



Board of Directors Meeting

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

Tuesday, January 28, 2014

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

- I. 1:00 p.m. **Call to Order**
A. Roll Call and Introductions
B. Approval of December 17, 2013 Minutes
- II. 1:05 p.m. **Open Agenda**
(This time is set aside for the public and board members to introduce subjects NOT on the agenda). Persons invited by the Chair to speak to the Board, shall state their name and address for the record. Their presentation will be limited to three-minutes. The Board will take no action on the issue(s) presented until the next Board meeting in order to give the Board time to research any matters or to decide upon a course of action. The time restriction is necessary in order to complete this meeting as published.
- III. 1:15 p.m. **Action Items**
A. Election of 2014 Board Officers
B. Election of 2014 Executive Committee
C. Appoint Budget Officer
D. Appoint Budget Committee Members
 1. Reappoint lay members Bill Lennox and Bill Molinari; appoint lay member to represent Hood River County.
E. Consideration of Resolution No. 12-28, Mediation Program Transition.
- IV. 2:15 p.m. **Reports/Communications**
A. On-The-Job Training Grants, Holli Francis, WIA Program Director
B. Transportation Update, John Arens, Executive Director (verbal report)
C. AAA Report, Marvin Pohl, AAA Program Director (verbal report)
- V. 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 24 hours before the meeting.

MID-COLUMBIA COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, December 17, 2013, 1:00 p.m. to 4:00 p.m.
Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2013 Board of Directors:

<u>Gilliam County:</u>	*Mike Weimer, Steve Shaffer
<u>Hood River County:</u>	*Maui Meyer, Les Perkins.
<u>Sherman County:</u>	*Michael Smith, Cliff Jett, Tom McCoy
<u>Wasco County:</u>	*Rod Runyon, Steve Kramer, Carolyn Wood
<u>Wheeler County:</u>	*Chris Perry, Jack Lorts, Anne Mitchell

(*denotes Executive Committee Members)

I. CALL TO ORDER

A. Roll Call and Introductions

Michael Smith called the meeting to order at 1:02 pm

Present: Michael Smith, Steve Shaffer, Chris Perry, Anne Mitchell, Mike Weimar, Maui Meyer, Carolyn Wood, Tom McCoy, Steve Kramer, Cliff Jett. (Rod Runyon and Les Perkins arrived after Roll Call).

Absent: Jack Lorts

Staff: John Arens, Executive Director; Sarah Braumbaugh, Fiscal Director; Dan Schwanz, Transportation Director; Brent Olson, Transportation Manager; Tine Meriwether, Executive Assistant.

Guests: Wayne Lease; Scott Hege; Rodger Nichols, Haystack Broadcasting; David Staenke, The Dalles Meals on Wheels.

Approval of Minutes

A. Approval of October 28, 2013 and November 26, 2013 minutes.

Chris Perry moved, seconded by Carolyn Wood, to approve the October 28, 2013 minutes.

AYES: Smith, Shaffer, Perry, Mitchell, Weimar, Meyer, Wood, McCoy, Kramer, Jett (10).

Maui Meyer moved, seconded by Cliff Jett, to approve the November 26, 2013 minutes.

AYES: Smith, Shaffer, Perry, Mitchell, Weimar, Meyer, Wood, McCoy, Kramer, Jett (10).

Rod Runyon entered the meeting at 1:05.

Open Agenda

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

Les Perkins entered the meeting at 1:09 p.m.

Chair Smith stated there are changes coming to transportation funding through the Coordinated Care Organization (CCO) that will be affecting our area. He suggested a committee be formed to discuss funding changes.

Following discussion, the following volunteers will make up the committee: Tom McCoy or Chair Smith will participate from Sherman County, Steve Shaffer, Gilliam County; Karen Joplin, Hood River County; Anne Mitchell, Wheeler County; Steve Kramer, Wasco County.

Wayne Lease, presented a hand-out for each board member covering his professional background and issues he wished to raise with regards to the Mid-Columbia Building Codes program and the fee increases and the electrical specialty code.

Following Mr. Lease's comments, the Board went into Executive Session to discuss a legal matter.

Executive Session, ORS 192.660 (2) (h)

A. Legal

Tamara Jones, Attorney for City/County Insurance Services, was present via telephone for the Board discussion.

Following their discussion, the Board came out of Executive Session. No Board action was taken.

Reports/Communications

A. Presentation by Pivot Architecture regarding new Transit Center.

Dan Schwanz, Transportation Director, introduced two members of the Pivot Architecture team. They were present to provide an overview of the proposed building design and interior. A Power Point of the site, the building design, and interior spaces were reviewed.

