

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: February 4, 2021	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p>COIC Board Committee Members: Commissioner Jerry Brummer, Crook County; Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County; Councilor Bartt Brick, City of Madras; Councilor Anthony Broadman, City of Bend; Councilor Barb Campbell, City of Bend; Councilor Denise Keeton, City of Metolius; Councilor Gretchen Schlie, City of Culver; Councilor Gail Merritt, City of Prineville; Councilor Jennifer Letz, City of Sisters; Katy Brooks (representing Business & Industry); Phil Fine (representing Agribusiness & Agriculture); Tim DeBoodt (representing Timber & Wood Products);</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, Legal Counsel; Andrea Breault, CET Transportation Director; Dana Dunlap, Adult Programs Manager; Scott Aycock, Community and Economic Development Director; Patrick Germick, Loan Officer; Derek Hofbauer, Outreach and Engagement Administrator; Racheal Nellis, HR Manager; Hannah Bullock, Executive Administrative Assistant; Jenifer Porfily, Adult Education Department;</p> <p>Guests: Kelly Wheeler, DAY CPM (Public)</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brummer called the February 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	Jenny Porfily, Employment Counselor with the Adult Education and Training Department shared a service story about two individuals who attended workshops and went through the on the job training program and obtained on the necessary skills to help them be successful in their careers. Both were hired on with companies and are now currently employed and receiving successful feedback on their performance.	
Public Comment	Kelly Wheeler was on the call as a member of the public but stated there were no questions for the Board.	
Consent Agenda	The consent agenda, including the minutes from the December 3, 2020 Board of Directors meeting as written, was moved, seconded, and approved unanimously by the board. There was a clarification on the title of the Fiscal report that should have stated 2021.	Motion: The consent agenda was approved. Councilor Bart Brick motioned and Councilor Denise Keeton seconded,

		the motion passed unanimously.
Administrative	<p>Tammy Baney welcomed new Board members and informed the group that Board orientation appointments are available for those who want more information about COIC.</p> <p>Election of Board Leadership for 2021:</p> <p>Am email was sent out ahead of time to all Board members asking for nominations for Chair and Vice Chair.</p> <p>Chair: Councilor Bart Brick was nominated and there were no other nominations.</p> <p>Vice-Chair: Councilor Anthony Broadman was nominated and there were no other nominations.</p> <p>Motion: Councilor Anthony Broadman motioned to approve Councilor Bart Brick as Board Chair; Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p>Motion: Councilor Denise Keeton motioned to approve Councilor Anthony Broadman as Board Vice-Chair; Councilor Jennifer Letz as well as Katy Brooks both seconded; the motion passed unanimously.</p>	<p>Motion: Councilor Anthony Broadman motioned to approve Councilor Bart Brick as Board Chair; Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p>Motion: Councilor Denise Keeton motioned to approve Councilor Anthony Broadman as Board Vice-Chair; Councilor Jennifer Letz as well as Katy Brooks both seconded; the motion passed unanimously.</p>

