



# HOOD ECONOMIC ALLIANCE

*Clackamas, Hood River, and Wasco Counties*

**Board Meeting**  
**May 21, 2021**  
**9:00 – 10:00 a.m.**

Zoom Link: <https://zoom.us/j/94982746194?pwd=V2g3bmkxQm5iYVlBQW5laUpjMCtBQT09>

Or call: 253 215 8782

Meeting ID: 949 8274 6194

Passcode: 314583

## AGENDA

<b>Topic</b>	<b>Estimated Time</b>	<b>Item</b>
Call to Order, Conflict of Interest Disclosures, Introductions		
Minutes <i>March 12, 2021</i>	5 minutes	Approval
Financial Report	5 minutes	Acceptance
FY22 Budget Draft/ First Reading	10 minutes	Discussion
Funded Loan Updates and Loan Extension Request <i>Orchid Health Collective LLC</i>	20 minutes	Decision
<b><i>Executive Session per ORS 192.660 (f)</i></b> (Exempt Documents) <i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Staff Updates	5 minutes	Information
Other New Business, Good of the Order		
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 MCEDD at (541) 296-2266 at least 48 hours before the meeting so arrangements for appropriate accommodations can be made.*

---

**Executive Session Protocol**  
**Mount Hood Economic Alliance (MHEA) Board**

After discussion agenda items are presented in open session by MHEA staff, the MHEA Chair will state the following: "Pursuant to ORS 192.660(f), Exempt Documents, I call the Executive session of the Mount Hood Economic Alliance to order"

MHEA Chair asks all non-staff and non MHEA members to leave the meeting. Staff will explain to visitors where they can wait and that they will be invited into Executive Session when their agenda item will be discussed.

For each discussion item on the agenda for Executive Session, the MHEA Chair will follow the following procedural steps:

1. Invite the loan applicant (or their representative) into the Executive Session for the presentation of their loan request. MHEA Chair requests a brief presentation from MHEA staff on a summary of the loan proposal or other discussion item.
2. After presentation of information by staff, the MHEA Chair asks if there are any questions for the loan applicant or MHEA staff.
3. Following questions and discussion by the MHEA, the loan applicant (and/or their representative) is asked to leave Executive Session with instruction that they will be invited into the Open session when Executive Session is adjourned.
4. MHEA Chair asks MHEA members if there is any discussion related to loan request that needs to take place before inviting the next loan applicant or other persons in to Executive Session for the next discussion item.
5. Additional discussion between the MHEA members takes place then Steps 1-5 are repeated for each following discussion item for Executive Session.

At the end of discussion, the MHEA chair will close the Executive Session. The MHEA moves back to open session. At this point, the MHEA Chair can ask for a motion of the decision items in open session. Open session is when the MHEA can make decisions on agenda items.

**MOUNT HOOD ECONOMIC ALLIANCE  
BOARD MEETING MINUTES**

Friday, March 12, 2021  
Remote Only – Zoom Meeting

**Attendance**

*MHEA Members:* Mike Wells, Renate Mengelberg, Jerry Smith, Ken Bailey, Bob Benton, Michael Friend, David Snider.

*Staff:* Jessica Metta (Executive Director), Israel Ayala Guevara (Loan Fund Manager), Dana Woods (Finance and Operations Manager), Ami Beaver (Assistant Project Manager), Jill Brandt (Administrative Assistant)

*Guests:* Terry Henderson of Picture This Frame & Print, Rose Mays of the SBDC.

**Call to Order**

Chair Mike Wells called the meeting to order at 9:07 a.m. A quorum was present.

**Introductions**

Israel Ayala Guevara introduced Terry Henderson of Picture This Frame & Print, and Rose Mays from the Small Business Development Center, who has been working with Terry to get this business going.

**Minutes**

**Renate Mengelberg motioned to approve** the December 20, 2020 minutes as presented. Bob Benton seconded the motion. The motion passed unanimously.

**Financial Report**

Dana Woods noted that in this report, transfers from checking to other accounts is not regularly presented. Ken Bailey requested a format change to add the balance amount to the report at the bottom. Dana Woods agreed to make this change for future meetings.

**Ken Bailey motioned to approve** the February 2021 Financial report. Michael Friend seconded the motion. The motion passed unanimously.

**Loan Request**

Israel Ayala introduced Terry Henderson, proprietor of Picture This Frame & Print and Rose Mays from SBDC in support of Terry. Israel explained that this business is a relocation of his previous business from Colorado to the Hood River Heights.

**EXECUTIVE SESSION:** Per ORS 192.660 (f) (Exempt Documents), the Mount Hood Economic Alliance moved into Executive Session at 9:14 a.m.

Regular Session reconvened at 9:36 am.

**Loan Action**

**Renata Mengelberg motioned to approve** the loan to Picture This Frame & Print at 6% for 6 months, with provision to drop to 4% based on good performance and approval of the Board. Also, the Board requested that the automobile listed as collateral in the application be removed. David Snider seconded the motion. The motion passed unanimously.

