

COIC Department Overview

Administration

COIC's core administrative service functions are housed at COIC's administrative offices at Hawthorne Station. Central services include:

- Accounting – accounts payable, and receivable, cash management, financial reporting, budget-to-actual tracking, contract and grant management, single audit – annual financial statement preparation.
- Information technology (IT)
- Human resources
- Payroll
- Procurement
- Policy development
- Facilities management
- Strategic planning
- Legal Counsel

Adult Employment and Training

COIC employment and training programs are intended to help unemployed and under-employed job seekers meet their employment goals through a variety of adult and dislocated worker programs at locations throughout Central Oregon.

The Adult Program operates in partnership with WorkSource Oregon and are co-located in Bend, Redmond, Madras, and Prineville. At this time, all services are provided virtually due to COVID.

Services provided are:

- Resume and interview preparation
- Job search assistance and employment counseling
- Vocational training scholarships
- On-the-Job Training opportunities
- In partnership with the WorkSource Business Team, we help businesses find qualified candidates
- Rapid Response Outreach (Layoff Aversion efforts which provide connections to employer/employee resources if a business is expecting a layoff or closure)

Youth Education and Employment and Training

Covering Jefferson, Deschutes and Crook Counties COIC's Youth program serves youth and young adults aged 16-24. Program sites are located in Redmond, La Pine, Prineville, Bend and Deschutes County Juvenile.

COIC Services include:

- GED, GED for Proficiency and Credit Recovery
- Work Readiness Training/Job search
- Work Education programs in La Pine, Prineville and Bend
- Assigned mentorship
- Post-Secondary and Occupational Training assistance
- Paid Internships

Community and Economic Development and Loans

CED provides coordination/collaboration, convening, technical assistance, and planning services to meet a wide array of regional and community needs. These services provide a means for the region to work together to identify issues and opportunities which are regional in scope, to achieve concurrence for cooperative actions, and accomplish goals identified by Central Oregon cities and counties and other partners.

CED's Current Program areas:

- Regional governance and committees (e.g. COACT, Housing for All)
- Region-scale plans and projects:
 - Regional Emergency Services Training and Coordination Center
 - Regional Housing Needs Assessment
 - Central Oregon COVID-19 Economic Recovery Plan
- Local government infrastructure and planning (e.g. local infrastructure projects and CWPP and NHMP plans)
- Rural community and economic development visioning and planning
- Collaborative natural resource management (Deschutes Collaborative Forest Project, Ochoco Forest Restoration Collaborative, Ochoco Trails Strategy Group, Deschutes Basin Water Collaborative)
- Local food systems development (regional food hub development; farm business support; etc.)
- Grant writing and grant administration
- Project development and technical assistance (economic and other research; small business grant programs, labor standards monitoring, etc.)

Every five years, CED works with regional partners to develop the Regional Comprehensive Economic Development Strategy (CEDS), which provides a prioritized action plan for CED and our partners. CED also assists the Executive Director to regularly convene the Regional Administrators' group to ID regional needs, and assists the Executive Director in corporate strategic planning efforts.

Public Lending

COIC provides alternative loans for new or existing small businesses. Our Community and Economic Development staff is responsible for originating and servicing these loans, ensuring compliance with applicable federal program regulations, and managing fund balance sheets.

COIC's public loan programs are intended to work in cooperation with conventional bank loans or in some cases to fully fund projects when bank financing is not available (or not available on reasonable terms), and are intended to create or retain job opportunities and/or to assist credit-worthy business owners who are unable to secure financing from other sources.

COIC Loan programs:

- Economic Development Administration (EDA) revolving loan fund, available in Deschutes, Crook, and Jefferson, counties;
- USDA Intermediary Relending Program (IRP) revolving loan fund, available in the above counties plus Malheur, Hood River, Sherman, Wasco, Lane, Douglas, Coos, Curry, Josephine, and Jackson counties;
- Jefferson County revolving loan fund (origination and servicing only, as the fund is owned by the county).

Public Transportation

COIC's public transportation programs strengthen regional public transportation services and infrastructure through the development and implementation of regionally-based transportation plans, public transit operations, service coordination, and project development.

Services:

- Cascades East Transit – urban (Bend) general public fixed route transit services and dial-a-ride services
- Cascades East Transit – Rural general public “demand-response” service in La Pine, Madras, Prineville, Redmond, Sisters, Culver and Warm Springs
- Cascades East Transit – Community Connector regional shuttle service
- Recreational transit – Ride the River, Mt. Bachelor , Ride Bend, and Lava Butte seasonal service