



MID-COLUMBIA COUNCIL OF GOVERNMENTS

**Board of Directors Meeting Minutes**

**Tuesday, December 19, 2017 10 a.m.**

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2017 Board of Directors:

Gilliam County: \*Michael Weimer  
Hood River County: \*Bob Benton, Paul Blackburn  
Sherman County: \*Tom McCoy  
Wasco County: \*Steve Kramer, Steve Lawrence  
Wheeler County: \*Lynn Morley, Debbie Starkey  
(\*denotes Executive Committee Members)

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**I. Call to Order**

**A. Introductions**

Present: Bob Benton, Steve Kramer (via phone), Steve Lawrence, Tom McCoy, Lynn Morley, Rod Runyon (as alternate for Kramer), Michael Weimar.

Absent: Paul Blackburn, Debbie Starkey.

Staff: Sarah Brumbaugh, Finance Director; Stephanie Ziegler, MCBCS Director; Roberta Green, Reception/AAA Program Assistant/Executive Assistant Support; Brent Olson, Transportation Operations Director.

Guests: Emily McDonald, Greater Oregon Behavioral Health, Inc. (GOBHI); Tonja Hodgkinson, GOBHI; Dan Schwanz, GOBHI; Marci McMurphy, GOBHI; Tyler Stone, Wasco County; Deb McCuin, Aging and People with Disabilities (APD), State Unit on Aging (SUA); Lisa Viles, APD, SUA; Robb Van Cleave, Association of Oregon Counties (AOC); Mike McArthur, Executive Director of AOC; Rodger Nichols, Gorge Country Media.

\*Michael Weimar assumes Chair.

**B. Approval of Minutes**

Tom McCoy motions, seconded by Bob Benton, to approve the minutes from November 28, 2017. All ayes, motion carries.

**AYES: Benton, Lawrence, McCoy, Morley, Runyon, Weimar (6)**

**NAYS: None (0)**

**II. Open Agenda**

Michael Weimar asks for additional items or comments.

Deb McCuin, Aging and People with Disabilities (APD), State Unit on Aging (SUA), requests to address the Board. Briefly provides update on States decision regarding AAA program. Shares that the SUA has decided to terminate the contract with MCCOG, given appropriate 30-day notice. Expects formal letter notification out today or tomorrow. State will assume administration and responsibilities in short term, not sure how long this will be, but could be several more months. Will be offering to current staff positions with State on limited duration, one-year timeframe.

Steve Lawrence asks where the SUA is with the three-tier selection process.

McCuin replies that the deadline for surrounding AAA's (to respond to RFP) was last Friday and two have expressed interest. They will be exploring what that might look like.

Topic moves to MCEDD.

Tom McCoy asks if anyone has heard from Mid-Columbia Economic Development District (MCEDD) regarding the transfer of the 501c3 organization (Four Rivers), currently under MCCOG. Asks if they planned to attend this meeting.

Bob Benton replies that MCEDD is convening their first Transportation subcommittee board meeting, so he assumes that may be on the agenda.

### **III. Discussion Items/Action**

#### **A. ODOT Termination Agreements**

Weimar asks Brent Olson to speak for item. Olson provides brief explanation and Sarah Brumbaugh provides details on the financials of each contract.

**Tom McCoy motions to approve the four agreements with ODOT; Numbers 30716, 31432, 31927, 31975. Steve Lawrence seconds the motion, which carries with the following vote:**

**AYES: Benton, Lawrence, McCoy, Morley, Runyon, Weimar (6)**

**NAYS: None (0)**

#### **B. Resolution 17-10, Asset Surplus**

Sarah Brumbaugh speaks for item. StRUT is asking MCCOG to donate the pick-up truck to StRUT.

Steve Lawrence is concerned about giving away assets prior to closing the books.

Brumbaugh responds that after her meeting with Mr. Van Cleave from AOC, the numbers seem fine.

Robb Van Cleave with County Solutions shares that they are here to listen and get a better idea on the plan for asset distribution services.

Mike McArthur, Executive Director of AOC, provides brief explanation of who County Solutions is and what they do.

Lawrence states he would not be opposed to making this asset available to the StRUT program subject to the condition that MCCOG has sufficient assets to pay their bills.

Bob Benton's concern is will MCCOGs insurance cover the individual operating the truck not being a MCCOG employee.

Brumbaugh states he would have his own insurance. Is MCCOG comfortable in allowing him to use the equipment not being a 501c3 yet, but also with knowledge that they had discussed before that existing equipment in programs should most likely go with programs.

