

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: October 1, 2020	Virtual Meeting - Conference call	Prepared by: D. Hofbauer Reviewed by: T. Baney
<p>COIC Executive Committee Member: Commissioner Jerry Brummer, Crook County; Commissioner Patti Adair, Deschutes County; Councilor Bartt Brick, City of Madras, Councilor Bruce Abernethy, City of Bend, and Councilor Don Greiner, City of La Pine; Councilor Denise Keeton, Katy Brooks, appointed member representing Deschutes County, Councilor Jay Patrick, City of Redmond; Councilor Nancy Connolly, City of Sisters, Bridgett McConville, Representing Confederated Tribes of Warm Springs</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Peter Werner, Legal Counsel, Andrea Breault, Interim Transportation Director; Kassi Page, Dispatch and Call Center Supervisor, Dustin Moleri, IT Manager, Racheal Nellis, HR Manager; Derek Hofbauer, Outreach and Engagement Administrator</p> <p>Guests: Chris Ogren</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brummer called the October meeting of the COIC Board of Directors to order at 5 p.m. Tammy Baney facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
Service Story	Kassi Page provided a service story about a patient that needed transportation services for a critical medical appointment in Portland. A patient was in need of a transplant but, unfortunately, Covid-19 shutdowns had delayed the process. We were able to arrange transportation to OHSU for the patient to receive the transplant prior to the disease progressing. We also worked with the Portland brokerage, Tri-County Medlink, to assist the patient with arranging lodging and meals after their discharge so they could remain in the area for the best follow-up care.	
Public Comment	No public comment	
Consent Agenda	The consent agenda, including the minutes from the September 3, 2020 Board of Directors meeting as written, was moved by Councilor Abernethy and seconded by Councilor Greiner; the motion carried unanimously by the board.	Motion: Councilor Abernethy made a motion to approve the consent agenda and Councilor Greiner seconded; the motion carried.

<p>Review of Recommendations and Suggestions of COICs Bylaws and Articles of Agreement from the Ad-hoc Committee Peter Werner</p>	<p>Mr. Werner presented an overview of the redline versions of the COIC Articles and provided the following general updates. Mr. Werner noted that grammar, spelling, gender neutralization, and punctuation for the bylaws were included in the redline revisions. He noted the addition of the Confederated Tribes of Warm Springs as member and noted a reference as a sovereign nation. Ms. Baney noted some positions/categories that exist today did not exist when these bylaws were developed and asked if there should be some flexibility for these categories. Councilor Patrick suggested keeping the sectors open ended. Councilor Bartt mentioned using language stating “including, but not limited to” to allow for flexibility. Mr. Werner noted five positions is ideal but new language could include other areas noted of importance for the governing body without any limitation within the five categories. Commissioner Adair supported two-year terms for these positions. Ms. Baney asked if the Board should add sectors to reflect current departments such as youth education and transportation. Commissioner Adair asked about the replacement of members if a vacancy occurs, for which Mr. Werner noted those individuals would serve the balance of the term, thus everyone is on the same cycle. Mr. Werner noted the addition of ex-officio membership categories such as Special Districts, COCC, OSU-Cascades, and Education Service Districts.</p> <p>Appointed member Brooks asked if EDCO has ever been considered as an ex-officio group since they are a great resource. Ms. Baney noted NeighborImpact is an organization that could potentially be a non-voting member. Mr. Werner suggested language stating “the board may choose to consider or invite ex-officio membership as needed” that would allow flexibility for the board to identify and potentially recruit members from partner organizations. Councilor Greiner mentioned adding the City of La Pine as a member (La Pine was not a city during the last revision of these bylaws). The Confederated Tribes of Warm Springs will also be added as members. Mr. Werner also noted a change from “Governmental Coordinating Committee” to “Regional Administrator’s Committee,” which meets quarterly.</p> <p><u>Executive Committee discussion</u></p> <p>Mr. Werner noted the three counties always have a place on the Executive Committee and described grammar and spelling revisions and corrections to the budget process timing section.</p> <p><u>Amendments discussion</u></p> <p>Mr. Werner suggested striking the entire first amendment to better reflect today’s budget laws and practices. There were no further changes or discussion regarding the other amendments.</p>	
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Bylaws discussion

Mr. Werner noted grammar, spelling, gender neutralization, and punctuation were cleaned up where necessary. He also noted board meetings will be held on the first day of each month to at least every 67 days. Councilor Greiner recommended deleting the word “monthly” with respect to meeting cancelations. Mr. Werner noted budget committee revisions such as makeup of committees and approval process. Ms. Baney noted that citizen representatives take their positions seriously and Ms. Brooks indicated flexibility with these descriptions is beneficial. Councilor Brick noted numbers of budget committee members could be decided at the beginning of the year and Mr. Werner indicated a need to be consistent and relied upon year after year.

