

Agenda Item Number 4.

Report of the Executive Committee

Presenter: George Kloeppe

Action Recommended: None. Information Only

Meeting Notes:

Meeting of May 12, 2011

The LCOG Executive Committee was called to order at 630 p.m. on Thursday, May 12, by Board Chair Chris Pryor in the LCOG Park Place Office in Eugene. Members present were:

Eugene Councilor Chris Pryor
Lane ESD Board Member Sherry Duerst-Higgins
LCC Board Member Tony McCown
Coburg Mayor Judy Volta

Staff members attending included Bob Swank, Byron Vanderpool, Kay Metzger, Sandy Karsten, and George Kloeppe.

June 23 Board of Directors Meeting Topics

George Kloeppe shared a listing of the items expected to come before the Board of Directors at its June meeting. Included were: A presentation by Cathy Hamilton of the agency's Communications Plan; a public hearing and subsequent adoption of the FY 2011-12 Work Program and Budget; a confirmation of a revision to the Donation Policy for the Senior Meals and Meals on Wheels programs; adoption of the FY 2011-12 Area Plan on Aging and Disability Services Update; approval of revised Contracting Regulations; a review of S&DS contracts for 2010-11; and an information report on legislative actions impacting LCOG's Senior and Disabled Services Division. It was noted that, with a month's lead time, more topics could be added to the list and will be previewed at the Committee's June 9 meeting. It was the view of the Committee that it would be wise to defer the requested presentation by Lane County DA Alex Gardner until the September meeting. Two "special presentations" were offered for the consideration of the Committee. It was decided that time would allow for only one for the June agenda. The "Willamette River Vision" was preferred (subsequently, because of a time conflict, the special presentation by staff on the Business Loan Program was substituted for the June agenda, with the River Vision presentation deferred until September).

Agency Communications Plan

Government Services Director Byron Vanderpool described the current status of the Communications Plan. The agency's consultant, Cathy Hamilton, is scheduled to present the Plan at the Board meeting on June 23; however, the Committee will have an opportunity to review and refine the recommendations at its June 9 meeting. Noting that Ms. Hamilton had identified several actions that should be taken as soon as possible and that one of those involved individual reports of LCOG services to the member agencies, Vanderpool shared with the Committee a draft of such a report—centered on the City of Coburg. After some discussion, the Committee agreed that the draft seemed appropriate. In consideration of the June 23 presentation, the Committee agreed without motion that the Board should be encouraged to review the recommended action steps to be included in the Plan, offer an initial reaction, discuss a “sense of sequence” for implementation, and refer the matter to the Executive Committee for implementation recommendations.

FY 2011-12 Work Program and Budget

Associate Director Bob Swank reported that the LCOG Budget Committee had approved a Budget for the coming year at its meeting immediately before the Executive Committee meeting. He distributed copies of the approved document, noting that the full Board would receive the Budget well ahead of the June meeting. Kloepfel called the attention of the Committee to the Executive Director's Budget Message on page 1 of the document. He noted that the Budget for FY 2011-12 was slightly lower than the current year's Budget and that a small reduction in FTE was anticipated. However, he reminded the Committee that there were unknowns associated with all of the revenue sources, e.g. the State's biennial budget and grant and contract commitments. Pointing to the Budget Summary on page 12, he noted that “local revenue” was conservatively estimated and reflected a decrease of over \$850,000 from the current fiscal year. He stated that revenue from such contract work for local governments typically doesn't come into focus until well into the fiscal year. No action was required of the Committee.

Suggested Donation Policy for Senior Meals and Meals on Wheels Programs

S&DS Director Kay Metzger and Meals Program Manager Sandy Karsten referred to a staff memo by which the recommendations of the Senior Meals Advisory Committee, the Procurement and Monitoring Committee and the Senior Services Advisory Council were reported. Karsten reviewed the current, Board-approved Donation Policy was not yielding the desired results—actual donations received being the lowest in the state. In making a recommendation for change, the Senior Services Advisory Council (SSAC) reviewed and refined the goals for the Policy. It was recommended that the suggested donation schedule be set for three-year periods and 25 cent increases be applied each year. It was also recommended that the suggested donation be the same for the dining room program and the Meals on Wheels program. Under the recommendation, the donation for FY 2012 would be set at \$3.00. Without motion, the Committee endorsed the recommendation.

