



Executive Committee Meeting Packet

October 28, 2021 at 9:00 am

Zoom Video Conference:

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE AGENDA
October 28, 2021
9:00 – 11:00 am
Zoom Video Conference**

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

1. Welcome/Call to Order (Chair, Commissioner Claire Hall)

(9:00 – 9:00 am)

- Introductions

2. Consent Calendar (Chair Claire Hall)

(9:00 – 9:05 am)

- Approval of meeting minutes for the August 26, 2021 Executive Committee ([Page 4](#)).
- Cascades West Economic Development District proposed bylaw amendment ([Page 9](#)).

ACTION: Motion to approve Consent Calendar items.

3. Bargaining Update (Collective Bargaining Management Team)

(9:05 – 9:25 am)

The Chair will call an Executive Session pursuant to ORS 192.660. Discussions will be to provide an update of current topics being discussed at Bargaining Sessions.

ACTION: Information only.

4. Executive Director Update (Executive Director, Ryan Vogt)

(9:25 – 9:45 am)

- Hiring update

ACTION: Information only.

5. December Meeting (Executive Director, Ryan Vogt)

(9:45 – 9:55 am)

- Reschedule meeting ([Page 14](#)).

ACTION: Vote.

6. **Evaluate Subcommittees** (*Executive Director, Ryan Vogt*)

(9:55 – 10:15 am)

- Evaluating Structure and Bylaws ([Page 15](#))

ACTION: Discussion

7. **COVID Update** (*HR Manager, Ryan Schulze*)

(10:15 – 10:25 am)

ACTION: Information only.

8. **Adjournment**

(10:25 am)

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING MINUTES
Via Zoom Audio / Video Conference
August 26, 2021

MEMBERS: **Chair**, Commissioner Claire Hall, Lincoln County, **Treasurer**, Commissioner Pat Malone, Benton County; **Vice-Chair**, Mayor Jim Lepin, City of Millersburg; Mayor Dean Sawyer, City of Newport; Councilor Alan Rowe, Adair Village

STAFF: **Executive Director**, Ryan Vogt; CED Director Jenny Glass; Senior, Disability and Community Services Director, Randi Moore; Human Resource Manager, Ryan Schulze; Community Services Program Manager, Alicia Lucke; and Executive Assistant, Kathleen Codinha.

ABSENT: Commissioner Sherrie Sprenger, Linn County

PUBLIC: None

1. Call to Order

Chair Commissioner Claire Hall called the August 26, 2021 meeting of the Oregon Cascades West Council of Governments' (COG) Executive Committee to order at 9:00 am via Zoom®.

2. Approval of Consent Calendar

Chair Commissioner Hall asked for a motion to approve the Consent Calendar. Mayor Jim Lepin moved to approve; Councilor Alan Row seconded it. A vote was taken and passed unanimously.

3. Executive Director Update

Executive Director, Ryan Vogt reported that everyone in the office is wearing masks due to the Delta variant. The Human Resource Director will go into more detail next. Everyone's safety is of the utmost concern; everything possible is being done to keep everyone safe. Information from State partners contribute in the decision making process.

As stated in a previous meeting, the Tech Services Director left a couple of months ago and Executive Director Vogt has been working on an Inter-Governmental Agreement (IGA) with Lane Council of Government (LCOG) to provide support to the OCWCOG IT staff. This includes an assessment of the current stabilization efforts that have been on-going this past year. The senior leadership team is ready to begin recruiting a new Tech Services Director. There have already been candidates showing interest in this position.

In the last month, Mid-Willamette Valley COG lost their senior Loan Manager. OCWCOG has since entered into an IGA with MWVCOG to assist in processing 504 loans. LCOG is also helping. It's been great to have new partnerships with area COG's all working together. This has started a larger conversation how LCOG, MWVCOG and OCWCOG can help each other process loans on a permanent basis. Each location has about two employees, but working together, the six can be more effective in getting the funds out, which is the priority. As those conversations evolve, Executive Director Vogt will keep you updated.

