



**Agenda Item Number
10 c.
Report of the Executive Committee**

Date: June 27, 2024

Presenter: Brenda Moore

Action Recommended: None. Information Only

June 11, 2024, MEETING NOTES:

Members present: Board Chair Sonya Carlson, Vice-Chair Greg James, Patti Chappel, Randy Groves, Sherry Duerst-Higgins, Jenny Jonak, Robbie McCoy, and Donna Oshel; LCOG Executive Director Brenda Moore; LCOG HR Manager Josha Burstein.

Executive Session - The Committee went into Executive Session to receive the Executive Director's Annual Evaluation from LCOG's HR Manager, Joshua Burstein. Executive Director Moore stepped out of the room for this presentation and discussion.

Policy / Action Items:

2. Executive Director's Evaluation – Executive Director Moore stepped back into the room and heard from Executive Committee members. Vice-Chair James explained he had asked Brenda if she would be amenable to extending her contract another 2 years since the current contract was in the third year of a three-year contract. Other Executive Committee members expressed their approval and Brenda replied yes.

Brenda's contract was discussed, with her recommending the terms be the same as the current contract amendment, with Brenda receiving the same terms as last year. Vice-Chair Greg James motioned, and Sherry Duerst-Higgins seconded to accept the Executive Director's evaluation as satisfactory, and to approve the extension of the contract with the same terms. The Committee vote was unanimous.

3. Operational Reserve Policy – Executive Director Moore explained the history behind the reserve and how it was funded and referred to the memo. She noted that while the reserve had been set up for contingencies, it had not been accessed since its establishment, causing the funds to be carried over from year to year without putting them to productive use.

She explained that she was proposing a new formula to keep the reserve funded for real contingencies and has revised the Reserve Policy to reflect the change in formula from one quarterly mortgage payment and 2 months' salary for non-federal, non-state and non-grant supported staff to only one month of **essential** staff costs, yet still one quarterly mortgage payment. These essential staff include the Executive Director, the Human Resources Manager, the Finance Director, the Payroll Analyst, the Public Information Officer, and the Network Architect. These are the staff that would be required to staff the agency should there be an emergency or a shutdown where no work could be done on contracts.

The Policy was also amended to remove statements that a reserve Policy “will” be established and reflect that it has now been in effect for 11 years. The requirement for Board action before reserve funds could be accessed remains. Brenda noted the Budget Committee had reviewed and discussed the changes during the FY25 Budget process and had unanimously recommended the Board adopt the amendments. While the proposed new formula had been included in the Proposed FY25 Budget, Brenda stated that the FY25 Budget was set up in such a way that if the Board did not approve the amendments, an amount calculated with the original formula could be placed in the FY25 Budget.

Brenda stated a better use of the funds would be to support community efforts – especially non-profits and she discussed the Medicare Waiver funds where applications for reimbursement could be sued for a variety of things like rent. LCOG already processes Medicaid reimbursement funds for S&DS and could provide that service to regional non-profits.

Vice-Chair James asked if these were one-time dollars. Brenda responded that some of it is one-time dollars but have funded the Reserve with excess funds every year. Vice-Chair James stated his concern over the use of one-time funds and Brenda clarified that the funds that would be used to support community interests would not be one-time funds.

Chair Carlson expressed her hesitancy in reducing reserves, but because we haven't used it in 12 years and LCOG is in a much better situation, she was in support, stating

we could re-visit this Policy if things changed. Brenda agreed that if things changed, we should revisit it again.

Sherry Duerst-Higgins motioned, and Robbie McCoy seconded to recommend the proposed changes to the Operational Reserve Policy to the Board. The Committee vote was unanimous.

4. Letter of Support for Lane County. Executive Director Moore referred to the memo outlining a request from Lane County for a grant application they were submitting to the Department of Energy (DOE) Clean Energy to Communities (C2C) In-Depth Technical Partnerships Program. The County's proposal was for technical assistance and funding for clean energy and grid resilience through the Clean Energy to Communities (C2C) grant program.

Brenda mentioned there was a need to increase the region's resiliency due to the reoccurring severe weather events, including the recent ice storms and fires, which have highlighted vulnerabilities across the Lane County electrical grid. Chair Carlson asked how much they were applying for and Brenda responded she did not know, but thought they were still working on that portion of the grant application. Chair Carlson stated representing EWEB, she understood the need for increased resiliency.

Vice-Chair Greg James motioned, and Sherry Duerst-Higgins seconded to direct the Executive Director to sign a Letter of Support for the County's application. The Committee vote was unanimous.

5. Draft June Board Meeting Agenda Items. Brenda referred to the draft Board Agenda and noted that Commissioner Heather Buch had asked Dan Hurley, Lane County Public Works Director, to make a presentation on the Integrated Materials and Energy Recovery Facility (IMERF) at the June Board meeting and Brenda had confirmed that presentation with Mr. Hurley. She also noted that LCOG Transportation Staff would make a presentation on LCOG's transit service, LinkLane and future plans, which would include adopting the Title VI Program, which would be required to accept federal formula funds. There was consensus on the draft Board Agenda.

Informational Items:

6. Proposed FY25 Budget. Executive Director Moore presented a PowerPoint Presentation on the Proposed FY25 Budget. Brenda noted that the Executive Committee did not have to take action on the Proposed Budget but could. Chair Carlson noted that they would all take up the Budget at the June Board meeting so felt the Committee did not need to take action.