR	47,516.96	114,926.67
1055 - RBEG-WA	5,300.73	94,322.75
1057 - RBEG-KL	45,060.33	126,619.57
1067 - CDBG Microenterprises	86,929.38	70,160.56
Total 1030 - Loan Funds	406,264.64	710,643.04
1031 - Housing RLF	1,392,551.24	1,191,658.49
1070 - National Scenic Fund	1,354,565.12	1,014,829.26
Total 1000 - Bank Demand Deposits	3,909,756.87	3,640,582.20
1100 - CDS	96,072.01	96,072.12
1122 - IRP - DDM Product	138,731.12	421,226.63
1125 - LINK Petty Cash	150.00	50.00
1196 - OR Telecom Conference	0.00	0.02
Total Checking/Savings	4,144,710.00	4,157,930.97
Accounts Receivable		
1202 - Accounts Receivable	35,706.06	83,462.26
Total Accounts Receivable	35,706.06	83,462.26
Other Current Assets		
1200 - Receivables & Accruals		
1210 - Accrued Revenue	-2,175.00	0.00
1240 - Prepaid Expenses	10,232.84	8,359.78
1260 - Accrued Loan Interest	41,288.27	30,713.20
Total 1200 - Receivables & Accruals	49,346.11	39,072.98
1300 - Loans Receivable		
1330 - MCEDD Loans Receivable		
1320 - IRP	2,217,299.30	2,122,095.78
1321 - IRP - Sherman	199,981.33	51,700.10
1322 - IRP - WA	296,938.08	216,516.20
1336 - EDA RLFs	745,799.59	593,501.85
1345 - Reg Strat	122,652.25	34,617.56
1350 - RBEG-OR	282,740.65	203,641.01
1355 - RBEG-WA	93,487.97	1,772.29
1357 - RBEG-KL/SK	84,794.10	0.00
1367 - CDBG Microenterprises	22,831.91	37,113.15
1371 - Housing RLF	532,266.55	836,727.14
1372 - MCEDD Micro Loan	19,459.57	0.00
Total 1330 - MCEDD Loans Receivable	4,618,251.30	4,097,685.08
1370 - OIB Loans Receivable	1,637,982.72	1,919,335.38
Total 1300 - Loans Receivable	6,256,234.02	6,017,020.46

