



MID-COLUMBIA COUNCIL OF GOVERNMENTS

Board of Directors Meeting

Tuesday, February 26, 2013

1:10 p.m. to 3:00 p.m.

MCCOG offices – 1113 Kelly Ave, The Dalles, OR 97058

- I. 1:10 p.m. **Call to Order**
 - A. Roll Call and Introductions
 - B. In memory of Steve Burnet, MCCOG Board Member.
 - C. Approval of November 27, 2012 Minutes

- II. 1:15 p.m. **Open Agenda**

(This time set aside for the public and board members to introduce subjects NOT on the agenda).

- III. 1:20 p.m. **Action Items**
 - A. Election of 2013 Board Officers
 - B. Election of 2013 Executive Committee
 - C. Resolution No. 12-12 Interfund loan from Building Codes to Area Agency on Aging; and,
 - D. Resolution No. 12-13 Revised Building Code Fee Schedule

- IV. 2:00 p.m. **Reports/Communications**
 - A. DHS/SUA AAA Functions Review
 - B. Budget Committee Member to represent Hood River County

- V. 2:20 p.m. **Executive Session – ORS 192.660 (2) (i)**
 - A. Executive Director's Performance Evaluation

- VI. 3:00 p.m. **Adjourn**

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact the Executive Assistant (541) 298-4101 at least 48 hours before the meeting.

MID-COLUMBIA COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, November 27, 2012 1:00 p.m. to 3:00 p.m.
Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2012 Board of Directors:

<u>Gilliam County:</u>	*Pat Shaw, Jeff Bufton, Mike Weimer.
<u>Hood River County:</u>	*Maui Meyer, Les Perkins, Lance Masters.
<u>Sherman County:</u>	*Cliff Jett, Steve Burnet, Michael Smith.
<u>Wasco County:</u>	*Sherry Holliday, Brian Ahier, Rod Runyon.
<u>Wheeler County:</u>	*Jeanne Burch, Jack Lorts, Patrick “Chris” Perry. (*denotes Executive Committee Members)

I. CALL TO ORDER

A. Roll Call

Pat Shaw called the meeting was called to order at 1:06 p.m. (Jeanne Burch was not present at Roll Call).

Present: Les Perkins (via telephone), Mike Weimer, Pat Shaw, Cliff Jeff, Steve Burnett, Rod Runyon, Sherry Holliday and Jeanne Burch (via telephone).

Absent: Maui Meyer, Jeff Bufton, Michael Smith, Brian Ahier, Jack Lorts, and Chris Perry.

Staff: John Arens, Executive Director; Sarah Braumbaugh, Fiscal Director; Bill Fashing Community Development Director; Marvin Pohl, AAA Director; Mary Barrett, AAA Program Assistant; and Tine Meriwether, Executive Assistant.

Guests: Elaine Young, Manager State Unit on Aging (SUA); Suanne Jackson, SUA; Carol Mauser, Senior & People’s with Disabilities; Denise Patton, The Dalles Meals on Wheels; Dave Staenke; Joan Silver, SAC; Julie Reynolds, SAC; Lee Bouchard, SAC; Anthony Rizzi.

II. OPEN AGENDA

Because the BOD will not meet in January, Sarah Brumbaugh, Fiscal Director, requested the approval of the 2013 Budget Calendar be added to IV. Discussion/Action Items.

As a quorum was not present, (Jeanne Burch had not arrived yet), the approval of the minutes was skipped and introduction of the new AAA Director, Marvin Pohl, was made.

III. INTRODUCTION

A. Marvin Pohl, new AAA Director.

John Arens, Executive Director, introduced Marvin Pohl. Marvin Pohl then gave a brief history of his employment background.

IV. DISCUSSION/ACTION ITEMS

A. Carol Friend – Presentation of the Audit Report, Year Ended June 30, 2012

Ms. Friend reviewed the Audit Report document provided to the Board. A material weakness in internal control was identified related to BOD minutes. The minutes in the first quarter were not transcribed and presented to the BOD for approval. Therefore the auditors could not verify BOD action during this period. This has been discussed with staff and was subsequently taken care of.

Friend reviewed the audit process as outlined in the Audit Opinion Letter provided to the BOD.

Jeanne Burch entered the meeting at 1:15 p.m. via telephone.

