

**OCWCOG EXECUTIVE COMMITTEE**  
**October 22, 2015**  
**Draft MINUTES**

**ATTENDEES:** Commissioner Bill Hall, Lincoln County; Councilor Dann Cutter, Waldport; Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Councilor Bob Elliott, Lebanon; and Mayor Biff Traber, Corvallis.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Community & Economic Development Director Charlie Mitchell; Human Resource Manager Eric Wolke; and Administrative Assistant Cheryl Carlton.

**VISITORS:** None

Chair Sharon Konopa convened the meeting of the Executive Committee at 9:08 a.m. at the Cascades West Center in Albany, Oregon.

**1. Approval of Previous Meeting Minutes**

Motion to approve the minutes of the June 25, 2015 and the August 27, 2015 Executive Committee meetings made by Commissioner Anne Schuster, seconded Councilor Bob Elliott. Motion passed unanimously.

**2. Review of April Financials**

Sue Forty Finance Director reviewed the August 2015 Financial Statement with the Committee. Mayor Biff Traber inquired why the dues were reflected at 40% compared to last year's 100%, for the same period. Finance Director Forty said the way the dues were being recorded made it appear the Agency dues were double the actual amount. This process has changed to record the dues revenue directly to the programs to accurately reflect the amount received.

**3. Review of the Comprehensive Economic Development Strategy, 2015-2020**

Community and Economic Development (CED) Program Director Charlie Mitchell provided an update on the 2015-2020 Comprehensive Economic Development Strategy (CEDs). The purpose is to provide a regional review and update on the approval process. This document serves as a roadmap to guide regionally significant economic development projects and activities over the next five years. Once the CEDS document is approved by the U.S. Department of Commerce's Economic Development Administration (EDA), staff will request the Board of Directors to formally ratify the document. This formal process allows the Benton, Lane, Lincoln, and Linn County regions to formally receive funding from the Federal Government. Executive Director Fred Abousleman and CED Program Director Mitchell indicated there will be a CEDS kick-off event planned for the New Year.

Motion to recommend approval of the CEDS draft document to the Cascades West Economic Development District Board made by Mayor Traber, seconded by Councilor Bob Elliott. Motion passed unanimously.

## **5. December Full Board Agenda Items**

The Executive Committee reviewed and approved the proposed Full Board agenda items:

- 1. Consent Calendar**
  - a. Approval of Previous Full Board Meeting Minutes
- 2. OCWCOG Update, Policy, and Regional Developments**
- 3. Program Update Question and Answers**
- 4. Information Sharing**
- 5. Amendments to the LPAC Bylaws**
- 6. Update on Draft CEDS EDA Document Process**
- 7. Executive Director Annual Review and Evaluation**

## **5. Other Business**

The Executive Committee approved the cancellation of the November 17, 2015 Executive Committee meeting, and moving it to December 3, 2015. Each year, a number of Board Members attend the annual Association of Oregon Counties conference and are not available to attend both meetings. Staff will contact the Senior Services Foundation President to inquire if December 3<sup>rd</sup> would work for the Foundation Board to meet. The proposed schedule will be:

12:00-1:00 p.m.	Lunch and LPAC
1:00-2:00 p.m.	Held for the Senior Services Foundation Meeting
2:00-3:00 p.m.	Executive Committee
3:00-5:00 p.m.	Board of Directors Meeting

Executive Director Abousleman reported the new COG website will be going live within the next few months. The new site will be easier to navigate and locate information on the COG's services.

Executive Director Abousleman said he recently spoke with Representative Andy Olson. Representative Olson conveyed a message of thanks to the Executive Committee, saying he appreciated working with the Executive Committee recently on the State funding shortage in the current budget cycle. Representative Olson will continue to fight for the COG, to get a clear allocation amount in order to continue providing important services to the public in our region. The COG has a temporary hold on hiring until the State and the COG clear up the budget allocation shortfall.

## **6. Adjournment**

Meeting adjourned at 10:34 a.m.

*Minutes by Cheryl Carlton*