



Mid-Columbia Economic Development District

**Executive Committee Meeting**  
**Wednesday, April 6, 2022**  
**4:00 P.M.**

Via Zoom Only (Information on Reverse)

**AGENDA**

<b><u>Topic</u></b>	<b><u>Estimated Time</u></b>	<b><u>Item</u></b>
Call to Order, Introductions		
Executive Committee Minutes <i>March 2022</i>	2 minutes	Approval
Finance Report	10 minutes	Acceptance
Committee and Board Meeting Format	10 minutes	Recommendation
Salary Schedule	15 minutes	Recommendation
Telework Policy Update	10 minutes	Recommendation
Background Check Policy	10 minutes	Recommendation
Staff Updates	5 minutes	Information
Other New Business; Committee Members Updates		
Adjourn		

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact the MCEDD office at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

MCEDD is inviting you to a scheduled Zoom meeting.

Topic: MCEDD Executive Committee

Time: Apr 6, 2022 04:00 PM Pacific Time (US and Canada)

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**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
TUESDAY, March 1, 2022  
4:00 PM  
ZOOM TELECONFERENCE**

**ATTENDANCE**

*Attending:* Les Perkins, Ken Bailey, Joe Dabulskis, Steve Kramer, Scott Clements, Bob Hamlin, Leana Kinley

*Staff:* Jessica Metta (Executive Director), Jill Brandt (Administrative Assistant), Carrie Pipinich (Deputy Director of Economic Development), Kate Drennan (Deputy Director of Transportation), Dana Woods (Finance Manager), Lauren Hernandez (Office Administrator)

**CALL TO ORDER / INTRODUCTIONS**

Bob Hamlin called the meeting to order at 4:02 p.m. A round of introductions took place.

**EXECUTIVE COMMITTEE MINUTES**

**Steve Kramer motioned to approve** the February 2, 2022 Executive Committee meeting minutes as presented. Ken Bailey seconded the motion. All voted in favor and the motion carried.

**FINANCE REPORT**

Dana Woods presented the Financials for January 2022. Total Cash balance as of 1/31/2022 was \$7,350,005.16, an increase from the previous month. There was one new \$10,000 loan funded in January out of the EDA CARES RLF. This was an additional loan to an existing loan client. Current Loans Receivable balance was \$3,563,737.22. There was one loan payoff in the IRP fund. The cost of fuel continues to be a concern. Fuel costs have doubled plus the additional Hood River to The Dalles route that was added in October 2021 has increased the amount of fuel purchased. The recently approved LGIP funds will show up in February's financials with the expected increase in Interest income, some \$500 for the month. We have heard our benefits will have a zero-cost increase expected with medical and dental insurance. However, vision benefits could increase as much as 9.5 percent. Dana explained that although this sounds high, the actual dollar increase will only amount to \$.83 per employee.

*Discussion: Bob asked Dana about Caselle training. Dana explained that Caselle offers a week-long training in Provo, Utah.*

**Les Perkins motioned to accept** the financial report as given. Scott Clements seconded the motion. All voted in favor, and the motion passed.

**BUDGET COMMITTEE**

Jessica gave a brief background on the budget committee's makeup and terms. Each year the term for two seats on this committee expires. This year the terms for Sam Bauer (at large) and Jan Brending (Board appointee) will end. MCEDD has advertised through both a media press release and in MCEDD's newsletter. There was no response to the advertisements. Sam Bauer is interested in reappointment to the committee. Jan Brending is retiring this summer and Jonathan Lewis is willing to

serve on the committee. The Executive Committee needs to make a recommendation to the Board for these appointments.

**Scott Clements motioned to approve** the recommendations as presented. Sam Bauer to be reappointed to the At Large position and Jonathan Lewis appointed to the Board position on MCEDD's Budget Committee. Leana Kinley seconded the motion. All voted in favor, and the recommendation passed.

### **GRANT APPLICATION REQUEST**

Carrie gave a brief background. This grant from Business Oregon will support coordination around sector businesses to connect to statewide resources through an innovation hub. The concept is to give all eleven Business Oregon regions the opportunity to build resources for the smaller rural communities within their respective regions. MCEDD resources and connections will extend to our Washington counties. This grant will award up to \$140,000 in staff time and consulting services. Carrie asked for the Executive Committee's approval to apply for this grant.

*Discussion: Bob Hamlin asked if there were any downsides, and if the chances of winning this award were high or low. Carrie replied that the legislature has approved this funding, and Business Oregon is distributing the money. Business Oregon staff looks to economic development partners to help support the needs of the smallest communities. Ken Bailey asked if this program will also connect with WA Dept of Commerce and be a benefit to both states in our region. Carrie stated that this opportunity will help to connect further with MCEDD's Washington partners. Ken stated that opportunities should include both sides of the river. Steve Kramer agreed and pointed out that there was no mention of a match requirement for this grant.*

**Ken Bailey motioned to approve** the application for the Business Oregon Regional Innovation Hub Planning Grant. Leana Kinley seconded the motion. All voted in favor, and the motion passed.

### **OUT-OF-STATE TRAVEL**

MCEDD's policy states that all out of state travel needs to be included in the budget or approved by the Executive Committee. The requests presented today were unknown when the budget was made and approved last year. Carrie Pipinich requested approval to travel to Missouri for the Center on Rural Innovation (CORI) summit in May. She explained that CORI will cover travel costs and requested that MCEDD cover her staff time to participate in the summit. The second request was to approve the travel for Project Manager Cheryl Eniero to travel to Florida in April for the GTA mixer event. Carrie explained sponsorship funding through the GTA was planned to cover the costs for travel.

*Discussion: Steve Kramer asked why Dana's trip to Provo was not included in this request. Ken stated that Dana's training costs were included when the contract with Caselle was approved, but it couldn't hurt to add an approval. Dana added that her travel will likely occur after the next budget process, and can be included in next year's proposed budget.*

**Scott Clements motioned to approve** the requested travel for Carrie and Cheryl. Les Perkins seconded the motion. All voted in favor, and the motion passed.

**Steve Kramer motioned to approve** Dana's travel to Utah for the Caselle training. Ken Bailey seconded the motion. All voted in favor, and the motion passed.

## **EXPANSION TASK FORCE UPDATES**

Jessica has provided this written report on the work of the task force that will be the basis of the update to the full Board at the March meeting. Background memos will also be included. She requested feedback.

1. Issue: Gilliam County's request to join the MCEDD district. The request to MCEDD's Board: to approve a motion clarifying the MCEDD Board's interest/ willingness to continue the process to add Gilliam County to the MCEDD district.
2. Issue: Ensure a strong Oregon/ Washington balance in MCEDD's Board of Directors such that Board members from both sides feel equally heard and supported. Ensure equal staff support through the use of our EDA Planning Grant. Consider adding an additional private sector seat on the MCEDD Board. The request to MCEDD's Board: Provide feedback on adding a Forestry representative (or other industry TBD) to the MCEDD Board. Provide any additional feedback related strengthening MCEDD's work in Klickitat and Skamania Counties.

