



APPROVED MEETING MINUTES  
ECONOMIC DEVELOPMENT ALLIANCE OF LINCOLN COUNTY  
BOARD OF DIRECTORS MEETING  
Thursday, October 7, 2021, 3:30 pm  
Zoom Meeting

**Call to Order:** 3:34pm by Tracy Bailey

**In Attendance:** Curt Abbott, Tracy Bailey, Bob Cowen, Bryan Fitzsimmons, Paula Miranda, Birgitte Ryslingle, Linda Roy and staff (Paul Schuytema)

**Agenda Review:** No changes to the agenda.

**Review and Approval of September 2, 2021 Minutes:** Ryslingle moved and Abbott seconded a motion to approve the September 2, 2021 minutes. The minutes were approved unanimously.

**Treasurer's Report:** Presented by Paul Schuytema. Reviewed September report. Schuytema indicated that he and Smith reviewed the financial report yesterday. Expenses were kept bare bones. Schuytema said there were only two things to call to the Board's attention. The first was a large over-budget expense in Other Professional Services. That \$10,500 was to Sequoia Consulting for the 70-80 hours of work to get us ready to submit the Phase One EDA Build Back Better application, and completely in line with our contract with them. Schuytema also pointed out that there were no support staff expenses. Schuytema indicated that the balance sheet and the bank balances were \$333 off – due to the start up of the Executive Director's Oregon Saves retirement (finally accepting new accounts after the pandemic), and that gets dated a day after payroll and after the financials are run. Cowen inquired if this catches Schuytema up on retirement contributions, and Schuytema indicated that this is just the start, and he and the Board would address any catch-up at a later date.

**Discussion – Short Term Funding:** Schuytema stated that the first thing we'll hear back on later in the month is if EDALC will be admitted into the Business Oregon Rural Opportunity Initiative program. He also indicated that an ROI award will allow him to reach back out to Lincoln City, Newport and Toledo about matching funding contributions, and that we've already had those conversations with the municipalities. Once we get that in place, we can reach back out to the county and can reasonably expect to get at least a similar amount of funding from them.

Schuytema stated that in about two weeks, the Phase One EDA application will be submitted. Cowen indicated we should find out about that award in mid-December. Cowen said that the application looks solid with strong work from Birgitte and her team at the OCCC, a strong narrative and many letters of support. He feels pretty good about it and OSU will get it submitted through grants management next week.

Schuytema said that he and the Executive Committee will meet next week to discuss steps to engage and shore up private sector support. Schuytema said that he thinks things are looking good and hopes to have something positive to report at the next board meeting.

**Discussion – Grant Review Process and Subject Matter Experts:** Schuytema reminded the Board that the Commissioners have decided to split the \$130,000 grant pool for this year into a \$70,000 pool for standard grants and \$60,000 for a single impactful grant focused on either broadband, childcare or housing. He indicated this larger single grant approach was also a recommendation of our Board for the last several years.

Schuytema shared his screen and went over the additional scoring criteria for an external reviewer of these larger grants. Schuytema asked the board if they knew of some people who could be external reviewers. Cowen clarified that we'd be looking for three reviewers – one for each topic and we'd want to go outside the county. It was suggested to reach out to the COG to see who they are connected with.

Roy suggested checking with the Community Services Consortium. Ryslinge mentioned the Early Learning Hub – Linn, Benton and Lincoln counties. Roy also suggested checking with Claire Hall on regional housing organizations. Abbott indicated concern that word gets out to the folks on the broadband front who can actually achieve something measurable. Roy stated that she wished there was a little more clarity from the commissioners on what they wanted from the broadband angle, since the sixty thousand wouldn't do too much. Miranda asked if the broadband providers had been contacted. Both Bailey and Cowen stated that, at least for broadband, we might need to see what the applications look like before we find an external SME.

Ryslinge suggested that the EDALC Board do an initial viability review of the larger grants, and maybe only a subset of those applications move forward to external review. Ryslinge also stated that the three topics of the larger grants mirror the classic barriers of living in this rural environment and are also shared by OCCC students and staff. Cowen said that this larger grant pool will be iterative – the EDALC Board will have a chance to give their feedback and improve the program.

Ryslinge said that sixty thousand dollars will not fix housing, but employers do have challenges hiring mid-tier employees and perhaps offering first-time home buyers assistance to make it easier to buy a house, like giving six families \$10,000 – other counties have those programs and that might work here.

Schuytema stated that he was planning to do a short virtual workshop for grant applicants, with Kristi Peter from the county. He asked the Board if they had any insights of what worked in the past when EDALC did such a workshop.

Ryslinge said in the past that they used the Community Education platform run by OCCC and Dave Price. Cowen said they made sure folks knew how to fill out the forms and knew how to build a budget. Abbott said that we don't want the story of everything an applicant organization has ever done – we just want them to describe a project clearly. Miranda stated that taking people step by step through the process can really help. Ryslinge stated that pointing out collaboration and other funding sources are ways to make your application stronger.

**Discussion – Grant-based Hiring:** Schuytema said that he sent out a draft policy because if some of the grants come through, there will need to be hiring done in order to build capacity to deliver on the work. He said that these positions would be described in a job description, but we need to make sure that

everyone understands that these positions exist only so long as the grant funds are available. Cowen will review the draft. Schuytema wanted the policy to cover both full time and contract grant funded positions – he asked the Directors to review the policy and offer any suggestions or example documents they'd be willing to share.

Ryslingle pointed out that we need to make sure any hiring policy is vetted by a human resources professional who understands Oregon employment law. Schuytema indicated that they should contract with a firm that does HR work, such as BBSI in Newport, should a large grant get funded that leads to the creation of new positions.

**Executive Directors Report:** Schuytema stated that we were still waiting on word on the congressionally directed funding that would flow through EDALC. He stated that he has dropped the ball on getting our newsletter out but will work to get one out by early November. He also stated that he will check on what Board members have not yet paid their EDALC dues. He also has some additional work on the Enterprise Zone and addendums for the sponsors related to the hotel exemption. He also said that, if COVID allows, that he and Susan will be heading to Costa Rica in November. He added that he and Susan are going all-in on Lincoln County and that they are buying a house.

Meeting adjourned at 4:29 p.m.