



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

Date: April 27, 2023

Presenter: Brenda Wilson

Action Recommended: None. Information Only

March 14, 2023, MEETING NOTES:

Members present were: Board Chair Heather Buch, Vice-Chair, Sonya Carlson, Bryan Cutchen, Randy Groves, Sherry Duerst-Higgins, Greg James and Suzy Lacer; LCOG Executive Director Brenda Wilson.

Policy / Action Items

1. **Budget Committee Member Selection:** LCOG's Bylaws call for a six-person Budget Committee comprised of three Board members and three citizen members. We had two citizen members and needed one more citizen member. We published a notice for a new member in February and we received one application, which is attached, from Kerry O'Conner. Kerry works for FOOD for Lane County and would make an excellent addition to the Budget Committee. The Executive Committee voted unanimously to appoint Ms. O'Conner to the Budget Committee. Because the Committee needed to start its work before the next Board meeting, the Executive Committee made the appointment.
2. **Executive Director's Evaluation** – Brenda has been the LCOG Executive Director since July 2012. Her current contract does not expire until June 30, 2025, so no action is required on the contract this year.

Brenda has have received ten annual evaluations since starting with LCOG, all different ranging from a 360-Degree Review to self-evaluations. Last year, the

Executive Committee discussed the process for my annual evaluation this year. It was decided to use the same process as the previous year and continue to discuss a process for the annual evaluation of the Executive Director going forward. The process consisted of a survey sent to my management team and an evaluation form sent to Board members, both of which are attached. Brenda also completed a Self-evaluation. The template for the survey was based on executive Evaluations from member agencies.

The Committee discussed some of the challenges LCOG faced over the past year. Brenda noted that staff were having a difficult time all around. Executive Members expressed a desire to develop a standard evaluation process to be used every year. The Committee discussed options and decided to use the same process as last year, with the Self – Evaluation, to develop a baseline. Board members felt the same process provided a consistent form to ensure progress and any digression.

Information Items:

- 3. Annual Dinner Report and Feedback** – Brenda provided feedback on how the Annual Dinner went, noting the fundraiser for Senior Meals raised over \$1,300 and the cost of the dinner was much less than in previous years. Board member Duerst-Higgins felt the armory was a great location and the food and program were good. Vice-Chair Carlson liked the auction and felt the variety of food was good. She suggested award winners be informed they could make an acceptance speech. Chair Buch also liked the food and noted the awards on the table card had changed. Brenda noted that they would make sure and check that for the next event. Board member James noted the great turnout and that he also liked the venue.

June 13, 2023, MEETING NOTES:

Members present were: Board Chair Heather Buch, Vice-Chair, Sonya Carlson, Bryan Cutchen, Sherry Duerst-Higgins, Greg James, Patti Chappel, and LCOG Executive Director Brenda Wilson, and LCOG HR Manager Joshua Burstein.

- 1. Executive Session** – An Executive Session was opened and LCOG HR Manager Joshua Burstein presented the findings of the Executive Director’s Annual Evaluation while Brenda stepped out of the room.

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- 2. Executive Director’s Evaluation** – A Self Evaluation was presented by Brenda to the Executive Committee. Brenda went over the goals for this year and other

projects and efforts from the year. Committee members made comments, thanking Brenda for her work. Sonya Carlson moved, seconded by Patti Chappel to recommend the Board accept the Evaluation as at least satisfactory. Passed unanimously (7:0).

3. **Public Contracting Rules** – Brenda gave a brief history behind the rules and the proposed changes, reflecting the Legislative changes from the last Legislative session. Greg James noted he had assisted LCOG in adopting these rules packaged by the local Government Law Group, which guaranteed updates, and noted that other agencies also used these rules. Sonya Carlson motioned, seconded by Greg James to recommend the Board adopt the Resolution adopting the Findings and the Amended Rules. Passed unanimously (7:0).
4. **Proposed FY24 Budget** – Brenda gave a PowerPoint Presentation on the Proposed FY24 Budget. Greg James wanted clarification on the amount budgeted for computer replacement. Brenda clarified that the amount listed in the PowerPoint was for Central Services only and each Division paid for their computer replacements out of funds associated with each program and those expenditures are included in the Materials and Services amounts. She also noted that LCOG replaced computers on a four-year schedule. Bryan Cutchen motioned, seconded by Sonya Carlson to recommend the Board adopt the FY24 Budget. Passed unanimously (7:0).
5. **Energy and Water Assistance Programs** – Brenda gave an overview of the program and noted LCOG had been backfilling the costs with Medicaid funds to provide the service, which was not proper. Currently, the reimbursement is \$15 for every \$100 in assistance provided. There were also administrative issues: funds for assistance taking months, verification of household income, releases for the water companies – all taking more time and effort.

In the past, the work was de minimis, but over the years, the application process has become more complicated and what was once a winter program is now a year-long program and requires intensive follow up. The Committee discussed the importance of the program, while noting that other agencies who were also providing the service were finding the costs to provide the service also too expensive. Brenda suggested they continue for one more year, dedicating one employee, probably half-time, to handle the applications and could use General Fund dollars to backfill the position. Committee members suggested working with the County to address the administrative issues and working with our Federal Delegation on the reimbursement issue.

Bryan Cutchen motioned, seconded by Sonya Carlson to enter into a new contract with Lane County for one year and continue to look for a solution to the funding issues. Greg James made a friendly amendment to include hiring “up to 0.5 FTE” with the position being paid to do other work if the entire position was not required to handle the applications. Passed unanimously (7:0).

6. **Draft June Board Meeting Agenda** – Brenda highlighted the two public hearings and how the Public Contracting Rule action would proceed. General Approval of the agenda was given.