

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: December 5, 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 Bruce Abernethy, City of Bend; Councilor Andy Bryd, City of Culver; Councilor Bartt Brick, City of Madras; Councilor Denise Keeton, City of Metolius; Councilor Gail Merritt, City of Prineville; Councilor Jay Patrick, City of Redmond; Councilor Nancy Connolly, City of Sisters; Councilor Don Greiner, City of La Pine; Louie Pitt, Confederated Tribes of Warm Springs, and Katy Brooks, Appointed Board Member representing Deschutes County</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Scott Aycoc, Community, Economic Development (CED) Manager; Andrea Breault, Senior Transit Planner; Derek Hofbauer, Outreach and Engagement Administrator; Josh Lagalo, WIOA, Youth Education and Training Program Manager; John Bouchard, Ed.D, Youth Education Program Manager; Dana Dunlap Adult Program Manager, and Drew Orr, Fiscal Administrator - Transportation</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brummer called the meeting of the COIC Board of Directors to order at 5:37 pm. Introductions were made by all those in attendance.	
Public Comment	There were no public comments.	
Consent Agenda	Chair Brummer asked the Board if anyone had any questions or comments regarding the consent agenda. He entertained a motion for approval of the consent agenda including minutes from the November 7, COIC Strategic Planning and Board Meeting as written. Councilor Abernethy made a motion to approve the consent agenda, Commissioner Adair seconded; the motion carried.	Motion: Councilor Abernethy made a motion to approve the consent agenda, Commissioner Adair seconded; the motion carried.
CET Recruitment for PRTAC	Derek Hofbauer, COIC Outreach and Engagement Administrator, reminded the Board that COIC’s Regional Public Transportation Advisory Committee (RPTAC) was a committee established by the COIC Board of Directors in 2010 to review, advise, and assist the transportation program regarding public transportation needs, service changes, planning efforts, policies etc., as well as, serve as a forum for planning initiatives.	

	<p>Mr. Hofbauer noted that RPTAC incorporates CET’s Transit Master Plan Project Steering Committee and includes one member from each Qualified Entity’s Statewide Transportation Improvement Fund (STIF) Advisory Committee. He added that the committee has evolved over the past years; however, its primary function is to serve as an advisory group for COIC’s Board of Directors in terms of service changes, new transportation initiatives, and planning CET is doing on behalf of the communities.</p> <p>Mr. Hofbauer reported that they have come to the point where some RPTAC member’s terms are expiring and they are looking to fill those positions through a recruitment process that is anticipated to begin in January. He added that although the bylaws note a minimum of 13 members, there is not a maximum amount of members that could serve on the committee. He conveyed that they are looking to enhance regional membership by incorporating the four STIF Committee members from each Qualified Entity.</p> <p>Mr. Hofbauer informed the Board that he is in the process of forming a scoring committee to review the applications vetted by the CET team and then make recommendations to the COIC Board for possible RPTAC appointments. He added that the review process could be completed online without the need for an in-person meeting.</p> <p>A question was asked if the committee would replace or consolidate any of the STIF or STF committees. It was noted that this is a separate committee from STIF and STF, serves the COIC Board, and would not necessarily replace or be consolidated into the other four separate STIF or STF committees. Mr. Hofbauer added that it is the goal of RPTAC to be more visible and having Board members serve on the scoring committee could be a good start.</p> <p>Commissioner Fording added that it is important to have good representation from the community to meet the many needs of the community specifically elderly, people with disabilities, etc.</p> <p>Confederated Tribes of Warm Springs member, Louie Pitt noted that he is always championing for diversity and inclusion and would encourage representation from Warm Springs. He added that transportation may be an issue for many in Warm Springs and may hinder participation on committees. Mr. Hofbauer added that the committee intends to meet at different locations around the region to encourage attendance.</p> <p>After discussion, Councilor Patrick noted that he would serve on the scoring committee. Councilor Abernethy added that if needed, he would also serve on the committee.</p>	
<p>Summer Recreation</p>	<p>Ms. Baney informed the Board that the Summer Recreation Services year-end report will be pulled from the agenda and brought back at a later date. She added that the financial piece is still under review.</p>	

