

# Executive Committee Meeting

DATE: Tuesday, February 13th, 2018

TIME: 5:30 p.m.

LOCATION: Lane Council of Governments, Park Place Building, 859 Willamette St., Suite 500,  
Eugene, OR 97401

CONTACT: Brenda Wilson, 541-682-4395, [bwilson@lcog.org](mailto:bwilson@lcog.org)

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1. Feb. 13th Executive Committee Meeting Agenda

Documents:

[EC AGENDA FEB.PDF](#)

2. Item 4 Memo: LEC Appointments

Documents:

[4 MEMO LEC COMM APPOINT.PDF](#)

3. Item 5 Memo: LAC Appointments

Documents:

[5 MEMO LAC COMM APPOINT.PDF](#)

4. Item 6 Memo: CWEDD Appointments

Documents:

[6 MEMO CWEDD.PDF](#)

5. Item 7 Memo: Audit Committee Appointments

Documents:

[7 MEMO AUDIT COMM APPOINT.PDF](#)

6. Item 8 Memo: Budget Committee Appointments

Documents:

[8 MEMO BUDGET COMM APPOINT.PDF](#)

7. Item 9 Memo: EA Collective Bargaining Agreement

Documents:

[9 MEMO EA CBA.PDF](#)

8. Item 10: Draft Board Meeting Agenda For February

Documents:

[10 DRAFT BD AGENDA FOR FEB.PDF](#)



## EXECUTIVE COMMITTEE MEETING AGENDA FOR FEBRUARY

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**Date:** Tuesday, February 13, 2018  
**Time:** 5:30 p.m.  
**Location:** Lane Council of Governments  
Park Place Building, 859 Willamette, Eugene - 5<sup>th</sup> Floor  
**Contact:** Brenda Wilson, (541) 682-4395

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\* Denotes Packet Attachment

### Information Items

1. Annual Appreciation Award Dinner follow up
2. Budget Process
3. Real Estate Update

### Policy / Action Items

- 4.\* Lane Economic Committee, Recommend Appointments to Board
- 5.\* Loan Advisory Committee, Recommend Appointments to the Board
- 6.\* CWEDD Board Members, Appoint
- 7.\* Audit Committee Members, Recommend Appointments to Board
- 8.\* Budget Committee Members, Recommend Appointments to Board
- 9.\* EA Collective Bargaining Contract, Recommend Ratification

### Standing Items

- 10.\* Draft Board Agenda for February





February 13, 2018

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Appointments of Members to the Lane Economic Committee

**Action Recommended:** Recommend Appointments

Jessica McCormick	Business / Labor Lane Workforce Partnership	Jessica McCormick is a project manager at Lane Workforce Partnership. She has been serving as the alternate for Kristina Payne. Kristina’s term expired 12/31/17. Appoint Jessica to a new three year term. Kristina would become the alternate.
Ric Ingham	Government – City of Veneta	Term expired 12/31/17. Appoint to a new three year term.

The LEC received one new application: Gary Collins is a manager at First Interstate Bank in Eugene. He would serve as an alternate to Mark Bodie, employee at Wells Fargo Bank.

In addition, the Bylaws provide that “[t]hree other members shall represent general purpose governments, which shall include at least one elected official from both the City of Eugene and the City of Springfield. Members representing government can be nominated by their respective jurisdictions, except that the unspecified municipal elected official will be selected by the LCOG Board.” This “unspecified municipal elected official” was represented last year by Bob Ehler, City of Cottage Grove. Cottage Grove has indicated they would like Councilor Ehler to remain as the unspecified municipal representative. We have not had any inquiries from other jurisdictions.

The attached table shows the full member list of the LEC and assumes favorable action on these recommended nominations for appointments and re-appointment.

**Suggested Action:**

Recommend Board appoint Jessica McCormick, Kristina Payne, and Gary Collins; and to re-appoint Bob Ehler and Ric Ingham, to the LEC.

MEMBER	EMPLOYER	REPRESENTING	Term Began	TERM EXPIRES	Alternate
TBD*	Lane County	Government-Lane County	N/A	12/18	Sarah Case
TBD *	City of Springfield	Government – City of Springfield	N/A	12/18	Courtney Griesel
TBD *	City of Eugene	Government – City of Eugene	N/A	12/18	Anne Fifield
<b>Bob Ehler **</b>	City of Cottage Grove	Government – Small Cities	N/A	12/18	
Barry Miller	Soft Hands 2 Care	Business	2012	12/20	Jake Clifton
Kelli Weese	City of Florence	Government	2009	12/20	Jesse Dolin
<b>Jessica McCormick</b>	Lane Workforce Partnership	Business / Labor	2012	12/20	<b>Kristina Payne</b>
<b>Ric Ingham</b>	City of Veneta	Government	2014	12/20	
Michael Galvin	Lowell School Board	Education	2014	12/19	Jared Cobb
Ellen Teninty	Cogito Partners	Business	2005	12/19	Julie Fischer
Mark Bodie	Wells Fargo Bank	Business / Finance	2016	12/19	<b>Mike Murphy Gary Collins</b>
Robert Scoggin	Homestead Furniture	Business	2001	12/19	John Milandin
Karen Hyatt	University of Oregon	Education	2017	2018	
Susie Johnston	Lane Community College	Education	2016	12/18	
Paul Berger	Score 4 Reading	Business	2014	12/18	Larry Brice
Matt Michel	Lane Electric	Ex-Officio	2017	N/A	
Kari Westlund	Travel Lane County	Ex-Officio	2003	N/A	

\* These positions are appointed by their respective elected bodies.

