

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

**May 3, 2001
Portland State University
Smith Center, Room 298
Portland**

Chairman Randall convened the meeting at 12 pm.

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

Not attending: Robert McKean, Jack Orchard.

1. Administrative Matters

The Board approved the minutes from the last Board meeting on March 30, 2001, unanimously.

The Board decided to hold the next meetings on

- Tuesday, May 15, 1 pm: Discussion of project # 6 (Black United Fund Community & Economic Development Initiative)
- Friday, June 1, noon to 2 pm.

2. Discussion of Contracting Issues

Staff presented the Board with the memo Catherine Ceriello, PDC's contract administrator, provided. The Board discussed and acted on each item of the memo. The following is a summary of the Board's decisions:

Administrative Questions:

- The Board agreed by consensus that shifts in budget line items will be included in the quarterly progress reports to the Board.
- The Board agreed by consensus that the decision about the "lead" region will be handled as an administrative matter. Staff will therefore decide together with other regions who the appropriate "lead" region will be.

Regional Projects:

- Black United Fund Community and Economic Development Initiative
The Board discussed the status of contracting negotiations with the Black United Fund. Bob Terry moved that staff should provide more clarification on time line,

deliverables, and the budget from the applicants. Bud Caverly seconded. The motion was accepted unanimously.

- Lents Technical Center

The Board discussed the corrected information about matching funds as well as the need for post-contracting reporting. Betty Atteberry moved to accept the updated match information and project evaluation data that is obtained after June 15, 2002 in the form of an updated final report after the termination of the contract and fund this project. She also moved that staff should provide clarification about the source of the matching funds. Janet Young seconded. The Board accepted this motion unanimously.

Multiregional Projects

- Industrial Ammonia Refrigeration Distance Learning Demonstration Project

The Board discussed the revision of matching funds and project deliverables for this project. Bob Terry moved to accept the revisions in matching funds and project deliverables and move forward with funding. Bud Caverly seconded. The motion was approved unanimously.

- E-Commerce Training for Rural and Distressed Communities

The Board discussed the need for post-contracting reporting. Roy Jay moved to accept final evaluation data after the contract has terminated and move forward with funding. Bertha Ferran seconded. The motion was accepted unanimously.

- Keeping Agriculture Viable in Oregon

The Board discussed the reduced scope of work and revised matching funds. Bob Terry mentioned that the project applicants just received a \$300,000 grant from Safeway. Board members requested a confirmation on this. John Ball moved to accept the reduced scope of work and revised matching funds. Betty Atteberry seconded. The motion was accepted unanimously.

- Micro-Enterprise/Small Business Development Project

The Board discussed the offer of Benton-Lane-Lincoln-Linn Regional Investment Board (BL3) to be the lead region and the need for the allocation of \$700-\$750 administrative fees to the Cascades West Council of Governments on behalf of Benton-Lane-Lincoln-Linn Regional Investment Board. Bertha Ferran moved to accept BL3's offer and allocate \$700-\$750 administrative fees if BL3 requires it for their services. Roy Jay seconded. The motion was accepted unanimously.

Rural Projects

- WorkLink - Ride Connection

The Board discussed the level of funding to be awarded to this project. Janet Young moved that the Board would fully fund this project (\$66,500) and that regional

investment fund money would be reprogrammed to fund WorkLink at the level of the original request. Bertha Ferran seconded. The motion was accepted unanimously.

3. Discussion and Action on Project Funding

The Board discussed post-contracting requirements and the final approval of the selected applications. Janet Young moved to accept the portfolio of selected projects with the exception of project # 6 (Black United Fund Community & Economic Development Initiative) and to require post-contracting reporting where applicable to assure that the intended deliverables are served. Bertha Ferran seconded. The Board accepted the motion unanimously.

4. Process Feedback from the Board

Due to time constraints, the discussion on the process feedback was deferred to the next meetings.

Betty Atteberry suggested to hold a half day retreat for the Board to review the process to date.

5. Public Comment

Susan Hunter, Reynolds School District, reported that although her application was not considered for funding, it initiated a community process around youth employment.

Memorandum

TO: Multnomah-Washington Regional and Rural Investment Board and Staff

FROM: Catherine Ceriello, Contract Administrator

DATE: April 30, 2001

SUBJECT: Update on Project Proposals chosen for Regional, Rural and Multi-Regional Funding.