Services Year-End Report		
Harassment, Discrimination and Retaliation Policy	<p>Michelle Williams, Fiscal Services Manager, informed the Board that COIC updated their Discrimination, Harassment and Retaliation policy per State ORS, and general liability insurance requirements. She reported that the organization had versions of all three policies, however, the new requirement was to compile them into one policy.</p> <p>A question was asked if the scope of the policy is within COIC. Ms. Williams noted that in addition to employees, the policy will pertain to other agencies, contractors, and the Board. She said the policy, once approved, will be something that COIC makes public.</p> <p>Commissioner Adair made a motion to approve the Harassment, Discrimination and Retaliation policy as written, Councilor Patrick seconded; the motion carried.</p>	<p>Motion: Commissioner Adair made a motion to approve the Harassment, Discrimination and Retaliation policy as written, Councilor Patrick seconded; the motion carried.</p>
Financial Reports	<p>Ms. Williams, Fiscal Services Manager, reviewed with the Board the end of year financial statement. She reported that the audit is in the final stages of review and will be presented to the Board at the next Board meeting.</p> <p>Ms. Williams apprised the Board that Employment and Training ended up with a \$6400 surplus from interest income, CED had a \$7800 surplus primarily from interest from loans, and CERC had a profit of \$27K from the PacificSource Per Member / Per Month contract. Ms. Williams reported that CET had a \$220K deficit. She reminded the Board that the issue was discussed when the supplemental budget was approved back in June and the Board allowed COIC to use money from the operating contingency to help cover the deficit.</p> <p>Ms. Williams reviewed the line item for “other administrative.” She noted that COIC charges our Federal and State grants a 10% de minimis; anything the organization receives extra is put into the bank and accounted for under other administrative. COIC had a \$2700 surplus. Ms. Williams noted that the money is used to cover costs that would not be covered under a grant for example software upgrades.</p> <p>Ms. Williams said the Facilities Reserve fund is rent COIC charges ourselves for buildings we own. She noted the \$55K surplus will be kept in a fund to pay back the City of Bend for property notes as well as make long term debt payments. She reported that all together our net loss was \$121,133.</p> <p>A question was asked if the organization has had to use the contingency funds in the past. Councilor Brick replied that there are resources in place so the Board should not see something like this again. Ms. Williams said the budget adopted in June is not reflective of where the organization stands today specifically with regards to the</p>	<p>Motion: Councilor Patrick made a motion to approve the year-end, quarterly, and October financials, Councilor Abernethy seconded; the motion carried.</p>

	<p>CERC, Loans, and Youth department. Councilor Brick added that the budget was built off assumptions but a new budget is being created. He noted using 8% of the contingency fund should be a one-time event.</p> <p>A question was asked if the use of the contingency fund affected the cash flow. It was noted that using the reserve takes away the cash flow however, the team is operating in a lean manner to help cut costs. Councilor Brick added that using 8% of the contingency fund balance to ensure people were taken care of and needs met was worth the one-time event.</p> <p>Ms. Williams reviewed with the Board the September and October financial statements. She noted that September is a quarter end financial statement. Ms. Williams reminded the Board that a few programs bill quarterly and if there is a surplus for programs such as CED and Employment and Training, that money is deferred to the next year if not used. Ms. Williams noted that OBDC granted COIC \$100K in cash to help support the loan program going forward with whatever the Board decides to do with the program. The timing of payments was also reviewed specifically for the Transportation department. Ms. Williams added they are watching the CERC program incentive from PacificSource closely so the organization breaks even on the contract. Ms. Baney added that going forward, there is a new negotiated rate for the PacificSource contract that will assist the organization with the contract. She said the numbers will be reflected in the November financials.</p> <p>Ms. Williams added that overall, even though the organization is down in total revenue compared to the prorated budget, not all revenue streams come in in equal installments and the Board should see the numbers change as time goes on.</p> <p>Ms. Williams informed the Board that there is \$57K of Board dues funds that can be used for projects throughout the year.</p> <p>Being no further discussion, Chair Brummer entertained a motion to approve the year-end, quarterly, and October financials. Councilor Patrick made a motion to approve the year-end, quarterly, and October financials, Councilor Abernethy seconded; the motion carried.</p> <p>Councilor Brick commended Ms. Williams on her work during this trying time for the organization. He added she is doing a superb job.</p>	
<p>Discretionary Transit Funding Opportunity</p>	<p>Drew Orr, Fiscal Administrator for Transportation/CET, introduced himself to the Board. He reported that there was a recent discretionary funding opportunity for the July 20-June 22 biennium. He added that the last two biennium's, COIC was successful in securing a total of \$2M in discretionary grant funds that were used for the purchase of 18 replacement buses, security services, stop amenities, and various other pieces of necessary</p>	<p>Motion: Councilor Connolly moved to approve the grant application for the</p>