Elected Directors and alternates discussion

Mr. Werner added “sovereign nation” to the Confederated Tribes of Warm Springs and noted alternates may not be elected officials. Tribal Council member McConville noted the alternate for the Confederated Tribes of Warm Springs is not an elected official and mentioned a planner is the best suited position for board and would appreciate any flexibility. Appointed member Brooks noted CTWS is a sovereign nation, therefore the current rules may not apply. Tribal Council member McConville noted she will seek guidance from Tribal Council and report back to the group. Ms. Baney noted appointed members can have alternates; however, only the appointed member would have voting rights during meetings if both were in attendance. Ms. Baney noted an appointed member would not be able to serve in a Vice Chair capacity.

Executive Committee discussion

Mr. Werner noted a change to five directors and the Chair and Vice Chair from the full board will be Chair and Vice Chair of the Executive Committee with similar duties. It was also noted the Executive Director has sole authority over COIC employees and language exists to insulate the Executive Director from director-level influence. Councilor Greiner asked about the authority of the Executive Committee (e.g. an emergency situation). Mr. Werner responded by sharing the duties of the Executive Committee as referenced in the bylaws. Ms. Baney thanked the ad-hoc committee for their hard work in reviewing bylaws.

<p>Executive Director Update</p>	<p>Ms. Baney noted COIC is growing and there are some new positions coming online to support various departments. The added capacity will help meet the needs of the Worksource team and Community and Economic Development department. A new loan and grant officer has been brought on board. Additionally, two planning positions are being initiated for natural resources convening and facilitation. A concurrent position is in the works for emergency preparedness with support from Deschutes County. Tom Wangler retired and that position is open. Two teachers will be hired for the Youth Education Department. Interviews are occurring for the Executive Assistant position. Worksource will add between one and two FTEs. With all of these new positions, it is important revisit the strategic planning process and rethink community needs.</p>	
<p>CET Contracted Services and Project Updates Andrea Breault</p>	<p>Ms. Breault mentioned CET is working with the Paratransit, Inc. corporate team to assess their hiring policies such as background checks and monitor progress. New training measures are being implemented around existing policies and for CET’s call center, along with refreshing materials and training activities. A new purchase contract RFP for transportation services will be issued this winter, per Federal Transit Administration requirements. That contract will be initiated July 1, 2021. Ms. Baney noted a recognition that Paratransit, COIC’s contractor, was providing county background checks and not national background checks. The work being done to monitor these contracts will help ensure consistency and transparency.</p> <p>Ms. Breault mentioned several projects and committees that are addressing impacts at Hawthorne Station:</p> <ul style="list-style-type: none"> • The adoption of the 2040 Transit Master Plan that references mobility hubs • City of Bend’s Transportation System Plan outlines high capacity transit corridors and mobility hubs • CET utilized RPTAC and will develop a facilities committee to review consultant deliverables coming out of the mobility hub feasibility study and other project to make recommendations regarding community needs concerning transit facilities. <p>Appointed member Brooks asked how long the mobility hub study will take to complete, to which Ms. Breault responded 4-5 months from now with recommendations coming in the spring. Commissioner Adair asked about the Route 31 service between Sunriver and La Pine. Ms. Breault indicated it was challenging to promote the service during COVID-19, which impacted ridership. Mr. Hofbauer noted that CET engaged multiple community groups, including people who experience Intellectual and</p>	

	<p>Developmental Disabilities, to utilize the service successfully. Mr. Hofbauer also mentioned an online survey for the service is currently live but will close soon. The data from the survey will provide insights for improving the service for next year. A year-end season report will be included in the November board meeting packet.</p>	
Regional Roundtable	<p>Appointed member Brooks thanked the Deschutes County Commissioners for helping fund grant programs to support small businesses that are impacted by COVID-19. She also indicated many businesses continue to suffer and these funds are extremely beneficial to local businesses. Commissioner Adair is championing for a larger share of funds from the state to help support businesses in Deschutes County.</p> <p>Councilor Connolly noted three City Councilor positions are up for reelection in Sisters. A development director was hired and the city is starting its Comprehensive Plan process. The city is also working on a property acquisition with the forest service for a future property that will be ideal for a transit hub location. Chair Brummer noted that in Crook County, a Bureau of Land Management dispatch center was turned over to the county which gives the opportunity to provide more infrastructure. Schools are opening Monday for K-12 and a FLAP grant was approved that will pave 10-12 miles of road up to the ranger station.</p>	
Adjourn	Chair Brummer adjourned the meeting at 7:25 p.m.	