



## MID-COLUMBIA COUNCIL OF GOVERNMENTS

### Board of Directors Agenda

Tuesday, September 16, 2014

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

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

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I. 1:00 p.m. **Call to Order**

- A. Roll Call and Introductions.
- B. Approval of minutes from July 22, 2014 Board meeting.

II. 1:15 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. 1:20 p.m. **Action Items**

- A. Resolution 14-02; Asset Surplus
- B. AAA – Senior Advisory Council (SAC)
- C. AAA – Options of Organizational Change
- D. Deputy Director
- E. New MCCOG Logo

IV. 2:45 p.m. **Reports/Communications**

- A. Lynda Dallman
- B. John Arens

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  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, July 22, 2014, 1:00 p.m. to 3:00 p.m.  
Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2014 Board of Directors:

<u>Gilliam County:</u>	*Mike Weimer, Steve Shaffer, Denise Ball
<u>Hood River County:</u>	*Maui Meyer, Les Perkins, Mark Zanmiller.
<u>Sherman County:</u>	*Michael Smith, Cliff Jett, Tom McCoy
<u>Wasco County:</u>	*Rod Runyon, Scott Hege, Carolyn Wood
<u>Wheeler County:</u>	*Anne Mitchell, Chris Perry, Jack Lorts (*denotes Executive Committee Members)

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**I. CALL TO ORDER**

A Roll Call and Introductions

The meeting was called to order by Michael Smith, Chair.

Present: Denise Ball, Scott Hege, Cliff Jett, Tom McCoy, Maui Meyer, Anne Mitchell (via conference call), Les Perkins (via conference call), Steve Shaffer, Michael Smith, Carolyn Wood, and Mark Zanmiller.

Absent: Jack Lorts, Chris Perry, Rod Runyon, and Michael Weimar.

Staff: John Arens, Executive Director; Sarah Brumbaugh, Fiscal Director; Holli Francis, WIA Program Director; and Steve King, Program Manager (StRUT).

Guests: There were no guests.

B. Approval of June 24, 2014 Board Minutes.

Tom McCoy moved, seconded by Maui Meyer, to approve the minutes as presented. The motion passed by the following vote:

**AYES: Ball, Hege, Jett, McCoy, Meyer, Mitchell, Perkins, Shaffer, Smith, Wood, Zanmiller (11)**

**NAYS: None (0)**

**ABSENT: Lorts, Perry, Runyon, Weimar (4)**

**OPEN AGENDA**

There was no public comment.

**ACTION ITEMS**

A. Resolution 14-01.

Steve Shaffer moved, seconded by Denise Ball, to approve the Resolution. The motion passed by the following vote:

**AYES: Ball, Hege, Jett, McCoy, Meyer, Mitchell, Perkins, Shaffer, Smith, Wood, Zanmiller (11)**

**NAYS: None (0)**

**ABSENT: Lorts, Perry, Runyon, Weimar (4)**

B. Title VI.

Arens presented and described the Title VI policy; stating that this serves as a current policy and maintains MCCOG compliancy with Title VI.

Tom McCoy moved, seconded by Cliff Jett, to approve the Title VI policy as presented.

Discussion:

There was a discussion regarding the course of action if any errors were discovered upon later review of the policy; Tom inquired as to how corrections would be made if any edits were necessary. Arens advised to notify him if errors were found; and any edits to this approved policy would require the policy be resent to ODOT for approval.

Following discussion, the question was called and the motion to approve the Title VI policy passed by the following vote:

**AYES: Ball, Hege, Jett, McCoy, Meyer, Mitchell, Perkins, Shaffer, Smith, Wood, Zanmiller (11)**

**NAYS: None (0)**

**ABSENT: Lorts, Perry, Runyon, Weimar (4)**

**ADJOURN**

There being no further business to come before the MCCOG Board of Directors, the meeting was adjourned at 2:45 p.m.

Respectfully submitted by:

ATTEST:

\_\_\_\_\_  
Cecilia Lamas-Guiney, Executive Assistant

\_\_\_\_\_  
MCCOG Board Chair

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** John Arens, Executive Director  
**Date:** September 16, 2014  
**Subject:** **Agenda Item, Resolution 14-02**

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Discussion:

MCCOG desires to surplus eight computers and two vehicles. The computers are outdated and no longer suitable for MCCOG office needs. The two vehicles have reached the value cap for MCCOG, and as such, will be surplus in order to receive maximum return profit.

