

Economic Development Council of Tillamook County
Executive Board
July 19, 2011

Board Members Present:

Connie Green
Joel George
Harold Strunk
Suzanne Weber
Michele Bradley
Doug Olson
Mike St. Clair

Board Member Not
Present:

Mark Labhart
Aaron Garcia
Dale Stockton

Staff Members Present:

Jeff Sherman
Sally Tuttle
Carla Lyman

General Public in
Attendance

Justin Aufdermauer	Mary McArthur	Ken Bell
Steve Forester	Amy Reiersgaard	Stephanie Hurliman
Stacia Martin		

- **Call to Order:** 12:05 pm—Mike St.Clair
- **Public Comments:** Introductions
- **Consent Agenda**
 - **Motion** by Connie Green/seconded by Michele Bradley; minutes approved
 - **Motion** by Joel George/seconded by Doug Olson; financial reports approved
- **New business**
 - **Executive Director Search Update**
 - One candidate is moving to the next step in the interview process. The additional interviews have been scheduled. The screening committee hopes to recommend no more than three (3) candidates for the final round of interviews.
 - August 15th and 16th are proposed for a third round of interviews. In the final interview process the Board agreed that in addition to a formal interview with the full EDC Board, candidates will meet with small business focus group. The process for gaining feedback from the small businesses owners who participate in the forum group was also discussed.
 - Staff will present a list of potential Small Business owners to invite to participate in the small business forum.
- **Business Incentive Grant Application**
 - The Board heard a recap of the Business Incentive Grant Application submitted in June by Mark Hinz of Kayak Tillamook. The Interim Director's recommendation was to award the \$2500 requested, based on the criteria established at this point. There was discussion regarding how to refine the business grant criteria as well developing a system for determining what has been done and what is the EDCs return on investment.
 - **Motion** by Connie Green/seconded by Joel George that the Board approve this application. Incentive grant was awarded.
 - **Motion** by Connie Green/seconded by Harold Strunk to have staff work to refine the grant process with the assistance of Mary McArthur, as needed and present that draft for Board consideration. Motion passed.
- **SBA Audit Update**
 - This audit went smoothly. Only two items were mentioned and need correction.

- The SBA does not want the names Economic Development Council of Tillamook County and Tillamook Small Business Development Center to be combined. We must be either Tillamook Small Business Development Center or Small Business Development Center of Tillamook as per their branding. The combined Economic and Small business Development Center of Tillamook County is not acceptable to the SBA.
- The SBA representatives also reinforced their policy that the SBDC should not be working with non-profits.
- **Reimbursement Policy**
 - **Motion** by Harold Strunk/seconded by Michele Bradley that the EDC follow the existing TBCC policy on reimbursement. The motion passed.
- **Team Updates**
 - **Jeff Sherman**
 - Starting in August the staff will start reporting against the Strategic Goals.
 - Under Jeff's name the EDC was awarded a scholarship to the NW Economic development course in Ellensburg WA the week of August 22nd. Consensus was to turn down the scholarship. If the EDC has hired a candidate that is available to attend, the EDC will pay for the new Director to attend.
 - **Carla Lyman**
 - Work has begun to close out the three remaining CDBG projects. Women's Crisis Center is nearly finished. We are in the process of taking the next steps to closing out the Hebo project; Melanie Olson is our contact for this project. Cedar Creek Child Care Center is further from closeout than the other DBG projects. Our contact for both the Women's Crisis Center and Cedar Creek Child Care Center is Gloria Zacharias.
 - An overview of upcoming trainings such as OSHA, CCB, R U Bankable, etc. was already presented.
 - **Sally Tuttle**
 - EDC recently received a request for application for the Enterprise Zone project from Garibaldi Hardwoods. The last Enterprise Zone was awarded to Werner Meats.
 - We are getting a lot of contacts from commercial realtors on behalf of businesses that either want to expand or buy other businesses.
 - Local financial institutions are sending people over to the SBDC as well as the EDC for information on the Revolving Loan Fund.
- **Other Business/Comments**
 - Michele Bradley gave a brief update on projects at Port of Tillamook Bay. The airport fencing and drainage project should be in August. The runway project is out for bid on Oregon Procurement Information Network (ORPIN) website-- www.oregon.gov/DAS/SSD/SPO/eprocurement.shtml. The warehouse/business park will be the first new project. Things are also moving forward on the Pelican Pub project.
 - Meeting adjourned at 1:13 pm.