Terry Henderson thanked the Board. Israel Ayala congratulated Terry and thanked Rose for her work. Terry and Rose left the meeting at 9:38 am. Jessica noted this was the first new loan brought to MHEA by MCEDD staff and the staff proposal was written to be similar to loan staff proposals presented to other funds that MCEDD manages. Jessica asked for feedback on this format.

*Discussion: Ken Bailey stated that he preferred consistency in reporting documents across all the boards that MCEDD manages. Ken proposed to change this document into the "standard" MCEDD format. The Board agreed to changing the report format and noted that a motion was not required to make this type of change.*

*Mike Wells asked how this Board will be reaching out for new loan proposals. Ken Bailey stated that this past year was very different, with new government programs that offer clients other opportunities for loans at low rates. Mike stated that the Mount Hood Economic Alliance needs to look for new clients now that the economy is picking up.*

*Jessica Metta listed outreach efforts she has been involved in with The Dalles Rotary, the Hood River County Board of Commissioners, the Wasco County Board, and the Hood River Lions. Jessica added that location of loan applicants to MCEDD determines which board qualifies to be the lender. She clarified that most of the recent loan applications have been in Washington. She added that any Oregon applications that come into MCEDD will be spread over the Oregon lending boards areas as equally as possible. Jessica also explained that Israel will be doing one-on-one outreach to banks in the region. Israel commented that he has great relationships and ongoing communication with all the lenders in The Dalles. He requested Board introductions to any lenders in the Hood River or Sandy service area that Board members may have contact with. Mike Wells suggested that perhaps Dave Snider could introduce Israel to local banks in Sandy, Clackamas Bank and US Bank, and possibly the Clackamas Credit Union. Mike Wells offered to accompany Israel if scheduling permitted. Israel Ayala noted that virtual meetings would be simplest right now, but face to face meetings are certainly ok.*

*Jessica relayed to the Board that the Oregon Investment Board (OIB) has invested in their own marketing project this past year, highlighting a series of loan clients with videos. The OIB has planned to utilize these videos as marketing tools to generate interest in their lending program.*

### **Funded Loan Updates**

Israel requested the Board return to Executive Discussion for updates on current loan clients.

**EXECUTIVE SESSION:** Per ORS 192.660 (f) (Exempt Documents), the Mount Hood Economic Alliance moved back into Executive Session at 9:46 a.m.

Regular Session reconvened at 9:54 am. No actions were taken.

**Other New Business, Good of the Order**

Nothing new was presented.

**Adjournment:**

Meeting was adjourned at 9:55am.

**MHEA 2021-2022 Budget**  
**May 2021 DRAFT -Public**

<b>Revolving Loan Fund</b>						
		Loan Amt	FY 21-22 Interest	FY 21-22 Principal	End-Year Loan Bal	
	FY 21/22 Opening Loan Relending Balance			169,538		
	<b>Loans</b>					
	All Outstanding Loans	819,300	19,024	79,761	434,233	
	New Loans (3@\$50,000)	150,000	19,814	2,329	147,671	
	FY Totals		38,838	82,090	581,904	
	<b>Total Revenues</b>		38,838	251,628		
	New Loan Expenditures			-150,000		
	<b>Relending Loan Balance</b>			101,628		
Budgeted						
		2020-21	2021-22	Difference		
	<b>Administrative Revenue</b>					
	Investment Account Interest	2,400	2,500	100		
	Loan Fees	1,500	1,500	0		
	Late Fees and Interest Payments	40,537	38,838	-1,699		Less funds loaned out
	<b>Revenue</b>	<b>44,437</b>	<b>42,838</b>	<b>-1,599</b>		
	<b>Administrative Expenses</b>					
	Audit	2,400	2,500	100		Inflation
	Bank Fees	100	100	0		
	Legal Fees	1,000	1,000	0		
	Loan Fees	1,000	1,000	0		
	State Ethics Commission	375	350	-25		FY20 / FY21 - 329 each
	Website	450	20	-430		MCEDD manages, domain registry only
	Loan/MHEA Administration	18,000	18,000	0		Avg 1500 / mo.
	<b>Expenditures</b>	<b>23,325</b>	<b>22,970</b>	<b>-355</b>		
	Revenues: Loan Interest/Principal, Bank Interest, Loan Fees				294,466	
	Expenditures: Loans and Administration				-172,970	
	<b>June 30, 2022 Projected Ending Balance</b>				<b>121,496</b>	
	2021-2022 Administrative Budget (Estimate)					
	Loan Maintenance (1 hr/loan/month)				6,300	Currently have 7 loans
	New/Refinance Loans/Loan Modifs (3 @ 12/hrs/loan)				2,700	
	Monthly MHEA Financial Accounting (2 hrs/month)				1,800	
	MHEA Board Meetings (6 @ 5 hrs/meeting)				2,250	
	Audit Preparation				1,500	
	Other Administrative (Annual Reports, Loan Marketing)				2,500	
	TOTAL				17,050	