



**EDD/CRDC WORKING GROUP  
Summer Meeting August 29 – 30, 2013  
Sky View Conference Room  
Billings, Montana – Crowne Plaza Hotel**

**Thursday, August 29**

**Present:** Paul Tuss, Chair; Barbie Durham, Billie Lee, Marie Mahugh, Jason Rittal, Stacy Fisk, Kathie Bailey, John Rogers, Martin DeWitt, Brian Obert, Chris Shove, Maria Sutton (EDA), Chris Mehus, Carol Jones, Sarah Converse, Jodi Duncan (EDA), Stuart Leidner, Anne Pichette, Sharon Peterson, Jim Atchison, Liz Ching, Tony Preite, Steve Arveschoug and Gloria O'Rourke.

**1. INTRODUCTIONS AND MINUTES**

Paul Tuss thanked everyone for attending and for providing information for the agenda. The group will review the minutes and vote to approve them later in the meeting.

**2. GOED UPDATE**

John Rogers thanked everyone for their great work and provided an update from the Governor's Office of Economic Development. John also thanked Jodi Duncan and Maria (Mary) Sutton for attending from EDA. John said Governor Bullock is focusing on better jobs, better education and more effective government and that these goals are a great fit for MEDA, CRDCs, EDDs, etc. The Governor will be launching a statewide effort to remove stovepipes that exist in state government and thus improve communication across state agencies. Boundaries will be lifted between departments and agencies.

Governor Bullock will be visiting schools across the state in the coming weeks to work on the goal of better education.

**Q & A for John Rogers**

Q: What is the status of the Main Street Montana Project and the establishment of industry clusters?

A: We have several clusters that are in existence and successful, others that have not succeeded. GOED will revisit those that are lagging and investigate the start of new clusters, i.e. firearm cluster in the Flathead area. Maria Sutton noted clustering is a prime project for EDA funding.

**3. BEST PRACTICES ROUNDTABLE - *Innovation from the Heart of Big Sky Country – Real Stories About Real Projects That Make a Difference In Our Regions.***

- a. **Snowy Mountain Development Corp. (SMDC):** Kathie Bailey reported ag and manufacturing economies in her area are doing well. Snowy Mountain is now studying tourism, recreation, and attraction efforts such as a conference center and hotel to establish a third industry for the area. A feasibility study is underway and a TBID is being formed. SMDC is also investigating starting an urban renewal district. Kathie said it is amazing that when you place competitors in the same room, eventually they begin working together. Paul said it is called “Co-opitition.” Sharon Peterson noted Winifred is booming. EDA was thanked for contributing disaster funds for the train trestle to be repaired. The railroad trestle was damaged during a flood in 2011.
- b. **Lake County Community Development Corp.:** Billie Lee reported on a \$12 million TIGER grant to reconstruct a county road. Partners include the City of Polson, Confederated Salish and Kootenai Tribes, and Lake County. U.S. Dept. of Transportation is for the first time working directly with a CRDC type organization. Billie is writing up this project as a case study to demonstrate the effectiveness of working directly with a small rural community organization. Lake County is receiving a 3% administration fee as compared to higher fees from other entities. The case study would demonstrate how to address and leverage entities and funds to initiate and complete projects.

**Discussion:**

- While other states EDD’s are very involved in their state transportation plans when the CRDCs/EDDs tried to become more involved several years ago, there was little interest from MDT to bring CRDCs/EDDs to the table.
- As the cost of transportation for goods and services continue to rise, CRDCs/EDDs need to be at the table to shape the economic development attributes within transportation needs.
- Chris Mehus said local citizens do not feel they have an impact on transportation projects. Brian Obert said MBAC injected themselves into a project to remain informed. Sarah said Sweetgrass has quarterly meetings with MDT and the department is receptive to ideas.
- Marie Sutton noted EDA funds are available if you can demonstrate job retention or creation and also demonstrate the impact, i.e., if a product cannot be moved it cannot be sold.

