

ORIGINAL

MID-COLUMBIA COUNCIL OF GOVERNMENTS

Executive Committee Meeting Minutes

Tuesday, October 28, 2014 1:00 p.m. to 3:00 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 1:03 p.m. by Michael Smith, Chair.

Present: Anne Mitchell, Rod Runyon, Michael Smith, and Mike Weimer. MCCOG Board members Scott Hege, Clifford Jett, and Tom McCoy were also present.

Absent: Maui Meyer.

Staff: John Arens, Executive Director; Cecilia Lamas-Guiney, Executive Assistant.

Guests: Sarah Brumbaugh, Fiscal Director; Marvin Pohl, AAA Director; and Stephanie Ziegler, MCBCS Director.

B. Approval of Minutes

Approval of August 26, 2014 Executive Committee Minutes.

Anne Mitchell moved, seconded by Mike Weimar, to approve the June minutes as presented. The motion carried unanimously.

AYES: Mitchell, Runyon, Smith, Weimar (4)

NAYS: None (0)

II. Open Agenda

There were no public comments.

III. Staff Updates

A. Fiscal Department

i. Salary Plan Adjustments

John Arens discusses the salary plan adjustments. Due to a lot of transition and growth in the agency; they want to bring these changes to the Committee for review. Recommendations: Presentation Specialist title change to IT Specialist; Brokerage Supervisor position created, providing direct oversight for Brokerage Call Center; Field Manager position was a full time position, now going to part time position (availability of this position was posted internally, a qualified employee applied and received the position); Operations Director position created, serves as supervisor of Transportation staff and program, as well as additional duties. Mike Smith asks for clarification on proposed position changes in relation to budget. Arens responds that the first position, IT Specialist has no impact on budget; second position will add another title to an existing salary plan range (supervisor range), and will impact budget. Smith inquires about Range 30 position, Operations Director--is this an unbudgeted, new position? How will it impact budget? Arens does not currently have detailed information. The employee is an existing employee, currently doing the work. The proposed position will move the employee's current position up by three ranges (to compensate for recently acquired duties). Supporting information will be provided at the BOD meeting, which will include the budgetary impact.

Anne Mitchell moved, seconded by Mike Weimar, to accept the salary plan adjustments as presented and forward to the BOD for review. The motion passed by the following vote:

AYES: Mitchell, Runyon, Smith, Weimar (4)

NAYS: None (0)

ii. HR Contract Allocation

Sarah Brumbaugh would like the Committee to review a new allocation to the salary plan prior to the upcoming budget modification. She describes the allocation; it is a contracted position for Human Resources (HR) services; contracted with Lynda Dallman. The provided numbers reflect the maximum amount that is budgeted for this service. HR needs are apparent; this contract brings professional service to the agency. However, since funds to support this service will come from the programs, Brumbaugh would like the Committee and BOD to be aware of--and approve of--the service.

Committee would like to see the impact this allocation will have. Brumbaugh provides a quick estimate of how the allocation may affect each program. Committee request that the budget modification include carriage notes to better explain the financial impact the allocation will have (and in the future for any financial matters brought to Board).

Rod Runyon moved, seconded by Anne Mitchell, to recommend the HR Contract Allocation to the BOD for review. The motion passed by the following vote:

AYES: Mitchell, Runyon, Smith, Weimar (4)

NAYS: None (0)

B. AAA

i. Status Update

Marvin Pohl, AAA Director, provides update on conversations around the possible Type B Transfer. Within four to six months will be much further ahead with information and will have presentations for the Board.

ii. Deputy Director

John Arens provides summary of previous discussion about the Deputy Director position; the additional information the BOD had asked for. Lynda Dallman discusses the position and describes the essential job functions and how they relate to the Executive Director's functions. Arens mentions that the Committee may want to consider conversation around incorporating a paid Deputy Director position into the future budget—when MCCOG is in a position to afford it. Committee has concerns about Pohl having too much on his plate; are the programs going to suffer if you take this position as Deputy Director? Pohl responds that no; the programs do not suffer and he manages his time to ensure they will not.

Arens notes that this update is for informational purposes; a follow-up on a request for additional information from the BOD. Discussion concludes.

C. Mid-Columbia Building Codes Services (MCBCS)

i. Status Update

Stephanie Ziegler provides status update for MCBCS; work flow is slowing down, Community Pool project is in the works. There is talk of a hotel downtown.

ii. Building Official

John Arens speaks about the meeting with Mark VanVoast, MCBCS Building Official, to discuss the plan update. Arens states they also had a conversation about increasing communication between the Building Official and MCBCS staff.

D. Transportation

i. Status of Ecolane

John Arens discusses the conversation he had with PacificSource and their Finance Committee. Conversation has started (been about a year and a half coming), and is at a point where the interest level will continue until MCCOG has the ability to answer all of their questions. Arens asked Dan Schwanz, Transportation Director, to contact Ecolane's Sales Manager to inquire about the cost of creating software similar to GOBHI's; software that would allow MCCOG to provide NEMT service for Columbia Gorge Health Authority in Hood River and Wasco County. The estimated cost for that stand-alone software is 94,230.

Dialogue will continue, Arens is simply communicating what PacificSource's interests are. Currently, MCCOG's only informational ability is to provide the number of rides they have provided and how much they have billed for those rides. CCO's want the ability to manage the rides and manage the clients. Currently, MCCOG cannot provide this information.

E. WIA

Holli Francis, WIA Director, provides a summary of where the program is at and current events. Informed Committee that Community Acton Partnership (CAP) now has an office in MCCOG's

Hood River facility. Francis also mentioned there was a data breach for workforce Oregon and that clients' data may have been compromised. Clients at risk have been notified and will be provided free credit monitoring service.

IV. Executive Session, ORS 192.660 (2)(i)

The Committee went into Executive Session as authorized under ORS 192.660 (2)(i) to discuss:

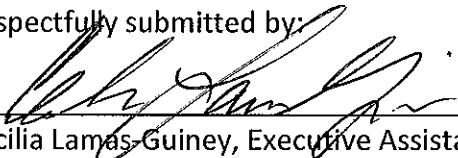
A. Executive Director's Performance Review

Following discussion, the Committee came out of Executive Session. The Committee will meet again December 16, 2014.

V. Adjourn

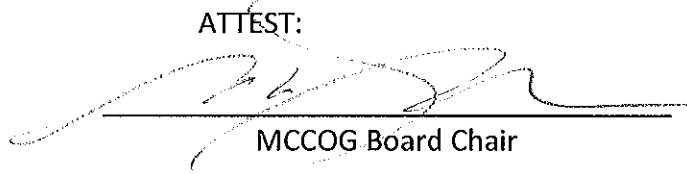
There being no further business to come before the Executive Committee, the meeting was adjourned at 3:30 p.m.

Respectfully submitted by:



Cecilia Lamas-Guiney, Executive Assistant

ATTEST:



MCCOG Board Chair