

**Central Oregon Intergovernmental Council
Board Meeting Minutes**

Date: January 6, 2022	Virtual Meeting - Conference call	Prepared by: H. Bullock Reviewed by: T. Baney
<p>COIC Board Committee Members: Commissioner Patti Adair, Deschutes County; Commissioner Wayne Fording, Jefferson County; Commissioner Jerry Brummer, Crook County; Councilor Anthony Broadman, City of Bend; Brigette McConville, Vice Chair Tribal Council-Confederated Tribes of Warm Springs; Councilor Jennifer Letz, City of Sisters; Councilor Jay Patrick, City of Redmond; Councilor Gail Merritt, City of Prineville; Councilor Gretchen Schlie, City of Culver; Councilor Denise Keeton, City of Metolius; Councilor Gabriel Soliz, City of Madras; Tim Deboodt (representing Timber & Wood Products); Phil Fine (representing Agribusiness & Agriculture); Katy Brooks (representing Business & Industry);</p> <p>COIC Staff: Tammy Baney, Executive Director; Michelle Williams, Deputy Director and Fiscal Services Manager; Peter Werner, Legal Counsel; Hannah Bullock, Executive Administrative Assistant; Patrick Germick, Loan Officer; Andrea Breault, Transportation Director; Hofbauer, Outreach & Engagement Administrator; Rachel Zakem, Transit Planning Specialist; Dana Dunlap, Adult Program Manager; Patrick Jordan, Youth Education Manager; Matthew Romero, Adult Employment Counselor;</p> <p>Guests: none</p>		
Agenda	Discussion	Action Item
Call to Order	Chair Broadman called the January 6 th meeting of the COIC Board of Directors to order at 5:35 p.m. Chair Broadman facilitated attendance and introductions by roll call. A quorum was present during the meeting.	
Public Comment	None	
Service Story	Matthew Romero, an adult employment counselor, shared a service story about an individual who had been laid off from work. Being a sole provider for a family of 4, he spent quite a few months trying to find work in his field as a project manager for a power company. He applied for a WIOA scholarship to apply for a CDL for truck driving. COIC was able to assist the individual with finding funding to cover his rent for the month so he could focus on completing his classes and not be evicted from the RV park he where he and his family were living. He was one of the top students in his program, successfully completed it and has managed to start his own excavation company with a team of employees and a thriving business.	

<p>Consent Agenda</p>	<p>Item 4B Fiscal Reports were pulled from the consent agenda for future discussion. The consent agenda, except for item 4B, including the minutes from the December 2, 2021 Board of Directors meeting, was moved, seconded, and approved unanimously by the board.</p> <p>Item 4B Fiscal Reports was discussed. Commissioner Jerry Brummer asked on the income page if the red lines were a timing or cash flow issue. Michelle Williams, Deputy Director and Fiscal Manager, explained that it is a timing issue and also relates to spending as there are capital purchases that haven't come in or been paid for yet, so revenue related to those has not yet come in. Item 4B was moved, seconded, and approved unanimously by the board.</p>	<p>Motion: The consent agenda, except for item 4B, was approved. Tim Deboodt motioned and Commissioner Jerry Brummer seconded; the motion passed unanimously.</p> <p>Motion: Item 4B was approved. Commissioner Jerry Brummer motioned and Tim Deboodt seconded; the motion passed unanimously.</p>
<p>Administrative</p>	<p>Executive Director Tammy Baney welcomed new Board member Councilor Gabriel Soliz from City of Madras.</p> <p>Election of Board Leadership:</p> <p>Councilor Anthony Broadman was nominated for COIC Board Chair. No other nominations were received. Commissioner Jerry Brummer motioned to approve Councilor Anthony Broadman as COIC Board Chair; Councilor Gretchen Schlie seconded; Councilor Broadman abstained from voting; the motion passed unanimously.</p> <p>Councilor Jay Patrick was nominated for COIC Vice Chair. No other nominations were received. Tim Deboodt motioned to approve Councilor Jay Patrick as COIC Vice Chair; Commissioner Patti Adair seconded; the motion passed unanimously.</p>	<p>Motion: Commissioner Jerry Brummer motioned to approve Councilor Anthony Broadman as COIC Board Chair; Councilor Gretchen Schlie seconded; Councilor Broadman abstained from voting; the motion passed unanimously.</p> <p>Motion: Tim Deboodt motioned to approve Councilor Jay Patrick as COIC Vice Chair; Commissioner Patti Adair seconded; the motion passed unanimously.</p>