**Action Item: Build a more formal process for Economic Development Organizations to work with MDT on projects, TIGER Grant submissions, and establishing priorities.**

- c. **Eastern Montana Impact Coalition** – Martin DeWitt reported on the coalition that was formed a year ago thanks to EDA and BSTF support to address the impacts of development in eastern Montana. This degree of collaborative effort involving three Economic Development Districts and one Local Development Organization is

unheard of as tremendous effort is contributed by all sides and at all levels. The impact study is moving forward and will involve transitioning into a second phase. Two new shared employees are on board. A recent success story involves IEP Worldwide Services, which fills Dept. of Defense contracts housing units for the military. Similar military structures are now being built outside of Sidney consisting of 300 units to house over 700 people. As water, sewer and power was at capacity, IEP provided their own infrastructure and completed the project in 30 days. It is a \$15 million investment in Montana.

Jason said the company building the facility is out of Florida. A Montana native from the company spoke with him and mentioned a preference for working in North Dakota. Jason countered with an offer to get all of the Eastern Montana regions together and demonstrated what all of the regions have to offer; the project was built outside of Sidney.

Jason said while legislation to fund infrastructure was vetoed and sent a message of non-support for infrastructure investment in Montana, other projects are being funded that may not have been funded otherwise. The administration and the state are providing funding through other avenues; the coalition is working to make sure investors understand funding support is available.

- d. Montana Business Assistance Connection** – Chris Shove reported on MBAC’s efforts to engage Crowd Funding. The idea is to solicit micro infrastructure projects for micro projects (add street furniture, lighting, and other small projects) which would be effective in rural areas. People can click on a project and donate \$5. The project is not implemented until 100% of the funding is obtained. MBAC simply facilitates the process and offers a tax deduction via its 501c3. It is important to push the website as all transactions are online. The local TV station is involved and will provide a weekly update of the local economy and local projects funded. Ideas are solicited and available on the website. The projects are also pushed on Facebook, with particular neighborhoods or particular age groups being targeted.

**Discussion:**

- Crowd Funding is a great avenue to involve local service groups and foundations.
  - School teachers are already doing this by posting supplies they need in their classroom. Donor’s Choice is the name of this program.
  - A start-up in Missoula is using social media with PayPal so if a student is saving money for a 4-H trip to Washington, DC, the company will take the donation for you in a secured process.
- e. Web Portal Project** – Chris Mehus, Beartooth RC&D provided an update on expanding the visibility of Montana’s economic development efforts through the web portal project. The Governor’s Office of Economic Development is expanding

its website which opens a great opportunity and identifies the need for the economic development web portal. GOED will also update the Site Selector piece as well as turn Innovate Montana into an entrepreneurial website. Currently, there is a lack of information on local and regional economic development organizations that the MEDA Web Portal project would fill. MEDA received 10 RFP's which will be ranked by the committee in the near future. The winner of the RFP will help define strategies for the portal as well as strategies for funding.

Outsiders continue to be impressed with the way Montana's economic development organizations are united and work together. At times, local vs. regional issues arise, but Montana entities continue to communicate with each other to address issues.

**Discussion:**

- Billie said smaller towns would like the opportunity to utilize the Site Selector option but costs are prohibitive. Stuart explained a partnership formed with multiple cities, counties, and realtors that keep the data fresh and more affordable.
  - Customers would probably first go to the state site. Stuart said their site selector portal is pushed and publicized online.
  - MDOC/CEIC is working on a dashboard that will complement economic development web pages. LDO's can simply link to the dashboard which will provide key city and county information.
  - The bottom line is that the local level may have a harder time rising to the top if the website showcases regional areas. The website will demonstrate the state, regional, and local level. Jodi mentioned a project in Utah that enabled smaller districts to showcase their areas. EDA provided a planning grant to the Utah membership association to upgrade local websites.
  - Marie suggested applying under the EDA TA option.
- f. **Headwaters RC&D** – Barbie Durham updated everyone on a new project they are administering regarding the Blackstone Foundation and a statewide entrepreneurial program.
- g. **Prospera** – Stuart Leidner said he is working on an outdoor cluster and optics cluster with the City of Bozeman and MSU. There are 28 companies involved and the Montana Optics Cluster Association is being formed. The cluster is working to be recognized at the national level as per capita, Bozeman has more companies than any city in the nation. Prospera is working to build capacity of the association. Stuart said John Rogers and Governor Bullock met with several key representatives which made an impact on California leadership within the industry. Twenty-two companies have spun off from the university laboratory. Prospera issued two \$1,000 grants to students working on commercialization projects.

