

## **MEETING MINUTES**

**Attendees:** George Cress, Brian Wilbur, Guy Storms, J.J. Johnston, Don Jones, Mark Nakajima, Tim Budelman, Elena Uhing, Jeff King, Tom Belusko, Bruce McVeen, Kelly Marks, Eduardo Corona

**City Staff:** Michael Sykes

**Also Attending:** Jennifer McGuirk (Jeff King's intern), John Michael Kowertz, Sabrina Van Artsdalen, Gayle Armstrong

### **1. Call to Order:**

The meeting was called to order @ 12:14 p.m. by EDC Chair Brian Wilbur. Brian asked that everyone please introduce themselves.

### **2. Citizen Communications:**

None.

### **3. Approval of EDC Meeting Minutes from October 4<sup>th</sup>, 2012:**

Bruce McVeen moved to accept the meeting minutes as presented. Tim Budelman seconded the motion. The meeting minutes passed unanimously.

### **4. Additions / Deletions & Staff Summary:**

Jeff King reported that PASCOR has received all permits required for their 20,000 square foot expansion. Prime Time Restaurant is still in the process of getting the required structural and building permits.

Jeff handed out proposed EDC meeting dates for 2013. J.J. Johnston suggested that the Commission vote on the proposed dates as presented. JJ. then moved to accept the proposed dates as presented, and Tim Budelman seconded the motion. The proposed 2013 meeting dates passed unanimously.

Jeff reported that he and Don Jones have been working on purchasing a plaque to present to McMenemy's as a token of appreciation since they have graciously lent meeting space and lunch free of charge for several years. The plaque should be ready to present to McMenemy's Grand Lodge management in the next month.

Jeff reminded everyone that the Holiday in the Grove Light Parade is coming up on December 1<sup>st</sup>, 2012. Included in the weekend's festivities will be arts & crafts projects, carolers, fresh wreaths for sale, the Westside Singers performing, and Breakfast with Santa.

**5. Business:**

**A. McMenamín's Host Update:**

None.

**B. EDC Board Openings Update:**

There are currently no vacancies and/or board openings within the EDC. The EDC is currently waiting for approval of board nominee Mark Nakajima from the City Council. Mark attended today's meeting and introduced himself to the group. He is currently the owner of Ace Hardware in Forest Grove, and serves on the School Planning Board.

**C. Broker Tour Reviews:**

Jeff King reported that the Broker Tour and Luncheon that was held on October 18<sup>th</sup>, 2012 seemed to go very well, and that he received positive feedback from those who attended. In all there were 14 brokers who were able to participate. The EDC provided a box lunch from Maggie's Buns, followed by a bus tour of local industrial sites that are available for sale or rent. Tim Budelman remarked that he had heard positive comments from fellow brokers about the tour, and that the news had spread to neighboring cities who are interested in setting up a tour of their own.

**D. NCRC Workforce Training Certificate:**

Sabrina Van Artsdalen introduced herself. She works for Worksystem, Inc. which oversees the Worksource Centers. Worksystem Inc. also provides funding and various services that help businesses who are currently hiring, have recently hired new employees, and helps fund programs through businesses that offer on the job training. Sabrina introduced Gayle Armstrong who helps facilitate the National Career Readiness Certificate (NCRC) program in Oregon. Gayle explained to the Commission that the NCRC is very popular in the eastern part of the United States, but has only been available on the west coast for the last two years. The NCRC measures three foundational skills necessary for a majority of jobs: Applied Mathematics, Reading for Information, and Locating Information. The test is currently only given in English. An employability test that measures a person's demeanor and personality will be added soon. The NCRC helps employers quickly identify qualified applicants, and helps job applicants demonstrate their skills and stand out from the crowd. The NCRC offers four levels of certification, Bronze, Silver, Gold, and Platinum. More information can be found on this very valuable service at [NationalCareerReadiness.org](http://NationalCareerReadiness.org).

**E. Small Business Development Center Update:**

John Michael Kowitz spoke briefly on the Small Business Development Center (SBDC). He updated the Commission on the progress of the three small business owners that the City of Forest Grove provided funding for educational grants. These educational grants provide 30 hours of classroom instruction, and 20 hours of advisement and counseling. All three participants seem to be on the road to success. John reported that the SBDC will be launching a Small Business Management II Program in February 2013.

He also reminded the Commission that business owners do not have to be enrolled in a program to take advantage of the counseling services offered by the SBDC.

**F. Committee Updates:**

**Tourism:**

Brian Wilbur reported that the Tourism Committee did not meet last month, but that they plan to meet before the next EDC meeting.

**Workforce:**

Kelly Marks gave a brief overview of the Workforce situation. She stated that there has been an increase in web developer, I.T., and electrical engineering job postings. She also mentioned that the enrollment at Portland Community College remains flat, which is a good indicator that people are finding work, and so they are not enrolling in school.

**Small Business:**

Don Johnson explained that the Small Business Committee is working very adamantly to identify the gaps that exist between resources, and actually getting those resources to the businesses that would benefit from them. A large majority of small business owners simply do not know that the resources exist. Don feels that bankers, CPA's, and attorneys would all be great sources for getting this news of unused resources out to the public, by sharing the information with their clients. Dan said the Committee's goal in its next meeting is to clearly identify the gaps, and then move forward to fill them.

**Industrial & Infrastructure:**

J.J. Johnston said that the Committee is very pleased with the turn out and success of the broker tour. He feels the tour helped brokers to better identify properties that are available in Forest Grove, and match them to appropriate buyers. J.J. said that the Committee is now working on marketing Forest Grove through Oregon Public Broadcasting (OPB) ads, and building a partnership with Team Oregon.

**Branding & Marketing:**

Brian Wilbur explained that the Committee will meet in the next week or two, and at that time they will decide how best to proceed with combining the Branding & Marketing Committee with the Tourism Committee.

**6. Council Communications:**

Tom Belusko has chosen not to seek re-election as a City Councilor this November. Due to this, today is Tom's last meeting with the EDC. Tom thanked everyone, and told them how much he values all of their hard work and commitment to the EDC. He stressed the importance of the work put forth by all of the commissions', and said that the City Council values the commissions' input greatly.

Elena Uhing is up for re-election as a City Councilor this November. If she is re-elected to the City Council, Elena will once again be the Council liaison to the EDC. Elena

stated how excited she will be to work with the EDC again if she is re-elected, and mentioned a few of the upcoming events throughout the City.

**7. Staff & Board Member Communications:**

None due to time constraints.

**8. Announcement of the next EDC Meeting:**

Brian Wilbur announced that the next meeting of the EDC will be on December 6<sup>th</sup>, 2012 @ 12:00 noon, @ McMEnamin's Grand Lodge in the Alice Inkley Room.

**9. Adjournment:**

Brian Wilbur adjourned the meeting @ 1:31 p.m.

Approved by the Forest Grove Economic Development Commission:

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

EDC Chair