

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: April 4, 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 Andrea Blum, 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; Tribal Council Member, Brigette McConville, Confederated Tribes of Warm Springs; Councilor Connie Briese, City of La Pine; Councilor Gail Merritt, City of Prineville; Tim Deboodt, Appointed Board Member representing Crook County, and Katie Condit, and Appointed Board Member representing Deschutes County</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Scott Aycock, Community, Economic Development (CED) Manager; Janel Ruehl, CED Program Coordinator, and Michelle Rhoads, Transportation Manager</p> <p>Guests: Roque Barros, Director, and Yvette Rhodes, Program Associate with Ford Institute for Community Building, and Ryan Brunner with Pratum Co-op.</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brummer called the meeting of the COIC Board of Directors to order at 5:30 pm. Introductions were made by all those in attendance.	
Public Comment	<p>There was no public comment however Ms. Baney asked that COIC take a moment to recognize and honor the recently deceased COIC Board member who reposed the Confederated Tribes of Warm Springs.</p> <p>Ms. Baney welcomed Brigette McConville, Tribal Council Member of the Confederated Tribes of Warm Springs to the COIC Board meeting.</p>	
Consent Agenda	Chair Brummer asked the Board if anyone had any questions or comments regarding the consent agenda. Councilor Abernethy moved to approve the consent agenda, including minutes from the March 7, COIC Board meeting as written, Major Chavez seconded; the motion carried.	Motion: Councilor Abernethy moved to approve the consent agenda, including minutes from the March 7, COIC Board meeting as written, Major Chavez seconded; the motion carried.
COIC Policy A7	Transportation Manager, Michelle Rhoads notified the Board that the reason proposed revisions to COIC's Smoke, Tobacco and Vapor Free Campus policy is being presented to them this evening stemed from concerns listed in a letter received from the Hawthorne Avenue Neighborhood Association.	Motion: Tim Deboodt, Appointed Board Member representing Crook County

Board Approved 5.2.19

	<p>Ms. Rhoads reported that revisions proposed were not intended to diminish the overall purpose and goals of a smoke-free campus, but rather to acknowledge concerns from businesses and neighbors regarding CET staff, clients, and others smoking in their neighborhood. The proposed revisions would designate a smoking area, located at the SE corner on the Hawthorne Campus, in close proximity to the staging area of CET and intercommunity bus services; allowing potential users to remain near their bus. Ms. Rhoads added there is an existing bench in the area and they hope to further enhance the area in the future.</p> <p>Councilor Briese observed that the gesture speaks volumes about the organizations' commitment to minimizing neighbor concerns. Ms. Rhoads added that they have been sending out staff to sweep and clean the area, in addition to reallocating staff to spend more time in the station to provide customer support as additional good neighbor gestures.</p> <p>Ms. Rhoads reported that the cost to install signage, pavement markings, and waste receptacles in the designated space is minimal and could be accommodated within the current operating budget.</p> <p>Councilor Brick suggested changing the word "encourage" back to "ensure." After discussion, the consensus was to keep the word "encourage" since it is a more accurate description of what the organization will actually do.</p> <p>Councilor Briese inquired about the policy change specifically if it were tied to any grant since many policies the organization implements are tied to grants. It was noted that no, the policy is not connected to any grant.</p> <p>Chair Brummer asked the Board if anyone would like to make a motion to accept the revisions to policy HR-A7. Tim Deboodt, Appointed Board Member representing Crook County made a motion to approve the revisions to Policy HR-A7 as presented, Commissioner Adair seconded; the motion carried.</p> <p>Ms. Rhoads informed the Board that she and Ms. Baney have a follow-up meeting with the Hawthorne Neighbor Association later this month.</p>	<p>made a motion to approve the revisions to Policy HR-A7 as presented, Commissioner Adair seconded; the motion carried.</p>
<p>Introduction</p>	<p>Commissioner Fording introduced Ryan Brunner with Pratum Co-op. He noted that Mr. Brunner has been invited to the Board meeting tonight as a potential member who would represent Agriculture and Agribusiness for Jefferson County.</p>	
<p>COIC Rural CED Program Update</p>	<p>Scott Aycock, Community, Economic Development (CED) Manager introduced Roque Barros, Director with Ford Institute for Community Building, to the Board.</p>	

