

# ORGANIZATION AND STAFFING

## Mission

Gateway Economic Development District's mission is to support programs that build capacity in order to create and retain jobs.

## Organizational Goals

Gateway's organizational goals include:

- Creating and retaining jobs;
- Increasing total assessment for Broadwater, Lewis and Clark, and Meagher Counties including the incorporated areas therein;
- Retaining existing businesses and facilitating business expansion;
- Assisting new business start ups and small and micro business development; and
- Attracting new business and investment.

## Organizational Structure

Gateway Economic Development District is a 501(c)3 nonprofit . It has its own budget, IRS filing process and Board of Directors. In addition, it holds a management agreement with Montana Business Assistance Connection. In this agreement, the Executive Director has oversight over District budget and Staff. Resources are co-mingled as well as Board members so that continuity within objectives and programs are achieved.

Gateway Board of Directors and CEDS Committee members represent city and county governments, local economic development agencies, job centers, business and other interested parties.

Both the CEDS Committee and the Board of Directors oversee the CEDS process. The broad representation of both the CEDS Committee and Board of Directors ensures that all viewpoints of the communities are considered. The representatives promote the utilization of local skills and resources in the program formulation and implementation.

The District is required to appoint representatives to the Board of Directors and CEDS Committee that will represent the view of the following sectors:

- Elected officials: Public leadership is essential for the coordination necessary to develop and implement the CEDS;
- Private businesses representatives: Members contribute their own experiences in business towards economic development initiatives;
- Economic development organizations: Members contribute their organizational/county focus towards economic development initiatives;
- Employment and training sector: Links to labor force skills, initiatives and focus is crucial;

- Community organizations and other special interest groups: Members contribute unique perspectives so that all issues are appropriately considered; and
- Women, minorities, aged and disabled: The CEDS must appropriately address all the needs of its residents.

### **CEDS Committee**

In compliance with EDA's final rule, 13 CFR 300.3, six members (65%) of the CEDS committee are private sector representatives representing the main economic interest of the region, institutions of higher education, and private individuals. Four members (35%) are considered public officials.

The Districts Board of Directors and CEDS Committee are listed on the following page.

### **Keeping the CEDS Current**

The CEDS is formally updated every four years to meet the changing needs and conditions of the area. The CEDS Committee oversees the formal revision as well as the annual updates so that the staff work plan is meeting goals and objectives of current and future community needs.

The work plan recognizes current situations, trends and helps communities plan for future needs. By looking at past demographic trends, and future demographic projections, it is imperative that communities continually assess their infrastructure and plan for future needs.

The District planning and economic development activities will influence future activities by improving regional economic conditions through coordinated community development efforts. It will assist local governments in planning public works, and coordinating public and private investment. By taking an advisory role, it will assist in attaining the area's goals and objectives.

### **Staffing**

The District provides several staff positions in order to implement the CEDS. These staff include:

Executive Director oversees the general director of the District such as staff and CEDS implementation.

Project Manager implements CEDS projects such as addressing infrastructure needs and the Business Expansion And Retention program.

Planner/Grant Writer aids in regional planning, including updating the CEDS document as well as identifying community grant opportunities.

## **CEDS Committee and EDD Board**

Governing Board Members  
Gateway Economic Development District

### **Current Board Membership**

#### **Local Elected Official Representatives**

Member Organization	Appointed Representative/Title	Category	Other Regional Interests (Secondary)
Meagher County	Jamie Doggett, County Commissioner <i>GEDD Executive Committee Secretary/Treasurer</i>	County Government	Agriculture and Ranching
City of Helena	Sharon Haugen, Community Development	Appointed by City Government	Community Development
Broadwater County	James Hohn <i>GEDD Executive Committee Vice Chair</i>	County Government	State Workforce Investment Board
Lewis and Clark County	Ed Tinsley, County Commissioner	County Government	Local Gov'ts
City of Townsend	Mary Alice Upton, Mayor of Townsend	City Government	Chamber of Commerce & Community Groups
City of East Helena	Ron Whitmoyer, Superintendent	Appointed by City Government	School District

#### **Private Sector Representatives and Other Economic Development Interests**

Member Organization	Appointed Representatives/Title	Category	Other Regional Interests
Helena Job Service Workforce Center	Deb Buxbaum, Manger of Helena Job Service	Workforce Development	
American Federal Bank	Mike Mundt, President <i>GEDD Executive Committee</i>	Private Sector	Communications
Crazy Mountain Inn	Peter Marchi, Owner	Private Sector	Education & Tourism
Swan Schubring, LLC	Del Schubring, Owner	Private Sector	
Broadwater County Development Corporation	Elaine Mann, President	Local Development Corporation	Housing & Tourism

