

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: April 1, 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 Gretchen Schlie, City of Culver; Councilor Gail Merritt, City of Prineville; Councilor Jennifer Letz, City of Sisters; Councilor Jay Patrick, City of Redmond; Katy Brooks (representing Business & Industry); Phil Fine (representing Agribusiness & Agriculture); James Lewis (representing Tourism & Recreation);</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; Ryan Huff, Employment Counselor; Matthew Romero, Employment Counselor; Sienna Fitzpatrick, CED Program Assistant;</p> <p>Guests: Greg Bryant</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brick called the March meeting of the COIC Board of Directors to order at 5:33 p.m. Tammy Baney facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
Service Story	Ryan Huff, Adult Employment Counselor, shared a service story about two individuals. One was doing a work experience volunteer position in order to work towards getting a job. In order to get into the Jobs Program this individual needed legal identification such as a driver's license or ID. This individual had been experiencing homelessness for some time and had zero identification to start applying for an ID. Ryan Huff was able to do some research and work with him to get a copy of his birth certificate, and eventually his social security card and State ID. During his time in the Jobs Plus program this individual had excellent attendance and commitment to his work. He has since been hired on full time with a local thrift store and is now helping to train new volunteers.	

	<p>After seeing how complicated the process to obtain ID was, Ryan along with help from EC Works, created an ID Essentials Manual in order to have an official document to share with other individuals who may need assistance with this in the future.</p> <p>Ryan was also able to help this individual's girlfriend get connected with the COIC Education department and get her in a program to get her GED/Diploma. She also enrolled in some life skills courses and has since obtained employment as well.</p>	
Public Comment	None	
Consent Agenda	The consent agenda, including the minutes from the March 4, 2021 Board of Directors meeting as written, was moved, seconded, and approved unanimously by the board.	Motion: The consent agenda was approved. Commissioner Jerry Brummer motioned and Commissioner Patti Adair seconded; the motion passed unanimously.
Administrative	No administrative items for this meeting	
Program Updates: CED & Loans	<p>Resolution #316 USDA Rural Business Development Grant (RBDG) program:</p> <p>Scott Aycok, CED Director, provided an overview on the Rural Business Development Grant Program resolution. The RBDG is a full-service small business development and micro lending program to support rural communities. Technical assistance, classes, peer mentoring, financial coaching, and other hands-on services will be provided in coordination with the Small Business Development Center, Warm Springs Community Action Team, Opportunity Knocks, and OSU Cascades Innovation Lab.</p> <p>COIC anticipates requesting approximately \$250,000 to support one year of this pilot program. COIC would receive \$60,000 in program administration funds as well as to cover the costs of making micro-loans (which generally do not earn enough interest to cover staff costs) – the remaining funding would be spread across the other four partners to pay for their wrap-around services. COIC anticipates making approximately ten \$5,000 loans in the first year of this pilot program.</p>	Motion: Katy Brooks motioned to approve Resolution #316, authorizing COIC to apply for and administer a USDA Rural Business Development Grant; Commissioner Patti Adair seconded; the motion passed unanimously. Co-chair Anthony Broadman, City of Bend, abstained from the vote.