**Discussion:**

- Higher Ed leadership and the Governor are truly working to build research opportunities in the state. Currently Montana is behind other states on research expenditure.

**h. Southeast Montana** - Jim Atchison reported the 10<sup>th</sup> Annual Energy Open was recently held and was once again a success. Jim said it is a best practice in that it is a niche event to promote energy development and advertise the good things that are happening. This event was started ten years ago to demonstrate the benefits of energy development. It is also a time to showcase industrial complexes that the general public doesn't usually get to see. A pending best practice regards the damage wildfires caused to 600,000 acres in forest and prairie lands last summer. With DNRC and other partners, SEMDC is looking at biomass opportunities with the remaining wood. To date four investment groups are considering salvage efforts which would support saw mills across the state.

**4. ORGANIZATIONAL STRUCTURING**

The CRDCs shared the following information:

CRDC/EDD	Funding and/or Dues Structure	Employee Benefits
Bear Paw	<ul style="list-style-type: none"><li>• Two tiered dues structure; receives \$90,000 per year. Two largest counties contribute \$25,000 per year while all others contribute \$5,000</li><li>• Collects management fees for projects.</li><li>• Do time studies so that time is allotted appropriately and justification is made for various projects.</li></ul>	<ul style="list-style-type: none"><li>• 100% of premium for health insurance for employee and the family through Chamber Choices.</li><li>• Retirement – SEP IRA contributions after one year employment</li><li>• Life insurance policy in the amount of \$40,000</li><li>• Nine employees</li></ul>
Eastern Plains	<ul style="list-style-type: none"><li>• Dues from each county beginning at the \$1,000 level.</li><li>• As projects are conducted, an increase and length of commitment is requested. One county is up to \$10,000; others are increasing their commitment. Total dues is now \$30,000.</li><li>• Dependent on EDD and CRDC dollars.</li></ul>	<ul style="list-style-type: none"><li>• Jason receives stipend for health insurance, second staff person has own insurance.</li><li>• 3% retirement plan</li></ul>

<p>Great Northern</p>	<ul style="list-style-type: none"> <li>• Similar dues structure as Bear Paw with local contribution range of \$36,000.</li> <li>• Membership dues provides free grant writing services, project assistance and administration.</li> <li>• Do charge for admin fees for services if not included in the grant or program.</li> <li>• Use some interest from healthy loan portfolio for payables.</li> </ul>	<ul style="list-style-type: none"> <li>• Health insurance through MACo</li> <li>• Flex time</li> <li>• Eight employees</li> </ul>
<p>Prospera</p>	<ul style="list-style-type: none"> <li>• Receives CRDC funding but not an EDD or SBDC center. No funding from counties or cities.</li> <li>• Do have a Women’s Business Center. Took a 10% budget cut with sequestration via SBA.</li> <li>• Cannot do fee for services with business technical assistance.</li> <li>• 140 Members with almost all businesses; City of Bozeman is a member and some members from Park County. Dues range from \$150 to \$5,000.</li> <li>• Board consists of all business people and a few from MSU.</li> <li>• Do have 501c4 designation as well as 501c3 foundation.</li> <li>• Administer three RLF’s and one IRP and receive admin fees.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay 100% Blue Cross Blue Shield health, dental, vision coverage</li> <li>• Match 3% for retirement</li> <li>• Four employees</li> </ul>
<p>Beartooth RC&amp;D</p>	<ul style="list-style-type: none"> <li>• EDA and CRDC funded</li> <li>• Food and Ag Center funds</li> <li>• Income from fuels reduction program</li> </ul>	<ul style="list-style-type: none"> <li>• Stipends</li> <li>• All employees on spouse’s health insurance plans.</li> <li>• 401K for employees</li> </ul>