Staff Recommendation:

Adopt Resolution 14-02, Asset Surplus.

Attached: Resolution 14-02

**MID-COLUMBIA COUNCIL OF GOVERNMENTS**

**ASSET SURPLUS**

**RESOLUTION NUMBER 14-02**

**WHEREAS,** The Mid-Columbia Council of Governments (MCCOG) is an intergovernmental entity 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 desires to surplus 8 computers totaling \$10,316.52 & 2 vehicles totaling \$36,957.33 (Schedule A attached) and;

**WHEREAS,** MCCOG desires to have the fixed assets database comply with the Fixed Assets Policy;

**NOW, THEREFORE, BE IT HERBY RESOLVED** The MCCOG Board of Directors authorizes the surplus of these items in FY 2014/2015.

**PASSED AND APPROVED** this 16<sup>th</sup> day of September 2014.

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Michael Smith, Board Chair

Attest:

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Cecilia Lamas-Guiney, Executive Assistant

SCHEDULE A

MID-COLUMBIA COUNCIL OF GOVERNMENTS  
ASSET SURPLUS DETAIL

Potential

VEHICLES

	<u>Description</u>	<u>VIN #</u>	<u>MCCOG ID#</u>	<u>Purchase cost</u>	<u>Purchase date</u>	<u>Current condition</u>	<u>Disposal intent</u>	<u>Potential disposal value</u>
1.	2004 Subaru Outback	4S3BH675047632399	1808	12,833.09	June-07	fair	StRUT	3,000.00
2.	2007 Ford F150 Pickup	1FTRX14W17FB55624	1813	24,124.24	July-07	fair	StRUT	3,000.00
3.	Gateway 450XL	332591291	2099/2165	3,225.00	October-03	poor	StRUT	0.00
4.	Dell Latitude D620	FNCTMB1	2127	1,557.22	August-06	poor	StRUT	0.00
5.	Dell Latitude D620	JNLTMB1	2134	1,557.22	August-06	poor	StRUT	0.00
6.	Dell Latitude D620	HNLTM1	2135	1,557.22	August-06	poor	StRUT	0.00
7.	Dell Latitude D820	B4CT1C1	2137	2,419.86	November-06	poor	StRUT	0.00
8.	Dell Inspiron 9300	JVCM401	2154	0.00	June-05	poor	StRUT	0.00
9.	Dell Inspiron 9300	H5898A03	2155	0.00	June-05	poor	StRUT	0.00
10.	Dell Latitude D600	GCJTR41	2164	0.00	June-03	poor	StRUT	0.00

TOTAL ASSET BOOK VALUE: \$ 36,957.33

POTENTIAL DISPOSAL VALUE: \$ 6,000.00

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** John Arens, Executive Director  
**Date:** September 16, 2014  
**Subject:** **Agenda Item, Senior Advisory Council (SAC)**

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Discussion:

A Senior Advisory Council (SAC) is required by the Older Americans Act. This council will provide recommendations to the Area Agency on Aging (AAA) as they relate to the programs and services outlined in the Act. Over the past ten 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 this council.

As required by the MCCOG Bylaws Article XI, 3,C, the Executive Committee has reviewed the SAC committee applications and approved them to be forwarded to the BOD for consideration and appointment. A list of SAC applicants is attached, organized by county location.

Staff Recommendation:

Approve the slate of SAC members that were submitted by the Executive Committee.

Attached: SAC Applicants  
AAA Bylaws

## **BYLAWS**

### **Area Agency on Aging Advisory Council Senior Advisory Council for MCCOG**

#### **I. AUTHORIZATION:**

This organization shall be known as the Mid-Columbia Council of Governments (District 9) Area Agency on Aging Advisory Council. For clarification purposes shall use the term Senior Advisory Council (SAC).

