



Clackamas, Hood River, and Wasco Counties

Board Meeting
September 15, 2023
9:00 – 10:00 a.m.

Virtual Only via Zoom: <https://us06web.zoom.us/j/87993591473>
Or call: 253-215-8782, Meeting ID: 879 9359 1473

AGENDA

Topic	Estimated Time	Item
Call to Order, Introductions		
Minutes	5 minutes	Approval
Financial Report	5 minutes	Acceptance
New Loan Request <i>Vibe Consignment LLC</i>	20 minutes	Decision
<i>Executive Session per ORS 192.660 (f)</i> (Exempt Documents) <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Funded Loan Updates <i>Picture This Framing and Print</i>	10 minutes	Information
<i>Executive Session per ORS 192.660 (f)</i> (Exempt Documents) <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Board Officer Election	5 minutes	Decision
Staff Updates	5 minutes	Information
Other New Business, Good of the Order		
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 MCEDD at (541) 296-2266 at least 48 hours before the meeting so arrangements for appropriate accommodations can be made.

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, except that representatives of the news media are allowed to attend but cannot disclose any information. 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.

**MOUNT HOOD ECONOMIC ALLIANCE
BOARD MEETING MINUTES
Friday, June 16, 2023 at 9:00am
Virtual Only**

ATTENDANCE

MHEA Members: Mike Wells, Ken Bailey, Matt Lorenzen, Steve Kramer, Pam Gramenz, James Graham

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

CALL TO ORDER / INTRODUCTIONS

Chair Mike Wells called the meeting to order at 9:07 am. There was a quorum present.

MINUTES APPROVAL

Steve Kramer motioned to approve the May 26, 2023, minutes as presented. Pam Gramenz seconded the motion. All voted in favor, and the motion passed unanimously.

FINANCIAL REPORT

Jessica said that the financials for the month were straightforward. She asked for any questions. *There were none.*

Ken Bailey motioned to approve the financial report as given. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

FY2023 SUPPLEMENTAL BUDGET APPROVAL

Jessica noted that this was the first time that the MHEA has had to approve a Supplemental budget. The changes were due to increased lending activity, the high audit expense, and the approved increase to MCEDD's contract fee. Jessica asked for any questions. *There were none.*

Ken Bailey motioned to approve the FY23 Supplemental Budget as presented by staff. Steve Kramer seconded the motion. All voted in favor, and the supplemental budget was approved.

FY2024 BUDGET SECOND READING/ APPROVAL

Jessica recounted the changes in this budget from the one that was presented at last month's meeting. The audit review expense was renamed financial review as requested since it is more accurate. New loan expenditures were changed to be the full amount available to loan, per Ed Weathers' suggestion. Jessica noted that the new loan principal was usually calculated based on an assumption of lending. It was left at \$150,000 based on previous years' activity. Jessica asked for any questions. *There were none.*

Steve Kramer motioned to adopt the MHEA FY24 Budget as presented. Mike Wells seconded the motion. All voted in favor, and the budget was passed.

MCEDD CONTRACT FOR FY 2024.

Jessica requested Board approval for the new contract. She added that the scope is the same as in previous years.

Steve Kramer motioned to approve the contract between MHEA and MCEDD as presented in the packet. Ken Bailey seconded the motion. All voted in favor and the motion passed.

OPENING NEW BANK ACCOUNT

Jessica explained that the MHEA is now enrolled in Business Oregon's Loan Loss Reserve program, approved at the March 16, 2023, meeting. Originally the amount to be awarded to MCEDD was \$1M which was intended to be split between MCEDD and MHEA, with MHEA having \$250,000 out of that total amount. Since then, Business Oregon decided to award the MHEA the \$250,000 amount directly and award the full \$1M dollars to MCEDD's Loan Loss Reserve. One of the stipulations of the program is to open a new bank account. Board approval is needed to open an account with \$250,000 reserved for the Business Oregon funds.

Discussion: James Graham asked for more details. Jessica explained the Program's purpose and how it works to insure against any loss that the Board might have on loans that are enrolled in the program. At the end of ten years the money in the account will become the MHEA's money for lending. During the program's term, the state will be a cosigner on this account and the MHEA will work with them if there is a default. Jessica added that the program's requirements were not onerous.

Ken Bailey motioned to open a new bank account for the Business Oregon Loan Loss Reserve funds. Steve Kramer seconded the motion. All voted in favor and the motion passed.

