



Executive Committee

Thursday, January 25, 2024
11:00 am – 12:00 pm

Virtual Meeting

Join TEAMS Meeting by clicking [HERE](#)

Meeting ID: 276 280 215 014

Passcode: JBGioz

Mobile 1 Click Number: [+1 872-242-8088](#)

Phone Conference ID: 956 600 728#

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 October 26, 2023 (Attachment A) | Chair |
| | ACTION: Approval of Minutes | |
| 5) 11:20 | CED Director Introduction – Jaclyn Disney | Staff |
| 6) 11:25 | Election of Officers Discussion
The election of officers is scheduled for the February 8 th CWEDD Board Meeting. | Staff |
| 7) 11:30 | Innovation Hub Discussion
Business Oregon awarded Phase I funding for the Regional Innovation Hubs project which was completed. Phase II is due on February 20, 2024. | Staff |
| | ACTION: Letter of Support | |
| 8) 11:40 | CEDS 2025-2030 Update Discussion
Focused discussion about what we want to see out of the CEDS update. Staff is working on a scope of work and schedule for the update. | Staff |



- 9) 11:50 February 8th CWEDD Draft Meeting agenda (Attachment B) Staff

ACTION: Approval of CWEDD Board Agenda

- 10) 11:55 Other Business All
 - Micro Fluidics Tech Hub – Letter of Support
 - Broadband Technical Assistance Program (BTAP) – Linn, Benton, and Lincoln – Rural Prosperity Partners – Letter of Support (Attachment C)
 - Executive Committee Member updates

CWEDD Executive Committee Roster 2024	
Heather Buch	Lane County- County Commissioner
Kelly Hart	City of Lebanon - Staff
Paul Schuytema	EDALC- Lincoln County – Staff
Randy Groves	City of Eugene – City Councilor
Nancy Wyse	Benton County – County Commissioner

QUORUM REQUIREMENT: “A quorum shall be four of five members present. Alternates may serve on the Executive Committee if the representative is not able to attend a meeting and if the representative so decides. The Executive Committee shall be conducted in compliance with the Oregon Public Meetings Laws as described in ORS 192.610 through ORS 192.690.” (CWEDD Bylaws Section VI B.4).



CWEDD EXECUTIVE MEETING
Thursday, October 26, 2023
11:00 am-12:00 pm
Microsoft Team's Meeting Remote Connection

DRAFT MINUTES

Members: Paul Schuytema, Alysia Rodgers (*Alternate for Kelly Hart*), Councilor Randy Groves, and Commissioner Nancy Wyse
Staff: CED Planner Justin Peterson; and CED Administrative Assistant Ashlyn Muzechenko.

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review	<p>The Vice-Chair, Paul Schuytema called the CWEDD Executive Committee meeting to order at 11:03am.</p> <p>The Vice-Chair, Paul Schuytema conducted the Agenda Review and the group concluded that there were no changes to the agenda.</p>	<p>Meeting called to order at 11:03 am by the Vice-Chair, Paul Schuytema</p> <p>There were no changes to the agenda.</p>
2. Roll Call	Roll call was not conducted as everyone in attendance knew each other.	There was no roll call conducted.
3. Public Comments	There were no members of the public present, therefore there were no public comments presented to the CWEDD Executive Committee.	There were no public comments.
4. Approval of Minutes from July 27, 2023 (Attachment A) Action: Approval of Minutes	<p>There were no changes made to, or discussion on the July 27, 2023, CWEDD Executive Committee meeting minutes.</p> <p>Commissioner Wyse moved to approve the meeting minutes from July 27, 2023, and Councilor Groves seconded. The motion passed unanimously.</p>	Commissioner Wyse moved to approve the minutes from July 27, 2023, and Councilor Groves seconded. The motion passed unanimously.
5. Innovation Hub Discussion	<p>Vice-Chair Schuytema provided an overview of the Innovation Hub for this CWEDD (Cascades West Economic Development District) Region for the CWEDD Executive Committee Members in attendance.</p> <p>Vice-Chair Schuytema mentioned that Onward Eugene was successful in attaining one of the Innovation Hub planning grants. As</p>	

