

TO: Ways & Means, Transportation & Economic Development Subcommittee  
Sen. Betsy Johnson, co-chair  
Rep. David Gomberg, co-chair  
Sen. Bill Hansell  
Sen. Rod Monroe  
Rep. Mike Nearman  
Rep. Tobias Read  
Rep. Gail Whitsett  
Rep. Brad Witt

FROM: Sean Robbins, Business Oregon director

RE: Regional Solutions roles & responsibilities

DATE: Wednesday, March 18, 2015

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You asked for more information about the roles and responsibilities for the Regional Solutions and Business Oregon staff. We've enclosed more information below. If you have any further questions, please don't hesitate to let me know.

## **ROLES FOR REGIONAL SOLUTIONS TEAM MEMBERS**

### **Governor's Regional Coordinator**

Primary focus of attention: Communities in region

The Regional Coordinator works with regional Advisory Committees to identify regional priorities and with Regional Solutions Team (RST) members and other public, private, and civic sector partners and to implement projects that advance regional priorities. The Coordinator staffs Regional Solutions Advisory Committees, convenes the Regional Solutions Team, and serves as a regional liaison between regional Advisory Committees, the Regional Solutions Teams, the Governor's Office, and regional and statewide stakeholders. Regional coordinator will coordinate at the RST when Business Oregon involvement is necessary.

### **Business Development Officer**

Primary focus of attention: Businesses in region

Business Development Officer's (BDO) proactively and reactively identifies, promotes, coordinates and facilitates retention, expansion and recruitment opportunities of businesses or their supply chains in partnership with local regional public partners and entities, representative associations and economic development organizations and statewide strategic partners. The BDO takes lead on those RST projects that will carry the Business Oregon mission and BDO functions in retaining, expanding and attracting businesses that provide quality jobs for Oregonians. BDO will coordinate with the IFA Regional Coordinator and Regional Solutions Team when other agency involvement is necessary to carry out a project.

### **Infrastructure Finance Authority (IFA) Regional Coordinator**

Primary focus of attention: Infrastructure of communities and associated businesses

The Regional Coordinator's primary purpose is to help communities assess their infrastructure financing needs, facilitate and oversee the application process for funding programs, and be the state's project manager for projects receiving funding awards from the Infrastructure Finance Authority programs within Business Oregon. Coordinators take lead on those RST projects that will carry the Business Oregon mission and may need access to funding through the Infrastructure

Finance Authority programs. IFA Regional Coordinator will coordinate with the BDO and Regional Solutions Team when other agency involvement is needed to carry out a project.

**Other Roles for BDO, IFA & RST Coordinator:** At times field staff will play a supportive role to another Agency's lead project if the project supports Business Oregon's mission.

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## **RESPONSIBILITIES FOR REGIONAL SOLUTIONS TEAM MEMBERS**

When working on a project together, team members identify their role in a project and determine if their involvement is needed based on their primary focus as it relates to their job description and agency mission. While the Regional Solutions Advisory Committees established regional priorities, the Regional Solutions Coordinator does not dictate workload for members. Business Development Officers and IFA Regional Coordinators participate in Regional Solutions Team meetings, serve as project leads for projects that align with the Business Oregon mission and along with other core agencies, chair the teams on a rotating basis.

### **Governor's Regional Coordinator**

- Primary area of focus: Implementing projects that advance regional priorities.
- Primary contacts include: Advisory Committee members, Regional Solutions Team members, County Commissioners, City elected officials & administrators, and Governor's Office and state agency staff.
- Majority of Time Spent: Working with primary contacts to coordinate development and implementation of projects that advance regional priorities.

### **Business Development Officer**

- Primary Area of Focus: Projects that identify, promote, coordinate and facilitate retention, expansion and recruitment opportunities in the Region.
- Primary contacts include: Existing businesses (primarily traded-sector) and Economic Development Practitioners.
- Majority of Time Spent: Projects with the potential to retain, expand and attract businesses.

### **Infrastructure Finance Authority (IFA) Regional Coordinator**

- Primary Area of Focus: Helping communities assess their infrastructure financing needs, facilitate project development and oversee the application process for funding programs, and be Business Oregon's project manager for projects receiving funding awards.
- Primary contacts include: County and City administrators' professional staff, Port project managers, engineers and contractors.
- Majority of Time Spent: Assisting communities during the project development application process and managing projects that receive funding awards.

The Regional Coordinator, Business Development Officer and IFA Regional Coordinator generally work on a project together only if the project involves each of the RST member's area of focus. In these instances, the Business Development Officer will often take lead on the project, having made contact with the business involved and first identifying the project. The Governor's Regional Coordinator will bring in other Agencies as needed to address barriers, funding or permit needs or other issues. In addition, the Governor's Regional Coordinator may need to work with City or County officials to determine their willingness to apply for and accept funding on behalf of the project. The IFA Regional Coordinator becomes involved if there is a need or potential need for IFA funding for a community financed portion of the project.

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## Project Identification & Assignments

The Regional Solutions Team, with the Regional Coordinator taking lead, works with regional Advisory Committees, economic development districts, and other regional stakeholders to identify projects that advance regional priorities. Team members review and discuss proposed projects. Team members take lead and supporting roles in projects that align with their agency's mission. By taking the lead on Regional Solutions projects team members agree to work on the project to completion including coordinating with supporting agencies and providing project updates to team and Advisory Committee members. Team members keep their agency management informed about regional solutions priorities and projects, prioritize their workload, including leading and supporting Regional Solutions projects, based on supporting their agency's mission.



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