### **AGENDA**

# Mid-Willamette Valley Council of Governments

### **EXECUTIVE COMMITTEE**

## March 4, 2020 3:30 p.m.

100 High Street SE, Suite 200 Salem, Oregon

1.	Call to Order – <i>Jackie Franke</i>		
2.	Approval of minutes of January 6 and January 22, 2020 Pgs. 2-7		
3.	Review Agenda for March 17, 2020, Board meeting Pgs. 8-9		
4.	Change COG Board and Executive Committee meeting schedule * Pgs.10-11		
5.	The Executive Committee will need to make recommendations on:		
	a) Appointment of 2020 Budget Committee representatives	Pg. 12	
	b) Adoption of 2020 Budget Schedule	Pg. 13	
	c) Affiliate Member Rates	Pgs. 14-15	
6.	Recommendation to the Board on Executive Director Recruitment Firm (to be provided after RFP opening on 2/27)		
7.	Executive Director's Report		
8.	Other business		
9	Adjournment		

<sup>\*</sup> Suggestion - Executive Committee/Budget Committee on June  $2^{nd}$  and Board/Budget Hearing on June  $16^{th}$  (Currently set for June  $10^{th}$  and June  $30^{th}$ , respectively)

### MINUTES OF JANUARY 6, 2020 EXECUTIVE COMMITTEE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

Mid-Willamette Valley Council of Governments Offices 100 High St SE, Suite 200, Salem, Oregon

### MEMBERS PRESENT

<u>CHAIR:</u> Jackie Franke, Chemeketa Community College <u>VICE CHAIR:</u> Councilor Sal Peralta, City of McMinnville <u>IMMEDIATE PAST CHAIR:</u> Mayor Cathy Clark, Keizer (via phone)

### **MEMBERS ABSENT**

Lisa Leno, Confederated Tribes of Grand Ronde

### OTHERS PRESENT

Sean O'Day, Executive Director Lori Moore, Admin. Specialist II Renata Wakeley, Community Development Director Mike Jaffe, Transportation Director John Safstrom, Loan Program Manager

### **CALL TO ORDER**

Chair Franke called the meeting to order at 12:02 p.m. Attendance was noted. A quorum was present.

### LETTER OF SUPPORT

A draft letter of support for the Mid-Willamette Valley Community Action Agency's (Community Action) application for Community Development Block Grant (CDBG) funds. The agency has applied for a grant to fund an increase in youth access to safe and stable housing. The draft letter was attached to the email that was distributed to executive committee members prior to the meeting. Committee members discussed the draft endorsement.

Mayor Cathy Clark commented that the proposed project is consistent with MWVCOG regional priorities as demonstrated by the COG's work related to the homeless.

MOTION: By Mayor Clark, SECONDED by Vice Chair Peralta, to RECOMMEND THAT THE MWVCOG EXECUTIVE COMMITTEE APPROVE SIGNING THE LETTER OF SUPPORT FOR THE MID-WILLAMETTE VALLEY COMMUNITY ACTION AGENCY'S APPLICATION FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING. Motion carried. IN FAVOR: Franke, Peralta, Clark. OPPOSED: None. ABSTAINED: None.

## RECOMMENDATION(S) TO THE COG BOARD REGARDING EXECUTIVE DIRECTOR RESIGNATION

Chair Franke described the options before the committee for consideration. Should the executive committee recommend the appointment of a single person to be the Acting Executive Director, recommend a process to fill the position, or decline to act. Under current COG Board policy, the COG Board can appoint an Acting Executive Director; or it will default to Renata Wakeley, the MWVCOG Community Development Director. Ms. Wakeley works with a broader range of MWVCOG members more frequently than other department leaders do.

Mayor Clark asked if the department heads currently share the workload, rotate coverage, when the Mr. O'Day is not available. Mr. O'Day confirmed that they do share the workload during temporary absences. However, a temporary absence is likely of shorter duration than the amount of time necessary to recruit a new director.

Mr. O'Day reported that Ms. Wakeley has indicated that she is interested in serving as the Acting Executive Director. She would prefer for the COG Board to contract out for the recruitment of a permanent Executive Director.