*Discussion: Bob Hamlin appreciated the outline format. Steve Kramer noted that a Forestry representative seat would be value added to the Oregon counties of Wasco and Hood River as well as the Washington counties. Steve was in favor of moving forward to add the Forestry representative seat onto the Board. Scott Clements also approved the presentation. Bob asked for any further discussion.*

*Ken noted that if Gilliam comes in, we may want to add another public sector seat on the Washington side to maintain balance. He added that this discussion is for later since it is not applicable until Gilliam's reps join the Board.*

*Jessica stated that we may have to change the bylaws to add a new forestry seat if it is approved. Ken said that the bylaws may direct us on this process. Jessica will check the bylaws and will check with the EDA to confirm we are adding Board members correctly according to their process.*

*Steve clarified that this item proposes to add a Forestry representative to balance between OR/WA in the District. Adding Gilliam County in the future is a separate item that will grow our board even more. Steve added that he was in full favor of adding a forestry seat to be filled with a Washington person. Skamania is 90% forestry; it is where their economy is based. Ken agreed.*

*Ken stated the need to clarify how difficult the process of adding seats will be. Adding this proposed forestry seat now will go through the process. Adding Gilliam later will create going thru the process twice, and the possibility of adding another seat to balance Gilliam will be three times to go through the process. If Jessica finds going through this process is difficult, then we should add all of these positions at once, in one process. This is why we need to understand how we change the bylaws that list who is on the Board. Doing it more than once is OK if it is not a difficult process.*

*Scott raised the question about the size of MCEDD's board. He noted that when he raised this question before, the response was that MCEDD's Board was so large that it would not make a*

*difference. Ken replied that adding a seat does make a difference, but not significant enough to matter. Boards above 12-15 members are too large to function effectively for administration. This is why the bulk of MCEDD's administration at Board level is done by the Executive Committee and has been operating this way for a long time. Adding one or two members to the full board will not make a significant difference.*

*Bob Hamlin asked if the full Board was expanded with more positions, will the Executive Committee expand also? Ken responded that this will be a discussion for the full Board.*

*Bob Hamlin asked for clarification if today's discussion requires any action, or just approval. Jessica responded that if the Committee feels strongly, they could make a recommendation. Bob then asked if the Executive Committee wanted to make a recommendation to add Gilliam, and/or make a recommendation to add a Forestry seat. Ken clarified that the Committee's recommendation is a much stronger stance. The Executive Committee has made a decision and is asking the Board to approve it. The Board does not need to take the time to discuss it in depth because the Executive Committee has done that in the process of making their recommendation.*

*Jessica noted that private sector seats are not currently tied (designated) to either state but are filled to balance both sides. She stated that she preferred that this proposed seat be officially undesignated but know that the goal is it is filled by someone on the Washington side.*

**Scott Clements motioned to add** a Forestry representative to the MCEDD Board. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

**Scott Clements motioned to recommend** moving forward with the process of adding Gilliam County to the District. Ken Bailey seconded the motion. Six members voted in favor; Steve Kramer voted against. The motion carried.

### **EXECUTIVE DIRECTOR REPORT**

For this update, Jessica included her 2022 work plan as information only.

- EDA visit: when Jessica contacted the new EDA director in the Seattle office to propose a site visit, she got an immediate response with a proposed date of April 28<sup>th</sup>.
- The lending program continues to be a source of concern.
- For this year's salary survey, Jessica explained that some of the sources that were used last year do not reevaluate annually, therefore there is not as much data available this year. Some HR staff asked about COLAs in response to the consumer price index rise to 7.5%. Some companies have made a market wage adjustment flat across the board to stay competitive and reflect inflation. Jessica asked the Committee members what their respective organizations are doing this year about COLAs.

*Discussion: Bob Hamlin replied that Skamania County has been going through negotiations and will do a step increase of 3% for 3 years, with an additional stipend of \$1500 for two years.*

*Leana Kinley reported that Stevenson went with a 5% COLA following the CPI that came out in June. She added that following the CPI is the traditional procedure for Stevenson.*

*Steve Kramer added that Wasco County did an adjustment last year (up 5%). He further explained that the County dropped their scale down 2 levels because many employees were topped out. This adjustment allows the senior employees to receive another increase before retiring. This year's budget is looking at a \$900,000 increase this year, and \$300,000 the year after. Steve added that leaders need to be thinking about the next 3-5 years for all of our organizations.*

*Bob Hamlin asked if COLAs need to be reevaluated yearly? Many positions in Skamania are done in terms of contracts that are not reassessed yearly. Jessica replied that MCEDD does not hire staff under contracts. Salary review is done each year as a part of MCEDD's budget process. Jessica further explained that the Budget committee discusses COLAs that are historically based on the CPI, which is usually 2%. The 7% increase is dramatic! Jessica added that the City of Hood River plans to go with a 4% COLA this year.*

*Bob Hamlin stated that Skamania County also looks at comps for positions.*

*Les Perkins reported for Hood River County, where administrators are in the middle of their salary survey. He said that the County is behind with their wages and plans to be aggressive with their increases this year. We have unions to negotiate with and are looking at split increases for 6 months. The unions seem to be agreeing with this approach, and it has the added benefit of minimizing the impact on the fiscal year with this approach.*

*Jessica thanked the board for this helpful information.*

*Scott Clements asked for more information on Jessica's comment about the lending program. He was not aware that the program was under duress. Jessica will explain this at the next LAB meeting, but very basically MCEDD has loan payments to make and cannot. There has been a waterfall of early payoffs, coupled with very little interest in new loans. She added that MCEDD is not alone with this problem. We have asked the USDA for deferrals and have discovered that the IRP program does not make deferrals but will do a payment plan. These options will be brought to the Loan Administration Board.*

#### **OTHER NEW BUSINESS/ COMMITTEE MEMBERS UPDATES**

Bob asked for any new business or updates. None were noted.

#### **EXECUTIVE DIRECTOR EVALUATION**

Executive Session per ORS 192.660(i) (performance evaluations of public officers and employees) was entered at 4:51pm.

*Leana Kinley left the meeting.*

*Regular Session Reconvened at 5:05pm.*

**EXECUTIVE DIRECTOR ACTION**

**Les Perkins made a motion to approve** a step increase for Jessica Metta based on her positive annual evaluation. Scott Clements seconded. All voted in favor, and the motion passed.

**ADJOURN**

Bob Hamlin adjourned the meeting at 5:06pm.

*Respectfully submitted by Jill Brandt, Administrative Assistant.*





## FINANCIAL SUMMARY

As of February 28, 2022

### **Balance Sheet**

Total Cash balance as of 2/28/2022 is \$8,031,168.54. You will notice a new section on the Balance Sheet that shows the LGIP fund balances. Accounts Receivable (1202) balance is \$188,520.80. There were no new loans funded in February. There was one loan client that paid off their loans in three different MCEDD loan funds as well as their loan with MHEA. The current Loans Receivable (1300) balance is \$3,136,462.91. Current Net Position as of 2/28/22 is \$12,888,232.36.

### **Operations Budget vs. Actual**

Total Revenues for the month of February are at 32.9% of budget. YTD revenue is at 47%. Total expenses for the month of February are 38.5% of budget and YTD expenses are 53.2%. Personnel expenses for the month of February are 84.1% of budget.

### **Other Updates**

- The Caselle transition is moving forward. The initial data tables have been reviewed for upload. One of the next steps will be mapping the MCEDD chart of accounts and class codes to the Caselle account code structure. From there, we will associate the MCEDD class codes with their respective "Funds". Training at Caselle will most likely happen at the beginning of FY23.
- Wrapping up the work with the consultant so that the final documents can be sent to the auditor for completion of the FY21 Annual Financial Report.
- Getting ready to start Q3 Transportation reporting. Having this reporting done prior to diving into the FY23 Budget will be helpful as it will give us a better idea of the remaining Grant funds going into next year.

