



**MID-COLUMBIA COUNCIL OF GOVERNMENTS
Board of Directors Agenda**

Tuesday, June 23, 2015

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

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

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

A. Roll Call and Introductions.

B. Approval of minutes from May 12, 2015 and May 26, 2015 Board meeting.

II. 1:10 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. **Reports/Communications**

A. Correspondence; Thank You letter from Oregon Food Bank

B. AAA

i. Guest speaker, Scott Bond

IV. 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, May 12, 2015 10:00 a.m. to 11:30 a.m.

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2015 Board of Directors:

Gilliam County: Denise Ball, Steve Shaffer, *Mike Weimer
Hood River County: *Maui Meyer, Les Perkins, Mark Zanmiller.
Sherman County: Tom McCoy, *Michael Smith
Wasco County: Russ Brown, Scott Hege, *Rod Runyon
Wheeler County: Lynn Morley, *Chris Perry
(*denotes Executive Committee Members)

I. Call to Order

A. Roll Call and Introductions

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

Present: Denise Ball (via phone), Russ Brown, Tom McCoy, Maui Meyer, Lynn Morley, Patrick C. Perry, Rod Runyon, Michael Smith, Mike Weimar, and Mark Zanmiller.

Absent: Scott Hege, Les Perkins, and Steve Shaffer.

Staff: John Arens, Executive Director; Cecilia Lamas-Guiney, Executive Assistant; Sarah Brumbaugh, Fiscal Director; Lynda Dallman, Human Resources; Larry Titus, Network Administrator; Stephanie Ziegler, MCBCS Director.

Guests: None.

B. Approval of minutes from March 3, 2015 Board Meeting.

Maui Meyer moved, seconded by Tom McCoy, to approve the minutes as presented. The motion carried unanimously.

AYES: Ball, Brown, McCoy, Meyer, Morley, Perry, Runyon, Smith, Weimar, Zanmiller (10)

NAYS: None (0)

II. Open Agenda

None heard.

III. Action Items

A. Resolution 14-06, Sarah Brumbaugh

Sarah Brumbaugh presents Resolution 14-06, an Asset Surplus Resolution to acknowledge surplus of five fleet vehicles. Describes surplus vehicles and asks Board to reference vehicle surplus summary.

Mike Weimar moves to approve Resolution 14-06, seconded by Russ Brown. Motion passed by following vote:

AYES: Ball, Brown, McCoy, Meyer, Morley, Perry, Runyon, Smith, Weimar, Zanmiller (10)

NAYS: None (0)

B. Revised Employee Handbook

Lynda Dallman presents item. As discussed with the Executive Committee, they wanted to make the Handbook more inviting so included things like a Welcome Letter. Refers Board to Handbook's Summary of Changes and explains major changes.

Rod Runyon asks about wordage "unless business needs change..."

Dallman responds that this is general legal wordage to allow staffing options and flexibility.

Mark Zanmiller asks if current staff will be provided revised Handbook as well. Dallman responds that current staff will receive revised Handbook and will sign an acknowledgment letter confirming this.

Rod Runyon moves, seconded by Tom McCoy, to approve the revised Employee Handbook as presented. The motion passed unanimously.

AYES: Ball, Brown, McCoy, Meyer, Morley, Perry, Runyon, Smith, Weimar, Zanmiller (10)

NAYS: None (0)

IV. Reports/Communications

A. Executive Director Update

John Arens presents a letter to the Board and staff stating his resignation.

Board enters into Executive Session to discuss this matter in detail; all non-essential staff are asked to exit.

The Board exits Executive Session. Michael Smith states the Board has received the Executive Directors' (Arens) notice of resignation.

Mike Weimar moves to accept the resignation of John Arens, MCCOG Executive Director. Motion is seconded by Russ Brown. All ayes as noted in the vote below:

AYES: Ball, Brown, McCoy, Meyer, Morley, Perry, Runyon, Smith, Weimar, Zanmiller (10)

NAYS: None (0)

Discussion moves to the plan for Executive Director replacement/recruitment.

Mark Zanmiller suggests the Executive Committee be authorized to manage the recruitment process. Russ Brown asks if Zanmiller would offer his assistance to the Executive Committee during this process; Zanmiller confirms he would. Board agrees with suggestion.

Mark Zanmiller moves, seconded by Patrick C. Perry, to authorize the Executive Committee to manage the Executive Director recruitment process. Motion is carried by the following vote:

AYES: Ball, Brown, McCoy, Meyer, Morley, Perry, Runyon, Smith, Weimar, Zanmiller (10)
NAYS: None (0)

Discussion moves to negotiating Executive Directors separation. Michael Smith asks Board who they would have negotiate this.