Mid-Columbia Economic Development District
Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>	<u>Mar 31, 19</u>
1500 - Allowance for Doubtful Loans		
1520 - IRP Allowance	-132,493.11	-158,999.33
1521 - IRP - SH Co	-10,387.61	-8,115.80
1522 - IRP - WA	-15,257.43	-25,097.07
1536 - EDA RLFs Allowance	-41,277.39	-34,023.66
1545 - Reg Strat Allowance	-10,036.11	-2,138.04
1555 - RBEG Allowance	-30,833.86	-12,426.19
1567 - CDBG Microenterprises	-2,021.76	-2,736.88
1571 - Housing RLF Allowance	-14,737.95	-27,918.84
1575 - OIB Allowance	-48,906.65	-47,404.77
Total 1500 - Allowance for Doubtful Loans	<u>-305,951.87</u>	<u>-318,860.58</u>
Total Other Current Assets	<u>5,999,628.26</u>	<u>5,737,232.86</u>
Total Current Assets	<u>10,180,044.32</u>	<u>9,978,626.09</u>
Fixed Assets		
1600 - Fixed Assets		
1610 - Building/Land	1,216,060.00	1,216,060.00
1605 - Vehicles	164,627.00	127,534.00
1650 - Accumulated Depreciation	-75,418.00	-21,675.00
Total 1600 - Fixed Assets	<u>1,305,269.00</u>	<u>1,321,919.00</u>
Total Fixed Assets	<u>1,305,269.00</u>	<u>1,321,919.00</u>
TOTAL ASSETS	<u>11,485,313.32</u>	<u>11,300,545.09</u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable	20,588.63	10,533.71
Other Current Liabilities		
2030 - Accrued Loan Payment	86,830.70	86,651.12
2035 - Accrued Interest Payable	257.82	166.47
2050 - PTO - Accrued	50,619.87	40,398.10
2070 - Health Insurance Payable	-22,070.21	-23,554.84
2080 - Life & Disability Payable	-759.77	-739.58
2090 - WC SAIF Ins	-6,113.82	-3,563.72
2100 - Payroll Liabilities		
2110 - Federal Payroll Liability	-187.49	2,548.62
2120 - State Payroll Liabilities	740.30	107.47
2180 - Payroll Liabilities - Prior Per	0.00	2,778.92
2100 - Payroll Liabilities - Other	-33.11	-2,736.00
Total 2100 - Payroll Liabilities	<u>519.70</u>	<u>2,699.01</u>
Total Other Current Liabilities	<u>109,284.29</u>	<u>102,056.56</u>
Total Current Liabilities	<u>129,872.92</u>	<u>112,590.27</u>
Long Term Liabilities		
2820 - IRP Loan Payable \$1million	401,776.57	439,828.29
2821 - IRP Loan Payable \$600,000	352,994.87	374,717.70
2822 - IRP Loan Payable \$750,000	521,941.86	548,296.90
2823 - IRP Loan Payable - WA \$310,000	263,997.61	274,411.33
2824 - IRP Loan Payable - SH \$200,000	166,603.11	173,359.52
Total Long Term Liabilities	<u>1,707,314.02</u>	<u>1,810,613.74</u>
Total Liabilities	<u>1,837,186.94</u>	<u>1,923,204.01</u>
Equity	<u>9,648,126.38</u>	<u>9,377,341.08</u>
TOTAL LIABILITIES & EQUITY	<u>11,485,313.32</u>	<u>11,300,545.09</u>

Mid-Columbia Economic Development District
Budget vs. Actual FY20
July 2019 through March 2020