FY 2011-12 Area Plan on Aging and Disability Services

Kay Metzger outlined the process for the required preparation of an Area Plan. She noted that in this year the proposed document was an “update” and that the next year’s Plan will be a full revision of the document. After reviewing the process by which the current year’s Update had been developed, she called the attention of the Committee to the Plan Objectives for 2011-12. With the inclusion of “Type B” funding (Medicaid and Food Stamps), Oregon Project Independence (State), and Older Americans Act (federal) funds, the Plan called for S&DS activities of \$12.1 million in the coming fiscal year. After some discussion, the Committee endorsed the recommended Area Plan Update without motion.

Broadband Project Procurements

The agenda background statement covered the current status of the procurements under the BTOP grant. While individual aspects of the \$8 million project are being addressed, it was reported that the overall project was “on budget and schedule.”

Lane ACT

The Lane Area Commission on Transportation had met the previous evening and had appointed four additional “citizens” to the ACT—bringing the citizen total to eight. Those appointments were announced and the work of the ACT briefly discussed.

The meeting was adjourned at approximately 7:30 p.m.

Meeting of June 9, 2011

The LCOG Executive Committee was called to order at 600 p.m. on Thursday, June 9, by Board Chair Chris Pryor in the LCOG Park Place Office in Eugene. Members present were:

Eugene Councilor Chris Pryor
Lane ESD Board Member Sherry Duerst-Higgins
LCC Board Member Tony McCown
Coburg Mayor Judy Volta
SD 19 Director Al King
Florence Mayor Phil Brubaker

Staff members attending included Bob Swank, Byron Vanderpool, Kay Metzger, and George Kloepfel.

June 23 Board of Directors Draft Agenda

George Kloepfel shared a draft agenda for the June 23 meeting of the Board of Directors. After some discussion, the Committee determined that the item dealing with the donation policy for Senior Meals and Meals on Wheels should be considered as an action item under the S&DS section of the agenda, and that the item to approve SSAC appointments could be addressed on

the Consent Agenda. Also, it was decided to place the item confirming the Chair's appointments to the Nominating Committee on the Consent Agenda. It was acknowledged that the presentation of the Communications Plan would consume significant time, but the modified draft agenda was considered appropriate.

Agency Communications Plan

Government Services Director Byron Vanderpool and consultant Cathy Hamilton facilitated the Committee's discussion of the proposed Plan. Ms. Hamilton was praised for a very well-done job in soliciting information and designing a plan of action. It was acknowledged that the Tactical Recommendations and the elements of the proposed Work Plan were valuable, yet too numerous to be implemented in their entirety in the first year. Kloeppe noted, however, that some of the Plan's recommendations had already been started by staff. Points had been raised by three members of the Communications Subcommittee (Greg James, Brenda Wilson, and Don Hampton) that the LCOG management team should "step forward with a workable implementation plan" (James). And further that it was not clear how a "ringleader" would be assigned to "make certain that things get accomplished in a timely fashion" (Hampton). And further, that it was not clear how the Plan was "to be communicated among the various member/stakeholder/audience groups..." (Wilson). Hamilton agreed to take these comments into consideration as she develops the final proposal for the Board of Directors. Al King observed that the findings of the Plan and the suggested work program steps clearly suggest a need for a new, designated person to manage communications and to oversee the implementation of the Plan. He asserted that the agency's size made it imperative for such senior person to be on board. Ms. Hamilton "walked" the Committee members through the Objectives and Tactical Recommendations section. In recognition of the substantial content, it was suggested that the Board be encouraged to ask questions and to ultimately endorse the Plan—but not be asked to get "into the weeds" of prioritizing elements of a work plan. Rather, the Board would be advised to charge the Executive Committee with dealing with the work program, after management staff had offered recommendations about the reasonable timing, overall priority and estimated cost of the suggestions. It was also proposed that additional Board members be invited to attend and participate in the structuring of a work plan at the July Executive Committee meeting. It was agreed that Hamilton and Vanderpool will present the Plan at the June 23 Board meeting and encourage the Board to fully explore the document, but to refer it back to (a possibly expanded) Executive Committee for more detailed structuring of a work plan for implementation.