Membership Summary

Category	Number	Pct %
Total Board Membership	11	100
Local Elected Official Representatives	6	55
Private Sector Representatives and Other Economic Interests	4	36
Other Local Representative	1	9

**CEDS Committee**

**Local Elected Official Representatives**

Member Organization	Appointed Representative/Title	Category	Other Regional Interests
Lewis and Clark County	Ed Tinsley, County Commissioner	County Government	Local Gov'ts
City of Helena	Sharon Haugen	Appointed by City Government	Communications
City of Townsend	Mary Alice Upton, Mayor of Townsend	City Government	Chamber of Commerce & Community Groups
City of East Helena	Ron Whitmoyer, Superintendent	Appointed by City Government	School District

Member Organization	Appointed Representatives/Title	Category	Other Regional Interests
Camas Creek Ranch	Jamie Doggett, Owner <i>GEDD Executive Committee Secretary/Treasurer</i>	Private Sector Representative	Local Gov'ts
American Federal Bank	Mike Mundt, President <i>GEDD Executive Committee Chair</i>	Private Sector Representative	Communications
Broadwater Realty	James Hohn, Agent <i>GEDD Executive Vice Chair</i>	Private Sector Representative	State Workforce Investment Board
Crazy Mountain Inn	Peter Marchi, Owner	Private Sector Representative	Education & Tourism
Helena Job Service Workforce Center	Deb Buxbaum, Manager of Helena Job Service	Workforce Development	
Swan Schubring LLC (Developer)	Del Schubring	Private Sector Representative	
Open	Open	Private Sector Representative	Business Development

**Private Sector Representatives and Other Economic Development Interests**

Membership Summary

Category	Number	Pct %
Total Board Membership	11	100
Local Elected Official Representatives	4	36
Private Sector Representatives and Other Economic Interests	6	55
Other Local Representative	1	9

**Support for State of Montana Economic Development Goals**

The State of Montana, in conjunction with the Governor’s Office of Economic Development, has defined a broad vision of economic development for Montana that includes:

- Strengthening and diversifying the state’s economy
- Increasing the number and quality of available jobs
- Geographically dispersing jobs

This vision will be supported by:

- Workforce Development
- Technology Development
- Marketing and Recruitment
- Infrastructure Improvement
- Permitting and Regulatory Processes

Gateway EDD has a relationship with the State of Montana, each sharing information and resources in the interest of the common goals of both.

## Civil Rights

Minority representation on the Board is zero percent, and women comprise 45 percent of the Board makeup. While Gateway cannot dictate to the local governments whom to appoint, it encourages sponsors to consider appointments of women and minorities when possible.

Montana Business Assistance Connection and the Gateway EDD firmly committed to providing services and employment opportunities on a non-discriminatory basis. All programs are offered to all persons regardless of race, color, sex, age, national origin, religion, disability, political beliefs and marital or family status. The Board has adopted an Affirmative Action Plan and a Personnel Policy which address equal opportunity and civil rights.

Gateway/MBAC actively encourages women, minorities, and low-to-moderate income individuals to become involved in its programs. Outreach to these under-served groups is an objective of programs such as the Small Business Development Center (SBDC), and the Regional Revolving Loan Programs.

The SBDC is funded in part through a cooperative agreement with the U.S. Small Business Administration. SBA's funding is not an endorsement of any products, opinions or services. SBA funded programs are extended to the public on a non-discriminatory basis.

The U.S. Department of Agriculture (USDA) and the U.S. Department of Commerce (USDOC) prohibit discrimination in their programs on the basis of race, color, national origin, religion, age disability, political beliefs, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the USDA's TARGET Center, 1400 Independence Avenue, Room 1006-S, Washington, DC 20250-9876, or call (202)720-2600 (voice and TTY). The TARGET Center's fax number is (202)721-2681, and its email address is [target-center@usda.gov](mailto:target-center@usda.gov). To contact the USDOC's Economic Development Administration, contact the Economic Development Representative at (406)441-1175, or fax (406)441-1176. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue SW, Washington, DC 20250-9410, or call (202)720-5964 (voice and TTY). USDA is an equal opportunity employer.