Shaw asked for clarification on the “unassigned” funds shown in the negative on page 11 of the Audit Report. Friend stated the unassigned funds are left over and shown as negative funds because they have been committed to other categories.

Following the audit presentation, Cliff Jett moved, seconded by Mike Weimer, to accept the Audit Report as presented. The motion carried unanimously.

As there was now a quorum, the Board then approved the minutes.

A. Approval of July 24, 2012, September 7, 2012, and September 27, 2012 Board Minutes.

Corrections: Mike Weimer asked to be added to the September 7, 2012 minutes under Roll Call, as being absent.

Jett moved, seconded by Steve Burnett, to approve the minutes as corrected. The motion carried unanimously.

(Note: Sherry Holliday was also added to the September 27, 2012 minutes under Roll Call, as being absent).

B. Resolution No. 12-10, Establishing VEBA Plan.

Brumbaugh stated briefly this is the formal document approving the new plan effective January 1, 2013.

Weimer moved, seconded by Jett, to approve Resolution 12-10.

Shaw questioned how employees feel about the change. Brumbaugh stated at the September All Staff meeting, employees voted in favor the VEBA Plan.

Following the question, the motion carried unanimously.

C. Resolution No. 12-11, Worker's Compensation Coverage for Volunteers.

Brumbaugh stated this resolution is a formal document that MCCOG should have in place. We already cover our volunteers, but have not formally stated so by resolution.

Jett moved, seconded by Sherry Holliday, to approve Resolution No. 12-11. The motion carried unanimously.

D. Budget Calendar for 2013-14.

Brumbaugh presented the proposed Budget Calendar for 2013-14. She stated there is no formal vote needed, just a consensus that it is okay. Consensus of the Board was the calendar was fine. She stated the Board needs to appoint the Budget Officer and have Gilliam County appoint a lay member as Delene Durfey's term expires in June. Also, there is no lay member from Hood River County. Les Perkins stated he would bring this issue back to HR County for discussion. Bill Lennox serves as the lay member from Wasco County. It was clarified that the Budget Committee is made up of the Board's Executive Committee and then a lay member from each county.

Holliday moved, seconded by Weimer, to appoint Sarah Brumbaugh, as the Budget Officer. The motion carried unanimously.

That concludes Board action items.

E. State Unit on Aging Report – AAA Review.

Arens introduced Elaine Young, Manager of the State Unit on Aging (SUA). Ms. Young reviewed SUA functions and responsibilities and funding in overseeing AAA's in the state. The SUA was appointed by the Governor to oversee the appropriate use of state and federal dollars - the Older American's Act (OAA) federal dollars and Oregon Project Independence (OPI) state dollars. Under state law, these funds are sub-granted to local AAA's. She stated OAA never envisioned full-funding, but meant to provide seed money or dollars that could be leveraged locally to be vested in local control to help support and maintain the independence of older adults.

Young discussed the reason for the review after having received phone calls and complaints of dissatisfaction with the MCCOG AAA. She explained the reason behind the review approach process. She removed herself from the process because of calls and interaction with those expressing concerns. A Review Committee of four persons was formed and an independent contractor qualified to conduct the survey and interviews was hired under contract. She stated the Review Report is provided to the Board for their determination of what should or should not be done in response to the report recommendations.

In response to questions, Young stated in the last several years, about 2 or 3 AAA programs have been identified to receive on-site reviews. With regards to additional funding sources, Young discussed the various ways of fundraising she did as a AAA Director, through direct mail, United Way, local partnerships and in-kind donations by local partners, to supplement the budget. She said it does not happen overnight and it really is about partnerships and relationships with local providers and partners. In discussions with MCCOG staff earlier today, she said she was glad to hear from Pohl that he felt the same way.

Young noted the cost of the independent contractor was \$5,200. Lee Bouchard, spoke from the audience and requested a line-by-line itemized expense of what the review cost including all meals, hotels, or gas used. He stated he was interested to know what public funds were used in this effort. Young clarified there were no on-site visits, meals or travel related expenses made. Young stated she agreed 100% with Bouchard's request and agreed to provide the information to the MCCOG Board and Executive Director within 30 days. Shaw stated her concern for spending any more money on this project. Young stated it would not be a problem to provide the information.