	<p>Councilor Bart Brick took over performing Chair duties for the duration of the meeting.</p> <p>Treasurer and Secretary:</p> <p>Commissioner Jerry Brummer motioned to approve Fiscal Manager Michelle Williams as the Treasurer and Executive Administrative Assistant Hannah Bullock as secretary; Commissioner Patti Adair seconded; the motion passed unanimously.</p> <p>Election of Executive Committee Members:</p> <p>The Executive Committee will comprised of Commissioner Jerry Brummer, Commissioner Wayne Fording, and Commissioner Patti Adair, as well as Chair Bart Brick, and Vice-Chair Anthony Broadman.</p> <p>Budget Committee Membership:</p> <p>Tammy Baney recommended that membership will be increased to match the number (now 5) on the Executive Committee.</p> <p>Tim Deboodt motioned to extend Joe Krenowicz term on the budget committee a year and also approve staff to expand the committee through a public process for two additional members; Vice-Chair Anthony Broadman seconded; the motion passed unanimously.</p>	<p>Motion: Commissioner Jerry Brummer motioned to approve Fiscal Manager Michelle Williams as the Treasurer and Executive Administrative Assistant Hannah Bullock as secretary; Commissioner Patti Adair seconded; the motion passed unanimously.</p> <p>Motion: Tim Deboodt motioned to extend Joe Krenowicz term on the budget committee a year and also approve staff to expand the committee through a public process</p>
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<p>SNEVA Judgement, Peter Werner, Legal Counsel</p>	<p>In August 2019, this Board agreed to write off an IRP loan that had been made to Suttle Lake Lodge and Marina, LLC and Gary Sneva, guarantor (among others). The loan had been reduced to a judgment in May of 2016, but was deemed uncollectable, as Sneva had no assets in Oregon and the LLC could not be pursued. New information has presented itself that Sneva has multiple real properties in the Tucson, AZ area (Pima County). From preliminary research, there is enough equity to at least secure the full value of our judgment, if not eventually satisfy the judgment. Our judgment is \$88,105.57 plus interest at the rate of seven and one-half percent per annum from March 5, 2015 until paid (\$18.10/day); together with our attorney fees and costs of \$8,502.75 at the rate of nine percent per annum from date of entry of judgment (5/18/2016) (\$2.10/day). The estimated current value of our judgment is just over \$130,000. Staff recommends pursuit of recovery. It was a logical move to write this debt off earlier, as we did not know what the level of effort would be to collect. We are now fairly certain that we can at least secure our debt by registering our judgment.</p> <p>Phil Fine clarified that COIC would not see any judgement if this individual actually tries to do something with the property. Counselor Werner confirmed it would only become collectable if does a transaction with his property such as refinancing or selling.</p> <p>Vice-Chair Anthony Broadman motioned that COIC staff proceed with registering the Sneva judgment in Deschutes County Circuit Court Case No. 15CV26558 into Pima County, AZ with further action reported to</p>	<p>Motion: Vice-Chair Anthony Broadman motioned that COIC staff proceed with registering the Sneva judgment in Deschutes County Circuit Court Case No. 15CV26558 into Pima County, AZ with further action reported to and approved by the Executive Committee. Councilor Denise Keeton seconded; the motion passed unanimously.</p>

	<p>and approved by the Executive Committee. Councilor Denise Keeton seconded; the motion passed unanimously.</p>	
<p>Resolution 315 Budget Appropriations for Covid-19 Grant Programs Michelle Williams, Deputy Director/Fiscal Manager</p>	<p>Resolution 315 Budget Appropriations for Covid-19 Grant Programs Michelle Williams presented the following explanation: COIC’s Community Economic Development Department, Fiscal Department and OSU Cascades Innovation Lab have been instrumental in standing up the COVID-19 Grant processes for our Central Oregon region. These opportunities were presented to COIC for fiscal year 2020/2021 not only from Deschutes, Crook and Jefferson Counties, but also by Oregon Business Development Department, the City of Madras, Oregon Community Foundation, Ford Family Foundation and many others. These opportunities have enabled COIC to provide more than \$5.3 million dollars in grants to local businesses in our Central Oregon region. These grants have not only helped our local business economy, but have also strengthened our region as a whole by bringing our local counties, cities and business organizations closer together.</p> <p>Since COIC could not predict that these COVID-19 grant funds were going to come our way at the time we developed the 2020/2021 Budget, COIC is asking the board approve a resolution allowing COIC the authority to spend these special purpose grant funds that are not included in the original budget. Per Budget Law, if entities receive special purpose grants or there are unforeseen circumstances that arise, the Board of Directors is allowed to approve the additional spending even though it wasn’t in the original budget, and may be over a 10% change in budgeted expenditures by adopting a resolution. COIC believes these grant programs fall under both the special purpose clause and the unforeseen circumstances clause.</p> <p>Chair Bart Brick clarified by confirming in his opinion if this request meets 3 criteria: Does it increase risk portfolio? No Does it match the goals/mission of the organization? Yes Does it push resources beyond capacity? No Chair Bart Brick stated he felt comfortable with the recommendation and suggested passing the resolution.</p> <p>Commissioner Patti Adair thanked the COIC team for all of the work they did on the grant analysis and getting the checks out to businesses.</p> <p>Commissioner Patti Adair motioned that the Board approve and adopt resolution #315, allowing COIC to expend \$5,316,923 in COVID-19 Local Business grants for fiscal year 2020/2021. This amount will be</p>	<p>Motion: Commissioner Patti Adair motioned that the Board approve and adopt resolution #315, allowing COIC to expend \$5,316,923 in COVID-19 Local Business grants for fiscal year 2020/2021. This amount will be added to the materials and services budget for 2020/2021. Councilor Denise Keeton seconded; the motion passed unanimously.</p>