Respectfully Submitted,

Dana Woods  
Finance Manager

## Mid-Columbia Economic Development District

## Balance Sheet

As of February 28, 2022

	Feb 28, 22	Feb 28, 21
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Checking/Savings</b>		
<b>1000 · Bank Demand Deposits</b>		
<b>1010 · MCEDD Checking</b>		
10372 · MCEDD Micro Loan Checking	6,680.80	7,860.00
10601 · LINK Cash	32,208.93	325,939.65
1010 · MCEDD Checking - Other	316,341.59	235,298.53
<b>Total 1010 · MCEDD Checking</b>	355,231.32	569,098.18
<b>1015 · MCEDD MM</b>		
15372 · MCEDD Micro Loan MM	2,405.68	4,761.39
15601 · LINK MM	458,001.45	258,001.45
1015 · MCEDD MM - Other	35,068.02	34,907.17
<b>Total 1015 · MCEDD MM</b>	495,475.15	297,670.01
<b>1020 · IRP</b>		
1021 · IRP - Sherman	138,300.58	88,064.26
1022 · IRP - WA	58,915.76	54,614.35
1020 · IRP - Other	52,789.83	107,407.21
<b>Total 1020 · IRP</b>	250,006.17	250,085.82
<b>1030 · Loan Funds</b>		
1036 · EDA RLFs	172,063.80	446,025.43
1037 · EDA CARES RLF	11,164.50	0.00
1045 · Reg Strat	50,167.22	143,843.66
1050 · RBEG-OR	42,001.27	157,990.11
1055 · RBEG-WA	19,213.05	96,328.03
1057 · RBEG-KL	27,280.71	123,139.34
1067 · CDBG Microenterprises	32,822.96	108,368.34
<b>Total 1030 · Loan Funds</b>	354,713.51	1,075,694.91
1031 · Housing RLF	341,249.95	1,503,104.75
1070 · National Scenic Fund	279,375.28	1,478,106.08
<b>1130a · LGIP Loan Funds</b>		
1136 · EDA RLFs LGIP	500,160.28	0.00
1146 · Reg Strat LGIP	100,032.05	0.00
1151 · RBEG-OR LGIP	250,080.14	0.00
1156 · RBEG-WA LGIP	75,024.04	0.00
1158 · RBEG-KL LGIP	100,032.05	0.00
1167 · CDBG Micro LGIP	75,024.04	0.00
<b>Total 1130a · LGIP Loan Funds</b>	1,100,352.60	0.00
1131 · LGIP Housing RLF	1,500,480.82	0.00
1171 · LGIP National Scenic Fund	1,500,480.82	0.00
<b>Total 1000 · Bank Demand Deposits</b>	6,177,365.62	5,173,759.75
<b>1100 · CDS</b>		
1121 · IRP Reserve	96,043.43	96,045.01
<b>Total 1100 · CDS</b>	96,043.43	96,045.01
1122 · IRP - DDM Product	1,757,618.59	820,702.85
1125 · LINK Petty Cash	140.90	150.00
<b>Total Checking/Savings</b>	8,031,168.54	6,090,657.61
<b>Accounts Receivable</b>		
1202 · Accounts Receivable	188,520.80	118,516.07
1205 · Interfund Loan Receivable	53,170.11	69,121.23
<b>Total Accounts Receivable</b>	241,690.91	187,637.30

## Mid-Columbia Economic Development District

## Balance Sheet

As of February 28, 2022

03/30/22

Accrual Basis

	Feb 28, 22	Feb 28, 21
<b>Other Current Assets</b>		
<b>1200 · Receivables &amp; Accruals</b>		
1210 · Accrued Revenue	-28,750.00	20,000.00
1240 · Prepaid Expenses	14,750.31	11,356.96
1260 · Accrued Loan Interest	12,110.89	25,607.39
<b>Total 1200 · Receivables &amp; Accruals</b>	-1,888.80	56,964.35
<b>1300 · Loans Receivable</b>		
1330 · MCEDD Loans Receivable		
1320 · IRP	983,057.23	1,609,168.57
1321 · IRP - Sherman	0.00	151,317.03
1322 · IRP - WA	89,349.39	262,928.85
1336 · EDA RLFs	141,593.27	381,769.32
1337 · EDA Cares RLF	485,677.57	20,750.00
1345 · Reg Strat	29,917.67	31,657.79
1350 · RBEG-OR	25,270.39	150,610.19
1371 · Housing RLF	236,244.34	563,135.32
1372 · MCEDD Micro Loan	17,180.27	13,981.06
<b>Total 1330 · MCEDD Loans Receivable</b>	2,008,290.13	3,185,318.13
1370 · OIB Loans Receivable	1,128,172.78	1,455,468.44
<b>Total 1300 · Loans Receivable</b>	3,136,462.91	4,640,786.57
<b>1400 · Loan Payments Holding</b>		
1420 · IRP	-590.00	1,500.00
1421 · IRP - SH	0.00	1,500.00
1436 · EDA RLFs	1,326.90	1,926.90
1467 · CDBG Microenterprises	-12.40	-12.40
1475 · OIB	-3,951.00	-14,027.51
<b>Total 1400 · Loan Payments Holding</b>	-3,226.50	-9,113.01
<b>1500 · Allowance for Doubtful Loans</b>		
1520 · IRP Allowance	-101,230.49	-112,150.28
1521 · IRP - SH Co	-8,728.41	-9,329.15
1522 · IRP - WA	-5,836.48	-17,452.77
1536 · EDA RLFs Allowance	-18,154.76	-33,468.48
1545 · Reg Strat Allowance	-1,865.36	-1,947.64
1555 · RBEG Allowance	-8,729.68	-9,445.49
1571 · Housing RLF Allowance	-33,440.72	-33,936.18
1575 · OIB Allowance	-133,666.93	-148,149.53
<b>Total 1500 · Allowance for Doubtful Loans</b>	-311,652.83	-365,879.52
<b>Total Other Current Assets</b>	2,819,694.78	4,322,758.39
<b>Total Current Assets</b>	11,092,554.23	10,601,053.30
<b>Fixed Assets</b>		
<b>1600 · Fixed Assets</b>		
1605 · Vehicles	377,037.00	214,361.00
1610 · Building/Land	1,615,463.00	1,605,958.00
1650 · Accumulated Depreciation	-196,822.00	-123,337.00
<b>Total 1600 · Fixed Assets</b>	1,795,678.00	1,696,982.00
<b>Total Fixed Assets</b>	1,795,678.00	1,696,982.00

## Mid-Columbia Economic Development District

## Balance Sheet

As of February 28, 2022

03/30/22

Accrual Basis

	Feb 28, 22	Feb 28, 21
<b>Other Assets</b>		
87 · Due To/From Internal Accounts		
88 · Due From Accounts	1,789,367.64	1,614,056.26
94 · Due To Accounts	-1,789,367.51	-1,614,056.23
Total 87 · Due To/From Internal Accounts	0.13	0.03
Total Other Assets	0.13	0.03
<b>TOTAL ASSETS</b>	<b>12,888,232.36</b>	<b>12,298,035.33</b>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2005 · Interfund Loan Payable	53,170.24	69,121.26
2010 · A/P General	17,091.60	12,556.15
Total Accounts Payable	70,261.84	81,677.41
<b>Other Current Liabilities</b>		
2010a · A/P Audit	-11,323.89	-11,323.89
2030 · Accrued Loan Payment	78,017.65	77,334.69
2035 · Accrued Interest Payable	137.48	162.84
2050 · PTO - Accrued	69,518.56	57,299.21
2070 · Health Insurance Payable	-20,117.55	-3,206.16
2080 · Life & Disability Payable	-110.78	391.15
2090 · WC SAIF Ins	4,940.95	3,690.12
2100 · Payroll Liabilities		
2110 · Federal Payroll Liability	-187.49	-187.49
2120 · State Payroll Liabilities		
2115 · OR- SUTA Payroll Liabilities		
2105 · WBF Payroll Assessment	331.55	229.32
2115 · OR- SUTA Payroll Liabilities - Other	737.53	196.74
Total 2115 · OR- SUTA Payroll Liabilities	1,069.08	426.06
2120 · State Payroll Liabilities - Other	211.25	176.69
Total 2120 · State Payroll Liabilities	1,280.33	602.75
2100 · Payroll Liabilities - Other	390.79	550.82
Total 2100 · Payroll Liabilities	1,483.63	966.08
2800 · Deferred Revenue	6,666.59	10,916.63
Total Other Current Liabilities	129,212.64	136,230.67
Total Current Liabilities	199,474.48	217,908.08
<b>Long Term Liabilities</b>		
2820 · IRP Loan Payable \$1million	324,527.78	363,344.34
2821 · IRP Loan Payable \$600,000	308,895.37	331,054.82
2822 · IRP Loan Payable \$750,000	468,438.51	495,323.28
2823 · IRP Loan Payable - WA \$310,000	242,855.92	253,479.49
2824 · IRP Loan Payable - SH \$200,000	152,886.93	159,779.14
Total Long Term Liabilities	1,497,604.51	1,602,981.07
Total Liabilities	1,697,078.99	1,820,889.15
<b>Equity</b>		
3100 · Fund Balances	4,836,051.85	4,663,870.85
3110 · Carryforward Balance	684,886.00	-117,089.67
3900 · Retained Earnings	6,126,303.01	5,611,344.39
Net Income	-456,087.49	319,020.61
Total Equity	11,191,153.37	10,477,146.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,888,232.36</b>	<b>12,298,035.33</b>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
 July 2021 through February 2022