	<ul style="list-style-type: none"> <li>• Conduct community assessments with fees attached</li> <li>• Base and per capita feed counties pay; more of an MOU format with Billings/Laurel all of which totals \$43,000 per year.</li> <li>• Crow Tribe is active participant but does not pay in.</li> <li>• Staff “sells” Beartooth’s skills and bills projects, i.e., MDT rest area project and subcontract with engineering firm.</li> </ul>	<ul style="list-style-type: none"> <li>• Three full time employees and three part time (part time is soft money)</li> </ul>
SEMDC	<ul style="list-style-type: none"> <li>• Cover four counties and nine municipalities - communication and site visits are important.</li> <li>• 16 member board</li> <li>• \$1 per capita dues structure for a total of \$23,000 per year which is used for match.</li> <li>• Nine accountability reports are prepared for cities and counties called “Impact Scoreboard” that demonstrates the investment and dollars leveraged.</li> <li>• Sequestration hurt and cash flow challenges are increasing.</li> </ul>	<ul style="list-style-type: none"> <li>• 4.25 FTE’s including full time grant writer, full time SBDC.</li> <li>• Miles City Economic Development Council is an LDO; SEMDC formed an MOU about ten years ago for one full time position to serve as the director. This person is also SEMDC’s loan officer.</li> <li>• 5% retirement</li> <li>• Full healthcare.</li> </ul>
MBAC	<ul style="list-style-type: none"> <li>• Diversified portfolio resources so not depending on one source.</li> <li>• Largest source is from fees of the RLF’s.</li> <li>• By-Laws require membership dues ranging from \$100 to \$5,000 with</li> </ul>	<ul style="list-style-type: none"> <li>• Normally have 7 employees; currently have 4.</li> <li>• 15% fringe benefit that is used as staff wishes for health insurance or retirement. It is tied to health insurance - if have preventative program, it</li> </ul>

	<p>largest donors being banks.</p> <ul style="list-style-type: none"> <li>• Some funds from county and city government.</li> <li>• Rental income</li> <li>• As County and City have staff, focus and demand is coming from growth into rural areas.</li> </ul>	<p>helps on premiums.</p>
<p>Snowy Mountain</p>	<ul style="list-style-type: none"> <li>• Formed 12 years ago by local governments at then \$1 per capita fee.</li> <li>• Some counties pay for all municipalities; others pay for partial and share with communities for a total of \$23,000.</li> <li>• Four years ago, initiated 3% increase until reaches double the original level for 6%.</li> <li>• Funds are used to match EDA and CRDC.</li> <li>• Have contracts with RC&amp;D, as well as Fergus County at 3% to manage their RLF. 2% remains to grow the fund. Contract with Sweetgrass, BLM, conservation districts, etc. and attach a 3% administration fee on all successful grants.</li> <li>• RLF and IRP are paying off losses so not using interest.</li> </ul>	<ul style="list-style-type: none"> <li>• Five employees; Kathie is only one full time.</li> <li>• Flex time is the benefit that keeps her older, experienced staff on board.</li> <li>• MACo health insurance, \$10,000 life insurance.</li> <li>• 6% retirement fund</li> <li>• (401K) sick leave and vacation comparable to county.</li> </ul>
<p>Lake County</p>	<ul style="list-style-type: none"> <li>• Asset rich and cash poor; don't have EDA or SBDC funds but ongoing funds from counties total \$20,000.</li> <li>• Underlying contracts (TIGER) assist with some cash flow.</li> <li>• Use interest on RLF, get funding from food and ag center, provide food related training,</li> </ul>	<ul style="list-style-type: none"> <li>• 13 employees; 4 with food enterprise facility.</li> <li>• Healthcare – pay each employee's but not the family.</li> <li>• Employees are members of associated employers out of Billings; has wellness component to it. 70/30 split</li> <li>• No increase in two years.</li> </ul>