Discussion: Mike Wells asked if this new account will be at the same bank as the MHEA's funds. Jessica agreed that the account would be at Wells Fargo.

BOARD OFFICER ELECTIONS

Mike Wells suggested leaving the election of officers until the next meeting if there were no objections since many were not present. *There were none.*

FUNDED LOAN UPDATES: Picture This Frame and Print

Jessica asked to enter Executive Session to discuss the current client Picture This.

EXECUTIVE SESSION

Per ORS 192.660 (f) (Exempt Documents) the Mt. Hood Economic Alliance entered into Executive Session at 9:19 am.

Regular session resumed at 9:24am

Matt Lorenzen left the meeting.

LOAN ACTION: Picture This Frame and Print

Jessica recommended continuing with the course of action that was approved at last month's Board

meeting. *There was general agreement.*

STAFF UPDATES: IGA, PIPELINE

Ami reported that the client Honey Buns has opened their coffee shop in Maupin on schedule! She went last weekend to visit, and it was busy. The shop itself is welcoming and cozy, and the signature Honey Bun was delicious.

Jessica reported that the Clackamas County Board has approved the IGA, and now Pam and James are officially on the Board! She thanked them for being here today to make the quorum.

There has been activity seeking quotes for next year's financial review. MCEDD has reached out to the MHEA's auditors from previous years, with no response yet. Last year's auditors will charge \$7,000 to do the financial review, but MCEDD has received a quote from RTO in The Dalles, estimated at \$5,100. Jessica asked for consensus to go with RTO. She noted that the budget has reserved \$6,000 for this expense. *Everyone present consented.*

OTHER NEW BUSINESS/ GOOD OF THE ORDER

Steve welcomed Pam and James to the group. James Graham was excited about the MHEA as a resource for small business owners in Oregon City and committed to spreading the word. He noted the hard hit that small businesses in Oregon took during the pandemic, losing some 200 small businesses in Oregon City alone. Pam agreed that it was the same in Sandy and Estacada. Mike thanked James for his comments and welcomed Pam also.

Ken Bailey spoke about the officers' positions on the Board, noting that he and Mike Wells have been chair and vice-chair since the MHEA's beginning. He expressed his willingness to turn the leadership over to younger members on the Board and recommended there be at least one Clackamas County rep as an officer. He added that the MHEA can focus more lending towards Clackamas County because MCEDD can assist with small business lending in Hood River and Wasco Counties. Ken also explained that he and Steve Kramer have a slight conflict of interest because they are also both on MCEDD's Board of Directors. He preferred not to be chair but was willing to remain as an officer in order to keep signature availability for MCEDD easily accessible in The Dalles.

Mike Wells agreed, stating that he was also willing to give the Chair responsibility over.

ADJOURNMENT

Mike Wells adjourned the meeting at 9:34 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant

MHEA Financials
August 2023

Revenues						
	Budget	To Date	Balance	% of Budget	Projected Year End	Notes
7/1/23 Relending Fund Balance	311,050	308,280	0		308,280	
Loan Principal Payments	101,137	8,073	-93,064	8%	101,137	
Loan Relending Revenues	412,187	316,353	-95,834	77%	409,417	
Administration Revenues						
Investment Account Interest	8,000	2,022	-5,978	25%	8,000	
Loan Fees	1,500	0	-1,500	0%	1,500	
Loan Late Fees	0	24	24	0%	0	
Loan Interest Payments	46,839	4,360	-42,479	9%	46,839	
2022-2023 Admin Revenue	56,339	6,405	-49,934	11%	56,339	
Expenditures						
Relending Funds						
New Loans	150,000	0	-150,000	0%	150,000	
Total New Loans	150,000	0	-150,000	0%	150,000	
Administration Expenses						
Financial Review	6,000	0	-6,000	0%	6,000	
Bank Fees	75	0	-75	0%	75	
Legal Fees	500	0	-500	0%	500	
Loan Expenses	700	0	-700	0%	700	
State Ethics Commission	50	0	-50	0%	50	
Website	20	0	-20	0%	20	
Administration	22,000	3,302	-18,698	15%	22,000	
Total Admin Expenses	29,345	3,302	-26,043	11%	29,345	
Ending Cash Balance	289,181	319,456	30,275	110%	286,411	