Over the past month I have had conversations with all of the organizations that have proposed the projects that the Board has chosen to provisionally fund and have met with all but a couple of these organizations. The organizations with which I did not meet all reside a distance from the Portland Metro Region. It should be noted that in the cases where I have not met with the proposing organizations, it also appears that we would not be entering into contracts with them directly, we would be entering into Intergovernmental Agreements with the lead-region's fiscal agent. I have had some conversations with people from the State as well as a couple of the other funding regions regarding these projects as well.

At any rate, I have had extensive dialogue with the organizations and wanted to give you an update on a few projects where they may be some ambiguity or where issues revolving around their projects have surfaced. I also wanted to take this opportunity to get some direction from the Board as far as some administrative questions.

Administrative Questions:

- ❑ A few of the potential grant recipients have asked questions about shifting budget line items once the project has started. These budget shifts would not affect the bottom line of the project or would they inhibit the completion of the scope of work for the project. These changes would be included in my quarterly progress reports to the Board, is this sufficient notice or would the Board like to be made aware of these types of changes sooner?
- ❑ Does the Board have a position on being the "lead" region for any of the multi-region projects that do not have a lead region established? Any criteria (region providing the largest amount of funding, for example) or does the Board consider this a completely administrative matter?

ACTION REQUESTED: Request that the Board provide direction in these matters.

The following are the projects about which I wanted to provide additional information to the Board:

I. Regional Projects

Black United Fund Community and Economic Development Initiative
Regional Funds: \$200,000

- ❑ The scope of this project is for the first phase of the project, the Predevelopment Phase. This phase will include predevelopment activities, program planning and development, course of construction and lease-up of the space in conjunction with full program operation. The scope of work includes the following activities:
 - Meeting with the architect to develop construction blueprints
 - Obtaining the necessary permits for construction
 - Establishing contractor criteria
 - Obtaining contractor bids
 - Selecting the general contractor
 - Program planning and development
 - Continued fundraising for the programmatic and staffing components of the initiative.
- ❑ Project deliverables listed in proposal reflect the long-term deliverables of the larger project after the build out has been completed and the center is up and running. At the end of this funding cycle the project will be ready to begin the construction necessary to begin the second phase of this long-term project, program implementation. Program implementation activities include the lease up of the space and operation of both the nonprofit incubator and the business center.
- ❑ It is important to note that the match listed on the cover page of the proposal reflects both committed and funds still be sought or applied for. This total is for both phases of the project. The match associated with this phase of the project is \$238,750 (the amount listed as committed on the budget page of the proposal).

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

Lents Technical Center
Regional Funds: \$175,000

- ❑ Matching Funds- corrected- proposal listed \$290,003.91. Correct amount is \$295,003.91.
- ❑ \$60,000 US Department of Commerce, Economic Development Administration match was discovered to be more indirect to the project than the Lents Technical Center was comfortable applying towards this project. They have secured additional match at \$75,000 that is more applicable to this project.

- Two classes will be completed after the June 1, 2002 contract termination date and retention tracking for each class runs 9 months. The Lents Technical Center will commit to providing the finalized data after the contract termination date. This stipulation can/will be written into the contract.

- Recent examination of the capacity of the job market has precipitated a reduction in the goal number of students to be enrolled in the Soldering/Electronics Assembly classes (reduced from 100 in proposal to 70) and the number placed in jobs (reduced from 75 to 53). It should be noted that the percentage goal of students taking the class and then getting placed remains at 75%.

ACTION REQUESTED: Motion to accept the updated match information and project evaluation data that is obtained after June 15, 2002 in the form of an updated final report after the termination of the contract and fund this project.

II. Multi-Region Projects

Industrial Ammonia Refrigeration Distance Learning Demonstration Project

\$35,000 Multi-Region Funds

\$35,000 Rural Funds

The following is an update on the proposal for this project made by the Northwest Food Processors Association. This industry-driven project will be coordinated by Clatsop Community College, which has assumed the role of grant administrator.