	<ul style="list-style-type: none"> <li>• PTAC center, and created its own SBDC</li> <li>• Own their building and may rent incubator/office space for potential customers in near future.</li> <li>• Feasibility study in Sanders County regarding technology centers in rural communities and economic impacts.</li> <li>• Have a billing rate for each employee for grant administration.</li> <li>• CFI and RMAP funds are used for technical assistance.</li> <li>• Strive for geographical representation on the board; by-laws being expanded to include neighboring counties.</li> </ul>	<ul style="list-style-type: none"> <li>• No insurance until after 6 month probationary period.</li> </ul>
Headwaters RC&D	<ul style="list-style-type: none"> <li>• U a 46 cent per capita fee which brings in \$45,000. Great support from all seven counties.</li> </ul>	<ul style="list-style-type: none"> <li>• Six employees currently – will hire one more as Regional Director. Utilize RSVP group and a person that assists with admin.</li> <li>• Pay 50% of employees insurance which is with BCBS out of Anaconda Deer Lodge County.</li> <li>• Retirement is 5%</li> </ul>
Sweetgrass	<ul style="list-style-type: none"> <li>• Receives EDA and CRDC funding plus \$2,000 from a county and \$10,000 local match. Contracts with Snowy Mountain for RLF.</li> <li>• Port authorities in Pondera and Glacier Counties; Browning has Browning Community Development.</li> <li>• As Sweetgrass covers a huge area, buy-in is frequently questioned.</li> </ul>	<ul style="list-style-type: none"> <li>• Salary and stipend for health insurance and retirement to use as Sarah sees fit.</li> </ul>

	<ul style="list-style-type: none"> <li>• Tribal rep is now on board and in regular contact.</li> </ul>	
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**EDA Comments on the above discussion:**

- Jodi said RLF fund administrators set up a bank gold, silver, and platinum membership and provide an annual report describing bank activity for within the EDA district. The RLF was used for administration, but did not have to do much to submit a report once per year. Jodi noted banks are mainstays of several EDO memberships.
  - Mary Sutton clarified that if an entity has an EDA funded RLF, capitalizing loan loss reserves is not an option; it must be an unfunded reserve. Administrators are allowed to keep 25% in the bank account without violating rules. Using interest for administrative expenses is allowable, but must be for administration of the loan, not other admin expenses. Mary said the funds never become free of EDA regulations or lose their federal identify.
- 5. FEDERAL INDIRECT COST RATE:** *EDDs that have negotiated a federal indirect cost rate.* While no other Montana EDD has yet done so, Lake County is beginning the process of obtaining a federal indirect cost rate. The whole point is to capture expenses that are incurred and establish payment with indirect cost rate. For example, Lake County utilizes Cooperative Development funds between \$150,000 to \$200,000 per year. If an indirect cost rate could be determined, there would be another \$20,000 to go for administration available. Jodi provided information on applying for indirect costs.
- 6. EMPLOYEE BENEFITS AND THE ACA:** *What we have now and what to expect.* The SBA is going to provide classes on the impacts of healthcare changes. They also have a helpful web portal.
- 7. RLF INSURANCE COVERAGE:** *What do we have now, is it adequate and are there better options?*  
 Jim Atchison requested this agenda item as the pool of providers for RLF insurance is shrinking. Jim explained that too many red flags come up such as nonprofit status, serving as a non-traditional lender, and theft coverage.
- Jim was asked to put together a survey that would first go out to CRDCs/EDDs and then LDOs. The survey would ask:
- What kind of insurance do you have for D &O?
  - What kind of insurance do you have for RLF?
  - What are the different rates per the size/amount of funds?
  - What is the minimum insurance required by CRDCs/EDDs/LDOs?
  - What are the minimum requirements for EDA, IRP, Micro and/or SBDC funds?
  - What do you pay for an audit or review?
  - What company do you use for the audit?

**8. MANAGING BROWNFIELDS RLF's:** *What's the difference vs. traditional RLF's?*

There was little discussion on this topic, however Gloria will encourage Katharine Thompson to hold a Brownfields Working Group meeting. Regarding the Brownfields program itself, a session with DEQ is needed to visit about existing programs and how they work, especially regarding petroleum projects. The Orphan Fund is underutilized due to restrictions; it is not known if DEQ would welcome changes from a legislative process.

**9. CHDO and HOUSING REHABILITATION:** *The role of EDDs/CRDCs.*

SMDC recently put together a project bringing multiple partners to the table. Just before an application was to go in parameters changed and the project was lost. Community Housing Development Organization (CHDO). Martin shared that Great Northern Development just lost their CHDO status after 12 years and found there was no appeal. The cost of administering CHDO is very high and it is hard to keep staff to administer it. It was suggested Martin submit a Program Review Form to the Program Review Committee. The board structure to meet CHDO standards conflicts with EDA board standards. While housing is tied to economic development; others want to keep housing out of economic development.

