

**Central Oregon Intergovernmental Council  
Board Meeting Minutes**

<b>Date: May 7, 2020</b>	Virtual Meeting via Zoom		Prepared by: B. Taylor Reviewed by: T. Baney
<p><b>COIC Board Members:</b> Commissioner Jerry Brummer, Crook County; Commissioner Wayne Fording, Jefferson County; Councilor Bruce Abernethy, City of Bend; Councilor Bartt Brick, City of Madras; Councilor Denise Keeton, City of Metolius; 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; Katie Condit, Appointed Board Member representing Deschutes County, and Katy Brooks, Appointed Board Member representing Deschutes County.</p> <p><b>COIC Staff:</b> Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Andrea Breault, Senior Transit Planner; Derek Hofbauer, Outreach and Engagement Administrator; Dana Dunlap, Adult WorkSource Program Manager; Peter Werner, Legal Counsel; Racheal Nellis, HR Manager, and Scott Aycock, Community and Economic Development, and Loans Manager.</p>			
<b>Agenda</b>	<b>Discussion</b>		<b>Action Item</b>
<b>Call to Order</b>	<p>Chair Brummer called the meeting of the COIC Board of Directors to order at 5:30 pm.</p> <p>Executive Director, Tammy Baney, introduced HR Manager Racheal Nellis and COIC’s Legal Counsel, Peter Werner. Ms. Baney added that both Ms. Nellis and Mr. Werner started at COIC in March and already have had several challenges come their way. She added that while they have not met many people in person, it feels like they have been part of the team for many years. Ms. Baney reported that in addition to his private practice, Mr. Werner is also a circuit court judge pro tem for Deschutes County Circuit Court.</p> <p>Chair Brummer recognized all those in attendance.</p>		
<b>Service Story</b>	<p>Dana Dunlap, Adult WorkSource Program Manager, shared with the Board a few success stories. She showed the Board a picture of a worker they recently helped through her program. Ms. Dunlap reported that that the individual they assisted had been working with her and her team for two-years and faced many hardships and challenges during that time. She added that through the WIOA Dislocated Worker scholarship program, they were able to get the individual into a truck driving class in March. The individual attended the classes, graduated and received her Class A – CDL; two hours after graduation, the individual was offered a job working as a truck driver. Ms. Dunlap added that the individual was inspiring because even though they faced so many obstacles over the years, they never gave up. Ms. Dunlap noted that to see the individual succeed was very rewarding; a joy to be part of their journey.</p>		

	<p>Ms. Dunlap informed the Board that they were the recipients of 24 individual small business grants through East Cascades Works. One of the grants received was awarded to PEPES in Madras. Ms. Dunlap reported that PEPE' had been in business in the Madras community for over 30 years and had five employees however they did not have supplies on hand to offer take out therefore, their business had to close and they had to lay off their employees. Ms. Dunlap said with the reward of the \$5K grant, PEPES was able to purchase take out material, and reopen business. She added that their take out business has been so successful they have to stop taking orders a few hours before closing to fill the orders. Ms. Dunlap noted that PEPES was very appreciative of the grant.</p> <p>Councilor Patrick commented that he appreciates hearing about the success stories from COIC's programs. He added that listening to how our work affects real people and changes lives is very positive.</p>	
<b>Public Comment</b>	<p>Jordon Ohlde, transit advocate, inquired of the Board if they know when Hawthorne Station will open again to the public. Ms. Baney replied that although they received some guidance from the governor's office, it was not as explicit as anticipated. She added that COIC needs to ensure they have the right amount of personal protective equipment for staff and public before opening, and she suspects by June 1, there will be a plan in place for reopening.</p>	
<b>Consent Agenda</b>	<p>Chair Brummer entertained a motion from the Board to approve the consent agenda which contains minutes from the March 5, 2020, meeting as written. Councilor Greiner made a motion to approve the consent agenda, Councilor Abernethy seconded; the motion carried.</p>	<p><b>Motion:</b> Councilor Greiner made a motion to approve the consent agenda, Councilor Abernethy seconded; the motion carried.</p>
<b>Regional Public Transportation Advisory Committee Member Recruitment</b>	<p>Derek Hofbauer, Outreach and Engagement Administrator, reminded the Board that at the March Board meeting, he was advised to form a subcommittee comprised of Board members to review the application summaries and the evaluations committee's scorecard and rankings to provide a recommendation for member appointments to the Board for the Regional Public Transportation Advisory Committee. Mr. Hofbauer added that the subcommittee, along with staff, reviewed each application and will either recommend a proposal to the Board for the 17members and two alternates they would like to appoint to the committee or they will entertain further discuss with the Board regarding the review process.</p> <p>Councilor Patrick informed the Board that he believes the 17 individuals and two alternates being recommended were selected through a thorough and fair process.</p> <p>Councilor Connolly inquired if when vetting candidates were the candidates asked about any involvement in special interest projects? Mr. Hofbauer replied the application asked candidates about their motivation to serve on the committee, asked them to talk about experiences either as a public transportation user or their</p>	<p><b>Motion:</b> Councilor Patrick made a motion to approve the staff recommendation that the 17member committee in addition of the two-alternates to participate on the Regional Public transportation Advisory Committee. Katie Condit, Appointed Board Member representing</p>

