



Loan Program Advisory Committee Meeting Packet

February 25, 2021 at 11:30 am

Zoom Video Conference:

<https://zoom.us/j/93874443113>

Meeting ID: 938 7444 3113

Passcode: 599699

Phone Number:

1-669-900-9128

Meeting ID: 938 7444 3113

Passcode: 599699

Next Meeting - April 22, 2021

The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or adminGA@ocwcog.org, forty-eight (48) hours prior to the meeting.

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1400 Queen Ave SE • Suite 205 • Albany, OR 97322
(541) 967-8551 • FAX (541) 967-4651

**Loan Program Advisory Committee
AGENDA
Thursday, February 25, 2021**

1. **Welcome New Members & Introductions** (*Attachment A & A1*) Chair Claire Hall
2. **Review of Bylaws and Overview of Programs** (*Attachment B & C*) Staff Sandra Easdale
3. **Approval of Previous Meeting Minutes** (*Attachment D*) Chair Claire Hall

Minutes of the June 25, 2020 Loan Program Advisory Committee (LPAC) meeting will be reviewed for approval.

ACTION: Motion to approve the June 25, 2020 LPAC meeting minutes.

4. **Loan Review Subcommittee (LRS) Members** (*Attachment E&E1*) Staff Sandra Easdale

Staff will discuss new member for vacancy in Lincoln County and LRS membership roster.

ACTION: Motion to appoint Chairperson and other members to LRS.

5. **EDA De-Federalization** (*Attachment F*) Staff Sandra Easdale

Memo regarding invitation to request release of EDA's federal interest in EDA Revolving Loan Funds (EDA).

ACTION: Information only, no action needed

6. **Lending Activities** Staff Sandra Easdale

ACTION: Information only, no action needed.

MEMBER GOVERNMENTS — COUNTIES: Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Lyons, Millersburg, Monroe, Newport, Philomath, Scio, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians, and Port of Newport

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Community and Economic Development

1400 Queen Avenue SE, Suite 205 • Albany, Oregon 97322
(541) 967-8551 • FAX (541) 967-4651 • TTY/TDD 711

Date: February 25, 2021
To: Member of the Loan Program Advisory Committee
From: Sandra Easdale, Sr. Loan Officer
RE: Welcome and Thank-you!

We would like to take this opportunity to welcome you, and say thank you for serving on the Loan Program Advisory Committee (LPAC) for Oregon Cascades West Council of Governments.

The three primary objectives of OCWCOG loan programs are:

1. Provide support and access to start-up and expansion capital to private businesses that are unable to obtain conventional financing, thereby creating and/or retaining jobs within our communities;
2. Stimulate private sector investment and encourage private sector involvement in community development; and meeting small business needs; and
3. Create and maintain self-sustaining loan programs through professional management and fiscally responsible oversight of federally and privately funded lending programs.

Your role as a member of this committee will be to:

1. Provide oversight and direction on OCWCOG Loan program policy modifications and to maintain a general understanding of the COG loan programs and their benefits and limitations;
2. Serve as an active proponent for the loan programs in your community;
3. Assist in identifying unmet needs within your region or the CWCOG region as a whole; and
4. Ensure that the programs are operating in a manner that is consistent with the LPAC By-Laws.

Again, we welcome you as a vital member of this Committee and look forward to working together with you to meet the LPAC Committee objectives. Please do not hesitate to contact myself (Sandra Easdale, Sr. Loan Officer), with any questions regarding this manual.

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LOAN PROGRAM ADVISORY COMMITTEE - 2021

Chair Claire Hall
Commissioner, Lincoln County
541-265-4100
541-265-4176 (fax)
225 W. Olive, Room 110
Newport, OR 97365
cehall@co.lincoln.or.us

Pat Malone
Commissioner, Benton County
541-766-6800
205 NW 5th Street
Corvallis, OR 97330
patrick.malone@co.benton.or.us

Sherrie Sprenger
Commissioner, Linn County
541-979-6337
PO Box 100
Albany, OR 97321
ssprenger@co.linn.os.us

Vice Chair Jim Lepin
Mayor, Millersburg
541-926-8841
4222 NE Old Salem Road
Albany, OR 97321
jlepin@cityofmillersburg.org

