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.

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 4th and select a committee member since this is now a time sensitive matter.

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

<u>Keri Hinton</u>
Secretary

SEDCOR Annual Report

Prepared for the Yamhill County BOC

Attachment: SEDCOR's Q4 Yamhill County Quarterly Report

Prepared by: Abisha Stone, Yamhill County BRE Manager

At SEDCOR, we believe that our work is best done in direct partnership with both our local agencies and the industries we serve. We also believe in building strong relationships and that, in order to do so, we must do our work with integrity, we must build trust, and we must always have a seat at the table.

Our main focuses this year were to develop/deepen industry and agency relationships in Yamhill County, to provide engagement and educational opportunities for our industry partners, and to develop processes for program management. We see this work falling into four key areas of focus:

1. **Business Retention & Expansion** – Arguably retention and expansion is the lion's share of the work we do. This year, I engaged in 128 visits with companies in Yamhill County, providing countless connections to resources. I also participated in an inbound recruitment visit and an outbound recruitment trip. During each visit, I learned about the work of the company, the pressures they face and about future plans for their organization. We encountered some real issues this year and found some recurring themes with our industry partners. One common theme is the ongoing concern about labor force in the region. With a 3.8 percent or less unemployment rate Yamhill County is not exempt from concerns regarding labor shortages and lack of skilled laborers. These concerns have many asking how we can better market Yamhill County to future employees instead of future employers. A topic that merits discussion. One approach we are taking with agency partners is to better connect industry with our workforce and CTE programs so that direct links are made for both job skills training and for placement of future employees. We have seen some great success in Newberg and McMinnville and are working with Sheridan High School to bolster their programs as well.

   Another issue that emerged is an increased regulation by DEQ that is significantly impacting our county-based processors. Both small and large processors (food, spirits, wineries, etc.) are struggling to adhere to the new wastewater management regulations and are finding that compliance might come with a large price tag – for some, the cost would be crippling. SEDCOR is convening a roundtable of regional processors to vet out these concerns and will be taking those concerns to DEQ and Regional Solutions. We are optimistic that by bringing these folks together we will identify acceptable solutions. Water reallocation in our region also is a topic of concern that we are closely following.

   In some communities throughout the county, our businesses are faced with limited industrial land availability and increasing rent prices. These concerns are had throughout the region yet amidst those concerns we are still seeing many businesses focused on growth. We have several businesses in Yamhill County who are undergoing expansion efforts, which look to add square footage, equipment and staff. We also are focusing heavily on connecting business-to-business,

in order to increase supply chain connectivity within the county. We have seen some great connections being made that look to increase demand for local innovation as well as a few projects that could increase export of Oregon products into the Asian market.

Testimonials

"SEDCOR has been instrumental in helping us identify the myriad of resources available to small manufacturing businesses like ours. As we've gone through a period of sustained growth over the last year, they have been there to help us with everything from researching commercial real estate options to introducing us to workforce development opportunities. I would highly recommend any business owner operating, or considering operating, in the Willamette Valley touch base with SEDCOR as early in the process as possible."

Bill Amos, Owner – NW Alpine

"I have had the privilege of working with SEDCOR for the past three years.
The networking and innovative ideas provided by AJ and Abisha, helping me to build my business, have been invaluable. I have been able to secure financial resources and mentoring resources with the help and direction from SEDCOR, and I have been able to increase the number of teens I employ. SEDCOR is vital to small business development in the west valley."

Kathie Byers, Executive Director – LINCS/Bridge St. Coffee House

2. **Process Development** – This year, SEDCOR saw several organizational changes. In the last year, there have been three new hires at SEDCOR, starting with Polk County BR&E Manager Alex Paraskevas in March, myself, Abisha Stone, as Yamhill County BR&E in April and SEDCOR President Erik Andersson in October. With change and growth as our guiding mantra, this new team has developed both a commitment to and a plan for improving our internal processes, which will support our external reporting and general data retrieval.

