

**Central Oregon Intergovernmental Council
Executive Committee Meeting Minutes**

Date: March 4, 2021	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p>COIC Executive Committee Member: Councilor Bartt Brick, City of Madras; Councilor Anthony Broadman, City of Bend; Commissioner Jerry Brummer, Crook County; Commissioner Patti Adair, Deschutes County; COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Peter Werner, Legal Counsel; Hannah Bullock, Executive Assistant;, Guests: Councilor Barb Campbell, City of Bend;</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brick called the March 4, 2021, meeting of the COIC Executive Committee to order at 4:32 pm.	
Approval of Executive Committee Minutes	Chair Brick informed the Committee that the first item of business is to approve the minutes from the December 3, 2020 COIC Executive Committee meeting. He asked if anyone had any suggestions or changes to the minutes. Commissioner Patti Adair moved to approve the minutes from the December 3, 2020 meeting as written; Commissioner Jerry Brummer seconded; the motion carried.	Motion: Commissioner Adair moved to approve the minutes from the December 3, 2020 meeting as written; Commissioner Brummer seconded; the motion carried.
Agenda Review	<p>Executive Director Tammy Baney noted she had not heard from any Board member regarding an item on the consent agenda to be taken off for further discussion. It was confirmed that no requests were made to take an item off the consent agenda.</p> <p>Baney then reviewed with the Committee the agenda for the Board meeting:</p> <ul style="list-style-type: none"> • There are two new COIC Board members which were recently appointed: Ron Osmundson representing unemployed and underemployed and James Lewis representing tourism and recreation. • The Board meeting will begin with a service story from Rhett Coble, Youth Employment Counselor • Deputy Director/Fiscal Manager Michelle Williams do a more in depth presentation on COIC financials • Presentation on onboarding materials for Board members and where to find materials online 	

	<ul style="list-style-type: none"> • Will discuss optional demographics survey that will be sent out • Program updates will include an in-depth overview on the Transportation department • Request for participation on two small committees for evaluating request for proposals for transportation • CED will discuss regional housing council pilot • Regional round table <p>Commissioner Adair asked for a status update on finding a new auditor. Deputy Director/Fiscal Manager Michelle Williams provided an update that we currently have an RFP out to obtain an auditor for coming years.</p> <p>Then Tammy Baney presented an overview of Executive Committee roles and responsibilities.</p> <ul style="list-style-type: none"> • Chair and vice chair are now the same for Executive Committee and the Board • Executive Committee also operates as the grievance committee <p>Discussed longer meetings for Executive Committee (now 4:30 – 5:30 p.m.) and what option the group prefers if the entire meeting time is not needed. It was decided to leave the start time consistent at 4:30 p.m. and just end early if that happens.</p> <p>Peter Werner, Legal Counsel, presented an update on the employee handbook. The Union is currently reviewing the proposed draft handbook and has 45 days from the date they received it to review it.</p> <p>It was asked what options for meeting in person will be available once risk status has been lowered. Tammy Baney explained we are evaluating what options for meeting space are available taking into consideration group size, social distancing, required technology, etc. We will continue to review this as time goes on.</p>	
Adjourn	Chair Brick adjourned the meeting of the COIC Executive Committee at 5:15 p.m.	