

**Central Oregon Intergovernmental Council  
Board Meeting Minutes**

Date: December 7, 2017	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: K. Friend
<p><b>County Commissioners:</b> Tony DeBone, Deschutes County; Jerry Brummer, Crook County; and Wayne Fording, Jefferson County.  <b>City Councilors:</b> Bruce Abernethy, City of Bend; Bartt Brick, City of Madras; Gail Merritt, City of Prineville, Jay Patrick, City of Redmond; Chuck Ryan, City of Sisters, and Connie Briese, City of Lapine  <b>Appointed officials:</b> Casey Kaiser, Crook County; and Jim Wilson, Jefferson County.  <b>COIC Staff:</b> Karen Friend, Executive Director; Jane Foote, HR Manager; Penny Newton, Training Program Manager; Michelle Williams, Fiscal Services Manager, Scott Aycock, Community and Economic Development (CED) Manager; Jim MacKinnon, Loan Manager; and Michelle Rhoads, Transportation Manager</p>		
<b>Agenda</b>	<b>Discussion</b>	<b>Action Item</b>
<b>Call to Order</b>	Councilor Patrick, Chair, called the meeting to order at 5:36 pm	
<b>Consent Agenda</b>	<p>Commissioner Brummer moved to approve the consent agenda; Mr. Wilson seconded. Councilor Patrick added that he was impressed to see the encouraging employment outlook rates in Central Oregon as reported in the staff report. Councilor Patrick asked Ms. Friend to explain a little further about the Federal Lands Access Program.</p> <p>Ms. Friend reported that at the last Federal Lands Access Program Solicitation, CET received money for planning purposes. COIC procured a consultant to review and evaluate highly utilized corridors such as the Cascades Lake Highway, Warm Springs to Hoodoo and Tumalo falls, and determine if any of the projects could be better served by transit to help alleviate congestion and safety concerns from people parking on the highways. Ms. Friend added that the intent of the project will be for the consultant to report back the feasibility of the project, as well as, determine if it is viable to make a funding request in a FLAP solicitation.</p> <p>Councilor Patrick also commented on the loan programs activity in the valley, as well as the recognition of Patrick Jordan who was named the GED instructor of the year. Ms. Friend noted that the Board would see the video of Patrick's award presentation at the conclusion of the meeting.</p> <p>Councilor Brick commented on the Housing For All initiative. He informed the group that he had an opportunity recently to visit a tiny home project in Eugene and he noted that if well managed</p>	<p><b>Motion:</b> Commissioner Brummer moved to approve the consent agenda; Mr. Wilson seconded. The motion was unanimously approved.</p>

	<p>and coordinated, the tiny house initiative could solve some critical housing issues. He added that the development he observed was three parts; immediate housing, transitional housing and then tiny home living. Councilor Briese added that she also had a chance to tour a tiny house project in Portland but noted it was more of a homeless solution. Mr. Aycock reported that Warm Springs is proposing development of a small home community with common areas and he is researching funding for the development. Councilor Patrick reported that some high schoolers in Madras are actually building a tiny home. He added that the City of Redmond applied for, and is working with the county, to acquire land for potential special housing opportunities. Commissioner DeBone reported that although some people have asked for tiny housing developments in rural counties, the state land use does not allow for such development. He added that it is something for the state legislature to determine so if people are passionate about these types of projects they need to work their way up to get authority to create new zoning laws.</p> <p>Mr. Wilson asked Commissioner DeBone if it would be possible for a county to create specific zones to allow for special housing developments. Commissioner DeBone noted that the county could start the process but it would be appealed until zone changes are made from the state legislature. Councilor Brick added that the tiny home development he knows of was developed on land given to them by the city, and cities are much different than rural communities when it comes to zoning.</p> <p>Councilor Patrick called for the vote on the motion to approve the consent agenda. The motion was unanimously approved.</p>	
<p><b>CERC Hipaa Policy</b></p>	<p>Transportation Manager, Michelle Rhoades informed the group that the HIPPA Privacy and Security policy for Cascades East Ride Center (CERC) was updated to reflect language in the contract with PacificSource. She added that the policy protects the information of those who use the service and is what CERC currently practices. Commissioner DeBone noted that in support of comments made at a previous meeting specifically, keeping explanations brief, he moved to approve the updated HIPAA policy. Commissioner Brummer seconded the motion. Councilor Patrick asked if anyone had any comments.</p> <p>Commissioner DeBone added that as a follow up, HIPAA is something he is familiar with but encouraged Board members, if they have a question, to speak up. Ms. Friend commented that CERC does not have any medical records of clients who use the service however names, addresses and funding sources specifically if one is eligible for Medicaid funding is considered protected health information. Councilor Patrick asked for a vote, the motion was unanimously approved.</p>	<p><b>Motion:</b> Commissioner DeBone moved to approve the updated HIPAA policy. Commissioner Brummer seconded the motion. The motion was unanimously approved.</p>

