



**SCOEDD SPECIAL EMERGENCY BOARD MEETING**

**When: Monday, October 7, 2024**

**Time: 2:00 – 3:30 PM**

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

**AGENDA**

1. Call to Order & Opening Remarks
2. Discussion on SCOEDD's Next Steps
3. Transition of Interim Executive Director
4. Future Meeting Schedule
5. Public Comment
6. Adjournment

## MEETING MINUTES

### Attendees:

- **In-Person:**
    - Kelley Minty – Klamath County Commissioner
    - Jame Williams-Lake Co Commissioner
    - Alison Smith – Interim Executive Director, SCOEDD
    - Janine Cheyne – Finance Director
    - Randy Cox – Klamath County Economic Development Association (KCEDA)
    - Ernie Palmer – Citizen
    - Larry Dugger-Member
  - **Virtual:**
    - Brienne Humphrey
    - Amanda Blodgett
    - Brian Weismeyer
    - Brienne Humphrey
    - Barry Shullanberger-Lake Co Commissioner
    - Jennifer Little-Kl. Public Health
    - Jessica Dale-Kl. Public Health
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### 1. Welcome and Introductions

- **Kelley Minty** (Klamath County Commissioner) opened the meeting, addressing the urgent need for a leadership transition within the South Central Oregon Economic Development District (SCOEDD), as the interim director's tenure was ending.
  - She noted the absence of Commissioner Albertson due to a family emergency and expressed her willingness to take on a leadership role during this critical time.
  - Kelley introduced new board members **Amanda Blodgett** and **Brian Wiesmeyer**, emphasizing the importance of collaboration and focusing on ensuring resources effectively reach those in need.
  - She encouraged all participants to approach discussions with an open mind, focusing on problem-solving.
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### 2. Leadership Transition and Meeting Cadence

- Kelley led a discussion on the upcoming leadership transition, acknowledging the importance of maintaining momentum despite the challenges posed by staffing changes.
  - The need for frequent meetings to address critical issues, such as the leadership gap and financial concerns, was highlighted.
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### 3. SCOEDD's Future and Staffing Challenges

- **Alison** raised concerns about the possible dissolution of SCOEDD, stressing that such a move could hinder efforts to re-establish the organization as an economic development district in the future.
- There was consensus on exploring partnerships with other economic development districts to address staffing shortages and ensure program continuity.

**Action Items:**

- **Kelley Minty** to explore the possibility of hiring a consultant to assist with staffing capacity and operational needs.
  - Board members to assess skills and bandwidth to identify potential volunteers for specific tasks.
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#### **4. Financial Status and Budget Concerns**

- **Barry Shullanberger** emphasized the critical need to form a budget committee due to diminishing funds and the lack of match funding from the Economic Development Administration (EDA) grant.
- Discussion around SCOEDD's financial situation, particularly payroll and health insurance, highlighted the urgency of addressing the budget before making decisions about staffing or leadership.

**Action Items:**

- **Mark and Janine** to compile feedback on the draft budget and circulate it to the board.
  - A **Budget Committee** to be formed to develop a financial plan for SCOEDD.
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#### **5. Financial Transition and Strategic Planning**

- **Jim Strong** suggested sharing financial information with the full board, while **Johnathan Van Roekel** raised questions about the timeline for financial stability amidst ongoing expenses.
  - Discussion revealed significant financial challenges, including loan payments and audit delays, potentially impacting future funding opportunities.
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#### **6. Staffing and Operational Considerations**

- **Brian Wiessmeyer** proposed furloughing non-essential staff to extend the organization's operational runway. This suggestion sparked a debate regarding its legality and the importance of addressing financial stability before making staffing decisions.

**Action Item:**

- Legal counsel to be consulted regarding furlough legality and implications.
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## 7. TAG Grant and Funding Structure

- **Jennifer Little** presented the status of the Targeted Airshed Grant (TAG), emphasizing the urgency of drawing down funds before year-end.
- The board discussed the critical nature of the grant for woodstove changeouts and energy assistance. The need for a decision on whether to proceed with SCOEDD's involvement or explore alternatives was highlighted.

### Action Items:

- **Jennifer Little** to communicate with the Department of Environmental Quality (DEQ) regarding the decision timeline for TAG funding.
  - Board to decide on SCOEDD's involvement with TAG in the upcoming budget discussions.
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## 8. Audit Concerns and Organizational Governance

- **Randy** raised concerns about the implications of an audit failure and how it would impact future budgets and funding opportunities.
- The group acknowledged the importance of audit compliance and decided to operate under the 2010 bylaws until further stability is achieved.

### Action Items:

- **Randy** to gather more information about the potential consequences of an audit failure.
  - Legal counsel to ensure compliance with bylaws and governance processes.
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## 9. Lake County's Participation and Concerns

- A commissioner from Lake County expressed concerns about their lack of involvement in previous discussions, emphasizing the need for transparency and collaboration moving forward.
  - The commissioner also addressed the budget crisis facing Lake County and highlighted the importance of a full board meeting to address these issues.
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## 10. Next Steps and Action Items

- **Next Meeting:** Kelley Minty will schedule a follow-up meeting to focus on budget planning and next steps for SCOEDD.

- **Key Action Items:**
    - **Jennifer Little** to follow up with DEQ regarding the TAG funding decision.
    - **Budget Committee** to be formed to develop a financial plan and address current financial concerns.
    - **Board Meeting:** A full board meeting to be scheduled to address key organizational issues, including leadership transition and financial stability.
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## **Adjournment**

The meeting concluded with a commitment to prioritize budget discussions in the coming week, with a recognition of the need for immediate action on the TAG grant and SCOEDD's overall financial stability.

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