

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: November 2, 2017	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: K. Friend
<p>County Commissioners: Tony DeBone, Deschutes County; Jerry Brummer, Crook County; and Wayne Fording, Jefferson County. City Councilors: Bruce Abernethy, City of Bend; Andy Byrd, City of Culver; Bartt Brick, City of Madras; John Chavez, City of Metolius, Gail Merritt, City of Prineville, Jay Patrick, City of Redmond; Chuck Ryan, City of Sisters, Connie Briese, City of Lapine, and Lonny Macy, Warm Springs. Appointed officials: Casey Kaiser, Crook County; Katy Brooks, Deschutes County; Katie Condit, Deschutes County; and Jim Wilson, Jefferson County. COIC Staff: Karen Friend, Executive Director; Jane Foote, HR Manager; Michelle Williams, Fiscal Services Manager, Scott Aycock, Community and Economic Development (CED) Manager; Jim MacKinnon, Loan Manager; Michelle Rhoads, Transportation Manager; and Josh Lagalo, Youth Programs Manager.</p>		
Agenda	Discussion	Action Item
Call to Order	Councilor, Jay Patrick, Chair, called the meeting to order at 5:36 pm	
Consent Agenda	Councilor, Jay Patrick asked the Board if they had any questions for the staff regarding the consent agenda items. Appointed Board Member, Jim Wilson made a motion to approve the consent agenda items as presented; Councilor Bruce Abernethy seconded the motion. The motion carried. Appointed Board Member, Katy Brooks abstained from the vote noting she was not in attendance at the last meeting and therefore could not approve the minutes.	Motion: Appointed Board Member, Jim Wilson made a motion to approve the consent agenda as presented; Councilor Bruce Abernethy seconded. The motion carried.
Americans with Disabilities Act (ADA) Paratransit Plan	<p>Transportation Manager, Michelle Rhoads, informed the Board that every three years, the Federal Transit Administration requires a review of every plan in order to continue to receive Federal money. Ms. Rhoads reviewed with the Board a draft version of the Americans with Disabilities Act Paratransit Plan for Cascades East Transit. She noted the ADA service plan is important for many reason including CET's responsibility to serve those in the community who are unable to use the regular fixed route. She added that the funding for Bend mandates ADA complementary service as part of the fixed route system. Specifically, the Federal law requires the paratransit service provide coverage within a ¾ mile of any fixed rote.</p> <p>Ms. Rhoads reported that CET goes above and beyond the ¾ mile specification by providing dial-a-ride services to help get those who are eligible and not near a route get to a connector route. In addition, COIC also brokers medical transportation for individuals covered by Medicaid and public dial-a-rides services in each of the rural cities. Ms. Rhoads reviewed the different eligibility requirements for the dial-a-ride application processes and added that we offer temporary</p>	Motion: Appointed Board member Jim Wilson moved to accept the plan, Commissioner Jerry Brummer seconded the motion. Ms. Rhoads added that the plan will be updated with the correct use of the word "complimentary" The motion carried.

	<p>eligibility while a customer's application is processing.</p> <p>Councilor Jay Patrick inquired if the rate for dial-a-ride was higher than a regular fair. Ms. Rhoads noted that they are allowed to charge up to 2 times as much for the service however COIC currently only charges 1.5 times more. Moreover, if an eligible passenger has a care attendant, the care attendant rides free with the passenger. Ms. Rhoads reported that whenever possible, they encourage and support training so that individuals utilize the regular fixed route busses when possible.</p> <p>Ms. Rhoads noted that all CET busses are equipped to accommodate wheelchairs and an improvement coming is new busses with low floors and a ramp in lieu of a lift to expedite the loading and unloading process.</p> <p>Councilor Bruce Abernethy inquired what, if anything was new with the plan. Ms. Rhoads noted that CET has been operating under the current plan for years however, the plan has never been formally adopted thus it was brought to the Board for formal adoption. A concern was raised about discrimination and Ms. Rhoads noted discrimination is covered in full under the Title VI program.</p> <p>Appointed Board member Jim Wilson moved to accept the plan, Commissioner Jerry Brummer seconded the motion. Councilor Bruce Abernethy noted that the plan contained a type-o. Ms. Rhoads added that the plan will be updated with the correct spelling of the word "complimentary." The motion carried.</p>	
<p>CET Title VI Program</p>	<p>Ms. Rhoads informed the Board that what Title VI comes down to in real life is dignity, respect, and doing the right thing to ensure every effort is made to make transportation accessible to everyone.</p> <p>Ms. Rhoads reviewed with the Board the changes made to the current Title VI program. Highlights included making the outreach efforts more robust by working diligently to ensure effective and timely outreach to Limited English Proficiency (LEP) populations by regularly attending meetings with diverse stakeholders to discuss enhanced LEP outreach and communication strategies, as well as attending community and partner events throughout the year to distribute bilingual transit information and develop trip plans for riders who need further assistance. Ms. Rhoads noted that bilingual transit materials in the form of frequently asked questions will be made available on all busses and posted at transit hubs to assist LEP individuals with their travel plans. Moreover, the CET staff will host a series of open houses in Central</p>	<p>Motion: Commissioner DeBone moved to approve the Title VI policy with updated census information from Portland State University. Councilor Abernethy seconded the motion. Appointed Board member Katy Brooks opposed. The motion carried.</p>