	Jul '21 - Feb 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4000 · Carryover Revenue	0.00	709,570.00	-709,570.00	0.0%
4012 · Trans From/To Fund (SUPPORT)	12,660.44	7,614.68	5,045.76	166.3%
4100 · Federal	1,072,884.79	2,786,432.00	-1,713,547.21	38.5%
4200 · State	508,651.00	540,946.00	-32,295.00	94.0%
4300 · Local Match	52,500.00	58,333.28	-5,833.28	90.0%
4400 · Local Assessment	78,768.00	52,623.32	26,144.68	149.7%
4500 · Contract Reimbursement	353,345.30	361,856.68	-8,511.38	97.6%
4600 · Loan Interest	142,778.35	207,965.36	-65,187.01	68.7%
4700 · Loan Processing Fees	10,351.04	17,426.64	-7,075.60	59.4%
4705 · Loan Filing Fees	3,026.50	3,566.72	-540.22	84.9%
4710 · Loan Late Fee	31.64	2,300.00	-2,268.36	1.4%
4750 · Investment Interest	1,713.62	752.68	960.94	227.7%
4800 · Other Revenue	24,742.49	61,830.04	-37,087.55	40.0%
4805 · Farebox Revenue	14,006.14	25,173.32	-11,167.18	55.6%
<b>Total Income</b>	<b>2,275,459.31</b>	<b>4,836,390.72</b>	<b>-2,560,931.41</b>	<b>47.0%</b>
<b>Gross Profit</b>	<b>2,275,459.31</b>	<b>4,836,390.72</b>	<b>-2,560,931.41</b>	<b>47.0%</b>
<b>Expense</b>				
5000 · Personnel Expense	1,135,191.26	1,454,827.32	-319,636.06	78.0%
6110 · Travel & Conference	4,805.94	22,106.68	-17,300.74	21.7%
6190 · Event Services	0.00	7,876.64	-7,876.64	0.0%
6200 · Equipment	4,830.20	8,722.68	-3,892.48	55.4%
6300 · Supplies	15,792.46	27,776.64	-11,984.18	56.9%
6400 · Professional Services	205,147.66	400,349.20	-195,201.54	51.2%
6500 · Vehicle Costs	87,496.04	72,010.68	15,485.36	121.5%
6600 · Communications	11,715.79	25,407.32	-13,691.53	46.1%
6700 · Building Costs	34,500.75	26,262.28	8,238.47	131.4%
6800 · Bonds & Insurance	24,197.50	9,634.68	14,562.82	251.2%
6900 · Other Materials & Supplies	11,528.96	1,352,005.24	-1,340,476.28	0.9%
9000 · Indirect Spread	0.00	0.17	-0.17	0.0%
9100 · Capital Purchase	438,055.00	298,970.00	139,085.00	146.5%
9600 · Transfer to/from Source	0.00	1,333.32	-1,333.32	0.0%
<b>Total Expense</b>	<b>1,973,261.56</b>	<b>3,707,282.85</b>	<b>-1,734,021.29</b>	<b>53.2%</b>
<b>Net Ordinary Income</b>	<b>302,197.75</b>	<b>1,129,107.87</b>	<b>-826,910.12</b>	<b>26.8%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	80,920.00	80,920.00	0.00	100.0%
7500 · Carryover to Next Year	684,886.00	684,889.00	-3.00	100.0%
7600 · In-Kind Contractual	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>765,806.00</b>	<b>765,809.00</b>	<b>-3.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-765,806.00</b>	<b>-765,809.00</b>	<b>3.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-463,608.25</b>	<b>363,298.87</b>	<b>-826,907.12</b>	<b>-127.6%</b>

**Mid-Columbia Economic Development District**  
**Operations Budget vs. Actual**  
**February 2022**

	Feb 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4012 · Trans From/To Fund (SUPPORT)	1,257.55	951.83	305.72	132.1%
4100 · Federal	6,666.67	348,304.00	-341,637.33	1.9%
4200 · State	119,589.00	67,618.25	51,970.75	176.9%
4300 · Local Match	0.00	7,291.68	-7,291.68	0.0%
4400 · Local Assessment	0.00	6,577.92	-6,577.92	0.0%
4500 · Contract Reimbursement	25,622.92	45,232.08	-19,609.16	56.6%
4600 · Loan Interest	13,050.44	25,995.66	-12,945.22	50.2%
4700 · Loan Processing Fees	0.00	2,178.34	-2,178.34	0.0%
4705 · Loan Filing Fees	516.06	445.82	70.24	115.8%
4710 · Loan Late Fee	11.48	287.50	-276.02	4.0%
4750 · Investment Interest	893.73	94.08	799.65	950.0%
4800 · Other Revenue	321.22	7,728.74	-7,407.52	4.2%
4805 · Farebox Revenue	1,778.18	3,146.67	-1,368.49	56.5%
<b>Total Income</b>	<b>169,707.25</b>	<b>515,852.57</b>	<b>-346,145.32</b>	<b>32.9%</b>
<b>Gross Profit</b>	<b>169,707.25</b>	<b>515,852.57</b>	<b>-346,145.32</b>	<b>32.9%</b>
<b>Expense</b>				
5000 · Personnel Expense	152,874.97	181,853.42	-28,978.45	84.1%
6110 · Travel & Conference	514.16	2,763.33	-2,249.17	18.6%
6190 · Event Services	0.00	984.59	-984.59	0.0%
6200 · Equipment	220.48	1,090.33	-869.85	20.2%
6300 · Supplies	1,958.66	3,472.09	-1,513.43	56.4%
6400 · Professional Services	13,402.99	50,043.20	-36,640.21	26.8%
6500 · Vehicle Costs	5,304.63	9,001.33	-3,696.70	58.9%
6600 · Communications	1,207.72	3,175.92	-1,968.20	38.0%
6700 · Building Costs	2,622.44	3,281.44	-659.00	79.9%
6800 · Bonds & Insurance	0.00	1,204.33	-1,204.33	0.0%
6900 · Other Materials & Supplies	344.96	168,998.19	-168,653.23	0.2%
9000 · Indirect Spread	0.00	-0.02	0.02	0.0%
9100 · Capital Purchase	0.00	37,371.25	-37,371.25	0.0%
9600 · Transfer to/from Source	0.00	166.67	-166.67	0.0%
<b>Total Expense</b>	<b>178,451.01</b>	<b>463,406.07</b>	<b>-284,955.06</b>	<b>38.5%</b>
<b>Net Ordinary Income</b>	<b>-8,743.76</b>	<b>52,446.50</b>	<b>-61,190.26</b>	<b>-16.7%</b>
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
7400 · Loan Payment	10,115.00	10,115.00	0.00	100.0%
<b>Total Other Expense</b>	<b>10,115.00</b>	<b>10,115.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>-10,115.00</b>	<b>-10,115.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-18,858.76</b>	<b>42,331.50</b>	<b>-61,190.26</b>	<b>-44.6%</b>

## Memorandum

**Date: March 30, 2022**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Executive Committee and Board Meeting Format**

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### Overview

After March 2020 with the start of the COVID-19 pandemic, the MCEDD Executive Committee and Board of Directors have been meeting only virtually. Prior to COVID, the Executive Committee was in-person at the MCEDD office and the Board met in-person alternating between Hood River and White Salmon venues. Call-in options were always available although not always easy to use. As we move into life with COVID and hope that new variants don't cause further disruptions, staff requests feedback on the format for these meetings in the future.

