

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: February 6, 2020	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 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; Brigette McConville, Confederated Tribes of Warm Springs, Katy Brooks, Appointed Board Member representing Deschutes County; Katie Condit, Appointed Board Member representing Deschutes County; Tim DeBoodt, Appointed Board Member representing Crook County, and Thomas O’Shea, 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; Dana Dunlap Adult WorkSource Program Manager, and Dustin Molieri, IT Manager.</p> <p>Guest: Stuart Katter, CPA</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brummer called the meeting of the COIC Board of Directors to order at 5:36 pm. Introductions were made by all those in attendance.	
Election of 2020 COIC Officers	<p>Ms. Baney reported that the Executive Committee had a brief discussion regarding the length of term for officer appointments. She asked the Board if they thought it would be beneficial to have elected officers remain in their positions for their two-year term for consistency and continuity. Ms. Baney reported it is her goal to have the articles of incorporation and bylaws restructured to be more in-sync and better guide the organization. She noted they would be adding the restructure of the articles and bylaws to the Strategic Plan elements if the Board supports the idea.</p> <p>After discussion, the Board agreed that a two-year term for officers would benefit the organization. Councilor Patrick made a motion to re-elect Commissioner Brummer as Chair, and Councilor Abernethy as Vice-Chair of the COIC Board of Directors if both were willing to continue to serve. Commissioner Brummer and Councilor Abernethy noted they were willing to continue to serve. Commissioner Adair seconded the motion; the motion carried.</p>	Action: Councilor Patrick made a motion to re-elect Commissioner Brummer as Chair, and Councilor Abernethy as Vice-Chair of the COIC Board of Directors, Commissioner Adair seconded; the motion carried.
Public Comment	There were no public comments.	

Ms. Baney reported that she invited Dana Dunlap, COIC's Adult WorkSource Program Manager to share a success story with the Board. She asked the Board to please let her know after the presentation if they thought it would be a good idea to start each meeting with a story of success as a way to connect the Board with the work of COIC.

Ms. Dunlap informed the Board that prior to being the Manager of the Adult WorkSource Program, she was an Employment Counselor. She noted that the individual whose story she wanted to share this evening came to WorkSource with many barriers including homelessness, receiving food stamps, no driver's license and having been incarcerated; this individual had also been out of work for some time. Ms. Dunlap provided career coaching and goal setting towards employment and self-sufficiency. This customer accomplished several short-term goals in working with the folks at WorkSource that included, learning computer skills, and attending classes to further his job searching skills such as, learning to write a resume and learning how to apply and interview for jobs. Ms. Dunlap connected him with a local employer who utilized the OJT Program (On-the-Job Program). The OJT Program incentivizes employers to hire individuals who do not have the technical skills and/or experience for the position; the program pays up to 50% of the training wages. The individual successfully completed the 3 month training period, gaining the respect of his coworkers and employer. Unfortunately, a short time after the OJT had ended, that employer was forced to reduce staffing and our customer was laid off. Again, Ms. Dunlap and the WorkSource Business Team collectively, worked with employers to help him obtain employment. This individual remained determined to find employment and worked closely with Ms. Dunlap's team as he continued to apply for a variety of positions. A couple of months later, another OJT opportunity was created with the collaboration of a WorkSource Business Team member and Ms. Dunlap. Again, this individual entered a probationary training period and successfully completed the OJT. He is now a full-time permanent employee, earning a livable wage, has secured housing, obtained his driver's license and no longer receives food stamps. Ms. Dunlap noted that his OJT evaluations state that he is excelling in his new position as a maintenance/repair technician and delivery driver for a local equipment rental company. She said the success story took just over a year to complete and the client (job seeker) expressed his gratitude and appreciation for not only the OJT funding but also for the added encouragement and support.

Chair Brummer asked the Board if they would be interested in continuing to hear success stories before meetings. After a brief discussion, the Board agreed that hearing success stories would be a great way to start meetings.

Ms. Baney thanked Ms. Dunlap and introduced COIC's IT Manager, Dustin Moliari who was in attendance. She said Mr. Moliari and Mr. Rice are the only two in the organization's IT department and keep the busses and offices going.