Young reviewed the recommendations outlined in the October 25, 2012 report as provided to staff, Board of Directors, Senior Advisory Council and the public. Along with the recommendations as outlined in the report, Young made the following comments:

Staffing Recommendations:

- The committee noted the AAA Director position is used more for direct services vs. administrative services which is unusual in AAA's. She said typically directors are out working more on developing partnerships.
- The committee felt the current reimbursement for the AAA Director was not very high and contributing to the lack of retention of that staff position.
- Some of those interviewed felt the former AAA Director's did not have experience in aging and community development.
- If you have limited funding, you have to prioritize core services, do them well and not go into other ventures.

Planning Functions:

- Look at relationship between the local APD office and this AAA. The goal of SUA is to have a more seamless, integrated system for people so they don't have to bounce between agencies. Important for this AAA to work very closely with Carol Mauser. Important to build that relationship back for the people in this community.

Fiscal Functions:

- Young suggested a time study to see if the allocations are correct.

Following review of the recommendations, Shaw commented that it is difficult for employees not to become involved in direct services because in small areas they have to get the job done. There are never enough volunteers to go around. Young responded that she thought what the review committee saw was that 99% of the AAA Director's salary was towards Direct Services and that seems out of balance.

Shaw also commented that the MCCOG Board has been well educated about the AAA program over the years. She felt that a lot of the recommendations are already being done. Young responded that this report is a recommendation and the Board has to decide how to respond.

Jeanne Burch stated in her county they are hands-on and she said it was a compliment to her county that the AAA Director and staff visits Wheeler County. Although she appreciates the review she has seen this issue go on for several years and would like to see this resolved.

Marvin Pohl, stated direct services takes away from what the AAA Director should be doing such as fundraising, developing partnerships and developing the community to take care of itself. The report is important because financial problems will continue if not addressed. He stated his support for the report and the need for more transparency.

Jett stated he has been on the MCCOG Board and the AAA has always had funding problems - major problem. He stated he was unhappy with the way the complaints were handled by the SUA. He said MCCOG should be made aware of problems immediately. Young stated complaints were given back to MCCOG and SUA tried very hard to have complaints go back to the AAA.

A discussion regarding the use of OAA funding ensued. Young stated there has been a slight increase in the funds or they have remained flat. OPI has gone up and down. With regards to the OPI funds being underspent, Arens reported that we did not have adequate training or an employee to handle OPI clients. We now have a full-time Care Coordinator and we have more clients which will spend down the funds.

In response to a question from the audience regarding having each county manage their own AAA instead of MCCOG, Young stated less populated counties could not have any dollars to run a program.

The issue of data collection was discussed. Young suggested that perhaps working with other AAA's to help in data collection could be explored. Reporting requirements have always been in place. She discussed the use of Oregon Access for AAA's to send their client data through that system that is forwarded to the federal government.

A discussion on the issue of reporting requirements ensued. Relative to nutrition programs, Pohl stated we have to educate people and seniors about their responsibility to report services.

It may be somewhat burdensome but that is the way to get more dollars by increasing the numbers served.

With regards to responding to the recommendations, Young stated SUA is flexible in the response time, but would like to have something back from the Board to provide those who have expressed concerns.

Rod Runyon expressed he was pleased with the comments made by Pohl who has training in working with seniors and can provide a new perspective. He asked that those who have expressed concerns need to come to the table with an open mind and allow the new director to do his job. He hopes for better communication between parties.

A discussion on the creation of the AAA budget was discussed. Young stated the SAC should have an active role in the development of the budget.

V. APPRECIATION AWARDS

Appreciation Awards were presented to Judge Pat Shaw, Gilliam County; Judge Jeanne Burch, Wheeler County, Sherry Holliday, Wasco County Commissioner; and Brian Ahier, The Dalles City Councilor, for their service as volunteers on the MCCOG Board of Directors.

Burch was excused from the meeting at 3:08 p.m.

VI. REPORTS/COMMUNICATIONS

A. SAC Chair or Representative Report.

There was no report.

B. 2013 Board Appointments Discussion.

Arens asked for consideration by Board members to think of who could be recommended to serve on the MCCOG Board. He stated it has been difficult to get enough members to come to meetings to make a quorum.

C. 2013 Board Calendar.

A proposed list of meetings for 2013 was passed around to the Board. The first meeting in 2013 will take place February 26, 2013. It was suggested that the Board also receive a list of the SAC meetings.

