

**Central Oregon Intergovernmental Council  
Special Board Meeting Minutes**

<b>Date:</b> September 11, 2018	Conference Call	Prepared by: B. Taylor Reviewed by: K. Friend
<p><b>County Commissioners:</b> Wayne Fording, Jefferson County; and Jerry Brummer, Crook County.  <b>City Councilors:</b> Bruce Abernethy, City of Bend; Gail Merritt, City of Prineville; Connie Briese, City of La Pine; Chuck Ryan, City of Sisters, John Chaves, City of Metolius, and Bartt Brick, City of Madras.  <b>Appointed Representatives:</b> Katy Brooks, Deschutes County, and Katie Condit, Deschutes County.  <b>COIC Staff:</b> Karen Friend, Executive Director; Michelle Williams, Fiscal Services Manager, and Jane Foote, Human Resource Manager.</p>		
<b>Agenda</b>	Discussion	Action Item
<b>Call to Order</b>	Chair Fording called the Special COIC Board Meeting to order at 3:04 pm. Introductions from all those in attendance were made.	
<b>Appointment of Executive Director</b>	<p>Chair Fording thanked those in attendance and reminded them the reason for the special Board meeting is to review and approve the employment agreement for the Executive Director and formally appoint the new Executive Director of COIC.</p> <p>Councilor Brick informed the Board that he and Chair Fording, as Chair and Vice-Chair, met with the selected candidate, Ms. Baney the day after the COIC Board meeting to offer her the position and present her with the employment agreement. He noted that the changes to the agreement were mutual and the discussion with the Chair, Vice-Chair and Ms. Baney were amicable. He added that he supports the agreement as written.</p> <p>Councilor Ryan inquired if Ms. Friend was going to stay on at COIC to train the new Executive Director. It was noted that Ms. Friend’s contract was extended until January 31, 2019 however she and Ms. Baney agreed to schedule some time prior to the end of the year. Ms. Friend added that after meeting regularly with Ms. Baney, if she feels additional support may be needed, they will bring a recommendation to the Board. Chair Fording added that Ms. Friend was looking to get a firm retirement date to be able to notify PERS and the employment agreement is at the higher end for compensation but they might be able to get a few hours a month with Ms. Friend after January 31, if needed.</p>	<p><b>Motion:</b> Councilor Ryan made a motion to formally appoint Ms. Tammy Baney as the Executive Director of COIC, Ms. Brooks seconded; the motion carried.</p>

	<p>Ms. Brooks commented that she felt the hiring process was great and she also agreed with the employment agreement as written.</p> <p>Commissioner Brummer thanked the Chair and Vice-Chair for the negotiations. He noted there was a lot of area of responsibility to discuss. Commissioner Brummer added that he felt the organization ended up with a good candidate. Chair Fording agreed with the comments.</p> <p>Councilor Ryan made a motion to formally appoint Ms. Tammy Baney as the Executive Director of COIC, Ms. Brooks seconded; the motion carried.</p>	
<p><b>Approval of Employment Agreement</b></p>	<p>Ms. Friend was asked to give a high-level overview of the Executive Director agreement to the Board. Ms. Friend reported that the COIC Chair and Vice-Chair met with the Executive Director candidate, Tammy Baney to review the employment agreement. She said negotiations agreed upon at the meeting are conditioned upon the Board’s approval.</p> <p>Ms. Friend reviewed the changes to the contract template previously seen by the Board. Notable changes to the employment agreement included:</p> <ul style="list-style-type: none"> <li>• Adding the phrase “employee shall operate as a full-time employee of COIC instead of the original sentence which read “employee shall devote her full time to this position and its responsibilities.</li> <li>• COIC shall recognize her outside commitments with Oregon Transportation Commission, Central Oregon Health Council and Habitat for Humanity Oregon.</li> <li>• Beginning January 1, 2019, Ms. Baney will receive an annual salary of \$120,000 and be eligible for a salary increase of \$5000 each year effective Jan 1, 2020 at the discretion of the Board.</li> <li>• Ms. Baney will receive any Cost of Living Adjustment consistent with other COIC employees.</li> <li>• Recognizing Ms. Baney’s employment with Deschutes County, Ms. Baney will begin her employment with forty (40) hours of accrued vacation, and will accrue 12 hours per month thereafter.</li> </ul> <p>Ms. Friend reported that the severance in termination was also adjusted as instructed by the Board. She added that amendments may be written into the agreement through mutual agreement if deemed necessary.</p>	<p><b>Motion:</b> A motion was made by Commissioner Brummer to approve the Executive Director agreement as presented and authorized Chair Fording to sign the agreement; Councilor Merrit seconded; the motion carried.</p>

	<p>A motion was made by Commissioner Brummer to approve the Executive Director agreement as presented and authorized Chair Fording to sign the agreement; Councilor Merrit seconded; the motion carried.</p> <p>Ms. Friend added that they will begin working on a press release but since the meeting was public, it is now public knowledge and they are free to share the news with others.</p>	
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Meeting adjourned 3:23 pm.