



Executive Committee Meeting Agenda Packet

December 1, 2016, 1:00 pm

Cascades West Center
1400 Queen Avenue, SE
2nd Floor, Large Conference Room
Albany, OR 97322

The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

EXECUTIVE COMMITTEE MEETING

AGENDA

December 1, 2016

1:00 p.m.

Cascades West Center
1400 Queen Ave. SE
Albany, OR. 97322

An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.

1. Approval of Previous Meeting Minutes (Chair Sharon Konopa)

Minutes of the October 27, 2016 Executive Committee meetings will be reviewed for approval (Page 3).

ACTION: Motion to approve the October 22, 2015 Executive Committee meeting minutes.

2. Review of Executive Director's Employment Agreement (Fred Abousleman)

The Executive Director's Employment Agreement will end February 28, 2017. The Executive Committee will meet in Executive Session to discuss entering into a new employment agreement with the Executive Director. (Attachment will be sent separately).

ACTION: Adjourn and move into Executive Session.

4. Executive Session (Chair Sharon Konopa)

The meeting will move into Executive Session per ORS 192.660 (i) under the provisions of Oregon Public Meeting Laws for the purpose of discussing the Executive Director's Employment Agreement.

ACTION: Discussion only. No action to be taken

5. **Reconvene into Regular Session** (*Chair Sharon Konopa*)

The Executive Committee will reconvene into Regular Session to report on, and act on, the conclusion of the Executive Committee discussion.

ACTION: Discussion and decision regarding a recommendation to the Board on the Executive Director's Employment Agreement.

6. **COG Budget Committee and Process for FY 2016** (*Sue Forty*)

The COG Chair will propose the Budget Committee Members for the FY 2016 Budget Year. A schedule for the FY 2016 Work Program and Budget development will be presented for review and approval (Page 6).

ACTION: Motion to recommend members of the Budget Committee to the Full Board for approval.

Motion to recommend approval of the proposed schedule for the FY2017-2018 Budget and Work Program to the Full Board.

7. **January Full Board Agenda Items** (*Chair Sharon Konopa*)

The Executive Committee will review and comment on proposed agenda items for the next Full Board meeting. Staff will present items for the agenda known to date, including:

1. Consent Calendar

- a. Approval of Previous Full Board Meeting Minutes
- b. 2017 OCWCOG Board of Directors Meeting Schedule
- c. Approval of new members to the SSAC and DSAC

2. 2017-2018 Member Dues

3. Presentation of the Executive Director's Goals

4. Discussion of Executive Director's Employment Agreement

5. Program Update Question and Answers

6. Information Sharing

7. Other Business

8. Adjournment

8. **Other Business**

9. **Adjournment**

**OREGON CASCADES WEST COUNCIL OF GOVERNMENT
EXECUTIVE COMMITTEE MINUTES
October 27, 2016**

- ATTENDEES:** Mayor Sharon Konopa, Albany; and, Councilor Bob Elliott, Lebanon.
- VIDEO:** Councilor Dann Cutter, Waldport; and Commissioner Bill Hall, Lincoln County.
- STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Community Economic Development Director Phil Warnock; Senior and Disability Services Director Dave Toler; and Executive Assistant Emma Chavez.

Chair Sharon Konopa convened the meeting of the Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee at 9:01 a.m., at the Cascades West Center in Albany, Oregon.

1. Approval of Previous Meeting Minutes

Motion to approve the minutes of the August 25, 2016 Executive Committee meeting made by Councilor Dan Cutter, seconded by Councilor Bob Elliott. Motion passed unanimously.

2. Discussion of Governing Board Membership

OCWCOG Executive Director Fred Abousleman noted that the OCWCOG Articles of Agreement may not be clear in regards to its membership. He clarified that the intent is for both primary members and alternates on the Board of Directors be elected officials. The City of Halsey has requested for an exception that their Alternate member not be an elected official. The City recently lost a staff person and has had a difficult time assigning an elected official to serve as the Alternate member. Staff questioned whether the Bylaws language should be changed to make such exceptions.

Executive Director Abousleman went on to explain that the Articles of Agreement also allow for any learning institution to request to be a charter of the OCWCOG Board of Directors. Executive Director Abousleman noted that OCWCOG is one of the few Councils of Government that does not have such a membership. He noted that if members were interested in this expansion, an Advisory Board could be created.

The Executive Committee discussed and shared the following feedback:

- Chair Konopa would like the language to remain the same and suggested that if small cities are not able to find an elected official to serve, a staff of the jurisdiction may serve as a non-voting member. She explained that officials have accountability and the intent of the OCWCOG Board of Directors is to have a forum of elected officials. Chair Konopa also felt that the learning institutions are not currently involved with OCWCOG's work and shared a concern that adding more members to the Board would create difficulty in reaching quorum.
- Councilor Cutter stated that if this is not currently an issue, things should remain as they are; however, he asked that the Executive Committee keep in mind the interest of the schools playing a role with OCWCOG in the future.

