

**Central Oregon Intergovernmental Council  
Board Meeting Minutes**

<b>Date:</b> <b>October 7, 2021</b>	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; Commissioner Jerry Brummer, Crook County; Councilor Bartt Brick, City of Madras; Councilor Anthony Broadman, City of Bend; Louie Pitt, representing Confederated Tribes of Warm Springs; James Lewis (representing Tourism &amp; Recreation); Councilor Gretchen Schlie, City of Culver; Councilor Jennifer Letz, City of Sisters; Councilor Cathy Van Damme, City of La Pine; Councilor Courtney Ignazzitto, City of La Pine; Phil Fine (representing Agribusiness &amp; Agriculture); Ron Osmundson (representing Unemployed/Underemployed);</p> <p><b>COIC Staff:</b> Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, Legal Counsel; Hannah Bullock, Executive Administrative Assistant; Racheal Nellis, HR Manager; Scott Aycok, CED Director; Patrick Germick, Loan Officer; Ciara Williams, RARE Program Assistant; Derek Hofbauer, Outreach &amp; Engagement Administrator;</p> <p><b>Guests:</b> none</p>		
Agenda	Discussion	Action Item
<b>Call to Order</b>	Chair Brick called the October 7th 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 September 2, 2021 Board of Directors meeting, was moved, seconded, and approved unanimously by the board.	<b>Motion:</b> The consent agenda was approved. Commissioner Wayne Fording motioned and James Lewis seconded; the motion passed unanimously.

<p><b>Service Story</b></p>	<p>Derek Hofbauer, Outreach and Engagement Administrator shared about COIC’s recent re-opening of the Hawthorne Station facility as part of Welcoming Week in Bend. Welcoming Week focuses on making all individuals feel welcome and to help create inclusive environments in our community.</p>	
<p><b>Administrative</b></p>	<p><b><u>Welcome New Board Members from La Pine</u></b>  Tammy Baney, Executive Director, welcomed two new Board members from La Pine: Councilor Cathy Van Damme and Councilor Courtney Ignazzitto.</p> <p><b><u>Strategic Planning Process Request</u></b>  Tammy Baney, Executive Director, presented a request to the Board for approval to move forward and use funds to bring on a consultant to create a strategic plan for COIC. We expect the cost to be between 10-15k dollars.</p> <p>Phil Fine asked whether we have a consultant in mind. Tammy Baney explained that we have a list of organizations that do strategic planning. A lot of them focus on non-profit organizations or have costs above our price range. We will work to find one that meets in our needs in our price range.</p> <p>James Lewis asked how we arrived at the 15k budget number. Tammy Baney explained that the number was arrived at after participating in strategic planning in the past with other organizations as well as speaking to other organizations that have completed such a process in the past.</p> <p>Ron Osmundson asked if the Board would be able to meet with the consultant. Tammy Baney explained that yes the Board will be working directly with the consultant.</p> <p>Louie Pitt motioned to approve the request to move forward on creating a strategic plan with a cost of up to 15k dollars; Ron Osmundson seconded; the motion passed unanimously.</p>	<p><b>Motion:</b> Louie Pitt motioned to approve the request to move forward on creating a strategic plan with a cost of up to 15k dollars; Ron Osmundson seconded; the motion passed unanimously.</p>

	<p><b>Financial Overview &amp; Reports: August 2021</b></p> <p>Michelle Williams, Deputy Director and Fiscal Manager, gave an overview on the August 2021 financial reports. The overview included an explanation of departments and how they bill, as well as an explanation of quarterly and billing cycles. Since it is still early in the fiscal year COIC is currently under budget on expenditures. We have some larger projects coming up for the Transportation Department so we will start to see some changes in expenditures in the next few months. An overview was also given on jurisdictional dues.</p> <p>COIC has also been working with the new auditor to complete the 2019-2020 fiscal year audit and plan to have more financial reporting to share with the Board at the November Board meeting.</p> <p>Once ARPA guidance is issued, COIC will be bringing more information and a resolution to the Board to add to the budget for another round of small business loan grants.</p>	
<p><b>Program Updates</b></p>	<p><b>Covid-19 Economic Recovery Plan Update</b></p> <p>Scott Aycock, Community &amp; Economic Development Director, and Ciara Williams, RARE Program Assistant, provided an update on the Covid-19 Economic Recovery Plan. They presented on the Economic Recovery Plan process to date, the identified impacts, and the draft priority Strategies, for COIC Board review and feedback. They also reviewed one of the high-priority strategies, Broadband, and discussed regional efforts to identify broadband improvement needs and COIC’s efforts in this arena. Board feedback was requested on the draft Plan and priorities.</p>	
<p><b>Executive Director Update</b></p>	<p>Tammy Baney, Executive Director shared the following updates:</p> <ul style="list-style-type: none"> <li>• We will be coming before Board and Councils soon with an update on COIC and the Regional Housing Council</li> <li>• November Board meeting we are planning to be in person as well as continue to offer virtual access.</li> <li>• Office shuffle is nearly complete, however we are still working through repairs at Hawthorne due to water damage.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Homeless Leadership Collation has requested a proposal to see what it would look like for COIC to be their sponsor organization. Additional details to come on this topic.</li> </ul>	
<p><b>Regional Round Table</b></p>	<p>It was shared that Chair Brick will be moving/relocating from the area and therefore will be resigning as COIC Board Chair after the November meeting. Vice-Chair Broadman will step in as Chair until Board elections in January.</p>	
<p><b>Adjourn</b></p>	<p>Chair Brick adjourned the meeting at 6:57 p.m.</p>	