Benton agrees but does not know if that can happen. Needs more information before agreeing to release the asset. If no issue with insurance or risk associated with them using it, no problem with StRUT using the vehicle until MCCOG knows for sure.

Michael Weimar advises MCCOG refer to their insurance provider. Rod Runyon advises the same.

Weimar asks if the truck will be leased to the program until then.

Steve Lawrence requests that a lease agreement be in place and include standard language regarding indemnification.

Weimar states the Resolution is tabled for further information.

C. Resolution 17-11, Update Bank Signatures

Sarah Brumbaugh speaks for item as provided in agenda packet.

**Steve Lawrence moves to adopt Resolution 17-11, seconded by Bob Benton, to authorize updating bank account signatures. All ayes, motion carries.**

**AYES: Benton, Lawrence, McCoy, Morley, Runyon, Weimar (6)**

**NAYS: None (0)**

Benton asks for clarification on County Solutions and GOBHI; how these two things fit together.

Question for Steve Kramer.

Kramer (via phone) replies. Difference between two; GOBHI handles daily operations along with Sarah. Contract piece, all fiscal pieces set up by County Solutions, and Vice-Chair Weimar be signer on any of those contracts.

Tom McCoy asks who the contact at GOBHI for referrals is. Tonja Hodgkinson replies that she serves as a point of contact for referrals to MCCOG.

Weimar returns to the question about County Solutions. At this point, there is no formal agreement in place.

Robb Van Cleave, County Solutions, states that a scope of work was provided. There was no discussion about a fiscal piece, just assistance with distribution of assets. He will follow up with Steve Kramer.

Board discusses and schedules date for next Board meeting and time to review and approve proposal from County Solutions. Consensus to hold a conference call at 10 am on December 28 to review the proposal. Next Board meeting scheduled for January 9 at 1 pm.

Tom McCoy asks if they have a proposal for Building Codes.

Tyler Stone, Wasco County, provides update on Building Codes proposal. As requested, he sent applicable members a proposal for Building Codes Services. Stone provides summary of proposal. Essentially, Wasco County is willing to take over program but needs a place to house it. The County would assume the MCCOG facility and pay the amount of outstanding debt associated with building to alleviate debt of other MCCOG members. Wasco County would not pay the Transportation debt but would assume all assets associated with Building Codes program. Reserves would remain intact until such time when spent down to a million dollars, then members would pay across the board to administer program.

Tom McCoy states he appreciates the proposal but does not think any of the small counties will accept. They want to be charged as they always have been. This proposal would have the rural areas pay more once the reserves are spent down. Tyler Stone replies.

Stephanie Ziegler, Mid-Columbia Building Codes Services (MCBCS) Program Director, requests to speak about program. Speaks to what MCBCS staff do and how the reserve will not ever go away as it is used for fees, employee wages, etc. Recommends the program stay as one and not divided. As long as it remains as is, the reserve will not go away.

Rod Runyon states things are going to be different; it will not be MCCOG anymore. There will be changes and Tyler Stone is not asking to split or go back to the State.

Tom McCoy asks why the smaller counties should pay more for Building Codes Services.

Steve Lawrence asks if he expects the City to pay their fees. McCoy replies that Sherman County will not pay more than others will.

Stone states that Wasco County should not subsidize the Building Codes program.

McCoy responds and discussion about fees continues. Stone encourages the Board to look at all pros and cons. McCoy asks that all counties pay the same fee.

Steve Lawrence asks how long has MCBCS been in existence.

Stephanie Ziegler replies that she has provided services for 26 years, and the program has been under MCCOG since 2007.

McCoy reiterates that Sherman County will not agree to pay higher rates. Stone tells McCoy he is in the position to walk away in the future or today.

Lawrence suggests the language read that all counties pay the same.

Stone replies that he will ask the Council about changing the fees to be the same for all.

Bob Benton states that Hood River County's only concern would be if the facility were sold under market value. Hood River will not be held accountable for the difference.

Sarah Brumbaugh mentions finances to consider. Vacation accrual payout is around \$70,000. When assets are deposited MCCOG will have about \$150,000 to pay bills. Building Codes may not be determined by Jan. 31, 2018, so there is that expense. Bottom line, if MCCOG does not have enough money, they will ask the counties for assistance.

Stone states that Wasco County is not willing to pay full price of Building Codes without the help of The Dalles.

Bob Benton clarifies, if County Solutions is in charge of evaluating the cost of assets/liabilities, they can draft a proposal the Board can evaluate at the next meeting in January. Van Cleave agrees.

Discussion continues regarding fees and reserves.