Executive Director Abousleman said that staff will review ORS190, along with the OCWCOG Articles of Agreement.

3. Board Exemption from Receiving OCWCOG Services

Executive Director Abousleman reported that OCWCOG's policy and protocol states that staff or their direct family members cannot receive services from the organization they work for. In these instances, the staff or their family member's case is sent to another agency to receive service. He noted that another risk of potential conflict of interest could be when an OCWCOG Board member and their family member obtain services from the OCWCOG. Staff proposed a conversation to exempt Board members and their family members from receiving services.

There was discussion about providing specific avenues to go through should a conflict of interest arise. There was concern that sending staff, Board members, and family members to other agencies to receive services would create a hardship on the other agency. Concern of the distance of travel to outside agencies, especially for senior and disabled persons, and those who may not have access to transportation was also raised. It was advised that language specifications would be key if an exemption was made. The Executive Committee noted that it may be appropriate for the OCWCOG Board to weigh in on the discussion and decision.

Executive Director Abousleman stated that OCWCOG could make it an option for the Board to use an outside agency, making it clear that exceptions could be made. Senior and Disability Services (SDS) Director Dave Toler advised that eligibility determinations could be made elsewhere to prevent the conflict of interest, and then the continuation of service could be taken care of in-house to solve the local concerns. Chair Konopa agreed with SDS Director Toler's suggestion.

Councilor Cutter requested that in early 2017, an elected officials briefing take place to include conflicts of interest. He also asked for staff to provide a member orientation packet to new Board members.

4. Topics of Interest for Board Information Sharing

The Executive Committee discussed whether specific topics should be set for discussion in lieu of the Information Sharing part of the Board of Directors agenda.

The Committee suggested having a hot button topic that may affect other members, and collecting information ahead of time. It was agreed to change the description on the agenda from "Information Sharing" to "Topics of Regional Interest" and request future regional hot topics at the meeting.

Staff will work on these requests for the next Board meeting.

5. OCWCOG Program Updates

Members received program updates in their packets and had no follow up questions or discussion.

6. December Full Board Agenda Items

The Executive Committee reviewed and agreed on the following agenda items for the December Board of Directors meeting.

1. Consent Calendar

- a. Approval of Previous Board Meeting Minutes
- b. Senior and Disability Services Advisory Council Membership Renewals

2. OCWCOG Budget Committee and Process for FY2017-2018

3. Program Update Question and Answers

4. Topics of Regional Interest

5. Other Business

6. Adjournment

7. Other Business

It was suggested that the OCWCOG Board of Director and Executive Committee meetings be held on the same day of Thursday, December 1st. Therefore, the December 15th Executive Committee meeting will be rescheduled to Thursday, December 1st.

Executive Director Abousleman noted that his contract will expire in March of 2017. Mayor Konopa suggested the Executive Committee review the Executive Director's Employment Agreement with Fred at the December meeting. A performance review to present and discuss his future goals and Employment Agreement can take place at the January Board meeting. The Executive Committee requested Deputy Director Lydia George to forward the current Executive Director's Employment Agreement before the December meeting for their review.

Members reviewed other agenda items and had no changes to make.

Chair Konopa reported for Commissioner Anne Schuster if the Executive Committee should recommend to the Board to adopt a Tobacco Resolution raising the age to purchase tobacco products. The Committee asked if members could make a motion on the Tobacco Resolution. There was consensus by the Executive Committee that the Tobacco Resolution is not appropriate to adopt at the OCWCOG Board level, but should be handled at the County level.

8. Adjournment

Meeting adjourned at 10:15 a.m.

Minutes recorded by Emma Chavez



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: December 1, 2016
TO: OCWCOG Executive Committee
FROM: Sue Forty, Finance Director
RE: **FY 2017-2018 *Work Program and Budget Schedule***

Below is the recommended schedule to follow regarding the development of the *FY 2017-2018 Work Program and Budget*.

December 1, 2016	Board establish budget calendar, appoints Budget Committee members
February 27, 2017	(Week of) Publish Budget Meeting Notice
March 9, 2017	Proposed Budget distributed (Board Packets, website)
March 16, 2017	Proposed Budget presented to Board
April 24, 2017	(Week of) Publish Budget Hearing Notice
May 11, 2017	Proposed Budget distributed (Board Packets, website)
May 18, 2017	Budget Committee reviews and approves budget
	Board holds budget hearing, adopts budget, makes appropriations
	Board adopts work program and budget



Cascades West Center
1400 Queen Avenue, SE Suite 201
Albany, OR 97322
541.967.8720