   We are currently working to centralize our data at SEDCOR, and many of those tools will be imbedded in our new CRM system. As you likely know, a significant change in organizational leadership will often cause a delay in implementing a new system. We found that to be true at SEDCOR and though we are a little further out than we had hoped, in having our CRM up and running, we are in full swing and look forward to a fully functioning system in the coming months. This system will provide us with a centralized database of industry partner portfolios, regional data and a system for reporting that is more functional and in-depth than our current system.

   Each quarter, I have provided ongoing updates on formation of the Economic Development Advisory Council (EDAC) and the Community Grants Program. This council serves to advise the work of SEDCOR in Yamhill County and is the centralizing point for work to be done on developing strategic, countywide economic initiatives. The most recent update is that the EDAC is now fully operational and is looking to add 3-4 more business partners. We have held two meetings and have prepared a recommendation list for the Grants Review Committee participants for the BOC to approve. I also have been working with Carrie Martin to develop recommendations for changes to the county grant program and to develop a process for managing the program from the point of application through reporting. Both the list of

recommended committee members and the grants program recommendations will be reviewed during the March 26 BOC working session.

** Below you will find the list of current EDAC members

Yamhill County EDAC - Member list

City & EcDev Partners

City	Participant	Title
Amity	TBD	**Note - Staff in Transition
Carlton	Dennis Durham	City Manager
Confederated Tribes of Grand Ronde	Bruce Thomas	Economic Development Director
Dayton	Rochelle Roaden	City Manager
Dundee	Rob Daykin	City Manager
Lafayette	Preston Polacek & Kevin Perkins	City Manager
McMinnville	Heather Richards	**Note - Staff in Transition
Newberg	Doug Rux	Community Development Director
Sheridan	Frank Sheridan	City Manager
Willamina	Kenna West	City Manager
Yamhill	Yvette Potter	Mayor

Business Partners

Business	Participant	Title/Role
Amity Flats	Barb Bond	Owner
ARE Manufacturing	Alvin Elbert	Owner
Austin Industries	Brett Baker	President
George Packing	Larry George	Owner
Hampton Lumber	Meg Commerford	Human Resources
Online NW	Kathy Tate	President
Providence Medical Center	Lori Bergen	RN & Chief Executive
Sea Reach	Susan Jurasz	Owner
Solid Form Fabrication	Deven Paolo	Owner
Willamette Valley Vineyards	Bill Cross	Government Affairs
OSU Extension	Mike Knutz	Yamhill County Extension Officer

Ex-Officio Members

Organization/Affiliation	Participant	Title
Business Oregon	Dennie Houle	Regional Development Officer
Mid-Willamette Valley COG	Renata Wakely	Community Development Director
Regional Solutions Team	Jody Christensen	Regional Solutions Coordinator: Mid-Valley
Yamhill County	Rick Olson	Yamhill County Commissioner

3. **Marketing** – SEDCOR offers its members and partners exposure, information and industry insights through our marketing initiatives. With a readership of 1,200 for our *Enterprise* Magazine and 766 social media followers, SEDCOR reaches a significant number of businesses and households throughout the Mid-Valley. Here are a few examples of how SEDCOR has promoted Yamhill county this last year:

Enterprise **Magazine:**

Spring issue - 2019

- Newberg School District and Yamhill Carlton School District were featured in main story on "Training the Next Workforce." Ken Wright Cellars also received a mention
- Feature story on Sea Reach of Sheridan
- Willamette Valley Vineyards Dundee project was highlighted
- MEDP was featured in two articles and received a mentioned in the President's column
- Story on Oregon's newest AVAs, mentioning AVAs in Yamhill County.
- Column by Yamhill County Commissioner Casey Kulla
- Story featuring the City of Willamina

Winter issue - 2019

- Feature story on Helle Ruddenklau and Oregon Women for Agriculture
- Column by Commissioner Stan Primozich

Fall issue - 2018

- Betty Lou's is featured in main story on traded sector companies
- Story on Tiger Manufacturing (Newberg H.S. program)
- Highlight on the City of Amity
- MEDP receives a mention

Summer 2018

- Yamhill county is featured in main story on Economic Ripple Effect including interviews with Kenna West, Jody Christensen, Stan Primozich and Frank Sheridan
- Story on Ferrum Technologies
- Story on Abisha Stone as the new SEDCOR Yamhill County BR&E Manager
- A call to celebrate Yamhill County's 175 birthday
- Creative Co. featured in a story
- Highlight on the City of Dayton

We are also currently working with each individual community to develop marketing pieces that highlight local assets, exhibit regional economic data and provide business resource information.