	<p>well as at the end of October, the final report will be going back to Business Oregon, and a new larger grant program will be opened up in January for more innovation hubs, and not only for those who received the planning grants.</p> <p>One of the recommendations would be to have the “home” of a virtual innovation hub in the CWEDD region. Functionally, the Oregon Cascades West Council of Governments (OCWCOG) would serve as fiscal agent, staffing, and manager for this grant if it was awarded.</p> <p>Currently there are no action items required from the Economic Development Region.</p> <p>Awards will not likely be shared or awarded until Spring of 2024 at the earliest.</p> <p>Staff Justin Peterson asked about a Phase 2 Deadline, Vice-Chair Schuytema answered that there hasn’t been one released yet.</p> <p>Peterson noted that Anne Whittington, of OCWCOG was part of the process, and later on himself, and the OCWCOG Executive Director Ryan Vogt were involved in bringing the parties together and planning for looking forward.</p> <p>Councilor Groves added conceptionally this is a great deal, however he would like to see the details before he is fully on-board.</p>	
<p>6. November 9th CWEDD Board Meeting Agenda (Attachment B) Action: Approval of CWEDD Board Agenda</p>	<p>Peterson shared that the upcoming CWEDD Board meeting will be in Lincoln County with a tour scheduled for afterwards adding an interactive element to the meetings for members.</p> <p>Peterson noted that staff are encouraging members to attend in person, but there is the hybrid element as well to join via teams if in person is not an option for members.</p> <p>Peterson shared an overview of the November 9th CWEDD Board</p>	<p>The CWEDD Executive Committee approved the November 9th CWEDD Board Meeting Agenda by consensus.</p>

	<p>Agenda, which is “Attachment B” in the meeting agenda packet.</p> <p>Vice-Chair Schuytema noted that the restaurant management course has launched, and he wouldn’t need a full 30 minutes for his update, but those would be his only edits for the agenda.</p> <p>Peterson shared that staff plan to send out a 2-week reminder after this meeting to try and get more attendees in person at the Lincoln County location.</p>	
<p>7. Other Business:</p> <ul style="list-style-type: none"> • CED Director Update • Executive Committee Member Updates 	<p>Other Business:</p> <p><i>CED Director Position:</i></p> <p>Peterson shared that OCWCOG has gone through 2 sets of interviews attempting to find a CED Director, for which the right candidate has not been found yet. OCWCOG is still actively searching for a CED Director with the position being posted again just 2 weeks ago with new update materials describing the position’s summary and what the culture is like at OCWCOG.</p> <p><i>Executive Committee Member Updates:</i></p> <p>Councilor Groves shared that Eugene City Council has been hacked twice with racial attacks, where certain groups of people were attacked. His advice is to check with legal counsel on how to go about dealing with an attack if it were to happen.</p> <p>Commissioner Wyse added that while using Zoom, they (Benton County) had issues with being hacked as well.</p>	
<p>8. Adjournment</p>	<p><i>The next CWEDD Executive Meeting is scheduled for January 25, 2024.</i></p> <p><i>The next CWEDD Board Committee Meeting is scheduled for November 09, 2023</i></p>	<p>The meeting was adjourned at 11:28 am by The Vice-Chair, Paul Schuytema</p>



CWEDD | ECONOMIC
DEVELOPMENT
CASCADES WEST | DISTRICT

Board Meeting

Thursday, February 08, 2024

9:00 am – 11:00 am

Oregon Cascades West – Albany Office

ABC Conference Room
1400 Queen Avenue SE, Albany Oregon 97322

OR

Join Virtually via Teams

TEAMS Meeting by clicking [HERE](#)

Meeting ID: 267 001 785 157

Passcode: ycBCiM

Mobile 1 Click Number:

[+ 1 872-242-8088](#)

Phone Conference ID: 149 601 420#

AGENDA

- | | | | |
|----|------|---|--|
| 1. | 9:00 | Call to Order & Agenda Review | Chair,
Commissioner
Buch |
| 2. | 9:05 | Roll Call | Staff,
Justin Peterson |
| 3. | 9:10 | Public Comment | Chair |
| 4. | 9:15 | CWEDD Board Membership (Handout) & Election of Officers (Attachments A and B)
See attached bylaws for discussion of membership and election of officers. | Staff, Justin
Peterson |
| | | ACTION: Election of Officers | |
| 5. | 9:20 | CWEDD Executive Committee Appointment(s)
New CWEDD Executive Appointments may be required based on the Officer appointments. | Staff, Justin
Peterson |
| 6. | 9:25 | Minutes of November 9, 2023, Meeting (Attachment C) | Chair |
| | | ACTION: Approval of Minutes | |
| 7. | 9:30 | Lane Workforce Partnership - Critical Jobs Sector Award from the Department of Labor
<i>-Lane Workforce Partnership was awarded a Critical Jobs Sector Grant from the Department of Labor for the hospitality industry.</i> | Guest,
Jesse Quinn and
Cindy Perry |

The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Ashlyn Muzechenko at least 72 hours prior to the meeting. Ashlyn can be reached at 541-812-2002 (TTY/TTD 711) or amuzechenko@ocwcog.org.