Maui Meyer suggests this be the Executive Committee as well.

Mark Zanmiller motions to approve of the Executive Committee negotiating these terms: the Executive Committee be responsible for the separation and release agreement with John Arens, with the intent that he stay on board through the search process and any overlap that is required, with an expected end date of September 30; either party may terminate the agreement earlier with proper notice. Motion is seconded by Patrick C. Perry and approved by the following vote:

AYES: Ball, Brown, McCoy, Meyer, Morley, Perry, Runyon, Smith, Weimar, Zanmiller (10)
NAYS: None (0)

Smith moves discussion to next topic; for the Board of Directors to meet once a month during this time period. Board is in consensus to meet monthly.

Smith asks for any other items for the good of the order. Ends discussion with thanking John Arens for his continued leadership through this transition.

V. Adjourn

There being no further business to come before the MCCOG Board of Directors, the meeting was adjourned at 11:10 a.m.

Respectfully submitted by:

ATTEST:

Cecilia Lamas-Guiney, Executive Assistant

MCCOG Board Chair

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MID-COLUMBIA COUNCIL OF GOVERNMENTS

Board of Directors Meeting Minutes

Tuesday, May 26, 2015 1:00 p.m. to 3:00 p.m.

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2015 Board of Directors:

Gilliam County: Denise Ball, Steve Shaffer, *Mike Weimer
Hood River County: *Maui Meyer, Les Perkins, Mark Zanmiller.
Sherman County: Tom McCoy, *Michael Smith
Wasco County: Russ Brown, Scott Hege, *Rod Runyon
Wheeler County: Lynn Morley, *Chris Perry
(*denotes Executive Committee Members)

I. Call to Order

A. Roll Call and Introductions

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

Present: Russ Brown, Scott Hege, Kaylene Korpi, Tom McCoy, Patrick C. Perry, Rod Runyon, Michael Smith, Mike Weimar, and Mark Zanmiller.

Absent: Denise Ball, Maui Meyer, Lynn Morely, Les Perkins, and Steve Shaffer.

Staff: John Arens, Executive Director; Cecilia Lamas-Guiney, Executive Assistant; Sarah Brumbaugh, Fiscal Director; Stephanie Ziegler, MCBCS Director; Daniel Schwanz, Transportations Director; Stephen King, StRUT Program Manager and Lynda Dallman, Human Resources Consultant.

Guests: Rodger Nichols, Haystack Broadcasting; Pierre Robert, LGPI Representative.

II. Open Agenda

Michael Smith adds Director Search to agenda; item will be discussed at end of meeting.

III. Public Hearing – Budget Document

A. Resolution 14-09, Sarah Brumbaugh

Sarah Brumbaugh presents and describes Fiscal Year 2015-16 Budget Document. Discusses budget summary which highlights major changes.

Mark Zanmiller asks for more information about decision points on RFP for Workforce program.

Brumbaugh provides clarification; describes RFP process. Says the Workforce RFP will impact all; there has not been an RFP for that program in 20 years.

After Budget review, Michael Smith opens the floor to questions on the Budget.

Scott Hege asks about the revenue of the Transportation Brokerage; the revenue seems like a pretty aggressive number, is it easily attainable.

Brumbaugh responds absolutely; dollars are based on number of rides done and project to do through this year.

Daniel Schwanz provides further clarification on Transportation program and activity increase.

Smith asks for any other questions.

Brumbaugh mentions Cost Allocation and Salary Plan being available for Board to reference.

Smith asks for any questions on the Cost Allocation Plan.

Hege asks Brumbaugh if there are any substantial changes compared to last year's budget.

Brumbaugh responds that Transportation is the most substantial change; this department has increased full time employees and part of the funds represent that of the Transportation Center.

Hege asks about Transportations full time employee count compared to Building Codes employee count.

Brumbaugh clarifies the methodology that administration services charge is based on; this is just an example, actual is done monthly based on actual payroll records.

Schwanz states to Hege, to further answer his question, the Transportation staff are lower paid than the Building Inspectors.

Hege asks for a ruff number of allocated amount.

Brumbaugh refers him to page 50 of the Budget. States there was a concerted effort to reduce the overhead costs for this Budget; reduced it by 30%.

Smith asks for any other questions on the Cost Allocation Plan or Budget. Hearing none; Budget Hearing closes.

Mike Weimar moves to adopt Resolution 14-09, adoption of the 2015-16 fiscal budget in the total amount of \$11,507, 037.00; motion seconded by Patrick C. Perry. Motion passed by the following vote:

AYES: Brown, Hege, Korpi, McCoy, Perry, Runyon, Smith, Weimar, Zanmiller (9)

NAYS: None (0)

IV. Reports/Communications

A. LGPI Representative, Pierre Robert.

Guest Pierre Robert representing the Local Government Personnel Institute (LGPI) introduces himself and speaks about the services LGPI offers.