<p>Consent Agenda</p>	<p>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 December 5, 2019 Board Meeting as written. Ms. Baney said she would like to recognize, under item C on the agenda, our Youth Employment Councilor, Jeff Warren. She noted Mr. Warren recently received a Workforce Champion Award from EC Works for going above and beyond normal job duties in working with Workforce Innovation and Opportunity Act funds.</p> <p>Councilor Abernethy made a motion to approve the consent agenda including minutes from the December 5, 2019 meeting as written, Commissioner Adair seconded; the motion carried.</p>	<p>Motion: Councilor Abernethy made a motion to approve the consent agenda including minutes from the December 5, 2019 meeting as written, Commissioner Adair seconded; the motion carried.</p>
<p>Presentation of FY 2018-2019 Audit</p>	<p>Michelle Williams, Fiscal Services Manager and Stuart Katter, CPA, LLC, were introduced to the Board. Mr. Katter reported that financial statements for COIC’s year ending June 2019, have been audited in accordance with auditing standards generally accepted in the US and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the US. He added nothing came to their attention to have any cause to believe COIC was not in substantial compliance with provisions of laws, regulations, contracts, and grants.</p> <p>The balance sheet was reviewed. Mr. Katter informed the Board that the organization had \$20.6M in assets and around \$8M in liabilities; further breaking it down by capital assets and restricted monies for loan programs, the total net unrestricted equity totaled \$467,949. Mr. Katter discussed the complexity of the PERS (Pension liability) and noted that he added back in the PERS obligation of \$3.3M because the liability was not actionable data and did not influence what we do or not do; giving the organization \$12.5M in total net position.</p> <p>The income statement was reviewed. Mr. Katter said major activities such as employment and training, economic development and transportation totaled a loss of \$1.9M. When the PERS adjustment was added back in along with depreciation on the buildings and equipment COIC owns, the organization had a net profit of about \$64K. He added the company could break even each year, or be close to breaking even each year, and do just fine, and in his opinion, the organization is doing great.</p> <p>Councilor Brick asked Mr. Katter if the financial statements accurately and fairly reflect the actual financial position. Mr. Katter said yes they do, no adjustments or minimal adjustments were made.</p> <p>Councilor Brick asked if Mr. Katter found any procedures or processes that would increase the risk to the organization. Mr. Katter replied that by having separate reviews, he feels we have good internal controls in place</p>	

	<p>to detect irregularities. He said as an auditor, he is comfortable with internal controls and if he ever discovered any irregularities, he would report directly to the Board in executive session.</p> <p>Councilor Brick said he and Ms. Williams meet weekly and there has never been a financial question she didn't answer or was not willing to answer. The Board's consensus was to accept the audit results as presented by Mr. Katter and Ms. Williams. Mr. Katter was thanked for his honesty and thoroughness.</p>	
<p>Budget Manager, Committee and Budget Calendar</p>	<p>Ms. Williams reminded the Board that it is the responsibility of the Board to appoint a Budget Officer, adopt the budget committee and approve the proposed budget calendar. She noted that even though the consent agenda had been approved, she wanted to talk briefly about the December financials since the financials were quarter-end.</p> <p>Ms. Williams reviewed the proposed budget calendar and committee members with the Board. She said her goal is to have the draft of the budget out to the Board and Budget Committee by April 30, giving the group over a month to review the information and ask questions prior to the Budget Committee meeting in May, and ready to propose to the COIC Board on June 4. She added that the supplemental budget for 19-20 will also be presented in April with the hope to approve the supplemental budget at the May meeting.</p> <p>Chair Brummer asked the Board for a motion to appoint the Budget Officer and Budget Committee, and approve the Budget Calendar. Councilor Greiner made a motion to appoint Ms. Williams as the Budget Officer, appoint the Budget Committee members, and adopt the proposed budget calendar. Appointed Board Member representing Deschutes County; Tim DeBoodt seconded the motion; the motion carried.</p> <p>The December Board financials were reviewed. Ms. Williams reported that \$200K was deferred from the Youth program from 18-19 to 19-20. Year to date, the program has used \$122K of the revenue to support their program. Ms. Williams noted several reasons for the use of the deferred revenue including the hiring of teachers instead of using long-term substitutes and except for La Pine, enrollment of the youth program is down. Ms. Baney reminded the Board that they agreed to invest in the Redmond program which is close to breaking even; the change being seen is with the Bend La Pine school district. She said with measure 98 funding incentives for students to stay on their own campuses, the school districts are exploring new ways of teaching including offering on-line classes, and flexible hours; the very model COIC has been providing for the last 20 years. Ms. Baney added that COIC has been exploring ways to diversify.</p> <p>Ms. Baney informed the Board that they met with leaders of the Bend La Pine school district to talk about options and what gaps remain. The number one gap identified was alternative education options for middle school students. COIC will be exploring ways to provide services to middle school grades to meet the needs of</p>	<p>Motion: Councilor Greiner made a motion to appoint Ms. Williams as the Budget Officer, appoint the Budget Committee members, and adopt the proposed budget calendar. Appointed Board Member representing Deschutes County; Tim DeBoodt seconded the motion; the motion carried.</p>