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4000 · Carryover Revenue	717,487.48	572,645.00	144,842.48	125.29%
4010 · Trans Frm/To Fund (MATCH)	11,160.87	499.98	10,660.89	2,232.26%
4012 · Trans From/To Fund (SUPPORT)	-20,739.65	10,392.72	-31,132.37	-199.56%
4100 · Federal	274,828.37	566,171.21	-291,342.84	48.54%
4200 · State	320,604.05	557,001.00	-236,396.95	57.56%
4300 · Local Match	64,153.28	24,750.00	39,403.28	259.21%
4400 · Local Assessment	60,946.00	60,709.50	236.50	100.39%
4500 · Contract Reimbursement	569,233.84	684,008.24	-114,774.40	83.22%
4600 · Loan Interest	241,973.74	277,659.72	-35,685.98	87.15%
4700 · Loan Processing Fees	14,066.03	17,812.49	-3,746.46	78.97%
4705 · Loan Filing Fees	1,347.42	3,450.04	-2,102.62	39.06%
4710 · Loan Late Fee	3,471.34	3,074.99	396.35	112.89%
4750 · Investment Interest	1,433.87	797.96	635.91	179.69%
4800 · Other Revenue	8,700.66	7,152.75	1,547.91	121.64%
4803 · Sponsor Donations	500.00			
4805 · Farebox Revenue	22,806.29	26,249.99	-3,443.70	86.88%
4934 · In-Kind Revenue	0.00	24,326.24	-24,326.24	0.0%
Total Income	<u>2,291,973.59</u>	<u>2,836,701.83</u>	<u>-544,728.24</u>	<u>80.8%</u>
Gross Profit	2,291,973.59	2,836,701.83	-544,728.24	80.8%
Expense				
5000 · Personnel Expense	950,934.46	1,138,269.16	-187,334.70	83.54%
6110 · Travel & Conference	19,237.68	26,437.50	-7,199.82	72.77%
6190 · Event Services	2,305.00	2,925.00	-620.00	78.8%
6200 · Equipment	43,908.66	9,232.48	34,676.18	475.59%
6300 · Supplies	15,947.11	33,060.07	-17,112.96	48.24%
6400 · Professional Services	145,246.48	360,769.38	-215,522.90	40.26%
6500 · Vehicle Costs	52,752.27	88,362.73	-35,610.46	59.7%
6600 · Communications	15,869.23	31,516.48	-15,647.25	50.35%
6700 · Building Costs	20,228.70	79,507.46	-59,278.76	25.44%
6800 · Bonds & Insurance	14,165.00	8,256.74	5,908.26	171.56%
6900 · Other Materials & Supplies	8,819.41	9,809.27	-989.86	89.91%
9000 · Indirect Spread	-199.47	1.23	-200.70	-16,217.07%
9100 · Capital Purchase	192,727.62	235,382.99	-42,655.37	81.88%
9600 · Transfer to/from Source	3,963.47	1,499.99	2,463.48	264.23%
Total Expense	<u>1,485,905.62</u>	<u>2,025,030.48</u>	<u>-539,124.86</u>	<u>73.38%</u>
Net Ordinary Income	806,067.97	811,671.35	-5,603.38	99.31%
Other Income/Expense				
Other Expense				
7300 · Student Tickets	238.50			
7400 · Loan Payment	91,035.00	91,530.72	-495.72	99.46%
7500 · Carryover to Next Year	626,563.00	626,563.00	0.00	100.0%
7600 · In-Kind Contractual	0.00	24,326.24	-24,326.24	0.0%
Total Other Expense	<u>717,836.50</u>	<u>742,419.96</u>	<u>-24,583.46</u>	<u>96.69%</u>
Net Other Income	<u>-717,836.50</u>	<u>-742,419.96</u>	<u>24,583.46</u>	<u>96.69%</u>
Net Income	<u><u>88,231.47</u></u>	<u><u>69,251.39</u></u>	<u><u>18,980.08</u></u>	<u><u>127.41%</u></u>

Memorandum

To: MCEDD Executive Committee
From: Jessica Metta, Executive Director
Date: April 29, 2020
Re: Personnel Policy Adjustment

Background

The current MCEDD Personnel Policy regarding the timing of step increases and employee performance reviews creates confusion that can lead to missed step increase opportunities for employees. We are requesting guidance and approval to adjust the timing of step increases to match the employee performance reviews.

Current Policy

Currently the policy says (highlights added, only relevant sections excerpted in this memo and the full policy is attached):

5. Employee Compensation

5.1 Employee Compensation: The District maintains a pay plan covering all positions in the District showing the minimum and maximum rates of pay. In arriving at such salary ranges consideration is given to prevailing rates of pay for comparable work in other public and in private employment. The District shall endeavor, within budgetary constraints, to use the following compensation procedure:

- 5.1.1 New employees shall generally start at the bottom of the applicable range. The Board or the Executive Director may start an employee at a higher step if the qualifications of the employee warrant.
- 5.1.2 After completion of a successful six-month employment period the employee may be eligible to advance one salary increment or step.
- 5.1.3 **After eighteen months** of successful continuous employment, the employee may be eligible to advance one salary increment or step. **Each anniversary thereafter**, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase or pay advance is not guaranteed.
- 5.1.4 The Executive Director may elect to recognize extraordinary job performance by exceeding the regular step increases.
- 5.1.5 In no case shall the maximum compensation for a range be exceeded unless additional compensation has been approved by the Board.

9. Employee Performance: The performance of each employee shall be evaluated and reviewed with the **employee annually**. Direct supervisors shall evaluate employees they manage based on a performance evaluation system provided by the Executive Director and the Executive Director shall evaluate supervisors and all other staff. The Board shall review and evaluate the performance of the Executive Director.