	<p>Oregon cities to solicit input from the public regarding existing and future public transportation services. Ms. Rhoads noted that meeting notices and materials for the general public meetings will be translated and added that with notice, would be available for meetings.</p> <p>Appointed Board member Katie Condit questioned if the policy was inclusive to all or just those with LEP. Ms. Friend noted that the policy is worded around the specific protections required by law to ensure meaningful access. She added that Title VI is not COIC's non-discrimination policy but COIC has a non-discrimination policy that the Board will review later in the meeting. Moreover, Ms. Friend added that this policy is about protection of those identified by the law and ensuring COIC is showing compliance.</p> <p>Appointed Board member Katy Brooks asked if there was a map of higher concentration of LEP population such as an equity atlas. Councilor Abernethy asked for clarification regarding the census status used in the policy. LEP statistics were discussed specifically, the total LEP population in various counties. Ms. Friend reported the policy was updated with the most recent data available.</p> <p>Commissioner DeBone asked if COIC uses PSU data, he noted that the data from PSU is more recent and what most people in the community use for reporting purposes. He suggested COIC consider using PSU data for consistency and so the policy is considered relevant.</p> <p>Ms. Rhoads informed the Board that the plan was previously approved by COIC Board but updated with more relevant information. Commissioner DeBone moved to approve the Title VI policy with updated census information from Portland State University included. Councilor Abernethy seconded the motion. Appointed Board member Katy Brooks opposed due to the outdated census data and noted that current census data would need to be included prior for her approving the policy.</p>	
<p>Disadvantaged Business Enterprises (DBE) Policy and Program</p>	<p>Fiscal Services Manager, Michelle Williams informed the Board that the Disadvantaged Business Enterprises (DBE) policy and program is a non-discriminatory policy for COIC to follow when awarding contracts, using any U.S DOT Federal financial dollars, to contractors or sub-contractors. Ms. Williams noted that as Fiscal Manager, she will oversee the program to ensure COIC remains in compliance, but day-to-day functions will be carried out by the Fiscal Administrator for Transportation. Ms. Williams reported that COIC will report DBE participation on a semi-annual basis, June 1 and December 1, of each fiscal year.</p> <p>Ms. Williams informed the Board that due to the 9th District Court ruling, COIC is not required to</p>	<p>Motion: Appointed Board member Jim Wilson moved to approve the policy, Councilor Abernethy seconded the motion. The motion carried.</p>

	<p>develop an overall percentage goal for DBE participation for Fiscal years 2018-2020.</p> <p>Commissioner DeBone asked if this policy should be a three or four year policy. Ms. Friend noted that indeed it should be a three year policy and the policy will be updated to reflect 2018-2020 rather than 2017-2020.</p> <p>Appointed official Jim Wilson asked why disability was not listed. Ms. Friend reported that the particular policy was only a protection for disadvantaged businesses as defined by federal law.</p> <p>Appointed Board member Jim Wilson moved to approve the policy, Councilor Abernethy seconded the motion. The motion carried.</p>	
<p>Equal Employment Opportunity (EEO) Program</p>	<p>Fiscal Services Manager, Michelle Williams informed the Board that the EEO program had the most changes of the policies presented to the Board. She noted that due to COIC receiving more than \$1M in funding from the FTA, COIC is required to develop and follow an EEO program for hiring and promoting. Ms. Williams noted as the fiscal manager, she is being designated the EEO program manager and will oversee the program as well as report to the Executive Director and Executive Committee on the program and processes. She added that with the assistance of the HR Manager, she will also ensure the staff is updated regarding any changes to the program.</p> <p>Ms. Williams reported that COIC changed the policy because the FTA recently released a circular and COIC needed to update the policy to meet all federal requirements. Ms. Friend pointed out that the EEO program policy is where all the additional classes, asked about earlier are covered making the policy all inclusive.</p> <p>Appointed Board member Katy Brooks moved to approve the policy, Appointed Board member Jim Wilson seconded. The motion carried.</p>	<p>Motion: Appointed Board member Katy Brooks moved to approve the policy, Appointed Board member Jim Wilson seconded. The motion carried.</p>
<p>Letter of Support for H4A Regional Housing Needs</p>	<p>Community and Economic Development (CED) Manager, Scott Aycock, reminded the Board that at the September Board meeting, the Board authorized staff to submit a \$50K request to the Central Oregon Health Council to fund the development of the Regional Housing Needs Assessment, as well as to support COIC's staffing of the Housing for All consortium. He informed the Board that the Housing for All represents the full spectrum of housing needs from homelessness to market housing. Mr. Aycock reported that COIC has been working with Housing for All to develop a shared work plan and pursue funding opportunities to implement activities such as an assessment, which would list needs by community and by cohort of needs, as well as proposing policies, programs and projects to address those needs.</p>	<p>Motion: Councilor Abernethy moved to authorize Board Chair, Jay Patrick, to sign a letter of support on behalf of the COIC Board for the DLCD TA grant application. Appointed Board member Katy Brooks seconded, the motion carried.</p>