### Executive Committee Options

1. Stay fully virtual.
2. Hybrid option with some on video conference and some in-person in the MCEDD conference room that has equipment to allow interaction with others over video conference.
  - A. All meetings the same.
  - B. Encouraging some to be mostly in-person (i.e. every other meeting in-person).

### Board of Directors Options

1. Stay fully virtual.
2. Hybrid option with some on video conference and some in-person rotating between Hood River and White Salmon. MCEDD's video conference equipment is mobile, but may not be perfect for the different venues.
  - A. All meetings the same.
  - B. Encouraging some to be mostly in-person (i.e. March and June in-person, September and December all virtual).

## Memorandum

**Date: March 30, 2022**  
**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Re: FY23 Salary Schedule**

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### Overview

During the Executive Committee discussion of the salary schedule in spring 2021, the recommendation was to conduct a salary survey annually to ensure we are staying more in line with comparables. Staying competitive with our wages in the region helps MCEDD recruit and retain top talent, especially in this very tight labor market.

In preparation for the FY23 budget, Dana Woods and I pulled data from sources used for prior salary analyses. Data sources used or consulted included:

- OEDD: Oregon Economic Development Districts (used somewhat for Loan Fund Manager position)
- OED and WESD: Oregon Employment Department and Washington Employment Security Departments
- AWC: Association of Washington Cities (League of Oregon Cities was consulted but did not have recent data)
- CAT or CET: Transit providers (only several were contacted this time- Columbia Area Transit, Cascades East Transit in Bend)

As the details of the data allowed, we compared data as specific to our regional geography, organization size, and type of entity as possible.

I also reviewed the raw data with Board Member Leana Kinley prior to this meeting to come up with the following recommendations.

### Salary Structure Recommendation

- **The Executive Director, Deputy Directors, Finance and Operations Manager, and Loan Fund Manager** all received larger increases last year (respective percentages of 10,10,10,7). Some of the positions were recommended for another large increase this year. Review of available data shows that we are roughly in line (more details below). Recommendation is to only provide a Cost-of-Living Adjustment (COLA).
  - Executive Director data: We are high compared to CAT, AWC and low compared to OED and WESD.
  - Deputy Directors data: We are on par with all sources except for CAT (if we compare to an Operations Manager).
  - Finance and Operations Manager data: We are on par with CET, AWC, and some OED data. We are low compared to WESD, some OED data.
  - Loan Fund Manager: We might be low, but we cannot afford an increase.



- **Project Manager** vacancies have lately been harder to fill and the position did not receive an increase last year. While we seem on par with the data sources, another Oregon EDD is currently hiring for a similar position at a slightly higher rate. Recommendation is to move the position up one step, which equates to a 5% raise, plus a COLA.
- **Program Manager, Office Administrator, Administrative Assistant** positions seem to be on par with data sources, but they have not had a raise in a while. Recommendation is to move the positions up one step to stay in line with the salary structure, which equates to a 5% raise, plus a COLA.
- The **Transportation Operations Manager** position has fewer comparables, but we are more significantly lower compared to CAT and CET. Recommendation to go up two steps (a 10% raise) plus a COLA.
- **Drivers and Dispatchers** received a 5% raise last year but these positions have been harder to recruit. We are very low compared to CAT after their recent union negotiations, but their drivers require Class B CDLs where we require none. Minimum wage is going up again by 75 cents, which is roughly akin to a 5% raise. Recommendation is to move the positions up one step, which equates to a 5% raise, plus a COLA.

The salary structure with recommended changes is attached to this memo.

### **Cost-of-Living Adjustment**

The COLA is initially discussed by the Budget Committee and then approved by the Board when it adopts the budget. Staff is still considering what we can afford given the high Consumer Price Index and relative to the salary schedule recommendations and our revenue sources.

### **Request**

Recommend a revised salary schedule for inclusion in the FY23 budget preparation.

## FY23 SALARY SCALE Recommendations

*Does not include COLA*

### Executive Director

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$93,682	\$98,365	\$103,283	\$108,448	\$113,871	\$119,565
FY23 Propo:	\$93,682	\$98,365	\$103,283	\$108,448	\$113,871	\$119,565

### Deputy Directors

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591
FY23 Propo:	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591

### Finance Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591
FY23 Propo:	\$72,548	\$76,177	\$79,987	\$83,984	\$88,183	\$92,591

### Loan Fund Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$63,794	\$66,986	\$70,333	\$73,851	\$77,544	\$81,419
FY23 Propo:	\$63,794	\$66,986	\$70,333	\$73,851	\$77,544	\$81,419

### Project Manager, Mobility Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$61,833	\$64,925	\$68,172	\$71,580	\$75,159	\$78,916
FY23 Propo:	\$64,925	\$68,172	\$71,580	\$75,159	\$78,916	\$82,862

### Transportation Operations Manager

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$56,085	\$58,890	\$61,833	\$64,925	\$68,172	\$71,580
FY23 Propo:	\$61,833	\$64,925	\$68,172	\$71,580	\$75,158	\$78,916

### Program Manager, Travel Trainer

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$47,673	\$50,057	\$52,559	\$55,186	\$57,946	\$60,843
FY23 Propo:	\$50,057	\$52,559	\$55,186	\$57,946	\$60,843	\$63,885

### Office Administrator

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$46,681	\$49,015	\$51,466	\$54,040	\$56,742	\$59,578
FY23 Propo:	\$49,015	\$51,466	\$54,040	\$56,742	\$59,578	\$62,557

### Administrative Assistant

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$35,020	\$36,771	\$38,609	\$40,540	\$42,567	\$44,695
FY23 Propo:	\$36,771	\$38,609	\$40,540	\$42,567	\$44,695	\$46,930
Hrly	\$18.86	\$19.80	\$20.79	\$21.83	\$22.92	\$24.07

### Dispatch/Scheduler

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$32,897	\$34,542	\$36,269	\$38,082	\$39,986	\$41,986
FY23 Propo:	\$34,542	\$36,269	\$38,082	\$39,986	\$41,986	\$44,085
Hrly	\$17.71	\$18.60	\$19.53	\$20.51	\$21.53	\$22.61

### Lead Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171	\$43,230
FY23 Propo:	\$35,565	\$37,344	\$39,211	\$41,171	\$43,230	\$45,391
Hrly	\$18.24	\$19.15	\$20.11	\$21.11	\$22.17	\$23.28

### Driver

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
FY22	\$32,259	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171
FY23 Propo:	\$33,872	\$35,565	\$37,344	\$39,211	\$41,171	\$43,230
Hrly	\$17.37	\$18.24	\$19.15	\$20.11	\$21.11	\$22.17

## Memorandum

**Date: March 30, 2022**

**To: MCEDD Executive Committee**

**From: Jessica Metta, Executive Director**

**Re: Telework Policy Update**

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### **Overview**

MCEDD's existing telework policies have not been updated since many employees moved to primarily remote work as a result of COVID-19. Staff attended a training with Special Districts Association of Oregon (SDAO) on this topic and learned about language that would help provide clarity and mitigate possible risks to MCEDD. SDAO also provided a template that was used as a starting point. As, this language is part of the Personnel Policy and any updates would need to be approved by the MCEDD Board.

The following documents show the edits to the Telework section of our Personnel Policy using tracked changes as well as a clean copy for easier reading. The edited Telework Agreement is provided since it is referenced in the policy, but does not need to be approved.

### **Request**

Review the draft Telework Policy changes, suggest any edits and recommend approval to the full Board.