-Update and Ways to support

- | | | | |
|-----|--------------|---|-----------------------------------|
| 8. | 9:50 | Regional Economic Update
<i>Patrick O'Connor is the Regional Economist for Marion, Polk, Yamhill, Linn and Benton Counties. Patrick will provide an update on the economic conditions in the region.</i> | Guest Patrick
O'Connor |
| 9. | 10:20 | CEDS 2025-2030 Update Conversation
<i>Strategic Conversation about the CEDS update. Process and focus. Organization and the implementation of the CEDS</i> | Staff, Justin
Peterson |
| 10. | 10:45 | Discussion: CEDS Working Groups (Open time for any updates) <ul style="list-style-type: none">• <i>Broadband Action Team (BAT)</i>• <i>Cascades West Regional Consortium (CWRC)</i>• <i>Early Childhood Education</i>• <i>Rural Economic Alliance (REAL)</i>• <i>Lane Economic Committee (LEC)</i>• <i>Blue Economy Update from EDALC</i>• <i>Other workgroup updates?</i> | Staff,
Justin Peterson |
| 11. | 10:50 | Other Business (if time allows) <ul style="list-style-type: none">• <i>Executive Committee Updates</i>• <i>Regionally Significant Updates</i>• <i>CWEDD Regional Project list (Attachment D)</i> | Chair/Staff |
| 12. | 11:00 | Adjournment
<i>Next Meeting: Scheduled for May 9, 2024.</i> | Chair |

Attendance (For Quorum Purposes)

OCWCOG Members	Title	Jurisdiction	Attendance
Nancy Wyse	Commissioner	Benton County	
Claire Hall	Commissioner	Lincoln County	
Alex Johnson II	Mayor	City of Albany	
Sherrie Sprenger	Commissioner	Linn County	
Chas Jones	Mayor	City of Philomath	
Rick Booth	Mayor	City of Waldport	
Paul Schuytema	Executive Director	EDALC	
Chris Workman	City Manager	City of Philomath	
Kelly Hart	CED Director	City of Lebanon	
John Pascone	President	LEDG	
Pam Barlow-Lind	Planning Director	CTSI	
Sophie Adams	ED Coordinator	City of Albany	
Lane Members	Title	Jurisdiction	Attendance
Greg James	Board Member	WillamaLane Parks and Rec	
Bryan Cutchen	Mayor	City of Oakridge	
Randy Groves	City Councilor	City of Eugene	
Heather Buch	Commissioner	Lane County	
Patti Chappel	President	Emerald People’s Utility Dist.	
Kori Rodley	City Councilor	City of Springfield	
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.

(January 18, 2024)

RE: Economic Development Association of Lincoln County's BTAP Application

Dear Michael DeHart,

I am pleased to write a letter in support of the Economic Development Association of Lincoln County's application for the Broadband Technical Assistance Program. We strongly support this project as it will provide the necessary planning for broadband service infrastructure in Linn, Benton and Lincoln Counties.

As a region with a large swath of rural areas, Broadband is necessary to ensure that our residents and businesses have access to critical services to help our community thrive. Many homes lack connectivity and broadband helps to contribute to our community well-being and economic growth. This application will help prepare Linn, Benton and Lincoln Counties to tap into infrastructure funding by providing the necessary planning and technical assistance required to secure broadband dollars. [Name] fully supports this project and is certain that it will help serve the needs of the community and advance the economic goals of our County.

We have participated in the broadband strategic planning that has been conducted over the past three and a half years through the regional Broadband Action Team. In addition, we have participated in the project with Oregon Cascades West Council of Government to conduct a feasibility study across the region. What is next for us is to work with our local County-specific task forces, regional stakeholders and Internet Service Providers to implement the recommendations that have come out of the last several years. Securing funding to continue to implement the strategic planning, and support our regional Internet Service Providers to secure grant funding to close the digital divide, is critical.

Sincerely,

[Name]

[Title]

[Organization]