



Clackamas, Hood River, and Wasco Counties

**Board Meeting
December 18, 2023
11:00 a.m. – 12:00 p.m.**

Virtual Only via Zoom: <https://us06web.zoom.us/j/89180616282>
Or call: 253-215-8782, Meeting ID: 891 8061 6282

AGENDA

Topic	Estimated Time	Item
Call to Order, Introductions		
Clackamas County Member Appointments	5 minutes	Approval
Minutes	5 minutes	Approval
Financial Report	5 minutes	Acceptance
New Loan Request	20 minutes	Decision
<i>Mount Hood Senior Living</i>		
<i>Executive Session per ORS 192.660 (f)</i> (Exempt Documents)		
<i>Regular Session Reconvened</i>		
Loan Actions	5 minutes	Decision
Funded Loan Updates	5 minutes	Information
<i>Picture This/ Westwind Frame and Gallery</i>		
<i>Executive Session per ORS 192.660 (f)</i> (Exempt Documents)		
<i>Regular Session Reconvened</i>		
Bank Account Change	5 minutes	Decision
Guarantees for Non-Citizen Applicants	10 minutes	Decision
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, except that representatives of the news media are allowed to attend but cannot disclose any information. 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.

Memorandum

To: Mount Hood Economic Alliance Board of Directors

From: Jessica Metta, MCEDD Executive Director

Date: December 8, 2023

Re: Clackamas County Member Appointments

Request

Appoint Mike Wells, Renate Mengelberg, David Snider and Matt Lorenzen to another term on the MHEA Board representing Clackamas County, effective immediately.

Overview

The 2023 MHEA IGA states:

The Board shall be composed of twelve members. Hood River and Wasco Counties shall each appoint three (3) people. Clackamas County shall authorize the Clackamas County representatives on the Alliance Board to appoint six (6) people on Clackamas County's behalf. Each County, or the Alliance Board for Clackamas County, shall undertake their best efforts to select appointees that represent the private business sector, rural interests, and local government. Each member's term shall last two (2) years. In the event of a vacancy on the Alliance Board, the appointing County shall fill the vacancy within sixty (60) days.

The Clackamas County seats held by Mike Wells, Renate Mengelberg, David Snider and Matt Lorenzen have expired. All four members have expressed interest in another term on the Board. Staff reached out to James Graham and Pam Gramenz as the other Clackamas County members and will bring their feedback to the meeting.

**MOUNT HOOD ECONOMIC ALLIANCE
BOARD MEETING MINUTES
Friday, September 15, 2023 at 9:00am
Virtual Only**

ATTENDANCE

MHEA Members: Mike Wells, Ken Bailey, Steve Kramer, Pam Gramenz, James Graham, David Snider, Renate Mengelberg, Kristin Talamantez, Nate Devol

Staff: Jessica Metta (Executive Director), Ami Beaver (Loan Fund Manager), Jill Brandt (Administrative Assistant)

Guest: Kaahreena Ochoco (Vibe Consignment)

CALL TO ORDER / INTRODUCTIONS

Chair Mike Wells called the meeting to order at 9:01 am. There was a quorum present.

MINUTES APPROVAL

Ken Bailey motioned to approve the June 16, 2023, minutes as presented. Steve Kramer seconded the motion. All voted in favor, and the motion passed unanimously.

FINANCIAL REPORT

Renate Mengelberg motioned to approve the financial report as given. Steve Kramer seconded the motion. All voted in favor, and the motion passed.

Renate asked to add the Loan Loss Reserve to the report. Amounts, bank fees and admin fees with notes indicating which account.

NEW LOAN REQUEST: VIBE CONSIGNMENT, LLC

Jessica asked to go into Executive Session to review the confidential materials for a new loan request to Vibe Consignment LLC and ask any questions of the owner Kaahreena Ochoco.

EXECUTIVE SESSION

Per ORS 192.660 (f) (Exempt Documents) the Mt. Hood Economic Alliance entered into Executive Session at 9:07 am.

Regular session resumed at 9:42.

LOAN ACTION: VIBE CONSIGNMENT, LLC

Ken Bailey motioned to approve the loan request as presented by staff with the correction to the amount of \$22,000, and also requested that staff make a report on the client in 6 months. Ken confirmed that this loan will be added to the Loan Loss Reserve Program. David Snider seconded the motion. All voted in favor, and the loan was approved.

Terms:

- Loan amount: \$22,000

- Interest Rate: 12.5%
- Loan Term: 60 months
- Loan Payment: \$534.74 (6 monthly payments of interest only followed by 53 monthly payments of \$534.74 and the balance due 60th month. This is a fully amortized loan.)
- Loan Fee: \$330

Kaahreena thanked the Board and left the meeting at 9:45 am.

FUNDED LOAN UPDATES: PICTURE THIS

Jessica asked to enter Executive Session to provide a confidential update on existing client Picture This.

EXECUTIVE SESSION

Per ORS 192.660 (f) (Exempt Documents) the Mt. Hood Economic Alliance entered into Executive Session at 9:46 am.

Regular session resumed at 9:53 am.

LOAN ACTION: PICTURE THIS

Ken Bailey motioned to approve staff action on closing out the loan. Renate seconded the motion. All voted in favor, and the motion passed.