<p><b>Proposed CET route and schedule change</b></p>	<p>Transportation Manager, Michelle Rhoades informed the group that CET is recommending modifications for some routes, and elimination of others, to create efficiencies including improving on-time performance, eliminating redundancies, improving customer service and providing better predictability for riders. She added that a public outreach process was conducted in English and Spanish and feedback from stakeholders and riders were incorporated into the recommendation.</p> <p>Ms. Rhoades reported that with regards to route 11, OSU-Cascades was in full support of the elimination of the Chandler Loop to improve on-time performance benefiting all riders including students and faculty. Ms. Rhoades noted that the route elimination from Madras to Culver was needed because of low ridership however; a different route in the area will be slightly modified to provide additional services along the corridor. She added that one rider who had concerns has been contracted for trip planning assistance. Lastly, Ms. Rhoades reported that alternating the Bend to Redmond route was needed to provide better flexibility for the Redmond Proficiency Academy students by offering more options for travel, in addition to eliminating current overcrowding.</p> <p>Councilor Brick asked about the route change in Culver specifically, if the proficiency academy ended at 3:40. Ms. Rhoades noted that many students take the 2:20 bus, and by offering an additional option the busses will be less crowded because the riders will be distributed amongst the two trips.</p> <p>Councilor Breise asked if approval from the Board was necessary for a route change. Ms. Friend noted that it is required per the Service and Fare Policy. Councilor Breise moved to approve the bus route changes as proposed. Mr. Kaiser seconded. The motion was unanimously approved.</p>	<p><b>Motion:</b> Councilor Breise moved to approve the bus route changes as proposed. Mr. Kaiser seconded. The motion was unanimously approved.</p>
<p><b>Advertising Policy Update</b></p>	<p>Executive Director, Karen Friend reminded the group that COIC entered into a termination agreement with Lamar Agency effective December 31, 2017. She added that the attorney will have the agreement signed and returned this week, and the settlement cost will be around \$1700. Ms. Friend added that COIC will be able to keep the \$30K received last year and will assume contracts that go beyond December 31, 2017. Ms. Friend said COIC has agreed to allow current advertisers to remain on our buses until such time as their contract expires.</p> <p>Ms. Friend informed the group that they will have a draft advertising policy ready to present to at the next Board meeting. She added that the new policy will incorporate sponsorships and will allow for intergovernmental agreements.</p>	<p><b>Action:</b> A draft advertising policy will be presented at the next Board meeting.</p>
<p><b>Branding Update</b></p>	<p>Ms. Friend reminded the Board that in late November, COIC launched a rebranding effort with the</p>	<p><b>Action:</b> GB2 will meet</p>

	<p>support of the GB2 Agency by hosting a Branding Workshop with a group including COIC board members, partners, management and staff from various services. She added that the workshop was used to gather information, explore the organization’s core values, strengths, challenges and perceptions. The output from the session will result in content that will build clarity, authentic messages and branding strategies that best resonate for COIC in the community.</p> <p>Ms. Friend said the next steps will include a summary recap of the workshop, initial brand messaging interpretations and a brand manifesto that will help set the tone and creativity for marketing and representation of the brand. The manifesto will be shown to the Board at the next meeting; afterwards, the GB2 team will use the feedback from the manifesto presentation to create a final deliverable that will drive a new look and feel, logo, website and potentially new name.</p> <p>Ms. Friend reported that the current primary stakeholder group consists of Vision Steering Members Bartt Brick, Tony DeBone and Katie Condit, as well as Strategic Planning Members Bruce Abernathy, Katy Brooks, Connie Briese and Casey Kaiser, in addition to a handful of COIC staff. She asked the Board if the key stakeholders listed should review the final deliverable first or if the Board would prefer the deliverable come directly to them for review and recommendations.</p> <p>After discussion, the consensus was that there were enough Board members present in the stakeholder group that the primary stakeholder group will meet to review and give input before the final deliverable is presented to the Board.</p> <p>Councilor Patrick reported that the direction given, after the manifesto presentation, was to present first to the primary stakeholder group for recommendations and then to the Board.</p>	<p>with the Board to present the draft branding manifesto.</p>
<p><b>HB2017 Update</b></p>	<p>Executive Director, Ms. Friend updated the group regarding the recent Rules Advisory Committee meeting. She reviewed with the group a summary of general and formula rules revisions made including criteria in the rules to favor low income individuals in the expansion of services. She noted that the committee added a definition for “high percentage” and “low income individual” that references Title VI plans. The rules committee also added a definition for “coordination” in order to clarify expectations for how qualified entities and public transportation service providers will work together. She said the committee edited the definition of “local plan” to clarify the types of transportation plans that may meet the definition and lastly, they added definition for “project” to clarify that a project is a grouping of activities for the purpose of a STIF application and subsequent grant agreements.</p>	