Transportation Director Mike Jaffe noted that the extra workload for a current employee/manager to lead the COG for an undetermined interim is obvious. He will support whatever direction the COG Board chooses. Loan Program Manager John Safstrom reported that his schedule is currently filled. He also will support any COG Board decision.

Committee members discussed the advantages of contracting out the selection of a new director. Doing so would provide neutrality to the selection process.

Committee discussion continued related to the merits of a single person versus a team of people to serve in the interim. Sean O'Day explained that the COG Board would need to outline the specifics for a group of people or a person outside the COG to guide the COG during the interim period. Mr. O'Day reminded the group that he sent a list of potential Acting Directors from outside the COG with his e-mail. He included information/resumes related to each candidate.

Chair Franke noted her preference for a single person in the leadership role in the interim. Ms. Wakeley was asked if the tasks of Acting Director would be overwhelming along with her workload. She responded that she is confident that she can perform as needed in the interim. She reiterated her request that the recruitment process be handled by the COG Board or an outside person/entity.

Committee members discussed their preference for having someone leading during the interim that has experience/familiarity with the COG, its members, and different programs. Vice Chair Peralta suggested that using someone unfamiliar with the COG in the interim could be disruptive. It was suggested that it would be preferable to have Ms. Wakeley take the helm in the interim, delegating as necessary.

MOTION: By Vice Chair Peralta, SECONDED by Mayor Clark, to RECOMMEND THAT THE COMMUNITY DEVELOPMENT DIRECTOR SERVE AS THE ACTING DIRECTOR, DELEGATING TASKS, AS NECESSARY, FOR THE MWVCOG.

**Discussion:** A Friendly Amendment was made by Mayor Clark to recommend hiring a recruiter to handle the Executive Director recruitment. The amendment was accepted by Vice Chair Peralta and Chair Franke. Motion carried as amended. **IN FAVOR:** Franke, Peralta, Clark. **OPPOSED:** None. **ABSTAINED:** None.

<u>ADJOURNMENT</u>
There being no further business, Chair Franke adjourned the meeting at 12:34 p.m.
Renata Wakeley, Acting Executive Director

### MINUTES OF JANUARY 22, 2020 EXECUTIVE COMMITTEE MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS BOARD OF DIRECTORS

Mid-Willamette Valley Council of Governments Offices 100 High St SE, Suite 200, Salem, Oregon

### MEMBERS PRESENT

<u>CHAIR:</u> Jackie Franke, Chemeketa Community College Mayor Cathy Clark, Keizer

### **MEMBERS ABSENT**

Lisa Leno, Confederated Tribes of Grand Ronde <u>VICE CHAIR:</u> Councilor Sal Peralta, City of McMinnville

### OTHERS PRESENT

Sean O'Day, Executive Director
Denise Vandyke, Admin. Specialist II
Renata Wakeley, Acting Executive Director/Community Devt. Dir.
Karen Odenthal, Senior Planner
Mayor John McArdle, Independence/COG Board member
Councilor Roxanne Beltz, Monmouth City Councilor/COG Board member

### **CALL TO ORDER**

Chair Franke called the meeting to order at 12:05 p.m. Attendance was noted. A quorum was present of the Annual Dinner Planning Committee, but not of the Executive Committee.

### ANNUAL DINNER UPDATE/DISCUSSION

Karen Odenthal was introduced as the lead staff person for the Annual Dinner planning, since the resignation of Executive Director Sean O'Day. Various details related to the planning of the Annual Dinner were discussed. Results were as follows.

- National Anthem a singer is needed. Options identified include:
  - Sara Jaffe, daughter of COG Transportation Director Mike Jaffe Ms. Odenthal will talk with the Jaffes.
  - Sheba Dawn, a neighbor of Mayor Clark and professional singer Mayor Clark will talk to her.
  - Mayor Clark to lead a group singing of the anthem. She has sung the national anthem for games at Volanos' Stadium. Lyrics will need to be provided on the screens.
- Other music no musicians are available from McNary High School. Ms. VanDyke will contact the Whitaker Jazz Band, but if no musicians are found, we will use pre-recorded music.
- A walk-through of the site will be scheduled with venue staff and COG staff (VanDyke/Odenthal/Wakeley).

