

# Cascades West Economic Development District Board

Thursday, April 7

11:30 AM to 1:00 PM

Monroe Community Library – 380 North 5<sup>th</sup> Street, Monroe

You may join the meeting from your computer, tablet or smartphone through:

<https://www.gotomeet.me/CWEDD>

You can also dial in using your phone by calling:

United States: +1 (312) 757-3121

Access Code: 308-817-357

## AGENDA

1. **11:00 Call to Order and Introductions** **Chair Konopa**
2. **11:05 Agenda Review** **Chair Konopa**
3. **11:10 Approval of January 7, 2016 Meeting Minutes (Attachment 1)** **Chair Konopa**  
*ACTION: Approval of Minutes*
4. **11:15 UO CEDS Resiliency Appendix Presentation (Attachment 2)** **Bob Parker**  
*Bob Parker, University of Oregon Community Service Center Director will share a presentation on the newly developed Comprehensive Economic Development Strategy (CEDS) Appendix J, Economic Resilience Assessment.*
5. **11:45 Communications** **Phil Warnock**
  - a. Meeting Notifications and Agenda Packets
  - b. ED Practitioners Working Group Structure*ACTION: Provide direction on Working Group structure and governance.*
6. **12:10 Year One and Year Two High Priority Tasks** **Seth Sherry**  
*Staff will review Year One and Year Two high priority tasks identified in the CEDS document. The schedule is intended to identify critical patch activates, where capable. This schedule may change as priorities change and annual work programs are developed.*
  - a. Website Discussion
7. **12:30 Update on Status of Working Groups** **Seth Sherry**  
*Staff will give an update on the status of the Working Groups. Year one identifies the creation of four working groups to be responsible for implementation and monitoring of each goal/priority area identified in the CEDS document.*

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The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 72 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or echavez@ocwocg.org.

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| <b>8. 12:45 Information Sharing</b>   | <b>All</b>          |
| <i>This is an opportunity for CWEDD Board members and staff to provide local updates and share information.</i> |                     |
| <b>9. 12:50 Next Meeting – July 2016 in Newport</b>   | <b>Chair Konopa</b> |
| <b>10. 12:55 Adjournment</b>  | <b>Chair Konopa</b> |

**CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT (CWEDD)**

**January 7, 2016**

**Halsey Community Center – 100 W Halsey Street**

**MINUTES**

**Members Present:** Anne Shuster, Biff Traber, Bill Hall, Caroline Bauman, John Pascone, Rob Scoggin, Sharon Konopa, Susy Lacer, and Tom Nelson.

**Guests Preset:** David Porter, Kurt Olsen and Rachel Cotton

**Staff Present:** Steve Dignam, Charlie Mitchell, and Emma Chavez

**1. Call to order and Introductions**

The meeting was called to order at 11:02 am. Introductions were conducted.

**2. Agenda Review**

Addition of agenda item 3a. Election of Officers.

**3. Review of October 22, 2015 Meeting Minutes**

Mayor Konopa requested for an action verb to be added under the approval of the CEDS document in agenda item 4.

**ACTION:** Motion to approve the October 22, 2015 meeting minutes made by Rob Scoggin, seconded by Caroline Bauman. Motion carried.

**3a. Election of Officers**

Staff advised that although the bylaws state that the Board is only required to meet once a year, staff have tentatively calendared three meetings for the year. The increase in meetings came from the input provided by members during the CEDS update process. However, the number of yearly meetings can be modified depending on the outcomes of the meetings and Board decision. Charlie noted that the CWEDD Bylaws state that a Chair and Vice Chair will be elected each year. The Committee was requested to vote for a Chair and Vice Chair.

**ACTION:** Commissioner Hall voted for Mayor Konopa to serve as Chair and Susy Lacer for Vice Chair. Anne Shuster seconded. Motion carried.

**ACTION:** Rob Scoggin requested for the nominations to be closed. Seconded by John Pascone. Motion carried.

Chair Konopa proceeded with the meeting.

**4. CWEDD Meeting Schedule Review of Discussion**

Staff, Charlie Mitchell indicated that three meetings of the CWEDD Board have been mapped out for 2016. The next meeting will take place in April at the Monroe Library and the third meeting will be in October in Veneta. The following year, the meetings will circulate to the coast. As stated earlier, the CWEDD Bylaws require one meeting per

year; however, through the CEDS update process it was clearly voiced that members wanted to be more active.

David Ported with EDA advised that it is common practice for the CWEDD Board to have a Strategy Committee and questioned whether one had been appointed. Staff advised that an official appointment has not taken place and suggested for the CWEDD Board to serve as the Strategy Committee if allowable. Members fell into discussion on the matter. Members suggested that if the CWEDD Board is to serve as the Strategy Committee, they could meet at the CWEDD Board for half the meeting and convene as the Strategy Committee for the second hour. It was noted that minutes must reflect when the CWEDD Board convenes as the Strategy Committee for tracking purposes.

**5. CEDS Implementation Discussion**

Staff briefly reviewed the High Priority CWEDD CEDS Actions on page iv of the document, noting the actions to be completed in year one. The two major Action items for 2016 will be the creation of a district website as well as forming and convening the four working groups. Staff requested direction on the creation of the website.

Members fell into discussion of the website. It was suggested for the website to include a Regional Organization Chart with a central point on who to contact when someone is visiting or moving to Oregon. Members suggested for LCOG and Cascades West COG to work jointly on the creation of the website. Staff suggested for a small committee to be formed or for the Economic Development Working Group to assist staff in helping shape the website. Other suggestions were to use a private skilled practitioner to do the work. It was noted that the Board will need funds for this and other work to be completed.

Staff will initiate the work and report back to the Board at their next meeting.

**6. Appointments to Working Groups**

Members were asked to provide input on the makeshift of the Working Groups and how members would be appointed. Rob Scoggin advised that the Lane Economic Committee at its most recent meeting, asked for volunteers to serve on the working groups. He will pass that information on to staff. Board members requested that one or two members of the Board serve in each Working Group.

**ACTION:** The CWEDD Board nominated and approved by consensus for the following members to serve on the below noted Working Groups.

- Regional Economic Development Practitioners
  - Caroline Bauman, and John Pascone
- Entrepreneurship and Innovation
  - Caroline Bauman, and Biff Traber
- Workforce Development
  - John Pascone, and Anne Schuster
- Rural Development
  - Rob Scoggin, and Bill Hall

Members agreed for the Economic Development Practitioners to work with staff on developing the membership for all other Working Groups, for the Working Groups to meet as needed prior to the next CWEDD Board meeting and for the approval of their

memberships to take place either via email or at the next Board meeting, whichever comes first.

**7. Other Business**

There was no other business.

**8. Reminder of Next Meeting and Location**

Charlie advises that the working groups may need to be formed and meet prior to the next CWEDD Board meeting and if so, staff will look into electronic voting for the membership of each group. If the working groups have met, staff will provide an update of the meetings to the CWEDD Board at its next meeting.

The next meeting of the CWEDD Board is scheduled to take place at the Monroe Library on April 7 at 11:30 am.

**9. Adjournment**