The full board asked COG to take a leadership role in convening communities throughout the region for their Bias Response initiative to evaluate and determine what communities want. If they truly do want something, a recommendation will be given. Alicia Lucke, the Community Services Program (CSP) Manager was at the meeting, and Executive Director Vogt said most likely the contract will reside in the CSP department. The COG is still in the initial stages of working with Corvallis to get the budget finalized and then will start reaching out to various parties that have

already come to the table and shown interest. The next steps could include seeking a contractor and writing a Statement of Work (SOW).

There are several key recruitments: if anyone knows of a good Tech Services Director, please send them our way. The Finance Director position is still open. Several candidates have applied, but the position is open until filled. Since this is a key position, when the first round of interviews are scheduled, Ryan Vogt will email the committee to see if any of them wish to be on the panel. The Communications Specialist position failed. An offer was extended and accepted, but ultimately the candidate had to decline due to family and COVID complications. That person expressed interest in doing some off-site contract work. Executive Director Vogt is waiting for all members of the senior staff to return from vacation, so a plan can be formulated for a path forward.

4. The “New Normal”, COVID, Bargaining Update

Human Resources (HR) Manager, Ryan Schulze said the “new normal” is continuing to evolve almost daily. People have to wear a mask at all times when in the building even when they are behind closed doors in their office. This is the result of the Governors new guidelines that says anyone in an open office environment, including cubicles, must wear a mask. Also, the COG COVID Workgroup (joint labor/management) decided it would be fair for everyone to wear a mask, office or not, to make it equitable.

Yesterday, the Department of Human Services sent a transmittal to the COG to scale back on face to face meetings. Decisions need to be made how to respond to that report when Randi Moore, Senior, Disabled, and Community Services Director, returns from vacation. It could possibly revert back to how it was in August 2020. With the Delta variant, high levels of transmission are being seen. From a Human Resources perspective, it’s creating challenges with Americans with Disabilities Act (ADA) and employee requests for accommodation. These requests are not directly due to having COVID, but exacerbated by it, and how to respond is becoming challenging. He has been spending time with CIS, and seeking how other employers are handling it.

Commissioner Pat Malone agreed the transmission rate is much higher than before and people are needing a higher rate of care. Mayor Dean Sawyer said he saw on the news that Oregon State is requiring students to be vaccinated, and asked if the Professors are required as well. Commissioner Malone didn’t know for sure, but thought the mandate was for everyone. At public university events they need to show a vaccination passport.

HR Manager Schulze added the COG’s COVID Safety Group is relatively small; and over the last year the conversations were mostly about what could be done to stay in alignment with guidance, various requirements, and how to implement those plans. Now that the Executive Order was sunsetted and decisions aren’t grounded in law, there is a recognition that the small group of four or five employees isn’t as representative of the whole agency as it could be. They are trying to figure out how to add more employees so the group is well represented from all areas of the agency to determine how best to respond, and what recommendations should be forwarded to the senior leadership team for evaluation.

The next update given was on bargaining, which has been on-going for several months now. Some Tentative Agreements (TA) have been reached on several Articles, and on some the decision was made to stay with current contract language (CCL). The following is the recap:

Article 4: Union Membership and Data, (TA). This aligned language to the current law, HB2021-16.

- Article 8: Program Areas, (CCL). There was discussion for the SDS Program areas in Albany and Toledo to merge, but after more discussion, it was realized changing language in this Article would have implications that would affect other Articles.
- Article 9: Hours of Work, (TA). Language was updated to say the lunch period is not an option and must be taken.
- Article 19: Filling of Vacancies, (CCL). There is a probationary period and the language was updated to make that clearer.
- Article 23: Holiday Compensation, (TA). Juneteenth was added to the list of Holidays.
- Article 33: Insurance, (TA). This states the current agency contribution levels will be maintained.
- Article 44: Telework Article (newly created TA). This was very involved and took six weeks of bargaining before coming to a mutually agreed upon Article with clear language.

A new Article for Inclement Weather is the current topic being bargained. It was originally presented as just a fire/smoke issue, but has become broader in scope to include any hazardous condition.

Another new Article being discussed is Staff Development.