- Ms. VanDyke will confirm what, if any, small diameter tables are available at the venue to have with the display boards.
- Ms. VanDyke will confirm with the caterer what the desserts will be, and coordinate with the venue and caterer regarding how the buffet is to be set up. The Committee wants the buffet set up in two separate lines (two sets of tables) to speed up serving.
- Tables will be called to the buffet with the VIP (speakers') table first, then working from a table (to be identified later) through the room.
- The Annual Report and the PowerPoint from the Dinner will be emailed to members, with a request that they forward to their interested parties, and posted on the MWVCOG website. The email will be sent using a format similar to the COG Connections with a message from the Board Chair and the Acting Executive Director.
- Ms. Wakeley is working with another staff member on the passports, which will serve as "tickets" for the door prizes. She will solicit individual feedback when they are ready.
- Door prizes: Kerry Tymchuk, the keynote speaker, has generously donated ten family level memberships to the Oregon Historical Society, which he will bring to the event. Staff have purchased five copies of books by Mr. Tymchuk, which he will sign just prior to the event.
  - o Recipients of individual awards will receive a plaque, book, and membership
  - O The main door prize will contain (at least) one to two books, two bottles of wine, a wine/glass holder, glasses, and a membership
  - o Two smaller door prizes will include a book, membership, and maybe a bottle of wine
  - o Any remaining memberships will be considered additional door prizes
  - O Drawings will be held at the end of the event, and will be on a 'must be present to win' basis
- Timing of the event:
  - o The event will begin at 5:30, not 6 p.m. Schedule (times estimated) as follows:
    - 5:30 p.m. Doors open
    - 6:15 p.m. Welcome (Mayor Clark)
    - 6:20 p.m. Presentation of Colors/National Anthem
    - 6:25 p.m. Chair's Comments/introduction of Board (Mayor Clark)
    - 6:35 p.m. Annual Report/introduction of staff (Renata Wakeley)
    - 6:45 p.m. Dinner
    - 7:15 p.m. PGE rep introduces keynote speaker
    - 7:20 p.m. Keynote Speaker (Kerry Tymchuk)
    - 8:00 p.m. Presentation of Awards
    - 8:50 p.m. Official change over of Chair (Mayor Clark/Jackie Franke)
    - 9:00 p.m. Door Prize Drawings (Jackie Franke)
    - 9:15 p.m. Adjournment (Jackie Franke)
  - o Clean up is to wait for a bit after adjournment to not rush attendees
- Photographer is needed, as our usual staff person is not available for the entire evening.
  - o Cherriots can provide a photographer
- Registrations are coming in as expected.
- Staff are working on the Selfie Wall set up. Recommended hashtag: #MWVCOG2020

### CONSIDERATION OF AWARD NOMINATIONS

The various nominations were discussed, and the following award recipients were determined by consensus:

- Gwen VanDenBosch Award Brad Nanke, Salem City Councilor
- Wes Kvarsten Award David Sawyer, Turner City Manager
- Regional Project Award South Yamhill River Valley Wayfinding Project (Cities of Sheridan and Willamina, and Confederated Tribes of Grand Ronde)

- Special Lifetime Achievement Award Sam Brentano, Marion County Commissioner
- Special Recognition Sean O'Day
- Chair's Choice Award Colleen Busch, Salem Area Mass Transit District (Cherriots)

### Awards will be presented as follows:

- Special Recognition Mayor Clark
- Chair's Choice Mayor Clark
- Regional Project Councilor Peralta
- Wes Kvarsten Mayor Tiffin or Tribal Councilor Leno
- Gwen VanDenBosch Mayor McArdle
- Lifetime Jackie Franke
- Outgoing Chair Jackie Franke

Renata Wakeley, Acting Executive Director

The committee specifically stated that they want to see Kenna West's nomination again next year.

### **OTHER BUSINESS**

Ms. Wakeley provided updates on the current recruitments.

Executive Director recruitment - Bill Monahan, COG General Counsel, has drafted a Request for Proposals (RFP) for a recruiter. There will be a meeting of the Executive Committee to review and/or finalize the RFP and position description, especially how to score, schedule, etc. Staff will poll for a meeting date.