V. Action Items

A. Resolution 14-07, Sarah Brumbaugh

Sarah Brumbaugh presents topic; provides information on reasons for asking for line of credit. Specifies that this is for the Transit Center.

Russ Brown asks about completion of Transit Center project.

Brumbaugh responds that the grant will run through June of 2017; they can take as long as that, if they do not, they will close the line of credit.

Chris Perry asks what they are using as collateral.

Brumbaugh replies that they (Bank) are not requesting it.

Mark Zanmiller asks if there are any funds they (MCCOG) can self-loan from.

Brumbaugh responds no; only money available is general fund money.

Perry mentions he was going to ask about using Building Codes funds to loan. Coming with no collateral and same interest rate; it would not matter (would not be an issue).

Smith says it depends on public perception.

Perry asks about interest rate and what Building Codes has charged in the past.

Brumbaugh provides information (prime plus 1.5). Says she was trying to avoid the in-house loan. States it was nothing but contention last time, so thought a third party would be wiser.

Hege asks for status on progressive project (Transportation Center).

John Arens replies; provides status. Dan Schwanz adds to conversation; clarifies contract and grant status.

Hege asks for cost estimate; if those costs will be reimbursed.

Brumbaugh says she believes cost will be reimbursed. After conversations with Dan (Schwanz), we may not have to use the loan.

Schwanz clarifies grant process, states that project costs will be covered under a reimbursement method (term of grant).

Hege asks if there is a start-up cost (for the loan).

Brumbaugh responds that she was told \$75. Goes on to say the General Fund has been covering a significant amount of expenses in the Transportation Department, while they get their new system in order. Other than this, General Funds are growing.

Perry summarizes conversation; readdresses reason for not doing an interfund loan. Clarifies that the reason they are not doing an interfund loan is because public perception is that what they are doing is wrong?

Smith responds that public perception, although incorrect, is that they would be using Building Codes as a piggy bank.

Perry replies it (Building Codes) is getting interest paid back; it is being good stewards of the fund. He does not understand why they would not do this. If it is truly an issue of public perception vs. good management of funds, they are two different things--for the record.

Smith agrees. Brumbaugh agrees.

Tom McCoy moves to approve Resolution 14-07 to establish a loan with Columbia State Bank in the amount of \$187, 500; Mark Zanmiller seconds. Motion is carried by the following vote:

AYES: Brown, Hege, Korpi, McCoy, Smith, Weimar, Zanmiller (7)

NAYS: Perry, Runyon (2)

B. Resolution 14-08, John Arens

Discusses background information on intent of Resolution 14-08, Recycled Technology to Local Non-Profits and Local Governments. Agency has discussed community needs for used technology (e.g. rural state library system, senior services, local governments); conversations about nonprofits in general. Policies and procedures would be established to address the allocation process in how they would deal with the priority of schools as it relates to other distribution. This would open other opportunities to provide used technologies. Arens asks if there should be a motion on the floor.

Chris Perry moves to approve Resolution 14-08 and is seconded by Tom McCoy.

Discussion continues, with final vote pending.

Steve King addresses Board and describes the initial plan for StRUT; students break down donated technology and recycle useable parts. Currently, StRUT staff breaks down and recycles donated equipment and distributes to member schools. Volunteers are welcomed and do occasionally participate in this recycling process.

Currently there is a regional focus, but original plan was for StRUT to be statewide and include Southern Washington as well. His concern is whether this proposal is enough. Should they rethink a broader plan; will it still be “Students Recycling Used Technology” or should it be renamed; have a new mission, a new mandate? Why he mentioned initial plan of StRUT is because he thinks there is room for a reorganization and rethinking about what StRUT is in general. States he does not know if they have saturated the schools; they do not have every needy school in Oregon receiving computers from StRUT. Wonders if they might dilute some of what it is they are doing by branching out.

Michael Smith asks King if he is advocating for doing this or against doing this.

King suggests reaching out to donors prior to passing any official Resolution.

Perry asks if they are currently serving schools outside of COG jurisdiction. King replies that they are.

John Arens states that given the conversation, it would be appropriate to either rescind the motion or table the motion for further discussion. This item is not time sensitive.

Perry withdraws his motion, Tom McCoy withdraws his second. Board is in consensus to speak to StRUT donors prior to any changes.

