



# HOOD ECONOMIC ALLIANCE

*Clackamas, Hood River, and Wasco Counties*

**Board Meeting**  
**June 18, 2021**  
**9:00 – 10:00 a.m.**

Zoom Link: <https://zoom.us/j/91638660105?pwd=a05MODd6V0p5TmphUk1MV2tmVk1KUT09>

Or call: 253 215 8782

Meeting ID: 916 3866 0105

Passcode: 202798

## AGENDA

<b>Topic</b>	<b>Estimated Time</b>	<b>Item</b>
Call to Order, Conflict of Interest Disclosures, Introductions		
Minutes <i>May 21, 2021</i>	5 minutes	Approval
May 2021 Financial Report	5 minutes	Acceptance
FY22 Budget Draft/ Second Reading	10 minutes	Approval
FY22 Contract	5 minutes	Approval
Board Officer Elections	5 minutes	Approval
Funded Loan Updates <i>Wippersnappers</i>	10 minutes	Decision
<b><i>Executive Session per ORS 192.660 (f) (Exempt Documents)</i></b> <b><i>Regular Session Reconvened</i></b>		
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, May 21, 2021

Remote Only – Zoom Meeting

**ATTENDANCE**

*MHEA Members:* Mike Wells, Renate Mengelberg, Jerry Smith, Ken Bailey, David Snider, Steve Kramer

*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:* Bill Roller of Orchid Health Collective, LLC

**CALL TO ORDER/ CONFLICT OF INTEREST DISCLOSURES**

Chair Mike Wells called the meeting to order at 9:06 a.m. A quorum was present. Mike called for disclosure of any conflict of interest. No responses were noted.

**MINUTES APPROVAL: MARCH MEETING**

**Renate Mengelberg motioned to approve** the March 12, 2021 minutes as presented. Dave Snider seconded the motion. The motion passed unanimously.

**FINANCIAL REPORT**

Dana Woods was present to answer any questions. No questions were presented.

**Ken Bailey motioned to approve** the April 2021 Financial report as presented. Renate Mengelberg seconded the motion. The motion passed unanimously.

**FY22 BUDGET DRAFT/ FIRST READING**

Dana Woods gave a summary of the document. **Interest and Principal Received** was derived based on amortization schedules. This budget reflects the assumption that the one loan client that has a scheduled balloon payment this year will extend the balloon. **Administrative Revenue** is based on actuals and what was budgeted for this year as there are no changes expected. **Expenses:** the audit cost was increased, but all other fees were kept the same. The State Ethics Commission expense was decreased slightly based on the past two years actuals. **Website Costs** were also decreased since MCEDD has assumed maintaining the website. **Administrative fees** were an agreed upon amount and did not change.

*Discussion: Renate Mengelberg asked about the funds that were set aside for transition to the Board management, were these sufficient? Renate stated that she asked out of curiosity if that worked out OK. Jessica Metta responded that the \$1000 that was added to the budget to cover transitional costs has not been exceeded, and possibly will not even be needed as MCEDD's total costs for this FY are coming in under the projected \$19,000 total for the year so far. Ken Bailey voiced concern if the new budget has accounted for the increased activity that the MHEA expects for the coming year. Dana responded that new activity will also add new loan fees to offset any new costs. Dana added that she*

*accounted for the usual amount of time that Israel and Ami spend putting loans together and felt confident with this number. Ken said the expected increase in salaries also needs to be considered and reflected in the budget. Jessica Metta noted this consideration and will keep in mind for next year's budget process. Renate added that the MHEA can also do a budget adjustment mid-year if needed.*

### **LOAN EXTENSION REQUEST**

Israel Ayala Guevara introduced Bill Roller of Orchid Health Collective, LLC. Bill gave a brief summary of the business over the past year and a half and requested an extension of their balloon payment.

*Discussion: Renate Mengelberg asked if online video chats offer an opportunity to grow your business beyond a physical location. Bill responded that there are a number of factors that make working on the internet not feasible. Their business is located in rural areas where internet access is not reliable. Also, the populations that they serve are not tech-savvy. Clients would be uncomfortable and unfamiliar with operating in a video chat. There is an additional concern about privacy in conducting therapy sessions over the internet. Bill did explain that clients come to the parking lot and Orchid Health brings out a tablet for the clients to use to complete their intake and registration, following the state-mandated protocols for business during the Covid public health emergency.*

*Mike Wells offered his thanks for Bill's report and for Orchid's work in the community.*

### **EXECUTIVE SESSION**

Per ORS 192.660 (f) (Exempt Documents), the Mount Hood Economic Alliance moved into Executive Session at 9:22 a.m.

Regular Session reconvened at 9:31 a.m.

### **LOAN ACTION**

**Ken Bailey motioned to approve** the loan to Orchid Health Collective as presented with amendments as discussed and noted. Steve Kramer seconded the motion. The motion passed unanimously.

#### **Terms:**

- Project: Extension of the loan balloon payment of 2 years
- Loan Amount: \$77,860.68
- Interest: 4%
- Additional Conditions:
  - Payment to continue at the same monthly amount.
  - Orchid Health will check in with the MHEA every 6 months with updates.
  - UCC filing on Orchid Health PC and Orchid Health LLC.

Israel Ayala Guevara added that the Board approves of the potential to extend further dollars in future if needed to support Orchid's efforts in the community. Ken Bailey added that if Orchid

were to pay off earlier there would be no penalty. Ken appreciated Orchid and their work, offering his support to their efforts now and in the future.

### **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 9:34 a.m.

Regular Session reconvened at 9:36 am. No actions were taken.

### **STAFF UPDATES**

Jessica Metta reported that she is working to renew the board terms for Clackamas County representatives. Jessica also reported on her follow-up contacting Matt Lorenzen in Estacada, at David Snider's recommendation for the Board vacancy. She has also continued outreach in Hood River County for the third vacant seat on the Board.

There has been a concerted effort by MCEDD's loan program staff to step up outreach in general to promote lending opportunities. Israel has been making personal presentations in Clackamas County. Jessica has been covering the territories in the Gorge area under the MHEA's area of operations. There has been ongoing direct outreach to banks, and Jessica thanked Dave for his excellent contact information. The Loan Program's meetings with commercial loan officers at banks to get the word out that we have funds available has been generating interest. Mike Wells offered his assistance with meeting the local banks, adding that he has had a good working relationship with many of them.

### **OTHER NEW BUSINESS/ GOOD OF THE ORDER**

Dave Snider strongly recommended staff contact the Clackamas Federal Credit Union. Dave stated that he knows and serves on other committees with the bank's Branch Manager, and that they are very interested in learning about the MHEA's loan program, so that they can refer loan requests to MHEA when possible and increase overall community lending.

### **ADJOURNMENT**

Mike Wells adjourned the meeting at 9:40 a.m.

*Respectfully submitted by Jill Brandt, MCEDD Administrative Assistant*

**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	