

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT, STATE OF CALIFORNIA
Certified copy of portion of proceedings, Meeting of May 28, 2019

RESOLUTION NO. 19-45

RESOLUTION ESTABLISHING THE HUMBOLDT COUNTY CANNABIS MICRO-GRANT & LOAN ADVISORY COMMITTEE

WHEREAS, On March 12th, 2019 staff presented to the Board a report outlining the framework for Project Trellis: The County of Humboldt Cannabis Micro-grant, Marketing, and Local Equity Program; and

WHEREAS, this report included a recommendation from staff for the formation of an advisory committee whose purpose would be to administer the grant and loan programs as outlined in Project Trellis; and

WHEREAS, the Board of Supervisors directed staff to return for its review and consideration a committee framework for a seven (7) person committee to include five (5) appointments by district and two (2) at-large voting members from the cannabis industry; and

WHEREAS, the Board of Supervisors may appoint commissions or committees of citizens to study problems of general or special interest to the board and to make reports and recommendations to the board pursuant to Government Code §31000.1; and

NOW, THEREFORE, the Board of Supervisors of the County of Humboldt resolves as follows:

1. Committee

The Humboldt County Cannabis Micro-Grant & Loan Advisory Committee is hereby formed.

2. Purpose

The purpose of the Humboldt County Cannabis Micro-Grant & Loan Advisory Committee (hereinafter the Committee) is to announce, review, rank, and select applications for micro-grant & loan monies, which shall be subject to Humboldt County Board of Supervisors approval, and as defined under Project Trellis: The County of Humboldt Cannabis Micro-grant, Marketing, and Local Equity Program.

In making recommendations regarding funding micro-grants and loans the Committee shall take into consideration all applicable county and state cannabis funding sources and programs.

Upon adoption of criteria governing monies allocated to Project Trellis Cannabis Micro Grant & Loan Trust Fund; the Committee shall make recommendations to the Board of Supervisors as to which of the applications meeting criteria should be funded.

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3. Duties

The duties of the Committee shall include:

- A. Prepare formal draft bylaws to be adopted by the Committee;
- B. Prepare criteria governing the Community Reinvestment Fund (Fund No. 4215) to be adopted by the Board of Supervisors, and in accord with the Board's direction for Project Trellis: The County of Humboldt Cannabis Micro-grant, Marketing, and Local Equity Program; the purpose of said fund to make disbursements for two (2) types of expenditures:
- C. Micro-grants and loans to cannabis-centric businesses (hereinafter referred to as Cannabis Business Grants), and
- D. Disbursements for grants under the County of Humboldt's Local Equity Program (hereinafter referred to as Local Equity Grants) in accord with Ordinance No. 2623, "URGENCY ORDINANCE ADOPTING CANNABIS LOCAL EQUITY PROGRAM FOR THE COUNTY OF HUMBOLDT."
- E. Maintain thorough records of its activities.
- F. Provide a forum for public expression of desires regarding expenditure of funds derived from the Community Reinvestment Fund.
- G. Work with the County Administrative Office Division of Economic Development and members of the public to address potential public concerns about expenditure of funds derived from the Community Reinvestment Fund.
- H. Provide recommendations on ongoing sources of funding for the Community Reinvestment Fund .
- I. Provide recommendations to the Board of Supervisors for improvements, alterations and changes to Project Trellis: The County of Humboldt Cannabis Micro-grant and loans, Marketing, and Local Equity Program.
- J. Prepare criteria governing the Community Reinvestment Fund.
- K. Assume responsibility for making recommendations to the Board of Supervisors for expending monies in the form of micro-grants and loans from resources allocated to the Community Reinvestment Fund and pursuant to the criteria adopted by the Board of Supervisors.

