



Executive Committee

Thursday, September 8, 2022

11:00 am – 12:00 pm

Join Teams Meeting by clicking [HERE](#)

Meeting ID: 219 193 350 510

Passcode: GZpox3

Phone Number: 872-242-8088

Phone Conference ID: 516 538 501#

AGENDA

- | | | | |
|----|-------|--|-----------------------------|
| 1) | 11:00 | Call to Order & Agenda Review | Chair,
Commissioner Buch |
| 2) | 11:05 | Roll Call | Staff,
Justin Peterson |
| 3) | 11:10 | Public Comment | Chair |
| 4) | 11:15 | Minutes of April 28, 2022 (Attachment A) | Chair |
| | | ACTION: Approval of Minutes | |
| 5) | 11:20 | Letters of Support (Attachment B) | Staff |
| | | ACTION: Approval to send Letter of Support
Parameters to the CWEDD Board | |
| 6) | 11:30 | CWEDD Project Tracker (Attachment C) | Staff |
| 7) | 11:40 | CWEDD Additional Funding for Rural Capacity Building | Staff |
| 8) | 11:45 | September 29 th CWEDD Meeting agenda (Attachment D) | Staff |
| 9) | 11:50 | Other Business | All |
| | | <ul style="list-style-type: none">• The CWEDD Meeting was rescheduled to September 29th• DEI next steps? | |

CWEDD EXECUTIVE COMMITTEE MEETING**Thursday, April 28, 2022****11:00 am-12:00 pm**

Zoom Remote Connection

DRAFT MINUTES**Members:** Commissioner Heather Buch, Councilor Randy Groves, Kate Porsche, and Paul Schuytema**Absent:** Mayor Lepin**Staff:** Justin Peterson, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review		Meeting called to order at 11:02 am by Chair Commissioner Heather Buch. There were no changes to the agenda.
2. Roll Call		Staff Justin Peterson completed roll call.
3. Public Comments		There was no public comment.
4. Minutes of January 27, 2022, Meeting	Paul Schuytema moved to approve the January 27, 2022; meeting minutes as presented. Councilor Randy Groves seconded. Motion carried.	Consensus to approve the January 27, 2022, meeting minutes as presented.
5. Letters of Support	Chair Buch noted that this is a discussion on how to process letters of support. There have been many last-minute requests which makes it difficult to review content and approve. Staff Peterson advised that Staff Jenny Glass has been receiving many last-minute requests which makes it difficult for the CWEDD Board to approve with having quarterly meeting and letters of support development are time consuming for Staff. The most recent one was	Consensus for the process to move forward as discussed.

	<p>the Build Back Better Grant for the Mass Timber project. They needed a letter of support in a day or two.</p> <p>Paul Schuytema advised that they too sometimes have had a hard time with this when they need to request a letter of support. It would be good to develop a template for requesting a project summary, with a two weeks' notice. Shuytema went on to note that Mass Timber had a difficult time because EDA had very compressed process. However, it is important to note what will be doing with the letter of support.</p> <p>Councilor Randy Groves advised that some may be the exception but not the rule to provide letters of support and in order to protect the system, important to have some rules.</p> <p>Kate Porsche agreed with everyone's comments and also likes the idea of lead grant writers attending a meeting to provide a verbal request.</p> <p>Chair Buch, asked if, the hope of staff for this committee was to review a process and send for recommendation to the Board.</p> <p>Peterson, rules would need to be approved by the Full CWEDD. Staff could put a draft put together.</p> <p>Porsche asked if ultimately, it would be the Executive Committee who would approve the requests.</p> <p>Chair Buch advised that it would likely be so.</p> <p>Peterson agreed that that would be the idea and if a letter is controversial with no consensus to approve, it would need to go to Board for review and approval.</p> <p>Shuytema voiced that it's important to have enough time to</p>	
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	<p>contemplate the requests intelligently.</p> <p>Chair summarized the discussion of receiving a two weeks' notice with an executive summary. In-between quarterly CWEDD Board meetings; the requests will go to Executive Committee. Porsche agreed but suggested that the requests always go to the Executive Committee with an FYI to the Board. Shuytema agreed and so did all members.</p> <p>It was also clarified that COG Director; Ryan Vogt would continue to be the signor of the letters of support on behalf of the CWEDD.</p>	
6. CWEDD Funding and Budget		Tabled for next meeting to ensure all members and staff are present.
7. Other Business	<ul style="list-style-type: none"> <p>August CWEDD Meeting</p> <p>Do members want to keep the August meeting. With it being scheduled in the middle of summer, it is sometimes hard to meet quorum.</p> <p>Members agreed to cancel the August meeting.</p> <p>Porsche asked if staff have any agenda items that we may need to meet for. Staff Emma Chavez suggested leaving it scheduled and wait until end of July to ensure nothing has come up and will cancel if there isn't anything. Members agreed.</p> <p>Review May CWEDD Meeting Agenda (Early Childhood Education, DLCD Mass Timber presentation, etc.)</p> <p>Justin shared the draft CWEDD Board agenda. At this meeting need to do the annual election of officers. The Chair and Vice Chair must be from the different COGs. Jim Lepin noted that he will be moving and CWEDD will need to find a new Vice Chair.</p> <p>Staff Jenny Glass and Mayor Jim Lepin joined the meeting.</p> <p>Discussed budget agenda item: Jenny asked if everyone is aware</p> 	