Finance Director recruitment – Three candidates have been interviewed, and negotiations are in process with one candidate. Greg Smith's last day is at the end of February, so there should be about a month of overlap. If negotiations fail, a short list of potential contractors has been created.

# ADJOURNMENT There being no further business, Chair Franke adjourned the meeting at 1:30 p.m.

### **AGENDA**

### **Board of Directors**

Mid-Willamette Valley Council of Governments

Tuesday, March 17, 2020

3:30 P.M. – 5:30 P.M.

COG Conference Room

100 High Street SE, Suite 200

Salem, Oregon

**CONTACT:** Renata Wakeley, Acting Executive Director; 503-540-1618

CHAIR: Jackie Franke, Chemeketa Community College

VICE CHAIR: Sal Peralta, McMinnville

- A. CALL TO ORDER Jackie Franke, Chair
- B. INTRODUCTIONS Jackie Franke, Chair
- **C. PUBLIC COMMENT** (*This time is reserved for questions or comments from persons in the audience)*
- **D. PRESENTATION Legislative Report** *Justin Martin*
- E. CONSENT CALENDAR (All items on the Consent Calendar will be approved by one vote unless an item is withdrawn for discussion at the request of a Board member. Members may have an item withdrawn by notifying the Chair at the meeting. The item will be removed by the Chair for discussion and a separate motion will be required to take action on the item in question.)

1.	Minutes of December 17, 2019 meeting of the Board of Directors Requested Action: Approve minutes	pg. x-x
1.	Minutes of January 15, 2020 meeting of the Board of Directors Requested Action: Approve minutes	pg. x-x
2.	Financial Report Information only.	pg. x-x
3.	<b>Department Activity Reports</b> Information only. Includes reports from the Community Development Department, Transportation Department, and Small Business Loan Program.	pg. x-x
4.	Amending the 2020 Meeting Schedule Requested Action: Motion to amend the 2020 Meeting Schedule.	pg. x-x
5.	Appointment of 2020 Budget Committee Requested Action: Appoint Budget Committee members for the 2020 budget process	pg. x-x
6.	Adoption of 2020-21 Budget Schedule Requested Action: Adopt the meeting schedule for the 2020 budget process	pg. x-x

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	7.	Resolution 2020-01 – Annual Salem/Keizer Area Transportation Planning Contracts	pg. x-x
		Requested Action: Approve Resolution No. 2020-01 authorizing the Executive Director or Acting Executive Director to sign Transportation Planning contracts as outlined in the Resolution	
	8.	Resolution 2020-02 – GIS Services Contracts Requested Action: Approve Resolution No. 2020-02 authorizing the Executive Director or Acting Executive Director to sign GIS Services contracts as outlined in the Resolution	рд. х-х
	9.	Resolution 2020-03 – Community Development Contracts Requested Action: Approve Resolution No. 2020-03 authorizing the Executive Director or Acting Executive Director to sign Community Development, Land Use Planning, and Housing Rehabilitation Services contracts as outlined in the Resolution	pg. x-x
	10.	Resolution 2020-04 – Member Services Contracts Requested Action: Approve Resolution No. 2020-04 authorizing the Executive Director or Acting Executive Director to sign Member Services contracts as outlined in the Resolution	pg. x-x
	11.	Resolution 2020-06 – Establishing Affiliate Member and Business Partner Dues/Fees Requested Action: Approve Resolution No. 2020-06 establishing dues and fee rates for Affiliate Members and Business Partners	pg. x-x
₹.	AC	CTION ITEMS	
	1.	Resolution 2020-05 – Approve rates Requested Action: Approve Resolution No. 2020-05 setting the hourly rates for various services provided by MWVCOG on a contract basis, as outlined in the Resolution	pg. x-x
	2.	<b>Executive Committee recommendation of Recruiting Firm for Executive Director Recruitment</b>	
	3.	<b>Update to COG Personnel Manual</b> – <i>Bill Monahan and Sean O'Day</i> Requested Action: Adopt the updated COG Personnel Manual	pg. x-x
J.	AC	TING EXECUTIVE DIRECTOR'S REPORT	
	1.	Annual Dinner & Awards Banquet Review	pg. x-x
		ARD DISCUSSION/ROUNDTABLE (This is an opportunity for Board members to intro	oduce subjec

E cts not on the agenda and report on happenings in their respective jurisdictions.)

