

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: March 7, 2019	City of Redmond Public Works Department 243 E Antler Ave., Redmond, OR	Prepared by: B. Taylor Reviewed by: T. Baney
<p>COIC Board Members: Commissioner Wayne Fording, Jefferson County; Commissioner Patti Adair, Deschutes County, Commissioner Jerry Brummer, Crook County; Councilor Jay Patrick, City of Redmond; Mayor John Chavez, City of Metolius; Councilor Nancy Connolly, City of Sisters; Councilor Bruce Abernethy, City of Bend; Councilor Bartt Brick, City of Madras; Louie Pitt, Confederated Tribes of Warm Springs Director of Governmental Affairs; Tim Deboodt, Appointed Board Member representing Crook County; Katy Brooks, Appointed Board Member representing Deschutes County.</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Scott Aycock, Community and Economic Development (CED) Manager; Janel Ruehl, CED Program Coordinator; John Bouchard, Youth Education Program Manager; Michelle Rhoads, Transportation Manager, and Mike Derrickson, Medical Ride Brokerage Manager.</p> <p>Guest: Steven Ames, Principal NXT Consulting</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brummer called the meeting of the COIC Board of Directors to order at 5:40 pm. Introductions were made by all those in attendance.	
Public Comment	No public comment.	
Consent Agenda	Chair Brummer asked the Board if anyone had any questions or concerns regarding the Consent Agenda. Councilor Patrick moved to approve the consent agenda, Councilor Abernethy seconded; the motion carried.	Motion: Councilor Patrick moved to approve the consent agenda, Councilor Abernethy seconded; the motion carried.
Appointment and Adoption of Budget Officer, Calendar, and Committee	Fiscal Services Manager, Michelle Williams, reminded the Board that it is the responsibility of the Board to appoint a Budget Officer, appoint a citizen member for the budget committee and approve the proposed budget calendar. Ms. Williams disseminated to the Board a resume for Jamie Kendellan, Chief Financial Officer at East Cascades Workforce Investment Board for COIC Budget Committee membership consideration. She reminded the Board that Mike Daly's term expired this year leaving an available seat on the committee. Ms. Williams added that Ms. Kendellan expressed interest in filling the available seat on the Budget Committee, is a CPA, and understands the intricacies of COIC. Ms. Baney reminded the Board the	Motion: A motion was made by Councilor Abernethy to appoint Jamie Kendellan to fill the Budget Committee position. The motion was seconded by Mayor Chavez; the motion carried. Motion: Councilor

	<p>Budget Committee is comprised of the three County Commissioners matched with three Board appointed representatives. A motion was made by Councilor Abernethy to appoint Jamie Kendellan for the Budget Committee position. The motion was seconded by Mayor Chavez; the motion carried.</p> <p>Ms. Williams reported that the Budget Officer has generally been the Fiscal Services Manager. Chair Brummer asked if there was a motion to nominate Ms. Williams as the Budget Officer. Councilor Abernethy asked Ms. Williams if she would be willing to serve; Ms. Williams reported that she would. Councilor Abernethy made a motion to appoint Ms. Williams as the Budget Officer, Commissioner Adair seconded; the motion carried.</p> <p>Ms. Williams informed the Board the Budget Committee timeline was the same timeline used to propose last year’s budget calendar. A suggestion was made to adjust the timeline so preparing the proposed budget would transpire prior to publishing the notice of the budget committee meeting and hearing. A motion was made by Councilor Patrick to accept the budget calendar with the suggested change, mayor Chavez seconded; the motion carried.</p>	<p>Abernethy made a motion to appoint Ms. Williams as the Budget Officer, Commissioner Adair seconded; the motion carried.</p> <p>Motion: A motion was made by Councilor Patrick to accept the budget calendar with the suggested change, mayor Chavez seconded; the motion carried.</p>
<p>Transportation Recreational Program Update</p>	<p>Transportation Manager, Michelle Rhoads showed the Board a power point presentation depicting the transportation response during the recent substantial snow event. She noted that an inclement weather protocol was developed last year. Planning events for the protocol included comprehensive input from drivers, mechanics, facilities, dispatch, etc. Ms. Rhoads said because the protocol was in place when the snow storm occurred, her team was ready and the readiness made all the difference to CETs customers. Ms. Rhoads remarked that CET and Dial-a-Ride buses ran every day despite the substantial snowfall. She noted keeping the buses on the roads was a community wide effort and thanked ODOT and the City of Bend for their assistance in road maintenance. Ms. Rhoads also thanked staff and volunteers in helping shovel, assist passengers, and ensure the public was aware of the routes offered each day. Ms. Rhoads informed the board that free rides were offered last Friday as a thank you to the community who stuck with them during the inclement weather event. Ms. Baney added that Ms. Rhoads and her team have done an incredible job during such a challenging time.</p> <p>Ms. Rhoads updated the board with regards to the recreational transit services for 2018. She noted that there are three recreational services offered, Ride the River, Lava Butte, and Ride Bend. Ride the River service has expected major growth in ridership in the last few years averaging 918 passengers each day from approximately June to September. To reduce parking congestion and to accommodate the increase in ridership, changes were made to the business model by adding an additional stop. Ride the River now picks up floaters at the Bend Park and Ride, Drake Park and Riverbend Park.</p>	