Mike asked Ken to take over the meeting, and left the meeting at 9:55am

BOARD OFFICER ELECTIONS

All three officers' seats are up for election. There was a short discussion. Ken emphasized that one of the officers should be geographically close to MCEDD's office for signature availability.

Steve Kramer motioned to nominate Renate Mengelberg as Chair. David Snider seconded.

Steve motioned to nominate Nate DeVol as Vice Chair. Ken seconded the motion.

Steve motioned to nominate Ken Bailey as Secretary/Treasurer. Renate seconded the motion.

All voted in favor of the three motions, and all of the motions carried.

STAFF UPDATES

Jessica announced that Katie Kadlub of the Hood River Chamber was recruited as the Hood River County representative to fill Michael Friend's open seat. Her appointment is still in process with the County.

OTHER NEW BUSINESS/ GOOD OF THE ORDER

Ken thanked the new Board members for their insight and participation.

ADJOURNMENT

Ken Bailey adjourned the meeting at 10:03 a.m.

Respectfully submitted by Jill Brandt, Administrative Assistant

**MHEA Financials
November 2023**

Revenues						
	Budget	To Date	Balance	% of Budget	Projected Year End	Notes
7/1/23 Relending Fund Balance	311,050	308,280	0		308,280	
Loan Principal Payments	101,137	63,974	-37,163	63%	101,137	
Loan Relending Revenues	412,187	372,254	-39,933	90%	409,417	
Administration Revenues						
Investment Account Interest	8,000	5,428	-2,572	68%	8,000	
Loan Fees	1,500	355	-1,145	24%	1,500	
Loan Late Fees	0	176	176	0%	0	
Loan Interest Payments	46,839	11,318	-35,521	24%	46,839	
Sale of Equipment	0	667	667	0%	2,000	1st Installment of Picture This Eq. Sale
2022-2023 Admin Revenue	56,339	17,945	-39,061	32%	56,339	
Expenditures						
	Budget	To Date	Balance	% of Budget	Projected	Notes
Relending Funds						
New Loans	150,000	22,000	-128,000	15%	150,000	
Total New Loans	150,000	22,000	-128,000	15%	150,000	
Administration Expenses						
Financial Review	6,000	4,860	-1,140	81%	6,000	
Bank Fees	75	0	-75	0%	75	
Legal Fees	500	717	217	143%	500	
Loan Expenses	700	10	-690	1%	700	
State Ethics Commission	50	0	-50	0%	50	
Website	20	23	3	116%	20	
Administration	22,000	6,587	-15,413	30%	22,000	
Total Admin Expenses	29,345	12,197	-17,148	42%	29,345	
Ending Cash Balance	289,181	356,001	66,820	123%	286,411	
Allowance for Doubtful Loans		\$ 23,955				4% of outstanding balances
Available to Loan		\$ 332,046				
Loan Loss Reserve Program						
Umpqua (Business OR) Account		\$250,000				loan loss reserve for loans in default, pending Board approval

Memorandum

To: Mount Hood Economic Alliance Board of Directors

From: Jessica Metta, MCEDD Executive Director

Date: December 8, 2023

Re: Moving Bank Account

Request

Approve closing MHEA's bank account at Wells Fargo and opening a new bank account at Umpqua Bank. Approve that the new bank account signers be the Board Officers.

Overview

MHEA uses Wells Fargo for its checking account while MCEDD uses what is now Umpqua Bank. A result of this difference is that we are not able to automatically enroll loan clients in ACH (Automated Clearing House) payments from their bank accounts to make their monthly MHEA loan payments. We have figured out how clients can set their own ACH payments up through their own bank accounts, but because it requires effort on the client's part, very few clients have taken action. Most MHEA clients still write and mail checks each month.

MCEDD has found for our own loan funds that by requiring clients to sign up for ACH payments initiated by MCEDD, it dramatically reduces the number of late, incorrect or missed payments, and thus the staff time to track those down. This is enough of an issue that we are finally recommending that MHEA consider moving its funds from Wells Fargo to Umpqua so that we can move to automatic ACH payments.

There may be fees associated with Umpqua that have not happened with Wells Fargo. Staff will try to bring information to the meeting about how much those could be.

Memorandum

To: Mount Hood Economic Alliance Board of Directors

From: Jessica Metta, MCEDD Executive Director

Date: December 8, 2023

Re: Guarantees for Non-Citizen Applicants

Request

Provide direction for staff on the practice of requiring a US citizen guarantor for loans to non-citizens.

Overview

Since 2022, MHEA's Revolving Loan Fund (RLF) Plan states: *Applicants are not required to be U.S. citizens. Applicants may be those with an Individual Taxpayer Identification Number (ITIN), Deferred Action for Childhood Arrivals (DACA), or a Visa.*

When the Board adopted it, the discussion was that requiring a guarantor with US citizenship on loans made to non-citizens would provide protection. This is not outlined in the RLF Plan, but staff has been acting under this direction. MHEA has made one loan to a non-citizen who has a US citizen as a guarantor. We have spoken with one business and have heard from the Columbia Gorge Small Business Development Center that there are others who would be interested in lending but lack a US citizen guarantor. Given that MHEA is now enrolled in Business Oregon's Loan Loss Reserve program, we would like the Board to discuss if there is willingness to waive the US citizen guarantor.