

**INFORMAL WORK SESSION MINUTES**  
**March 26, 2019 1:30 p.m.**

**Room 32, Courthouse**  
**535 NE Fifth St.**

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Present: Commissioners Richard L. “Rick” Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Justin Hogue, Todd Sadlo, Josephine Ko and Mikalie Frei

Guests: Abisha Stone and Erik Andersson, SEDCOR; Nicole Montesano, News Register; and Dave Adams – KLYC and others as listed on the sign-in sheet.

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Commissioner Olson called the meeting to order at 1:30 p.m.

**A. WORK SESSION:** This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Child abuse prevention presentation – Russell Mark – rescheduled to Thursday.
2. Work Session – SEDCOR Quarterly update and grant review - Abisha Stone presented the quarterly update noting the highlights of the report (see Exhibit A). Ms. Stone gave an overview of SEDCOR’s role in the local cities and county. SEDCOR continues to focus on different marketing efforts and other partnerships to reach out to as many partners as possible. They continue to pursue opportunities for education, specific industry information, and networking opportunities to become jointly informed and build partnerships. One of the highly attended events that they have each year is the annual golf tournament which is normally sold out because people value the socializing environment aspect. They are also focused on continuing to develop partnerships and help businesses through transitions. Ms. Stone asked for any feedback regarding the information provided in the quarterly update and any other information that the Commissioners would like to see reported. SEDCOR is currently planning an event to be held in McMinnville for startup businesses with the goal of bringing entrepreneurs together in the region.

Grow Yamhill County Economic Development Community Grant Program – Abisha Stone reviewed the past history of the grant program in Yamhill County and the proposed grant program (see Exhibit B). In the past grants were reviewed by the Board of Commissioners and/or Budget Committee and now that we have a partnership with SEDCOR they will be the ones to oversee this. The proposal maintains both the small grant and strategic grant programs and adds a start-up grant program. Ms. Stone stated that they would be promoting county-wide accessibility to the grant program and it will be a competitive process with scoring metrics applied to each application. Ms. Stone stated that because this is a proposal any other recommendations that the Commissioners might have can still be added or changed in the final document. The next steps require

approval from the Commissioners regarding the allocations and the addition of the new start-up grant program, along with the scoring metrics and requirements. Timelines were reviewed with recommendations made to the Commissioners. Funding allocations will be discussed at the Budget Committee meetings being held at the end of April.

**B. INFORMAL SESSION:** This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department updates: None.
2. Thursday Formal Session Agenda review:  
The consensus of the Board was to move items D1, D2, and D4, to Thursday's consent agenda. D3 to remain on the non-consent agenda.
  - b. Consent Agenda Review (keep or move to non-consent)
  - a. Non-Consent Agenda Review (add to consent or leave off)
3. Executive Session: None
4. Commissioner Updates/Announcements/Discussion:  
There was some discussion regarding how to proceed with the selection and interview process of the applicants who are requesting to be considered to fill the vacancy on the Budget Committee. The consensus of the board was to review the applications at the combined informal/formal session on April 4<sup>th</sup> and select a committee member since this is now a time sensitive matter.

Following commissioner updates the meeting adjourned at 3:05 p.m.

Keri Hinton  
Secretary

# *Grow Yamhill County*

Economic Development  
Community Grant Program

# Economic Development Grants

Yamhill County receives revenue from the Oregon Lottery video revenue proceeds which are allocated to counties annually for the purpose of furthering economic development efforts. Yamhill County's Board of Commissioners have designated a portion of these revenues to fund the ***Grow Yamhill County Economic Development Community Grant Program*** which works to support the private sector in creating jobs and support local municipalities and nonprofits in improving the livability and expanding economic capacity in Yamhill County.

# Guiding Principles

The Yamhill County Economic Development Community Grant program supports innovation and sustainable growth through strategic investments and partnerships in economic development initiatives and projects that create or retain jobs, generate increased economic activity, and improve the economic and social livability and vitality of local communities.

# Program Details

- The *Grow Yamhill County* community grants award 15-20 Small Grants annually, with an award range of \$500 to \$10,000 and an average award of \$5,800
- One-to-three Strategic Investment Fund (SIF) grants are awarded annually, with an award range of \$15,000 to \$100,000 and an average award of \$50,000

**Start-up Grants**

**\$25,000**

**Small Grants**

**\$500 - \$10,000**

**Strategic Investment Fund Grants**

**\$15,000 - \$100,000**

# Funding Priorities & Objectives

FUNDING PRIORITY	OBJECTIVES
<p><b>Start-up Grants:</b> <b>\$25,000 Per Award</b> (Up to two awarded each year)</p>	<ol style="list-style-type: none"><li>1. Foster a county-wide culture of innovation and entrepreneurship</li><li>2. Support the regional <b>Launch Mid-Valley</b> initiative, in collaboration with <b>Oregon Entrepreneurs' Network (OEN)</b></li></ol>
<p><b>Small Grants:</b> <b>Up to \$10,000 Per Award</b> (1/3 of annual fund <i>after</i> Start-up Grants)</p>	<ol style="list-style-type: none"><li>1. Provide flexible and responsive financial support to businesses and organizations engaged in various stages of development</li><li>2. Promote county-wide accessibility</li></ol>
<p><b>Strategic Investment Grants:</b> <b>Up to \$100,000 Per Award</b> (2/3 of annual fund <i>after</i> Start-up Grants)</p>	<ol style="list-style-type: none"><li>1. Support businesses and organizations making significant investments in the region</li><li>2. Prioritize traded sector businesses and job-growth potential</li></ol>

# Application Review

**Competitive Process:** The Yamhill County Economic Development Advisory Council (EDAC) grants review sub-committee will review and score all applications, and then make funding recommendations to the Board of Commissioners for final approval. All successful applications and the subsequent contracts are reviewed and approved by the Board of Commissioners. Applicants may be invited to meet with the committee or Board of Commissioners to discuss their application. Applicants who are denied may reapply in future grant cycles. Decisions of the Board of Commissioners to award, or decline to award, a grant are final.

