

**Multnomah and Washington County
Regional Investment Board (RIB)
Meeting Summary**

June 22, 2001
Portland State University
Urban Center, Room 710
Portland

Chairman Randall convened the meeting at 12:00 pm.

The following RIB members attended: Betty Atteberry, Bud Caverly, Bertha Ferran, Roy Jay, Doug Marshall, Jack Orchard, Judson Randall, Bob Terry, Janet Young.

Not attending: John Ball, Edwin Golobay.

1. Administrative Matters

Chairman Randall regretting the loss to the Board, noted John Ball's new position as Chief Administrative Officer for Multnomah County.

The Board was presented with a copy of a memo and status report from Chairman Randall summarizing the Board's work to date. This was distributed to the Oregon Economic and Community Development Commission as well as the Multnomah and Washington County Commissions.

Laila Cully (OECD staff) updated the Board on the status of state appropriations for Regional and Rural Investments. While the budget is not final it is considered likely that the program will be funded for the next biennium at similar levels to the current appropriation.

2. Contracting Matters

The Board reviewed a memo from Catherine Ceriello (Board staff, PDC) on the status of contracts. This included details of a revised scope of work for the Highland's Havens project.

Roy Jay moved and Bertha Ferran seconded that the Board accept the revised scope of work as meeting the established criteria for funding. This passed unanimously.

Janet Young moved and Roy Jay seconded that when interest earnings post to the Board's account that staff be directed to amend the contract with Highland's Havens to include such funds.

3. Process Feedback From the Board

Steve Pearson, Assistant Director, Department of Sustainable Community Development for Multnomah County reintroduced himself to the Board. Noting the reorganization following recent elections for county commissioners, he looked forward to offering more details on county priorities in a future briefing to the Board.

The Board was presented with a memo from Washington County staff discussing county priorities in parks, community infrastructure, and transportation and their relevance to the Board's strategic framework of people, places, and clusters.

Heike Mayer (Board staff, IMS) facilitated discussion among the Board members on the Regional Investment Plan and past process. Topics included:

- 1) strengths and weaknesses of the strategic framework: (people, places, clusters) as well as primary and secondary strategies flowing from that framework
- 2) gaps in knowledge the Board should address
- 3) alternative funding processes.

This broad ranging discussion will be continued at the Board's retreat. That meeting was scheduled for July 20th.

4. Public Comment

Jean LuDay from T-Swingers Golf Club introduced herself and her organization as a potential applicant in future funding round.

Chairman Randall adjourned the meeting at 2 pm.

Synopsis of Feedback Discussion

1) Strengths and weaknesses of the strategic framework (people, places, clusters)

People:

- clarification about workforce development as economic development tool
- social service vs. economic development?
- Education -> social service => economic development
- connection to clusters

2) Gaps in knowledge the Board should address

- Need for more in-depth understanding of workforce development system
- definition of and detailed up-to-date data about distressed communities
- analysis of where the funding gaps are in the community
- bring in regional experts (economic developers, industry reps, elected officials, planners)
- evaluation of performance of projects

3) Alternative funding processes.

- better and more clear communication to applicants
- proposals should be reviewed if they meet unmet needs, if the investment is focused and if there are other potential funding sources
- there should be a better coordination of similar programs -> encourage partnerships
- process needs to address this coordination (possible question in RFP, interviews/presentations)
- evaluation of outcomes/benefits of funded projects
- presentations by applicants to the Board would help in funding selection
- use input from CDBG people with regards to their funding process & selection methods
- preliminary review of applications by RIB staff
- limit/narrow investment strategies to be more focused
- analyze/evaluate projects by categories
- fund new ideas rather than ongoing projects
- but also value of track-record of already existing projects/groups
- use OECD performance indicators for selection
- bring in regional experts strategically during the selection process to get better information about investment areas
- staff should suggest timeline and process for consideration by Board
- hold back a certain amount of \$\$ during the funding selection, don't allocate all at once
- letter of intent for starting the process, then coordinate similar projects
- more in-depth evaluation of projects necessary (use initial form that staff prepared)
- geographic distribution of projects & recognition of gaps (i.e. South Washington County, Tigard, Tualatin, East Multnomah County) -> more outreach
- put a \$-limit on requests (limit on admin. Expenses)
- require minimum percentage of match
- include the option of partially fund projects -> have the option of going back to applicants

Memorandum

TO: Multnomah-Washington Regional and Rural Investment Board and Staff
FROM: Catherine Ceriello, Contract Administrator
DATE: June 19, 2001
SUBJECT: Administrative Update and Update on Highland's Haven Project.

I. Administrative Update:

Regional Investment Projects:

- Of the 14 Regional Investment Fund Project approved by the Board (including one rural project that received split funding), 7 are fully executed, 6 are in signature process at PDC, and 1 is still out with the Grantee for signature (Washington County Fairgrounds Complex).

Rural Investment Projects:

- Of the 5 Rural Investment Projects approved by the Board, 4 are fully executed and the 5th project is awaiting additional insurance certificates from the Grantee (Industrial Ammonia Distance Learning Demonstration Project).