	<p>of the EDA and COGs partnerships. The EDA is a small budget of \$75 thousand per year. OCWCOG contracts with Lane COG and transfers \$32,500 to them. Lane provides equal match of what they receive from EDA. The funds only cover staff time to convene the Board, Exec, and some of the work groups. Glass noted that Staff felt a need to be transparent on the budget and staffing.</p> <p>Chair Buch took the meeting back to finalizing the May CWEDD Board agenda.</p> <p>Shuytema asked if members wanted to have a short standing agenda item to provide reports from the Exec Committee. Members agreed that this was a good idea.</p> <p>Porsche also suggested a a dedicated agenda item for Staff updates.</p> <p>Chair Buch updated Mayor Lepin and Glass on the Executive Committee's decision on letters of support. It was noted that the Board will need to approve the set guidelines.</p> <p>Mayor Lepin asked what the Executive Committee role is. Is the Executive Committee putting itself in the position of signing a letter of support? Is the Executive Committee such an essential piece of the process for an entity to request a letter of support from us?</p> <p>Shuytema answered that the CWEDD as a whole does hold such significance, and a letter of support from the CWEDD gives some sort of a blessing in that sense. There are a lot of grants that require letters of support and the CWEDD, through the CEDS, would be of support to applicants.</p> <p>Mayor Lepin noted that one of the grant requests that went through he individually did not really support.</p> <p>Councilor Randy Groves noted that through a letter of support,</p>	
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	what is being provided is an endorsement. There is no formal approval of an application. Glass added that letters of support help to raise awareness of projects in the region.	
8. Adjournment		Meeting adjourned at 11:34 AM.



Community and Economic Development
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MEMORANDUM

Date: July 20, 2022
To: CWEDD Executive Committee
From: Jenny Glass and Justin Peterson, CWEDD Staff
Re: Letters of Support Request Guidelines

To better define a letter of support, process the CWEDD Executive Committee discussed parameters for letters of support at the April 28, 2022 meeting. At the meeting CWEDD Executive Committee meeting members decided on the following rules for letters of support.

CWEDD is the Economic Development District (EDD) for Benton, Lane, Lincoln, and Linn Counties. EDDs are multi-jurisdictional entities, commonly composed of multiple counties and in certain cases even cross-state borders. CWEDD includes the Oregon Cascades West Council of Governments (OCWCOG) and Lane Council of Governments (LCOG). CWEDD is responsible for the five-year Comprehensive Economic Development Strategy (CEDS) adoption and implementation. Many federal grants require alignment with the CEDS, and letters of support can confirm alignment with the CEDS.

CWEDD Staff and the CWEDD Board understand that practitioners are very busy and grant applications are a big lift. However, whenever possible the guidelines and criteria below should be followed when requesting a letter of support.

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- Two weeks' notice
 - Provide a draft of letter
 - Provide a summary of project or presentation to the board. The summary at a minimum should include the name of the grant, size of the grant, and the anticipated impact.
 - The CWEDD Executive Committee may approve letters of support via email and the OCWCOG Director will sign the letters.
 - If the letter of support does not have unanimous support of the CWEDD Executive Committee the CWEDD Board will approve or not approve a letter of support.
-

CWEDD Executive Committee ACTION: Approve Letter of Support Request Guidelines for CWEDD Board Review and approval.



CWEDD Project Tracker

Attachment C
We want to hear
about your project!

The Cascades West Economic Development District (CWEDD) is designated by the U.S. Economic Development Administration to work on economic development efforts in Benton, Lane, Linn, and Lincoln counties. The CWEDD does this through a collaborative effort by implementing a Comprehensive Economic Development Strategy (CEDS), a five-year economic development plan for the four-county region. Staff recognizes that economic development work is happening across the region; however, this work is often never connected back to the CEDS. The 2020-2025 CEDS recognized Regional and Local economic development stakeholders as key stakeholders in implementing the CEDS. One of the roles of economic development practitioners and stakeholders was sharing and discussing local successes and challenges in economic development (CEDS Page 35). The CWEDD Project Tracker is a way to highlight the successes in the four-county region.

Vision

The District's preferred future includes a growing diversified and resilient economy with a range of employment opportunities that provide stable family wage jobs, lifelong learning and training opportunities, sustainable natural resources, an integrated infrastructure, and coordination among economic development efforts throughout the region.

Benefits of the Project Tracker include:

- Increasing regional awareness of your project
- Opportunities to gain support for your project
- Resource sharing opportunities
- Opportunity to present work at a CWEDD Board Meeting
- Including your project in the Economic Development Yearly Report

CWEDDS Strategic Priority Areas (select all that apply): More information about the CEDS priority areas can be found [here](#).



