

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: November 5, 2020	Virtual Meeting - Conference call	Prepared by: D. Hofbauer Reviewed by: T. Baney
<p>COIC Executive Committee Members: Jerry Brummer, Patti Adair, Wayne Fording, Bartt Brick, Bruce Abernethy, Don Greiner Guests: Anthony Broadman, Staff: Peter Werner, Peter Germick, Derek Hofbauer, Tammy Baney</p> <p>COIC Board Committee Members: Commissioner Jerry Brummer, Cook County; Councilor Barb Campbell, City of Bend; Councilor Andrea Blum, City of Sisters; Commissioner Patti Adair, Deschutes County; Councilor Bartt Brick, City of Madras, Councilor Bruce Abernethy, City of Bend; Councilor Don Greiner, City of La Pine; Councilor Jay Patrick, City of Redmond; Bridgett McConville, Representing Confederated Tribes of Warm Springs; COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Peter Werner, Legal Counsel; Dustin Molieri, IT Manager; Andrea Breault, Interim Transportation Director, Patrick Germick, Loan Officer; Dana Dunlap, Adult Programs Manager; Racheal Nellis, HR Manager; Scott Aycock, Community and Economic Development Manager; Derek Hofbauer, Outreach and Engagement Administrator; Ryan Huff, Employment Councilor; Guests: Anthony Broadman, City of Bend Council Elect</p>		
Agenda	Discussion	Action Item
Call to Order	Vice Chair Abernethy called the November meeting of the COIC Board of Directors to order at 5:35 p.m. Tammy Baney facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
Service Story	Ryan Huff described a successful partnership where COIC helped connect the Ochoco Humane Society Thrift Store with a \$5,000 layoff diversion grant. It was used for payroll and PPE to reopen for business. They were able to bring back all team members including two work experience volunteer clients. They were able to promote one of the individuals to a full time benefitted position. This individual has survived domestic abuse, addiction, homelessness, and other difficulties. Through volunteer experience this individual was able to earn work experience and now has a job, car, and recently obtained an apartment.	
Public Comment	No public comment	

Consent Agenda	The consent agenda, including the minutes from the October 1, 2020 Board of Directors meeting as written, was moved, seconded, and approved unanimously by the board.	Motion: The consent agenda was approved unanimously by the Board.
Review of and approval Recommendations and Suggestions of COICs Bylaws and Articles of Agreement from the Ad-hoc Committee Peter Werner	Peter Werner presented an overview of the redline versions of the COIC Articles and noted a particular change with respect to Warm Springs. Tribal Council member Brigette McConville noted she went to the Tribal Council re: the board positions and Louie Pitt would like to stay as the alternate. Councilor Abernethy noted Warm Springs can make those decisions per the new language in the bylaws. Councilor Abernethy entertained a motion to pass the articles of agreement – Councilor Griener motioned, Commissioner Adair seconded. All were in favor and the motion passed. Councilor Abernethy entertained a motion to pass the COIC bylaws. Councilor Greiner motioned and Councilor Brick seconded. All were in favor and the motion passed. Tammy Baney noted Board appointment timelines, beginning January of 2021. Notifications will be sent out shortly.	Motion: Councilor Greiner made a motion to approve the articles; Commissioner Adair seconded; all were in favor and the motion passed. Motion: Councilor Greiner made a motion to approve the articles; Councilor Brick seconded; all were in favor and the motion passed.
Executive Director Update	<p>Tammy Baney noted all of the business lines at COIC are stretched and she noted having a dedicated and talented team on board. She mentioned “We are an employer of choice for a lot of individuals looking for work and that is based on the great work COIC is doing in our communities.” Hannah Bullock will become the next Executive Assistant with the job description changing to allow her to take on projects from other departments. Baney gave an update on meeting in person, which will likely be in spring due to public spaces that do not have accommodations to meet current guidelines.</p> <p>GFOA award – congratulations to Fiscal Manager Michelle Williams and the Fiscal Management Team for excellent work.</p>	
Transportation Updates Andrea Breault Derek Hofbauer	<p>Interim Transportation Director Andrea Breault explained proposed changes to Route 11. This would involve removing a small portion of it in order to increase reliability and ensure that connecting Route 7 has better on-time performance. The Board unanimously voted to pass the motion.</p> <p>Outreach and Engagement Administrator Derek Hofbauer presented on Route 31. CET’s Route 31 is an employee-focused transit service that provides access to jobs, healthcare needs, grocery shopping, and other services in La Pine and Sunriver. CET staff worked directly with community stakeholders to plan</p>	Motion: service change to Route 11. The Board unanimously voted to pass the motion.