Multi-Regional Projects:

The Multnomah-Washington Regional Investment Board has taken the lead on 3 of the 12 projects that were approved and is contracting directly with a fourth. These projects are:

- **The Columbia-Western Washington County Downtown Revitalization Project.** The contract with Grantee fully executed and the Intergovernmental Agreement template to use with other funding regions in legal review at PDC.
- **Industrial Ammonia Distance Learning Demonstration Project** The contract with Grantee is in PDC Legal Review awaiting additional insurance information. The Intergovernmental Agreement template to use with other funding regions is in PDC legal review.
- **Keeping Agriculture Viable in Oregon Project**-The contract with Grantee is in PDC signature process. The Intergovernmental Agreement template to use with other funding regions is in PDC Legal Review.
- Direct contract with PDC for **Regional Industrial Lands Study** will be to PDC in next day or so for signature.

The following is the status on the other Multi-Region Projects:

- ❑ **Micro-Enterprise-Small Business Development Project-** awaiting contract from BL3 Region.
- ❑ **I-205 Corridor Promotional Partnership-** Still awaiting a contract from Clackamas County.
- ❑ **Lesser Known Wood Species, E-Commerce Training, and Secondary Wood Products Training System** are all being led by the State- still awaiting contracts from the State.
- ❑ **Regional Telecommunications Strategic Plan and NW Oregon Regional Partnership** projects are both being led by Northwest Oregon Economic Alliance (Tillamook, Columbia, Clatsop Counties) and we are still awaiting a contracts from them.
- ❑ **Statewide Marketing Implementation Project-**contract in signature process.

II. Highland's Haven: Preparing Youth for a Bright Economic Future Project ***Regional Grant Award: \$21,285***

I have met with Pastor Hardy from Highland's Haven and have discussed the Scope of Work and budget for the project and what it would look like if the Board allocated its remaining funds towards the Project. Please note the following information in regards to this Project:

Use of Grant Funds:

- ❑ The Regional Investment Funds allocated to this Project will be used to fund the program aspects of Highland's Haven and not the capital improvements listed in their original proposal. The descriptions of the programs receiving grant monies are attached to this memo.
- ❑ The new focus is on programs geared towards youth and improving the community (places). Highland's Haven decided that the best use of the limited funds available to them by the Board would be towards programs that have proven to be successful. These programs relate to the "Places" aspect of the Regional Investment Plan as far as they directly affect the livability of a "distressed community." They also relate to the "People" aspect of the Plan by giving an educational and community based option for the youth that will encourage them to do better in school, and therefore, work towards *"increasing the capacity of all people to participate in and benefit from our economic growth..."*
- ❑ The original programs listed in the proposal all had capital expenses or were to be developed through the Master Plan and therefore, were dependent upon receiving the funds necessary to complete the Master Plan. Fundraising for the funds needed for the Master Plan is on going. Currently, their grant proposal for the Juan Young Trust funds is under review. These funds, if awarded, will go directly towards the funding of the Master Plan. Highland's Haven is also in the process of preparing the application to the Black United Fund as was mentioned in the proposal.
- ❑ \$3,000 of the total project cost will be applied to the hiring of a Volunteer Coordinator. This person will be responsible for the coordination of the volunteers involved in the programs

funded with Grant funds as well as compiling data and completing the reports required by the Board.

Project Sustainability:

- Pastor Hardy has assured me that the programs at Highland's Haven are sustainable into the future. Highland's Haven is continually involved in fundraising.
- The capital improvements and other aspects of the original proposal are going forward. They are actively pursuing the funds that are needed to complete the Master Plan for the expansion of the physical structure of Highland's Haven and the programs offered, as well as the other capital improvements listed in the original proposal. As mentioned above, their grant application for the Juan Young Trust funding is currently under review with a decision expected within the next 90 days. Funds from the Black United Fund are also actively being sought.

Project Match:

- The total cost for the programs listed in the revised Scope of Work is \$56,645. Highland's Haven has committed in-kind match to fill in where the grant funds don't cover costs. To date, the in-kind match provided by Highland's Haven totals \$35,360.38. The in-kind match will be in the form of personnel, materials and services and administrative costs associated with the programs listed in the new Scope of Work. The in-kind matching funds that are currently earmarked for these programs that are not needed for these programs will be earmarked for the continuation of the programs after the Grant has terminated. Please see budget breakdown attached.
- To date there is also \$1,062.75 in cash match from Mission of Atonement, ELCA Catholic Lutheran Community. The funds were used to purchase computer equipment to support the programs offered.
- A letter of commitment from a Sponsor to provide cash match to support 1/3 of the cost for up to 25 children attending Camp Adams (see attached for description) will be faxed to me by Friday, June 22, 2001.
- It should also be noted that Highland's Haven is continually fundraising. Additional match may be brought in. Additional match will go towards the expanding of the programs to include more participants.

ACTION REQUESTED: Motion to accept the project Scope of Work and deliverables as outlined above and move forward with funding.

III. Financial Update/Action Requested:

- The remaining balance available to allocate to this project is \$21,285. All of the interest earnings have not been posted to date. Interest earnings will be posted as soon as possible.

ACTION REQUESTED: Request that the Board authorize staff to amend Grant Award Agreement with Highland's Haven to increase the total grant award amount to include additional interest earnings when they are posted.