	<p>Katy Brooks motioned to approve Resolution #316, authorizing COIC to apply for and administer a USDA Rural Business Development Grant; Commissioner Patti Adair seconded; the motion passed unanimously. Co-Chair Anthony Broadman, City of Bend, abstained from the vote.</p> <p>Resolution #317 Defederalize EDA Revolving Loan Fund: Patrick Germick, Loan Officer, presented an overview on resolution #317 for a request to release the EDA’s federal interest in COIC’s EDA Revolving Loan Fund. COIC’s original EDA grant for our revolving loan fund program dates back to 1984. Additional funds were granted in the early 1990’s as the program expanded. Currently required reporting of our RLF includes continual reporting all loans in perpetuity back to the original disbursement in 1984. The EDA has recently taken steps to alleviate these burdensome reporting requirements by offering a defederalization process for successful funds like COIC’s that have had their initial EDA disbursement over 7 years ago. This defederalization request therefore does not pertain to COIC’s 2020 EDA CARES Act revolving loan funds. This is an opportunity to save the time and expense of this comprehensive reporting while also allowing COIC to apply more flexibility in making EDA RLF loans.</p> <p>Commissioner Jerry Brummer motioned to approve Resolution #317 approving COIC’s request to release the EDA’s federal interest in COIC’s EDA Revolving Loan Fund; Councilor Jennifer Letz seconded; the motion passed unanimously.</p> <p>Approval of Loan Committee Members: Patrick Germick, Loan Officer, gave an overview of the process for the Loan Committee and request to add two members: Lisa Kyle, current Capital Advisor at SBDC (former COIC Loan Officer) and Bartt Brick, City of Madras Councilor & COIC Board Chairperson (former US Bank Executive).</p> <p>Councilor Gail Merritt motioned to add both Lisa Kyle and Bartt Brick to the CED Loan Committee; Katy Brooks seconded; the motion passed unanimously.</p>	<p>Motion: Commissioner Jerry Brummer motioned to approve Resolution #317 approving COIC’s request to release the EDA’s federal interest in COIC’s EDA Revolving Loan Fund; Councilor Jennifer Letz seconded; the motion passed unanimously.</p> <p>Motion: Councilor Gail Merritt motioned to add both Lisa Kyle and Bartt Brick to the CED Loan Committee; Katy Brooks seconded; the motion passed unanimously.</p>
<p>Executive Director Update</p>	<p>Executive Director Tammy Baney provided the following updates:</p> <ul style="list-style-type: none"> • August 31 Dr. John Bouchard will be retiring from the Youth Education program. COIC will gather his insights and evaluate for any changes or improvements in that program. 	

	<ul style="list-style-type: none"> • OR190 organizations were left out of funding to be able to recover costs for things like laptops and other things needed to work remotely due to Covid 19. COIC will be asking the Governor’s office to see if there is funding to support organizations such as ours to help cover some of these costs. • Budget will be presented in the May timeframe. The committee will continue with 3 citizen members and 5 Executive Committee members (for 8 total). We will go forward with the Budget Committee as comprised but will continue outreach to get additional citizen members for next year. • Will likely have more activity as spring comes with Transportation. Hawthorne Station is not currently open and is currently being remodeled including restrooms for ADA improvements. Service on weekends will begin again starting May 1, 2021. COIC continues to look at facilities and how to lessen the impact to surrounding areas. • COIC has had a series of hires to add capacity to the organization. Deb Oster was hired as our Payroll Specialist and Hannah Bullock has transitioned into her role as the Executive Administrative Assistant. We will begin to kick off our refresh of our Strategic Plan as well as the Diversity, Equity, and Inclusion Committee. • We continue to look into opportunities and plan towards meeting in person again while still meeting the social distancing requirements as well as allowing for public engagement. 	
<p>Regional Roundtable</p>	<p>Commissioner Jerry Brummer shared that there is a new statue across from the Courthouse and the dedication is to be scheduled soon.</p> <p>It was also noted that Facebook is looking at an expansion, likely several years out.</p> <p>Phil Fine asked about the new pipe plant in Prineville and it was confirmed that there is a new plant going in. Good for irrigation in Central Oregon as it will mean less freight and shorter timeframes for deliveries.</p> <p>Councilor Jennifer Letz noted that Sisters is celebrating its 75th anniversary this year.</p> <p>Commissioner Patti Adair noted that Sisters did not obtain the grant funding for the mobility center near Sisters.</p> <p>Commissioner Adair also noted that the ADU bill has bi-partisan support.</p>	

	<p>Winds/fires were discussed. A reminder was given to clean up around property to reduce risk of fire.</p> <p>Katy Brooks shared that Deschutes County is on the edge between moving from moderate to high status for Covid restrictions.</p> <p>Hospitalization rates and vaccination reports were also discussed by Commissioner Adair and Councilor Jay Patrick.</p> <p>Commissioner Patti Adair commented on how businesses are having trouble finding employees.</p>	
Adjourn	<p>Chair Brick adjourned the meeting at 6:27pm.</p>	