

**Central Oregon Intergovernmental Council  
Board Meeting Minutes**

<b>Date:</b> September 2, 2021	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p><b>COIC Board Committee Members:</b> Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County; Councilor Bartt Brick, City of Madras; Louie Pitt, representing Confederated Tribes of Warm Springs; James Lewis (representing Tourism &amp; Recreation); Councilor Denise Keeton, City of Metolius; Councilor Gail Merritt, City of Prineville; Phil Fine (representing Agribusiness &amp; Agriculture); Councilor Barb Campbell, City of Bend; Katy Brooks (Representing Business &amp; Industry);</p> <p><b>COIC Staff:</b> Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Hannah Bullock, Executive Administrative Assistant; Racheal Nellis, HR Manager; Scott Aycock, CED Director; Andrea Breault, CET Transportation Director; Patrick Jordan, Youth Education Manager; Patrick Germick, Loan Officer; Derek Hofbauer, Outreach &amp; Engagement Administrator; Dana Dunlap, Adult Program Manager; Gloria Fallini, Employment Counselor; Matt Romero, Employment Counselor; Ashley Thunell, Employment Counselor; Marnie Fordham, Employment Counselor; Jenny Porfily, Employment Counselor; Deanna Fender, Employment Counselor; Sandra Brown, WIOA Participant Data Coordinator; Ann Delach, Employment Counselor; Melissa Rodriguez, Employment Counselor; Ryan Huff, Employment Counselor;</p> <p><b>Guests:</b> Mel Barrett, East Cascades Works; Ross Peterson, Access &amp; Mobility Solutions, LLC;</p>		
<b>Agenda</b>	<b>Discussion</b>	<b>Action Item</b>
<b>Call to Order</b>	Chair Brick called the September 2nd 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 agenda was revised to include additional items including two resolutions regarding hiring for the CED and HR departments as well as a request for a letter of support for transportation to Warm Springs. It was noted that some items would be moved around within the timeline of the agenda. The consent agenda, including the minutes from the August 5, 2021 Board of Directors meetings as amended, was moved, seconded, and approved unanimously by the board.	<b>Motion:</b> The consent agenda was amended and approved. Commissioner Patti Adair motioned and Katy Brooks seconded; the

		motion passed unanimously.
<b>Service Story</b>	<p>Jenny Porfily, employment counselor, shared a story about a client who was a single mother with 5 children looking for employment. She wanted to be a medical assistant and worked to gain a scholarship and went back to school while also working at a coffee shop. Through a donation from a past student COIC was able to get her a laptop to complete her schoolwork. She was accepted into the medical assistant program. She graduated with honors from the program in June and is now employed as a medical assistant full time.</p>	
<b>Administrative</b>	<p><b><u>Youth Education Program Update; Introduction of Patrick Jordan</u></b>  Tammy Baney, Executive Director, shared that Dr. John Bouchard retired as of September 1 and Patrick Jordan as stepped into that role as the new Youth Education Program Manager.</p> <p><b><u>Review of Board Practices Assessment; Special Districts Association</u></b>  An overview was given of the Board Practices Assessment completed in August. Impressions from the consultant included: COIC is well served by its Board who brings a valuable mix of public agency and private business experiences to their positions. The Board has a great passion for the collaborative work that COIC provides regionally. The Board is pleased with the current direction of the agency especially considering the COVID 19 pandemic and how COIC nimbly adjusted to lessen the impacts the virus had on public and private business. They appreciate, trust, and support the Executive Director whose leadership has led to improved operations of the council. As a result, COIC is well-managed, financially sound, and is strongly committed to serving its collaborative partners and the citizens of Central Oregon.  Recommendations included: Continue efforts to update the COIC Strategic Plan and was Personnel Administration, particularly the completion of employee reviews and updating job descriptions. Resources may also be needed to support a more inclusive and diverse workforce.</p> <p><b><u>Resolution 323</u></b>  The Human Resources (HR) functions at COIC are currently not meeting the needs of the organization. The HR team consists of one HR Manager, one Senior HR Generalist, and one HR Assistant. There is a cloud based HR system currently being implemented, but is not yet operational due to limited capacity of the HR Manager. Adding another Senior HR Generalist will address areas where skill gaps exist on the HR</p>	