	<p>Ms. Friend added that in addition to general and formula rules revisions the committee proposed editing language to allow operation projects to include up to 10% operating reserves as a contingency to build reserves to maintain an operating project, imposing a limit of 5% for administration on projects for these funds, requiring the minimum STIF plan for the receipt of the funds for two-years, and put rules into place that would allow for a third party to manage STIF formula administration with conditions; something COIC has been talking about locally by allowing all three counties to work together and manage funds together.</p> <p>Ms. Friend reported that there is continued discussion regarding low-emission requirements specifically if it should only apply to communities over 200,000, to all busses, or busses over 35 feet in length.</p> <p>Ms. Friend reported that at the next meeting, the committee will be given direction regarding discretionary and inter community funds. Process will be developed by the Oregon Transportation Commission and Public Transit Advisory Committee for review and approval of applications. Ms. Friend said the rules process is working well. Additionally, if anyone had questions regarding the updates, to please let her know.</p> <p>Commissioner DeBone asked if the payroll dollars would be the fund for the statewide transit improvement. Ms. Friend noted that yes; the payroll dollars will be used. She added that with regards to the payroll dollars, ODOT will take a percentage off the top to manage the grants and the Department of Revenue will also take a percentage off the top to stand up the collection process. Moreover, the payroll numbers will have to be computed by Department of Revenue based on total payroll and collection rate before estimates can be provided.</p> <p>Councilor Brick asked if the money from the payroll tax goes back to the areas in which it was collected. Ms. Friend replied that what is collected in a county will go back to that county. She added that there will be an additional percentage taken out of the payroll dollars to assure the smallest counties would receive at least \$100K as a minimum.</p> <p>Commissioner Brummer asked if ones residence would determine the county the money would go back to, or if the money would go back to the county where one is employed. Ms. Friend noted that the Department of Revenue is working on that determination.</p> <p>Mr. Wilson asked if all Oregon counties are involved. Ms. Friend noted that yes, the initiative is statewide and 1/10 of 1% of all payrolls.</p>	
<b>Other Business/</b>	Ms. Friend reported that at the recent leadership summit, technology was discussed, specifically	

<p><b>Announcements</b></p>	<p>how evolving technology and artificial intelligence (AI) and autonomous vehicles will one day soon affect Oregon and how Oregon should be preparing its education system and workforce. Ms. Friend added that she saw an interesting statistic regarding the number of states across the U.S. where truck drivers were the largest occupation. She noted that autonomous vehicles used for the transportation of freight will definitely have an effect on jobs.</p> <p>Ms. Friend informed the Board that East Cascades Workforce Investment Board (ECWIB) is in partnership with Technology Association of Oregon to provide technology internships in Central Oregon. The internship program will start with apprenticeships around software development. She added that businesses who participate would employ an apprentice at 60%, as well as, provide a mentor for a year. At the end of the year, the apprentice could have an opportunity to continue employment. Ms. Friend wanted to inform the Board of the program because in addition to Deschutes, there may be businesses in Crook, and Jefferson county that are in need of software developers. Additionally, there may be individuals in their communities looking for career changes.</p> <p>Ms. Friend introduced Penny Newton, Training Program Manager to inform the Board regarding what COIC will be doing to help with job transitions into technology.</p> <p>Ms. Newton disseminated a community partner toolkit explaining the opportunities for businesses and individuals. Ms. Newton added that anyone is eligible for the program. Interested individuals would need to pass an online assessment divided into three sections: math, logic and critical thinking, and soft skills. Applicants must score 80% to be considered for the apprentice pool. Once in the pool, the applicants are ranked and interviewed in depth based on the number of positions available. If accepted, the applicant would need to commit to 5 months for full-time technical training before being placed with a hiring partner for one year for on-the-job training. She added that each applicant would have a job offer before they start training and are guaranteed the job; the apprenticeship program is up to a year.</p> <p>Council Patrick said he had heard about the program on the radio and is excited about the opportunity for folks wanting to change careers.</p> <p>Councilor Brick inquired about how individuals who qualify for the program are financially supported since they would not have income for the 5-months of training. Ms. Newton reported that the program would benefit those on unemployment or young enough to be living at home and not in need of financial support. She added that ECWIB is looking for grants to assist with the</p>	
-----------------------------	--	--