### I. ADJOURNMENT

NEXT MEETING: Tuesday, June 30, 2020 3:30 p.m. **COG Offices** (Includes 2020 Budget Hearing)

The Mid-Willamette Valley Council of Governments is pleased to comply with the Americans with Disabilities Act (ADA). If you need special accommodations to attend this meeting, please contact Denise VanDyke at (503) 588-6177 at least 48 hours prior to the meeting. Hearing impaired, please call Oregon Telecommunications Relay Service, 7-1-1. Thank you



TO: Executive Committee DATE: March 4, 2020

Mid-Willamette Valley Council of Governments

THRU: Renata Wakeley

Acting Executive Director

**FROM:** Greg Smith/Amber Mathiesen

**Finance Directors** 

SUBJECT: AMENDING THE MWVCOG BOARD OF DIRECTORS' MEETING

**SCHEDULE** 

### **RECOMMENDATION**

Recommend that the Board amend the meeting schedule adopted at the December 2019 meeting, changing the June meeting dates.

### **BACKGROUND**

The schedule was originally set to work around conflicts in then-Executive Director Sean O'Day's calendar. Now that there is no need to do so, and to better allow COG Finance Department staff to comply with submitting budget documents with the State Department of Revenue, it is recommended that the Executive Committee recommend that the Board of Directors amend the adopted schedule as shown in attachment A.

### **Amended** BOARD OF DIRECTORS MEETING SCHEDULE FOR CALENDAR YEAR 2020

<u>Date</u> February 19 <sup>th</sup>	Location Keizer Community Center
Annual Meeting 5:30 p.m.	930 Chemawa Road NE, Keizer, Oregon
March 4 <sup>th</sup>	COG Offices
Executive Committee	100 High Street SE, Suite 200, Salem, Oregon
March 17 <sup>th</sup> Board of Directors	COG Offices
June 10 June 2 <sup>nd</sup> – 3 p.m. Budget Committee	COG Offices
June 10 June 2 <sup>nd</sup> – 4 p.m. Executive Committee	COG Offices
June 30 June 16 <sup>th</sup> Board of Directors & Budget Hearing	COG Offices
September 9 <sup>th</sup> Executive Committee	COG Offices
September 23 <sup>rd</sup> Board of Directors	COG Offices
December 2 <sup>nd</sup> Executive Committee	COG Offices
December 15 <sup>th</sup>	COG Offices

- Board meetings are scheduled to begin at 3:30 p.m., except for the annual meeting, which is in the evening.
- Executive Committee meetings are scheduled to begin at 3:30 p.m., unless specifically noted
- The Budget Committee usually meets prior to the June COG Executive Committee meeting.
- The Budget Hearing will be part of the June COG Board Meeting.

New Member Orientation and Board of Directors



TO: Executive Committee DATE: March 4, 2020

Mid-Willamette Valley Council of Governments

THRU: Renata Wakeley

Acting Executive Director

**FROM:** Greg Smith/Amber Mathiesen

Finance Directors

SUBJECT: APPOINTMENT OF 2020 BUDGET COMMITTEE

### **RECOMMENDATION**

1. Recommend that the Board appoint a six-member Budget Committee consisting of three members of the Executive Committee:

**Jackie Franke**, Chemeketa Community College Board of Education member (served last year)

Cathy Clark, Mayor of Keizer (served last year)

Sal Peralta, McMinnville City Councilor (served as alternate last year)

And three lay citizens representing the major services and programs of the Council of Governments:

Julie Warncke, Transportation Planning Manager, City of Salem

Frank Sheridan, City Manager, City of Sheridan

Kevin Joyce, a member of the Revolving Loan Administration Board

- 2. Recommend that the Board appoint Lisa Leno, Tribal Councilwoman for the Confederated Tribes of Grand Ronde, as an alternate for any elected official not able to attend the Budget Committee meeting.
- 3. Recommend that the Board appoint Ken Huffer, Chief Administrative Officer, Yamhill County, as an alternate for any citizen member not able to attend.