#### **II. PURPOSE AND RESPONSIBILITIES:**

The Older Americans Act, Section 306(a)(6)(F), requires a designated area agency on aging to establish an advisory council. The Senior Advisory Council's (SAC) purpose is to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration plan and operations conducted under the plan. Advisory Councils must approve all area plans and amendments prior to their being forwarded to the Board of Directors.

- A. Advise the Area Agency on Aging staff and approve the development and administration of the area plan including where to conduct the public hearings;
- B. Make recommendations to the Mid-Columbia Council of Governments Board of Directors concerning the services provided under the area plan;
- C. Actively participate in the development and use of an evaluation and monitoring system to determine effectiveness of services provided under the area plan;
- D. Review and comment on all community policies, programs, and actions which affect older persons.

#### **III. MEMBERSHIP:**

- A. The SAC shall receive applications from interested parties. When the applicants have attended two (2) meetings the SAC membership shall vote in executive private session on acceptance of the application(s). If the application is approved, the executive committee shall forward a copy of the application and a letter of recommendation to the MCCOG Board of Directors. Accepted persons shall be termed an interim member of SAC with voting privileges pending his/her final approval and appointment to the Council by the MCCOG Board of Directors.
- B. Membership requirements for SAC:
  - 1. As outlined in the Older Americans Act, Section 306(a)(6)(F), the council must be more than 50% older (60 yrs +) persons, including minority individuals, who are participants or who are eligible to participate in programs under the Older Americans Act; representatives of older



individuals; representatives of health care (if appropriate); representatives of support service provider organizations; persons with leadership experience; local elected officials and the general public.

- a. Representatives of older persons, (i.e. Ombudsman, legal aid, health worker);
- b. Local elected officials;
- c. The general public (preferably 3 from each county);
- d. Disabled;
- e. Minority.

C. The SAC voting membership shall be composed of:

1. A minimum of 2 general public or participant representatives from Wasco County.
2. A minimum of 2 general public or participant representatives from Hood River County.
3. A minimum of 2 general public or participant representatives from Sherman County.
4. A minimum of 2 general public or participant representatives from Gilliam County.
5. A minimum of 2 general public or participant representatives from Wheeler County.
6. Two (2) general public or participant representatives at large.
7. One official representative from the health services community or advocacy group.
8. One (1) elected official representative from Administrative District 9.
9. One (1) disabled representative.
10. One (1) minority representative.

Every effort will be made to fill one of the above positions with a minority individual in order to ensure proper representation of all facets of our service population.

If any of the above SAC positions are vacant, the SAC may appoint members at large until such time that people from those specific counties are appointed to fill the vacancy. Every effort shall be made to fill the vacancy with a person who is working with senior issues and who is a resident in the county with the vacancy. At such time that a person with residency in the specific county and who otherwise fills the criteria set forth by the Older Americans Act becomes available, and

expresses the desire to become a member of the council, that person shall be given priority over members at large.

D. QUORUM:

A simple majority of the total representation of the SAC, or any committee thereof, respectively, must be present, either physically or via telephone to constitute a quorum for the transaction of business by either, except when a committee of the SAC is composed of three members or less, in which case all members must be either physically present or via telephone to conduct business. Telephonic presence and voting will be conducted in accordance with State statutes (ORS 192.670). (Exception: If they so desire, committees may conduct business via e-mail, choosing one member to facilitate notifying all committee members of the beginning of a session. It will be the duty of each committee member to reply to all other committee members with their opinion or vote on the subject matter. Facilitator will assemble the replies and e-mail committee members of points to be discussed or if all in agreement, with the committee recommendation for the entire SAC. Session will end when all committee members have replied and a decision has been reached). (Meetings without a quorum present may continue, but no voting may occur, including approval of the minutes from the previous meeting).

E. TERMS OF MEMBERSHIP:

Voting members will be appointed for a term of three (3) years. Terms shall begin from the time the member's application is accepted by the council and gains voting privileges. Members terms may be extended indefinitely.

F. ATTENDANCE, TERMINATION AND CONFLICTS OF INTEREST:

Vacancies may be declared by the Advisory Council when a member has two (2) unexcused absences in a 12-month period. Extended illness or other major problems will be considered as reasonable excuses for not attending meetings if regular attendance can be expected in the future. Copies of written resignations from council members are to be sent to the MCCOG office and to the Chairman of the Council giving the effective date of the resignation and a reason for the resignation.