- ❑ The Coos-Curry-Douglas and Baker Morrow Regions (listed in the proposal as “to be proposed” matching funds) both expressed an interest in this project but had already allocated all of their multi-region funds to date and were not able to fund this project.
- ❑ The project has not been presented to the Benton-Lane-Lincoln-Linn Region to date due to time constraints for gathering information for this Board and to the changes in the multi-region funds available to the project (by the regions listed above). The BL3 region is not a major location for companies that would have the need for this training and therefore, the project can proceed without this match.
- ❑ In order to accommodate the reduction in available multi-region funds, the project scope has been scaled back in the following areas:
 - Single demonstration course versus potential multiple courses
 - Organizational/administrative spending reduction
 - The use of a State Government partner for the evaluation (a private consultant will not be hired. The evaluation analyst will be Eileen Casey-White, PhD of Oregon Community College and Workforce Development Department.
 - The Resource Guide will be less elaborate thus scaling back on those costs. It is important to note that the number of 50 trainees targeted for this project has remained the same - 30 for the Multnomah-Washington Region and 20 for the Columbia-Clatsop-Tillamook region.
- ❑ Industry and stakeholders In-Kind match is confirmed at \$65,000 from a proposed \$81,250 in the initial proposal. This decrease is due to the need to scale back on the Scope of Work due to the failure of the other regions to fund. It is important to note that while the matching dollar figure was decreased from \$81,250 in the proposal to \$65,000 the percentage of match to grant funds has increased from 50% to 63% with this revision.
- ❑ Also important to note that as there are just two regions involved in the funding of this project, the pulling of multi-regional funds from the Multnomah-Washington Regional Investment Board from this project will jeopardize the funding from the Columbia-Clatsop-Tillamook Region by the State’s definition of a multi-region project.

ACTION REQUESTED: Motion to accept the revision in matching funds and project deliverables as outlined above and move forward with funding.

E-Commerce Training for Rural and Distressed Communities

Multi-Region Funds Allocated: \$25,047

- The project will be completed by June 1, 2002, however the project has a follow-up evaluation component that takes place 6 months after each class is completed. It is possible that one or more of these evaluations may occur after the final report is submitted. In this case, the information will be submitted for the file after the contract has terminated.

ACTION REQUESTED: Motion to accept final evaluation data after the contract has terminated and move forward with funding.

Keeping Agriculture Viable in Oregon

Multi-Region Funds Awarded: \$30,250

- Actual Match from other regions has changed through the funding process:
 - Mid-Willamette Valley Region has verbally committed to funding at a reduced rate (\$20,000 as opposed to \$30,250).
 - Jackson-Josephine Region declined to fund (listed on proposal as a potential \$30,250 grant).
 - Agri-Business Council of Oregon will be going back to other regions to see if reduced level of funding is available.
- Due to the reduction in other multi-regional funds (\$40,500), the scope of work will most likely be reduced in the areas of television advertisement production, placement and airtime; and radio advertisement production, placement and airtime.
- It is important to note that the industry in-kind match remains at the proposed level (\$151,250).

□

ACTION REQUESTED: Motion to accept the reduced scope of work and revised matching funds.

Micro-Enterprise/Small Business Development Project

Multi-Region Funds Requested: \$20,000

- The Benton-Lane-Lincoln-Linn Region has had extensive experience with this program and the procedures for disbursing funds for the loan program and due to this experience has offered to be the lead region for this project. That would mean that the Multnomah-Washington Region would enter into an Intergovernmental Agreement (or Memorandum of Understanding) with Cascades West Council of Governments on behalf of the BL3 Regional Investment Board and that Cascades

West would contract directly with Cascades West Financial Service's Inc. to complete the project.

- The BL3 region has asked that if they take the lead on this project they be compensated \$700-\$750 for the administrative cost of receiving and disbursing the funds received from the other funding regions.

ACTION REQUESTED: Motion to accept BL3's offer and allocate \$700-\$750 administrative fees if BL3 requires it for their services.

III. Rural Projects

WorkLink- Ride Connection

Rural Funds Requested: \$66,500

- Ride Connection was asked to come back to the Board with an answer as to whether they could launch their program and what it would look like with a smaller grant award (\$30,000-\$35,000). They have examined their budget to see where they may cut costs while maintaining the integrity of the project. The requested budget cut of 25% would represent drastic reduction in both the ride service and travel training sessions that this program would be able to offer.
- They proposed that if reduced funding was a necessity they would look to a cut back on the temporary demand-response ride service that is offered as a means of providing temporary transportation service while trainees are gaining travel and job skills to manage their transportation independently. Eliminating the \$17,500 that was requested for contractual services translates into providing approximately 30% fewer rides. **The total requested funds if the cost of contractual services is to be eliminated thus totals \$49,000.**

PLEASE SEE LETTER TO THE BOARD DATED 3/27/01 FOR GREATER DETAIL.

- Ride Connection also submitted a minor budget revision:
 - \$1,000 listed in proposal budget under travel matching funds was corrected be shown under equipment
 - \$500 listed under equipment matching funds was corrected to be shown under supplies
 - \$41,500 listed under supplies matching funds was corrected to be shown under contractual services.

ACTION REQUESTED: Motion to decide what level of funding will be awarded to this project.