



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

Tuesday, February 23, 2016
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 [January 26, 2016](#) Board meeting.

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. 1:10 p.m. **Reports/Communications**

- A. Executive Director Report
- B. Departmental Updates
 - i. AAA
 - ii. Fiscal (Financial Reports sent to Board on Feb. 3rd)
 - iii. IT, [eComm Report](#) (report attached)
 - iv. MCBCS
 - v. StRUT
 - vi. Transportation
 - vii. Workforce

IV. 1:45 p.m. **Board Member Call**

(This time is for board members to provide information from their areas of representation, or topics for future discussion)

V. 2:00 **Strategic Planning Work**, Jan McGowan

VI. 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, January 26, 2016 1:00 p.m. to 3:00 p.m.

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2016 Board of Directors:

Gilliam County: *Denise Ball, Steve Shaffer, Mike Weimer
Hood River County: *Maui Meyer, Les Perkins, Tom Cramblett.
Sherman County: Tom McCoy, *Michael Smith
Wasco County: Russ Brown, Steve Kramer, *Rod Runyon
Wheeler County: Kaylene Erb, *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, Russ Brown, Tom Cramblett, Kaylene Erb, Maui Meyer, Lynn Morley, Rod Runyon, Steve Shaffer, Michael Smith, Michael Weimar

Absent: Steve Kramer, Tom McCoy, Les Perkins, Patrick C. Perry

Staff: Bob Francis, Executive Director; Cecilia Lamas-Guiney, Executive Assistant; Sarah Brumbaugh, Fiscal Director; Steve King, StRUT Program Manager; Marvin Pohl, AAA Director; Dan Schwanz, Executive Transportation Director; Stephanie Ziegler, MCBCS Director.

Guests: Rodger Nichols, Haystack Broadcasting; Sarah Sullivan, Sharon Thornberry, Susannah Morgan.

B. Approval of Minutes

Maui Meyer motioned to approve the edited October 27, 2015 minutes; seconded by Steve Shaffer. Motion passed by the following vote:

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

Denise Ball moved, seconded by Rod Runyon, to approve the November 24, 2015 minutes with the name correction of Gambee. The motion was approved unanimously.

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

II. Open Agenda

Rod Runyon suggests, considering the full agenda and guests, moving Board elections to the end of the agenda. Board Chair agrees to hold elections after Reports/Communications.

III. Reports/Communications

A. Oregon Food Bank

Marvin Pohl introduces guests Susannah Morgan, CEO of the Oregon Food Bank, and Sharon Thornberry from the Oregon Food Bank. Morgan addresses Board and provides summary of the food bank program and development goals.

IV. Action Items

B. Appoint Budget Committee Members

Sarah Brumbaugh, Fiscal Director, addresses for Budget Committee membership. There are five lay people on the committee, three of which are still active. Need Gilliam and Hood River County to provide members. Those counties will appoint members and notify Brumbaugh.

C. Resolutions

i. Res. 14-18 Revised Sick Leave Policy

Brumbaugh explains the sick leave policy revision. New legislation requires employers to make sick leave available to all employees (including part-time and temporary employees). MCCOG needs to alter current sick leave policy to conform to new law.

Steve Shaffer motions to approve Resolution 14-18. Motion is seconded by Maui Meyer and passed by the following vote:

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

ii. Res. 14-17 Supplemental Budget FY 2015/2016

Brumbaugh provides Board with summary and highlights of the Supplemental Budget.

Maui Meyer moves, seconded by Mike Weimar, to approve Resolution 14-17. All ayes, motion passes.

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

III. Reports/Communications (continued)

B. Departmental Updates

i. AAA

Marvin Pohl, AAA Director, provides an update on the pending feasibility study for "B Transfer." States that he received a proposed budget from Aging and People with Disabilities (APD), but is waiting to provide it to the Executive Committee prior to the Board. Pohl asks Sarah Brumbaugh if she has anything to add in regard to the provided budget. Brumbaugh comments on the proposed salaries; says the numbers do not accurately reflect the varying levels of pay.

Pohl speaks to AAA's budget. Mentions this will be difficult to maintain with the upcoming legislative climate. Shares information about a home care program that will increase a certain type of volunteer training that will increase the dollars we can use for OPI for specific personal care services. AAA is working with Providence to increase the volunteer base for senior support services. Also working with Providence on the PACE program.

