



2020 Willow Run, Suite 100 | Enid, OK 73703  
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**ERDA BOARD OF DIRECTORS MEETING  
FEBRUARY 9, 2023  
MINUTES**

**PRESENT:** Matt Parrish, Sandra Robinett, Jerald Gilbert, Jon Blankenship, Todd Earl, Martie Oyler, Don Roberts, George Pankonin, Scott Athey, Kyle Williams, David Lawrence, Jenny Ahrens, Rob Stallings, Dave Lamerton

**ABSENT:** Whitney Roberts

**STAFF:** Debbie Moore

**GUESTS:** Justin Hunt, Lisa White, Tambi Brown, Tanner Holubar, Jody Harris, Emme Hughes, Jaren Browne, Lester Browne

**CALL TO ORDER:** The regular meeting of the ERDA Board of Directors was called to order by Chairman Matt Parrish at 10:02 am. A quorum was present.

**MINUTES:** Motion to approve minutes from previous meeting of December 8, 2022, as presented made by Todd Earl with second by Dave Lamerton passed unanimously.

**FINANCIALS:** Financial reports as of November 30, 2022, were reviewed with the board by Scott Athey, Treasurer. Motion to approve financial reports as of November 30, 2022, as presented by George Pankonin with second by Dave Lamerton passed unanimously.

**CDBG RESOLUTION FOR MICROENTERPRISE GRANTS:** A resolution in support of ERDA applying for CDBG funding for FY 23-24 was presented for approval. The board was reminded by Debbie Moore these funds are usually matching funds and used to provide Microenterprise grants through a competitive application process using CDBG rules and guidelines. Motion to approve the resolution by Sandra Robinett with second by Dave Lamerton passed unanimously.

**RESOLUTIONS FOR USDA RBDG GRANT APPLICATIONS:** Debbie Moore reminded the board this grant through USDA allows ERDA to apply for these competitive grant funds on behalf of a business owner. If awarded a grant for a particular business, ERDA would purchase the equipment designated in the application and lease it back to the business at a small fee. At the end of the useful life of the equipment, assumably 5 years, the equipment could be gifted by ERDA to the company.

**RESOLUTION IN SUPPORT OF USDA RBDG APPLICATION - EH METAL WORKS:** A resolution in support of ERDA applying for a USDA RBDG grant on behalf of EH Metal Works was presented for approval. Jody Harris and Emme Hughes spoke to the board about what the funds would be used for if awarded. Jody Harris has been working with Emme Hughes as her business grows and assisted her in getting a contract to make parts for airplanes which moves EH Metal



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Works to the next level of manufacturing. The grant application would be for \$100,000 to purchase equipment to aid in the manufacturing of the plane parts providing efficiencies not obtainable by the current equipment inventory. Motion to approve the resolution by Todd Earl with second by Martie Oyler passed unanimously.

**RESOLUTION IN SUPPORT OF USDA RBDG APPLICATION - JAREN'S JERKY:** A resolution in support of ERDA applying for a USDA RBDG grant on behalf of Jaren's Jerky was presented for approval. Lester and Jaren Browne spoke to the board about their business and the great support they are receiving at the Strate Center. The need to add a walk-in dehydrator to their business has become evident as sales have increased and production must follow suit. The grant application would be for \$55,000 to purchase this equipment. Motion to approve the resolution by David Lawrence with second by George Pankonin passed unanimously.

**RESOLUTION IN SUPPORT OF USDA RBDG APPLICATION -SIDWELL DISTRIBUTION:** A resolution in support of ERDA applying for a USDA RBDG grant on behalf of Sidwell Distribution was presented for approval. Discussion about how funds would benefit Sidwell Distribution were discussed. Todd Earl mentioned the building recently purchased to stand this business up is an older building with many repairs needed. The request from Sidwell Distribution was related to making improvements to the compressors in cold storage and replace some of the disintegrating insulated panels. The grant application would be for \$100,000. Motion to approve the resolution by Sandra Robinett with second by Dwight Hughes passed unanimously.