Union and Management are still trying to determine how they want to approach economics. Through the Employment Relations Board, affinity bargaining was presented as an option. It's a one day economics bargaining model. There is a lot of pre-work and data that is needed before that can begin so it's still undetermined if affinity will be used. The current contract is through September 30th.

Mayor Jim Lepin and Commissioner Malone praised Ryan Schulze for all his work.

5. Stand by Me (\$BM)

Community Services Program Manager, Alicia Lucke shared the screen and showed a presentation. Since this is a program that all of the Executive Committee was familiar with, she just highlighted certain areas where progress was made in the last year.



Note: the 2021 data comes from our last \$BM board meeting, so August 2021 to reflect Jan-July 2021

Coaching is taking place via Zoom. *\$BM-OR* was started from \$85,000 seed money from Benton County, and the original request was for one year of funding. Randi requested an additional three years of funding from all three counties, each county contributing an estimated \$40,000 per year. Additionally, *\$BM-OR* received \$36,000 in grant money from the Oregon Community Foundation which will provide outreach specifically to the Latinx community. Some other outreach will take place next month at the Corvallis Farmers Market, and the Albany Business Expo.

In the past few months, productive conversations were taking place with the Center Against Rape and Domestic Violence (CARDV). They received an AllState grant to teach their advocates how to navigate through their personal finances. It is a “one-and-done” training, and they were invited to join *\$BM* to help their coaches build their toolkit.

Seniors, Disabled, and Community Services Program Director, Randi Moore said the seed money that Benton County provided was used to pay for a contractor that has done a lot of ground work to get *\$BM* up and running. It was also used to purchase technology in the form of a very robust database. The COG staff has given in-kind match via time donated to providing administrative functions that would otherwise need to be paid for. In order to make this program more sustainable, a dedicated staff will be needed to support the program. Therefore, a letter was recently sent to the three County Boards of Commissioners requesting funding for the administrative staff part. The full time staff coordinator would be out in the community doing full time presentations, track down funding sources, supporting the coaches, and more. The staff coordinator, plus Alicia’s time, would cost approximately \$122,000 per year. Hopefully, that will be split amongst the three counties. Commissioner Malone asked if feedback was given from the other two counties, but there has not been a reply as yet.

6. Build Back Better

Community Economic Development (CED) Director, Jenny Glass said the two page handout (listed on page 10 and 11 of the packet) was distributed to the Cascades West Economic Development District (CWEDD). There is \$3 billion available nationally for economic development, and economic recovery with six different funding opportunities. Since it will be very competitive, the point is to help local communities bring as much of the dollars to the region as possible. CED has already been talking to University of Oregon in the Bio-Science industry. No project is too big or small. Unfortunately, CED doesn’t have the capacity to write federal grants for everyone, but they can partner to help connect the application with the correct funding bucket so it will be stronger in that particular pool.

Commissioner Malone asked if approving broadband fits into any of those buckets. CED Director Glass said broadband is considered basic infrastructure and knows of other sources of federal funding for broadband besides these buckets. Also, the region has a Broadband Action Team that Anne Whittington has been a part of. They recently got an EDA grant from a previous opportunity to do a feasibility study on broadband expansion. Rachael Maddock-Hughes is leading that study and Jenny will be meeting with her next week to see if there are possible proposals that can be routed to Build Back Better after the feasibility study has been completed.

Executive Director Vogt said in the past, this board has expressed concerns relating to the relevancy of the CWEDD as a whole. A portion of the federal funds that are being released are encouraged to go through an economic district to assure they are being used to affect larger regions, as opposed to individual communities. If the Executive Committee is thinking about local projects for economic development using dedicated resources, please keep the COG in the loop as they may be able to facilitate moving that forward. As more communities get on board, it will enable CWEDD to be more recognized, organized, and able to use that leverage to benefit the region. CED Director Glass will report to Executive Director Vogt which projects they might want to pursue as a full economic district with the power behind it, and which smaller opportunities may be best pursued by the originating city. This is a great opportunity for the CWEDD in establishing

new relationships, and creating a greater depth of relevancy for the economic district, and now there is a sizable funding opportunity to move this forward. Mayor Lepin said over the last several years, the conversation has been about the strategy of the CWEDD, and how to access funds. He pointed out what an improvement it's been that the CWEDD has become more effective: in the past, conversations took place about strategy; now the conversation is educating what the process is, telling them about the available funds, and making plans to work together to go after them more efficiently.

