



# HOOD ECONOMIC ALLIANCE

*Clackamas, Hood River, and Wasco Counties*

**Board Meeting**  
**November 20, 2020**  
**9:00 – 10:00 a.m.**

**Zoom Link:**

<https://zoom.us/j/97316978964?pwd=cXBHdnJyMTFwTUJiZGRxY0w3YmpsZz09>

Call in Number: 253-215-8782

Meeting ID: 973 1697 8964

Passcode: 377110

## AGENDA

<b>Topic</b>	<b>Estimated Time</b>	<b>Item</b>
Call to Order, Conflict of Interest Disclosures, Introductions		
Minutes <i>August 28, 2020</i>	5 minutes	Approval
Financial Report	10 minutes	Acceptance
Board Officer Elections	10 minutes	Approval
Loan Updates	10 minutes	Decision
<b><i>Executive Session per ORS 192.660 (f)</i></b> (Exempt Documents) <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
MCEDD Transition Update	10 minutes	Information
Other New Business, Good of the Order		
Adjourn		

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

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**Executive Session Protocol**  
**Mount Hood Economic Alliance (MHEA) Board**

After discussion agenda items are presented in open session by MHEA staff, the MHEA Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the Mount Hood Economic Alliance to order"

MHEA Chair asks all non-staff and non MHEA 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 MHEA 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. MHEA Chair requests a brief presentation from MHEA staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the MHEA Chair asks if there are any questions for the loan applicant or MHEA staff.
3. Following questions and discussion by the MHEA, 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. MHEA Chair asks MHEA members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons in to Executive Session for the next discussion item.
5. Additional discussion between the MHEA members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the MHEA chair will close the Executive Session. The MHEA moves back to open session. At this point, the MHEA Chair can ask for a motion of the decision items in open session. Open session is when the MHEA can make decisions on agenda items.

**Mt Hood Economic Alliance**  
**Clackamas • Hood River • Wasco Counties**

**Board Meeting**

August 28, 2020

Zoom Meeting

The meeting was called to order by Mike Wells. The following board members called in: Ken Bailey, Michael Friend, Renate Mengelberg, Jessica Metta, Dave Piper, and David Snider. Guest: Michael Held—Business Oregon.

AGENDA ITEM 1—Welcome and Introductions—Mike opened the meeting. Meeting participants introduced themselves.

AGENDA ITEM 2—MHEA Business

- ✚ Approval of June 19, 2020 Board Meeting Minutes—Approved (DP/MF)
- ✚ July 2020 Financial Statement. Received/Approved unanimously. (RM/DS)
- ✚ Update on MHEA Loans
  - The Grateful Farmer—Paid of their note.
  - Rivertap—Tom Wood sent MHEA a letter and a check for \$5,000, requesting that MHEA take a single payment of \$50,000 and write off the remaining principal of the loan (over \$112,000.) (see attached) The Board said to send a (second) response to Mr Wood that forgiving debt principal was not an option and that MHEA would wait to cash his \$5,000 following receipt of a new loan repayment plan.
  - Wippersnappers—They are moving forward with their daycare certification, but the County is still only in Phase 2 COVID operation. They have requested forbearance until the first of the year. (See attached) The board approved the request. (DP/RM)
  - Other MHEA Loans—All the other loans are current.

AGENDA ITEM 3—MHEA Administrative Transition

- ✚ New Administrative Contract—MCEDD provided a proposal for MHEA Loan Program Administration. (see attached) There proposed Scope of Work mirrors the work currently being done, although website management will be added the contract. Compensation will be a prorated amount of the budgeted administrative line item, so that it matches MHEA's fiscal year. The Board approved the proposal with Ken Bailey noting that he currently serves on both boards, and Jessica Metta abstained. (BD/JS).
- ✚ Corporate Resolution of Authorized Banking Signatories—The Board approved the attached resolution. (MF/RM)

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Recorded: Mary McArthur

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Mike Wells—Chair

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