



## **Economic Development Advisory Board**

**Wednesday May 18, 2016**

**3:00pm – 5:00pm**

555 Court St NE Salem – Commissioners' Board Room

### **AGENDA**

|             |   |               |
|-------------|---|---------------|
| <b>3:00</b> | <b>Welcome, Introductions, and Announcements</b>                      | Angie Morris  |
| <b>3:05</b> | <b>April Meeting Minutes – Action</b>                                 | Angie Morris  |
| <b>3:10</b> | <b>Business Development &amp; Community Project Grant Application</b> | Sarah Cavazos |
|             | <b>Reviews</b> - Information / Discussion                             |               |
| <b>4:40</b> | <b>Board Attendance Procedure</b>                                     | Sarah Cavazos |
| <b>4:55</b> | <b>New Business, Comments and Closing</b>                             | Angie Morris  |

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### **Future Meetings**

- **June 8<sup>th</sup> at 3:30**
- **July 13<sup>th</sup> at 3:30**
- **August 13<sup>th</sup> at 3:30**

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### **Attachments & Handouts**

- |                            |                      |
|----------------------------|----------------------|
| • 2015/16 Meeting Schedule | • Grant Applications |
| • April Minutes            |                      |

# Marion County Economic Development

| Executive Committee  |  | Full Board   |  |
|--|--|--|--|
| <b>Monday, July 6, 2015 at 11:00 am</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, Commissioner's Office   |  | <b>Wednesday, July 8, 2015 at 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room  |  |
| <b>Monday, August 3, 2015 at 11:00 am</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, Commissioner's Office |  | <b>Wednesday, August 12, 2015 at 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room   |  |
| <b>Tuesday, September 1, 2015 at 10:30 am</b><br>Location: Travel Salem 181 High St NE, Salem  |  | <b>Wednesday, September 9, 2015 at 3:30pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room  |  |
| <b>Monday, September 28, 2015 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem  |  | <b>Wednesday, October 7, 2015; 3:00 pm – 5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room<br><i>*Date change due to Community Projects Grant review</i> |  |
| <b>Monday, October 26, 2015 at 1:30 pm</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, November 4, 2015; 3:30pm - 5:00pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room<br><i>*Date change due to Veteran's Day</i>                    |  |
| <b>Tuesday, December 1, 2015 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, December 16, 2015; 3:00 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room   |  |
| <b>Monday, January 4, 2016 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, January 13, 2016; 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room  |  |
| <b>Monday, February 1, 2016 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem  |  | <b>Tuesday, February 23, 2016; 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room<br><i>*Date change due to budget review</i>                     |  |
| <b>Monday, February 29, 2016 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, March 9, 2016; 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room   |  |
| <b>Monday, April 4, 2016 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, April 13, 2016; 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room  |  |
| <b>Monday, May 2, 2015 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, May 18, 2016; 3:00 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room  |  |
| <b>Tuesday, May 31, 2016 at 11:00 am</b><br>Location: Travel Salem 181 High St NE, Salem   |  | <b>Wednesday, June 8, 2016; 3:30 pm-5:00 pm</b><br>Location: Courthouse Square - 555 Court Street NE, Salem – 5 <sup>th</sup> Floor, BOC Board Room  |  |

**Marion County Economic Development Advisory Board**  
**April 13, 2016 Meeting Minutes**  
**555 Court St NE, 5<sup>th</sup> Floor Salem, OR**

**Members Present:** Bill Burich, Thomas Chambers, Bill Cummins, Chad Freeman, Lesa Goff, Jose Gonzalez, Bob Hill, Jay Kemble, Nate Levin, Allison McKenzie, Angie Morris, AJ Nash, Evann Remington, and Renata Wakeley.

**Staff and Guests Present:** Sarah Cavazos, Danielle Gonzalez, Kristin Retherford, Brandon Reich, and Mary Stewart.

**Call to Order: 3:36pm**

**Agenda Item: Welcome, Introductions & Announcements**

**Information/Discussion:** Morris called the meeting to order, asked for introductions. **Action:** None.

**Agenda Item: March Minutes**

**Information/Discussion:** Morris presented the minutes and called for comment; request was made to correct the spelling of Evann's name listed under members present.