	<p>added to the materials and services budget for 2020/2021. Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p>Tammy Baney expressed thank you to the Commissioners as well as the COIC team who worked extra hard to make sure the grant checks were issued on time to businesses and the families behind the businesses.</p> <p>Commissioner Jerry Brummer also thanked COIC for their work with the grants.</p>	
<p>Program Updates: Transportation</p>	<p>Derek Hofbauer, Outreach and Engagement Administrator, shared an update on 2021-2023 Statewide Transportation Improvement Fund (STIF) Projects.</p> <p>State legislation passed during the 2017 session created a new funding mechanism called the Statewide Transportation Improvement Fund (STIF) which was designed to expand public transportation service in Oregon communities. Rules governing how these funds may be distributed and administered were adopted by the Oregon Transportation Commission (OTC). A list was provided of 2021-2023 STIF Biennium Projects.</p> <p>There was discussion about switching to a mobility hub system and the improvements that would have for transportation. Commissioner Patti Adair asked when the grant application is due and when will we find out who is awarded the funds? Derek Hofbauer answered that they were due in December and that we should hear back in mid-March or late-March. Chair Bart Brick asked if the Harney/Grant County items were for a bus route? Derek clarified that yes those are existing bus services that would be supported.</p> <p>Andrea Breault, Transportation Director, shared an update on the CET vehicle branding and new dial-a-ride vehicles which will be smaller, more nimble, and customer-friendly than vehicles operated in the past.</p> <p>Councilor Jennifer Letz commented that we will want to make sure the color combination is considered in respect to visibility/safety. Andrea Breault confirmed that there will be additional signage and caution labeling on the back of the vehicles. Commissioner Patti Adair commented that she does not have an opinion on the color but that she hopes that people are happy to ride in them, that they run well, and will</p>	

	<p>be safe. Vice-Chair Broadman asked if there is any cost different with the different color options? Andrea Breault stated there is no cost difference.</p> <p>Andrea Breault also shared and update that as of this week CET has opened its doors to provide transportation for seniors to the Deschutes County Fairgrounds for those that are getting vaccinations. The service is available for free and is available through the call center. It will be monitored through February and if successful we hope to extend the service through March.</p>	
Executive Director Update	<p>Tammy Baney thanked Andrea for sharing about vaccines and transportation services that are being offered.</p> <p>Tammy also provided an update on the RFP for auditing services. Due to the high cost and delayed availability of having someone do it for only one year, COIC will be sending out an RFP for 3 years with options for extensions. COIC staff will bring additional information to the Board once the RFP has gone out.</p> <p>The first Executive Committee meeting in March. There has been recognition that the Personnel Handbook for COIC is in need of an update. The full overhaul of the document will be brought to the Executive Committee in March/April. Late summer/early fall COIC staff will also bring information regarding bargaining for the Union Bargaining Agreement.</p>	
Regional Roundtable	<p>Chair Bart Brick thanked Commissioner Jerry Brummer for all of his work on the Board and as previous Chair.</p> <p>Tammy Baney also thanks Commissioner Jerry Brummer as well as Commissioner Patti Adair who served as past Vice-chair.</p>	
Adjourn	Chair Brick adjourned the meeting at 7:13 p.m.	