**MICROENTERPRISE GRANTS AND SMALL BUSINESS SUPPORT:** Debbie Moore provided a brief background of microenterprise grant awards given in the past to remind the board how the Microenterprise grant award winners are determined and the CDBG rules and regulations used as a matrix for determining the finalists. This is a competitive application each year with scoring of each applying determining the award winners. This year there were 14 applications and 5 awards of \$7500 each to be awarded. The microenterprise grant is a reimbursement grant with paid receipts received for items pre-determined by the grant application before awarded funds are given to the business owner. All 14 applications were reviewed by a member of the Strate Center staff, the City of Enid CDBG Coordinator and ERDA staff. The top five small businesses were selected and presented to the ERDA Board for approval. A motion by Chris Jones to approve A2Z Petting Zoo, 5 Tool Training, Spenco Metal Works, LLC; Muncy Photography and Bite Box, LLC for Microenterprise grants was seconded by Martie Oyler. The motion passed with the following votes: Yes - Matt Parrish, Sandra Robinett, Jerald Gilbert, Jon Blankenship, Todd Earl, Martie Oyler, Don Roberts, George Pankonin, Scott Athey, David Lawrence, Jenny Ahrens, Rob Stallings, and Dave Lamerton. No - Kyle Williams. Each of these business owners will be contacted by ERDA staff to sign their

contracts and discuss the reimbursement process and deadlines to receive funds. ERDA will execute documents as required to receive funds from CDBG.



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**SMALL BUSINESS SUPPORT:** It was noted there were 3 applications that needed renovation grants rather than microenterprise grants. Scott Athey looked over the budget and determined there were renovation funds available to be granted to these small businesses in need, however money would need to be moved from the budgeted infrastructure grant line item to renovation grant. A motion by David Lawrence with a second by Todd Earl to move \$15,000 from Infrastructure Grant in the budget to Renovation Grant passed with votes as follows:

Yes - Matt Parrish, Sandra Robinett, Jerald Gilbert, Jon Blankenship, Todd Earl, Martie Oyler, Don Roberts, George Pankonin, Kyle Williams, David Lawrence, Jenny Ahrens, Rob Stallings, and Dave Lamerton. No/Abstain – Scott Athey.

A motion by Sandra Robinett with second by Todd Earl to award Enchanted Beauty Wellness Spa, Unleashed Pet Grooming and Enid Family Martial Arts with reimbursable renovation grants in the amount of \$5,000 each was unanimously approved. This grant pays 50% of paid receipts for the renovations indicated in their application up to a \$5,000 award. Each business owner will be notified, contracts signed, and the reimbursement process explained.

**Search Committee Report:** Matt Parrish reported the Search Committee reviewed 26 resumes and determined the top 5 candidates they would interview. Interviews were scheduled with 4 of the candidates because one did not return calls or emails, removing themselves from the process. Out of the 4 interviews conducted 2 were chosen to return for second interviews. After the second interview with the addition of the City Manager participating, the Committee made an offer to one candidate contingent on full board approval.

**RECESS:** Motion to recess to convene into Executive Session by Sandra Robinette with second by Todd Earl passed unanimously.

#### **ACTION OUT OF EXECUTIVE SESSION:**

**RECONVENE:** Motion to reconvene into regular session by George Pankonin with second by Martie Oyler passed unanimously.

**MOTION TO ADJOURN:** Motion to adjourn made by Rob Stallings with second by Sandra Robinett failed with the following votes: Yes – Kyle Williams, Sandra Robinett and Rob Stallings. No/Abstain: Matt Parrish, Todd Earl, Martie Oyler, Don Roberts, George Pankonin, Scott Athey, Kyle Williams, David Lawrence, Jenny Ahrens, Dave Lamerton.

**ACTION OUT OF EXECUTIVE SESSION:** Motion by George Pankonin with second by Kyle Williams to hire Charlene Flanery as Executive Director of Enid Regional Development Alliance with the salary and benefit package negotiated by the Search Committee. The motion passed with the following votes: Yes - Matt Parrish, Todd Earl, Martie Oyler, George Pankonin, Scott Athey, Kyle Williams, David Lawrence, Jenny Ahrens, Dave Lamerton. No – Sandra Robinett, Don Roberts, Chris Jones, and Rob Stallings.

**ADJOURN:** Motion to adjourn by George Pankonin with second by Todd Earl passed unanimously. The meeting was adjourned at 12:12 p.m.



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**Respectfully submitted by:**

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**Debbie Moore, Staff**

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**Matt Parrish, Chairman of the Board**