\*\* This position is appointed by the LCOG Board.

Changes/updates are indicated in **Bold**



February 13, 2018

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Loan Administration Committee (LAC) Nominations

**Action Recommended:** Recommend Appointments

## **Background**

The LAC reviews and approves loans under LCOG's USDA Intermediary Relending Program and also under the EDA Revolving Loan Fund. The LAC Workplan requires that new committee members be approved by the LCOG Board after recommendation by the Lane Economic Committee (LEC).

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The LEC made the following recommendation at its meeting on January 22, 2018:

- Jamie Louie Smith to replace Dean Hansen to represent Banking.

The attached membership list is based on the assumption that the above nomination is approved by the LCOG Board.

## **Suggested Action:**

Recommend Board approve the nomination of Jamie Louie Smith to replace Dean Hansen to represent Banking.

<b>Member</b>	<b>Employer</b>	<b>Membership Category</b>
Don Churnside	Gaydos Churnside Balthrop	Attorney
Barry Miller	Soft Hands 2 Care	Business and Industry
<b>Jamie Louie Smith</b>	<b>Columbia Bank</b>	<b>Banking</b>
Tricia Welch	Citizens Bank	Banking
Bruce Webber	Banner Bank	Banking
Thomas Cotter	Fern Ridge Realty / Veneta City Council	Elected Official / At-Large
Howard Schussler	LCOG	LCOG employee
Sarah Case	Lane County	Lane County representative





February 13, 2018

**To:** Executive Committee

**From:** Brenda Wilson

**Subject:** Cascades West Economic Development District Board

**Action Recommended:** Appoint Members

**Background:**

Cascades West Economic Development District (CWEDD) is 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 current CEDS was updated in 2015.

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. The CWEDD Board will meet throughout the year in order to assess progress towards CEDS goals. Dates have not yet been determined.

**Action:**

The Executive Committee is asked to appoint six members to the Cascades West Economic Development District Board.



February 13, 2018

**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. First, it must satisfy itself that management is maintaining a comprehensive framework of internal control; second, it must ensure that management's financial reporting practices are assessed objectively; and third, 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 FY18 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, Sherry Duerst-Higgins, Greg James, and Mary Walston served on the Audit Committee.

**Suggested Action:**

Motion to Recommend Appointment of Members to the Audit Committee.



February 13, 2018

**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. \*We currently have three citizen members.

**Suggested Action:**

Motion to Recommend Appointment of Members to the Budget Committee.



February 13, 2018

**To:** Executive Committee

**From:** Brenda Wilson, Executive Director

**Subject:** Ratification of Employees Association Collective Bargaining Agreement for 2018 - 2020

**Action Recommended:** Recommend Ratification of Contract

**Background:**

The Collective Bargaining Agreement (CBA) between LCOG and the Employees Association (EA) expired on December 31, 2017. After five meetings, LCOG's bargaining team reached an agreement with representatives of the EA in December. A summary of the Agreement is as follows:

1. It is a 3-year contract (1/1/18-12/31/20);
2. Continue to use a 5-year average CPI-U for COLAs, with increases effective on 7/1/18, 7/1/19, and 7/1/20;
3. Total Compensation Survey to be initiated in the last quarter of 2019;
4. Continue a 5% cost-share on health-insurance, but with dollar maximums of \$40 and \$120 for employee-only and employee-plus, respectively;
5. Clarified HRA pro-rated recovery if an employee leaves LCOG;
6. Ability for LCOG to change pay dates;
7. Top-step bonus increasing to \$350 (was \$250)

**Action:** Recommend Board Ratify the 2018-20 Employees Association Collective Bargaining Agreement.



## DRAFT BOARD MEETING AGENDA

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**Date: Thursday, February 22, 2018**

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

**Location: LCOG, 859 Willamette St., STE 500, Eugene, OR 97401**

\*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. Senior and Disability Services Annual (FY17) Information Report
5. Annual Report of the MPO

### **Action Items**

6. Consent Agenda [*Board members may request an item be removed from the Consent Agenda to discuss separately under Item 8*]
  - a.\* November 30, 2017 Minutes, Approve
  - b.\* Lane Economic Committee, Approve Appointments
  - c.\* Loan Advisory Committee, Approve Appointments
  - d.\* Budget Committee, Approve Appointments
  - e.\* Audit Committee Members, Approve Appointments
  - f.\* EA CBA, Ratify Contract
7. Items removed from the Consent Agenda

### **Information Items**

8.
  - a.\* Real Estate Update
  - b.\* Budget Process
  - c. Annual Appreciation Dinner follow up

### **Reports**

9.
  - a.\* Executive Committee Report
  - b.\* Advisory Council Reports
  - c. Report from the Executive Director (will be emailed to you the Tuesday before the meeting)
10. February Roundtable - Board members share what is going on in their organizations

\* 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.  
859 Willamette Street, Suite 500, Eugene, OR 97401 Phone (541) 682-4283. TTY (541) 682-4567. Fax (541) 682-4099