If a member is shown to have a conflict of interest (i.e. working for their own agenda and that agenda is not in the interest of seniors in general or have a business interest that conflicts with senior objectives) that person shall, ~~be asked for resignation from the council. when met with a potential conflict of interest, announce publicly the nature of the actual conflict and refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue.~~

G. OFFICERS SHALL INCLUDE:

1. Chairperson - whose duties shall be to:
  - a. Preside at all meetings.
  - b. Work closely with the AAA Director to provide assistance and advice.

2. First Vice Chairperson - whose duties shall be to:
    - a. Assume the duties of the Chairperson in the absence of the Chairperson.
  3. Second Vice Chairperson - whose duties shall be to:
    - a. Assume the duties of the Chairperson in the absence of the Chairperson and the first Vice Chairperson.
  4. Staff will serve as recording secretary for the Council.
  5. All officers shall be elected for three (3) year terms from the voting membership at the May meeting and shall assume office at the July meeting.
  6. The Executive Committee shall include the Chairperson, First Vice Chairperson, and Second Vice Chairperson.
- H. Meetings will be held monthly on a regular date established at the annual meeting held in the month of May by the members.
1. Meeting notices will be sent out at least one week prior to the meeting date.
  2. Roberts Rules of Order, Revised, shall govern all business.

#### **IV. INTERNAL OPERATIONS:**

- A. Subcommittees shall be designated by the Chairperson as appropriate. Committee membership is not limited to members of the Advisory Council.
- B. The AAA Director shall provide assistance to the Advisory Council in the administration of the area plan, to include:
  1. Preparation of the area plan and budget;
  2. Coordination of activities with other organizations;
  3. Monitor all contracts for services by reviewing monthly program and financial reports;
  4. Recommend an evaluation and on-site monitoring system for the Area Agency on Aging Advisory Council.

#### **V. POLICY OF NON-DISCRIMINATION:**

No persons shall be excluded from the Council or its subcommittees because of sex, race, color, religion, creed or age.

**VI. EFFECTIVE DATE AND AMENDMENTS:**

1. These Bylaws will be in effect from and after January 2005 or until changed by the MCCOG Board of Directors.
2. Amendments to these Bylaws may be made by a 2/3 majority of Council voting members at a regular meeting by submitting the proposed amendments in writing. The proposed amendments will be acted upon at the next meeting and if approved, referred to the MCCOG Board for final approval.

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Area Agency on Aging Advisory Council  
Chairperson

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Mid-Columbia Council of Governments Board of Directors  
Chairperson

SAC bylaws section F second paragraph – remove and replace with:

All appointed members of the SAC are considered public officials for purposes of conflict of interest. If a potential or actual conflict of interest arises, it should be announced publicly and the nature of the conflict explained and accepted by the SAC. Actual conflict of interest prohibits the public official from participating in any discussion or debate on the issue or from voting. ORS 244.120 should be followed if any uncertainty exists.

## 2014 Applicants for Senior Advisory Council Membership

	Applicant Name	Representation filled (as required in Bylaws)
1	Sherian Asher	General Public (Wheeler)
2	Lee Bouchard	General Public (Wheeler)
3	Robert Crooks	General Public (Hood River), Disabled
4	Tracy Dugick	Health Services Community (Dietitian/Diabetes Educator, MCMC Health Services Committee)
5	Teddy Fennern	General Public (Gilliam)
6	Shirley Ludlow	General Public (Gilliam)
7	Carol Mauser	Participant representative at large (Dist. Manager DHS, Member Community Action)
8	Tom McCoy	General Public (Sherman), Elected Official
9	Scott McKay	General Public (Wasco)
10	Ted Molinari	Participant representative at large (member of MCCOG Budget Committee, served on state boards & commissions)
11	Julie Reynolds	Minority rep (Advocate for elders/disabled)
12	Joan Silver	General Public (Wasco)
13	Paul Zastrow	General Public (Hood River)

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** John Arens, Executive Director  
**Date:** September 16, 2014  
**Subject:** **Agenda Item, AAA - Options of Organizational Change**

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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, the Department of Human Services (DHS), and the 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.
- 4) Pilot project

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

Staff Recommendation:

Give management the approval to continue to move forward with discussions on AAA's options of organizational change.