	<p>project. Ms. Friend added that the interesting piece is the program is not focused on a degree rather on applicants with the best competencies for success in this career.</p> <p>Mr. Wilson inquired about veterans specifically, if they qualify for educational benefits. Ms. Newton reported that the program would qualify for some of the GI bills. Additionally, the veteran rep is involved for veteran participation since veterans would make good candidates due to the vigorous training program.</p> <p>Ms. Newton reported that they would start recruiting sometime in January, interview in February and send the applicants out to interview with employers in March. She added that they have verbal commitment from three employers and are hoping to have up to seven employers to fill 10-12 apprenticeship openings.</p> <p>Ms. Newton added the cost is free to the participant however the cost for the program is approximately \$15K per participant.</p>	
<p><b>Regional Roundtable</b></p>	<p>Councilor Ryan informed the group that new water and sewer rates were passed in Sisters and the public input process went well. Sisters had their first public meeting regarding a transportation system plan; 50 or so residents attended the meeting. A new round-a-bout is proposed on the East side of town to compliment the round-a-bout on the West side of town. He added there is a consultant working on getting a plan to the public; once approved, they will go after funding.</p> <p>Councilor Ryan noted that Mr. Aycock is assisting with the vision planning process for Sisters and the surrounding communities. He added that they hope to get through the visioning process in the next year or so. He noted that three consultants chosen to assist with the process will be interviewed in the coming week.</p> <p>Commissioner DeBone reported that he was also at the Oregon Business Plan Leadership Summit this week. He said that the business advocacy organization meeting he attended last year discussed the need for more revenue. Commissioner DeBone noted that this year, there really wasn't much engagement, or leadership saying we will go back to Salem and fix, or work on anything, despite the fact that both Senators and the Governor of Oregon were in attendance. He added that it was a positive environment but lacked a strong direction.</p> <p>Commissioner DeBone reported that he attended the ribbon cutting for CET's three new low floor busses that are currently in service.</p>	<p><b>Action:</b> A wrap-up report showing the recreation ridership for Lava Butte, Ride the River, Ride Bend, etc. will be shown at the a future Meeting.</p>

	<p>Mr. Wilson asked if there were specific routes for the low floor busses. Ms. Friend added that yes, they would be the busses going to places such as the hospital and OSU cascades; the routes with more wheelchair passenger users.</p> <p>Councilor Briese reported that La Pine has signed with an engineer regarding a wastewater project. She added that the sustainable city program will have a kick off open house in January. She noted that La Pine is the smallest sustainable city the program has worked with.</p> <p>Councilor Patrick reported Redmond is exploring a safety fee to get more police in Redmond. He added the safety fee proposal would likely go on a utility bill. Councilor Patrick said many people are supportive of having more police officers in the community.</p> <p>Councilor Patrick gave an update regarding the Redmond City Hall. He reported they are trying to turn the old city hall into a fitness/recreation center however, the first opinion said the roof was bad and in need of replacement, the second opinion said the roof was fine but the structure was not sound and would need replacement. Councilor Patrick said they are exploring a third opinion. He added the fitness /recreation center would be beneficial to the community as a place to put on plays or community activities like concerts.</p> <p>Councilor Patrick asked about the ridership from the summer programs. Ms. Friend said they would bring a wrap up report showing the recreation ridership for Lava Butte, Ride the River, Ride Bend, etc., at a future meeting.</p>	
<p><b>GED Program Educator of the Year</b></p>	<p>The group was shown a video taken by John Bouchard PhD., Youth Education Manager showing Patrick Jordan receiving and accepting his award for GED Teacher of the year. Ms. Friend noted that they sent Patrick to the convention where he received his award as a presenter and that Patrick did not know he was going to be the recipient of the award.</p>	

There being no further business.

*Adjourned at 6:46 pm by Jay Patrick, Chair*