	<p>representation of a group, and their regional representation as well. He added that the answers given were one of the criteria the evaluation committee took into account when scoring the applicants.</p> <p>Councilor Patrick made a motion to approve the staff recommendation that the 17member committee, which included representatives delegated by each of the four regional Statewide Transportation Improvement Fund Advisory Committees, as well as the two-alternates, to participate on the Regional Public Transportation Advisory Committee. Katie Condit, Appointed Board Member representing Deschutes County seconded the motion; the motion carried.</p>	<p>Deschutes County seconded the motion; the motion carried.</p>
<p><b>CED COVID-19 Response Overview</b></p>	<p>Scott Aycock, Community and Economic Development and Loan Manager, informed the Board that he would be presenting them with an overview of what his department has been doing the last 5-6 weeks. He added the overview will lead into the next two agenda items. Mr. Aycock reported that his team began by getting everyone prepared to work from home. Afterwards, project partners and funders were consulted to see what projects could be put on hold, which projects would need to continue, and how they could pivot to meet new needs.</p> <p>Mr. Aycock said many funders permitted them to change their scope of work however some did not. Four projects adjusted to meet new needs include a Housing for All small grant program; Rural Community Building Program; Regional Prioritization to leverage addition resources into Central Oregon, and a Regional Small Business Grant/Loan program.</p> <p>Mr. Aycock informed the Board that they had \$50K to use this year in small grants program through Housing for All to support the development of a regional housing campaign aimed at explaining the severity and impact of the housing crisis. Because Meyer Memorial trust allowed COIC to change the statement of work, the program was able to provide grants of \$400 to \$10,000 to help 14 non-profit organization cover unanticipated expenses to meet the needs of the more vulnerable population including rental assistance, services and outreach to homeless camps, cleaning supplies, shelter operations, etc. Mr. Aycock said the COIC Finance team is to be thanked for processing the checks in such a timely manner.</p> <p>Mr. Aycock reported that with regards to the Rural Communities Building Activities, the work done in small communities outside of Bend and Redmond, some activities were put on hold while others were created to better support our community partners. Mr. Aycock added that the USDA Rural Development grant did not allow any changes to the statement of work, thus they extended the grant until the priorities of the communities change. Mr. Aycock said his team have been showing up for the smaller communities, staying engaged, offering technical assistance , administering business surveys and merging those surveys into region wide findings, connecting people with resources, building task forces around grant programs and researching resources for recovery efforts.</p>	