☐ **Priority Area 1**
Regional
Collaboration &
Partnerships



☐ **Priority Area 2**
Sector Diversification
Through Business
Development



☐ **Priority Area 3**
Infrastructure
Resilience



☐ **Priority Area 4**
Workforce
Support



☐ **Priority Area 5**
Rural Vitality

**Project Name and
Lead Contact**

[Add project name and lead contact]

Project Description

[Summary of project]

Summarize your
project in 3-4
sentences and add a
link to a project page

Key Partners

[List primary players who will help implement the project]

Funding Agency and Funding Amount

[List the primary funding agency and the funding amount]

Indicators are factors that CWEDD will measure to track progress for each strategic priority. The three key indicators for each priority area are regional collaboration, equity and inclusion, and resilience. Each indicator has key considerations detailed in the CEDS. For example, a key resilience consideration for Priority Area 2: Sector Diversification Through Business Development, is the diversification of industries.

Regional Collaboration

How does your project support regional collaboration?

Equity and Inclusion

How does your project build a more equitable and inclusive region?

Resilience

How does your project support economic resilience?

How can CWEDD partners support your project?

[Letters of support, funding, political support, etc.]



Board Meeting

Thursday, September 29, 2022

9:00 am – 11:00 am

Join via TEAMS by clicking [HERE](#)

add teams info

AGENDA

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|---|-------|---|--|
| 1) | 9:00 | Call to Order & Agenda Review | Chair,
Commissioner
Buch |
| 2) | 9:05 | Roll Call | Staff,
Justin Peterson |
| 3) | 9:20 | Public Comment | Chair |
| 4) | 9:25 | Minutes of May 12, 2022 Meeting (Attachment A) | Chair |
| ACTION: Approval of Minutes | | | |
| 5) | 9:30 | Letter of Support Request Guidelines (Attachment B)
The CWEDD Executive Committee and Staff created general guidelines for letter of support requests. | Staff, Justin
Peterson |
| ACTION: Approval of Letter of Support Request Guidelines | | | |
| 6) | 9:45 | CWEDD Project Tracker (Attachment C)
CWEDD Staff created a two-page document to help better track regional projects and their connection to the CEDS. | Staff, Justin
Peterson |
| 7) | 10:00 | Childcare Working Group Update (Attachment D)
Staff created childcare maps. | Staff, Anne
Whittington |
| 8) | 10:20 | CARES Funding Summary (Attachment E)
Staff will provide an update on all of the projects funded and supported by the CARES funding. | Anne Whittington
and Jenny Glass |
| 9) | 10:30 | CWEDD Additional Funding for Rural Capacity Building | Staff, Anne
Whittington |
| 10) | 10:40 | Discussion: CEDS Working Groups (Attachment F) <ul style="list-style-type: none">• <i>Broadband Action Team (BAT)</i>• <i>Cascades West Regional Consortium (CWRC)</i>• <i>Early Childhood Education</i> | Staff,
Jenny Glass and
Justin Peterson |

- *Rural Economic Alliance (REAL)*
- *Lane Economic Committee (LEC)*
- *Blue Economy Update from EDALC*
- *Other workgroup updates?*

11) 10:50 Other Business

Chair/Staff

- *Executive Committee Updates*
- *Staff Updates*
- *Jurisdiction Updates*

12) 11:00 Adjournment

Chair

Next Meeting: November 10, 2022

Attendance (For Quorum Purposes)

OCWCOG Members	Title	Jurisdiction	Attendance
Pat Malone	Commissioner	Benton County	
Claire Hall	Commissioner	Lincoln County	
Jim Lepin	Mayor	City of Millersburg	
Sherrie Sprenger	Commissioner	Linn County	
Alan Rowe	Councilor	City of Adair Village	
Dean Sawyer	Mayor	City of Newport	
Paul Shuytema	Executive Director	EDALC	
Chris Workman	City Manager	City of Philomath	
Kelly Hart	Director	City of Lebanon	
John Pascone	President	AMEDC	
Pam Barlow-Lind	Tribal Planner	CTSI	
Kate Porsche	Economic Development	City of Corvallis	
Lane Members	Title	Jurisdiction	Attendance
Greg James	Board Member	WillamaLane Parks and Rec	
Tom Cotter	Council Member	City of Veneta	
Randy Groves	City Councilor	City of Eugene	
Heather Buch	Commissioner	Lane County	
Patti Chappel	President	Emerald People's Utility Dist.	
Mary Walston	Board Member	4J School District	
Greg Ervin	Council Member	City of Cottage Grove	
Matt Michel	City Manager	City of Veneta	

Quorum Requirement: CWEDD business may be conducted provided a quorum of members attends. A quorum shall consist of a simple majority of the membership of the District Board. The CWEDD members may participate by telephone or other means of electronic communication, provided the meeting is called to order at a meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephone or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.