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- L. Assume responsibility for making recommendations to the Board of Supervisors on micro grant and loan recommendations utilizing the below criteria to assist with evaluation of applications.
- M. Develop an application form and submittal process for Cannabis Business Grants and Local Equity Grants.
- N. Publicize the availability of grants and details of the application process for public benefit
- O. Announce, review, rank, and select applications for disbursement of Cannabis Business Grant, and Local Equity Grant monies from the Community Reinvestment Fund in accord with the following:
 - 1. Cannabis Business Grants**
 - a. Eligibility:
 - 1. Applicant must be a Humboldt County based business, cooperative, road association, or nonprofit agency having 75% or more of its operations based in Humboldt County and must be licensed and registered to operate in Humboldt County, whose activities are specific to the cultivation, processing, manufacturing, distribution or retail of cannabis, or whose organization provides support and/or services to the cannabis industry.
 - 2. Detailed Project description to include:**
 - a. Applicants must provide a detailed project description for use of grant funds to include:
 - 1. description of business and activities; narrative of proposed project and use of funds; ownership or interest in project or site(s); proof of business or agency licensing; proof of regulatory compliance, any accompanying and supportive project documents such as site maps, equipment specifications, contractor bids and estimates.
 - 3. Detailed Budget:**
 - a. Applicants must provide a description of attempts to secure alternative funding sources, and a detailed operational budget of the project or grant request which shall include revenues and expenses.
 - 4. Weighted considerations**
 - a. For Cannabis Business Grants and Loans, where numerous or competing applications exist, the Humboldt County Cannabis Micro Grant & Loan Advisory Committee shall give weighted consideration to applicants and applications whose operational activities;

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1. Are from Humboldt County residents, or whose businesses are majority owned by owners residing in Humboldt County.
 2. Consist of cultivating 10,000 square feet of cannabis or less (not to exclude co-ops and associations whose cumulative area may exceed 10,000 square feet); or
 3. Add to revenues collected through the Cannabis Excise Tax, or;
 4. Whose project and/or grant request will result in the creation and/or retention of jobs, or;
 5. Whose project and/or grant request adds to the sustainability of Humboldt County's cannabis industry.
 6. Where receipt of requested micro-grant or loan is needed to become solvent.
- b. For Local Equity Program Grants, where numerous or competing applications exist, the Humboldt County Cannabis Micro Grant & Loan Advisory Committee shall give weighted consideration for Equity applicants who have been negatively or disproportionately impacted by cannabis criminalization.
- 5. Local Equity Program Grants**
- a. All Local Equity Grants will be made in accord with the Humboldt County Cannabis Local Equity Program Manual as adopted and defined in Resolution 19-24, "Resolution 1-24, "RESOLUTION ADOPTING HUMBOLDT COUNTY CANNABIS LOCAL EQUITY PROGRAM MANUAL FOR OPERATION OF THE COUNTY OF HUMBOLDT LOCAL EQUITY PROGRAM, PURSUANT TO THE CALIFORNIA CANNABIS EQUITY ACT OF 2018"

4. Membership

The Humboldt County Cannabis Micro-Grant & Loan Advisory Committee shall be composed of five (5) voting members, two (2) at-large voting members, and two (2) alternates who shall be appointed by the Board of Supervisors as follows:

One member from each Supervisorial District, appointed by the Supervisor thereof with notice to his/her fellow Supervisors, and two at-large members to be appointed by the Board of Supervisors, for a total of seven members. One at-large member shall serve as a representative of the cannabis industry, and one shall serve as a representative of an industry that is lateral to the cannabis industry, such as finance or banking.

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5. Term of Office

All appointments shall be for a term of four (4) years, except that at the first meeting of the committee three (3) members shall be randomly selected to serve for only two (2) years so that appointments will thereafter be staggered.

Members appointed by individual Supervisors shall serve at the pleasure of their appointing Supervisor; the at-large members shall serve at the pleasure of a majority of the Board of Supervisors. There shall be no restrictions on reappointment of members to successive terms.

6. Officers and Their Duties

The members of the Committee shall select a Chair and a Vice Chair. The Chair shall preside at all meetings and shall provide the agenda for such meetings. The Vice Chair shall preside in the absence of the Chair and shall assist the Chair in the conduct of his/her office.