	<p>Mr. Aycock informed the Board they he believes the reason Councils of Governments exist is to better leverage resources in the region and they think constantly about how to get as many resources as they can for a community. He said Oregon will be getting \$3M and they need to articulate to the State how the monies should come down to the local governments. Mr. Aycock said they are currently working on a letter to the Governor and the Department of Administration Services articulating the regional need for local government funding from CARES ACT to cover unanticipated COVID-19 expenses as part of the regional Prioritizing, Fund Leveraging and Planning.</p> <p>Mr. Aycock said they are building a regional infrastructure needs list in anticipation of a federal infrastructure stimulus package and working with Regional Solutions and Business Oregon to build a Regional Recovery Plan in anticipation of the funds Oregon will be receiving. Mr. Aycock added that he sees COIC as the way to bridge the gap between the top-down (state) and bottom-up (communities) priorities and needs.</p> <p>Councilor Abernethy asked Mr. Aycock to talk more about COIC’s role in working with Regional Solutions and Business Oregon to develop a Regional Recovery Plan. Mr. Aycock replied that they will be meeting soon to focus on recovery, priority of businesses, support services needed, etc. He added because they have not met yet, he will have more information after the first meeting however he believes it will be similar to the comprehensive economic development plan they currently do only this one will be focused entirely on recovery. Ms. Baney added that by working closely with the Governor’s office, and by using the same committee structure, we are ensuring we are not duplicating efforts.</p> <p>Mr. Aycock reported that this morning, the Economic Development Administration (EDA) published their notice of funding for \$1.46 Billion dollars. He added that the money is designated for economic recovery planning, preparing or updating resiliency plans, implementing entrepreneurial support programs, and constructing public works and facilities that will support economic recovery including the deployment of rural broadband. Mr. Aycock noted that COIC plays a key role in securing EDA funds for Central Oregon, and added that COIC also built grant and loan programs which will be discussed as the next agenda item.</p>	
<p><b>CED Dues Request</b></p>	<p>Mr. Aycock reported that COIC convened a regional team consisting of the Chamber of Commerce, Business Oregon, Small Business Development Center, etc., to talk about needs and opportunities to build resources to support businesses. From this meeting a grant program as well as an emergency loan fund were developed.</p> <p>Mr. Aycock reported that Prineville/Crook County developed their program which was awarded locally with money from Facebook, Prineville Downtown Association, the Chamber, and City of Prineville. Madras and Madras Urban Renewal agency also had their program. Mr. Aycock conveyed that COIC’s role in each was to serve on the local teams, help identify needs through business surveys, assist in developing criteria and scoring applications; not provide funding.</p>	<p><b>Motion:</b> Ms. Condit made a motion to approve the dues request of \$25,284 to cover costs of unanticipated extra work/expenses that CED is engaged in for COVID-19 responses,</p>