2.7 Telework: The District may permit employees to work at their home. All employees must be approved in advance to telework by their supervisor and have a signed Teleworking Agreement.

2.7.1. Eligibility

- A. Employees eligible for telecommuting must have job functions that are of a nature where face-to-face communications, with the public, the District, or with other staff, are minimal or may be scheduled. Additionally, the need for specialized equipment or material for these employees must either be minimal or capable of being scheduled so as not to disrupt District operations during regular business hours or the work of other employees.
- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. 2.7.7The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

2.7.4.2 Employee Responsibilities and Expectations

- A. All employees are required to work in the office, on a scheduled basis, a minimum of two days per work week.
- B. Employees will have the same working hours while telecommuting that they would have at the office. In other words, if the employee would normally work an eight to five day in the office, the employee should work an eight to five day at home.
- A.C. 2.7.4For non-exempt employees, provision for breaks and lunch time will be the same as if the employee was working in the office. Overtime will not be permitted unless prior authorization is acquired.
- D. 2.7.2Employees will have the internet, suitable office space, and equipment needed for a successful telecommuting arrangement. MCEDD will provide a laptop computer. The employee may agree to use her/his own phone, printer and fax. The employee will provide his/her own internet. No office furniture will be provided.
- E. Employees are responsible for supplying their home office with sundry items such as paper, ink, office furniture, etc.
- B.F. All employees are expected to maintain a home office that provides appropriate privacy during virtual meetings when dealing with sensitive or protected information.
- G. Employees must be able to comply with public records law and confidentiality.

2.7.3 Employee Responsibilities Related to IT

- Have provisions related to data and information security to ensure adequate protection of District data and equipment.
- A. The employee is expected to ensure they have an adequate, password protected internet connection at their home to be able to work efficiently, attend webinars and

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virtual meetings, utilize the VPN, answer phone calls, and meet any other virtual needs.

B. Employees will be responsible for troubleshooting employee-provided home network or broadband services with help from their Internet Service Provider. MCEDD will not reimburse an employee for internet usage.

C. All equipment supplied by MCEDD will be maintained by or at the direction of MCEDD. Our IT provider and MCEDD support staff will only provide device support that relates to MCEDD devices and connection.

D. Equipment supplied by the employee, will be maintained by the employee. MCEDD accepts no responsibility for damage or repairs to employee-owned equipment.

A-E. Employees will notify MCEDD immediately in the event of a theft, breakdown, or other issue with supplied equipment, software, or other materials. Employees will follow MCEDD direction regarding any necessary repair, update, replacement, etc. Employees may be required to bring equipment to the MCEDD office for periodic maintenance.

F. 2.7.5 — The District will be responsible for repair and maintenance of any equipment provided by the District. The Employee will be responsible for repair and maintenance of equipment owned by the employee. Surge protectors must be used with any District owned equipment.

#### 2.7.4 Telecommute Security

A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.

B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.

1. Login and password information is secure and protected, even from family members

2. Basic network practices are being applied with appropriate security standards

3. Web-based systems are secure

4. Two-factor authentication is enabled and being used (if available)

C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)

D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.

E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.

F. The employee is responsible to ensure any other measures used to secure information are taken.

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- G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
- H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential electronic information in transit or at the alternate worksite.
- I. Personal computers or tablets should not be used for MCEDD business.
- J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

#### 2.7.5 Supervisor Responsibilities

- A. Supervisors are responsible for monitoring employee compliance with teleworking agreements, relevant policies, performance standards, expectations for work product and productivity and time accountability.
- B. Supervisors are responsible for approving the telework schedule for each employee.
- C. Supervisors are responsible for ensuring their non-exempt employees maintain their work schedule, including taking all breaks, and do not work outside of that schedule, including utilizing their cell phones after hours for work purposes.

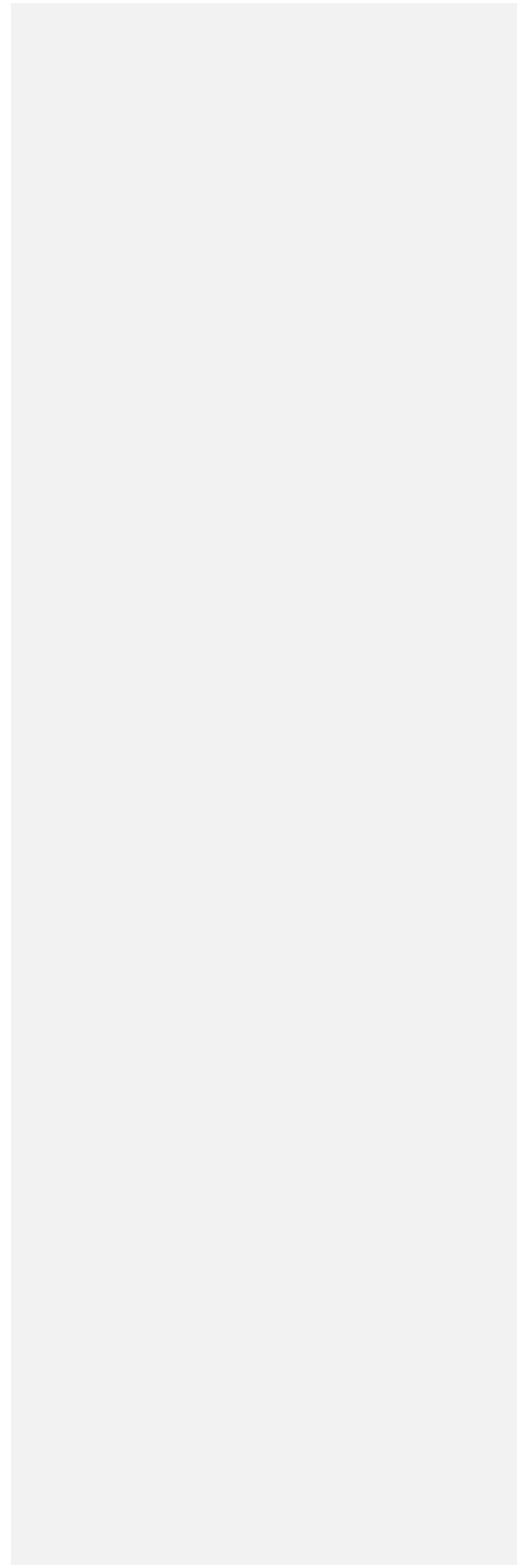
#### 2.7.6 MCEDD Responsibilities

- A. MCEDD does not expect employees to incur costs to modify their home office, and MCEDD will not be responsible for costs associated with improvements of a home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote office space. In addition, MCEDD will not take responsibility for any increased home costs resulting from the work from home arrangement (e.g., home insurance coverage, increased utility costs, taxes).
- B. MCEDD will provide standard office equipment for the employee's home office. This will include a computer, keyboard, mouse, and one monitor. MCEDD reserves the right to modify what computer equipment is supplied at any time.
- C. MCEDD does not provide mileage reimbursement for employees driving from duty station to duty station, such as to/from their home office to/from the MCEDD office.
- D. An employee's salary, benefits and insurance coverage does not change because of teleworking.

2.7.6 Workers Compensation: Injuries sustained by an employee while performing work on behalf of MCEDD regardless of location, is normally covered by the workers' compensation policy. If you sustain an injury while teleworking, you must notify your supervisor and complete any required documentation.

2.7.6 —The employee will be covered by worker's compensation insurance for all job-related injuries occurring in the home during the telecommuter's defined work period.

Worker's compensation will NOT apply to non-job-related injuries that may occur in the home.



2.7 Telework: The District may permit employees to work at their home. All employees must be approved in advance to telework by their supervisor and have a signed Teleworking Agreement.