Mr. Aycock noted that the funding has been secured and added that COIC's staff have estimated the full cost for the Regional Housing Needs Assessment (RHNA) contract, associated community outreach, staffing the Housing for All consortium and related grant writing at \$80K. Mr. Aycock said they knew, after reaching out to consultants, that \$50K would not cover everything in the scope of work needed therefore a phased approach would be taken.

He added that CED would be applying to the Department of Land Conservation and Development Technical Assistance grant program for \$25K to support this overall effort specifically, to help fund community outreach engagement to identify housing needs, by identifying the housing gap and ways to close the gap

Mr. Aycock reported that technical assistance grants require a letter from the Board therefore his first ask from the Board is for the Board to approve Board Chair, Jay Patrick to authorize a letter of support for the DLCD TA grant application. Councilor Abernethy moved to approve the request, Appointed Board member Katy Brooks seconded, the motion carried.

Mr. Aycock informed the Board that his second request would be asking for some jurisdictional dues money in the amount of \$2500 be approved for the Housing for All grant writing activities. He noted that while putting a budget together and reviewing grants and activities on the horizon, they realized they had committed to match the COHC grant in the amount of \$5K, and could cover the amount by using \$2500 from the EDA grant and the additional \$2500 from the jurisdictional dues capacity fund. Mr. Aycock added that the money is part of the \$80K budget to help spend time doing development such as grant writing, writing letters of support, etc.

Councilor Abernethy asked how much money was in the jurisdictional dues fund. Ms. Friend replied that the Board authorized, at the time of the budget, an amount of \$50K to jurisdiction fund. The money sits in a fund to await Board approval for projects of regional significance and other criteria set by the Board.

Councilor Abernethy asked how much of the \$50K was left. Ms. Williams noted that \$42,619.53 was left and directed staff to the report in the Board packet showing projects approved and dollars remaining.

Councilor Abernethy asked how much was spent in the past. Ms. Friend noted that they would bring back to the Board a report regarding what the Board has approved from the jurisdictional fund in the last few years. She added many of the approvals are for small amounts ranging from

Motion: Commissioner Brummer moved to approve jurisdictional dues fund in the amount of \$2500 for the Housing for All grant writing activities. Appointed Board member Jim Wilson seconded, the motion carried.

	<p>\$2500 to \$5000, indeed one of the biggest requests was for \$18K for the branding effort. Ms. Friend added that the Board has set criteria for the jurisdictional dues account and has authority to revisit the criteria at any time. Mr. Aycock added that approximately 3-4 years ago, an analysis was done and it was reported to the Board the leverage that occurred with the dollars. Staff will prepare a report and present at a future Board meeting.</p> <p>Commissioner Brummer moved to approve the jurisdictional dues fund in the amount of \$2500 to be approved for the Housing for All grant writing activities. Appointed Board member Jim Wilson seconded, the motion carried. 5</p>	
<p>HB2017 Sec 122 Update</p>	<p>Executive Director, Karen Friend gave the Board an update on the process for HB2017 rule making. She reported that since the last Board meeting, the rules committee has met to set expectations and work through key elements. Ms. Friend informed the Board that the way ODOT and OTC are approaching the process is to use the rules committee to develop a recommendation to ODOT and OTC on the administration of the allocation of STIF funds with the idea that the committee will assimilate comments and come back to the group for consensus.</p> <p>Ms. Friend added that the meeting also addressed bylaws, public notices, public meeting requirements and the process for potential applicants focusing much of the time regarding guidelines for allocation of the formula money. She added that the recommendation made from the first meeting was to have a longer working session with a separate public comment session. Ms. Friend added that the next three meetings would focus on the 90% service expansion and then the group will go into the 5% and 4% rule which should be easier because it is expected those will align around the connect processes already in place. Ms. Friend informed the Board that she will continue to update the Board regarding the progress of the Rules Committee. She added that she would be happy to talk further about any questions about the charter and will provide more in-depth information for those interested.</p> <p>Commissioner DeBone asked if Ms. Friend was aware of the preliminary dollar estimate for Central Oregon. Ms. Friend noted that the preliminary estimate is a little over \$3M for Deschutes, \$300K for both Crook and Jefferson and \$100K for Warm Spring. She added that the calculation of the money will continue to evolve because of DOR calculations of estimated payroll, and the direct rate taken out of the funds by ODOT in addition to the cut taken for collection by DOR. Ms. Friend said the money would flow down to counties and transit districts and as they plan locally, they will plan around revenue estimates and ensure they have representation for every area.</p> <p>Ms. Friend said there is a lot of work to come, and that the local planning process will be very</p>	