**10. RELATIONSHIP OF MONTANA EDDS AND THE EDA'S DENVER REGIONAL OFFICE.**

As EDDs have been experiencing different interpretations regarding EDA regulations and a delay in feedback regarding CEDS reports, an open conversation was held with Marie and Jodi about EDD processes and reporting. Marie said EDA values good working relationships and wants to address issues. Marie noted Washington is finding out that the regional offices operate differently from each other. At the same time, the federal government has some limitations and restrictions with which it must deal.

**Q1:** What happens with our reports? Who reads them? Where do they go? How is the material consolidated? Knowing this information would help us do a better job.

**A1:** Reports go to your project officer who reviews them and provides feedback. A staffing shortage has impacted this process. When prioritizing tasks, EDA would rather projects receive their money and then review the reports. If an organization has been submitting a report for a year, and then EDA responds to something that needs to be changed, a lot of time may have passed. Staff is short and is prioritizing tasks.

**Q2:** Where is my information going?

**A2:** At times other people in the office review the reports, auditors may review the report. If IFFOYA asks for a report, it can be shared with them as well. If Washington requests data from reports it may be extracted. Copies are sometimes placed with an application for economic adjustment projects. The reports are used in multiple ways; information and data within the report is used as well.

**Q3:** I feel that my whole story cannot be sent to you. I could give you a better story which is not contained in the CEDS annual report.

**A3:** You can always give us more information than we require. We would love to hear your story. Sometimes I will have a grantee that provides a once sentence answer that will not relate to the question or project. At the very least, you must follow the format for the report. It is about you telling your story. You can add information that is not contained in your Scope of Work, but you must report on the deliverables in your Scope of Work. EDA provides a template format that requires information. If that is not provided, a re-submittal will be requested.

**Q4:** GRPA Form does go to congressional delegations and gives the story of dollars and jobs. I want to make sure that our region is reporting the same as everyone else. For example, if I help the Town of Terry get a new sewer system in with public money, that does not meet requirements of the form and is not reported. It does not paint a true picture of what the EDD's are doing. The form requirements are too narrow in that you must meet a three party criteria. Thus Washington is not getting a full picture. If our numbers are not high from under reporting the program could be in danger of being cut. I don't want to create more work for myself but the CEDS reports do not give me the opportunity to share what we are doing.

**A4:** There are inconsistencies in reports. We don't want over-inflated numbers because that opens the door for criticism. Some applications come in with no jobs and no private investment noted. The problem is the limitation of the report itself. The report needs to allow project data that leads to private investment AND/OR jobs, not just jobs.

**Q5:** How do we then capture the private investment? No one is comfortable with pulling a number out of the air. Is it okay to do what the U S Dept. of Commerce uses and do the RIM multiplier? RIMS (US DOC Bureau of Economic Analysis {BEA} Regional Input-Output Modeling System)

**A5:** Yes that is acceptable. Under this report we are looking for jobs created over a nine year period. You must have a reasonable methodology for determining jobs over nine years. This is for public works not the GRPA. The fear is that you will be held accountable and have to repay the grant because the jobs numbers were not reached. The economy changes and you are not held accountable; your best estimate is required with some back up data.

**Q6:** Can I go back and claim jobs that were created when more than was originally estimated? Can we receive training on how to best estimate job creation? The wording just needs to be changed: created a job or created private/public investment.

**A6:** If a job has been created for a nine month period you can count it as created forever. There are restrictions in the reporting process. We are missing potential leveraging and investment because of the restrictions in reporting.

**Q7:** If there is some reasonable methodology that we calculate the number of jobs affiliated with a dollar amount of public/private investment, is it okay? And we are sometimes questioned that we do, for example, 60 projects in a year.

**A7:** The problem is when the Scope of Work does not reflect the projects. They simply must match. If your Scope of Work involves twice as much as what you were awarded, they will not match. You must stick to your Scope of Work .

Comment: The problem is then that we are under reporting and our Congressionals do not have an accurate picture of need.