#### **IV. Board Member Call**

Michael Weimar calls for other business, none heard.

#### **V. Adjourn**

There being no further business to address, the meeting adjourns.

Respectfully submitted by:

ATTEST:

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Cecilia Lamas-Guiney, Executive Assistant

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MCCOG Board Chair

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### **III. Reports/Communications**

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# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** Tonja Hodgkinson, GOBHI  
**Date:** January 9, 2018  
**Subject:** **Management Update**

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**Brokerage:** GOBHI is on schedule to take over brokerage functions. Transitioning employees in January. Contract with Oregon Health Authority for Fee for Service completed as well and the contract with Pacific Source CCO finalized.

**AAA/Money Management/No Wrong Door:** Letter dated December 18, 2017 from the State Unit on Aging confirming as Deb McCuin indicated at the last meeting that the Department of Human Services would be terminating the contracts with MCCOG associated with these programs over the next 30 days. Commissioner Kramer has responded with a request to meet with affected parties to create a transition plan to ensure there is no disruption of services for clients.

**StRUT:** Program surrendered, Steve King is not currently using vehicles until BOD has made final determination regarding donation.

**SHIBA:** Program surrendered.

**Integrated Family Services:** Program will surrender when staff resigns or January 31, 2018.

**Workforce:** The East Cascade Workforce Investment Board (ECWIB) released an RFP request in November; requests must be submitted by January 5, 2018. GOBHI has filed an application with ECWIB.

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*Mid-Columbia Council of Governments \* 1113 Kelly Avenue \* The Dalles, Oregon 97058  
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*Serving Wasco, Hood River, Sherman, Gilliam and Wheeler Counties*



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C. CQE"Rtqrqucn."Tqdd"Xcp"Engcxg**



**ASSOCIATION OF OREGON COUNTIES  
COUNTY SOLUTIONS SCOPE OF SERVICES  
MID-COLUMBIA COUNCIL OF GOVERNMENTS  
ASSET RESOLUTION AND DISTRIBUTION**

1. Work with MCCOG Board to ascertain preferences regarding distribution of assets *Attend 3-4 board meetings, as necessary.*
2. Departmental Assets: Work with the Fiscal and Program staff, and the Board, to identify assets to be transferred to new homes (furniture, vehicles, IT hardware and systems, printers/machinery, etc.)
3. Non-Departmental Assets: Identify non-departmental assets and make recommendations to Board (donation, sale, etc.)
4. MCCOG Building: secure appraisal services and ascertain building value. In consultation with Board, make recommendations regarding building sale, lease, donation, etc.
5. Assist in determining the relocation of the building codes function. As necessary, make recommendations to Board concerning dissemination or distribution of the \$3.5 million Building Codes Reserve.
6. Communicate and coordinate with MCCOG & GOBHI staff to remain up to date regarding the disposition of programs and the organization as a whole.

**Budget**

The work under this scope of work can be completed for \$7,500.00 assuming certain tasks listed above do not become protracted. We can provide an estimate for additional management assistance if the Board determines other areas of need.

If collaborative services are needed to address differences among Board Members, we can conduct an expedited assessment for \$2,500 and determine the cost for a process to resolve them.

**Contacts**

Greg Wolf, County Solutions Director  
gwolf@oregoncounties.org  
503-585-8351 office  
503-931-9536 cell

Robb Van Cleave, COO  
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# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** Sarah Brumbaugh, Finance Director  
**Date:** January 9, 2018  
**Subject:** **Additional Support for OPI program**

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Discussion:

In completing the report to AAA for expense reimbursement, it occurred to me that we have two options for the expenses of the OPI program:

1. Submit full expense to the State for reimbursement as allowed by contract.
2. Use the OPI local support received from the Counties/Cities first, then ask for reimbursement from the State.

Because this program has not been administered or utilized properly this FY, and because we will not have the remainder of the FY to catch up and make it a thriving program in need of the Counties/Cities support money, it is my belief we should return the extra support to the Counties/Cities and continue to use the awarded funds from the State to cover expenses.

The additional support given in FY16-17 was partially used, but some remains. This would be refunded to the Counties/Cities based on resident client hour's percentage. None of the FY17-18 additional support funds have been spent and would be fully refunded. I have attached a worksheet calculating the refund amounts.

Questions may be submitted and answered either at the Board of Directors meeting, or by email to [Sarah.Brumbaugh@mccog.com](mailto:Sarah.Brumbaugh@mccog.com) at any time.

Action:

Please discuss the two options and direct MCCOG staff on your decision.

Attached: OPI support funds worksheet

