



# Special Executive Committee Meeting Agenda Packet

**January 19, 2017, 12:00 pm**

Cascades West Center  
1400 Queen Avenue, SE  
2nd Floor, Large Conference Room  
Albany, OR 97322

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*The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.*



**COUNCIL OF GOVERNMENTS  
SPECIAL EXECUTIVE COMMITTEE MEETING AGENDA**

**January 19, 2017**

**12:00 p.m.**

Cascades West Center  
1400 Queen Ave. SE  
Albany, OR. 97322

***An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.***

1. **Approval of Previous Meeting Minutes** (Chair Sharon Konopa)  
(12:00 – 12:05 p.m.)

Minutes of the December 1, 2016 Executive Committee meeting will be reviewed for approval (Page 3).

**ACTION: Motion to approve the December 1, 2017 Executive Committee meeting minutes.**

2. **Approval of the 2017 Executive Committee Meeting Schedule** (Chair Sharon Konopa)  
(12:05 – 12:10 p.m.)

The Committee will review, discuss, and approve a meeting schedule for the 2017 calendar year (Page 6).

**ACTION: Motion to approve the 2017 Executive Committee meeting schedule.**

3. **Review of Executive Director's Accomplishments and Goals, and Employment Agreement** (Executive Director Fred Abousleman)  
(12:10 p.m.)

The Executive Director's Employment Agreement will end February 28, 2017. The Executive Committee will meet in Executive Session to review his performance and discuss entering into a new employment agreement. (Attachments will be sent separately).

**ACTION: Adjourn and move into Executive Session.**

4. **Executive Session** (*Chair Sharon Konopa*)  
(12:10 – 12:35 p.m.)

The meeting will move into Executive Session per ORS 192.660 (i) under the provisions of Oregon Public Meeting Laws for the purpose of discussing the Executive Director's performance and Employment Agreement.

**ACTION: Discussion only. No action to be taken.**

5. **Reconvene into Regular Session** (*Chair Sharon Konopa*)  
(12:35 p.m.)

The Executive Committee will reconvene into Regular Session to report on, and act on, the conclusion of the Executive Committee discussion.

**ACTION: Discussion and decision regarding a recommendation to the Board on the Executive Director's performance and Employment Agreement.**

6. **Special Projects Discussion** (*Executive Director Fred Abousleman*)  
(12:35 – 12:45 p.m.)

The Board of Directors' discussed, at their last meeting, the possibility of establishing a fund for special projects of regional significance. The OCWCOG Executive Director will provide a draft concept in order to further the discussion (Page 7).

**ACTION: Discussion and direction.**

7. **OCWCOG Annual Dinner** (*Executive Director Fred Abousleman*)  
(12:45 – 12:50 p.m.)

The Executive Director will lead a discussion about OCWCOG hosting an Annual Dinner and possible award recognition (Page 9).

**ACTION: Discussion and direction.**

8. **Other Business** (*Chair Sharon Konopa*)  
(12:50 – 12:55 p.m.)

9. **Adjourn** (*Chair Sharon Konopa*)  
(12:55 p.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MINUTES  
December 1, 2016**

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

**STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Dave Toler; Community and Economic Development (CED) Director Phil Warnock; and Administrative Assistant Jennifer Kelley.

**GUEST:** Public Information Officer Lili'a Neville, Benton County.

The Oregon Cascades West Council of Governments' Executive Committee Meeting was called to order by Chair Sharon Konopa at 1:09 pm on December 1, 2016 at the Cascades West Center in Albany.

**1. Welcome and Introductions**

General introductions were made and Commissioner Anne Schuster introduced Benton County's new Public Information Officer Lili'a Neville.

Executive Director Fred Abousleman congratulated Commissioner Bill Hall on having been elected President of the Association of Oregon Counties.

**2. Approval of Previous Meeting Minutes**

Commissioner Hall motioned to approve the minutes from the October 27, 2016 Executive Committee Meeting, Councilor Dann Cutter seconded. Motion passed unanimously.

**3. Review of Executive Director's Employment Agreement**

The Executive Director's Employment Agreement will end February 28, 2017. Chair Sharon Konopa asked Executive Director Abousleman if he had any revisions to his Agreement he would like to discuss. Executive Director Abousleman stated that he has some revisions he would like to present in Executive Session.

**4. Executive Session**

The Executive Committee adjourned into Executive Session, to discuss the Executive Director's Employment Agreement under ORS 192.660 (i).

**5. Reconvene into Regular Session**

Chair Konopa reconvened the Executive Committee Meeting into Regular Session at 1:50 pm. No action was taken. Revisions to the Executive Director's Employment Agreement will be brought to the Executive Committee at a Special Meeting in January for discussion and action.

**6. OCWCOG Budget Committee and Process for FY2016**

Finance Director Sue Forty proposed that the Budget Committee members remain the same for the Fiscal Year (FY) 2017-2018 Budget Year. Budget Committee Members include the current Finance Committee Members (Chair Konopa, Commissioner Schuster, Commissioner Hall, Mayor Biff Traber, Councilor Bob Elliott, and Councilor Cutter), and the three Standing Committee (Senior Services Advisory Council, Disability Services Advisory Council, and Area Commission on Transportation) Chairs.

