

Date: August 13, 2007

To: Economic and Community Development Commission

From: *Laird Bryan For*
Ann Hanus, Community Development Division Acting Manager 

**INTEROFFICE
MEMO**

Re: Summary of Regional Investment Boards' Capability to Carry out Responsibilities in Budget Notes

BACKGROUND:

The Budget Notes included in the Department's 2007-09 Budget asked the Commission, among other items, to determine the capability of each Regional Investment Board ("Boards") to carry out the requirements in the Budget Note. Those requirements are: manage their existing loan and grant portfolios; and develop an issues list and an infrastructure needs list for the region.

At its July 27, 2007 meeting, the Commission established the information that would be used to make a determination of the Boards' capability to carry out the two tasks and a questionnaire has been completed by each Board. Based on information in the questionnaire and existing data on past performance, Department staff has prepared a recommendation for the Commission's consideration on each Board's capability to carry out the two tasks. The individual recommendations and questionnaires are attached.

SUMMARY OF STAFF REVIEW AND RECOMMENDATIONS:

For ten of the 13 Boards, Department staff has determined the Boards are capable of managing their existing loan and grant portfolios and of developing an issues list and an infrastructure needs list for their respective regions, without any modification of the Boards' current practices and procedures.

For the remaining three Boards (Benton-Lane-Lincoln-Linn, Jackson-Josephine, and Lower John Day), Department staff is recommending improvements that will assist the Board in carrying out its responsibilities. Those recommendations for improvements include:

- improving the accuracy and timeliness of the Board's semi-annual performance and accounting reports submitted to the Department
- expanding the membership of the Board to increase private sector representation and consider establishing a term limit for the Board Chair
- arranging training for the Board on public meeting laws, economic development issues, etc.
- submitting a draft contract for the Infrastructure Inventory work to the Department for review before it is executed

With the Commission's approval of the above recommendations, Department staff will include the conditions applicable to that Board in the contract for the funds appropriated by the 2007 Legislature and will work closely with each Board to ensure the conditions are satisfied.