9.1 Purpose: Employee performance reviews are an essential communication process between the employee and the District. The performance appraisal is an opportunity for the supervisor and employee to review whether previously discussed performance expectations and goals have been met, to discuss professional development opportunities, and to identify options for acquisition of additional skills and knowledge to foster performance improvement and career growth. It also serves as a basis of personnel decisions – merit increases, promotion and termination.

9.2 New Employees and Employees in a New Position: Newly hired employees and employees in a new position will participate in goal-setting interview/reviews as often as appropriate and will have **at least one performance evaluation before the completion of six months employment and at least one more before the completion of twelve months employment.**

The practice has been to have evaluations at 3 months, 6 months, 12 months and then every 12 months thereafter. Step increases come at 6 months, 18 months and then every 12 months thereafter. This mid-year consideration for step increases that is not tied to a concurrent performance evaluation has been missed by supervisors in the past.

Request

Adjust the step increase timing to match the evaluation timing of 6 months, 12 months and then every 12 months thereafter. Specifically, 5.1.3 would be adjusted to read (strike and underline version):

After twelve ~~eighteen~~ months of successful continuous employment, the employee may be eligible to advance one salary increment or step. Each twelve-month anniversary thereafter, the employee may be eligible to advance one step increase until the top of the applicable range is reached. A step increase or pay advance is not guaranteed.

Memorandum

To: MCEDD Executive Committee

From: Jessica Metta, Executive Director

Date: April 29, 2020

Re: Finance Staffing Options

Background

Siri Olson, MCEDD Finance and Operations Manager, will be with MCEDD in the office until May 15 and presenting for the Budget Committee on May 21 as her last day of employment. The position is posted and closed for first-round consideration on May 11. Even if hiring goes well and moves quickly, there will be a period of time when we are without this position. Currently, our Office Administrator Lauren Hernandez process AP/ AR. She is also being trained on payroll but has yet to complete the process on her own.

Given my brief time in this position, the fluctuations in our finances as a result of COVID-19, payroll support needs, and uncertainty about the length of time to hire and train new staff, I have been researching interim support options for MCEDD. I have reached out to prior staff, several consultants, and a sister economic development district to get information and proposals. I have also discussed ideas with our auditor. At this time, I am thinking we would be served with 50-60 hours per month for two months to overlap with Siri's time in the office, address our interim needs, and overlap slightly with the new hire. I will have more information for the meeting so that the Executive Committee can provide feedback.



**Executive Director's Report
Prepared for the May 2020 Executive Committee Meeting**

Business Assistance

- The Loan Administration Board approved a modification request for C&E, LLC and a new loan for Lost Lake Resort, Inc. for \$75,000. C&E hopes to have their new 7-unit apartments complete in May.
- MCEDD received payoffs from Skunk Brothers Spirits, Inc. and T&B Transportation Services, LLC, increasing our available to loan amounts.
- The Oregon Investment Board approved new loans using its COVID-19 relief funds for Romul's West, LLC for \$35,000 and Lucy's Informal Flowers for \$35,000.
- We are working through processing almost 40 deferral requests from MCEDD and OIB loan clients. We have come up with a form to streamline the process but it still requires time.
- At their initiation, we have been in discussion with Google about possibly setting up a business grant program through Four Rivers Community Corporation to benefit small businesses in The Dalles.
- We applied for the Oregon Community Foundation Business Stabilization Fund for \$75,000 to support our current loan clients but have yet to hear back.
- On April 23, the Oregon Emergency Board approved \$10M to support small businesses but seem to specifically say the funds cannot go to EDDs but to CDFIs like Craft 3 and Community Lending Works. There only a few in the state and although they say they operate statewide, we have not seen them in our region. We are trying to get clarity on whether we can adjust how those funds flow to better serve our region.