	<p>Ms. Rhoads reported that the Lava Butte partnership has been a long-standing program. Rides provided to the butte help preserve the geographic and recreational wonder, as well as improve access, and customer experiences. She added that there was an 8.3% increase from 2017-2018 and customer responses continue to remain positive. In addition, proceeds contributed by the project help support the monument.</p> <p>A question was asked about the difference between a regular and pilot program. It was noted that a pilot program is a temporary program designed to test a new product or service to determine viability of becoming a regular program.</p> <p>A question was asked if transportation can determine how much of the ridership is from tourists as opposed to locals. Ms. Rhoads answered that the department relies on surveys and feedback from the surveys indicated a relatively even split between locals and tourists. A question was asked about the pickup and drop off locations as well as if the buses only take inner-tubes. It was noted that the ride begins and ends at Bend Park and Float, with stops at Riverbed Park and Drake Park. Tumalo Creek Kayak and Canoe offers rental of river tubes, stand-up paddle boards, kayaks and complimentary life jackets however, CET buses only transports tubes.</p> <p>There were no additional questions from the Board.</p>	
<p>Sisters Country Horizons Vision and Action Plan Adoption</p>	<p>Janel Ruehl, CED Program Coordinator introduced Steven Ames, Principal NXT Consulting to the Board. She reported that she is here with Mr. Ames to talk to the Board about the Sisters Visioning project specifically, review the outcomes of the work and ask COIC to adopt the plan by resolution.</p> <p>Ms. Ruehl reported that the Sisters Visioning project was a partnership project with COIC, the City of Sisters, Deschutes County, Oregon’s Kitchen Table, local partners, supporters and volunteers to create a long term vision of 5-years and beyond. Mr. Ames added that over 2000 people were involved in the process, the most participating through online surveys and community leader interviews. From the meetings and forums, four vision focus area themes were identified; Prosperous Sisters, Livable Sisters, Resilient Sisters and Connected Sisters. An action team, consisting of 31 members from all across Sisters county region with different perspectives, expertise, and interest in the four themes was developed. The action team identified strategies and created strategic action plans. Ms. Ruehl added that the action team worked to select, prioritize, and refine the strategies, as well as create timelines and milestones.</p> <p>Louie Pitt, Confederated Tribes of Warm Springs Director of Governmental Affairs asked if they had</p>	<p>Motion: Councilor Abernethy made a motion for COIC to formally adopt the Sisters Country Horizons Community Vision and Action Plan by approving Resolution #303, Mayor Chavez seconded; the motion carried.</p>

	<p>included members of the underserved in their planning process. Ms. Ruehl noted that through the planning process, attempts were made to include the underserved by having a Spanish speaking planning meeting where meals and daycare was provided, meeting with outlying areas where transportation to Sisters might be a challenge, meeting veterans, as well as meeting at a high school; reaching out to as many constituencies as they could. Mr. Pitt provided a brief history of the land now known as Sisters country. He reminded the group that anytime they can educate people on where the land came from would be appreciated. Councilor Connolly stated that she would like to meet with Mr. Pitt and learn more.</p> <p>Ms. Ruehl discussed with the Board actions in which COIC was implicated as a suggested lead partner as well as actions in which COIC was implicated as a potential supporting partner. Councilor Abernethy asked if COIC had the capacity to tackle the actions in which COIC was implicated as a suggested lead. Ms. Ruehl said with regards to the baseline economic data action, COIC has collected a lot of data already and EDCO also has collected data so it would not be a big lift for the organization. For interested parties meeting action plan, as well as community center task force action plan, Ms. Ruehl said COIC's role will be serving in a neutral facilitating convening role; a role that COIC does often and well. Mr. Aycock said that with regards to undeserved areas action plan, they were implicated because of their previous work completed on a regional scale and because COIC may be aware of some funding opportunities however, because COIC is not the only lead on the project, EDCO has been leading the task with the City of Sisters. Lastly, concerning the community demographic assessment action item, COIC's role is to utilizing existing organizations and available data sources to develop a more accurate assessment of existing community demographics Ms. Ruehl noted that the demographic assessment will take time, but they are relying on existing data and not generating new data. She added that as with all the action plans, COIC is one of many partners taking on the lead.