	<p>Mr. Aycock informed the Board that COIC was funded by the Oregon Community Foundation for \$212,500. \$100K was awarded to support local grant programs for businesses in Sisters, La Pine, Jefferson County (outside of Madras) and businesses owned by folks served by the Latino Community Association. Mr. Aycock said COIC’s role will be to provide seed funding, help develop the program, staff the local teams, help score applications, and issue checks. Mr. Aycock said the application process helps identify needs of businesses as well as building new relationships with businesses.</p> <p>Councilor Abernethy inquired if they envision some of the funding assistance for the smaller communities going forward or if this is temporary. Mr. Aycock reported that they will be moving from emergency phase to the reopening phase to the recovery phase; a long process and fully expects to work with the small businesses for a while.</p> <p>Mr. Aycock informed the Board that in response to the COVID-19, many emergency loan funds popped up. He added that both of COIC’s loan officers retired back in February, so COIC had to work quickly to deploy resources needed to assist businesses. He reported that they researched emergency loan funds across the state and came up with one meant to compliment federal programs such as the payroll protection policy. A Request for Quote was sent out and Community Lending Works was selected as COIC’s contract loan officer. Mr. Aycock added that COIC will manage the fund and will service the loans.</p> <p>Mr. Aycock said for round one, they will be awarding \$343K region wide with \$200K coming from the Economic Development Administration (EDA) Revolving Loan Fund (RLF), \$70K from Jefferson County BOCC, and \$73K from Deschutes County BOCC. Mr. Aycock noted they requested and received temporary waivers to their EDA RLF work plan. He informed the Board that the requests will not be going to the Loan Committee and then the Board, rather administration will make the decision to make the loans. Loans will be recommended by Community Lending Works and COIC staff, in addition to Board Finance Officer, Councilor Brick and longtime COIC Loan Committee member, Mike Testerman.</p> <p>Emergency loan terms were discussed. Mr. Aycock said the interest for the loans will be 2.5%, there will not be any fees since the CLW contract costs will be paid for by the OCF grant; maximum loan amount will be \$10K in Deschutes and \$20K elsewhere; the first six months, no payment will be needed, the next six months, payment will consist of interest only and then full payment until term (no more than 60 months) will be needed. He added small businesses must have employed 20 full time employees or less as of December 2019, must have been profitable prior to shut down, must submit an emergency plan, and although no collateral will be required, they must provide a personal guarantee.</p>	<p>Councilor Patrick seconded; the motion carried.</p>
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	<p>Mr. Aycock reported that applications opened on May 4, and will close tomorrow. As of two-days ago, 40 applications have been submitted. He added that checks will be cut in the next two weeks.</p> <p>Councilor Patrick inquired about the amount of applicants specifically where the Mr. Aycock advertised. Mr. Aycock said he put out several press releases to the media and sent to his mega email list which includes all chambers, city administrators, members of the community organizations like the downtown association, Warm Springs Community Action Team, etc.</p> <p>Tribal Council Member Brigette McConville, Confederated Tribes of Warm Springs; thanked Scott for the great job of advertising. She added that there was an incorrect link to the application on their website, but it has been fixed and he should expect more applications from Warm Springs.</p> <p>Councilor Abernethy commented that when reviewing the Mission and Vision of COIC, being nimble and responsive were discussed as being important and the presentation from Mr. Aycock demonstrated the nimbleness and responsiveness of COIC in trying to understand the needs of the different communities.</p> <p>Mr. Aycock thanked his CED team, the Finance team and Ms. Baney for their support. He added that it is very rewarding to think they can help and be a resource. Ms. Baney added a lot of work was accomplished in a short time.</p> <p>Mr. Aycock informed the Board that \$175K in resources will be held back for round two that will focus on reopening although they are unsure of other terms at this point. Mr. Aycock said they are still looking at the overall loan program to focus on unmet needs, and identify partnerships to deliver capital as well as technical assistance and mentoring.</p> <p>Katy Brooks, Appointed Board Member representing Deschutes County commented that the amount of time allowed to repay should be commended. She added that one of the issues she has heard working with businesses who have received money from Federal programs is the time they have to spend and pay back the money. She added that in reality, a year will be needed to pay back principal and interest and is thankful they built the payback into the loan the way they did. Mr. Aycock said the payback outline was modeled from the Lane County loan program.</p> <p>Mr. Aycock added that they had also reached out to existing loan recipients letting them know they don't have to pay for 3-months, if needed. He added they did not want to restructure current loans now and then restructure them again. Also, he noted that Warm Springs was also the recipient of some OCF funding to help fund with business loans for that community.</p>	
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	<p>Mr. Aycock requested from the Board \$25,284 in regional dues to cover the unanticipated extra work/expenses that the CED team will be engaged in for COVID-19 responses, basically everything he noted. He added that there may be extra investments from the EDA to help cover COVID-19 expenses and added if those extra investments materialize, they may be able to pay back some or all of the dues fund request depending on eligible costs and timeline.</p> <p>Chari Brummer inquired if the funds are new funds or part of jurisdictional dues already paid. Fiscal Services Manager Michelle Williams replied that the Board has \$66K currently in the dues fund that is not allocated. She said if Mr. Aycock’s request is approved, roughly \$30K will remain in the dues fund un-allocated for additional projects for the remainder of the fiscal year.</p> <p>Councilor Abernethy asked if approving the dues request would preclude them from funding additional opportunities. Ms. Baney replied that there will be some dues needed for DEI training, and Strategic Planning that is not currently budgeted that would be a request once the DEI assessment is complete however, she did not foresee anything coming close to the amount that would be remaining in the dues fund. Ms. Baney added that as of July, another \$70K will be added to the dues fund.</p> <p>Ms. Condit inquired if the \$25K request was enough. Mr. Aycock noted that he is cautiously optimistic that it will be enough especially if they receive additional resources from EDA.</p> <p>Councilor Patrick asked if Ms. Baney could send out an email regarding the dues for the Board to show their councils regarding how important they are and what they are used for.</p> <p>Councilor Abernethy added that the loan fund opportunity is a great vehicle to give COIC significant visibility and also spread good will in a number of other areas we operate. He added it is a low cost way of increasing the stature of the organization.</p> <p>Mr. Aycock added that the dues request is going for staff time and he feels confident it will suffice however, if something changes, he will come back and ask for additional dues.</p> <p>Ms. Condit made a motion to approve the dues request of \$25,284 to cover costs of unanticipated extra work/expenses that CED is engaged in for COVID-19 responses, Councilor Patrick seconded; the motion carried.</p>	
<p><b>CEDS Strategy Committee Appointments</b></p>	<p>Mr. Aycock reminded the Board that as an Economic Development District, COIC is responsible for maintaining a Strategy Committee that will represent the primary economic interests of the region. He said the Strategy Committee guides the development of the Comprehensive Economic Development Strategy and serve to advise</p>	<p><b>Motion:</b> Councilor Greiner made a motion to approve the proposed new</p>

