

**Central Oregon Intergovernmental Council  
Board Meeting Minutes**

<b>Date:</b> August 5, 2021	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p><b>COIC Board Committee Members:</b> 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 Jennifer Letz, City of Sisters; Louie Pitt, representing Confederated Tribes of Warm Springs; Brigette McConville, representing Confederated Tribes of Warm Springs; Councilor Jay Patrick, City of Redmond; James Lewis (representing Tourism &amp; Recreation);</p> <p><b>COIC Staff:</b> Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Hannah Bullock, Executive Administrative Assistant; Josh Lagalo, Youth Employment &amp; Training Manager; Gloria Fallini, Employment Counselor</p> <p><b>Guests:</b> Bob Keefer, Senior Consultant, SDAO (Special Districts Association of Oregon)</p>		
<b>Agenda</b>	<b>Discussion</b>	<b>Action Item</b>
<b>Call to Order</b>	Chair Brick called the August 5th meeting of the COIC Board of Directors to order at 5:35 p.m. Chair Brick facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
<b>Public Comment</b>	None	
<b>Consent Agenda</b>	The consent agenda, including the minutes from the June 3, 2021 and June 17, 2021 Board of Directors meetings as written, was moved, seconded, and approved unanimously by the board. The consent agenda also included approval for adding a new member, Cory Allen, to the CED Loan Committee.	<b>Motion:</b> The consent agenda was approved. Councilor Jay Patrick motioned and Vice Chair Anthony Broadman seconded; the motion passed unanimously.
<b>Administrative</b>	Bob Keefer, Senior Consultant, SDAO (Special Districts Association of Oregon) discussed and facilitated a Board Practices Assessment. The Board shared commentary on how the felt COIC was doing on various	

	<p>categories such as Board Duties, Operational Compliance, Budget &amp; Finance, Customer Relations, Personnel Administration, and Policies and Procedures. Most areas of the assessment were scored in the highest score category of “Good”. The area noted for the most improvement was Personnel Administration, particularly the completion of employee reviews. It was noted that COIC was without an HR Manager for a time period prior to last year and that many items are being worked on now including pay equity, refreshing job descriptions, and ensuring reviews are done.</p>	
<b>Executive Director Update</b>	<p>Executive Director Tammy Baney shared that Dr. John Bouchard is retiring August 31<sup>st</sup> and that Patrick Jordan will be stepping into that role.</p>	
<b>Regional Round Table</b>	<p>Since the meeting was running over on time Chair Brick asked that the round table be limited to only emergency items that cannot wait until the September meeting. No items were shared.</p>	
<b>Adjourn</b>	<p>Chair Brick adjourned the meeting at 7:46 p.m.</p>	