A staff member designated by the Director of the County Administrative Office's Division of Economic Development shall serve as Secretary to the committee and shall keep the minutes of all meetings, prepare correspondence under the direction of the Chair or Vice Chair, send notices of meetings, maintain membership lists, and maintain the files of the committee. This staff member shall not be a member of the Committee and shall have no vote on any item to come before the Committee.

7. Meetings

The Committee shall hold a total of three (3) regular meetings per-year, and during a period not to exceed ninety (90) days, at such time and place as shall be agreed upon by the Committee, the purpose of which shall be as follows:

1st Meeting: Committee business & announcement of applications.

2nd Meeting: Application presentations and review.

3rd Meeting: Application rankings and selection.

The Committee may hold special meetings as shall be required from time to time. Special meetings shall be called by the Chair or, in his/her absence from the County, by the Vice Chair. Special meetings shall be effective for the transaction of business only if notice has been given to each member at least forty-eight (48) hours in advance of the special meeting, and the notice shall contain the subject of the special meeting. No action taken at either regular or special meetings shall be valid unless approved by a majority of the members of the Committee present and voting, and unless a quorum is present.

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A quorum shall consist of four (4) members of the Committee. In the event that fewer than four (4) of the designated voting members of the Committee are present, either or both of the alternates may be counted in determining the presence of a quorum. In any case in which an alternate is used to determine the presence of a quorum, he/she shall have a vote on any business to come before the Committee until he/she is no longer needed to determine a quorum.

8. Removal of Members for Failure to Attend Meetings

In the event that any member of the Committee shall absent himself/herself from three (3) consecutive regular meetings of the committee without showing good cause therefor to the Chair, at the fourth such consecutive regular meeting from which he/she is absent his/her place shall automatically become vacant. Such vacancy shall be reported to the Board of Supervisors, and the appropriate appointing authority (individual Board member, majority vote of Board, County Department Head) shall appoint another member for the unexpired term of the member whose absence gave rise to the vacancy.

9. Open Meeting Requirement

The Humboldt County Cannabis Micro-Grant & Loan Advisory Committee meetings shall be open to the public and subject to the Ralph M. Brown Act (Government Code commencing with Section 54950). The Humboldt County Cannabis Micro-Grant & Loan Advisory Committee shall carry out its functions in accordance with procedures established by the Board of Supervisors, or in the absence of such procedures, shall establish its own procedures consistent with State and local law and Rosenberg's Rules of Order. The committee shall obtain input and advice from appropriate County staff in carrying out its duties.

10. Conflict of Interest Code

The Humboldt County Cannabis Micro-Grant & Loan Advisory Committee shall comply with all applicable laws regarding conflict of interest, including the Political Reform Act (Government Code commencing with Section 81000) and the Humboldt County Conflict of Interest Code.

Members of the Committee shall file Fair Political Practices Commission Form 700 with the County Administrative Office, as required by Sections 5 - 7 of the Humboldt County Conflict of Interest Code and the Political Reform Act.

[If members of the Committee are to receive compensation or reimbursement for expenses, mandatory, or at the option of the Board of Supervisors]

Members of the Committee shall also complete ethics training as provided in Government Code section 5235, and provide documentation of completion to the County Administrative Office.

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11. Effective Date

This Resolution shall take effect thirty (30) days from and after its date of adoption.

Dated: May 28, 2019


Rex Bohn, Chair
Humboldt County Board of Supervisors

Adopted on motion by Supervisor Wilson, seconded by Supervisor Bass, and the following vote:

AYES:	Supervisors	Bohn, Fennell, Wilson, Madrone, Bass
NAYS:	Supervisors	--
ABSENT:	Supervisors	--
ABSTAIN:	Supervisors	--

STATE OF CALIFORNIA)
County of Humboldt)

I, KATHY HAYES, Clerk of the Board of Supervisors, County of Humboldt, State of California, do hereby certify the foregoing to be an original made in the above-entitled matter by said Board of Supervisors at a meeting held in Eureka, California.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors.


Ryan Sharp
Deputy Clerk of the Board of Supervisors of
the County of Humboldt, State of California