C. Resolution 14-10, Daniel Schwanz

Daniel Schwanz addresses Board and speaks about Federal Disadvantaged Business Enterprise (DBE) Program. Gives background information on why the DBE Program is here and what exactly it involves. ODOT has created their own DBE Program to be compliant with federal policy and allows sub-recipients, such as MCCOG, to adopt their program.

Tom McCoy asks what a DBE is.

Schwanz responds that in general terms it can be an enterprise that is owned and managed by 50.1% females or recognized minorities; is a federal program so is more restrictive than a state program. There are ownership requirements and size restrictions.

Mike Smith asks if this will have cost related.

Schwanz responds no, this is actually saving money.

Tom McCoy motions, seconded by Russ Brown, to approve Resolution 14-10 to adopt the ODOT DBE Program Policy. Motion is passed by the following vote:

AYES: Brown, Hege, Korpi, McCoy, Perry, Runyon, Smith, Weimar, Zanmiller (9)

NAYS: None (0)

D. Director Search

Michael Smith provides Board with summary of conversations had during last Executive Committee Meeting. Committee had discussed doing an RFP for a search firm. Mid-Willamette Council of Governments offered to provide planning and search services for around \$9,000. Smith asks Sarah Brumbaugh to provide some finance information on what funds are available to start the Executive Director recruitment process.

Brumbaugh provides that information; refers Board to page 48 of Budget document and says \$232,110 is nonrestricted funds that may be used for support services, such as this search.

Runyon asks if this line can be used as the "Line of Credit" (as discussed earlier).

Brumbaugh would not like this \$232 to be used for anything excessive. States there is a good \$100,000 available.

Perry suggests to do internal and local advertisement to gauge local talent and save on costs.

Smith states it is the Boards decision, asks if the Board should give Executive Committee permission to find/hire search firm.

Tom McCoy says he thought the Board already approved of that.

Scott Hege helps clarify; asks if the Executive Committee was formally authorized to "spend money."

McCoy says he would be comfortable authorizing Executive Committee to spend up to \$10,000 for the recruitment process.

Smith asks John Arens for the details of what services Mid-Willamette would provide.

Arens provides that information. Mid-Willamette would cover the hiring process; including job description, place the advertisement (ad), where to place ad, screen applications, refine applicants to select candidates, reference checks, etc. The same services as other major search firms provide.

Rod Runyon asks if they can see details on these services.

Smith states he will provide this information to the group.

McCoy motions to authorize Executive Committee to spend up to 10,000 on the Executive Director recruitment process, Russ Brown seconds motion.

Hege asks if MCCOG has Human Resources and if so, why they (HR) cannot do this.

Lynda Dallman (MCCOG HR Consultant) responds that she cannot; is not available for this. HR may be available for administrative side of it.

Mark Zanmiller states this is a lengthy and expensive process to have staff try to do; recommends hiring a third party, such as the Willamette group.

Smith asks for vote on motion to authorize Executive Committee to hire a search firm. Motion is carried by following vote:

AYES: Brown, Korpi, McCoy, Perry, Runyon, Smith, Weimar, Zannmiller (8)
NAYS: Hege (1)

Smith provides update on Executive Director Separation Agreement, will forward formalized version to Executive Committee, in person, when ready.

VI. Adjourn

There being no further business to come before the MCCOG Board of Directors, the meeting was adjourned at 2:50 p.m.

Respectfully submitted by:

ATTEST:

Cecilia Lamas-Guiney, Executive Assistant

MCCOG Board Chair



June 8, 2015

Marvin Pohl
Mid-Columbia Regional Council of Governments
205 Wasco Loop Ste 101
Hood River, OR 97031-1275

FOR YOUR RECORDS:

Gift received on: 5/7/2015
In-Kind Gift of: 6 laptop computers

Tax ID #93-0785786

Your donation is tax deductible to the extent allowed by law. Oregon Food Bank acknowledges that you received no goods or services for this gift.

Dear Marvin and friends at Mid-Columbia Regional Council of Governments,

Your contribution to Oregon Food Bank will be a huge help in our work to fight hunger. Thank you.

These computers will allow OFB Partner Agencies the opportunity to participate in the Link2Feed pilot project; a project which will help them be more efficient in their services and data reporting. This will translate to a direct impact on the people we serve by reducing the wait-times during the transition and by allowing us to gather information faster to start making improvements in our services.

You made a difference! And together, we can eliminate hunger.

Because no one should be hungry.

With gratitude,

Susannah Morgan
Chief Executive Officer

This donation is so wonderful. Thank you all!

Do you have feedback or a question about your gift? Please contact our Donor Relations Coordinator, Kelli Rule, at 503-853-8727 or donorrelations@oregonfoodbank.org.

... because no one should be

HUNGRY

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