



## EXECUTIVE COMMITTEE AGENDA FOR FEBRUARY

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**Date:** Tuesday, February 13, 2024

**Time:** 5:30 p.m.

**Location:** ZOOM Meeting

<https://us06web.zoom.us/j/84384472616?pwd=VlangDbnBa7gRhKW5pY10hfZ3qjj44.1>

Meeting ID: 843 8447 2616

Passcode: 008304

**Contact:** Brenda Wilson, (541) 682-4395

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\* Denotes Packet Attachment

### Information Items

1. Financial Statements – Report from Auditor
2. Annual Awards – Update
3. LCOG Administrative Update

### Policy / Action Items

4. \*CWEDD Board Members – Appoint
5. \*Audit Committee Members - Recommend Appointments to Board
6. \*Budget Committee Members - Recommend Appointments to Board

### Standing Items

7. \*Draft Board Agenda for February



February 13, 2023

**To:** Executive Committee  
**From:** Brenda Wilson  
**Subject:** Cascades West Economic Development District Board Members

**Action Recommended:** Appoint Members

**Background:**

Cascades West Economic Development District (CWEDD) is a four-county district comprised of Lane, Linn, Benton, and Lincoln Counties, coordinated through a partnership between Oregon Cascades West Council of Governments and Lane Council of Governments. The CWEDD is designated by the U.S. Department of Commerce Economic Development Administration (EDA) to work on economic development efforts in the four-county region.

The primary focus of CWEDD is the preparation and implementation of the Comprehensive Economic Development Strategy (CEDS). The CEDS undergoes a major review and update every five years. The CEDS is currently being updated.

The CWEDD is governed by a board of 20 members. LCOG is allowed to select six members from its Executive Committee to be members of the CWEDD board. In addition, the chair and the vice chair of the Lane Economic Committee are designated by CWEDD Bylaws to serve on the board.

In addition, the Chair and Vice-Chair of CWEDD rotate between representatives of the region. This year, a representative from Lane County will serve as the Vice-Chair. The CWEDD Board will meet throughout the year in order to assess progress towards CEDS goals. Dates have not yet been determined.

**Suggested Action:**

Motion to Appoint six members to the Cascades West Economic Development District Board.



February 13, 2024

**To:** Executive Committee  
**From:** Brenda Wilson  
**Subject:** Audit Committee Members

**Action Recommended:** Recommend Appointment of Audit Committee Members

**Background:**

Per the LCOG Bylaws, in February of each year, the Executive Committee must select three members of the Board to serve on the Audit Committee and recommend those members to the Board for appointment. The LCOG Audit Committee has three fundamental goals: it must satisfy itself that management is maintaining a comprehensive framework of internal control; it must ensure that management's financial reporting practices are assessed objectively; and it must determine, to its own satisfaction, that the financial statements are properly audited and that any problems disclosed in the course of the audit are satisfactorily resolved.

The Audit Committee will begin its work for FY24 at the end of March with the pre-audit meeting with the auditor. The Committee will then meet with the auditor at the conclusion of the audit. It may decide to have additional meetings. Meetings are usually scheduled prior to LCOG Executive Committee meetings.

The Committee should have three to five members. Last year, Sonya Carlson, Greg James, and Steve Recca served on the Audit Committee.

**Suggested Action:**

Motion to Recommend Appointment of Members to the Audit Committee.



February 13, 2023

**To:** Executive Committee  
**From:** Brenda Wilson  
**Subject:** Budget Committee Members

**Action Recommended:** Recommend Appointment of Budget Committee Members

**Background:**

LCOG's Bylaws call for a six-person Budget Committee comprised of three Board members and three citizen members\*. Per the LCOG Bylaws, in February of each year, the Executive Committee must select three members of the Board to serve on the Budget Committee and recommend those members to the Board for appointment.

Last year, LCOG Board members on the Budget Committee were: Sonya Carlson, Sherry Duerst-Higgins, and Robert Ward.

\*We currently have two citizen members and are in the process of recruiting another member.

**Suggested Action:**

Motion to Recommend Board Appointment of Members to the Budget Committee.



## DRAFT BOARD MEETING AGENDA

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**Date: Thursday, February 22, 2024**

**Time: 6:00 p.m.**

**Location: Hybrid Meeting**

\*denotes packet attachment

### **6:00 Call to Order**

1. Welcome & Introductions
2. Requests for Additions to the Agenda

### **Public Comment\***

3. Comments from the Public

### **Presentation**

4. a.\*\* FY21 Financial Statements, Isler CPA – Audit Report, Accept  
\*\* **Hard copies will also be available at the meeting**  
b.\* MPO Annual Report

### **Action Items**

5. Consent Agenda *[Board members may request an item be removed from the Consent Agenda to discuss separately under Item 6]*
  - a.\* January 25, 2024 Minutes, Approve
  - b.\* Audit Committee Members, Appoint
  - c.\* Budget Committee Members, Appoint
6. Items removed from the Consent Agenda

### **Information Items**

7. a.\* Annual Awards

### **Reports**

8. a.\* Executive Committee Report  
b.\* Advisory Council Reports
9. Roundtable

\* Public Comment is limited to 3 minutes. Comments will be taken on agenda items only.  
The Board has the right to ask disruptive attendees to leave the meeting. The Board may choose not to respond to comments and lack of response does not indicate support or disagreement. Location is wheelchair accessible.

American Sign Language interpretation is available with 48 hours notice.  
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