	<p>the students and achieve the same success. Ms. Baney said we will be coming up with a pilot program for Bend La Pine and also exploring opportunities to augment school districts where other gaps are identified.</p> <p>Councilor Connolly agreed the alternate education pilot for middle school children would be a much-needed game-changer. Ms. Baney said the gap is in line with the Board’s mission specifically being nimble and filling in gaps.</p> <p>Ms. Williams reported that there is a surplus of \$140K in transportation due to the timing of payments received. She said as they go through the year, that surplus will be eaten up. Ms. Williams noted that they are monitoring the program closely and have implemented many cost-saving measures. She added that they have not hired for a Transportation Director position although they hope to have one hired soon.</p> <p>Ms. Williams informed the Board that there is a \$232K deficit in CERC however they are waiting to hear about the \$375K incentive in which COIC has met all metrics for eligibility to receive. Ms. Williams added that with the extension of the contract they have capped the cost of the providers, negotiated the per-member/per-month payments and reduced the risk, however, with fixed revenue and variable expenses, risk remains. Ms. Williams said if there is a profit at the end of the contract, they would reinvest the money in the transportation department to grow other business lines that would continue to build the system and meet needs.</p> <p>Councilor Brick added that considering all of the obstacles for the CERC program, to end up where we are at the end of this contract is a remarkable achievement. He commended Ms. Williams for minimizing the risk to the organization.</p>	
<p>Strategic Plan Elements</p>	<p>Ms. Baney informed the Board that she and Scott Aycock, Community and Economic Development Manager have been working on key strategies for the organization to propose to the Board. She said they are bringing the strategies to the Board for review and to determine if anything is missing. Ms. Baney said if the Board agrees on the key strategies, the next step would be to add timelines to the deliverables. Ms. Baney asked if they should add exploring by-laws and structure of the organization as something the Board would like to see accomplished in the next three years. The Board agreed exploring the by-laws would be a good idea.</p> <p>Mr. Aycock reported that many of the strategic planning components are carryovers from the last Strategic Plan with different actions added. He noted technical assistance, and organizational development was added to the list since they are becoming a growing part of what COIC offers. Ms. Baney added that the Strategic Plan, when finalized, will be the roadmap for the organization for the next 3-years and what will be shared with partners around the region. Ms. Baney said she is not sure why there has not been an annual report since 2016, but</p>	

	<p>thinks having an Annual Report produced yearly would help with funders by sharing stories and showing the fiscal health of the organization.</p> <p>A suggestion was made to make the wording more like a call to action. An additional suggestion was made to add a key for the acronyms.</p> <p>Ms. Baney said they would be taking the plan to Managers to review objectives, review team resources required, and come up with timelines before bringing it back to the Board.</p>	
<p>Vision and Values Proposals</p>	<p>Ms. Baney reported that the Board had a few members interested in guiding the Mission, Vision and Values discussion. She said the group met again and when working through the Mission statement there was a brief discussion and recommendation from the group to add “capacity building” to the Mission statement.</p> <p>Ms. Baney informed the Board that a fair amount of discussion occurred with regards to the Vision statement specifically, articulating what we are trying to state with a Vision Statement. Five options were proposed for the Board’s consideration. Ms. Baney asked the Board if they thought the options were close to what they would like to have as a Vision Statement, a proposal they do not like, a few they want to combine, or one they would like to adopt.</p> <p>The Board generally felt number proposals 5 and 1 were the closest to a Vision statement thus far. Feedback was as follows:</p> <ul style="list-style-type: none"> • The proposed vision statement option 5 is too similar to the mission statement, too many duplicates • It isn’t clear if it is what we are doing now or what we want to do in the future • Is it clear in outlining where we want to be and how we are achieving success Add “Trusted” in front of “catalyst” • Add the opening of proposal 1 “COIC is a valued resource for Central Oregon and is the • Close with proposal 1 after technical assistance, add “to ensure Central Oregon is healthy, resilient.... <p>Ms. Baney noted she would edit the vision statement taking into consideration the feedback, and send out the changes to the Committee members for further review. She added that an updated Vision statement will be brought to the Board at the next meeting.</p> <p>Ms. Baney reported that the Committee spent some time on the Values for the organization. The Values were reviewed with the Board. Feedback was as follows:</p> <ul style="list-style-type: none"> • Missing something like “effective” • Would like to see Effective as a sixth value 	

