

# Central Oregon Intergovernmental Council Minutes for May 3, 2007

2363 SW Glacier Place  
Redmond, Oregon

COIC Board Members: John Hatfield, Jefferson County; Susan Binder, City of Metolius; Mike Daly, Deschutes County; Irv Nygren, City of Redmond; Mike McCabe, Crook County; Peter Gramlich, City of Bend; Chris Bellusci, Business and Industry; Lonny Macy, Confederated Tribes of Warm Springs; and Gordon Gillespie, City of Prineville.

COIC Staff: Tom Moore, Executive Director; Karen Friend, Operations Director; and Sharon Nance, Administrative Assistant.

Guest: Clark Jackson, Oregon Economic and Community Development Department.

## Call to Order

Chair Pro-tem Mike McCabe called the meeting to order at 5:30 p.m. Mr. Lonny Macy, Confederated Tribes of Warm Springs introduced himself stating that he will be the Tribes representative on the COIC Board. Mr. Moore requested that a letter from the Tribes be sent to the COIC Board requesting a voting seat on the COIC Board and appointing Lonny Macy as their representative. Mr. Peter Gramlich, City of Bend introduced himself as the new Bend representative to the COIC Board.

## Consent Agenda

**Ms. Binder moved to approve the consent agenda:**

- a. Approval of Board Minutes of April 5, 2007
- b. Financial Statement – March 2007
- c. Economic Development Report – May 2007
- d. Employment and Training Report – May 2007
- e. Receipt of Contracts and Grants – May 2007

**Mr. Hatfield seconded. Motion carried unanimously.**

## Administration

Mr. McCabe noted that the COIC Budget Committee recommended approval of the General Funds and Special Funds 2006-2007 Supplemental Budget and the 2007-2008 COIC Budget. Ms. Friend presented and gave a brief overview of the supplemental and COIC 2007-08 budget and answered questions from the Board.

**Mr. Daly moved to approve Resolution #198 and #199 as follows:**

### **RESOLUTION #198**

#### **RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET**

BE IT RESOLVED, that the Board of Directors of the Central Oregon Intergovernmental Council hereby adopts the supplemental budget proposed by the Budget Officer of Central Oregon Intergovernmental Council for the fiscal year 2006-2007 in the amount of \$7,719,040 in general funds at the regular meeting of the Board on May 3, 2007.

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon Department of Revenue on or before July 15, 2007.

**RESOLUTION #199**  
**RESOLUTION MAKING SUPPLEMENTAL APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2006, and for the purposes shown below are hereby appropriated as follows:

	<u>General Funds</u>
Personal Services	\$3,911,107
Materials and Services	2,923,749
Capital Outlay	0
Transfers and Contingency	<u>884,184</u>
General Funds Total	\$7,719,040

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon State Department of Revenue on or before July 15, 2007.

**Ms. Binder seconded. Motion carried unanimously.**

**Mr. Hatfield moved to approve Resolution #200 and #201 as follows:**

**RESOLUTION #200**  
**RESOLUTION ADOPTING THE SUPPLEMENTAL BUDGET**

BE IT RESOLVED, that the Board of Directors of the Central Oregon Intergovernmental Council hereby adopts the supplemental budget proposed by the Budget Officer of Central Oregon Intergovernmental Council for the fiscal year 2006-2007 in the amount of \$3,314,556 in special funds at the regular meeting of the Board on May 3, 2007.

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon Department of Revenue on or before July 15, 2007.

**RESOLUTION #201**  
**RESOLUTION MAKING SUPPLEMENTAL APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2006, and for the purposes shown below are hereby appropriated as follows:

	<u>Special Funds</u>
Local Job Creation	\$119,696
USDA Intermediary Relending Program	1,903,610
Oregon Business Development Corporation	488,085
Central Oregon Community Investment – Regional Funds	426,514
Central Oregon Community Investment – Rural Funds	<u>376,651</u>
Special Funds Total	\$3,314,556

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon State Department of Revenue on or before July 15, 2007.

**Mr. Bellusci seconded. Motion carried unanimously.**

**Mr. Daly moved to approve Resolution #202 and #203 as follows:**

**RESOLUTION #202  
RESOLUTION ADOPTING THE BUDGET**

BE IT RESOLVED, that the Board of Directors of the Central Oregon Intergovernmental Council hereby adopts the annual budget approved by the Budget Committee of the Central Oregon Intergovernmental Council for the fiscal year 2007-2008 in the amount of \$8,902,270 general funds and \$4,825,902 in special funds at the regular meeting of the Board on May 3, 2007.

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon Department of Revenue on or before July 15, 2007.

**RESOLUTION #203  
RESOLUTION MAKING APPROPRIATIONS**

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2007, and for the purposes shown below are hereby appropriated as follows:

<u>General Fund</u>	
Personal Services	\$4,738,535
Materials and Services	3,225,062
Capital Outlay	0
Operating Contingencies	<u>938,673</u>
Fund Total	\$8,902,270
 <u>Special Funds</u>	
EDA Revolving Loan Fund, Round #1	\$ 318,542
EDA Revolving Loan Fund, Round #2	583,286
EDA Revolving Loan Fund, Round #3	537,728
Intermediary Relending Program	1,956,767
Oregon Certified Business Development Corp.	636,275
Local Job Creation	119,754
COCIB Regional Investment Fund	398,138
COCIB Rural Investment Fund	<u>275,412</u>
Special Funds Total	\$ 4,825,902

BE IT FINALLY RESOLVED, that the chair of the Board files this Resolution with the Oregon State Department of Revenue on or before July 15, 2007.