	<p>COIC and the Board on the community and economic development activities. Mr. Aycock added that he expects the Strategy Committee may also play a role in the expected Central Oregon COVID-19 recovery Plan.</p> <p>Mr. Aycock reported that COIC has not re-appointed our Strategy Committee since 2015, and many previous members have moved on from their prior jobs and elected seats. He added that to maintain our status with the EDA, additional seats needed to be added to the Strategy Committee. Mr. Aycock shared with the Board a list of proposed members adding that the proposed new members have agreed to serve.</p> <p>Mr. Aycock informed the Board that COIC is requesting consideration for the proposed new members, and appointment of those for which there is agreement. Furthermore, he asked if there were any additional economic sectors or individuals the Board would like to see on the strategy Committee and or if any existing members should be replaced.</p> <p>The Board discussed tech position representation and representatives from OSU Cascades, as well as representation from Redmond and the Latino community. Councilor Greiner said he noticed representation from large and mid-size communities but did not see any from small communities. He asked if he could have the City Manager of La Pine send him some names for consideration. Mr. Aycock said he would welcome anyone from a small community. He added that smaller communities were represented at one time, but those members had left office.</p> <p>Chair Brummer entertained a motion to approve the proposed new members, while conversations continue regarding the reappointment of existing members. Councilor Greiner made a motion to approve the proposed new members, Ms. Brooks seconded; the motion carried.</p>	<p>members, Ms. Brooks seconded; the motion carried.</p>
<p><b>Executive Director Report</b></p>	<p>Ms. Baney reported that she has been with COIC a little over a year and is in awe of how passionate and talented her team is regarding the work they do.</p> <p>Ms. Baney informed the Board that back in April she discussed bringing to the Board the Strategic Plan timeline and deliverables. She said, as you might expect, April presented some challenges and they are still unsure as to what some of the challenges may be for their partners. She added that not too long ago, the Board was made aware of the potential need to diversity the Adult program due to the low numbers of unemployment. Almost overnight, the Adult program is flourishing and could not be more busy; an example of the nimbleness of the organization. Ms. Baney said the Strategic Plan deliverables directly outlined what the organization is working on to achieve and currently the organization is trying to wrap their arms around the changes being experienced. Ms. Baney added that they are tracking the School District closely to see how their changes might affect what our Youth program looks like. She reminded the Board that the Oregon Youth Challenge Program is now part of COIC and they are also uncertain of what their program may look like. Ms. Baney requested from the Board permission</p>	

to hold off on the timeline until the June timeframe or until they have a better idea of what reopening will look like and what our different lines of business will be doing.

