Governor’s Office of Economic Opportunity

County Economic Opportunity Advisory Board Training

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CEO Boards

The County Economic Opportunity Advisory Boards (CEO Boards) are established by Utah Code Section 63N-4-803 as a prerequisite for counties to receive funding from the Governor's Office of Economic Opportunity (GOEO).

Board Formation

CEO Boards must consist of at least five voting members appointed by the county legislative body, one from each of the following groups:

- County representative
- Representative of a municipality in the county
- Workforce development representative
- Private-sector representative
- Member of the public who lives in the county

The county legislative body may appoint additional members with experience or expertise in economic development matters.

CEO Board Members Terms

- Each CEO Board member shall be appointed for one four — year term
- The county legislative body shall appoint members in staggered terms
- Each CEO Board shall elect a chair annually and a vice chair annually
- When a vacancy occurs, the county legislative body shall appoint a replacement to fulfill the remainder of an unexpired term

Business and Voting

- A majority of the CEO Board constitutes a quorum to conduct business
- The majority vote of a quorum constitutes the recommendation of the advisory committee to the county legislative body

Public Meetings

Because CEO Boards are established by statute, they are subject to the Utah Open and Public Meetings Act and are expected to maintain a standard of ethics in governance (Utah Code Annotated Title 52, Chapter 4).

Among other statutory requirements, this includes having a quorum present for meetings, adherence to conflict-of-interest practices, advertising meetings and agendas on the Utah Public Notice website, making an audio recording of proceedings, and taking meeting minutes.

Rural Grants and CEO Board Responsibilities

There are two rural grants for which a rural CEO Board has specific advisory responsibilities which include:

- Rural County Grant
- Rural Communities Opportunity Grant

Per Utah Code Section 63N-4-802, a rural county must have a functioning CEO Board that actively fulfills its obligation to advise the county's legislative body on matters related to economic development, grant applications, and the grants' reporting requirements for it to qualify for the Rural County Grant (RCG) or the Rural Communities Opportunity Grant (RCOG).

Rural Grants and CEO Board Responsibilities (Continued)

Each CEO Board shall assist and advise the county legislative body on:

- Applications for a Rural County Grant and/or a Rural Communities Opportunity Grant
- Which projects should be funded by money from these grants
- The preparation of its reporting requirements for the grant money received

Rural Grants

Rural counties may receive up to $200,000 annually from the **Rural County Grant (RCG)**. The RCG empowers rural county governments to manage their unique economic development opportunities and take responsibility for planning, projects, and activities leading to improved economies. The grant addresses economic development needs, including:

- Business recruitment, development, and expansion
- Workforce training and development
- Infrastructure, industrial building development, and capital facilities improvements for business development

Rural Grants (Continued)

The **Rural Communities Opportunity Grant (RCOG)** has the same purposes and intended economic development uses as RCG; however, it is meant for larger, more specifically targeted projects.

The RCOG application is competitive, and a rural county is required to contribute a certain percentage of matching funds based on its classification. A county may receive up to $600,000 under RCOG and not more than $800,000 from RCOG and RCG in a given fiscal year.

Qualifying Criteria for RCG and RCOG

Criteria 1

A rural county must form and maintain a functioning County Economic Opportunity Advisory Board (CEO Board).

Criteria 2: Annual Reporting

The county must comply with annual reporting requirements, namely:

- Accounting for RCG and RCOG funds received and used during the previous fiscal year
- Annual reports should include a description of the
  - economic development projects and activities the county participated in and/or completed
  - companies and organizations to which they distributed grant funding to, and the projects for which those companies and organizations used the funds
  - an accounting of all funds encumbered for ongoing projects that extend past a single fiscal year and of
  - all other funds that are unencumbered or otherwise unused

Criteria #3: Applications

The county's legislative body must submit a formal application — annually for RCG, and in the year it is prepared to apply for RCOG — as advised by the CEO Board and approved by the county legislative body, that includes a description of:

- its anticipated economic development projects and activities
- a proposed budget, and
- expected deliverables and outcomes

Project Examples

Workforce Training and Development

- Training and mentoring people to return to the workforce sober and empowered to live a better life
- Junior Entrepreneurial Program — youth attend business seminars, complete a business plan, and cultivate business ideas
- Partnering with a local college and the Custom Fit program to offer customer service training to local businesses
- Training leading to certifications and licensures

Business Recruitment, Development, and Expansion

- Business marketing and advertising
- Gift certificates for businesses to improve shopping and dining experiences
- Mapping software to illustrate businesses and attractions
- Regional business summits and workshops
- Annual contributions to the chamber of commerce
- Historic Downtown Tenant Improvement grants
- Community "Site Ready" planning for shovel-ready economic development purposes, leading to major company recruitment

Project Examples

Infrastructure, industrial building development, and capital facilities improvements for business development.

- Business Innovation Center operations and equipment
- A subgrant to a new restaurant for machinery and other equipment
- A subgrant to a fabrication business for new machinery
- Contribution to regional feasibility study for an Agri Park — food processing and food security

Project Examples (Continued)

- Upgrades to electrical infrastructure for new development in a section of the downtown area for existing businesses and commercial block redesign
- Installed infrastructure (road, water, sewer, natural gas, and communication lines) to improve and expand an Industrial Park for business attraction and growth
- Business development downtown — installing and constructing a public walkway, patio, and parking lot on a key commercial block

Community Development vs. Economic Development

Scenario 1

A county needs to upgrade its electric power grid to service its communities. Its primary intention is to replace aging infrastructure and to secure redundancy to protect against power outages. This will require upgrades to transmission lines and displacement from polls to lines buried underground. The county and its communities — residents and businesses alike — will generally benefit from the improved electrical infrastructure.

Scenario 2

A county needs to upgrade its electric power grid. Two manufacturing companies are expanding their businesses, requiring more electricity for new buildings and equipment operations. This will require upgrades to transmission lines and displacement from polls to underground lines. These companies are within a mile of each other, and upgrades along a common corridor will deliver the power both need to operate and expand. Both companies also estimate they will need several new employees due to business expansions.

Under **Scenario 1**, the generalized benefit of the new electrical infrastructure would be considered community development, even though it will likely have a positive ancillary effect on local businesses. In this case, the county should use other resources, not RCG or RCOG funds.

Under **Scenario 2**, the new electrical infrastructure will directly affect business growth and employment opportunities, improving the tax base, personal incomes, and discretionary spending. This would be considered economic development and a proper use of RCG or RCOG funds.

Frequently Asked Questions

- How often should the CEO Board meet?
- Should the public be involved in CEO Board meetings?
- With the grants, does the county only act for its governmental interests?
- What if the commission/council doesn't accept the recommendations of the CEO Board?
- Do CEO Boards have other responsibilities?
- Are matching funds required?
- When are applications due?
- What are the requirements of an annual report, and how detailed should it be?
- When are annual reports due?
- What types of projects are acceptable?
- What is the difference between community development and economic development?


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