



Brad Little, Governor  
Tom Kealey, Director

**Economic Advisory Council Meeting Minutes**  
**Idaho Department of Commerce**  
Thursday December 16, 2021

<b>Members</b>	<b>Idaho Commerce Staff</b>
(T) Jeremy Grimm, <i>Region I</i>	(T) Tom Kealey, <i>Director</i>
(T) Paul Kimmell, <i>Region II</i>	(T) Jake Reynolds, <i>Business Development &amp; Operations Administrator</i>
(T) Rick Phillips, <i>Region V</i>	(T) Karen Appelgren, <i>Business Retention and Expansion Manager</i>
(T) Donna O'Kelly, <i>Region VI</i>	(T) Susie Davidson, <i>Business Attraction Manager</i>
(T) Dave Wilson, <i>Region VII</i>	(T) Dennis Porter, <i>Community Development Manager</i>
(T) Sandy Patano, <i>At-Large</i>	(T) Ewa Szewczyk, <i>Grants and Contracts Manager</i>
	(T) Jason Barnes, <i>Business Attraction Specialist</i>
	(T) Mark Blaiser, <i>Business Attraction Specialist</i>
	(T) Magaly Carrillo, <i>Community Development Analyst</i>
	(T) Tatum Clark, <i>Business Retention and Expansion Specialist</i>
	(T) Kim Glineski, <i>Business Retention and Expansion Specialist</i>
	(T) Cathy Perry, <i>Grants and Contracts Operations Analyst</i>
	(T) Tony Tenne, <i>Senior Community Development Specialist</i>
<i>(T) denotes via telephone</i>	(T) James Varner, <i>Community Development Analyst</i>

**Call to Order**

Vice-Chairman Rick Phillips called the meeting to order at 2:01 p.m. with a quorum present.

**Approval of Minutes**

Vice-Chairman Rick Phillips noted that the minutes for the October 28, 2021, Economic Advisory Council (EAC) meeting had been distributed and if there were no corrections, he would approve the minutes as distributed.

Moved by: Jeremy Grimm

Seconded By: Paul Kimmell

**All in favor. Motion approved.**

**Call for Conflict of Interest**

Vice-Chairman Rick Phillips asked EAC if they have a conflict of interest and would like to recuse themselves. (No response from EAC)

**Director's Welcome**

Director Kealey welcomed EAC to the December meeting. Director Kealey gave an update on what is going on around the State of Idaho and with the Department of Commerce.

### **Motion to Move to Executive Session**

Vice-Chairman Rick Phillips announced he would entertain a motion to move the Council to executive session to review the details of the TRI's proprietary scoring process ***pursuant to Idaho Code 74-206(1)(d) to review records exempt from public disclosure under Idaho Code Sections 74-107(6), and 67-4708.***

Jeremy Grimm moved to enter executive session. Dave Wilson seconded.

Roll call vote to move into executive session.

Jeremy Grimm – Aye

Paul Kimmell – Aye

Rick Phillips – Aye

Donna O'Kelly – Aye

Dave Wilson – Aye

Sandy Patano – Aye

With over two-thirds majority in favor, the Council moved into executive session at 2:11 p.m.

### **Return to Public Session**

Vice-Chairman Rick Phillips noted that the Council returned to the public session at 2:23 p.m.

Vice-Chairman Rick Phillips indicated the Council:

1. Reviewed and discussed Project Specialty; and
2. After discussions were concluded, the executive session was closed upon motion by Paul Kimmell seconded by Sandy Patano and a majority vote.

### **Motion**

In the matter of the application for Project Specialty, I move that the Council approve the application and instruct the Director to enter into an agreement with Project Specialty upon the following terms:

- A post-performance refundable tax credit which represents 25% of new state revenue for 10 years.
- Tax credit certificate issued post-performance upon review and verification by Commerce.
- No less than 20 new jobs, or 60% of the total annual projected new jobs, whichever is greater.
- Average annual wages must equal or exceed the average county wage of \$40,294.00.
- Company must maintain the minimum required jobs for the term of the incentive agreement.
- Subject to confirmation of Community Match.
- Company must maintain operations in Idaho for the term of the agreement.

- Any additional terms deemed necessary by the Director not otherwise conflicting with the above conditions.

Moved by: Paul Kimmell

Seconded by: Sandy Patano

**All in favor. Motion approved.**

### **Review CDBG Applications**

Community Development Manager Dennis Porter gave a PowerPoint presentation to EAC going over the CDBG program. Dennis Porter continued by going over the Area Agency on Aging / Southeast Idaho Council of Governments (SICOG) application that is for preparing and delivering meals to qualified homebound seniors and disabled individuals in southeastern Idaho (Region 5) including Pocatello.

### **Motion**

To approve the Area Agency on Aging / SICOG application.

Moved by: Paul Kimmell

Seconded By: Donna O’Kelly

**All in favor. Motion approved.**

### **Public Park Application Review**

Dennis Porter went over the additional information the City of Dubois provided for their Public Park application from the October EAC meeting.

### **Motion**

To approve the City of Dubois Public Park application.

Moved by: Donna O’Kelly

Seconded By: Dave Wilson

**All in favor. Motion approved.**

### **Review CDBG Procedures Manual Updates**

Requested changes to the Procedures Manual:

- Change so it requires the grantee to have met the certificate of substantial completion before they are allowed to submit an application within the same set-aside.
- Lower “Project other match” scoring from 100 points to 50 points.

Add new scoring categories:

- “ADA Accessibility” (30 points) – if project includes ADA improvements could receive up to 30 points.
- Does the project assist in improving “public transportation” example: bus stop enhancement? If not practical, has the city updated their “comprehensive plan” within the last 10 years. Could receive up to 20 points.

- Add an additional source – facilities plan. Most if not all facilities plans will now include a rate analysis, so if this is the case there is no reason to have a separate rate analysis.

State CDBG budget set-asides proposed:

- Proposed Formula:
- Admin & Tech Assistance (3% + \$100K)
- Post-Disaster (\$300K)
- SR & CC / Parks (25%)
- Plans & Studies (\$150K)
- Public Facilities (60% of remaining)
- Economic Development (40% of remaining)  
(jobs & downtowns)

**Motion**

To adopt changes to the Procedures Manual as recommended by the Community Development team and to include intermodal transportation.

Moved by: Sandy Patano

Seconded By: Jermy Grimm

**All in favor. Motion approved.**

**Vice-Chairman Rick Phillips adjourned the meeting at 3:21 p.m.**