

**BE IT REMEMBERED THAT** the Crook County Court met in a Special Session on December 4, 2020, at 3:00 p.m. in the Administration conference room located at 203 NE Court Street, Prineville, Oregon 97754. In attendance were: Judge Seth Crawford; Commissioner Jerry Brummer, Commissioner Brian Barney; Counsel Eric Blaine, Assistant Counsel John Eisler; Court Secretary Jennifer Orozco. Members of the public were present.

The meeting was called to order at 3:05pm.

Scott Aycock (COIC) and Kim Daniels (Prineville Chamber of Commerce) will work with Crook County and the City of Prineville to create an IGA which will allow COIC to manage application criteria and processing, and disburse funds for approved applications for funds from the COVID relief small business grant fund. Scott says that a high priority for the IGA is nailing down details of which entity is responsible for each step of the process. Kim is most concerned with the actual disbursement of the funds in the most efficient way possible and asked for details on the process, settling on setting up a billing for services. COIC bills the County for the approved funds, County writes the check, mails the check to the application. A priority of the County is that the businesses who really needs the funds get them first. He wants a committee made up primarily of small local businesses, Facebook, possibly a bank owner for the fiscal side, to review and approve the applications. Kiser, Brian Iversen, Kelsey Lucas, Kim Daniels, and Cassie \*\*\*\*\* will be on the committee and it will consist of 5 to 7 members.

Public comments included a local business owner that was denied for the first round, but who has been severely impacted by the work slowdown. County Counsel informed the attendees that the money is returned to the State if it is not used, and discussion of reapplications to ensure that all the money available is awarded to the County's businesses. By reviewing all applications before awarding a dollar amount, the entire amount could possibly be portioned out to all approved applicants. Criteria consists of businesses comprised of 100 or less employees, registered in the State of Oregon, and being a store front in Crook County; 501C6 are ineligible but 501C3 are eligible.

The participants agreed that notice needs to go out quickly to allow all to apply as the funds must be used by Dec 30, 2020, or they will be returned to the State. The application will be posted on the COIC, Crook County, and Prineville Chamber websites by Wednesday. The new committee will meet on Monday at 9:00a.m. It was suggested by Counsel to delegate authority to Judge Crawford to sign on behalf of the County in order to expedite the IGA.

**Motion to delegate authority to Judge Seth Crawford to sign the agreement with COIC out of Court. Motion carried 3-0.**

There being no further discussion, the meeting was adjourned at 4:00pm

Respectfully submitted,

*Jennifer Orozco*, County Court Secretary.