7. Other Business

Commissioner Malone asked if there was any update on discussions between Community Services Consortium (CSC) and the COG working together. Executive Director Vogt said it continues to be a very active discussion between him and the CSC Executive Director. Right now the discussion is on housing for the region, sharing information on bargaining efforts, and CSC just hired a Finance Director, and is in the process of recruiting for a Technology person. The two agencies have been sitting on each other's panels to interview candidates.

CSC Executive Director, Pegge McGuire, has been communicating with her staff that it's not a matter of if, but when, the two agencies merge. There are logics planning in the event of a merger, but there is also vision, and mindset. Whether the merge actually happens is irrelevant to both Executive Directors; it's about recognizing and leveraging joint efforts to better serve the community.

Finally, as people move into leadership roles, there is not a handbook for them that tells them how to manage employees. Someone might have been in a technical position working independently, and now find themselves having to coach someone on performance. There is a lot of new information that new managers need to learn. In addition to Human Resources teaching these employees how to become effective supervisors, both COG and CSC will take their entire leadership team through the Ascent Leadership Group training. Each agency will complete leadership training in cohorts; meeting together each month to go through individual skills of training, development, practice, as well as have social agreements within both groups. These sessions will build leadership skills and bring common knowledge and communication within the leadership from both agencies.

Councilor Alan Rowe stated he is moving the end of the year and won't be on the Executive Committee as he will be a resident of Lincoln County.

8. Adjournment

Chair Hall adjourned at 10:19 am.

Meeting minutes taken by Kathleen Codinha.

CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT GOVERNING BOARD

BYLAWS

I. PURPOSE AND DUTIES

The purpose of the Cascades West Economic Development District Governing Board (District Board) is to serve as the governing body of the Cascades West Economic Development District (District), which is an Economic Development District Organization recognized by the federal U.S. Department of Commerce Economic Development Administration. Purpose and duties of the District are enumerated in its Articles of Agreement.

II. MEMBERSHIP, TERMS, VACANCIES, AND REMOVAL

- (A) The District shall be governed by a District Board of twenty (20) members, appointed as specified in the District's Articles of Agreement.
- (B) Each District Board member serving as a representative of the Lane Council of Governments (LCOG) Executive Committee or the Oregon Cascades West Council of Governments (OCWCOG) Executive Board shall serve on the Cascades West Economic Development District Governing Board as long as their Council of Governments term lasts. Each District Board member who is a county representative shall be reaffirmed or reappointed, annually.
- (C) County District Board Members are subject to removal if they miss two (2) consecutive District Board meetings. In such an event, the Council of Governments which originally appointed the representative may remove that member from the District Board. The district Governing Board may request the removal, but shall not have the power of removal.
- (D) In order to be eligible for various types of federal Economic Development Administration assistance, including public works and loan guarantee programs, areas must actively participate in the Economic Development District's planning process. County government participation provides for inclusion of its incorporated area. Active participation is defined as being a member of the Council of Governments:

III. ORGANIZATIONAL PROCEDURES

- (A) The District Board shall meet at least once a year. At least one (1) month notice shall be given to the membership for a regular meeting. Regular meetings shall be held in Benton, Lincoln, Lane, or Linn Counties.

- (B) Additional meetings in person, or electronically, may be called by the Chair with the concurrence of two (2) additional members, or by a majority of the full membership of the District Board.
- (C) Meetings may be held by telephone or other means of electronic communication, and the District Board members may participate in any meeting by telephone or other means of electronic communication with advance notice of 48 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all District Board members and any member of the general public can attend, understand, and either hear or read the comments of all members participating in the meeting.
- (D) Each member shall be entitled to one vote on matters before the District Board.
- (E) A quorum shall consist of a simple majority of the membership of the District Board.
- (F) Except as otherwise provided in these Bylaws, a simple majority of the members present and voting shall be sufficient to decide a question before the District Board.
- (G) Unless otherwise specified, Roberts Rules of Order Revised shall govern the proceedings of the meetings of the Board.