As discussions develop with the community, this concept will be brought to the MCCOG/BOD for their consideration to take appropriate action.

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** John Arens, Executive Director  
**Date:** September 16, 2014  
**Subject:** **Agenda Item, Deputy Director**

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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. A job description for the Deputy Director position is attached for more information. At his suggestion, Marvin 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.

Staff Recommendation:

Approve the recommendation to appoint Marvin Pohl as the Deputy Director of MCCOG.

Attached: Job Description



MID-COLUMBIA COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**Deputy Director**

**General Statement of Duties:** Lead the design, promotion, and coordination of assigned business activities within the MCCOG service area. Support the development of program services and ensure a free flow of information among partnering entities, committees, and groups. Direct the operations of the Area Agency on Aging (AAA) Program and represent MCCOG in local, state, and federal organizations related to this program.

**Supervision Received:** Works under the direct supervision of the MCCOG Executive Director and receives some general direction from the MCCOG Board of Directors.

**Supervision Exercised:** Provides direct supervision of AAA Program staff and other identified personnel; provides some direction to all MCCOG employees by reviewing/coordinating program goals and results on an ongoing basis.

**Essential Duties and Responsibilities** include the following (other duties may be assigned):

- **Program Management and Development:** Create and implement policies and processes for AAA--and other programs as assigned--to ensure effective communications, achieve successful coordination of program services, and enhance cooperative working relationships with agencies/businesses/CCO's/and other collaborating partners within the service region (50%).
- **Community Development:** Provide information and technical assistance to individuals and groups to strengthen existing social services programs, connect them with appropriate resources, and design new programs to meet the emerging needs of their communities and counties (40%).
- **Organizational Development:** Partner with Executive Director and other management personnel to provide essential training and development of staff, and consistent implementation of policies and processes (10%).

**Physical Demands:** While performing the duties of this position, the Deputy Director is frequently required to sit, talk, see, and hear. The employee is occasionally required to stand, walk, use hands to type on a computer, handle/feel objects, office equipment or controls, and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, night vision, and ability to focus from near and far or from far to near objects. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment:** Frequent regional travel and/or overnight lodging is required. Occasional night meetings will also be required. The noise level of the work environment is usually moderate and subject to electronic influences. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Desired Qualifications:** **Knowledge** of business development/marketing techniques and program

planning methods. Thorough knowledge of supervision principles, modern human resources practices, and pertinent federal/state laws, rules and regulations. Knowledge of public sector management and intergovernmental relationships.

**Ability** to communicate effectively, both orally and in writing, during interactions with MCCOG staff, Board and external agencies. Research, analyze and interpret financial and other business data. Work independently and exercise independent judgment. Establish and maintain effective working relationships with MCCOG staff, Board and others. Comprehend and follow complex instructions. Learn about, interpret and implement legal requirements and adhere to laws and regulations affecting the employment, training and development of staff. Plan and direct the work of others. Create a positive, non-judgmental and motivational environment for co-workers and clients.

**Skills** in written and oral communication. Networking with and influencing others. Staff supervision. Mathematical skills, including ability to communicate financial information. Microsoft Office Suite proficiency, including Word, PowerPoint and Excel.

**Education, Experience and Training:** Requires Bachelor's degree in Business Administration, or related field, and a minimum of five years of progressively responsible experience in managing programs and staff or an equivalent combination of education and experience as determined by the hiring authority. Prefer experience with publically funded grant management.

**Fair Labor Standards Classification:** This is an exempt position, and not eligible for overtime payments as provided under the Fair Labor Standards Act (FLSA) of 1938.

Acknowledgement:

Received by Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

Reviewed by H.R.: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature)

\*The signed, original document will become part of employees Personnel File.

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** John Arens, Executive Director  
**Date:** September 16, 2014  
**Subject:** **Agenda Item, New MCCOG Logo**

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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:

Discuss logo as presented; if appropriate, take action to approve new logo.