#### 2.7.1. Eligibility

- A. Employees eligible for telecommuting must have job functions that are of a nature where face-to-face communications, with the public, the District, or with other staff, are minimal or may be scheduled. Additionally, the need for specialized equipment or material for these employees must either be minimal or capable of being scheduled so as not to disrupt District operations during regular business hours or the work of other employees.
- B. All new employees to MCEDD may telework after successfully completing the six-month probationary period. The expectation is that for the first six months of employment the employee will work in the office at least three days per week.
- C. The Executive Director can modify, suspend, or terminate the telecommuting agreement if needed to address business needs of the District, as a result of a change in the employee's job performance, or for other reasons related to District operations.

#### 2.7.2 Employee Responsibilities and Expectations

- A. All employees are required to work in the office, on a scheduled basis, a minimum of two days per work week.
- B. Employees will have the same working hours while telecommuting that they would have at the office. In other words, if the employee would normally work an eight to five day in the office, the employee should work an eight to five day at home.
- C. For non-exempt employees, provision for breaks and lunch time will be the same as if the employee was working in the office. Overtime will not be permitted unless prior authorization is acquired.
- D. Employees will have the internet, suitable office space, and equipment needed for a successful telecommuting arrangement. No office furniture will be provided.
- E. Employees are responsible for supplying their home office with sundry items such as paper, ink, office furniture, etc.
- F. All employees are expected to maintain a home office that provides appropriate privacy during virtual meetings when dealing with sensitive or protected information.
- G. Employees must be able to comply with public records law and confidentiality.

#### 2.7.3 Employee Responsibilities Related to IT

- A. The employee is expected to ensure they have an adequate, password protected internet connection at their home to be able to work efficiently, attend webinars and virtual meetings, utilize the VPN, answer phone calls, and meet any other virtual needs.
- B. Employees will be responsible for troubleshooting employee-provided home network or broadband services with help from their Internet Service Provider. MCEDD will not reimburse an employee for internet usage.



- C. All equipment supplied by MCEDD will be maintained by or at the direction of MCEDD. Our IT provider and MCEDD support staff will only provide device support that relates to MCEDD devices and connection.
- D. Equipment supplied by the employee, will be maintained by the employee. MCEDD accepts no responsibility for damage or repairs to employee-owned equipment.
- E. Employees will notify MCEDD immediately in the event of a theft, breakdown, or other issue with supplied equipment, software, or other materials. Employees will follow MCEDD direction regarding any necessary repair, update, replacement, etc. Employees may be required to bring equipment to the MCEDD office for periodic maintenance.
- F. Surge protectors must be used with any District owned equipment.

#### 2.7.4 Telecommute Security

- A. Employees are required to have all internet, cellular or similar access points are protected with strong passwords or passphrases.
- B. All internet, cellular or similar access point passwords or passphrases are changed on a regular and scheduled basis.
  - 1. Login and password information is secure and protected, even from family members
  - 2. Basic network practices are being applied with appropriate security standards
  - 3. Web-based systems are secure
  - 4. Two-factor authentication is enabled and being used (if available)
- C. All data is saved in MCEDD authorized shared network drives, cloud locations (e.g., Google Drive), or MCEDD-provided media. No data can be saved to personal storage media (e.g., Flash drives, hard drives, personal cloud storage accounts, etc.)
- D. VPN access is only allowed on MCEDD issued devices. No personal devices will be connected via VPN.
- E. Employees should be conscious of not printing any sensitive information at their home office and the employee should utilize their time in the MCEDD offices for the printing such documents. Some positions may require the need to print such information at a home office and the employee is responsible for ensuring the security and appropriate disposal of those documents.
- F. The employee is responsible to ensure any other measures used to secure information are taken.
- G. Employees are expected to ensure physical office security by taking steps like keeping sensitive material or customer information secure by hiding devices when not in use and any other measures appropriate for the job and the environment.
- H. Employees are expected to follow all MCEDD policies related to information and data security. Complying with these policies mitigates risk and ensures an appropriate level of security for confidential electronic information in transit or at the alternate worksite.
- I. Personal computers or tablets should not be used for MCEDD business.

- J. Performance of illegal activities through the MCEDD network or on MCEDD time by any user, authorized or otherwise, is prohibited. The employee bears responsibility for and consequences of misuse of their access.

#### 2.7.5 Supervisor Responsibilities

- A. Supervisors are responsible for monitoring employee compliance with teleworking agreements, relevant policies, performance standards, expectations for work product and productivity and time accountability.
- B. Supervisors are responsible for approving the telework schedule for each employee.
- C. Supervisors are responsible for ensuring their non-exempt employees maintain their work schedule, including taking all breaks, and do not work outside of that schedule, including utilizing their cell phones after hours for work purposes.

#### 2.7.6 MCEDD Responsibilities

- A. MCEDD does not expect employees to incur costs to modify their home office, and MCEDD will not be responsible for costs associated with improvements of a home office such as remodeling, furniture, or lighting, nor for repairs or modifications to the remote office space. In addition, MCEDD will not take responsibility for any increased home costs resulting from the work from home arrangement (e.g., home insurance coverage, increased utility costs, taxes).
- B. MCEDD will provide standard office equipment for the employee's home office. This will include a computer, keyboard, mouse, and one monitor. MCEDD reserves the right to modify what computer equipment is supplied at any time.
- C. MCEDD does not provide mileage reimbursement for employees driving from duty station to duty station, such as to/from their home office to/from the MCEDD office.
- D. An employee's salary, benefits and insurance coverage does not change because of teleworking.

2.7.6 Workers Compensation: Injuries sustained by an employee while performing work on behalf of MCEDD regardless of location, is normally covered by the workers' compensation policy. If you sustain an injury while teleworking, you must notify your supervisor and complete any required documentation. Worker's compensation will NOT apply to non-job-related injuries that may occur in the home.

**MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
TELEWORKING AGREEMENT**

**Employee Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Work Schedule:**

The employee must gain agreement and approval from ~~the MCEDD Executive Director~~ your supervisor prior to commencing telework. The employee's work schedule remains the same while teleworking unless an official work schedule change is requested.

**Alternate Worksite:**

MCEDD does not reimburse the employee for travel between the alternate worksite and the central worksite.

Indicate type and address of alternate worksite:

Home: \_\_\_\_\_  
Satellite/Other: \_\_\_\_\_

Indicate alternate worksite telephone numbers:

Home telephone: \_\_\_\_\_  
Cell: \_\_\_\_\_

**Assignments**

Supervisors set expectations for job assignments to be completed on teleworking day(s). Employees are held to the same job requirements and expectations in effect while in the central worksite.

**Equipment:**

MCEDD is not responsible for any private property used, lost or damaged. MCEDD may pursue recovery from the employee for MCEDD property that is deliberately or negligently damaged or destroyed while in the employee's care, custody or control. Employees are advised to contact their insurance agent and tax consultant for information regarding home worksites. See the Telework section in the Personnel Policy for additional information about equipment.

~~Personal computer equipment used to telecommute must comply with MCEDD security policies and practices. MCEDD information stored on personal electronic equipment is subject to public records requests and MCEDD review.~~

In the event of equipment failure, the supervisor may immediately assign the employee to another project or worksite. The employee shall surrender all MCEDD equipment, data, and documents immediately upon request.

List of MCEDD equipment to be used at alternate worksite:

Item Description	<u>MCEDD</u> Inventory # if available <u>MCEDD-issued</u>

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**Information Security:**

Describe the measures being taken to secure the information and equipment at the alternate worksite

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~~What is the review period for these security measures?~~

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**Other Arrangements:**

*Please describe additional conditions agreed upon by the employee and supervisor.*

~~As at the office, the eEmployee will continue close communication with the supervisor about their work plan, provide a written overview of his/her work plan to the supervisor prior to commencing telework. Employee will provide a written or verbal synopsis of accomplishments for each day of telecommuting at the end of the day to the supervisor.~~

**Acknowledgment:**

The employee agrees to perform services for the employer as a “telecommuter.”

Telecommuting is voluntary and may be terminated at any time by either the employee or employer.