	<ul style="list-style-type: none"> • Like to see the word “compliant” • Add “successful” or “results-driven” under “effective” <p>A suggestion was made to have just one proposal for review rather than options. An additional suggestion was made to have the Board select which word in the proposed Values resonates with them the most to determine which words should be headings, and which words should be under headings. Ms. Baney said they would take another run at the Values and bring back to the Board. Ms. Baney thanked the Board members who were part of the Committee and added that Values are important because it is how we show up in a community specifically, how we lead and represent.</p>	
<p>Capacity Fund Quarterly Update</p>	<p>Mr. Aycock reminded the Board that in the past, he would come to the Board requesting small amounts of jurisdictional funds for individual projects. He said the model was changed this year to allow \$40K of jurisdictional dues to be used for projects CED pre-identified for the year. Mr. Aycock presented his report from July through December. He said the highlights include successfully using the dues to leverage grant fund money to the tune of \$223K additional dollars. He said he cannot overstate how significant the jurisdictional funds are to leveraging grants and contracts. Mr. Aycock noted that most of the leverage funds are in the Housing for All programs and Rural Community Building programs. He conveyed that COIC does not leverage additional funds for the Regional Administrator’s Meetings, however this is the source for significant projects including the Regional Services Training and Coordination Center, the Deschutes Basin Water Collaborative, etc. Mr. Aycock added that the dues also help with the COIC Strategic Planning process.</p> <p>Mr. Aycock informed the Board that the rural community-building programs are rewarding work for his team and valued by our partners. He noted the work has generated many additional requests that they are building their agenda for next year’s scope of work. He also noted that the Crook and Jefferson county lottery fund dollars were extraordinarily value local match that helped leverage outside funds for rural communities.</p> <p>Councilor Patrick inquired if County and City projects were reviewed with the various Counties and City leadership specifically so they are aware of projects or proposed projects before budget planning begins. Mr. Aycock replied they have plans to go around to Council and Commission meetings and will be presenting the information at the next Regional Administrators meeting in March. Mr. Aycock informed the Board that he would bring a follow-up report to the Board at the end of the year.</p>	
<p>Endorsement for the Oregon Regional Housing</p>	<p>Mr. Aycock reported that he and Ms. Baney have met with partners involved with the Housing for All housing consortium, including Housing Works, NeighborImpact, COAR, Central Oregon LandWatch, and others who have indicated a need for more regular engagement with decision-makers since the wide range of housing concerns affect people in education, law enforcement, local government, etc. In addition, Oregon Housing and Community Services wants to see more evidence of regional coordination. Due to the desire to integrate all the</p>	<p>Motion: Councilor Abernethy made a motion authorize Ms. Baney and Commissioner</p>

