

**Headwaters Fund Board Meeting Minutes**  
**July 14<sup>th</sup>, 2020 1:30 pm – 4:00 pm**  
**Held Remotely via Zoom Web Conferencing**

**MEMBERS PRESENT:** Bruce Rupp – Eureka, Dianna Rios – Fortuna, Chuck Ellsworth – Eureka, Jenna Catsos – Eureka, Carl Hansen – Ferndale, Elizabeth Cameron – Eureka

*All Board Members and Staff attended remotely in accordance with Gov. Newsom's Executive Order N-29-20 (March 17<sup>th</sup>, 2020).*

**MEMBERS ABSENT:** N/A

**OTHERS PRESENT:** Kenny Spain, Ryan Heitz, Catherine Carter, Gregg Foster

Item #	Action	Pass/Fail
1	Approve 06-09-2020 meeting minutes with modification	Pass
2	Table Agenda Item 2 - board to review and approve FY 19-20 Q2 Report, until the next meeting	Pass
3	Board to review and approve changes to the Quarterly report	Pass

**1. Opening**

Vice Chair, Elizabeth Cameron, called the meeting to order at 1:30 pm. A quorum was present. Chair, Bruce Rupp, was not available to open the meeting. He assumed the role of chair at 2:20.

- a. Roll call, including member location  
Board members stated their name and where they were located.
- b. Approval of June 9<sup>th</sup>, 2020 Minutes with modification  
It was moved by Carl Hansen and seconded by Chuck Ellsworth to approve the meeting minutes from June 9<sup>th</sup>, 2020, with the adjustment to clarify under Item 5 that the contingency would be moved into the spending plan as a “loan loss contingency”. Vice Chair called for public comment – none received. Motion carried unanimously.
- c. Public comment on non-agenda items  
Gregg Foster provided an update on Fly Humboldt. He explained that the MRG for the Denver flight's contract ended April 1<sup>st</sup>. He also stated that the LAX flight has started again, but the Denver flight is still suspended.
- d. Report out on meetings attended  
No meetings to report.

## **2. Board to review and approve FY 19-20 Q2 Report**

Kenny Spain asked the Vice Chair, Elizabeth Cameron, to skip this item and come back to it after item 3, once staff had provided all of the Q2 Report attachments to the Board.

After item 3, Chair, Bruce Rupp, had joined the meeting and assumed the role of Chair for the remainder of the meeting.

Only the summary page was included with the agenda. The full report was sent out during the meeting via email, in an Excel spreadsheet format. The Board decided to table agenda item 2, until the next meeting, so they could review all of the pages in the report.

It was moved by Dianna Rios and seconded by Carl Hansen to table agenda item 2, review and approve FY 19-20 Q2 Report, until the next meeting in August. Chair called for public comment – none received. Motion carried unanimously.

## **3. Board to review and approve changes to the Quarterly report**

Kenny Spain outlined the Quarter 3 Report including Elizabeth Cameron and Carl Hansen's comments. He explained that the report is not all inclusive because some figures are still outstanding with the County Treasurer-Tax Collector and the Auditor.

Elizabeth Cameron suggested asking each board member what they would like to see reflected in the financial reports. The Board decided to designate Elizabeth Cameron and Carl Hansen, as an ad hoc committee, to work with staff and determine the best way to approach quarterly reporting. They will also consult with each board member regarding what they would like to see in these reports.

It was moved by Carl Hansen and seconded by Bruce Rupp to approve the Quarterly Report format, for now, subject to further deliberations by the ad hoc committee. Vice Chair called for public comment – none received. Motion carried unanimously.

## **4. Staff to provide update on Covid-19 Lending through AEDC and RREDC**

Gregg Foster provided an update on RREDC's bridge loan program. Gregg stated that RREDC provided 31 loans, disbursed \$723,575 in total, and Headwaters contributed \$232,858.25 of the total amount distributed. He also explained that the program will remain in place and organizations will begin making payments on their loans during the end of this year. He also said that, as of July 14<sup>th</sup>, none of the businesses that received loan funds from RREDC have indicated that they will permanently close.

Kenny Spain reported for AEDC. He stated that AEDC disbursed \$945,972.50 in PPP loans.

**5. Board to decide upon timing and items for discussion at upcoming HWF working retreat**

Ryan Heitz explained that ideally the retreat could be done in person, at the soonest October. He also said that staff's goals are to update the manuals and charter, as well as the grant scoring and ranking process.

The Board decided the best method would be to email staff with ideas of what could be discussed at the retreat.

**6. Staff and Board updates**

Kenny Spain stated that there had been an inquiry about providing a CIF loan to a school. The Board asked for the Humboldt County Office of Education's (HCOE) input, and Kenny stated he would follow up with HCOE.

Kenny also mentioned that the Humboldt Area Foundation agenda item passed during the Board of Supervisor's meeting on July 7<sup>th</sup>, 2020.

**7. Adjourn**

Chair, Bruce Rupp, adjourned the meeting at 3:14 pm.

Next Meeting – Tuesday, August 11<sup>th</sup>, 2020 1:30 pm – 4:00 pm