</p> <p>Councilor Patrick asked if COIC will be able to be part of the action plan and all that is involved and still have capacity to do other services those in the community and region rely on CED to provide. Ms. Ruehl stated that the action items COIC/CED were assigned are areas that CED has expertise in and can deliver upon.</p> <p>Katy Brooks, Appointed Board Member representing Deschutes County inquired about the other regions served since it was noted that the Meyer Memorial Trust capacity-building grant to support equitable economic development efforts was granted for four rural communities of Central Oregon. Mr. Rheul replied that the grant for Sisters was ¼ of the Meyer Memorial Trust grant. Other regions served include Madras, Prineville and La Pine. She added that the other projects had a different focus</p>	
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	<p>and were not on the same scale or scope as the project in Sisters.</p> <p>Ms. Ruehl informed the Board that the next step is for partners to adopt and endorse the plan. She added that the plan has been adopted and endorsed by the City of Sisters, as well as Deschutes County. Once adopted and endorsed by partners, a vision implementation team will be created to guide implementation and share progress with the larger community.</p> <p>Mr. Ames reported that in his experience, a vision plan can be an effective tool for tourists or businesses. Mr. Ames passed around a vision plan example from the city of Coeur d'Alene, Idaho. He noted the vision plan from Coeur d'Alene was condensed into a small easy to use publication that could be placed in schools, chamber of commerce, or around town.</p> <p>Ms. Baney noted that the Sisters Vision is an example of how COIC can assist communities and serve as a resource to all to add that extra structure.</p> <p>Chair Brummer asked if there was a motion to formally adopt the Sisters Country Horizons Community Vision and Action Plan and signal their commitment to participate in implementation of the plan. Councilor Abernethy made a motion for COIC to formally adopt the Sisters Country Horizons Community Vision and Action Plan by approving Resolution #303, Mayor Chavez seconded; the motion carried.</p>	
<p>EDA Planning Grant Resolution</p>	<p>Scott Aycock, Community and Economic Development (CED) Manager, disseminated to the Board an overview of the EDA planning grant resolution. He noted that COIC has been receiving a planning grant from the Economic Development Administration (EDA) since 1992 in the amount of \$75K for the last 10 years. Mr. Aycock noted that in order to submit the application for the grant, a resolution is required.</p> <p>Mr. Aycock informed the Board that COIC's economic development services are generally focused on two different types of activities, community assistance and regional planning and project development. Some of the priorities for this year's planning grant application include beginning the required 3-year update of the comprehensive economic development strategy, economic development related natural resource collaborative processes and rural community and economic development services, including project development and grant writing.</p> <p>Councilor Abernethy asked for clarification regarding awarding the grant for projects based on projects COIC is currently doing or past projects. Mr. Aycock said the dollars listed as secured on the resolution have not been expended; funds will not be used until April 1.</p>	<p>Motion: Councilor Abernethy moved to approve EDA planning grant resolution #302, Ms. Brooks seconded; the motion carried.</p>

	<p>Chair Brummer asked if anyone had a motion to approve the EDA planning Grant Resolution #302. Councilor Abernethy moved to approve EDA planning grant resolution #302, Ms. Brooks seconded; the motion carried.</p>	
<p>CERC Medicaid Brokerage Ride Update</p>	<p>Mike Derrickson, Medical Ride Brokerage Manager updated the Board with regards to the Cascades East Ride Center’s (CERC) Medicaid Ride program. Mr. Derrickson noted that CERC provides transportation services for Medicaid clients going to health related appointments, living in Crook, Jefferson and Deschutes County. To provide this service, CERC contracts with 14 external transportation providers as well as Dial-a-Ride services where appropriate. Mr. Derrickson reported that a discovery was made in December resulting in the termination of one of the providers and it has been a challenge to fill that role.</p> <p>Mr. Derrickson reported that a recent Bend Bulletin article noted that Best Care treatment facility reported that CERC was running late and not bringing patients to their appointments. CERC's team discovered this to be a separate issue, of not being able to verify appointments due to a misinterpretation of HIPAA policies, thus delaying the appointments, in addition to severe weather related delays. He added that CERC is evaluating different processes, as well as bringing in other community resources to assist.