	<p>equipment needed to support public transit. Mr. Orr reviewed with the Board a summary of the Transportation projects staff proposed for COIC to apply for the upcoming grant cycle. Included in the request was to replace radios in the Bend busses to make them more interoperable with 911, increasing security service operations at Hawthorne station, replacing computer servers and transit asset management software, and adding vehicle lift equipment for preventive maintenance for buses. He added that the biggest part of the funds would be to replace demand response buses (dial-a-ride).</p> <p>Mr. Orr conveyed the total grant funds to be applied was slightly over \$1M, and the local match required was \$356K. Mr. Orr reviewed with the Board sources of the local match. He added the grant application must be submitted on or before February 3, and wanted to ask the Board for their approval to go forth with the application.</p> <p>A question was asked if the new buses that would be purchased would have advantages over the current buses, for example, will they be hybrid or electric? Mr. Orr replied that the specifics have not been determined for the new buses. Ms. Baney added that if granted the funds, they will look for buses that are more nimble and economize the fleet depending on the population we are serving as well as consideration of future needs.</p> <p>A question was asked if the buses being replaced would have to be buses or if they could be smaller vehicles such as mini-vans. Mr. Orr replied that vehicles would be chosen depending on needs.</p> <p>A question was asked if there were a consideration for electric buses. It was noted that COIC applied for a grant for electronic buses for the fixed routes in Bend but were not selected. Ms. Baney added that currently we do not have the infrastructure to support electronic buses but we are keeping options open for opportunities to be competitive.</p> <p>A concern was raised about bus replacement not being articulated before applying for the Grant. Mr. Orr stated that if rewarded the grant, ODOT gives the recipient the prerogative to decide what kind of buses they will purchase; it would not necessarily be a replacement of current buses.</p> <p>A question was asked about the cost of security for Hawthorne. Mr. Orr advised the cost is for personnel, not cameras and the match would make the total cost around \$360K.</p> <p>Chair Brummer asked for a motion to approve the Discretionary Transit Funding Opportunity. Councilor Connolly moved to approve the grant application for the discretionary transit funding opportunity, Appointed member, Katie Condit seconded; the motion carried.</p>	<p>discretionary transit funding opportunity, Appointed member, Katie Condit seconded; the motion carried.</p>
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<p>Mobility for All Pilot Program Grant Request</p>	<p>Fiscal Services Manager, Michelle Williams, informed the Board that COIC is seeking to apply to a Mobility for all pilot program grant for the fiscal year 2020 Competitive funding opportunity. She noted the purpose of the funding opportunity is to seek to improve mobility options through employing innovative coordination of transportation strategies and building partnerships to enhance mobility and access to vital community services for older adults, individuals with disabilities, and those with low income. The program would enable comprehensive nonemergency medical transportation and other transportation to connect people to everyday destinations such as grocery stores, jobs, education, and health services.</p> <p>Ms. Williams reported that they would be applying for approximately \$100K of the \$3.5M award amount. She advised the money would be used to purchase vehicles, software, and maybe even a consultant to assist in determining gaps in services and how to fill those gaps. Ms. Baney added that a number of community partners including St. Charles, Summit Medical, and OSU Cascades have expressed interest in partnering with COIC for the pilot program.</p> <p>Councilor Brick replied that the opportunity would allow elderly individuals to get to doctor appointments without having to navigate the transit system or use dial-a-ride services. He added that COIC understands Medical transit and communities, and would be just the organization to help.</p> <p>Ms. Baney added that there may be an opportunity in serving veterans or hiring veterans, and training them to serve in communities as well; many layers of positive aspects to bring back to the communities.</p> <p>Councilor Greiner noted there are a many people in outlying areas that would benefit from this type of program since they are outside of the dial-a-ride service areas.</p> <p>Ms. Williams reported that she is seeking a motion for general consensus for COIC to write and submit an application. Ms. Baney conveyed that since the proposal has not been written, if the organization is rewarded the grant, and the Board did not agree with the proposal, they have an opportunity to decline the awarded amount. After discussion, councilor Patrick made a motion to approve the application for the Mobility for All pilot Program Grant, Councilor Abernethy seconded; the motion carried.</p>	<p>Motion: councilor Patrick made a motion to approve the application for the Mobility for All pilot Program Grant, Councilor Abernethy seconded; the motion carried.</p>
<p>Mission, Vision, Values</p>	<p>Ms. Baney reviewed with the Board what had been achieved thus far as a result of the Strategic Planning session. She noted COIC's Mission, Vision, and Values will be the foundation for all activities in the organization and direct behaviors of all people in the organization.</p>	

