

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

Date: April 1, 2021	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p><b>COIC Executive Committee Member:</b> Councilor Bartt Brick, City of Madras; Commissioner Jerry Brummer, Crook County; Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County;</p> <p><b>COIC Staff:</b> Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Peter Werner, Legal Counsel; Racheal Nellis, HR Manager; Hannah Bullock, Executive Assistant;</p> <p><b>Guests:</b> none</p>		
<b>Agenda</b>	<b>Discussion</b>	<b>Action Item</b>
<b>Call to Order</b>	<p>Chair Brick called the April 1, 2021, meeting of the COIC Executive Committee to order at 4:30 pm.</p> <p>An item was added to the Executive Committee agenda: An audit update from Michelle Williams, Deputy Director/Fiscal Manager. Commissioner Brummer moved to approve the agenda as amended; Commissioner Adair seconded; the motion carried.</p>	<b>Motion:</b> Commissioner Brummer moved to approve the agenda as amended; Commissioner Adair seconded; the motion carried.
<b>Approval of Executive Committee Minutes</b>	<p>Chair Brick informed the Committee that the first item of business is to approve the minutes from the March 4, 2021 COIC Executive Committee meeting. He asked if anyone had any suggestions or changes to the minutes. Commissioner Brummer moved to approve the minutes from the March 4, 2021 meeting as written; Commissioner Fording seconded; the motion carried.</p>	<b>Motion:</b> Commissioner Brummer moved to approve the minutes from the March 4, 2021 meeting as written; Commissioner Fording seconded; the motion carried.
<b>Agenda Review</b>	<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"> <li>• Ryan Huff from the Adult Program will be sharing the service story this month</li> </ul>	

	<ul style="list-style-type: none"> <li>• Public Comment – none that we are aware of</li> <li>• No administrative items this month</li> <li>• Program updates from CED including two resolutions:             <ul style="list-style-type: none"> <li>• To apply for and administer funds from the USDA Rural Development Rural Business Development Grant program</li> <li>• To defederalize EDA Revolving Loan Fund</li> <li>• Selection of loan committee members</li> </ul> </li> </ul> <p>Then Tammy Baney presented an overview of Executive Director Update:</p> <ul style="list-style-type: none"> <li>• Announced retirement in August of Dr. John Bouchard of the Youth Education Program</li> <li>• Possible future request for Board support: request to Governor’s office to include COIC and other ORS.190 organizations in receiving funds to help cover the unexpected costs that were incurred to provide for remote work and other considerations made in response to COVID-19.</li> <li>• Update on Budget Committee selection of additional new members. Since we did not receive notice from interested parties, we propose to keep the Budget Committee the same as it has been but do additional outreach in the future to seek to add two new members.</li> <li>• Update on Hawthorne facilities committee - next meeting in May</li> <li>• We will work on refreshing COIC’s strategic plan and Diversity Equity and Inclusion (DEI) work.</li> <li>• Roundtable</li> </ul> <p>Commissioner Brummer asked a question regarding the Budget Committee: will we be okay this year regarding requirements and the number of Budget Committee members? Peter Werner, Legal Counsel confirmed the statue allows us to move forward as long as we made an effort to fill the positions.</p>	
<p><b>Fiscal</b></p>	<p><u>Audit Update</u> Michelle Williams, Deputy Director and Fiscal Manager provided an update on the Request for Proposal (RFP) for auditing services. It was sent out to 12-15 firms and received 3 responses. An overview was given regarding the responses and proposals. It was discussed by the Executive Committee and the consensus was that the Board supports COIC to move forward with making the final decision.</p> <p><u>Budget Committee Recruitment Update</u> Tammy Baney, Director requested a formal motion for moving forward with the Budget Committee including the 3 citizen members that have already been approved and the 5 Executive Committee</p>	<p><b>Motion:</b> Commissioner Adair motioned to approve the Budget Committee as comprised for the 2021 year; Commissioner Brummer seconded; the motion carried.</p>

	members for a total of 8 members for this year. Commissioner Adair motioned to approve the Budget Committee as comprised for the 2021 year; Commissioner Brummer seconded; the motion carried.	
<b>HR</b>	<u>COIC Employee Handbook Discussion</u> Racheal Nellis, HR Manager and Peter Werner, Legal Counsel provided an update on the revised Employee Handbook. The Union has agreed to the draft with minor adjustments. A few additional changes are being reviewed and we will present a revised version for approval at the next Board meeting.	
<b>Adjourn</b>	Chair Brick adjourned the meeting of the COIC Executive Committee at 5:15 p.m.	