



**SCOEDD EXECUTIVE BOARD MEETING**

**When: Monday, September 23, 2024**

**Time: 10:00 – 11:00 AM**

**Where:** SCOEDD Conference Room (803 Main Street, Suite 202, Klamath Falls) or Microsoft Teams ([Join the meeting now](#))

<b>Name</b>	<b>Organization / Title</b>	
Mark Albertson	Lake County Commissioner – SCOEDD Chair (Officer)	Present
Ernie Palmer	SCOEDD Treasurer (Officer)	Present
Shiela Strubel	Community & Economic Development – Lakeview	Present
Randy Cox	Klamath County Economic Development Association (KCEDA)	Present
Jonathan Teichert	City Manager for Klamath Falls	Present
Alison Smith – SCOEDD Interim Executive Director, Janine Cheyne – SCOEDD Finance Director		Present

**AGENDA**

1. Call to Order & Opening Remarks (Commissioner Mark Albertson)
2. Nominations: Appointment of Board Members in Lieu of Klamath County Commissioners (Commissioner Mark Albertson)
3. Approval of Out of Class Stipend for Interim Executive Director (Commissioner Mark Albertson)
4. Interim Executive Director Update & Timeline (Alison Smith)
  - Timeline of Departure
  - Potential Jury Duty in October
  - Transition Planning
5. Operations (Commissioner Mark Albertson)
  - ARPA funding
  - Budget and Match Funding
6. Next Steps and Scheduling of the Next Board Meeting
7. Public Comment
8. Adjournment

## MEETING MINUTES

### Attendees:

- **In-Person:**
    - Alison Smith – Interim Executive Director, SCOED
    - Janine Cheyne – Finance Director
    - Randy Cox – Klamath County Economic Development Association (KCEDA)
    - Jonathan Teichert – City of Klamath Falls City Manager
    - Estella Woodley – SBDC
    - Courtney Talbot – SBDC
    - Ernie Palmer – Citizen
  - **Virtual:**
    - Mark Albertson – Chair, Klamath County Commissioner
    - Shiela Strubel – Town Manager, Lakeview
    - Monika Peterson – Department of Administrative Services (DAS)
    - Tracy Young – Beaver Pumice, Klamath County
    - Dan Bunch – Legal Counsel
    - Kelley Minty – Klamath County Commissioner
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### 1. Call to Order & Opening Remarks:

- Chair Mark Albertson called the meeting to order at 10:02 AM. A quorum was confirmed.
- Each in-person and virtual attendee introduced themselves to the group.

### 2. Purpose of Meeting

- The meeting was called due to Commissioner Henslee's resignation and another commissioner's recusal, leaving vacancies that prevent SCOED from legally making decisions.
- The primary goal was to nominate and appoint two new board members from Klamath County to restore decision-making capacity.

### 3. ARPA Funding Discussion

- Monika Peterson and Stephanie Tyrer from DAS discussed SCOED's ARPA funding, particularly \$269,000 remaining for the Klamath Neighborhood Revitalization project.
- Concerns were raised about completing the project within the 18-month deadline.
- Discussion Points:
  - SCOEDD has until December 2026 to spend the funds, but the project itself is an 18-month initiative.
  - Options were discussed regarding whether the funds could be transferred to another agency if SCOEDD could not complete the project. Monika Peterson clarified that legislative approval would be required to reallocate the funds.
  - **Action Items:**
    - A conversation is needed soon to determine if SCOED will proceed with the project or return the remaining funds.

- Alison Smith to share additional information with DAS regarding a subpoena related to ARPA funding.

#### 4. Interim Executive Director Compensation

- Alison Smith has been serving as Interim Executive Director since June but has not received any additional compensation.
- **Motion Approved:** Commissioner Mark Albertson motioned to have retroactive compensation for Alison Smith set at the previous Executive Director's salary. Randy Cox seconded the motion. All were in favor, none opposed.

#### 5. Executive Director Transition

- Alison Smith announced her expedited departure from SCOEDD (last day on October 7), citing personal and professional obligations. She will give her formal resignation to the Board of Directors.
- The board discussed needing a consultant or another interim leader to ensure continuity after Alison's departure.

#### 6. Legal and Operational Challenges

- Dan Bunch provided legal counsel on SCOED's challenges:
  - The board has struggled to operate legally due to the vacancies and lack of a quorum.
  - The organization's future is uncertain, with financial difficulties and potential legal risks if the board cannot function effectively.
  - **Key Legal Points:**
    - **Board Composition:** The intergovernmental agreement between Klamath and Lake counties requires both counties to be represented on the board. With two Klamath County commissioners vacating their positions, this presents significant challenges.
    - **Funding:** Without continued funding from Klamath or Lake County, the viability of SCOEDD is in jeopardy.
  - **Next Steps:**
    - The board agreed to expedite a full board meeting as soon as possible to address outstanding issues, including:
      - The finalization of budget approval for FY 24-25 has been delayed.
      - Legal and financial matters, including Denise's administrative leave status.
      - SCOEDD's future and potential reorganization.
    - **Motion Approval:** The board, upon advice from legal counsel, determined that they will forego the 15-day notice of meetings written in the Bylaws because we have to make a decisions about SCOEDD going forward. Ernie Palmer motioned to eliminate this from the Bylaws and Chair and Commissioner Albertson seconded. All in favor, none opposed.
  - **Action Items:**
    - Alison Smith will add an agenda item for the next meeting regarding updating bylaws to allow for more flexible meeting scheduling.
    - Dan Bunch will continue to provide legal guidance on holding emergency sessions and ensuring compliance with state laws.

## 7. Nominations for Klamath County Board Representatives

- Kelley Minty presented four potential candidates: Levi Fuller, Kat Rutledge, Amanda Blodgett, and William Wiessmeyer.
- Randy Cox expressed the need for more time to think and later recommended Andrew Nichols and Holly Neupert.
- A discussion followed regarding potential candidates, including concerns about past performance and conflicts of interest.
- Key Takeaways:
  - Kelley Minty's candidates: Levi Fuller and Amanda Blodgett were considered.
  - Randy Cox's candidates: Holly Newbert, who had recently resigned, and Andrew Nichols were also proposed.
  - **Motion Approved:** Ernie Palmer motioned for SCOEDD to contact Amanda Blodgett and Holly Neupert to see if they would like to be on the Board. If one of them declines, we should reach out to Brian Wiessmeyer. Commissioner Mark Albertson seconded the motion. All were in favor, none opposed. Alison Smith will contact them to see if they want to be on the Board.

## 8. Adjournment

- The meeting was adjourned with an agreement to schedule a follow-up board meeting as soon as possible, especially after the new Board members were officially appointed.