**A7 continued:** In your CEDS you are reporting on your CEDS; in the EDA Scope of Work you are reporting on the projects to be completed with the EDA money and the matching money. Identify what you will work on with your CEDS that match the EDA money and matching money you obtained.

**Q8:** We are trying to apply a black and white list that is terribly gray and constantly shifting/moving.

**A8:** Scopes of work can contain specifics as well as general items. You cannot give EDA a Scope of Work that is costing you \$300,000 to do but you only have \$65,000 in match. You are free to report in your CEDS on all of the projects you wish. However, the Scope of Work must match the specific costs incurred in that scope.

**Q9:** Does the Scope of Work have to be restricted that closely? It forces us to not report on progress. Can we loosen the interpretation?

**A9:** You do not want to include items in your Scope of Work that you do not have funding for from EDA. It is a financial assistance award with a specific scope. Place those non-Scope of Work projects in your CEDS report. Your scope of work is for one year and must contain only those projects for one year. We can schedule a conference call for one hour with just the Montana districts to review the EDA reporting template.

## **11. RELATIONSHIP OF MONTANA CRDCS AND THE MONTANA DEPARTMENT OF COMMERCE.**

Paul thanked the CRDC representatives for joining the meeting and said the CRDC program is appreciated and an easy program to work. Kathie Bailey mentioned the CRDC year for Snowy Mountain Development Corporation does not line up with the EDA year. This causes problems with reporting and getting the Scope of Work to align. It

was noted all of the other CRDC's would have to change their reporting dates to make it work.

Carolyn Jones reminded the CRDCs that reports do need to include both the organization's budget as well as the CRDC budget. The funds requested must be matched with the budget spending. For example, if a CRDC submits a budget with expenses for salary and travel, do not include expenses for supplies as well. CRDCs can only be reimbursed for what has been outlined in the planned budget. Carolyn also explained funding has been changed to a quarterly basis due to audit findings. Now the funding is quarterly as well as quarterly reports.

Regarding insurance, the certificate must now list the certificate holder as Montana Dept. of Commerce and the address. Keeping the certificate generic rather than listed "Big Sky Trust Fund" means only one certificate will be needed.

The CRDC's requested the last quarter's payment to arrive prior to December 31<sup>st</sup> for bookkeeping purposes. MDOC will try to meet that deadline. MDOC will also let the CRDC know when a report has been approved and the check is in process. The CRDC's thanked MDOC for being prompt to answer questions and resolving issues.

### **Friday, August 30**

#### **Continuation of EDD/CRDC Discussions – Sky View Conference Room**

**8:00am – 11:30am**

**PRESENT: Paul Tuss, Billie Lee, Chris Mehus, Jim Atchison, Paul Tuss, Marie Mahugh, Kathie Bailey, Steve Arveschoug, Jason Rittal, Martin DeWitt, Jim Davison, Barbie Durham, Brian Obert, Liz Ching, Chris Shove, Joe Willauer and Gloria O'Rourke**

#### **12. BIG SKY EDA UPDATE**

Steve Arveschoug provided an update on economic development activities in the Billings area. A Targeted Analysis was recently completed with Billings businesses. The main problem businesses are facing is not finding a qualified workforce. Big Sky EDA is addressing this and holding multiple meetings in the area. Billings' unemployment is at 3.9%. A new parking garage downtown will have retail shops on the main level.

#### **13. EDA CONVERSATION REVIEW**

Due to the exchange of information with EDA representatives yesterday, it was thought the EDA now realizes congress is getting a poor picture of what is happening in Montana. It was noted that almost all EDD's are reporting in different ways; it was

clarified the RIM multiplier is acceptable. Chris Shove will share the information with the group following the meeting.

**Conclusions and Action Items:**

**EDA:** The group decided to collectively go to the delegation and address the reporting issues. Montana's actual story is not being told due to reporting restrictions. Liz Ching offered to draft a letter to Jodi Duncan outlining the conversation that was held and possibly include ideas for moving forward. Marie and Bob will be copied as well as the Congressional's. Once the draft is approved, all of the EDD's will sign it.

