



**MEDA RLF Working Group Conference Call  
Tuesday, June 22nd, 2016 at 10am**

**On the call: Kathy McLane, Jillann Knutson, Kelsie Bates, John Schneeberger, Anne Pichette, Steve Clairmont, Kelsey Bates, Carolyn Jones, Mark Menke, Tammy LaVigne, Tiffany Melby, Samantha Chagnon, John Schneeberger and Gloria O'Rourke.**

### **1. Introductions and Review of Meeting Minutes from 4/19/16 and Agenda**

There were no corrections to the minutes. A discussion of the LINC system was added. Last Meeting Minutes: [RLF Working Group Homepage](#)

### **2. New Topics for Discussion**

#### **A. Additional Sources of RLF Funding**

Bear Paw is seeking sources to replenish their RLF funds. State funding is all expended and would only be available if an entity had to return some funds. EDA funding may be available; Mark has used BOI funds to match IRP funds which also must involve USDA. Microbusiness funds could be available as well but no funds are available at this time. The challenge with some of the funding sources is meeting the diversity restrictions.

- Does the Legislature set the amount that can be available? Same portfolio amount of \$4.9 million since the 1990's.
- Should MEDA go back to the legislature and request to raise the threshold? MDOC is pursuing this. Gloria will contact Rick to place this issue on the MEDA Legislative List.
- There is a slight change of more SSBCI funding.

#### **B. Patriot Act Rules and Regulations - How do these rules apply to RLFs?**

If you are a regulated lending institution you are to take copies of a form of ID to those seeking a loan.

#### **C. Going Paperless**

It was asked if there are any rules against going paperless, using a digital filing system. Carolyn said if you are a Certified Microbusiness Corporation you are required to keep records and they are to be accessible. She suggested going back to binding documents to see what your record retention requirements state for each program.

#### **D. LINC Reporting System - difficulty with link**

Others on the call were having difficulties with reporting. It was suggested that Explorer in Document Mode 5 is the browser that works – and only in that browser version. Kelsie noted that Chrome will not work for this but it did work in Explorer 11. She suggested putting the website in your trusted list. In addition, calculations are not accurate. Jillann can only compile paper reports as her system is incompatible.

Tiffany also mentioned the issue of having several different IRP funds and trying to report them as combined to give a more accurate picture of the financials. Kelsey said they have three funds and they are separated, not combined.

If you have more than one IRP fund, most do have them separated and identified by number. There have been conflicting directions as to whether or not the funds can be combined.

**E. EDA Conference**

Carolyn asked if anyone was going to the EDA conference in Denver. Attending: Tori, Brian, Carolyn and Danielle.

**3. Topics for next meeting and meeting date**

- a. Recap of USDA issues – discussion with USDA; invite Brent
- b. Mick – progression with SSBCI proposal

**4. Next Meeting**

July 19<sup>th</sup> at 10am (Third Tuesday) on the conference call line of 712.432.0175 pin 217279