IV. OFFICERS

- (A) The officers of the District Board shall consist of a Chair and Vice-Chair elected from among the representatives and by the duly appointed representatives on the District Board for one-year terms after March 1st. Officers may be re-elected for up to three consecutive terms.
- (B) A vacancy in the office of Chair of the District shall be filled by the Vice-Chair for the unexpired term. In such an event, a new Vice-Chair shall be elected, at the next regular or special meeting of the District Board and they shall serve the balance of their term of that office.
- (C) Duties of the Chair: The Chair shall have general supervisory and direction powers of the District, shall preside at all District meetings, and shall be a non-voting ex-officio member of all committees of the District. The Chair is the sole official spokesperson of the governing body on all matters of policy and position, unless this responsibility is delegated in writing or electronically, to another member of the governing body, or a member of a board or committee appointed by the governing body.

- (D) Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall execute all the powers of the Chair.

The Chair and Vice-Chair shall not be residents of the same Council of Governments Region.

V. ELECTION OF OFFICERS

- (A) An annual organizational meeting shall be held by the District Board no later than June 30th of each year during which officers for the coming year will be elected at that meeting
- (B) Nominations may be made from the floor and candidates receiving a simple majority vote of those members present at the annual organizational meeting shall be declared elected.

VI. COMMITTEES OF THE DISTRICT BOARD

- (A) A Comprehensive Economic Development Strategy Committee for the District will be appointed by the Boards of the Councils of Governments. Federal requirements and balancing membership between the two Council of Governments areas will be considered in appointing the Strategy Committee.
- (B) Executive Committee
 1. Composition: An executive committee shall consist of one representative from each County, and one at large member for a total of five. The board chair, and board vice chair, shall serve as the chair and vice chair respectively, of the executive committee. The representatives of each County shall be selected annually by the CWEDD board.
 2. Duties: The duties of the executive committee will include, but will not be limited to, acting on behalf of the CWEDD board between meetings. Taking action in situations determined by the Chair to be urgent. Be responsible for routine housekeeping duties, such as determining the content of agendas. Taking needed timely action on issues within the context of decisions or positions previously taken by the CWEDD board. However, the executive committee shall refrain from action on items that can wait for a regular CWEDD board meeting, and refrain from making decisions regarding project priorities.
 3. Chair and Vice-Chair: The chair and vice-chair of the board shall serve as the chair and vice chair of the executive committee and will have similar roles and authority as the chair and vice-chair of the board.
 4. Meetings and Quorum: A quorum shall be four of five members present. Alternates may serve on the executive committee if the representative is not able to attend a meeting and if the representative so decides. The Executive Committee shall meet as called by the Chair or CWEDD Staff. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS 192.610 through ORS 192.690.
 5. Decisions and Recommendations: Decisions and recommendations of the Executive Committee will be communicated to the CWEDD board. When possible that communication shall be in writing via a memorandum.

- (C) In order to carry out work of the District Board, committees may be created by a majority vote of the District Board. The purpose and scope of activity of each committee shall be outlined in writing.
- (D) The Chair may appoint committee chairs and members.

VII. STAFF AND FINANCES

- (A) The OCWCOG shall provide staff and administrative services for the Cascades West Economic Development District. The Executive Director of OCWCOG shall be the Executive Director of the Cascades West Economic Development District.
- (B) At the direction of the District Board, the Executive Director is empowered to pursue and enter into such contracts, grants, and agreements as to carry out the planning functions of the district consistent with the adopted Comprehensive Economic Development Strategy (CEDS).
- (C) The District shall be funded by grants, gifts, contracts, and contributions. All revenue shall be deposited with the OCWCOG for use in conducting the Cascades West Economic Development District work program. Cascades West Economic Development District funds so deposited shall be accounted for in a manner that maintains this identity separate from other revenues of OCWCOG; however, they shall be integrated into the OCWCOG normal accounting system and audited as a part of the OCWCOG's annual audit. OCWCOG will provide an annual account summary at the same meeting in which the Chair and Vice Chair will be elected.
- (D) Expenditures shall be authorized, approved and completed as if they were OCWCOG expenditures. The Cascades West Economic Development District shall be assessed its share of OCWCOG indirect costs in the same manner as other programs of OCWCOG.

