

# Agenda Item Number 4.

## Report of the Executive Committee

**Presenter:** George Kloeppe

**Action Recommended:** None. Information Only

### Meeting Notes:

#### Meeting of July 21, 2011

The LCOG Executive Committee was called to order at 6:00 p.m. on Thursday, July 21, 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  
School District 19 Director Al King  
Lane County Commissioner Faye Stewart

Staff members attending included Bob Swank, Byron Vanderpool, Colene Doll, and George Kloeppe. Communications consultant Cathy Hamilton from *Verb Marketing+PR* was also present.

#### September 22 Board of Directors Meeting Topics

George Kloeppe noted that the Board would be hosted in September by Willamalane Park and Recreation District. He shared that the agenda topics list had not yet been constructed, but that, under the LCOG Bylaws, the Nominating Committee will be presenting its nominations for the positions of Chair and Vice Chair for 2012. Nominations will be sought from the floor and an election held. In December, the Chair-elect will name four members of the Board to serve on the Executive Committee and two additional members will be elected by the Board. These appointed and elected individuals would join the Chair and the Vice Chair to form the Executive Committee for 2012. Kloeppe noted that the Executive Committee's actions at this meeting regarding the short-term work plan for implementation of the Communications Plan would be reported to the Board in September. He suggested, however, that the Board may need additional information and discussion about the Plan, as well as the proposed implementation steps, at the September meeting. Finally, he indicated that there likely would be some consideration of the Livable Communities grant award and the Lane Livability Consortium. He indicated that more would be known by September concerning the level of local support for this project.

## **Sustainable Communities Grant, Lane Livability Consortium**

Kloeppel reported that the City of Springfield had opted at the July 19 Council meeting to *not endorse* the Memorandum of Understanding (MoU) linking the partners in the LLC. He noted that the Board of Commissioners would be considering the MoU on July 27 and that staff was attempting to respond to concerns and questions by Commissioners.

Chris Pryor indicated that he had spoken with Joe Pishioneri, who had been a critic of both the Sustainability project and the Communications Plan. Pishioneri had shared with Pryor his notes from the Board meeting. Pryor indicated that he would be talking with the Springfield City Manager on the following Monday to try to get a good reading of the City Council's position. The Committee discussed the flow of communication and it was observed by Commissioner Stewart that the economic times through which local (state and federal) governments were living made receptivity to issues like the Communications Plan and the Sustainability project challenging. It was generally agreed that transparent actions by the COG were the goal so that member jurisdictions were not surprised, nor threatened by COG activities. Examples were offered where this had not been the case with the City of Springfield. And questions had come up about the COG's most appropriate role vis a vis the municipalities. That role, it was agreed, needed to be better defined and that was not an obvious component of the Communications Plan. Kloeppel indicated that he had learned some valuable lessons over the past six months and that he was endeavoring to avoid the mistakes of the past with respect to involving the municipal CEOs early on such initiatives.

## **Identification of Short-Term Communications Tasks**

Byron Vanderpool introduced Colene Doll, Creative Services Program Manager and explained that he had assigned her the lead coordination roll for the initial implementation. Doll led the discussion, sharing with the Committee members several draft documents including:

- *Directory of Staff and Services*
- *Summary of Services*
- *LCOG Member Services Summary for 2010 (for individual members)*

Attention was directed to the memo from Kloeppel, dated July 14, by which recommendations were made for action from September through March 2012. It was noted that Ms. Doll would provide a formal progress report and recommendations as to how LCOG can make the Communications Plan a permanent part of the organization. That recommendation is scheduled for consideration by the Executive Committee not later than March and by the Board of Directors at its April meeting.

Without motion the Committee endorsed the fifteen action steps (to be considered by the Board as an action item).

### **Meeting of September 8, 2011**

The LCOG Executive Committee was called to order at 5:00 p.m. on Thursday, September 8, 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 Kloeppe.

### **September 22 Board of Directors Draft Agenda**

Executive Director George Kloeppe shared a draft agenda for the September 22 meeting of the Board of Directors. After some discussion, the Committee determined that the Report from the Nominating Committee should be moved to be the first item in the Executive Management action items, and the report on the Communications Plan should be made an Information Item.

### **Agency Communications Project: Status Report and Discussion**

Government Services Director Byron Vanderpool reported the draft documents prioritized by the Executive Committee at its July meeting—the LCOG Directory, LCOG Resource Booklet, and individual LCOG Member Services Summaries, are all currently in draft form. These will be used as listening/talking points for individual agency meetings now being scheduled.

### **Executive Director Retirement, Proposed Employment Agreement**

George Kloeppe shared his intention to retire under PERS effective November 30, 2011 to avoid the adverse impact of recent PERS legislation, but to continue under a new employment contract from December 1, 2011, through June 30, 2012. Kloeppe referred to his letter to the Board of Directors dated August 25, in which he stated his intentions, suggested a proposed Employment Agreement, and a proposed process for the Board to recruit and hire an Executive Director. Also distributed to the Committee was a draft job notice that described the LCOG organization, the region, and the Executive Director's position.

After some discussion, the Executive Committee unanimously moved and seconded (Volta and Duerst-Higgins) to:

Recommend to the LCOG Board of Directors at its September meeting, that it:

- 1) Accept Executive Director George Kloeppel's resignation effective November 30, 2011;
- 2) Rehire George Kloeppel Effective December 1, 2011 through June 30, 2011 under a new Employment Agreement;
- 3) Authorize the LCOG Board Chair Chris Pryor to establish a Search Committee containing both LCOG Board Members and other key stakeholders including representation from members' chief executive officers; and
- 4) Authorize the Executive Committee to enter into an appropriate agreement with a Recruitment Firm or public entity pursuant to a recommendation from the Search Committee.

Motion passed unanimously.

### **S&DS Budget Reduction and Staff Cut-Backs**

S&DS Director Kay Metzger reported reductions in funding from the State below those anticipated in LCOG's FY 2012 budget, necessitated reductions in S&DS staffing. These reductions are being made in two ways.

S&DS Management and S&DS Staff represented by the LCOG Employees Association are taking 1.5 unpaid furlough days per month effective July 1, 2011.

SEIU members did not accept any furlough options, but were offered a voluntary separation incentive program to avoid layoffs. Five staff members agreed to accept a voluntary separation, thus avoiding the need for agency layoffs.

Metzger noted that the reduction in staffing is in spite of an increasing workload, with, for example, an increase of nearly 20 percent in client-count between 2009 and 2011.