	<p>Mr. Aycock apprised the Board with regards to the rural capacity/rural economic delivery programs. He noted that funding requests for the use of video lottery funds, that would be used to improve capacity to delivery rural capacity services, have been submitted to the three counties. Specifically, the funds would be used to support or create local match and resources which COIC would then use to leverage additional funds to support the programs.</p> <p>Mr. Aycock stated that solicitations were announced for the Rural Community Development Initiative Grant Program which COIC will be applying. He added that the grant program would use local funds to leverage federal funds to deliver services.</p> <p>Mr. Aycock described several ongoing projects CED and COIC are involved with. He informed the board that CED has met with Mayor Chavez and the Metolius City Council to discuss a proposal to deliver community visioning services as well as project development, essentially grant writing, for projects they need. In Madras, Mr. Aycock said they are continuing to monitor the Madras Downtown Association and Partners as they become a 501C3 organization as well as meeting with many downtown small business owners in Madras who have expressed concerns regarding owning the property of their business specifically the uncertainty and problems associated with ownership.</p> <p>In Sisters, they are helping to support the implementation of the Sisters Visioning project by playing a role of a neutral facilitator/convener of the different groups needed to work together to implement all of the visioning projects. In La Pine, they continue to support the La Pine Station / Community Center, as well as look at what may be the next project they could assist. And, in Prineville, Mr. Aycock reported that they continue to support the development of a downtown association in addition to working with a local group on a sustainable recreation trail network on the Ochoco National forest to help ensure manageability.</p>	
<p>Ford Family Foundation Presentation</p>	<p>Mr. Aycock informed the Board that Roque Barros, Director, and Yvette Rhodes, Program Associate with Ford Institute for Community Building have been touring the region meeting familiar community partners, as well as new community partners and communities. Mr. Aycock said that when looking over a Ford Foundation community building approach handout, he was suprised by how similar they were in their approach in terms of values so he reached out to the Ford Foundation to see how they could coordinate strategically to leverage their strengths and be able to do more together.</p> <p>Mr. Barros informed the Board that the Ford Family Foundation’s emphasis is on vital communities with a population of 35K or less in Oregon as well as Northern California. He said they are in a different community nearly every day looking for opportunities to make the communities better. Mr. Barros said they often do not know their role in a community until they learn more about a community however, when</p>	

	<p>they see a community with energy and excitement about moving something forward they look for ways they can assist.</p> <p>Mr. Barros reported that there are many ways the Ford Foundation can assist; they can be a participant by sharing work they have done, they can be a practitioner, a partner, or a funder since they have resources and grants they could provide to a community. Mr. Barros revealed they are currently working in some capacity with nearly 70 communities. He added that they are committed to a community; understanding the help they provide is often times long-term and comprehensive.</p> <p>Councilor Abernethy stated that he sits on the Board for La Pine Parks and Rec and the Ford Family Foundation has done fabulous work for the community. Appointed Board Member representing Deschutes County, Katie Condit also commended the Ford Foundation for their work with Better Together specifically in Crook and Jefferson County.</p> <p>Mr. Aycock reminded the Board that a lot of what CED does is spend time looking for resources and is impressed with the Ford Family Foundation’s relationship building process and the fact that they offer more services than just funding. Mr. Barros added that another service they provide is peer to peer learning and support for rural communities by visiting other rural communities as well as offering action through learning tours where they take people on site visits to three communities; each in a different phase of moving their communities’ vision projects forward.</p> <p>Councilor Patrick asked if the Ford Family Foundation was the organization that offered scholarships. It was noted that they do indeed provide scholarships. Councilor Patrick said that the scholarships they provided last year made a difference to the family that received the scholarship and the family was impressed by the fact that the Ford Foundation didn’t just give a scholarship, they also help the student with the college experience. Mr. Barros replied that they offer around 120 scholarships or so a year and do indeed stay with the student for the four-year term to support the student as much as possible.</p> <p>Councilor Briese inquired if the Ford Family Foundation offered a leadership program in La Pine. Mr. Barros said they were known for their Ford Institute leadership Program, which reached 6,000 community leaders over 13-years in 80 hubs around rural Oregon and Siskiyou County, California. He added that in 2016, the Ford Institute began to transition from leadership development to community development helping leaders they taught create change they want to see in their communities.</p>	
<p>HB 3110 Letter of Support</p>	<p>Ms. Baney reminded the Board that HB3110 legislation was touched upon at the last Board meeting and in between last month’s and tonight’s meeting, they had an opportunity to send a letter of support. Ms.</p>	<p>Motion: Councilor Briese made a motion to</p>

