

Economic Development Council of Tillamook County
Executive Board Meeting
April 19, 2011

Board Members

Present:	Mike St. Clair	Not present:	Doug Olson
	Joel George		
	Bob McPheeters		
	Connie Green		
	Mark Labhart		
	Dale Stockton		
	Harold Strunk		
	Michele Bradley		

Staff Members

Present: Jeff Sherman
Jon Carnahan
Sally Tuttle
Carla Lyman

Guests Present:

Ken Bell	Jennifer Purcell	Amy Stricklin
Mary McArthur	Melanie Olsen	Michael Lainoff
Alan Joynson	Justin Aufdermaier	Gus Meyer
Julie Gassner	Charles Egiegen	Keith Henn

- **Call to Order**
 - The meeting was called to order at 12:04 pm by Board Chair Mike St. Clair.
- **Consent Agenda**
 - **Motion** by Michele Bradley and seconded by Dale Stockton to accept the minutes of the April 19, 2011 as presented. The motion passed unanimously.
 - **Motion** by Joel George and seconded by Harold Strunk to accept the financial reports as presented. The motion passed unanimously.
- **Presentation**
 - Jennifer Purcell, Charles Egiegen and Keith Henn of Tetra Tech presented information on the Bio-energy feasibility study. EDC is a partner in this project along with Tillamook County, Tillamook PUD, Port of Tillamook Bay and Tillamook County Creamery Association. EDC is administering a \$50,000 RBEG grant that was awarded for this project. The study has been underway for about three (3) months, and project reporting is due in June. Tetra Tech will be invited back for a follow-up report in June.
- **New Business**
 - Director search
 - Connie Green presented the results of the recently conducted survey regarding attributes/skills/abilities needed for the new ESBDC director.
 - Connie Green recommended that Mary McArthur, Michael Lainoff, Jon Carnahan, and one additional Board member act as a screening committee. It was decided that Harold Strunk will be the Board member rounding out this screening committee. It is hoped that the job will be posted by the end of the month.
 - Several suggestions were made regarding the selection process:
 - Have the screening committee do pre-interviews to narrow the field of candidates to the most qualified two (2) or three (3).
 - Have at least two (2) interviews with the top candidates.
 - Observe the candidates in a social setting such as a reception, etc.
 - Give the candidates an 'assignment' to complete and bring back to the Board.

- Clarification of the Board election process.
 - Consensus of the Board is to appoint someone, preferably with a financial/banking background, to serve the remainder of Jan Jensen's term which ends in 2013. Mark Labhart and Michele Bradley will be in charge of finding someone fill that position.
 - Nominations will be sought for the two Board positions up for election currently held by Bob McPheeters and Harold Strunk. Harold will run again; Bob will not. Candidates must be EDC members.
- After an explanation of GASB 54 a **motion** was made by Mike St. Clair and seconded by Michele Bradley to approve Resolution #11-01. The motion passed unanimously.
- Team Updates
 - Jon Carnahan
 - Reported on the great job Jeff Sherman is doing as interim director.
 - Jeff Sherman
 - Thanked the Board for allowing him to fill the interim director position
 - Pointed out that the first edition of the ESBDC Newsletter was sent out April 19th. Newsletters will be sent out quarterly.
 - ESL (English as a Second Language)—an instructor, Virginia McRae, has been hired and will be working with Stimson Lumber.
 - Financial literacy—Jeff and Sally made a presentation on business plans and financial literacy at a recent meeting put on by Food Roots.
 - Jeff will be writing the quarterly Bio-energy report which is due at the end of the month.
 - Carla Lyman
 - Reported on ongoing electrical trainings for professionals that need continuing ed. credits to maintain their licenses. The first round of trainings was in February; the second group of classes is April 25 and 26 at TBCC.
 - Reported the office is making progress towards having CCB training at TBCC.
 - Sally Tuttle
 - Gave an updated report on Recipe to Market
- **Other business**
 - Mike St. Clair thanked the staff for their hard work during this time of transition.
 - Connie Green gave an update on the status of the State of Oregon bringing a ERT team into Tillamook County. Talks continue at the state level. Since an office for 6 to 8 full time State employees is not necessary at this point, the team would initially be working out of TBCC.
 - Dale Stockton announced that in January Nehalem Lumber will have been in business for 50 years.
- **Adjournment**
 - The meeting was adjourned at 1:40 pm.