4. **Events – Education/Information & Networking**: One of the things SEDCOR is known for is bringing people together. This year, we held events that were focused on providing access to information and creating opportunities for businesses to network. Here is a list of the types of events that SEDCOR hosted last year:

   - Co-hosted seven meetups targeting startup business owners and ag-tech innovators.
   - Held 10 forum lunches, highlighting topics ranging from transportation to workforce development to regional economic updates.
   - Hosted two (one delayed for weather) ag-breakfasts focused on water reallocation in the region.
   - Convened three food industry CEO roundtables.
   - Co-hosted Opportunity Zone training for City Managers and EcDev practitioners in Grand Ronde.

- Held an informational networking event focused on highlighting regional Opportunity Zones in Newberg.
- Convened two EDAC meetings – one in Newberg and one in McMinnville
- Co-developed and hosted three meetings of the Launch Mid-Valley initiative partners.
- Held our annual golf tournament, boasting record turn-out.
- Co-hosted two Salem Area Manufacturers Meetings to discuss water issues related to the summer algae bloom.

This is just a short list of the types of events we host at SEDCOR. A few items that are on our agenda for the coming year are an industry export training to be co-hosted with Business Oregon, and an industry partner/DEQ meeting to discuss waste water regulation changes.

We continually work to deepen our relationships in the region and to better understand how to support our industry and municipal partners. With the variety of projects, opportunities and issues that are uncovered as we work in Yamhill County, it is imperative that SEDCOR coordinates with other economic development organizations such as MEDP, the Council of Governments, The Confederated Tribes of Grand Ronde and Newberg's community development office. For this reason, SEDCOR facilitates regular meetings between economic development practitioners to coordinate Yamhill County activities.

Over the last quarter, the SEDCOR President worked to help maintain MEDP projects while that organization hired a new executive director. SEDCOR also participated in the interview process for that position.

Working with partners including the Small Business Development Center and MEDP, SEDCOR has continued our work to bring on a Venture Catalyst to serve entrepreneurs with high growth potential in Marion, Polk and Yamhill counties as a part of the Launch Mid-Valley program. Given the region's competitive advantage in food processing and agriculture, the position, which will be housed in the Oregon's Entrepreneurs Network and work out of SEDCOR and MEDP offices, will target ag tech and food products startups. In late March, the management team decided to reopen the search with the goal of having someone identified by mid-April.

I am hopeful that, by providing you this more detailed annual report, you will have a better sense of the work that SEDCOR is engaged in. SEDCOR continues to stay committed to supporting the economic health and vitality of Yamhill County and the Mid-Willamette Valley.

Respectfully Submitted,

Abisha Stone

Yamhill County BRE Manager, SEDCOR
03/24/19

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
Start-up Grants: **$25,000 Per Award** (Up to two awarded each year)	1. Foster a county-wide culture of innovation and entrepreneurship 2. Support the regional **Launch Mid-Valley** initiative, in collaboration with **Oregon Entrepreneurs' Network** (OEN)
Small Grants: **Up to $10,000 Per Award** (1/3 of annual fund *after* Start-up Grants)	1. Provide flexible and responsive financial support to businesses and organizations engaged in various stages of development 2. Promote county-wide accessibility
Strategic Investment Grants: **Up to $100,000 Per Award** (2/3 of annual fund *after* Start-up Grants)	1. Support businesses and organizations making significant investments in the region 2. Prioritize traded sector businesses and job-growth potential

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