	<p>Baney added that they would not have engaged Chair Brummer to sign a letter on behalf of the COIC Board if the Board were against the legislation or if they had not had a chance to talk about the legislation first.</p> <p>Councilor Abernethy noted that he did not have a concern regarding sending letters, he was confused however with the proposed amendment for HB3110 included in the material. Mr. Aycock said the bill was to provide grant writing for communities of 2500 or less and the amendment in place when the letter was sent was to provide funding directly to districts to provide grant writing functions and deliver those services as needed to rural communities.</p> <p>Mr. Pitt inquired if the tribes were included in the bill. Mr. Aycock said he would look into eligibility of who can receive grant writing services and update the Board once he had clarification.</p> <p>Mr. Aycock said the ask from the Board is to retroactively approve signing the letter. Chair Brummer asked if there was a motion to approve. Councilor Briese made a motion to retroactively approve signing of HB3110 letter of support, Ms. Condit seconded; the motion carried.</p> <p>Ms. Baney reminded the Board that oftentimes signature needs result from timing issues specifically if something is needed between Board meetings, however, they would not ask for support for something if the Board was not aware of the topic, or if the Board had not been supportive of the topic in the past.</p> <p>Councilor Patrick suggested sending out an email to the Board when a signature or support from the Board is needed between meetings so they are aware. Ms. Baney agreed and noted that a goal of hers is to create a legislative priority list outlining what the team would like to support.</p>	<p>retroactively approve signing of HB3110 letter of support, Ms. Condit seconded; the motion carried.</p> <p>Action Item: Mr. Aycock will look into eligibility of who can receive grant writing services and update the Board once he had clarification, specifically with regards to the Confederated Tribes of Warm Springs eligibility.</p>
<p>Rural Business Grant Proposal Resolution</p>	<p>Janel Ruehl, CED Program Coordinator, informed the Board that over a number of occasions they sought clarity with regards to needing a resolution for a rural business grant application however, it wasn't until after the last Board meeting but before tonight's meeting, they were asked for a resolution from the United States Department of Agriculture Rural Development to finance the Central Oregon Wholesale Expansion project. Ms. Ruehl noted that they asked Chair Brummer to sign the resolution since it was similar to ones COIC Board has supported in the past thus, they are asking for retroactive support of signing of Resolution 304 allowing COIC to submit an application for financial assistance.</p> <p>Councilor Patrick made a motion to support retroactively approving Resolution 304 for COIC to submit an application for financial assistance, Tribal Council Member, Brigette McConville seconded; the motion carried.</p>	<p>Motion: Councilor Patrick made a motion to support retroactively approving Resolution 304 for COIC to submit an application for financial assistance, Tribal Council Member, Brigette McConville seconded; the motion carried.</p>
<p>Financial Report</p>	<p>Councilor Brick, Chair of COIC's Finance Committee informed the Board that he had three goals in mind for</p>	

the Finance Committee. The first goal was to make the financial reports easy to digest, capture what is happening and why it matters by breaking down the monthly financial reports to a manageable, and meaningful, one page. Councilor Brick added that the main focus for the page will be to look at results for the operating period compared to prorated budget by business unit because it's more meaningful if one can see numbers by each business unit. Another goal of the Committee would be to assist in the budgeting process by bringing to a COIC Board meeting one or two items they find interesting because major changes in budgets could affect goals and objectives of the organization. The third major goal for the Committee would be to provide support to Ms. Williams and her team by providing another set of eyes to review data and provide additional input. Councilor Brick added that he meets with Fiscal Services Manager, Michelle Williams each Monday.

Ms. Williams informed the Board that the report was summarized to include meaningful highlights instead of all of the details the former reports contained and is part one of a two-part presentation; the next presentation at the May Board meeting will break down business lines specifically how each business line cycle operates.

The general fund budget for 18-19 was reviewed as well as the year to date actual. The prorated budget estimates were reviewed specifically where the organization should be, compared to budget vs. actual year to date. Ms. Williams reviewed shortages with the Board but reported that overall, February was positive. She noted that the reason behind the shortage for the State of Oregon was because most of the State of Oregon grants pertain to Capital purchases for CET, and those purchases have not been made yet. In addition, transportation bills quarterly and since February is between quarters, a true-up will not occur until next month. Ms. Williams added that almost all of the shortages are due to timing issues or revenue sources being reclassified to other grants and the numbers will have a true-up by year's end.

Personnel, wages, and benefits were reviewed. It was noted that the biggest expense was health care benefits in addition to the 2% merit increase for COIC employees approved by the COIC Board. Ms. Williams added that even though the merit was approved, employees don't receive the merit increase until their employment anniversary and only if they meet expectations. These two items are the major contributors to personnel services being so much under budget for the year. Ms. Williams informed the board that this is due to taking a conservative budget approach.