**CRDC and BSTF:** Chris Mehus offered to write a letter of appreciation to those operating the CRDC program and BSTF and express how much the programs impact Montana's economic development efforts.

**14. PROGRAM OVERVIEW AND EFFECTIVENESS - What programs are we using, do they work and what's missing?**

Billie Lee shared a draft Lake County Impact Analysis that was compiled by Solution Mountain. The document provided information on the impact of programs and the work conducted in the Lake County region. Those present thought it would be a great legislative benefit to have a similar document with the same look and format. Montana's congressional delegation would also be interested. Rick Edwards said NorthWestern Energy just renewed a contract with Solution Mountain and could provide grants to have this done. This information could also be used as part of the Web Portal information.

Two programs that are ending or changing:

1. Essential Air Service on the Federal Level. This program is undergoing reform that will hurt Montana EAS. Kathie Bailey offered to Chair the MEDA Transportation Working Group and convene a meeting to strategize options.
2. CTEP. The appropriation for CTEP is changing as well as the funding stream. It will now be administered statewide with the new grant cycle starting in September. Current funds have to be obligated by 2015 or they will be lost.

**15. SOCIAL MEDIA and MEDA WEB PORTAL**

A discussion was held on the multiple avenues of social media including Facebook. Paul Tuss reported BEAR Paw has a Facebook site with 260 likes and items are posted frequently, but it can be a challenge to increase "likes". Joe Willauer reported on

Headwaters use of paid advertising in which Headwaters pays only when people click through to the site. Chris Shove explained the crowd funding approach MBAC is using for projects and described the bidding process to get more clicks to their site.

Chris Mehus provided an update on the MEDA Web Portal Project. Match funds will be sought from BSTF, the private sector and MEDA's partners. Chris was thanked for his time and effort to see this project through.

**16. WRAP UP, APPROVAL OF MINUTES, AND CLOSING**

Those present acknowledged the benefit of meeting in this smaller group format to have manageable conversations that are meaningful and pertain to the work of CRDCs and EDDS in particular. The CRDC/EDD Working Group would like to meet quarterly and find a way to meet during MEDA conferences.

Martin moved to approve the October 2012 and January 2013 minutes. Chris Mehus seconded the motion; motion carried.

With no further business, the meeting adjourned.

<b>Action Item</b>	<b>Who</b>	<b>When</b>
Build a more formal process for Economic Development Organizations to work with MDT on projects, TIGER grant submissions and establishing priorities. John Rogers will help to broker a meeting with MDT	Paul, Kathie, Billie, John Rogers and the MEDA Working Group. The CRDC Group will recommend to the Transportation Working Group that these issues be addressed. Kathie will Chair the MEDA Transportation Working Group.	Once MEDA Working Group is contacted. Gloria to initiate email between the groups.
Survey of insurances RLF, D & O, Professional Liability, Crime; learn what insurance requirements are to determine if CRDCs/EDDs are over or under insured. Survey to include questions on audit or review, and inclusion of 990 or not.	Jim A. - Gloria	Following MEDA conference
Nudge the Brownfields working group to hold a meeting regarding DEQ and Brownfields.	Katherine Thompson - Gloria	Following MEDA conference
Program Review form for CDHO	Martin	

issue. Mention all CRDC/EDD names in the review request.		
Send multiplier effect formula	Chris S. to send to Gloria to forward to CRDC's EDD's	ASAP
Craft a letter to Jodi thanking her for her time and affirm some of the things discussed. CC to Mary and Bob. Include congressional delegation contact plans to bring to light reporting issues. EDDs want to accurately report economic development activities in MT. Include request to schedule a conference call with just Montana districts to review the EDA reporting template. Copy the delegation. GPRA – open the door.	Liz Ching will draft and run it by several EDD's. Then share with all for all ten signatures.	In progress
Thank BSTF and CRDC program leaders with a letter of appreciation for the two programs.	Chris Mehus to write letter.	ASAP
Share draft impact analysis provided to Lake County from Solution Mountain – learn of costs.	Billie share – Gloria learn of costs.	In progress
Hold ROI meeting	Tracy	Prior to MEDA conference
Place working group update on board agenda	Gloria	In progress
Write EDA grant for web portal	Gloria and Kathie	Pending