VIII. AMENDMENTS

Amendments to these Bylaws shall be adopted by the Councils of Governments which are parties to the Articles of Agreement establishing the Cascades West Economic Development District. The District Board shall not amend its own bylaws, but may propose amendments for the consideration of the Councils of Governments.

IN WITNESS WHEREOF, the parties hereto have caused these Bylaws to be adopted by motion of their respective governing bodies, signed by the Chief Executive Officer and duly attested to by the respective clerk, recorder, or secretary.

OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS

LANE COUNCIL OF GOVERNMENTS

Date

Date

ATTEST:



MEMORANDUM

DATE: October 18, 2021
TO: OCWCOG Executive Committee
FROM: **Ryan Vogt**, Executive Director
RE: **Reschedule Meetings for November and December 2021**

The holiday season is upon us and in order to ensure adequate attendance for a quorum, and to fulfill our meeting obligations, I propose a modification to the meeting schedule for the months of November and December, 2021.

The current schedule for the affected meetings is:

	FINANCE COMMITTEE <i>1:00P-2:00P</i>	FULL BOARD OF DIRECTORS <i>2:00P-4:00P</i>	EXECUTIVE COMMITTEE <i>9:00A-11:00A</i>
November	18	18	
December			23**

The proposed change would move the November Finance Committee and Full Board of Directors meetings to December 9th. The December Executive meeting would be cancelled.

The schedule would be modified to show the following proposed changes:

	FINANCE COMMITTEE <i>1:00P-2:00P</i>	FULL BOARD OF DIRECTORS <i>2:00P-4:00P</i>	EXECUTIVE COMMITTEE <i>9:00A-11:00A</i>
November			
December	9	9	



MEMORANDUM

DATE: October 18, 2021
TO: OCWCOG Executive Committee
FROM: Ryan Vogt, Executive Director
RE: Standing Committees Bylaws Review Recommendation

Background:

According to the Articles of Agreement and Bylaws for the OCWCOG, the Board may create committees as necessary to carry out the work of the Board. The Bylaws specifically name 7 standing committees:

- Cascades West Area Commission on Transportation (CWACTION)
- Community and Economic Development Committee
- Senior Services Advisory Committee (SSAC)
- Disability Services Advisory Committee (DSAC)
- Finance Committee
- Loan Program Advisory Committee (LPAC)
- Transportation Brokerage Advisory Committee (TBAC)

* In addition a Budget Committee exists as a requirement of the State.

The Bylaws of the COG requires each standing committee to develop their own Bylaws for their operation. The committee Bylaws and any proposed amendments must be approved by the Board. Furthermore, the Board may create new, or dissolve existing committees as it sees fit.

Current Situation:

The Bylaws for the standing committees are sorely in need of review. The Community and Economic Development Committee has not been meeting for numerous years. Additionally, the LPAC, TBAC, Finance and Budget committees require the entire Executive Committee as members. In most cases the Executive Officers of the Executive Committee also serve as the Executive Officers of the standing committees. Furthermore, many of the Executive Committee members serve by interest, appointment, or Bylaw designation, on any number of additional COG committees not referred to above. Finally, the purpose of the committees, decision making authority, and even the document structure of Bylaws has not been reviewed for a long time.

Recommendation:

We would like to recommend to the full Board, the creation of a subcommittee to review the Bylaws of the current standing committees. The subcommittee would recommend any draft Bylaws changes for each of the subcommittees spelled out above. The drafts would include updated purpose, membership, voting, quorum, and other standard operations of each committee, and would be captured with a consistent approach and format. The subcommittee would also recommend the creation or dissolution of committees as appropriate. Finally, any recommendations would be captured via updated Bylaws for the COG.