**Action:** A motion was brought forth by Levin to approve the January minutes; a second was made by Cummins. The motion was voted on and approved unanimously.

**Agenda Item: Land Use Quarterly Report**

**Information/Discussion:** Reich presented a summary report of the third quarter land use cases in which a determination had been issued. Cases reviewed included Administrative Review, Conditional Uses, Variances, Zone Changes and Mass Gatherings (see agenda packet).

**Action:** None.

**Agenda Item: Community Services Report**

**Information/Discussion:** Cavazos presented a summary of FY15/16 Economic Development program report; areas of discussion included accomplishments, FY16/17 priorities and projects, and grant reports for projects closing in the 15/16 year. Accomplishments highlighted for 15/16 included development of EDAB, the water and wastewater project in the Canyon, summary of grants awarded to communities within the Canyon, and the establishment of an Ad Hoc Committee to review the County's Oregon Lottery Grant program strategies. Needs and priorities that have emerged through EDAB meetings were reviewed and discussed to confirm and solidify identified priorities. The goals and objectives of the Grant and Loan Ad Hoc Committee were review and those presented refined/expanded on the desired outcome of the group; no new information was added. Cavazos provided a summary of each department priority in the coming fiscal year, to include an increase in staffing, continued support of the N. Santiam River Canyon Water/Wastewater Strategy, a new broadband initiative, partnership with SEDCOR to implement the BR&E in rural communities, a new Lands Inventory and GIS Mapping project, and the launch of a county supported Oregon Main Street project for rural communities. A progress report on the Business Development Grant and the Community Project Grant programs was provided with discussion on the emerging trends within each program, and desired outcomes and requests made by Commissioners. Cavazos provided an overview of the final reports for all grants that had project close dates during FY15/16.

**Action:** None.

**Meeting adjourned: 4:58 p.m.**

**Marion County Economic Development Advisory Board  
Attendance Roster**

Please place an "X" by your name to mark attendance.

| First   | Last      | Jul. 8, 2015 | Aug. 12, 2015 | Sept. 9, 2015 | Oct. 7, 2015 | Nov. 4, 2015 | Dec. 9, 2015 | Jan. 13, 2016 | Feb. 10, 2016 | Mar. 9, 2016 | Apr. 13, 2016 | May 18, 2016 | Jun. 8, 2016 | Attendance Ratio |
|---------|-----------|--------------|---------------|---------------|--------------|--------------|--------------|---------------|---------------|--------------|---------------|--------------|--------------|------------------|
| Nate    | Brown     | -            | -             | P             | P            | A            | A            | P             | A             | A            | A             |              |              | 38%              |
| Bill    | Burich    | P            | P             | P             | A            | P            | P            | P             | A             | P            | P             |              |              | 80%              |
| Kevin   | Cameron   | P            | P             | P             | P            | P            | P            | P             | P             | A            | A             |              |              | 80%              |
| Thomas  | Chambers  | A            | A             | A             | A            | A            | P            | P             | A             | P            | P             |              |              | 40%              |
| Bill    | Cummins   | P            | A             | P             | A            | P            | P            | A             | P             | A            | P             | A            |              | 60%              |
| Chad    | Freeman   | P            | P             | A             | P            | P            | A            | P             | P             | P            | P             |              |              | 80%              |
| Lesa    | Goff      | P            | A             | P             | P            | P            | A            | P             | A             | P            | P             |              |              | 70%              |
| Jose    | Gonzalez  | -            | -             | -             | -            | -            | -            | -             | P             | A            | P             |              |              | 67%              |
| Bob     | Hill      | P            | P             | P             | P            | P            | P            | P             | P             | P            | P             |              |              | 100%             |
| Jay     | Kemble    | P            | P             | P             | P            | A            | P            | P             | P             | P            | P             |              |              | 90%              |
| Nathan  | Levin     | P            | P             | P             | A            | P            | P            | P             | P             | P            | P             | ?            |              | 90%              |
| Allison | McKenzie  | A            | A             | A             | P            | P            | P            | P             | P             | P            | P             |              |              | 70%              |
| Angie   | Morris    | P            | A             | P             | P            | P            | P            | P             | P             | P            | P             |              |              | 90%              |
| A. J.   | Nash      | P            | A             | P             | P            | A            | P            | A             | P             | P            | P             |              |              | 70%              |
| James   | Rasmussen | P            | P             | P             | P            | A            | P            | P             | A             | P            | A             | A            |              | 70%              |
| Evann   | Remington | P            | -             | P             | P            | P            | P            | P             | A             | P            | P             |              |              | 90%              |
| Dave    | Tibbets   | P            | P             | A             | P            | A            | P            | P             | A             | A            | A             | A            |              | 50%              |
| Ian     | Tolleson  | -            | -             | -             | -            | -            | -            | P             | A             | A            | A             |              |              | 25%              |
| Renata  | Wakeley   | P            | P             | P             | P            | P            | P            | P             | P             | P            | P             |              |              | 100%             |