Public Contracting Rules for LCOG

Associate Director Bob Swank reported that Legal Counsel had suggested modifications to LCOG's Contracting Rules. He reviewed a memorandum to the Committee on the subject and noted that the proposed Rules were not substantially different than the existing Rules, but indicated that the modification would make it easier for Legal Counsel to provide advice. The new Rules, he observed, were contained in an 88-page document, available on the agency website. After discussion, the Committee, by motion, recommended the adoption of the Rules by the adoption of Resolution 2011-3 after a public hearing by the Board of Directors.

Senior Services Advisory Council (SSAC) Appointments

S&DS Director Kay Metzger observed that the Board's appointments of Advisory Council members were usually done under the Consent Agenda after recommendations by the SSAC and the Executive Committee. This month, however, the timing of meetings did not allow that sequence. After discussion the Committee decided, by motion, to add its concurrence to the recommended appointments, contingent upon a favorable recommendation from the SSAC. Thus, the item will be included as a part of the Board's Consent Agenda.

LCOG-S&DS Legislative Session Update

SDS Director Kay Metzger distributed a memorandum reflecting the Ways and Means Committee's decision the previous day on the State's budget for SPD-DHS. She reported a 10 percent reduction for in-home service hours for Medicaid recipients, zero cuts to the rates for commercial providers (to be reviewed in February 2012), a 30 percent reduction in Oregon Project Independence funding (from the 2007 level), a zero COLA for 2011-13 for "providers," such as LCOG-S&DS, a 6.5 percent reduction in Supplies and Services impacting organizations such as LCOG-S&DS, the decision by Ways and Means not to support the proposed investment in Adult Protective Services (APS) and "Eligibility" staff, and the decision by Ways and Means not to use the official DHS spring 2011 caseload projection in favor of current actual caseloads. Metzger also reported on the Department's draft allocations (to organizations such as LCOG), noting that new and inexperienced staff at the State had arrived at figures that were providing for fewer staff than had been allocated in 2009. She said that she and the state association were working with State staff to inform them of past methodologies and practices. Metzger reported that there had been tentative approval of 3-month "bridge funding" to start the new biennium. These State budgetary decisions are expected to significantly impact LCOG's Senior and Disabled Services Division and, more importantly, services to the public. Metzger noted that LCOG will start the new fiscal year with increases in health insurance premiums and PERS rates. And, there is scheduled to be a one percent COLA for SEIU-represented staff effective July 1. She reminded the Committee that, in light of these factors, the budget (slated for Board approval on June 23) will have to be reduced and that management will begin working with the agency's two bargaining units to determine appropriate steps.

Central Lane MPO, Quadrennial USDOT Certification Review

George Kloepfel reported that representatives of the US Department of Transportation had been in town for the past three days conducting the every-four-years Certification Review of the Metropolitan Planning Organization's procedures and processes. He indicated that the final report of the Review would be available in the fall. The "exit interview" was very positive. There will be minor things that will have to be changed, he said, but the representatives of FHWA and FTA were pleased with the work that LCOG and jurisdictional staff were doing. The DOT representatives were particularly pleased that LCOG had received one of only 45 Sustainable Cities grants in the nation.

Nominating Committee Appointments

In an item to be confirmed by the Board under the Consent Agenda on June 23, Chris Pryor announced that he would appoint Phil Brubaker, Sherrie Duerst-Higgins and one additional Board member to the Nominating Committee. Kloeppel reminded the Executive Committee that the Bylaws call for the confirmation of the Nominating Committee in June and the election of a Chair and Vice Chair for the coming year in September. The leadership team for 2012 would then be in a position to appoint Executive Committee members in December, at which time the Board of Directors would elect two additional Executive Committee members for the new year.

Broadband Project, Interconnect Bid Opening

Government Services Director Byron Vanderpool reported on the June 2 bid opening for the construction of the BTOP-funded broadband Interconnection Facility in LCOG's Park Place Building. He said that the bids had come in lower than anticipated and that a section will be soon. A report can be made to the Executive Committee when the award is made.