



MID-COLUMBIA COUNCIL OF GOVERNMENTS
Executive Committee Meeting
Tuesday, August 26, 2014
1 p.m. – 3:00 p.m.

Executive Committee: Michael Smith (Chair); Mike Weimar (Vice-Chair);
Rod Runyon (Secretary/Treasurer); Maui Meyer; Anne Mitchell.

Location: MCCOG Board Room, 1113 Kelly Avenue, The Dalles, OR

- I. 1:00 p.m. **Call to Order**
- II. 1:05 p.m. **Approval of Minutes**
 - A. June 24, 2014 Executive Committee Minutes
- III. 1:10 p.m. **Staff Updates**
 - A. MCBCS Advisory Committee
 - B. MCCOG logo
 - C. AAA
 - a. Senior Advisory Council
 - b. Type B Transfer
 - c. Deputy Director
- IV. **Executive Session, ORS 192.660 (2) (i)**
 - A. Executive Director's Review
 - a. Goal setting
- V. 3:00 p.m. **Adjourn**

Pursuant to ORS 192.660, the Board may enter into Executive Session during the meeting to discuss topics allowed. 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
EXECUTIVE COMMITTEE MEETING MINUTES
Tuesday, June 24, 2014, 1:00 p.m. to 2:30 p.m.
Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2014 Executive Committee:

<u>Gilliam County:</u>	Mike Weimer
<u>Hood River County:</u>	Maui Meyer
<u>Sherman County:</u>	Michael Smith
<u>Wasco County:</u>	Rod Runyon
<u>Wheeler County:</u>	Anne Mitchell

I. CALL TO ORDER

A Roll Call and Introductions

The meeting was called to order at 1:10 by Michael Smith, Chair.

All members of the Executive Committee were present at Roll Call. Anne Mitchell was present via teleconference. Denise Ball and Scott Hege, MCCOG Board members were also present.

Staff: John Arens, Executive Director; Tine Meriwether, Executive Assistant.

II. APPROVAL OF MINUTES

A. April 22, 2014 Executive Committee Minutes.

Mike Weimar moved, seconded by Maui Meyer, to approve the April minutes as presented. The motion carried unanimously.

AYES: Weimar, Meyer, Smith, Runyon, Mitchell (5)

NAYS: None (0)

III. STAFF UPDATES

A. Executive Committee Bylaws

John Arens handed out the Executive Committee Bylaws. He stated they are different than the Board of Directors Bylaws and he wanted to clarify the role and responsibilities of the Executive Committee. The Committee can help staff to share ideas and information that might eventually go before the Board of Directors for formal action or further discussion.

B. Workforce Redesign

Arens discussed a recent meeting in Hood River with the Association of Oregon Counties (AOC). Mike Smith, Rod Runyon, and Judge Shaffer were also at the meeting. The Director of the Oregon Employment Department was facilitating the meeting along with Mike McArthur, Executive Director of AOC. Arens stated that a resolution will be put together by the Employment Department and the Department of Justice that will be passed around to all the counties for signature. The resolution will call for the redesign of the 10 County Workforce Region. Once that is completed, Commissioner

Unger, Judge Shaffer, and Commissioner Shone will represent the interests of elected officials as the structure moves forward. A 10 member board will be formed to represent the 10 counties.

Arens suggested that our local region dialog with Mid-Columbia Economic Development (MCEDD) to form an advisory committee to help establish our RWEBB and tie our Workforce Program back into economic development to complement other agencies. He stated this advisory committee would help provide workforce information and goals to the new LWIB.

It was suggested that the advisory committee be comprised of board members from MCCOG and MCEDD and some private sector individuals along with staff. The Executive Committee were in agreement that this was a good concept.

C. MCBCS Building Official Position

Arens reported on the outcome of the recent interviews for the new Building Official. Two candidates were interviewed; no offer was been extended to either one. Arens outlined different options to finding a new Building Official, including a short-term contract (6 to 12 months) with a local Building Official for part-time work.

Arens stated he preferred to have Stephanie Ziegler, MCBCS Direct Service Manager, handle the daily operations and managing the office and be the right-arm to the Building Official at the time of evaluations of the Building Inspectors. He suggested Ziegler's salary range and classification be changed to a Department Manager. The new range would be brought back to the Board for approval.

A short-term contract with Mark Van Voast, Building Official, was discussed. Van Voast is local and contracts with Hood River County. He understands and knows the Gorge area and might be the best choice. Arens has been in discussion with Van Voast and the proposal is for a contract of \$5,200 per month for his services.

D. State Building Codes Information Response

Arens stated a response was delivered June 5, 2014 to State Building Codes. The response consists of a full binder of chronological information leading to the Permit Fee Increase and the process that was undertaken by MCCOG.

E. HIPAA Compliance – Transportation Network

Arens reported that the Transportation Network is very active and the contract with GOBHI will be coming forth to the Board for review. He stated Tim Simmons of GOBHI was been tremendous in helping to develop our HIPAA policy. MCCOG staff have gone through the training and are now all HIPAA certified. Ecolane has been here for the past two days regarding the software system and what needs to be in place.

Arens went on to report that there have been some confidential discussions/inquiries between staff, the State, and Center for Living about the MCCOG/AAA becoming a B. These discussions are simply to gauge whether or not MCCOG should consider moving forward in pursuing a B.