B. Wayne Lease Presentation.

The Board discussed Mr. Lease's presentation made earlier. John Arens stated staff has spent several hours with Mr. Lease responding to his inquiries. Staff will provide Lease's hand-out to MCCOG legal counsel for review and how best to respond. John Arens can also further discuss Mr. Lease's concerns with the State Building Codes Division and see if they have any recommendations in responding. Arens stated he believed Mr. Lease's concern is about the separation of electrical funds from other building fees collected in the building codes program. MCCOG is in compliance with state statutes.

Action Items

A. Consideration of Resolution No. 12-23, Assets Surplus

Sarah Brumbaugh reviewed the resolution. This was tabled at the last Board meeting for corrections. The corrected resolution is before the board.

Following review of the resolution, Perkins moved, seconded by Wood to approve Resolution No. 12-23. The motion carried unanimously.

AYES: Smith, Shaffer, Perry, Mitchell, Weimar, Meyer, Wood, McCoy, Kramer, Jett, Runyon, Perkins (12).

B Consideration of Social Media Policy

Arens addressed the board regarding the policy. He stated the policy will help MCCOG get information out to the public about the types of services we offer.

McCoy moved, seconded by Perkins, to approve the social media policy. The motion carried unanimously.

AYES: Smith, Shaffer, Perry, Mitchell, Weimar, Meyer, Wood, McCoy, Kramer, Jett, Runyon, Perkins (12).

C Consideration of 2014 Board of Directors Meeting Calendar

Meetings will be held monthly on the 4th Tuesday of each month, except for the months of September and December as shown on the calendar. The months of March and May will include budget committee meetings in addition to the regular board meetings.

Chair Smith noted that Steve Kramer will come off the board and Scott Hege will take his place in representing Wasco County.

D. Budget Calendar.

Brumbaugh reviewed the budget calendar and budget committee members. She stated Bill Lennox and Ted Molinari need to be either reappointed or replaced as their terms ended June 30, 2013. She believes they are both willing to serve. In addition there is a vacancy in the lay member position for Hood River County.

Adjourn

There being no further business to come before the MCCOG Board of Directors the meeting was adjourned.

Respectfully submitted by:

ATTEST:

Tine Meriwether, Executive Assistant

Michael Smith, Board Chair

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Board of Directors
From: John R. Arens, Executive Director
Date: January 28, 2014
Subject: **Election of 2014 Board Officers & Executive Committee**

Background

As reported at the November meeting, representation on the MCCOG Board consists of 15 members; 10 county commissioners and 5 elected city officials. Each county needs to appoint two of their commissioners and one elected city official to serve on the MCCOG Board. The term is for one year and past members are eligible for reappointment.

Board Action

Once the 2014 Board is seated, they need to elect 5 members (one representative from each county) to serve on the Executive Committee and from those 5 elect three officers; Chair, Vice-Chair, and Secretary/Treasurer.

The 2013 Board of Directors and the Officers and Executive Committee rosters are attached for your information.

**Mid-Columbia Council of Governments
Board of Directors – 2013**

GILLIAM COUNTY

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Vacancy (Councilor or Mayor)
Mailing Address:
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Carolyn Wood (Councilor - The Dalles)
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Jack Lorts, (Mayor, City of Fossil)
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Board of Directors - 2013
Mid-Columbia Council of Governments

2013 OFFICERS

Chair	Michael Smith	Sherman County
Vice-Chair	Mike Weimar	Gilliam County
Secretary/Treasurer	Rod Runyon	Wasco County

2013 EXECUTIVE COMMITTEE

Michael Smith	Chair	Sherman County
Mike Weimar	Vice-Chair	Gilliam County
Rod Runyon	Secretary/Treasurer	Wasco County
Maui Meyer	Executive Committee	Hood River County
Chris Perry	Executive Committee	Wheeler County

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Board of Directors
From: John R. Arens, Executive Director
Date: January 21, 2014
Subject: **Mediation Resolution No. 12-28.**

Background

At the November 26 meeting the Board passed Resolution No. 12-26 authorizing the transition of the Six Rivers Mediation program to a separate non-profit entity, subject to the terms of a formal agreement.

Since that time, Six Rivers Dispute Resolution Center (SRDRC) has been legally formed as a new non-profit entity, and is prepared to take on the fiscal and other legal responsibilities of the MCCOG mediation program.

MCCOG staff has continued to meet with Bill Lennox, Six Rivers Mediation Advisory Chair and most recently, Teunis Wyers, Attorney for the newly created SRDRC, to negotiate the terms of the transition agreement between MCCOG and SRDRC. As part of the negotiations, SRDRC has requested Resolution No. 12-28 be passed to formally recognize SRDRC as the entity which MCCOG intends to transfer all rights and responsibilities for the Six Rivers mediation program. SRDRC has requested the transfer take place as of March 1, 2014.

