

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

Date: June 03, 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 Wayne Fording, Jefferson County;</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Fiscal Services Manager; Peter Werner, Legal Counsel; Racheal Nellis, HR Manager; Hannah Bullock, Executive Assistant;</p> <p>Guests: Councilor Denise Keeton, City of Metolius; Louie Pitt, representing Confederated Tribes of Warm Springs;</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Brick called the June 3, 2021, meeting of the COIC Executive Committee to order at 4:30 p.m. Due to a lack of quorum, the meeting was paused and reconvened at 6:10 p.m. when the quorum requirements were met.	
Approval of Executive Committee Minutes	Vice-Chair Broadman moved to approve the minutes from the May 6, 2021 meeting as written; Commissioner Fording seconded; the motion carried, with Vice-Chair Broadman abstaining from the vote since he was not in attendance at the May 6 th meeting.	Motion: Vice-Chair Broadman moved to approve the minutes from the May 6, 2021 meeting as written; Commissioner Fording seconded; the motion carried, with Vice-Chair Broadman abstaining from the vote since he was not in attendance at the May 6 th meeting.
COIC Employee Handbook	Racheal Nellis, HR Manager, provided and update on the changes that were made in the new employee handbook/personnel policy. Peter Werner, Legal Counsel, presented additional details on the effective date and format.	Vice-Chair Anthony Broadman motioned that the Executive Committee

	<p>Racheal Nellis also shared a list of things in the handbook that were expanded and changed to better reflect the Diversity, Equity, and Inclusion (DEI) work that COIC has been doing.</p> <p>Vice-Chair Anthony Broadman motioned that the Executive Committee approve and adopt the final, formatted version of the proposed Personnel Policy, also known as an Employee Handbook, in its entirety, as submitted by COIC staff, effective this day, June 3, 2021; Commissioner Wayne Fording seconded; the motion carried.</p>	<p>approve and adopt the final, formatted version of the proposed Personnel Policy, also known as an Employee Handbook, in its entirety, as submitted by COIC staff, effective this day, June 3, 2021; Commissioner Wayne Fording seconded; the motion carried.</p>
Other Items	<p>Executive Director, Tammy Baney, shared that the Regional Administrators group will be meeting to discuss ARPA funding to look at ways to leverage resources and align efforts strategically in the region regarding that funding.</p> <p>Chair Brick wanted to make sure that COIC has been looking at its insurance and threat of ransomware. Director Tammy Baney responded that cyber security has been on COIC's radar and identifying resources to look at any vulnerabilities and shore up cyber security. Deputy Director Michelle Williams also shared that COIC is also looking at moving to the cloud for additional redundancies on file storage.</p>	
Adjourn	<p>Chair Brick adjourned the meeting of the COIC Executive Committee at 6:37 p.m.</p>	