A joint meeting with the SAC and Board can be put on the calendar. The kick-off for the fiscal year can be July 1 with SAC planning for the budget. Staff will work on putting together a joint calendar with SAC and Board joint meeting schedule.

VII. ADJOURN

There being no further business to come before the MCCOG Board of Directors, the meeting was adjourned at 3:25 p.m.

Respectfully submitted by:

ATTEST:

Tine Meriwether, Executive Assistant

Michael Smith, Board Chair

MID-COLUMBIA COUNCIL OF GOVERNMENTS

INTERFUND LOAN

RESOLUTION NUMBER 12-12

WHEREAS, The Mid-Columbia Council of Governments (MCCOG) is an intergovernmental agency formed under the authority of Oregon Revised Statutes, Chapter 190, consisting of the 5 counties of Wasco, Hood River, Sherman, Gilliam, and Wheeler; and

WHEREAS, MCCOG , has a planned pursuit of revitalizing/restructuring the Area Agency on Aging Program (AAA) with the result of a more engaged and participating AAA within our regional aging community, and;

WHEREAS, The restrictive definitions placed upon this type of activity by our grantor the Department of Human Services (DHS) label this an administrative activity, of which the current level of granted DHS funds cannot accommodate, and;

WHEREAS, The MCCOG wishes to use Committed Building Codes Funds for a loan of \$50,000 to the AAA Fund to support this endeavor, and in doing so wishes to comply with GASB 54 which states “*committed fund balance classification includes amounts that can be used only for the specific purposes determined by a formal action of the government’s highest level of decision-making authority*”.

NOW, THEREFORE, BE IT HEREBY RESOLVED The MCCOG Board of Directors authorizes an interfund loan of \$50,000 from the Building Codes Fund to the AAA Fund; and

BE IT FURTHER RESOLVED, the loan is to be paid back in full, interest-free, by July 2018.

PASSED AND APPROVED this _____ day of February 2013.

Michael Smith, Board Chair

Attest:

Tine Meriwether, Executive Assistant

MID-COLUMBIA COUNCIL OF GOVERNMENTS

RESOLUTION NO. 12-13

A RESOLUTION AUTHORIZING BUILDING CODE FEE ADJUSTMENTS

WHEREAS, Mid-Columbia Council of Governments is an Intergovernmental Agency formed under ORS Chapter 190, consisting of the five counties of Wasco, Hood River, Sherman, Gilliam, and Wheeler; and

WHEREAS, Mid-Columbia Council of Governments has determined it necessary to revise the Mechanical Permits (Residential), the Plumbing Permits (Medical Gas), and a new fee for Agricultural Exemptions, as outlined in "Exhibit A" hereto attached, to take effect upon implementation of the new E-Permitting system.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of Directors of the Mid-Columbia Council of Governments, having reviewed the fee schedule and being fully advised in the premises, does hereby formally adopt the revised Mechanical (Residential), Plumbing (Medical Gas) fees, and new fee for the Agricultural Exemption as set forth in "Exhibit A", attached hereto and by this reference incorporated herein as though fully set forth here at;

BE IT FURTHER RESOLVED, that the fees outlined in "Exhibit A" hereto attached, will go into effect at the time of implementation of the E-Permitting system, estimated to be in place no sooner than April 1, 2013.

ADOPTED by the Board of Directors of the Mid-Columbia Council of Governments this _____ day of _____, 2013.

SIGNED:

Michael Smith, Board Chair

ATTEST:

Tine Meriwether, Executive Assistant

Mechanical Permits (Residential)

Eliminate the \$15.00 permit issuance fee. No other changes

Plumbing Permits (medical gas)

Change the fee schedule from \$219 base fee plus \$1.00 per outlet to \$225 for the 1st \$10,000 valuation plus \$1.50 for each additional \$100.

These fees are being modified in order to comply with OAR 918-050-0100 (mechanical) and 918-050-0150 (medical gas).

We do not expect any significant financial impact from either fee change. Our minimum \$50.00 mechanical permit fee will still apply and the medical gas is basically equivalent to our current fee.

Agricultural Exemptions

Additionally, we are adding a fee of \$50.00 for each agricultural building exemption, to compensate our office for time involved in verifying the approval, creating the permit on e-permitting and permanently maintaining the file.