**MINUTES OF SEPTEMBER 21, 2021**

**MID-WILLAMETTE VALLEY**

**COUNCIL OF GOVERNMENTS**

**BOARD OF DIRECTORS**

**VIA Zoom**

**MEMBERS PRESENT**

CHAIR: Councilor Sal Peralta, City of McMinnville

vice chair: Lisa Leno, Tribal Council Member, Confederated Tribes of Grand Ronde

Jackie Franke, Member, Chemeketa Community College Board of Education
Jeremy Gordon for Commissioner Mike Ainsworth, Polk County
Commissioner Casey Kulla, Yamhill County

Mayor Brian Dalton, City of Dallas

Mayor Cathy Clark, City of Keizer

Mayor Rick Rogers, City of Newberg
Mayor Chuck Bennett, City of Salem

Mayor John McArdle, Independence, representing Small Cities of Polk County

Mayor Jim Kingsbury, Sublimity, representing Small Cities of Marion County

Ian Davidson, Salem-Keizer Transit District Board

Ashley Carson Cottingham for Sheronne Blasi, Member, Salem-Keizer School Dist. Board of Directors
Lisa Rogers, Board Member, Chehalem Park and Recreation District

**MEMBERS ABSENT**

Commissioner Danielle Bethell, Marion County
Councilor Roxanne Beltz, City of Monmouth
Mayor Eric Swenson, City of Woodburn
Mayor Linda Watkins, Carlton, representing Small Cities of Yamhill County
Terry Hsu, Director, Marion Soil & Water Conservation District

Frank W. Pender, Jr., Board Member, Willamette Education Service District (WESD)

**OTHERS PRESENT**

Scott Dadson, Executive Director

Renata Wakeley, Community Development Director

Mike Jaffe, Transportation Director

Amber Mathiesen, Finance Director

Denise VanDyke, Admin. Specialist II

**CALL TO ORDER & INTRODUCTIONS**

Chair Councilor Sal Peralta called the meeting to order at 4:40 p.m. Attendance and the presence of a quorum were noted.

 **CONVENING – HOMELESSNESS IN THE MID-WILLAMETTE VALLEY**Mr. Dadson outlined the series of regional convening and the purpose to board members. Presentation and convening occurred until 4:40 p.m., which was led by Janet Carlson, Board Administrator for the Mid-Willamette Valley Homeless Alliance. Councilor Peralta expressed appreciation to Ms. Carlson and the participants for sharing their expertise and for their hard work.

**PUBLIC COMMENT**

None.

**CONSENT CALENDAR**

**MOTION:** By Mayor McArdle, **SECONDED** by Mayor Rogers, to **APPROVE THE CONSENT CALENDAR, AS PRESENTED.**

1. *MINUTES OF June 15, 2021, MEETING OF THE BOARD OF DIRECTORS*
2. *RATIFY APPOINTMENTS TO THE VDI AND RLF LOAN BOARDS*

**Discussion:** None. Motion carried.

**IN FAVOR:** Gordon,Franke, Peralta, Leno, Dalton, Clark, R. Rogers, Bennett, McArdle, Davidson, Kulla, L. Rogers and Kingsbury. **OPPOSED:** None. **ABSTAINED:** None.

**INFORMATIONAL ITEMS**

1. **Legislative Policy Update –** Mr. Peralta reported subcommittee members are in this meeting. They have been meeting on Wednesday mornings at 7:00 a.m. every other week. They are looking at changing the meeting time to Monday or Friday at Noon. This committee was established to oversee the work of our lobbyists and to engage on the COG’s behalf on the general priorities we have adopted. The convening today is the first one, and the committee hopes to involve more legislative staff and policy makers. Six priorities were identified in the last legislative session and five passed. Mayor Clark said it is helpful to take time and look over how we can be proactive. She encouraged collaboration. Mr. Davidson added that convenings are an outgrowth of the legislative committee, and he is very optimistic that these meetings will be well-attended, informative and will help focus our organizational priorities.
2. **Financial Report -** Ms. Mathiesen stated that an annual financial audit is taking place. A financial software transition to QuickBooks is underway, as well as writing procedures for each area of accounting to establish standardized processes. We now offer extended services to our members, including electronic invoicing, which has been well-received. Ms. Mathiesen shared graphical examples of reports; examples included the ability to show accounts receivables, expenses, revenues, and cash flow.
3. **Department Activity Reports -** Ms. Wakeley provided an update on the Community Development Department report. She reported that we continue to support our members in various applications to the economic development administration with coronavirus-related funds and NOFA awards. She welcomed Sarah Allaben, our newest Rural Assistance for Rural Environments (RARE) participant. Ms. Wakeley reviewed the high points of the Community Development update. Ms. Wakeley also referenced Amy Dixon, Associate Planner with MWVCOG, who is helping the cities of Newberg, Dundee, and McMinnville, with needed assistance during their planning staff transitions.

