



## Executive Committee

Thursday, April 28, 2022

11:00 am – 12:00 pm

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Passcode: 2022

Phone: 1-253-215-8782

Meeting ID: 863 2253 4120

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### AGENDA

- |    |       |   |                             |
|----|-------|---|-----------------------------|
| 1) | 11:00 | Call to Order & Agenda Review   | Chair,<br>Commissioner Buch |
| 2) | 11:10 | Roll Call   | Staff,<br>Justin Peterson   |
| 3) | 11:15 | Public Comment  | Chair                       |
| 4) | 11:20 | Minutes of January 27, 2022 (Attachment A)  | Chair                       |
|    |       | <b>ACTION: Approval of Minutes</b>  |                             |
| 5) | 11:25 | Letters of Support<br>Discussion on process   | Staff                       |
| 6) | 11:35 | CWEDD Funding and Budget  | Staff                       |
| 7) | 11:50 | Other Business <ul style="list-style-type: none"><li>August CWEDD Meeting</li><li>Review May CWEDD Meeting Agenda (Early Childhood Education, DLCDC Mass Timber presentation, etc.)</li></ul> | All                         |

**CWEDD BOARD MEETING**  
**Thursday, January 27, 2022**  
**11:00 am-11:44 am**  
Zoom Remote Connection

**DRAFT MINUTES**

**Members:** Commissioner Heather Buch, Mayor Jim Lepin, Kate Porsche, Paul Schuytema

**Staff:** Jenny Glass, Justin Peterson, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order & Agenda Review		<p><b>Meeting called to order at 11:01 am by Chair Commissioner Heather Buch.</b></p> <p><b>There were no changes to the agenda.</b></p>
2. Roll Call		<b>Staff Justin Peterson completed roll call.</b>
3. Public Comments		<b>There were no public comments.</b>
4. Executive Committee Kickoff and Goals Discussion	<p>Staff Justin Peterson advised that this is the first official Executive Committee meeting and members will want to discuss the committee goals, including letters of support and how that works.</p> <p>Staff Jenny Glass noted that Staff has had many discussions around making the CWEDD Board (Board) meetings as successful as possible and how to get information flow happening from the working groups to the Board. In addition to this how can those working groups bring action items to the Board and how can the Board support regional work across different issue areas.</p> <p>Kate Porsche clarified stated that in her mind, she could see a standing agenda item on the Board agenda for each working group to</p>	