</p> <p>Ms. Baney informed the Board that terminating the provider was not an easy decision or one taken lightly. The provider supplied roughly 2500 of the 9500 rides per month. She added that CERC is in the process of standing up a new line of ride service called “Friendly Ride” to provide those rides as well as allow the organization a revenue stream. She noted that the way the model works is if we are not the least expensive ride, we do not provide the ride. Ms. Baney said CERC/COIC is in discussion with Pacific Source as well to ensure the organization is contractually compliant.</p> <p>Mr. Derrickson is confident the organization can streamline processes and create a better project in the end.</p> <p>Commissioner Fording commented that it seems no small task to cover rides lost and commended the CERC team for their hard work in a difficult time. Chair Brummer also commended the CERC team during this trying time.</p>	
<p>Executive Director Report</p>	<p>Ms. Baney informed the Board that the Regional Administrators meeting was cancelled due to weather conditions. She added that COIC is currently exploring an organization wide inclement weather policy.</p> <p>Ms. Baney said she is continuing to meet with all of the COIC Board members. Ms. Baney reported that</p>	<p>Motion: Commissioner Fording made a motion to renounce the Treasurer position and approve the</p>

	<p>recently she had a very nice visit with the folks in Metolius. She said she appreciated being able to listen to the resource needs in the community as well as be able to connect people to fulfill some of those needs. Ms. Baney added that the train depot in Metolius is worth the trip.</p> <p>Ms. Baney reported that she offered her staff the option of attendance at Board meetings when their departments are not on the agenda.</p> <p>Ms. Baney informed the Board that she has been reviewing past Branding and Visioning material and would like to get the Branding/Vision team together again to talk about the work previously complete, and where to go in the future. She added that if anyone is interested in being on the Branding/Visioning committee, to please let her know. Ms. Baney informed the Board that in the interim, the organization will be moving ahead with a new website. Ms. Baney passed around to the Board a website proposal memo outlining the project description and deliverables as well as the estimated cost. She said the cost for custom photography could be eliminated as she has a contract who would provide professional photography at no cost.</p> <p>Councilor Abernethy inquired about the ability to add additional content to the website once developed since there may be additional information with the rebranding efforts. Ms. Baney answered that the website will be able to accommodate additional content with relative ease and minimal expense. She added that the organization will be using a temporary logo until a new logo is created; the temporary logo will consist of letters only.</p> <p>Ms. Baney reminded the Board at the last meeting, the Board was asked to approve a Treasurer position and appointed Councilor Brick to fill that role. She noted that when reconciling the job description with the organization's Articles of Incorporation, they discovered an overlap of fiduciary responsibilities between the Treasurer and Fiscal Services Manager. Ms. Baney disseminated a revised job description for a proposed Finance Committee. Councilor Brick added that he worked with the Fiscal Services Manager in crafting the job description and think's the position would be exciting. He added that he is ready to help the Fiscal team present their material to the Board in an actionable and timely manner. Mr. Brick encouraged Board members to reach out to him if they were interested in serving on the Finance Committee with him. Ms. Baney said the "ask" from the Board would be to formally rescind the Treasurer position and adopt the Finance Committee as well as elect Councilor Brick to serve as Chair of the newly adopted Finance Committee.</p> <p>Commissioner Fording made a motion to renounce the Treasurer position and approve the newly</p>	<p>newly formed Finance Committee, Tim Deboodt, appointed Board Member representing Crook County seconded; the motion carried.</p> <p>Commissioner Fording made a motion to nominate Councilor Brick to serve as Chair of the Finance Committee, Mr. Deboodt seconded; the motion carried.</p>
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	<p>formed Finance Committee, Tim Deboodt, appointed Board Member representing Crook County seconded; the motion carried.</p> <p>Commissioner Fording made a motion to nominate Councilor Brick to serve as Chair of the Finance Committee, Mr. Deboodt seconded; the motion carried.</p>	
Regional Round Table	<p>Commissioners, Council members and the Director of Governmental Affairs for Warm Springs reported on the happenings in their respective areas. A common observation was how well their communities came together during the major snow event in the last week.</p>	
Other Business / Announcements	<p>There being no further business or announcements, Chair Brummer adjourned the COIC Board meeting at 7:38 pm</p>	
Adjourn		