<p>Councils Pilot Proposal</p>	<p>needs, blend interests and perspectives, and coordinate approaches, the Regional Housing Model pilot proposal was created.</p> <p>Mr. Aycock asked the Board to think of the Regional Housing Council (RHC) model as a similar model to the Area Commission for Transportation, with a focus on housing. He added that the RHC would be an evolution of Housing For All and will help address additional needs by being the nexus between the top-down and bottom-up for our region and Salem. It would be a means for communities to pool their needs and priorities articulate them as a region; provide an opportunity to share experiences and best practices; provide a venue for broad regional elected official engagement, and a means to provide services to smaller communities.</p> <p>Mr. Aycock said the goal is to have the state officially bless and recognize this tool as a means for regional feedback. Mr. Aycock informed the Board he wanted to bring the proposal to COIC to get additional edits, comments, and concerns before going to the Housing for All partners to ask for their endorsements.</p> <p>Katy Brooks, Appointed Board Member representing Deschutes County, inquired about the feedback from the local jurisdictions. Mr. Aycock said that, in addition to reviews with all H4A members, he has also met in person with City of Bend staff, and incorporated changes from that meeting. In addition, he has asked for feedback from HousingWorks and NeighborImpact, and is planning several more.</p> <p>Ms. Brooks added that she likes the power of the collective but inquired if they have enough resources. Mr. Aycock said they do not currently have enough resources however he has asked the State to endorse the concept, show how they will use it and how they will support it with cash.</p> <p>Katie Condit, Appointed Board Member representing Deschutes County inquired about COIC’s role in the Regional Housing Council. Mr. Aycock said that COIC’s role would be to provide staff support to the RHC. Ms. Condit added that it might be a big miss if they did not include qualitative data that include perspective and lived experiences by people impacted by the housing issues. Mr. Aycock agreed and said it is important to inform the state for long term sustainable solutions.</p> <p>Ms. Brooks added that there might be businesses who may want to report on housing from a business standpoint since it is important to have a town you can both live and work in. Mr. Aycock asked if it would be helpful to present at the Chamber of Commerce meetings and was informed yes, it would be beneficial.</p>	<p>Brummer to write a letter of support related to the Oregon Regional Housing Council initiative, Ms. Brooks seconded; the motion carried</p>
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	<p>Tim DeBoodt, Appointed Board Member representing Crook County suggested the Regional Housing committee should explore opportunity zones and work together to keep opportunity zones active since some want to remove the Oregon tax incentive associated with opportunity zones.</p> <p>The Board discussed readiness to endorse. The consensus was since the work will evolve, the Board would be ready to endorse it. Councilor Abernethy made a motion authorizing Ms. Baney and Commissioner Brummer to write a letter of support related to the Oregon Regional Housing Council initiative, Ms. Brooks seconded; the motion carried</p>	
<p>Endorsement for the Complex Basin Water Management Proposal for Deschutes Basin</p>	<p>Mr. Aycock informed the Board this request is to approve a letter of support for the proposed Complex Basin Water Management position at OR Water Resources for the Deschutes Basin He noted that the initiative is part of the current legislative session and the number one priority for the Central Oregon Cities Organization. He added that because of the complexity of water initiatives, it would require someone to work in the Basin that is directly tied to the Basin so they know what they can do and what would need legislative change. The request also includes funding for consultants and facilitators; about two-years of funding for COIC/CED’s staffing for the DBWC. Mr. Aycock reported that the folks in Salem said to generate as many letters of support they could and he is asking if the Board would consider signing the letter of support for COIC’s involvement.</p> <p>Tim DeBoodt, Appointed Board Member representing Crook County asked if this is a position within the water resource department. Mr. Aycock replied yes and they would be located in the region. Mr. DeBoodt added that he is always in favor of dealing with water issues locally.</p> <p>Councilor Patrick made a motion to move forward with the letter or support, Ms. Condit seconded. Commissioner Adair questioned if funding would still be available for this support this legislative session. Mr. Aycock said they would be prepared for the next legislative session if they are too late for this session. A vote was taken and the motion carried.</p>	<p>Motion: Councilor Patrick made a motion to move forward with the letter or support, Ms. Condit seconded; the motion carried.</p>
<p>Executive Director Report</p>	<p>Ms. Baney reported that it has been one year since she joined the team at COIC. She thanked the Board for their confidence in her and noted it has been a joy to be part of the COIC team.</p> <p>Ms. Baney informed the Board that in years past, COIC has made a check presentation to Discover Your Forest to share profits from the partnership of the Lava Butte shuttle. She noted that Rika Ayotte, Executive Director with Discover Your Forest was unable to meet with them this year. Tammy added that she is happy to report it was once again a successful year and COIC was able to share with Discover Your Forest profits from the Lava Butte service.</p>	

	<p>Ms. Baney reported that the current DEI assessment survey is out to each employee and they will be looking to get the information back and bring the assessment to the Board.</p> <p>Ms. Baney said they would be interviewing for the Transportation Director position next week, they will be making a job offer to an HR Manager applicant and will also be making a job offer for the in-house legal counsel ¾ time position. Ms. Baney added that she is continuing to build the team and keep the work going forward.</p> <p>Chair Brummer thanked Ms. Baney for all her hard work.</p>	
Regional Round Table	Due to timing restraints, the roundtable was removed from the agenda.	
Other Business Announcements	No other business and announcements were made.	
Adjourn	Chair Brummer adjourned the meeting of the COIC Board of Directors at 7:37 pm	