Transportation Division

- We held a meeting of the Transportation Administration Board to discuss the Gorge Regional Transit Strategy, The Link's COVID-19 response, and parameters around which we might consider a joint pass with Columbia Area Transit. We welcomed new members Dee Van Guilder from Sherman County and Sophie Miller from Skamania County.
- The Link continues to operate at our COVID-19 response levels and providing free rides. This is posted through May 15 for now.
- Through the CARES program, we were able to apply for almost \$130,000 of funding to support our operations, backdated into January. There was no match requirement for these funds. The FTA/ODOT have also lowered our match rate from 50% to 0% for one of our operating grants that funds our dial-a-ride services. These will cover the additional cleaning materials, PPE, cleaning time and other COVID-related expenses.
- We submitted a purchase order to purchase two buses for The Link that will arrive after July 1. The quotes came in slightly under budget for the grant we have.

- Our two new billboards for The Link have been installed in The Dalles! They both are the same image.
- Kathy has been offered additional assistance for the Gorge Regional Transit Strategy from the USDOT Volpe National Transportation Center for our next step in reviewing existing transportation plans for gaps and coordination. This offers is the result of good relationships with the USFS National Scenic Area office that Kathy has been developing and some excess capacity they had from Volpe doing some work for their office.
- Kathy will be presenting initial findings from the Wasco County Coordinated Transportation Plan survey research to the Wasco County Special Transportation Advisory Committee.



Project Management

- This month has been all about grant application submissions:
 - The application to the RARE program was submitted. The proposed position will support economic resilience work and CEDS update process. The application to the Ford Family Foundation for support of the RARE application was submitted.
 - The USDA Rural Business Development Grant was submitted that would expand the business outreach activities funded through Oregon’s Rural Opportunity Initiatives grant we received. We also received the contract for the ROI grant this month.
 - The application to Meyer Memorial Trust to support the Energy Coordinator’s position was submitted.
- The GTA recently held a vote of the membership on the Board of Directors openings. Three incumbents were re-elected and a new employee from Google was approved.
- Wasco EDC is moving forward with modifications to their 2020 work plan to reflect COVID-19 impacts and welcomed new member Fritz Ellet. The opening from the Dufur area and the City of The Dalles are still to be filled.
- Our team is also focused on supporting the region through COVID-19. The weekly Mid-Columbia Economic Resiliency Team meetings have been well attended and positively received. We were pleased to welcome Governor Brown on April 24 and had Senator Wyden earlier in April. Our daily digests of information are transitioning to a weekly digest and we continue to keep mcedd.org/ready up to date. We are also having weekly leadership team meetings and focused meetings on the reopening frameworks, ag support, broadband access, and other topics as needed. I participated on a panel as part of a Western Governors Association webinar on COVID-19 support. Staff is engaging with the unified command structure for Wasco, Sherman, and Gilliam Counties to support information sharing around resources for businesses and employees and beginning the process to plan for longer term recovery.
- Project management staff has been adjusted to cover the Gorge Tech Alliance for now. Carrie will be taking the lead for the GTA with continued support from Ami Trosley. Jacque Schei has been increased to full-time to support the Sherman County and Wasco County Economic Development projects, with Carrie still serving as lead for those. We will reassess how this is working after June 30.

Operations and Facilities

- Bus barn construction is on track with the pre-fab building to arrive on May 6. Crestline has done a great job on the project.
- Staff is deep into budget preparation as we look towards the May 21 Budget Committee meeting. We are also preparing a supplemental budget for the June 18 Full Board meeting.
- Staff continues to be mostly remote with loan and finance staff needing to be in the office more often, in addition to transportation staff. We are following physical distancing protocols and wearing masks as needed. Remote access for Portfol is still an issue.
- We submitted the required reports for our EDA planning grant: the Mid-Point Report that summarizes work over the last year towards our approved scope as well as a Government Performance and Results Act form that tracks investments and jobs.
- The Deputy Director and Finance and Operations Manager jobs are posted and close May 4 and May 11, respectively, for first-round consideration. Many thanks to Eric Proffitt for his work on directing candidates our way.