Ms. Williams informed the Board that the line item she watches closely is the contracting line item. She said COIC is paid a fixed amount for providing services for Medicaid rides and COIC pays providers a variable amount for rides they provide. Councilor Brick noted that although not critical at this time, the

Board needs to be aware of this because at some point decisions may need to be made because of the fiscal risk associated with providing this type of service. Ms. Baney reported that fiscally we are fine however, the organization is looking at our reserve levels and may need to revisit or refresh COIC's reserve policy for more confidence. She added that they are also working with our partners Pacific Source for solutions as well. Ms. Williams added that the program and fiscal team is currently working together to generate ideas to mitigate this risk however, if the trend continues, she may have to come to the board with a supplemental budget.

Commissioner Fording inquired about the trend, specifically if the cost grew year over year or fluctuated. Ms. Williams replied that the costs have gone up steadily for the last two years however they are working on plans to hopefully address and mitigate future cost increases.

Mr. Deboodt asked if the funder is aware they may not be funding enough for the program. Ms. Williams said that COIC is in talks with them about our concerns and solutions to mitigate risks. Ms. Baney reported that it is important to note that COIC does receive incentive payments paid on the back end that help offset costs however they don't earn incentive payments until all requirements are met.

Councilor Briese inquired if the payment to Paratransit was part of the overall contracting number. It was noted that all contracting expenses from all departments contribute to the number but the majority comes from the Medicaid Ride Brokerage program through CERC.

Councilor Patrick asked if they could provide a report showing how much money the organization lost to the Medicaid Ride program over the last few years. Ms. Williams noted that the program has not ended in a deficit and a forecast is made each month to see what the year-end may look like. She added that although the program is not projected to be in a deficit by the end of the year, the Board should be aware because structurally it is the highest risk service the organization provides.

Ms. Williams reported that overall the organization is under budget by \$530K in expenses and no program is over budget.

Ms. Williams informed the Board that COIC is a complex entity running many businesses under one roof and at the next meeting, they will be reviewing each business line to better understand cash flow and issues that could cause concern.

Commissioner Fording noted that he liked the new report formatting and said it is helpful to understand at a glance how the organization is doing.

	<p>Ms. Williams informed the Board that another proposed change to the monthly reporting is the Capacity Fund reporting. Ms. Williams added that the Capacity Fund report is important so the Board is aware of how much money is available to allocate out to projects. She said in the past, contributions have been shown by agency, which adds detail to the page so she is proposing rolling up the revenue to one line item for ease of understanding. In addition, the reporting on special loans may also change. She said the current report includes cash flow, income statement and balance sheet all in one report.</p> <p>Councilor Patrick noted that he would be interested in additional detail for the loan report. Ms. Williams said it is important to understand if an IRP loan goes south, what it may do to the organization and the report will outline what the Board should be aware of, if anything. Ms. Baney added that in the future the Board will be having a discussion regarding the loan portfolio due to some upcoming changes to the EDA program; more to come.</p> <p>Ms. Condit thanked Councilor Brick and Ms. Williams for their time and investment to take a 15-page report to one page. She noted that she was grateful for their efforts.</p> <p>Ms. Williams asked the Board to please let her know if they were interested in additional information on a report so she can determine what it would look like and when it would be delivered.</p> <p>Councilor Brick informed the Board that he would welcome anyone interested in joining him on the Finance Committee.</p>	
ODOT Grant Opportunity	<p>Ms. Baney reported that they held a spot on the agenda because of a potential grant opportunity coming to them through ODOT however the opportunity has not presented itself thus the agenda item can be pulled.</p>	
Executive Director Report	<p>Ms. Baney informed the Board that her Executive Director report, included in the Board packet, is not an exhaustive report of the people she has met or events she has attended. Ms. Baney reported that COIC had a meeting with the Superintendent of the Redmond School district to align with and strengthen the current program. She thanked Councilor Patrick for attending the meeting.</p> <p>Ms. Baney said they will be getting the Branding and Visioning Committee together this month and report back at the May meeting. In addition, Statewide Transportation and Improvement Funds will be discussed at the May meeting specifically what projects they hope to have secured.</p> <p>Ms. Baney reported that COIC Youth Education program was awarded an action grant from Facebook in the amount of \$18K to help purchase specialized laptops that integrate with their interactive whiteboards.</p>	

	<p>Ms. Baney said it was great for the kids to tour Facebook and wanted to give kudos to the team as well as kudos to Derek Hoffbauer and Andrea Breault for their work involving the transportation outreach and planning processes.</p> <p>Ms. Baney reported that the STF fund that was omitted from the governor's budget has been put back in the budget; the funding includes \$10M for seniors and disabled.</p>	
Regional Round Table	Commissioners, Council members, appointed Board members and Tribal Council Members reported on happenings in their respective areas and businesses.	
Other Business / Announcements	There being no further business or announcements, Chair Brummer adjourned the COIC Board meeting at 7:28 pm	
Adjourn		