Alan Rowe
Councilor, Adair Village
541-745-5507
6030 NE William R Carr Avenue
Adair Village, OR 97330
alan.rowe@adairvillage.org

Dean Sawyer
Mayor, Newport
541-961-5076
169 SW Coast Highway
Newport, OR 97365
d.sawyer@newportoregon.gov

Alysia Rodgers
EDC, Lebanon
541-258-4256
925 Main Street
Lebanon OR 97355
arodgers@ci.lebanon.or.us

Vacant
[CED Committee Chair](#)

Staff:

Jenny Glass	924-8458	Ext 301 CED Director
Sandra Easdale	924-8460	Ext 210 Senior Loan Officer
Emma Chavez	967-8551	Ext 202 Executive Administrative Assistant

UPDATED 1/29/2021

BY-LAWS
LOAN PROGRAM ADVISORY COMMITTEE
of the
OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Adopted September 16, 1999
Amended January 15, 2009
Amended May 15, 2014
Amendment December 3, 2015
Amendment May 19, 2016

ARTICLE I

PURPOSE

The Loan Program Advisory Committee (LPAC) is hereby established by the Oregon Cascades West Council of Governments (OCWCOG) to advise the Business Lending staff and the OCWCOG Board of Directors on matters relating to the development and operation of the Business Lending Program.

- A. Setting loan program objectives and monitoring the loan program relative to the objectives, including review of program and portfolio reports.
- B. Assisting in identifying unmet needs within the OCWCOG region.
- C. Adopting or modifying the work plans for the individual loan funds.
- D. Setting operational policies, such as those for loan liquidation and foreclosure.
- E. Advocating activities to support policies, services and facilities for small business interests at local, state and national levels.
- F. Reviewing and recommending action on loan applications.

ARTICLE II

MEMBERSHIP

- A. Shall consist of the Board of Directors' Executive Committee, Chair of the OCWCOG Community and Economic Development Committee, and a commercial banking lending professional or an individual involved in economic development within the OCWCOG region.

- B. The term of membership for the Non-Executive Committee members shall be two (2) years. There shall be a limit of three (3) terms. Former Committee members shall be eligible for reappointment when at least one year has lapsed after completion of the maximum of three terms.^[SE1]

ARTICLE III

OFFICERS AND STAFFING

Officers shall consist of a Chairperson and Vice-Chairperson and will be the Chair and Vice Chair of the OCWCOG Board, respectively.

- A. **Chairperson** - Shall preside at all LPAC meetings and shall be an ex-officio member of all sub-committees. The Chairperson may vote on any item before LPAC.
- B. **Vice-Chairperson** - In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson.
- C. OCWCOG will provide staff support for the Loan Program Advisory Committee and will provide staff to serve as recording secretary.

ARTICLE IV

SUBCOMMITTEES

- A. LPAC may establish subcommittees as necessary to handle specific responsibilities.
- B. Subcommittees shall operate under workplans, policies and planning guidelines of LPAC and the OCWCOG Board. Membership of subcommittees may include, but is not restricted to, members of LPAC.

ARTICLE V

ORGANIZATION PROCEDURES

- A. LPAC shall hold meetings as necessary, at least semi-annually, at a time and place designated by the Chairperson.
- B. A majority of the membership of LPAC shall constitute a quorum for the transaction of business.
- C. Proceedings of meetings will be recorded in order to insure accuracy of minutes. Recordings will be retained for reference for one year.

- D. Recommendations to the OCWCOG Board to repeal, amend, add to or replace these bylaws may be made by a majority vote of the membership. A positive vote to change shall be forwarded to the OCWCOG Board for action.

The OCWCOG Board may initiate a change in the bylaws. Such change shall be presented at one meeting of OCWCOG Board. If it receives a positive, majority vote, it shall be referred to LPAC for comment. Subsequently, it shall be presented for adoption by OCWCOG Board with the comment of the Loan Program Advisory Committee. A simple, positive majority vote from OCWCOG Board is required to adopt the proposed change.

