

Humboldt County Cannabis Micro-Grant & Loan Advisory Committee Meeting Minutes
February 3, 2020 - 12:30-2:30pm
 Remote Zoom Meeting

In accordance with Gov. Newsom’s Executive Order N-29-20 (March 17th, 2020), all Humboldt County Cannabis Micro-Grant & Loan Advisory Committee meetings will be held virtually until further notice.

Project Trellis was established to bolster the cannabis industry, protect future cannabis excise tax revenues by providing services to populations and communities in Humboldt who were adversely affected by the criminalization of cannabis, develop a framework for supportive programs designed to sustain and grow Humboldt’s cannabis industry, and to assist cannabis businesses as they work to overcome the financial and logistical challenges of coming into compliance.

Item #	Description	Action
1	Approval of 01-06-2021 meeting minutes	Pass
2	Approval of recommendation of staff to allow use of NA on those application items deemed NA	Pass
3	Approval to create ad hoc to make plan and timeline to create Project Trellis Policy/Procedure manual with three subcommittee members identified to volunteer	Pass

1. Opening (12:30)

a. Roll Call –

Committee members:

- Thomas Mulder, Chair – present
- Sarah Balster - present
- Richard Marks - present
- *At-Large - vacant position*
- Hannah Joy, Vice Chair - present
- Mario Fernandez - present
- Dylan Mattole – present

Alternate:

Tom Handwerker – *absent*

Vacant position

Staff in Attendance:

Peggy Murphy, Scott Adair, and Cris Plocher

b. Approval of 01-06-2021 meeting minutes- (Attachment 1)

- Hannah Joy moved to approve the meeting minutes for January 6th, 2021 with correction made to Rich Ames of not present (instead of present). Richard Marks seconded. Motion carried by majority with Mario Fernandez abstaining.

c. Public Comment on Non-Agenda Items

- No public comment.
- d. Report out on meetings attended and community feedback received concerning Micro-Grant program
 - Hannah Joy attended a Humboldt County Growers Association (HCGA) meeting. HCGA will be putting together a working group to discuss equity
 - Thomas Mulder has been appointed to the Planning Commission and will serve on Trellis Committee until end of his term in July 2021, but will not seek reappointment to the Committee. He confirmed with County Counsel that there would be no conflict of interest.
 - County Supervisors Bushnell and Madrone have been appointed to the County's Cannabis Committee.

2. Committee to discuss and approve scoring for Not Applicable micro-grant rubric items - (Attachment 2)

a. Discussion

- Recommendation of Staff is to have scoring allow for certain applicant types to be able to utilize “not applicable” (NA) for items deemed not applicable and readjust total score according so that it does not negatively impact applicant in these circumstances:
 1. Discussion about who is eligible and not eligible for NA
 2. Sarah Balster suggested that Committee members review certain applications in their area of expertise and also split up the significant work load among all reviewers, then come together as a committee to make decisions. Approximately 1 hour on average to review for each of the 58 applications.
 3. Since it was agreed that it was too late to change the previously-decided upon process rubric, committee members should make of list of improvements to the process to be implemented for future modifications to the process rubric for next round of applications, such as:
 - a. Incomplete applications (e.g. licensing/permitting completion)
 - b. Interpreting what items are applicable for NA or just missing information
 - c. Tailoring rubric decision making to reflect what is intended to be funded
 - d. Keyword grouping of applications for review

b. Public Comment

- No public comment

c. Action

- Hannah Joy moved to approve staff recommendation to allow use of NA on application items deemed NA. Seconded by Mario Fernandez. Motion carried unanimously.

3. Committee to discuss and approve plan for Policy and Procedures manual - (Attachment 3)

a. Discussion

- Thomas Mulder said he saw value in having a Policy & Procedure manual (with binder and dividers) especially for new committee members.
- Staff support can be provided with binder, dividers, and technical support.

b. Public Comment

- None

c. Action

- Sarah Balster moved to create subcommittee to make plan and timeline to create Policy/Procedure manual for Project Trellis Committee in accordance with By-Laws and Resolution. Mario Fernandez seconded. Motion amended to form adhoc subcommittee with three identified committee members willing to volunteer, for six months, to be on subcommittee, who include: Sarah Balster, Hannah Joy and Mario Fernandez. Motion carried unanimously.

4. Staff Updates

a. Discussion

- Peggy mentioned that with the passing of Richard Ames, the Board of Supervisors has been notified and his position is now vacant and also the Alternate position is vacant.
- Peggy Murphy discussed Google Drive options and maneuvering with regard to Micro-grant round-2 application reviews. Flash drive or physical copies of the applications can be made available by staff. If there are any individual questions regarding applicants to contact Peggy.
- Question on whether scoring rubric results will be made public. Scott noted that confidential information was able to be redacted in the previous PRA and a scoring summary was provided instead. However, unless something is specifically legally excluded, the public could request information to be made available as public documents. Anything could be subject to PRA request. Scott will check with County Counsel as to what needs to be redacted and made into a summary sheet. Richard Marks noted that in his experience working with filing Public Works PRAs, the public has authority to pursue any government related document to be made public.
- Application review scores on the 58 applicants are due February 15th. Then at the March 3rd meeting is when application ranking is presented. Committee members need to have score sheets available to discuss their ranking (if needed) to clarify

narratives and discussion. At that time, committee members could change their scoring based on presented information.

- Progress is being made to finish up the first-round Micro-grant payments. Final payments for three participants and the rest have received their first payment, except Five Sisters still needs to complete contract.
- Humboldt County Economic Development applied for the Cannabis Equity Grant program for future funds and a survey was sent out prior to submitting application. Prior applications are available on Project Trellis Google Drive folder.
- Scott noted ongoing work with CR to provide educational services to the Equity Program. Also staff working on marketing RFP for future marketing program.
- Discussion on eligibility criteria for the Local Equity Program (LEP). Eligibility requirements are on the county website for Project. Eligibility criteria is straightforward, however staff is seeking County Counsel feedback to clarify whether a Trellis Committee member apply for the LEP.
- LEP scoring is designed to be objective, with no Committee member involvement. Committee member suggested further improvements to be made to definition of eligibility for LEP. Committee member would like to see more focus on individuals significantly impacted/incarcerated by the war on drugs, not just first come first serve for those who worked in the cannabis market with some related trauma.
- Scott Adair mentioned that stakeholder participation and feedback will play an important role in making future improvements to the eligibility criteria for LEP. Staff is planning on having more surveys and townhall meetings in the future and then design programs on the needs identified. Committee members like that more community stakeholder feedback will be incorporated into future Equity grant applications to the state.
- Staff has been asked to briefly notify the Committee when certain Trellis related events occur so that members can answer questions to the public when needed.

b. Public Comment

- None

5. Future Agenda Items

- Treasurer Report requested

6. Adjourn

Chair Mulder, seeing no further agenda items or discussion, moved to adjourn at 2:08 PM.

Next meeting is March 3, 2021