Pohl adds information about Veteran services. The Choice Act allows eligible people (veterans) to access health needs locally rather than commuting to the nearest major hospital/provider. If developed, would be the first time any COG in the state will develop and implement the Choice Act so that people—particularly seniors—in rural areas can receive care closer to home.

ii. Fiscal

Sarah Brumbaugh addresses Board and speaks to the financial reports distributed earlier in the month.

iii. IT, eComm Report (refer to agenda material)

Bob Francis speaks for item. Transportation Department is now on their own server. eComm has been very responsive; they have done a great job thus far with the network and technology.

iv. MCBCS

Stephanie Ziegler, MCBCS Director, addresses the Board. States that business has been slow, as is common for this time of year. Mentions the work in Sherman and Gilliam Counties. Not much commercial business going on.

v. StRUT

Bob Francis speaks for StRUT program as Steve King is unavailable. Francis and King met last week and discussed the resale of excess technology project, which Francis directed King to proceed with. StRUT volunteers were also discussed. They would like to see an increase in volunteers and plan to promote the volunteer option to current Workforce clients to increase volunteer base.

vi. Transportation

Dan Schwanz, Executive Transportation Director, addresses the Board. The Transit Center project is moving along; contractors are in the process of installing the electrical, plumbing and HVAC. The project is moving along at a great pace.

Michael Smith asks about Pacific Source. Schwanz replies that it is OK. Pacific Source had requested some information, which MCCOG provided. Pacific Source added another report request, which was unfamiliar to our current program method. They are currently working to provide that. Otherwise, the service side is going well. Currently working to educate providers and reporting methods.

vii. Workforce

Bob Francis speaks for Department. Mentions he received a call from “Bernie” who said he received outstanding service from the staff at the Hood River office. Bernie mentioned he is new to the area and the experience was positive and greatly appreciated.

Francis moves on to topic of Worksource Oregon. States Worksource Oregon (WSO) is moving toward an open office format. Describes this concept; open office floor plan and more personal client service. WSO is looking at the Oregon Employment Department (OED) office space, which creates a time crunch as MCCOG would like to see Worksource move here and use the space that is available once Transportation staff relocates.

The workforce staff had training and a local leadership team meeting. They met Heather Ficht, the new ECWIB Executive Director. She and Liz Casey visited MCCOG and met with the MCCOG Workforce staff, Sarah Brumbaugh and Mr. Francis. The RFP for Title 1 Services will be out in April rather than February; should have a contract by June 30th.

Francis provides update on the MCCOG Hood River office. He has been negotiating space usage with Pacific Source. This sublease is pending a start of February 1; MCCOG will lease 30% of its Hood River office space.

The Port is open to MCCOG’s buy-out option of \$16,000 to get out of the tenant improvement obligation. With the sublease to Pacific Source and new rental options from the Port, will have definite numbers at next meeting.

Francis met with Frank Toda and staff from the College. They are still looking at the possibility of Workforce moving to the college. Toda and his staff are reviewing the information and options.

C. Executive Director Report

i. BOD Representation Research

Bob Francis summarizes reason for research. Asks Cecilia Lamas-Guiney, Executive Assistant, to provide the information found. Lamas-Guiney addresses Board and speaks to the research and what the records reflected. Originally, Board seats were determined by County size; larger counties had two representatives, smaller counties had one. During the October 2008 Board meeting, a Board member asked why some counties had one representative while others had two. The matter of representation was later reviewed formally and in January 2009 each county on the Board of Directors had two representatives.

Rod Runyon suggested this number be reconsidered as the two seat requirement is time consuming and does not hinder the need for a quorum.

After discussion, Bob Francis suggested this item be addressed during the strategic planning session. The Board agreed.

ii. Building Codes Discussion

Bob Francis states that he met with Wayne Lease to discuss Leases' concerns regarding MCCOG. Francis shares what was discussed and what Leases' primary concerns are.

iii. Goal Setting/Strategic Planning Dates

Bob Francis provides plan for Strategic Planning. States that he has reached out to Jan McGowan of Nonprofit Consulting for strategic planning services. Should have a strategic plan by May or June to vote on. \$13,600 is the do not exceed budget, to be paid out in monthly installments.

iv. Letter of Support for TD Waterline Project (informational, refer to agenda material)

IV. Action Items

A. Election of 2016 Board Officers & Executive Committee

Michael Smith opens nominations.

Nominations for Board Chair:

Steve Shaffer nominates Rod Runyon for Chair.

Rod Runyon nominates Steve Shaffer as Chair; Shaffer declines. Runyon suggests Mike Weimar as Board Chair, then follows with nomination for Maui Meyer as Chair. Discussion suggests a member who has yet to serve a chair position.