IV. EXECUTIVE SESSION – ORS 192.660 (2) (I)

A. Executive Director’s Performance Review

The Committee went into Executive Session as authorized under ORS 192.660 (2) (i) to discuss the Annual Performance Review of the Executive Director.

Following discussion, the Committee came out of Executive Session. Meriwether will provide questionnaire comments/summaries to Arens for his information. The Committee will meet again July 24th for a Goal Setting session.

ADJOURN

There being no further business to come before the Executive Committee, the meeting was adjourned at 2:30 p.m.

Respectfully submitted by:

ATTEST:

Tine Meriwether, Executive Assistant

MCCOG Board Chair

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Executive Committee
From: John R. Arens
Date: August 26, 2014
Subject: Agenda Item: MCBCS Advisory Committee

Discussion:

In the past year-and-a-half there has been controversy with the Mid-Columbia Building Codes Services (MCBCS) related to management and Board decisions. These controversial discussions were about rate increases and the use of reserve funds for inter-fund loans. One of the discussions that took place in 2007, and again in the past year-and-a-half, was the establishment of a MCBCS Advisory Committee.

In 2007, after assuming the building codes program from the State, we attempted to create a committee but only received two applicants. We attempted again two years ago and received one applicant.

Staff Recommendation:

The Executive Committee needs to have a discussion and come to a consensus on whether or not to establish an advisory committee. If the decision is to move forward with the advisory committee, then the Executive Committee needs to establish the scope of work for the committee to operate within. Once the scope has been completed, the concept would be presented to the full Board for consideration.

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Executive Committee
From: John R. Arens
Date: August 26, 2014
Subject: Agenda Item: New MCCOG Logo

Discussion:

The current MCCOG logo has been in place for approximately 12 years. Times have changed and our service area has changed; we are now in 14 counties providing service. It's time for us to make a change to our logo.

I have been working with Jenifer Wieczorek, Project Specialist, over the past year to develop a new logo for MCCOG. The goal has been to develop a "mark" that (over time) will be known as MCCOG. By using a mark to identify the agency, we can easily reproduce it on letterhead, clothing, and vehicles. We will also have the ability to partner this logo with the individual departments; identifying the program and the agency at the same time.

Staff Recommendation:

Approve the new logo and put it on the agenda for full BOD consideration at the September 16, 2014 meeting.

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Executive Committee
From: John R. Arens
Date: August 26, 2014
Subject: Agenda Item: Senior Advisory Council (SAC)

Discussion:

A Senior Advisory Council is required by the Older Americans Act. This council will provide recommendations to the Area Agency on Aging as they relate to the programs and services outlined in the ACT. Over the past 10 years (with staff turnover) the records of SAC appointments have turned up missing, leaving us unable to track the term limits. We have asked for current SAC members to submit their applications, and have publicly asked for individuals to submit applications for the SAC.

Staff Recommendation:

In the MCCOG Bylaws Article XI, 3,C, the Executive Committee will approve advisory committee members and forward them to the MCCOG/BOD for consideration and appointment to the respective committee.

We are asking the Executive Committee to create a slate of individuals for the MCCOG/BOD to appoint to the SAC with staggered terms effective upon their approval.

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Executive Committee
From: John R. Arens
Date: August 26, 2014
Subject: Agenda Item: AAA Type B Transfer

Discussion:

Over the past year-and-a-half Marvin Pohl, AAA Director, has been building relationships within the local community which includes our local partner agencies. His success in building these relationships has positioned this agency at a place of high regard and trust within the community and within the Department of Human Services (DHS), State Unit on Aging (SUA). These relationships will be giving us the opportunity to move forward with further discussions on the redesign of the aging program in our region, as well as influence the system design for Eastern Oregon.

The DHS/SUA has in place three structures for the aging programs in the State of Oregon: 1) Type A: Older Americans Act funding (which is what MCCOG is today) 2); Type B Contract: OAA funds and the local entity assumes all administrative responsibilities, Medicaid program is still provided by the State but MCCOG would have all liability; 3) Type B Transfer: All programs and services are administered and managed by MCCOG.

Additional discussions with the Executive Committee as well as the Board of Directors will be taking place as this concept is defined.

Staff Recommendation:

Give staff the approval to continue to move forward with this concept of discussing the Type B Transfer.

If the discussions are far enough along with the State, then forward this concept to the next MCCOG/BOD meeting September 16, 2014 for their consideration.

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Executive Committee
From: John R. Arens
Date: August 26, 2014
Subject: Agenda Item: Deputy Director

Discussion:

Over the past year-and-a-half Marvin Pohl, AAA Director, has been building relationships within the local community which includes our local partner agencies. His success in building these relationships has positioned this agency at a place of high regard and trust within the community and within the Department of Human Services, State Unit on Aging. These relationships will be giving us the opportunity to move forward with further discussions on the redesign of the aging program in our region, as well as influence the system design for Eastern Oregon.

In order for this agency to move forward with this concept, we need to give Mr. Pohl the title of Deputy Director. At his suggestion, he is willing to continue at the current salary of the AAA Director; however, we are not suggesting a replacement of the AAA Director, as Mr. Pohl will continue in this capacity as well.

Additional discussions with the Executive Committee as well as the Board of Directors will be taking place as this concept is defined.

Staff Recommendation:

Approve the recommendation to appoint Marvin Pohl as the Deputy Director of MCCOG, and forward this subject to the next MCCOG/BOD meeting September 16, 2014 for their consideration.