	<p>inclusive allowing people to comment on priorities in ways other than coming to meetings to ensure each community is addressed independently so their priority projects elevate to the top.</p>	
Promotional Video for CET	<p>A quick introduction of the video was given by Transportation Manager, Michelle Rhoads. Ms. Rhoads informed the Board that a local firm, hired by COIC, prepared three promotional videos. One of the videos was a 60 second public service announcement, another demonstrated how to ride Cascade East Transit and the third, shown tonight, is a roughly four minute long video that demonstrates CET's mission and vision. Ms. Rhoads noted the longer video will be used in public outreach meetings going forward. Ms. Rhoads added that after this evening's discussion, a discovery process will be implemented to determine how to make the video available for those who do not speak English.</p> <p>The Board was shown the promotional video.</p>	<p>Action: Ms. Rhoads added that after this evening's discussion, a discovery process will be implemented to determine how to make the video available for those who do not speak English.</p>
Regional Roundtable	<p>Councilor Bruce Abernethy suggested including a summary sheet with the meeting material so he, as a Board member, could better understand what is needed of him thus, providing more value to his role as a Board member specifically, he encouraged the staff to be more strategic in Board material and Board requests.</p> <p>Appointed Board member, Casey Kaiser noted that he is certain the staff has taken all the necessary steps to ensure the policies are in compliance and suggested mechanisms and processes be included in the summary since that is more valuable information to him than policy language.</p> <p>Councilor Jay Patrick asked the Board how they felt about the details included in the Board packet.</p> <p>Councilor Bartt Brick added that he is comfortable with the amount of materials but suggested a detail or summary sheet be included specifically noting the outliers, and matters staff would need the Boards help to address so the time could be spent discussing things of mutual interest.</p> <p>Appointed Board member Jim Wilson noted that this is the most robust agenda he has seen in many years however, he believes it is the Boards responsibility to read the material and understand the material since they have a fiduciary responsibility to vote on the material. He added that he would not, going forward, vote on any item that did not have meaningful documentation attached explaining with detail COIC's "ask."</p> <p>Commissioner Tony DeBone added that it is not unusual at a county level to receive hundreds of</p>	

pages of material, but in all cases it is because the staff needs approval and or something needs to be done.

After discussion, Ms. Friend noted that she appreciated hearing the level of information the Board needs and will include a cover page summarizing the material regarding processes used and major changes that are not administrative and also include the detail material in the board packet.

A question was asked if the Executive Committee could approve any of the policies. Ms. Friend noted that COIC Articles and Bylaws, and in many cases the funders, require policies are approved by the Board, not a sub-committee of the Board.

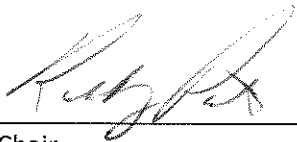
Appointed Board member Katy Condit noted that she is happy to read the material in advance so the meetings could have more meaningful discussions.

Commissioner, Tony DeBone reported that Representative, John Huffman has taken an appointment to lead the US Department of Agriculture. Commissioner DeBone noted that the vacancy will need to be filled and wanted to give the Councilors notice since Commissioners would need to vote. In addition, he noted that Senate Republican Leader, Ted Ferrioli, may take another appointment and if so, his position would also need to be filled.

Commissioner, Tony DeBone reported that while the House of Representatives passed the "Resilient Federal Forest Act of 2017" (H.R. 2936), the bill has not passed the Senate. Commissioner DeBone asked the Board if there was interest in discovering more and perhaps bringing back the issue to their constituents or as a Board take a position together. Councilor Abernethy noted the issue would be worth looking into. Commissioner DeBone noted he would look further into the issue. Appointed Board member Katy Brooks reminded the Board of the importance of pointing out how the issue intersects with the Board.

There being no further business.

Adjourned at 7:4 pm by Jay Patrick, Chair



Jay Patrick, Chair