Steve Shaffer nominates Rod Runyon to serve as Board chair, Denise Ball seconds. Mike Weimar moves to close.

Smith asks for other nominations; hearing none, nomination is closed by the following vote:

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

ABSTENTION: Runyon (1)

Nominations for Vice-chair:

Steve Shaffer nominates Maui Meyer for Vice-chair, nomination is seconded by Denise Ball.

Smith asks for other nominations; hearing none, nomination is closed by the following vote:

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

ABSTENTION: Meyer (1)

Nominations for Secretary Treasurer: **Steve Shaffer nominates Denise Ball, nomination is seconded by Russ Brown.**

Smith asks for other nominations; hearing none, nomination is closed by the following vote:

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Smith, Weimar (10)

NAYS: None (0)

ABSTENTION: Ball (1)

Nominations move to assign Executive Committee members.

Sherman and Wheeler County need representation on the Executive Committee.

Steve Shaffer nominates Lynn Morley and Michael Smith to serve on Executive Committee. Nominations are seconded by Russ Brown.

Smith asks for other nominations; hearing none, nomination is closed by the following vote:

AYES: Ball, Brown, Cramblett, Erb, Meyer, Morley, Runyon, Shaffer, Weimar (9)

NAYS: None (0)

ABSTENTION: Morley, Smith (2)

V. Board Member Call

Michael Smith made the call for additional discussion items; none were heard.

VI. Adjourn

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

Respectfully submitted by:

ATTEST:

Cecilia Lamas-Guiney, Executive Assistant

MCCOG Board Chair

Progress Report



MID-COLUMBIA Council of Governments

Prepared for: Mid Columbia Council of Governments

Prepared by: Jenna Anderson

February 17th, 2016

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SECTION 1

PROJECT OVERVIEW

- The three major “office overhaul” projects have been completed and are detailed below. We see tickets that are more manageable and resolved at a quicker rate, rather than issues resulting from general infrastructure.

PROJECT BREAKDOWN

1 NETWORK/SECURITY

- **STATUS: COMPLETE**

2 EMAIL PROJECT

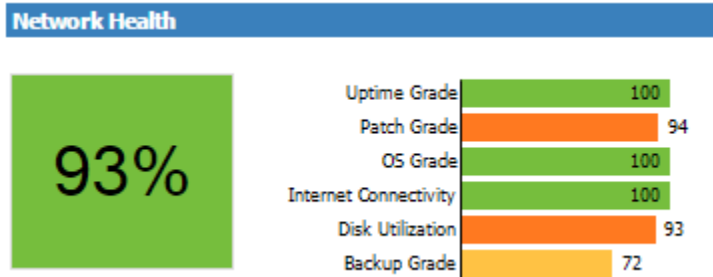
- **STATUS: COMPLETE**

3 SERVERS

- **STATUS: COMPLETE**
- **END RESULT:** The servers have been consolidated to a single unit that’s now providing stability, unification and greater speed and for all users in The Dalles and Hood River offices. In addition, we now have a single backup location for all server data on the network.

SECTION 2

SERVICE REPORT



NUMBER OF STAFF GENERATED SERVICE REQUESTS (LAST 30 DAYS): **70**

- These are issues, requests, and questions that staff has need of and are resolved by our technical team. They include day to day issues, access requests, general training, etc...

NUMBER OF SYSTEM AND NETWORK EVENTS (LAST 30 DAYS): **932**

- These are system and network events that are monitored and resolved by our team. These include items like antivirus reports, issues with applications that the user might not be fully aware of yet, updates to software and programs, as well as health alerts for machines. Health alerts are generated when a computer or device reports outside of the standard parameters for use that we have defined. These include items like temperature, hard drive space, speed, etc.

SECTION 3

ROADMAP

TRANSPORTATION BUILDING

- We are currently planning and preparing to move the transportation technology to the new building when complete. We've met with the transportation department heads in order to establish the projected timeline and develop the plan. We will have the defined install date once the building construction completion date has been narrowed down.

TECHNOLOGY BUDGET

- Our team recently evaluated the current state of all equipment, licensing, hardware, network & software and completed then submitted the Technology Budget for the 2016/2017 year with our advised plans.

ACCOUNTING PROGRAM PROJECT

- We are working with the transportation department managers to put together a small project that will allow for more computers to temporarily access the accounting software, this will provide the ability for multiple employees to work over the weekend and complete all the AR reporting for the year.

SECTION 4

CLIENT FEEDBACK