	<p>team and will alleviate bandwidth for the HR Manager to be better able to support the existing team and address the needs of COIC proactively rather than reactively. This new position will take lead on the implementation of the HR system so that it can perform the functions it needs for employee data management and process flow improvements. The additional bandwidth will allow for improved time to fill open positions, stronger support for managers leading their teams, more specific and accurate data to be available to make better informed staffing decisions, stronger legal compliance with protected leaves and other employment laws, improved onboarding experience for new employees, and better overall support for all COIC team members.</p> <p>Phil Fine motioned to pass Resolution 323 for COIC staff to proceed with adding a Senior Human Resources Generalist position to the Human Resources team using funds reallocated from Operating Contingencies to Personnel Services; Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p><b><u>Warm Springs Transit Letter of Support</u></b> Request for Chair signature on letter of support for continued transportation service between Warm Springs and Madras. Councilor Barb Campbell motioned to approve that Board Chair sign the letter of support as presented; Commissioner Patti Adair seconded; Phil Fine asked a clarifying question and then Louie Pitt commented that the route is a very essential service to the community; the motion passed unanimously.</p> <p><b><u>Resolution 324</u></b> COIC is project managing the Growing Rural Oregon (GRO) entrepreneurial ecosystem development program on behalf of our statewide association, Oregon Economic Development Districts (OEDD). As part of our contract with OEDD, COIC intended two contract for one or two “Community Coaches” to provide technical assistance and mentoring to the communities selected to participate in this program. Recently, the GRO team determined that we would be more competitive by hiring the Community Coach in-house at COIC, and received (oral) approval from the program funder, The Ford Family Foundation, that this is an appropriate approach. The same funding (\$150,000/year) will be used for the in-house position that was anticipated to be used for the contracted services.</p>	<p><b>Motion:</b> Phil fine motioned to pass Resolution 323, Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p><b>Motion:</b> Councilor Barb Campbell motioned to approve that Board Chair sign the letter of support as presented; Commissioner Patti Adair seconded; the motion passed unanimously.</p> <p><b>Motion:</b> Councilor Denise Keeton motioned to approve Resolution 324 for COIC staff to proceed with adding a Community Coach position to the CED team using funds reallocated from Materials and Services to Personnel Services; Councilor Barb Campbell seconded; the</p>
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	<p>Councilor Denise Keeton motioned to approve Resolution 324 for COIC staff to proceed with adding a Community Coach position to the CED team using funds reallocated from Materials and Services to Personnel Services; Councilor Barb Campbell seconded; the motion passed unanimously.</p>	<p>motion passed unanimously.</p>
<p><b>Program Updates</b></p>	<p><b><u>CET Optimization Study</u></b>  Ross Peterson, Principal, Access &amp; Mobility Solutions, LLC provided an explanation and overview of the recent Cascades East Transit Optimization Study. The study included an overview of services, plan development, safety performance targets and management policies, and other safety, maintenance, and operation measures.</p> <p><b><u>FTA Required Public Transit Safety Action Plan Action</u></b>  Andrea Breault, Cascades East Transit Transportation Director presented on changes to the Safety Action Plan. Councilor Barb Campbell motioned to approve the 2021 Public Transit Safety Action Plan revisions for Cascades East Transit; Commissioner Patti Adair seconded; the motion passed unanimously.</p> <p><b><u>Informational Overview on the Adult Education and Training Department Program Year 2020-2021</u></b>  Dana Dunlap presented an overview of the Adult Education and Training Department including funding streams, outcomes of participant re-employment and credential obtainment, and how these funds were spent on necessary support services, education, and training. She also provided a re-cap of Department of Human Services (DHS) contacts including participants served and the new program year scope of work. Lastly, she shared a story about a client who came to COIC through the DHS Jobs program, was then referred to Workforce Innovation &amp; Opportunity Act (WIOA) services and successfully transitioned from both programs into a life changing career path.</p>	<p><b>Motion:</b> Councilor Barb Campbell motioned to approve the 2021 Public Transit Safety Action Plan revisions for Cascades East Transit; Commissioner Patti Adair seconded; the motion passed unanimously.</p>

<b>Executive Director Update</b>	Tammy Baney, Executive Director shared the following updates: <ul style="list-style-type: none"><li>• Departments are undergoing growth and internal reflection. Figuring out how to be supportive to the region and take on requests.</li><li>• Discussions are happening in reference to un-housed individuals in our communities and ways to tie together and leverage the work that is being done in the region.</li><li>• The Hawthorne office had a restroom overflow incident that has required repairs and has delayed the office/staff moves.</li><li>• Regarding Board meetings being held in person vs. virtual in the future, we continue to monitor and are test driving new equipment to be able to have video/virtual hybrid.</li></ul>	
<b>Regional Round Table</b>	No items were shared.	
<b>Adjourn</b>	Chair Brick adjourned the meeting at 7:26 p.m.	