### **BACKGROUND**

To conform to Oregon Budget Law (ORS 294) the Board must establish a representative committee of members of the Board plus an equal number of lay citizens representing interests in the major programs of the Council of Governments. Since 1988, the Board has appointed a six-member Budget Committee.

- Kevin Joyce has two years remaining on his three-year term.
- Frank Sheridan has one year remaining on his three-year term.
- Julie Warncke would be beginning a new three-year term.



TO: Executive Committee DATE: March 4, 2020

Mid-Willamette Valley Council of Governments

THRU: Renata Wakeley

Acting Executive Director

**FROM:** Greg Smith/Amber Mathiesen

Finance Directors

SUBJECT: PROPOSED FY 2020-21 BUDGET SCHEDULE

### **RECOMMENDATION**

Recommend that the Board Adopt the proposed schedule. This schedule meets the requirements of Oregon law. The adoption of the COG budget on June 16<sup>th</sup> permits COG budget actions to follow those of most member governments.

### 2020-21 BUDGET SCHEDULE Mid-Willamette Valley Council of Governments

March 17 COG Board of Directors establishes the Budget Committee:

 Appoint three lay citizens representing the major services and programs of the COG

• Appoint three COG Board members.

Present to

May 21 Staff prepares revenue and expenditure estimates.

May 22 Budget to printing

May 22 Publish Notice of Budget Committee Meeting

June 2

2:30 p.m. Budget Committee meets, reviews and approves budget.

June 5 Publish Notice of COG Board's Budget Hearing

June 16

3:30 p.m. Board of Directors' Budget Hearing and adoption of budget

June 30 Submit documents to State Department of Revenue



TO: Board of Directors DATE: March 17, 2019

**FROM:** Executive Committee

**SUBJECT:** Proposed COG Affiliate and Business Membership Fees for FY 2020-21

### **ISSUE**

A. Should the Board create an Affiliate Membership category for other government agencies?

B. Should the Board create a Business Partner program?

### **BACKGROUND**

Section XIII of the Agreement of the Mid-Willamette Valley Council of Governments (COG) requires that the Executive Committee recommend a participation cost structure to the Board annually, no later than March. The Board of Directors adopted the Member Dues and Economic Development District Assessment for FY 2020-21at their December meeting.

At the December 17, 2019 meeting, the COG Board also discussed the proposal to add an Affiliate Membership category and a Business Partner category and directed staff to bring back to the COG Board a proposed non-profit affiliate and for-profit business partnership fee for entities who desire to support and use certain types of COG services.

### **RECOMMENDATION**

The Executive Committee recommends the Board establish a non-profit affiliate and for-profit business partner program that would allow and strengthen partnerships between the COG and regional non-profits and for-profit companies. For FY2020-21, the Executive Committee recommends the following parameters:

	Individual / Non-Profit Affiliate	For-Profit Business Partner
Cost	\$500	\$500
Eligibility	Non-profit regional organizations and statewide intergovernmental associations that either have government representation on their boards (i.e. SEDCOR, Travel Salem, LOC, AOC, OSBA) or that partner with the COG in the delivery of its programs and services (i.e. Boys and Girls Club) This category would also be available to individuals in organizations who work regularly with the COG (i.e. Regional Solutions Coordinator).	Any for-profit Business that does business with the public entities that make up membership in the COG.
Scope of Services	Affiliates would receive all COG publications, member pricing for training and events, and member rates for fee-for-service programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.).  Affiliate members would also receive recognition on the COG website.  Affiliate members would not be eligible to participate in the COG's fee for service programs that are limited to government entities (i.e. recruitments, strategic planning, etc.).	Business Partners would receive all COG publications, member pricing for training and events, and member rates for fee-forservice programs that were also offered to non-member entities (i.e. GIS, transportation modeling, etc.)  Business Partners would also receive recognition in COG publications and website. Business Partners would not be eligible to participate in the COG's fee for service programs that are limited to government entities (i.e. recruitments, strategic planning, etc.).