# Evaluation and Scoring Criteria

**Criteria for Reviewing and Awarding Funds:** Only applications that contain the required documentation and are received by the deadline will be eligible for review. Applications will be screened for compliance with the minimum eligibility criteria. Applications that do not meet all of the eligibility requirements will not be evaluated through the competitive process. Priority will be given to applicants based on how high they score in the evaluation criteria as outlined in the application.

# Evaluation and Scoring Criteria

## 1. Need for the project – 10 points

- a) Need for the project is clearly described.
- b) Project will impact a large number of individuals relative to the size of the community.
- c) Project will address an economic development need

## 2. Project description – 45 points

- a) Project is clearly described
- b) Goals and outcomes are outlined.
- c) Project activities are clear and complete; timelines for activities are provided.
- d) The grant funded portion of the project will be started within the funding period of August 2019 to September 2020.
- e) Project will improve the economic conditions or improve the livability and/or safety of the community.
- f) Has a clear description of how success will be measured.

# Evaluation and Scoring Criteria

## 3. **Community support – 10 points**

- a) Project has broad community involvement and strong support within the community.
- b) Project aligns with the community's plan as demonstrated through a letter of support from the city, municipality or jurisdiction in which the project will occur.
- c) The Community Projects Grant will leverage additional non-grant revenue resources.

## 4. **Project budget – 25 points**

- a) Budget narrative describes income and expenses; items included correspond with information
- b) listed in the budget spreadsheet.
- c) Budgeted items are relevant to the project activities.
- d) Budget and budget narrative clearly identify how grant funds will be spent.
- e) Other sources of non-grant revenue are secured or a clear plan for securing additional non-grant revenue, if needed, is outlined

# Evaluation and Scoring Criteria

## 5. **Project sustainability – 10 points**

- a) Applicant has identified the necessary resources required for continued operation or maintenance of the project and has a plan to address resource needs.
- b) Project appears sustainable beyond the grant period.

**Start-up Grants** will be subject to additional vetting criteria through the Launch Mid-Valley start-up program partnership with Oregon Entrepreneurs Network (OEN) prior to recommendation to the Yamhill County Board of Commissioners.

# Project Reporting Requirements

All entities awarded funding will be required to submit proof of expenditures and clearly defined measurable results that show the effectiveness of the project. The timing and format of reports and invoices will be negotiated at the time of award. All reports are considered public information.

# Eligible Applicants

- Small businesses in good standing
- Nonprofits having a 501(c)(3) status with the IRS
- Nonprofits having a 501(c)(6) status with the IRS
- Educational institutions
- Local governments (city or township, special districts)

# Eligible Project Activities

- Acquisition
- Capacity building
- Construction (new build, renovation)
- Equipment purchases
- Market research
- Technical assistance
- Workforce training programs

# Ineligible Expenses

- Debt retirement
- Events that do not have a direct economic benefit
- Funding for political activities
- Funding for faith-based organizations for the purposes of worship or instruction
- Indirect or overhead costs
- Individuals or organizations that unfairly discriminate based on race, ethnic origin, sex, creed or religion, in policy or practice
- Pass-through funding to other individuals or organizations
- Professional services (accounting, tax, legal)
- Support for on-going programs

# Next Steps

1. Recommendations for EDAC grants review subcommittee
2. Yamhill County Board of Commissioners' approval of grants review committee members
3. Yamhill County Board of Commissioners establish grant program allocation for FY2019/20
4. Adoption of proposed Economic Development Community Grant Program

# Application Process

ACTIVITY	BEGINS	ENDS
Start-up Grant Application Opens	May 1, 2019	TBD
Small Grant Application Opens	May 1, 2019	June 30, 2019
Strategic Investment Fund Application Opens	May 1, 2019	June 30, 2019
Applications Reviewed by EDAC Subcommittee	July 2, 2019	July 18, 2019
Grants Project Recommendations to BOC	July 23, 2019	July 25, 2019
Award Notifications	July 29, 2019	August 2, 2019
Fund Disbursements	September 2, 2019	
Final Report Due	September 30, 2020	

# EDAC List of Recommended members for the Grants Review Sub-committee

- **Susan Jurasz** – Industry Partner; Owner, Sea Reach; Sheridan
- **Alvin Elbert** – Industry Partner; Owner, ARE Manufacturing; Newberg
- **Deven Paolo** – Industry Partner; Owner, Solid Form Fabrication; McMinnville
- **Barbara Bond** – Industry Partner; Owner, Amity Flats; Amity
- **Kenna West** – City Representative; City Manager, Willamina
- **Kevin Perkins** – City Representative; Assistant City Administrator, Lafayette
- **Dennis Durham** – City Representative; City Manager, Carlton