Mike Jaffe shared highlights of the Transportation Program update. He said it is a busy project plan season right now for MWACT and SKATS. Cherriots in Salem started their regional long-range transit plan for services within the Salem-Keizer area and to the Marion-Polk County region. The GIS Department is providing services for redistricting for cities in special districts. We will be doing redistricting for the transit district, City of Salem, and reaching out to other cities. There is no information yet regarding an update on I-5 at McKay Road.

Mr. Dadson gave the Business Lending Program Services Department report, and updated and reviewed the COG Board, which has a revolving loan funds sub-board, called the Valley Development Initiatives (VDI). Within that board are our loan programs. The COG board has the Revolving Loan Fund (RLF), so there are two sets that are within our Business Lending Program. He stated there is much competition from banks regarding obtaining recruits. We currently have the services of Alison Boswell on a part-time basis, Mr. Dadson and Ms. Wakeley, and from partner COGs and CCD.

Mayor Rogers said that many cities have ARPA money and would like to distribute in the forms of loans or grants and asked if that is something COG would be interested in being involved with. Mr. Dadson said yes, we would be happy to assist, can have a conversation about that and to see if something could work to benefit our members.
4. **Executive Committee Report on Executive Director Six-Month Evaluation**Mr. Peralta said that the Executive Committee reviewed the six-month evaluation of the executive director and explained decisions. He stated that the adequacy of the review essentially ends a temporary employment period and triggered a six percent benefit increase that the board implemented as policy in 2020, that is intended to match the copayment that Oregon public employers pay to cover retirement benefits for their employees. The future executive director reviews will include a 360-performance review to have a more formal and professional process. Mr. Dadson expressed his thanks to the board, and that he is glad to be here. There is a lot of work ahead, and currently doing three city administrator recruitments with others starting. Mr. Dadson addressed what we can do at a regional level to heighten that issue. The Legislative Committee has made a commitment as to how we raise the profile of the Mid-Willamette region, and to create a regional conversation around each program to work together as a region to identify issues, solve problems and to heighten the awareness of both issues and possible solutions. Mr. Dadson said we have a great staff who are dedicated and have great ideas as to how we can help and serve.

**ACTION ITEMS**

1. **Procurement Review Board, AV System for COG Facilities**Mr. Dadson said the COG board is the procurement review board. EDA money is available and will add camera, microphone, speaker, and video equipment, which will help with hybrid meetings.

**MOTION** by Mayor Clark, **SECONDED** by Mayor Rogers, **PER STAFF RECOMMENDATION THAT THE BOARD SPEND/ALLOCATE $25,000** **TO IMPROVE THE AV SYSTEM.**

Discussion: None.

Motion carried**.**

**IN FAVOR:** Gordon,Franke, Peralta, Leno, Dalton, Clark, R. Rogers, Bennett, McArdle, Davidson, Kulla, L. Rogers and Kingsbury. **OPPOSED:** None. **ABSTAINED:** None.

1. **Personnel Manual Update**Mr. Dadson discussed the annual update and reviewed the list of changes, including flex time clarified for equity purposes.

**MOTION** by Mayor Kingsbury, **SECONDED** by Mr. Davidson, to **APPROVE RESOLUTION 2021-10 TO UPDATE THE EMPLOYEE HANDBOOK.**

Discussion: None.

Motion carried**.**

**IN FAVOR:** Gordon,Franke, Peralta, Leno, Dalton, Clark, R. Rogers, Bennett, McArdle, Davidson, Kulla, L. Rogers and Kingsbury. **OPPOSED:** None. **ABSTAINED:** None.

1. **Appointment of Annual Dinner Planning Committee**The annual dinner planning committee has been appointed. Ms. Franke, Mayor McArdle, Mayor Rogers, and Mayor Kingsbury volunteered in addition to the executive committee.

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Dadson reported we are doing a lot of work on behalf of our towns in the region to search for administrators and we are here to assist the region. Kudos to Marion County for stepping up in the canyon because of the wildfires. He expressed his amazement as to how much can be done with so little resources in our region. The next convenings are on housing and emergency management. A Legislative breakfast will take place in spring of 2022.

 **BOARD DISCUSSION/ROUNDTABLE**
Ms. Franke said that things are going well at Chemeketa Community College, and they have adapted to Covid protocols. Today’s convening was excellent, and Mr. Dadson is proving we made a good decision in hiring him.

Mayor McArdle asked to please share how to share the convening video. Mr. Dadson said we will create a YouTube channel.

Mayor Dalton thanked COG for help with the Mayors’ Dinner.

Mr. Davidson reported that on September 5, 2021, Cherriots started Sunday service for the first time. In addition, there is also holiday service, except Christmas, Thanksgiving and New Year’s Day.

**ADJOURNMENT**

Hearing no further business, Chair Peralta adjourned the meeting at 5:28 p.m.

 Scott Dadson, Executive Director

*Meeting minutes transcribed from Zoom recording by Janet Toman, contractor with MWVCOG, on September 29, 2021.*