	<p>service operations, including the bus stops and schedule. These stakeholders included the Sunriver Area Chamber of Commerce, the Sunriver Owner’s Association, Sunriver Resort, The Village, La Pine Chamber of Commerce, City of La Pine, Deschutes County, and First Interstate Bank. The service ran seven days a week between June 1 and September 7 and was funded through the Deschutes County’s Statewide Transportation Improvement Fund (STIF). The Route 31 service was offered free of charge, as the entire CET public transportation system went fareless on March 21 to minimize interactions between drivers and passengers and eliminate the handling of cash transactions. Despite the challenges posed by COVID-19 on ridership for Route 31, the summer season offered CET and community partners an opportunity to increase public awareness of transportation services available for current and potential employees in Sunriver. This will result in a better positioning for a successful service in 2021.</p> <p>Andrea Breault mentioned COIC is working with Hawthorne Neighbors to improve the station design to make it safer. Construction services will go out to bid in spring. The Bend MPO grant for the mobility hub feasibility study is underway. CET applied for two grants recently for a property and engineering analysis. COIC will receive between 8 and 9 million from the recently passed transportation bond. STIF Formula and Discretionary will help pay for the improvements. Tammy Baney noted the neighbors have noticed the efforts CET has put forth to make improvements and plans. Baney added that improvements add to the property value of the building and they are providing their input.</p>	
<p>Scott Aycock</p>	<p>Community and Economic Development Manager Scott Aycock introduced new loan officer Patrick Germick.</p> <p>Aycock then presented on the following information regarding small business grants:</p> <ul style="list-style-type: none"> • 5 rounds of small business grants • Loan program overview: Standard Economic Development Administration Revolving Loan Fund (EDA RLF), USDA Intermediary Relending Program (IRP), and Local Job Creation Fund (JCF) Programs, COVID-19 Emergency Loan Fund, and EDA RLF CARES Act Supplemental Fund • EDA RLF (Economic Development Administration Revolving Loan Fund) Work Plan Update – Proposed for Adoption (Action) 	<p>Motion: EDA RLF Work Plan. The Board voted unanimously to pass the motion.</p>

	<p>The COIC Board approve the updated 2020 EDA RLF Work Plan, with the needed revision on page 33 changing the dollar amount from “loans under \$20,000” to “loans \$25,000 and under”. The Board voted unanimously to pass the motion.</p> <p>Aycock shared information about other new hires in CED through the chat: 1) Sienna Fitzpatrick (former RARE intern), Program Assistant II, Morgan Greenwood, CED Planner, and Ciara Williams 2020-21 RARE intern. We are about to offer the new Resilience Planner position as well.</p>	
Regional Roundtable	<p>Andrea Blum (alternate representing Sisters) shared that the Transit Room Tax Funds were trending above last year and they will likely be better off than anticipated. It would be better if there was a new system for a needs analysis to provide more opportunity for Sisters. She also gave a reminder of the fire hazards so we can move forward to making Sisters more fire resistant.</p> <p>Councilor Bartt Brick (Madras) – Madras is opening up a Loves truck stop and they will be watching travel patterns.</p> <p>Councilor Don Greiner (La Pine) – they have a new city manager Geoff Wullschlager and there are three new councilors that will come on board next year. Two of those have limited experience with city government. Tammy Baney mentioned she has reached out to Geoff and COIC will embrace the new committee members when they come on board.</p> <p>Councilor Bruce Abernethy (Bend) – City of Bend has four new councilor positions elected. Voters in Bend passed a \$190 million transportation bond that will help transit and bike/pedestrian infrastructure.</p> <p>Commissioner Wayne Fording (Jefferson County) – Highway 97 issues – two bad accidents the past couple of days. They are working with ODOT to make that highway safer.</p> <p>Dana Dunlap – Redmond Worksource is hosting a drive thru job fair from 1-3 pm next Tuesday at the Redmond COCC building. A flyer for the event was circulated to the board after the meeting.</p>	
Adjourn	Vice Chair Abernethy adjourned the meeting at 7:25 p.m.	