	<p>Commissioner Jerry Brummer nominated and motioned to approve Hannah Bullock as Secretary; Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p>Phil Fine nominated and motioned to approve Michelle Williams as Treasurer; Commissioner Wayne Fording seconded; the motion passed unanimously.</p> <p>Election of Executive Committee: by virtue of who was appointed as COIC Board leadership, the Executive Committee will include the three County Commissioners as well as Chair Anthony Broadman and Vice Chair Jay Patrick.</p> <p>Resolution #325 Authorizing agents to conduct business with the bank. Councilor Gabriel Soliz motioned to pass Resolution #325; Commissioner Jerry Brummer seconded; the motion passed unanimously.</p>	<p>Motion: Commissioner Jerry Brummer nominated and motioned to approve Hannah Bullock as Secretary; Councilor Denise Keeton seconded; the motion passed unanimously.</p> <p>Motion: Phil Fine nominated and motioned to approve Michelle Williams as Treasurer; Commissioner Wayne Fording seconded; the motion passed unanimously.</p> <p>Motion: Councilor Gabriel Soliz motioned to pass Resolution #325; Commissioner Jerry Brummer seconded; the motion passed unanimously.</p>
Program Updates	<p>Informational Update on Bus Stop Improvements</p> <p>Rachel Zakem, Strategic Programs and Partnerships Coordinator, provided an informational update on bus stops. CET is nearing the final stages of bus stop design for two new Fixed-Routes in northeast and southeast Bend (Routes 8 and 9), as well as the two new flex-routes in Redmond. Design for both the Bend and Redmond stop locations will be submitted for city permit review in the coming weeks. All stops adhere to ADA and PROWAG (Public Right of Way Accessibility Guidelines) standards.</p>	

	Assuming permits are approved, an Invitation to Bid for construction will be sent out at the end of January. Construction will begin in the spring and operations to start in the summer of 2022 (assuming labor shortages have decreased).	
Executive Director Update	<p>Tammy Baney, Executive Director, shared the following updates:</p> <ul style="list-style-type: none"> Two new partnerships. One with Heart of Oregon Corps; partnering to support their education program. The other new partnership is with Bethlehem Inn; using our mobile lab and having adult employment counselors working with individuals living at the shelter. This includes working on soft skills, retraining, and resume building as well as working with employers on coaching and interview prep to help individuals seeking employment. The COIC team will provide an overview of the program to the Board at the February meeting. 	
Regional Round Table	<p>Commissioner Wayne Fording shared that Jefferson County is looking for employees for a variety of positions. They are also starting their budgeting process for the year.</p> <p>Commissioner Jerry Brummer also shared that their budgeting process is starting for the year. Statues in Prineville are being moved around to their final locations. The Justice Center budget has passed and the planning process has started.</p> <p>Tim Deboodt shared that irrigation concerns are ongoing. He also shared that in the Nature Resources Conservation Services world there is an open window to apply until the end of January to apply for funds.</p> <p>Commissioner Jerry Brummer asked a question regarding the recovery funds and how they can be used.</p> <p>Katy Brooks discussed the infrastructure bill and the process of selecting projects. One point that was made was uniting as a region on needs and requesting funding as a united front.</p> <p>Councilor Denise Keeton asked a question about transportation services for a veteran and Andrea Breault, Transportation Director, will reach out to follow up on the individual situation.</p> <p>Chair Anthony Broadman shared an update that City of Bend passed an amendment to the City Code and placed Rachel Zakem on the Advisement Board.</p> <p>Councilor Gretchen Schlie shared that Kim Simons the Culver Public Works Supervisor has been asked to serve on the advisory board for the Oregon Department of Environmental Equality.</p>	

Adjourn	Chair Broadman adjourned the meeting at 6:30pm.	