	<p>Ms. Baney added that members of the Board and management of COIC spent time discussing, rewriting and revising the proposed Mission, Vision and Value statement to more accurately reflect what we do and why we do it.</p> <p>The proposed Mission statements were shown to the group. After discussion, the Board unanimously agreed with the option that read “COIC supports the region as a trusted leader and partner, helping communities identify and address their unique and common needs through collaboration, shared service delivery, technical assistance, information sharing and resource development.”</p> <p>Notes from the Vision discussion were shared with the Board as well as the proposed Vision statement that read “To meet the needs of our communities by identifying assets, securing state and federal resources, and nurturing collaboration to help manage change, instill resilience and enhance quality of life.” After discussion, the Board agreed more work was needed regarding the Vision statement. The definition of a Vision statement was also discussed.</p> <p>The Board was informed that feedback was taken into consideration when coming up with Values for the Organization. The proposed Values of the organization were read to the Board. The Board agreed with the proposed Values but thought there could be more, or the current ones proposed could be worded differently. After discussion, Ms. Baney reported that she would get a sub-committee of the Board together again with members of COIC staff to review the proposed Vision and Values, adjust the language and come up with more options. She asked those in attendance if they would be interested in sitting on the sub-committee to please let her know.</p>	
<p>Executive Director Report</p>	<p>Ms. Baney informed the Board that the CERC Medicare Ride Brokerage contract with PacificSource has been extended to March 31, 2020, because the original company PacificSource was contracting with is dissolving as an organization. PacificSource will now be contracting with LogistiCare, a national company that operates in many regions. Ms. Baney reported that COIC is in negotiations with PacificSource for the extended contract to determine services. She added that rates were capped in the new contract and the current network of providers would not change.</p> <p>Ms. Baney reminded the Board that 11 individuals work in the CERC Medicare Ride Brokerage department. They are continuing to identify incentives for the employees to continue to provide service for the extra three months. At such time, COIC will work with the employees to transition them in meaningful ways</p>	

	<p>Ms. Baney updated the Board with regards to a recent article concerning the Hawthorne Station and the Hawthorne Neighborhood Association. She said COIC is working with the City of Bend and property owners to lessen the impact of the congestion caused by bus staging.</p> <p>Ms. Baney reported that COIC has hired a consultant to support the DEI assessment of the organization. She said she is looking for a Board member or two to join the DEI assessment committee to help guide the DEI work. Ms. Baney added that the DEI work will start in January with an internal survey, one-on-ones, and focus groups. The Board will be presented with the results to understand the baseline level of education and awareness.</p> <p>Ms. Baney informed the Board that recruitment will begin for the Transportation Manager position and HR Manager position at the beginning of the year. She said currently, COIC is working with Barrett Business Services Inc. (BBSI) for assistance in the interim. Ms. Baney added that a ¾ time legal service position will also be posted to help the organization be more responsive by reviewing contracts and agreements. Also, two additional teaching positions may be posted as well as part of the Oregon Youth Challenge contract.</p> <p>Ms. Baney asked the group if they would be available for a January meeting. She noted that in the past, the Board did not have appointments filled until January but since the terms are now two-years and a Board is in place, a meeting could commence. After discussion, the Board agreed to meet in February.</p>	
Regional Round Table	Some of those in attendance reported on events, activities, concerns and opportunities in their respective areas.	
Other Business Announcements	No other business and announcements were made.	
Adjourn	Chair Brummer adjourned the meeting of the COIC Board of Directors at 7:30 pm	