	<p>report out and also receive feedback from the Board.</p> <p>Glass responded that that is the intent and that the updates are important and need to be intentional and thoughtful This will ensure a useful and meaningful connection.</p> <p>Schuytema stated that one thing that might be helpful is coming up with some meaningful discussion to keep the Board active and exercise their mind around things. The Executive Committee can take on the role of coming up with ideas on policy direction.</p> <p>Glass noted that while Staff drafted the next Board agenda, they included a report from regional economist and those are lined up. The Executive Committee may want to line up the issues and bigger discussion to have with the Board.</p> <p>Porsche noted that there is a fine line between productive meetings and entertaining. With their Board, they really try to line up presentations that will provide information that will help drive their policy making. She went on to note that the other piece is discussing in between sessions and getting clear about the states need for industrial land and industrial land readiness. That discussion verges into the wetland issues and into availability of land which is a goal in the CEDS</p> <p>Chair Buch stated that the Association of Counties expects the leaders of the subgroups to give updates on what they are working on, what they need help with, and status of what they are working on.</p> <p>Schuytema stated that one of the biggest challenges is how to disseminate the information to the Board. The meeting is where there should be depth to the conversations and an online memorialization of those conversations may be useful to keep track of.</p> <p>Mayor Lepin agreed that report outs from subgroups will be useful. Meaningful agendas where participants can share what they are doing</p>	
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	<p>related to the cause in general might help maintain continuity of purpose. Continuity of purpose and engagement should be very helpful.</p> <p>Schuytema noted stated we can come up with an approach and things can be adjusted as needed.</p> <p>Chair Buch stated that some sort of report out also holds members accountable for doing work and that is what the working groups are attempting to do – to move things forward. If things are not moving forward, that will be a marker as a group to question what we are doing and note if something needs to change to make things happen.</p> <p>Glass noted that the working groups discussion during the CEDS update was to utilize existing groups that already have the energy and not reinvent the wheel. That decision has made it difficult to have the structure members are discussing. Now we need to look at how we can impose a regular structure on the groups that are already meeting and are getting work done so that they are informing the Board to note that work is getting done. There is collaborative work happening in the region, we just need to develop a structured to report that back to the Board such as preparing the Chairs of those groups for a thoughtful and intentional update. Glass went on to state that Schuytema’s idea of a clearing house of information sounds like a good idea. That is something the Executive Committee can push that work forward and sharing information to the entire region.</p> <p>Mayor Lepin stated that it would be good to focus on the subgroups and anything else that comes up can be tied to those subgroups.</p> <p>Schuytema stated that it might be helpful to ask the subgroup leads/chairs to provide an email report out to Staff ahead of the meetings. He went on to note that he has a cheat sheet on simply ways to make larger discussions meaningful without going into breakout rooms. Commissioner Schuytema will send out that list to members for review. With zoom technology there is the use of raising</p>	
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	<p>a virtual hand which is hard to keep track of. Instead of raising the virtual hand, attendees instead type “hand” in the comments.</p> <p>Chair Buch stated that based on the zoom account purchased, the host can view the hands raised and the order that they raised their hands.</p> <p>Members tested and Glass confirmed that the COG zoom account does show the order of those who raised their hand.</p> <p>Chair Buch noted that she would still like to see Schuytema’s list for reference.</p> <p>Glass stated that if there is a standing agenda with allotted time for discussion.</p> <p>Chair Buch stated that it will be helpful to have a person in charge of time.</p>	
<p>5. Executive Committee Charter</p>	<p>Peterson advised that the Board bylaws have been officially approved by LCOG and OCWCOG. The bylaws include some parameters for the Executive Committee. A discussion that came up as to whether there needs to be some sort of charter or formal agreement for the Executive Committee to better define its role.</p> <p>Chair Buch asked if Staff is asking for an additional change to which Peterson responded that Staff is asking if members think it’s necessary to develop a charter or if the bylaws language is sufficient.</p> <p>Peterson shared the bylaws on zoom video. Members reviewed and discussed. They agreed that the bylaws language is sufficient as is.</p> <p>Schuytema noted that one of the charges is to help facilitate a smooth as possible implementation and information sharing of the work that is outlined in the CEDS, but this is addressed under B.2. of the bylaws.</p>	<p><b>Consensus that the bylaws language is sufficient to address the work of the Executive Committee as is.</b></p>

	<p>Glass asked if it might be helpful to add a CEDS priority to each of the Board agendas and take on those priorities or have presentations on each of the priorities.</p> <p>Schuytema stated that that is a great idea.</p> <p>Porsche asked if quarterly, there might be a graphic showing the progress being made.</p> <p>Mayor Lepin noted that Staff has initiated a tool of where they send a meeting summary after each Board meeting.</p>	
<p>6. 2022 Meeting Calendars</p>	<p>Members agreed that the 2022 meeting calendar works.</p> <p>Chair Buch stated that sending out the outlook invites for the year would be helpful.</p> <p>Staff Emma Chavez reported that the Outlook invites have been sent out for both the Executive committee and Board.</p> <p>Members checked their calendars and agreed that they had had already received them.</p> <p>Glass noted that the Board meeting in August may need to be rescheduled due to summer schedules. She asked for agenda topic ideas, who would present, and how to set up the discussion for the Board.</p> <p>Commissioner Buch suggested a presentation on childcare and women in the workforce with an economic outlook. She did not have a suggestion on who to present.</p> <p>Mayor Lepin noted that the Albany YMCA is working on a childcare facility and Millersburg is also looking to build one.</p> <p>Chair Buch asked to gather information from Regional Solutions, and</p>	<p><b>Consensus to add a childcare workgroup presentation for the May CWEDD Board meeting.</b></p>

	<p>she stated that she is sure that there are state agencies working on the issue.</p> <p>Mayor Lepin suggested asking the League of Oregon Cities (LOC).</p> <p>Glass noted that what might be useful is a state, legislative, and funding update. She noted that Staff Anne Whittington has been convening a childcare workgroup and they will have a report out at the next CWEDD meeting. That workgroup might be able to put together a presentation for the May meeting. She asked if everyone would be okay with adding a childcare presentation.</p> <p>Members agreed.</p>	
7. Other Business	Letter of support - Staff Peterson noted that Staff wanted to ensure that the process for approving letters of support has worked or if it needs to be changed. Members agreed that it is working as is	
8. Adjournment		<b>Meeting adjourned at 11:44 AM.</b>