



**Agenda Item Number
9 a.
Report of the Executive Committee**

Date: April 25, 2019

Presenter: Brenda Wilson

Action Recommended: None. Information Only

April 9, 2019 MEETING NOTES:

The LCOG Executive Committee was called to order by Board Chair Sherry Duerst-Higgins. Members present were: Vice-Chair Mary Walston, Heather Buch, Tom Cotter, Greg James, Chris Pryor, and Richard Zettervall. Absent: Vickie Kenney, Matt Keating (note that Vickie had attempted to join the meeting, but LCOG had technical difficulties. Also in attendance: Linda Warner of Creswell, LCOG SDS Division Director Emily Farrell, LCOG SDS Deputy Division Director Brooke Emery, and LCOG SDS Senior Meals Program Manager Heather Demsky.

POLICY / ACTION ITEMS:

1. Food Service Contracts for Senior Meals - LCOG SDS Senior Meals Program Manager Heather Demsky referred the Committee to the memo. Heather explained why there was only one response to the RFP. Greg James asked if the one response was still scored and recommended that in the future even if only one response was received. In response to a question from Tom Cotter, Heather explained that local staff were hired when at all possible. The Executive Committee unanimously agreed to recommend the LCOG Board approve the contracts; 7:0.
2. Proposed FY19 Revised Budget – Brenda summarized the FY19 Proposed Revised Budget and turned the discussion over to Chris Pryor, LCOG Budget Committee Chair. Councilor Pryor commented on the improved format and information, and highlighted the Transfer Table, noting the transparency it provided. He relayed the

Budget Committee unanimously accepted the FY19 Revised Budget. The Executive Committee unanimously agreed to recommend the LCOG Board adopt the FY19 Revised Budget; 7:0.

3. Executive Director Annual Evaluation and Contract – the Committee reviewed a memo which outlined the past evaluations. LCOG is implementing a new Annual Evaluation form and the Committee agreed that this should be used for Brenda’s 2018-2019 evaluation and be sent to Board members and LCOG Management staff, with additional questions for member representatives. The Chair and Vice-Chair will review the additional questions. Brenda will also complete a self-evaluation in a narrative format.

Brenda’s current two-year contract comes to the end of a two-year term on June 30, 2019. While the contract contains an automatic renewal clause, which renewed on April 1, either party may terminate the contract at any time. The Committee discussed compensation. Brenda requested no change in current salary, except the same COLA given to LCOG management and an increase of \$2,500 in the current lump-sum provision of the contract; and support to apply for a leadership course out-of-state. Vice-Chair Walston asked if the monthly cell phone stipend covered Brenda’s costs and suggested it be increased by \$100 a month. The Executive Committee unanimously agreed to the proposal, contingent upon a satisfactory evaluation; 7:0.

4. Appreciation Dinner Review and Feedback – the Committee discussed the event and had good comments overall – liking the desserts on the table, the two buffet lines, the pace of the event, and the length of the event. Brenda asked about a theme for next year focusing on the Food and Beverage industry in Lane County, Everyone agreed.

Standing Items:

5. April Board Agenda - the Committee reviewed the Draft Board Agenda for April. The only change was to remove the Executive Director report as a monthly newsletter was now being sent out.