**Ms. Binder seconded. Motion carried unanimously.**

Resolution #204 – Workers Compensation Coverage to Volunteers

**Mr. Hatfield moved to approve Resolution #204 as follows:**

**RESOLUTION #204  
Volunteer Resolution for Policy Year 2007-2008**

A Resolution Extending Central Oregon Intergovernmental Council's (COIC) Workers' Compensation Coverage to Volunteers of COIC

WHEREAS, the Central Oregon Intergovernmental Council (COIC) elects the following:

1. Non-public safety volunteers will keep track of their hours and have their assumed payroll reported in the correct class code for the type of work being performed using Oregon minimum wage; and
2. A roster of active volunteers will be kept monthly for reporting purposes. It is acknowledged that City/County Insurance Services may request copies of these rosters during year-end audit; and
3. Unanticipated volunteer projects or exposure not addressed herein will be added onto COIC's coverage agreement (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. It is hereby acknowledged that coverage of this type cannot be backdated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Central Oregon Intergovernmental Council to provide for workers' compensation insurance coverage as indicated above. This resolution will be updated annually.

**Mr. Bellusci seconded. Motion carried unanimously.**

### Change of COIC Board Structure

Mr. Moore presented the following change to the COIC Bylaws. This change was a result of COIC's Board composition not being in compliance with the revised regulations governing Economic Development Districts as set forth by the Economic Development Administration (EDA). The new regulation requires that 35% of the Board should be private business individuals representing the economic industries of the region. In clarification, Mr. Moore stated that with 11 jurisdictions (including Warm Springs), it would constitute the addition of 9 appointed members to realize 35% Board membership. With Mr. Bellusci and Mr. McLeod's continued membership, COIC would be adding 7 additional members.

### **AS STATED:**

#### II. Organization Procedures

##### A. Meetings:

1. Regular Meetings: Unless specifically changed by action of the Board of Directors, meetings of the Board of Directors shall be held on the third Thursday of each month. All regular dates, time and place of meetings shall be determined by a majority vote of the members. The Chair may cancel a regular monthly meeting, notifying representatives not less than five (5) days nor more than ten (10) days prior to the meeting. If a quorum cannot be convened, the Executive Director may cancel a meeting.

### **PROPOSED REVISION:**

#### II. Organization Procedures

##### A. Meetings:

Regular Meetings: Unless specifically changed by action of the Board of Directors, meetings of the Board of Directors shall be held on the first Thursday of each month. All regular dates, time and place of meetings shall be determined by a majority vote of the members. The Chair may cancel a regular monthly meeting, notifying representatives not

less than five (5) days nor more than ten (10) days prior to the meeting. If a quorum cannot be convened, the Executive Director may cancel a meeting.

**AS STATED:**

III. Board of Directors

- A. Board Membership Composition: The governing body of the Central Oregon Intergovernmental Council shall be the Board of Directors comprised of elected and appointed membership.
2. Appointed Membership: The appointed representatives of the Board of Directors shall consist of five (5) persons, one each from Crook and Jefferson Counties and three from Deschutes County. Appointed representatives shall be generally representative of 1) timber and wood products, 2) business and industry, 3) tourism and recreation, 4) unemployed and underemployed, and 5) agriculture and agribusiness. Alternate appointed representatives may be designated, but shall be representative of the same field of interest as the primary appointee. Each appointed representative and any alternate shall be appointed by the respective County Court/Commission. Appointed representatives shall serve a two-year term but may succeed themselves for any number of terms. Terms shall begin on January 1 and shall expire on December 31.

**PROPOSED REVISION:**

III. Board of Directors

- A. Board Membership Composition: The governing body of the Central Oregon Intergovernmental Council shall be the Board of Directors comprised of elected and appointed membership.
2. Appointed Membership: The appointed representatives of the Board of Directors shall consist of persons from Crook, Jefferson, or Deschutes Counties and will comprise a minimum of 35% and less than 50% of the membership of the Board and shall broadly represent the economic interests of the region. The appointed representatives shall consist of at least one representative from each County. There shall be at least one (1) private sector representative, and at least one (1) or more of the following: Executive Director of Chambers of Commerce, or representatives of institutions of post-secondary education, workforce development groups or labor groups, all of which must comprise a minimum of thirty-five (35) percent of the Board of Directors. Alternate appointed representatives may be designated, but shall be representative of the same field of interest as the primary appointee. Each appointed representative and any alternate shall be appointed by the respective County Court/Commission. Appointed representatives shall serve a two-year term but may succeed themselves for any number of terms. Terms shall begin on January 1 and shall expire on December 31.

After Board discussion, **Mr. Gillespie moved to approve the proposed Bylaw revision, Section II, Organization Procedures, A. Meetings, Regular Meetings as stated above. Ms. Binder seconded. Motion carried unanimously.**

**Mr. Daly moved to approve the proposed Bylaw revision, Section III, Board of Directors, A. Board Membership Composition, 2. Appointed Membership as stated above. Mr. Gramlich seconded. Motion carried unanimously.**

Chair Pro-tem McCabe requested that attendees introduce themselves.

### **Program Update**

Mr. Moore announced that COIC has been selected by The Oregon Consortium (TOC) to provide Employment and Training Adult and Youth Services in Klamath and Lake Counties. The contract is for 4 years with a reevaluation based on performance in 2 years. COIC has been providing interim services in that area since January.

### **Announcement/Communications**

Board members participated in a Round Table discussion.

As there was no further business, the meeting adjourned.