- E. Robert's Rules of Order Revised will serve, as the parliamentary authority for the operation of LPAC in all cases not covered by these bylaws. LPAC may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these bylaws.
- F. No proxy voting is permitted.
- G. Special meetings, for any purpose or purposes, may be called by the Chairperson, or, in the absence of the Chairperson, by the Vice-Chairperson. Notice of time and place of any special meeting shall be given to each member, either electronically, personally or by mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting.
- H. Each LPAC member shall be given a copy of these bylaws and amendments.

LOAN PROGRAM ADVISORY COMMITTEE OVERVIEW

The Loan Program Advisory Committee (LPAC) was established by the Oregon Cascades West Council of Governments (COG) to advise the COG staff and the COG Board on matters relating to the development and operation of the Small Business Lending Program.

Three primary objectives:

- Provide support and access to start-up and expansion capital to private businesses that are unable to obtain conventional financing, thereby creating and/or retaining jobs within our communities.
- Stimulate private sector investment and encourage private sector involvement in community development; and meeting small business needs.
- Create and maintain self-sustaining loan programs through professional management and fiscally responsible oversight of federally and privately funded lending programs.

Your role as a member of the committee:

- Provide oversight and direction on COG Loan program policy modifications and to maintain a general understanding of the COG loan programs and their benefits and limitations.
- Serve as an active proponent for the loan programs in your community.
- Assist in identifying unmet needs within your region or the COG region as a whole.
- Ensure that the programs are operating in a manner that is consistent with the LPAC By-Laws.

The Committee shall hold meetings as necessary, at least semi-annually, at a time and place designated by the Chairperson. Usually the meetings are held consecutively with the COG Executive Board meetings. A majority of the membership of the Committee shall constitute a quorum for the transaction of business.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
LOAN PROGRAM ADVISORY COMMITTEE MEETING
DRAFT MINUTES**

Monday, June 25, 2020

Attendees: Mayor Biff Traber, Corvallis; Mayor Sharon Konopa, Albany; Commissioner Clair Hall, Lincoln County; Mayor Jim Lepin, Millersburg; Mayor Dann Cutter, Waldport; and Economic Development Catalyst Alysia Rodger, Lebanon.

Staff: Community and Economic Development Director Phil Warnock; Business Loan Officer Sandra Easdale, and Executive Administrative Assistant Emma Chavez.

1. Call to Order and Agenda Review

Meeting called to order at 11:37 am Chair Mayor Biff Traber.

2. Approval of February 27, 2020 LPAC Meeting Minutes

Decision: Motion to approve the February 27, 2020 Loan Program Advisory Committee (LPAC) meeting minutes made by Commissioner Pat Malone. Seconded by Mayor Sharon Konopa. Minutes approved by consensus.

3. Economic Development Administrative (EDA) New Administrative Plan

Staff Sandra Easdale reported that OCWCOG has applied for a Coronavirus Aid, Relief, and Economic Security Act (CARES) Supplemental Economic Development Administration (EDA) Award. An approved EDA Administrative Plan is required prior to disbursing loan funds to an RLF borrower. The New Administrative Plan has more flexibilities in lending policies and procedures in order to give businesses better access to funds. Approval of the updated Plan is not required until 60 days after allocation of funds. However, staff wanted to be prepared ahead of time and has developed the Plan and is asking for review and recommendation to the OCWCOG Board.

Mayor Traber thanked Easdale for her diligence in getting ahead of the game by applying for funding and bringing the new Plan to the LPAC and OCWCOG Board for approval.

Decision: Motion to approve recommendation of the EDA RLF to the OCWCOG Board made by Mayor Sharon Konopa. Seconded by Mayor Jim Lepin. Recommendation approved by consensus.

4. Lending Activities

Easdale provided a lending activity report reflecting fiscal year 2019 to fiscal year 2020. She noted that the Lending program currently has a very strong portfolio. At this time, Easdale has had five modifications she had initially completed and those are restarting in July. A three month modification that starts in September was done for three other businesses. No requests for modifications have been declined. At the coast, the program continues to receive funds to recuperate a loan. Additionally, the program has had a few payoffs that ran their maturity. Will continue to make things adjustable and feasible for lenders to continue to succeed. Lastly, Easdale noted that the Natty Dresses in downtown Albany had previously

applied for a 504 load and due to COVID had to utilize two local programs instead. However, it has been successful doing so.