Month of: \_\_\_\_\_

## Board Attendance Requirement Enforcement Procedure Discussion

### May 18, 2016

#### Issue

Currently three members have missed 3 or more consecutive meetings four members are below the 65% or better attendance requirement. Membership participation and engagement is important to ensure adequate support and expertise to help move initiatives forward. The EDAB is at membership capacity and there are eligible candidates willing to serve on the board. EDAB should consider establishing a process for enforcing its bylaws in order to have as much member engagement as possible.

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#### Economic Development Advisory Board

Bylaws adopted by the Board of Commissioners March 25, 2015

#### 6. Termination.

**a. Removal by Marion County Board of Commissioners.** All EDAB members serve at the pleasure of the Marion County Board of Commissioners (MCBOC). The MCBOC may remove an EDAB member on its own motion or upon the recommendation of the EDAB.

**b. Removal by advisory board.** If the EDAB determines by a majority vote that a member should be removed for attendance or other reasons, the chair of the EDAB shall report that recommendation to the MCBOC for its consideration.

**c. Resignation.** Resignations by members shall be submitted in writing to the Marion County Community Services Department (CS) staff and announced at the next regularly scheduled meeting. CS staff will notify the Board of Commissioners and the EDAB executive committee.

**d. Reasons for dismissal.** The MCBOC may remove a member when it is determined that it is in the interest of the EDAB or the county to do so.

#### 7. Attendance.

All EDAB members are expected to attend regularly scheduled meetings and maintain in-person attendance of 65% or better. More than three consecutive unexcused absences by any member during any 12-month period may result in removal of the member by the Marion County Board of Commissioners. A member's absence is unexcused if the member fails to notify CS staff in advance of a meeting that the member will not attend the meeting. If a member's continued absence, excused or otherwise, calls into question their willingness to remain a member of the EDAB, the member will be contacted by staff in an effort to best serve the needs of the member, the county, and the EDAB. If multiple attempts to contact the member go unanswered, the presumption is that the member is no longer interested in serving on the EDAB.

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#### Optional Procedure To Address Consecutive Absences

In the event that a member has missed three consecutive meetings, staff will contact the member via phone to discuss the attendance policy and explore the cause for the consecutive absences, and inquire if s/he is available to continue on the EDAB. Information will be reported back to the executive committee for determination on whether to proceed with a request for resignation or to maintain the person as a member. If the decision is to request the member resign from the EDAB, the Chair will send an email or letter to the member requesting resignation by a set date. In the event a resignation is not received, staff will prepare a recommendation to the Board of Commissioners to dismiss the member from the Board.

#### Optional Procedure To Address Meeting Attendance Requirement of 65% or Better

In the event that a member has fallen below or is at risk of falling below the attendance requirement of 65% or better, Staff will send an email to the member notifying them of their attendance status, provide a policy reminder, and inquire about the cause of frequent absences.