Ms. Baney reported that earlier in the evening COIC's Budget Committee met to review the proposed budget for 2020-2021, as well as the supplemental budget for 2019. Ms. Baney commented that Ms. Williams and her talented team were able to present the proposed budget to the Committee 5-weeks earlier than previous years. She added with the uncertainty surrounding COVID-19, finishing the budget in advance was no easy feat and wanted the Board aware of all the hard work from the Finance team. Ms. Baney also thanked Finance Chair, Bartt Brick for his contributions. Ms. Baney informed the Board that the Budget Committee recommended the proposed budget and supplemental budget for approval. She added the Board will be asked to review, discuss and take action at the June Board meeting. Ms. Baney noted that the Strategic Plan components will show how the budget will marry into it specifically it will show how the investment of funds will assist us in meeting short and long-term goals.

Chair Brummer complimented Ms. Baney and her staff for doing such great work. He added that the budget reviewed earlier was easy to read, and the committee was able to review it quickly. He said it was apparent all the effort and fine work that went into the budget.

Ms. Baney informed the Board that the CERC department has been concluded and they will no longer be receiving any updates from the department as part of the consent agenda. She said once the invoicing has been wrapped up, the Board will be shown the final numbers from that department. She added that they were able to close the department mindfully while still taking care of employees and keeping the organization out of harm's way.

Ms. Baney reported that due to COVID-19, the organization had to reduce some staffing but were able to do so in partnership with our HR team to apply for and be accepted as part of the work-share program allowing those individuals effected to receive extra income and retain their benefits for at least three months. Ms. Baney added that she is proud of the work Ms. Nellis and her team, along with Mr. Werner have done regarding the staffing changes.

Ms. Baney conveyed that she is a little nervous regarding the education program for next year and has been working with the school district to make them aware of our resources. She added that last year, the department operated on reserves and may not be able to do so this year thus, reductions may be needed in the coming months if there are no changes.

Ms. Baney reported that federal dollars received for Transportation for STIF are based on the payroll tax which has been effected with high unemployment therefore, they are watching spending very closely to ensure COIC

	<p>does not overextend themselves until they have a better idea what the funding will look like going forward. Ms. Baney said the organization is being mindful how they stand up several transportation services to meet the social distancing requirements. She added that they will be looking to open Hawthorne Station in a meaningful and safe way as well around the June timeline. Ms. Baney said they are also working with the Sunriver resort to coordinate bus services from La Pine to Sunriver once the resort is running again to ensure needs can be met.</p> <p>Ms. Baney said she wanted to give kudos to the Transportation team. She said the workers have met challenges head on, are response, and have operated in a crisis such as this by continuing to provide services when needed the most.</p> <p>Ms. Baney said if there is something COIC can be doing for anyone, please reach out.</p>	
<b>Regional Round Table</b>	<p>Those in attendance discussed the COVID-19 challenges their communities are facing as well as what they have been working on for their community, region, and represented areas.</p> <p>Ms. Baney informed the Board that COIC is an Amazon partner and can be used as a resource to get COVID-19, PPE so to please let her know if we can assist.</p> <p>Councilor Connolly added that she was asked by the City Manager and Mayor of Sisters to express their thanks for COIC and their employees for their quick responses and for being pro-active regarding Housing for All and the small grants for businesses.</p>	
<b>Adjourn</b>	Chair Brummer adjourned the meeting of the COIC Board of Directors at 7:09 pm	