5. Other Business

Mayor Traber noted Alysia Rogers with the City of Lebanon as a new member of the LPAC. Rodgers clarified that she has been a member since 2020. She advised that she is the Economic Development Catalyst at the City of Lebanon, and has been serving that role for the last 1.5 years.

Ryan Vogt was introduced as the new COG Executive Director who will officially be starting on July 15th.

Sandra thanked the LPAC for adjusting the meeting today in order to accomplish the approval of the new EDA Plan.

6. Adjournment

Meeting adjourned at 12:02 pm.

Loan Review Subcommittee Members

The Loan Review Sub-Committee bylaws state that a minimum of 7 members of the Subcommittee shall be appointed by LPAC and shall include:

Linn County Commercial Lender
Benton County Commercial Lender
Lincoln County Commercial Lender

Elected Official Loan Program Advisory Committee Member

Linn County Business/Industry Representative
Benton County Business/Industry Representative
Lincoln County Business/Industry Representative

Roster - 2021

Linn County – Jennifer Meltzer – Key Bank
jennifer_meltzer@keybank.com

Benton County – Darrin McLemore – Citizens Bank
dmclemore@citizensbank.com

Lincoln County – Jake Postlewait – Oregon Coast Bank
jake@oregoncoastbank.com

Elected Official – LPAC Member:
LPAC **(CHAIR)** – Claire Hall, Commissioner, Lincoln County
cehall@co.lincol.or.us
(Calls the meeting to order)

Linn County – John Pascone, President of
Albany-Millersburg Economic Development Corporation (AMDEC)
pasconj@peak.org

Benton County – Kate Porsche,
Economic Development Manager, City of Corvallis
kate.prosche@corvallisoregon.gov

Lincoln County – Paul Schuytema
Executive Director of Economic Development Alliance
paul@businesslincolncounty.com

Bio for Paul Schuytema:



Paul currently serves as the Executive Director of the Economic Development Alliance of Lincoln County. He has been the Executive Director for the last 9 months. Prior to this position Paul was the Executive Director of the Iron County Economic Chamber Alliance in Iron River, Michigan for a little over 3 years and Director of Community Development for the City of Monmouth, Oregon for 6 ½ years.

He has a graduate degree in science fiction writing and fifteen years in software development, worked as a writer, teacher, computer game designer, entrepreneur, concert promoter, musician, software developer, creativity trainer and economic development consultant.

Paul has written and published over a dozen technical books, over 200 published articles, designed computer games that have sold though over a million copies, run a technology incubator and a successful blues festival and created the technology behind over 60 active websites.

He was the technologist behind the Warren County Virtual Museum, an inaugural Broadband Innovation Fund project. I was awarded the Governor's 2002 Entrepreneurial Success Award, Monmouth Citizen of the Year in 2004, the 2006 Illinois Development Council Business Partnership Award and the 2010 USDA/NIFA Partnership Award

Memorandum

To: Loan Program Advisory Committee
From: Sandra Easdale, Sr. Loan Officer
Date: 02/25/2021
Re: **U.S. Department of Commerce Economic Development Administration (EDA) Invitation to request release of EDA's federal interest in EDA Revolving Loan Funds (RLFs)**

The recently enacted Reinvigorating Lending for the Future Act (the Act) authorizes EDA to release its federal interest in certain Revolving Loan Fund (RLF) awards that have operated satisfactorily for seven years beyond disbursement of grant funds. By authorizing EDA to release its federal interest in certain RLF awards, the Act will reduce RLF recipient administrative burden and allow RLF award funds to be used for broader economic development purposes.

EDA will review and evaluate requests for release of EDA's federal interest in an RLF award, and EDA may request additional information. If EDA determines that your RLF award is eligible for release of EDA's federal interest, the next step would be for EDA and your organization to execute an agreement to release EDA's federal interest in the RLF award.

Oregon Cascades West Council of Governments (OCWCOG) will be working up a written request along with other required documents to EDA to submit to LPAC for formal review and approval to forward to the OCWCOG Board of Directors.