



**Mid-Columbia Economic Development District**

**MCEDD Loan Administration Board Meeting**

**Tuesday, May 21, 2024**

**8:00am**

Via Zoom: <https://us06web.zoom.us/j/81696043532>

Or call 669-900-6833, Meeting ID: 816 9604 3532

**AGENDA**

<b>Topic</b>	<b>Estimated Time</b>	<b>Item</b>
Call to Order, Introductions		
Loan Administration Board Minutes <i>April 16, 2024</i>	5 minutes	Approval
New Attainable Housing Loan Request <i>Jonathan Blum</i>	20 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b>		
Regular Session Reconvened		
Loan Action	5 minutes	Approval
Funded Loan Updates <i>Hood View Services, LLC</i> <i>Café Genevieve, LLC</i>	10 minutes	Information
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b>		
Regular Session Reconvened		
Loan Action	5 minutes	Approval
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 us at (541) 296-2266; TTY 711 at least 48 hours before the meeting. MCEDD is an equal opportunity employer, lender, and provider.

## **Executive Session Protocol**

### **MCEDD Loan Administration Board**

After discussion agenda items are presented in open session by MCEDD staff, the LAB Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the MCEDD Loan Administration Board to order".

LAB Chair asks all non-staff and non-LAB members to leave the meeting. Staff will explain to visitors where they can wait and that they will be invited into Executive Session when their agenda item will be discussed.

For each discussion item on the agenda for Executive Session, the LAB Chair will follow the following procedural steps:

1. Invite the loan applicant (or their representative) into the Executive Session for the presentation of their loan request. LAB Chair requests a brief presentation from MCEDD staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the LAB Chair asks if there are any questions for the loan applicant or MCEDD staff.
3. Following questions and discussion by the LAB, the loan applicant (and/or their representative) is asked to leave Executive Session with instruction that they will be invited into the Open session when Executive Session is adjourned.
4. LAB Chair asks LAB members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons into Executive Session for the next discussion item.
5. Additional discussion between the LAB members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.
6. At the end of discussion, the LAB chair will close the Executive Session. The LAB moves back to open session. At this point, the LAB Chair asks for a motion on the decision items in open session. Following a proper motion (motion and a second), the LAB chair requests discussion on the motion. Following any discussion, the LAB chair requests a vote ("all those in favor, signify by saying aye" "all opposed signify by saying nay" "any abstentions?"). Staff may ask for a roll-call vote, if the responses are unclear.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT LOAN  
ADMINISTRATION BOARD MEETING MINUTES**

Tuesday, April 16, 2024, at 8:00am  
Virtual Only

**ATTENDANCE**

*BOARD:* Scott Clements, Tom Lannen, AJ Tarnasky, Jennifer Euwer, Judge Joe Dabulskis

*STAFF:* Jessica Metta (Executive Director), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant)

**CALL TO ORDER/ INTRODUCTIONS/ FUNDED LOAN UPDATES**

There was no quorum so the meeting was not formally called to order. The Board met new member Jennifer Euwer. Jessica asked to share confidential updates on existing clients Forget Me Not Ventures LLC and Hood View Services LLC.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:09 am.

*Regular session resumed at 8:16 am. No action was taken.*

Joe Dabulskis joined the meeting at 8:18 am, bringing the group to quorum. It was decided to move ahead with business. Scott asked AJ to chair the meeting on his behalf.

**CALL TO ORDER**

AJ Tarnasky called the meeting to order at 8:18 am.

**MINUTES APPROVAL**

**Joe Dabulskis motioned to approve** the minutes from the April 2, 2024 meeting. Scott Clements seconded the motion. Jennifer Euwer abstained. All others voted in favor and the motion passed.

**LOAN MODIFICATION: CAFÉ GENEVIEVE’S, LLC.**

Jessica asked to enter Executive Session to discuss a loan modification request for existing client Café Genevieve’s LLC.

**EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Loan Administration Board moved into Executive Session at 8:20 am.

*Regular session resumed at 8:27 am.*

**LOAN ACTION: CAFÉ GENEVIEVE’S, LLC**

**Scott Clements motioned** to defer payments up to 90 days at the discretion of the executive team. Joe Dabulskis seconded the motion. All voted in favor and the motion passed.

**ADJOURN**

AJ Tarnasky adjourned the meeting at 8:29 am.

*Respectfully submitted by Jill Brandt, Administrative Assistant*