Telecommuting does not change the employee’s salary, job responsibilities and benefits.

The employee agrees to comply with all existing job requirements and expectations, and all MCEDD policies.

The employee shall promptly notify the supervisor when he or she is unable to perform work assignments due to equipment failure, illness, or other unforeseen circumstances.

I have read and understand the MCEDD Personnel ~~policy~~ Policy including section 2.7 related to Telework, the procedures of MCEDD and this Agreement. I agree to abide by the terms and conditions outlined. I agree that the sole purpose of this agreement is to regulate telecommuting and that it neither constitutes an employment contract nor amends any existing contract.

**Signatures:**

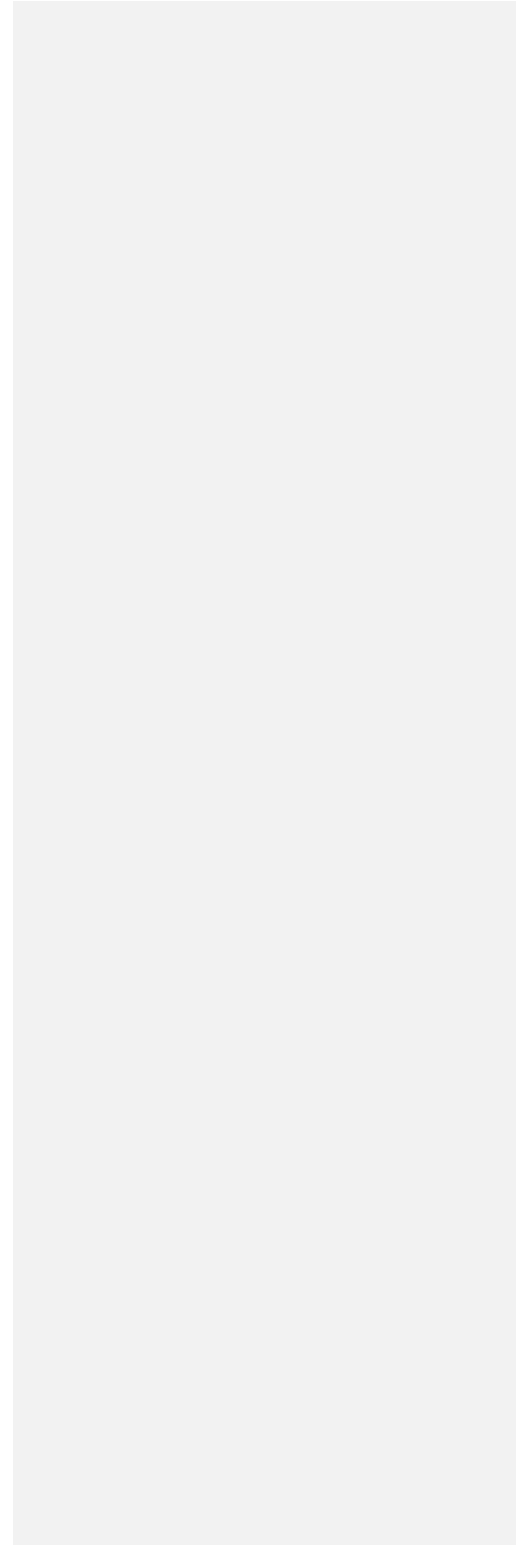
Employee Signature: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

MCEDD ~~Director~~ Supervisor Signature: \_\_\_\_\_

MCEDD ~~Director-Supervisor~~ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor must submit completed Agreement to MCEDD Executive Director.



## Memorandum

**Date: March 30, 2022**  
**To: MCEDD Executive Committee**  
**From: Jessica Metta, Executive Director**  
**Re: Background Check Policy**

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### Overview

MCEDD's job offers are contingent on passing background checks, and some positions require additional checks (driver records, credit report). SDAO had recently recommended that we have more clear language about what we will and will not accept as prior offenses in background checks. I have not found clear language to model and feel like it is often something to be handled on a case-by-case basis and that having any prior law enforcement interactions should not preclude someone from employment with MCEDD. However, additional language about our practice could be valuable to candidates for employment and MCEDD staff. To that end, I have drafted the attached background check policy using a university model found online and modified for MCEDD's purposes. Any new policies would need to be approved by the MCEDD Board.

### Request

Review the draft Background Check Policy, suggest any edits and recommend approval to the full Board.

## **Background Check Policy**

Mid-Columbia Economic Development District conducts job-related background checks prior to hire in order to ensure a safe and secure work environment in which MCEDD staff, clients, resources, and assets are protected, while protecting the integrity and confidentiality of information gathered during the evaluation. Background checks are normally conducted on the finalist only following the issuance of a contingent offer of employment.

A criminal history does not automatically rule out candidates depending on the job-related nature of the offence.

### Types of Background Checks

A standard background check will include a Social Security Number verification, a misdemeanor and felony criminal history check, and National Sex Offender Registry check.

Additional background checks may be required for specific positions based on job-related need, including but not limited to the following:

- Motor Vehicle Record: required for positions where it is anticipated that an individual will regularly drive a MCEDD-owned vehicle, typically only Bus Drivers and the Transportation Operations Manager.
- Credit History Check: Conducted only for positions with extensive authority to commit financial resources of MCEDD or with extensive fiduciary responsibility for financial resources of MCEDD; or as required by law, and as appropriate for positions with the following responsibilities:
  - Broad and extensive access to personally identifying information about staff or clients;
  - Direct access to and handling of cash and cash equivalents (i.e., checks, credit card receipts);
  - Note that federal law prohibits discrimination as a result of personal bankruptcy.
  - Typically these positions include Executive Director, Finance and Operations Manager, Loan Fund Manager, Office Administrator, Dispatcher, and Deputy Directors. (*Note: underlined ones would be new for MCEDD.*)

### Processing Time

MCEDD is charged with obtaining background check reports and the initial evaluation of findings in order to ensure that decisions about findings are made consistently and are based on job-related analysis, taking into account the nature and context of the offense.

Background checks are typically completed within three business days.

Candidates for employment who fail to participate fully or who provide inaccurate information in a background check will be eliminated from consideration for the position. Candidates may decline to authorize a background check; in such cases, no background check will be performed, but the candidate will not be considered further.

## Evaluation of Results

Candidates and the supervisor are notified by email when finalists have successfully completed the background check process.

If findings are present, the background report will be reviewed by the Executive Director, Finance and Operations Manager, and the position's supervisor based on job-related analysis, taking into account the nature and context of the offense. MCEDD will notify the finalist of a finding (pre-adverse action notification), including providing access to the complete report and advising the finalist of their rights under the Fair Credit Reporting Act. MCEDD will also ask the finalist to confirm that the report pertains to them and invite the finalist to provide any additional information for consideration.

Following this step, MCEDD will make an initial determination as to whether the finding is sufficiently job-related.

- If findings are determined to not be sufficiently job-related, then MCEDD will consider the background check process successfully completed.
- If findings are determined to be substantially job-related and a decision is made to withdraw the contingent offer of employment, the Executive Director will notify the finalist that they are not eligible to fill the position based on the unsatisfactory results of a background check. MCEDD reserves the right to keep the reason for failure undisclosed. MCEDD will provide the finalist with all required notifications pursuant to the Fair Credit Reporting Act and/or other applicable law(s), including the right to review the report and how to contact agency(ies) that provided the background check results (adverse action notification) through the vendor.

## Confidentiality

Information gathered as a result of background screening is considered sensitive, and disclosure is restricted to those individuals who need the information in order to perform their job duties. Records are maintained by the Finance and Operations Manager in accordance with MCEDD's records retention schedule.

## Current MCEDD Employees

For current employees, changes in employment will require a background check if the new assignment is designated as requiring a background check or required check(s) was not previously performed.

If a current employee has recently had a background check and is being considered for a new assignment designated as requiring a background check, the findings of the check will be reviewed for relevance to the new assignment.