



**Agenda Item Number
8.
Report of the Executive Committee**

Date: June 25, 2020

Presenter: Brenda Wilson

Action Recommended: None. Information Only

June 9, 2020 MEETING NOTES:

Members present remotely were: Vice-Chair Heather Buch, Sonya Carlson, Tom Cotter, Sherry Duerst-Higgins, Greg James, Vickie Kennedy, and Chris Pryor. Board Chair Mary Walston and LCOG Executive Director Brenda Wilson attended in person. Absent: Richard Zettervall.

Policy / Action Items

1. Proposed FY21 Budget – Brenda gave a PowerPoint Presentation reflecting the Budget Message. Board Member Sonya Carlson asked why there was no PERS increase and Brenda explained the current employer rate was a biennial rate and would not change until July of 2021. In response to additional questions from Board Member Sonya Carlson, Brenda explained the breakdown of the proposed budget for Services by Others on page 18 of the FY21 Proposed Budget; and how Merit Increases worked in LCOG. Brenda clarified the term “Schaefer’s Rent” meant the rent paid for the Schaefer’s Building which housed the main office for S&DS in response to a question from Vice-Chair Heather Buch. Board Member Greg James asked about Oregon Project Independence and possible cuts, noting he had spoken with state Senator Lee Beyer, who supported keeping the program. Brenda responded they program had been on the cutting board for the past couple of Legislative Sessions, but they would work to keep the program

funded. The Executive Committee voted unanimously to recommend the Board adopt the FY21 Budget.

1. Executive Director's Evaluation – The Committee reviewed a memo which outlined the past evaluations and this fiscal year's goals. Brenda presented a summary of this fiscal year's goals and noted all items had been or would be accomplished this fiscal year, with some goals being ongoing.

For this upcoming year, the Committee discussed how it was important to have goals that were flexible and high level given the uncertainty of the next year. Committee members agreed that being innovative and enterprising to assist members and regional partners with COVID-19 recovery was essential. There were also operational goals that were agreed upon for the upcoming fiscal year:

- Keep LCOG nimble and continually look for innovative and enterprising ways to support member agencies and the citizens they serve in this dynamic change centric environment.
- Balance budget and maintain services amid COVID-19 recovery.
- Revise the Park Place Building Preservation and Maintenance schedule.
- Build LGPI into a sustainable program.
- Continue to look at Business Loan consolidation possibilities.
- Look at how LCOG could broker cost points for members post COVID-19.
- Complete the Census work.
- Continue integrating and building upon equity and diversion work.
- Continue management training.
- Look at telework for future work model.

Brenda noted that while there is no increase in salary for the upcoming year, if the Executive Committee found her performance to be satisfactory, there is a \$15,000 lump sum amount payable on July 1, 2020. Board Member Greg James stated he felt Brenda's performance was exceptional. The Committee voted unanimously to recommend the Board accept the evaluation and Brenda's performance as satisfactory for the current fiscal year.

2. Draft June Board Meeting Agenda - The Committee unanimously approved the Draft June Board Agenda.

Information Items

3. Public Contracting Rules – Brenda referred to the memo and went over the changed and Exceptions. Greg provided the background on the rule “subscription” that LCOG belonged to and felt it was a good process and he was in favor of the rule amendments. Brenda noted the packet would go to the June Board meeting for review and a public hearing where both the Board and the Executive Committee, as the Local Contract Review Board, would both take action.
4. Park Place Building Update – Brenda noted some of the tenants in the Park Place Building were having difficulty paying their rent due to the COVID-19 crises and the shut down. She explained two tenants had not renewed their leases, but one was staying on in a month-to-month lease and may take a smaller space in the building later. Four tenants have agreed to amend their leases.
5. LCOG Updates – Brenda provided the following updates:
 - LGPI – Brenda said everything is on track for the Local Government Personnel Institute (LGPI) to move over to LCOG on July 1. The name had been changed to Local Government Personnel Services (LGPS) to keep the name similar, but also different. The labor and negotiation attorney would become an employee of LCOG and we were in the process of creating a pool of contractors to handle the HR work, adjusting as the program grew.
 - EDA Funds – Brenda relayed that the Federal Economic Development Agency (EDA) had notified LCOG that we would receive \$1 million for our revolving loan fund. LCOG had also been contacted by Creswell and Junction City to inquire whether LCOG could administer local business funds for those cities.
 - Indoor Track – Brenda sated she had talked to members of the group that are working on getting the Indoor Track Project moving forward. The project does not appears to fit the criteria for the recent COVID-19 Crises EDA funds, but there are other options and LCOG will assist in identifying those opportunities.
 - Cascades West Economic Development District (CWEDD) – Brenda reminded the Committee that Mary, Heather, Greg, Chris, Sonya and Tom were LCOG’s representatives to the CWEDD Board and the next meeting was June 23. At that meeting the Board would discuss the use of \$400,000

in EDA funds for the District to respond to the COVID-19 Crises. Board Member Greg James had been voted in as Vice-Chair of the CWEDD.

- South Lane Offices – Brenda reminded the Committee that the lease for the Cottage Grove office had been terminated by the landlord. Because of changes in the way the state would be providing services in the future, fully-staffed offices will most likely not be necessary. Because we have a Senior Meals site in Cottage Grove, we have looked for a space to co-locate both programs.
- Senior Meals Grants – Brenda relayed that in order to combat the impacts of the Covid-19 pandemic, S&DS was able to complete and secure three COVID-19 related grants to continue uninterrupted services to our consumers. S&DS received a \$75,000 grant which will allow S&DS to procure masks and shelf-stable meals for consumers that are eligible for Meals on Wheels deliveries, \$25,000 Meals on Wheels American Covid-19 Response Grant to support the efforts of purchasing additional frozen meals, and a \$2,500 United Way Lane County's Community Response Fund grant to support our Relatives as Parents Programs (RAPP), which focuses on grandparents raising their grandchildren, with respite and non-respite related resources.

We are also in the application process for another grant that would provide an additional \$75,000.00 and if awarded, would allow S&DS to replace the second of our failing Meal trucks that carry meals throughout the county for delivery to our Café 60 sites and Meals on Wheels delivery staging locations.