As of this writing, both Resolution No. 12-28 and the transition agreement are under review with MCCOG legal counsel. We anticipate having both of these docs available for Board review later this week and will e-mail them to you when they are ready.

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Board of Directors
From: Holli Francis, WIA Director
Date: January 7, 2014
Subject: **On-The-Job Grants**

Mid-Columbia Council of Governments is in the process of implementing two On-the Job Training grants. Back to Work Oregon is through the state, and the OJT NEG (National Emergency Grant) is administered with federal funds. MCCOG has 22 slots that can be utilized through June 30, 2015. So far four of those slots have been filled.

Both of these grants are designed to stimulate Oregon's economy by helping employers offset the cost of training new hires. OJT candidates must be unemployed Oregonians who are over the age of 18.

An Oregon employer who hires an OJT-eligible applicant through Back to Work Oregon or the OJT NEG will receive reimbursement for some of the necessary costs of training the employee. MCCOG will pay up to 50% of the OJT participant's wage during training.

Qualifying positions must be full time permanent, not seasonal. Slots are open to job seekers and employers in Hood River, Wasco, Gilliam, Wheeler and Sherman Counties.

Employers can refer candidates they are interested in to MCCOG. They cannot, however, hire prior to signing the OJT contact.

For more information, contact either Mike Scroggs at mike.scroggs@mccog.com (541) 386-6300 or Holli Francis at holli.francis@mccog.com (541) 386-6300.

On-The-Job Training Grant Back to Work Oregon

Contracting Agency –
Mid-Columbia Council of Governments (MCCOG)

*The purpose of On-the-Job Training
is to assist businesses in **hiring & training**
productive employees*

How it Works:

- ★ The employer makes the hiring decision
- ★ The trainee is hired on as a full-time employee (32+ hours per week)
- ★ Minimum pay must be \$10/hour
- ★ The trainee completes a training plan (one to three months)
- ★ MCCOG pays for partial reimbursement (up to 50%) of wages

Plus:

- ★ Prompt payments with a minimum amount of paperwork
- ★ Trained staff to assist you through all phases of the OJT
- ★ All candidates will have a National Career Readiness Certificate

Additional Info:

- ★ The written contract **must** be established prior to the first day of work
- ★ Job openings and employees must meet eligibility requirements
- ★ Positions cannot be part-time, temporary, or seasonal
- ★ Positions must require a need for training beyond a standard orientation period

FAQs

Can companies rehire a previously laid off employee?

Yes, a business can re-hire a previous employee, but it must be for a different position for which they would need training, and the candidate must meet the requirements.

Who selects the OJT trainees?

As the OJT employer, your company will determine the selection criteria for OJT trainees. MCCOG will identify those clients who meet the criteria and will refer those clients to your company. Your company will decide which candidate(s) to interview and hire.

What if an employer has already selected a candidate for OJT training?

If an employer has already selected a candidate AND the candidate is approved by OJT staff as eligible, MCCOG can set up an OJT with the employer's candidate.

You Hire, You Train, We Pay

For More Information,
Contact:

Mike Scroggs

Mike.scroggs@mccog.com

541-386-6300



Back to Work Oregon On-the-Job-Training Guidelines

1. The OJT contract must be signed by the employer, trainee, and MCCOG representative prior to the trainee beginning employment.
2. The trainee cannot have been employed in the past doing the same or a similar job.
3. The trainee cannot have been previously employed by the employer in the same or similar position.
4. An OJT trainee cannot replace other employees through layoff, firing, or cut in hours.
5. The employer and a MCCOG representative will determine which trainee skill gaps will be addressed during the OJT period. (Skill gaps will be determined by assessment information, employer job description, prior work history, and trainee interview).
6. The OJT trainee is hired by the employer as any other person would be. They will be on the employer's payroll. MCCOG will reimburse the employer up to 50% of employee's gross wages each month during the training period.
7. The maximum length for an OJT contract is typically 12 weeks.
8. The OJT position must be at least 32 hours per week (full time).
9. OJT positions must be with private (not publicly-funded) Oregon employers.
10. The hourly pay must be at least \$10.00 per hour.
11. The employer will provide the same financial compensation and fringe benefits as provided to other employees working in a similar position, with similar seniority.
12. The OJT trainee will be considered a regular employee, not a temporary employee.
13. MCCOG will only reimburse for straight-time wages and for hours actually worked.
14. All Back to Work Oregon OJT candidates must have a National Career Readiness Certificate.
15. Trainees must be unemployed Oregon residents.
16. MCCOG does not charge employers or trainees a fee for these services.