Finance Director Forty also presented a schedule for the FY2017-2018 *Work Program and Budget* development. Finance Director Forty explained that minor date shifts have occurred to account for weekends, and one public meeting notice has been added; no major changes have occurred.

Commissioner Hall motioned to recommend proposed members of the Budget Committee to the Full Board for approval, Councilor Cutter seconded. The motion passed unanimously.

Commissioner Hall motioned to recommend approval of the proposed schedule for the FY2017-2018 *Work Program and Budget* to the Full Board, Councilor Elliott seconded. The motion passed unanimously.

**7. January Full Board Agenda Items**

Chair Konopa reminded the Committee that it is the role of the Executive Committee to select a Nominating Committee to choose Board Officers. Chair Konopa explained the past procedures for Officer Nominations.

Chair Konopa asked the Executive Committee whether everyone wanted to remain on the Nominating Committee, and whether everyone wanted to remain in their Offices, as no officers' terms have timed out.

Executive Committee Members stated that they were fine continuing to serve both on the Nominating Committee, and in their Offices.

Commissioner Schuster asked whether keeping the same Officers would create feelings of exclusivity, and potentially alienate other members. Councilor Cutter suggested having conversations with co-representatives in respective jurisdictions, to decide whether that jurisdiction was being adequately represented by the current OCWCOG Board Representative. Executive Director Abousleman stated the importance of continuity on the Executive Committee, with regards to efficiency and effectiveness.

Commissioner Schuster suggested that the current Nominating Committee is sufficient, providing conversations can be had about inclusivity. Chair Konopa agreed.

Chair Konopa stated that this topic will be added to the January Full Board Agenda.

Executive Director Abousleman requested adding a Board Orientation Packet, and referenced the draft provided. Chair Konopa asked whether the Board would need to approve the packet. Executive Director Abousleman and Deputy Director Lydia George stated that the document is being developed by OCWCOG Staff, so Board approval is not needed. Chair Konopa and Commissioner Hall suggested presenting the packet to the Board for general consideration and discussion.

Other Agenda items known to date include:

1. **Consent Calendar**
  - a. Approval of Previous Full Board Meeting Minutes
  - b. 2017 OCWCOG Board of Directors Meeting Schedule
  - c. Approval of new members to the SSAC and DSAC
2. **2017-2018 Member Dues**
3. **Presentation of the Executive Director's Goals**
4. **Discussion of Executive Director's Employment Agreement**
5. **Program Update Question and Answers**
6. **Topics of Regional Interest**
7. **Other Business**
8. **Adjournment**

8. **Other Business**

Chair Konopa reminded the Committee of the change in Agenda Item from "Information Sharing" to "Topics of Regional Interest."

Mayor Traber suggested that the Board should discuss more extensive planning around the upcoming full solar eclipse. Mayor Traber questioned whether OCWCOG should have involvement. Chair Konopa suggested that the event could be an opportunity for fundraising. Commissioner Schuster suggested asking *Travel Oregon* to attend a Board Meeting.

Chair Konopa suggested making this a topic for the Full Board meeting, and asking the Board today for suggestions for future topics of interest.

Councilor Cutter suggested giving people prep time before larger Full Board discussions.

Commissioner Schuster suggested *Track Town 2021* as a possible future topic.

Executive Director Abousleman acknowledged Commissioner Hall as AOC President, and discussed communication between President Hall and OCWCOG that has already taken place, regarding how OCWCOG can better serve the AOC.

Commissioner Schuster suggested future Topics of Regional Interest could be affordable housing, transportation, Cascadia Preparedness, and economic development. Commissioner Schuster brought copies of a Benton County resolution seeking to change the legal age to purchase tobacco products from 18 to 21. Commissioner Schuster suggested it will likely be in the Benton County Legislature in the future.

9. **Adjournment**

Chair Konopa adjourned the meeting at 2:15 pm.

*Minutes recorded by Jennifer Kelley.*



## 2017 Executive Committee Meeting Schedule

**Location: Albany Upstairs Conference Room**

Video conferencing available at the Toledo Cascades West Center

**Thursday**  
**9:00—11:00 am**

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February 23

April 27

June 22

August 24

October 26

December 28



## **Oregon Cascades West Council of Governments' Governing Board Special Projects Fund**

The Governing Board of the Oregon Cascades West Council of Governments (OCWCOG) will have at its discretion a fund to engage in special projects of regional significance. The Board, in consultation with the OCWCOG Executive Director, can utilize these funds for any member requested project, a project request of OCWCOG, or any other entity that demonstrates the special project will benefit the greatest number of member jurisdictions across our tri-county service delivery area.

### *Projects of Regional Significance*

Projects of regional significance include, but are not limited to, the following:

- Analyzing, researching, implementing, or adopting policies or procedures that may affect a significant number of member jurisdictions;
- Carrying out a planning activity that may affect the greatest number of members;
- Pure research;
- Applying for, or matching a, grant proposal that affects the greatest number of jurisdictions or members;
- Managing communications and/or events across multiple jurisdictions to ensure the most collaboration;
- Planning for the consolidating or sharing of services across jurisdictions; or
- Any other project deemed regionally significant by the Board of OCWCOG.

The projects can be in any program area, including but not limited to, community planning, economic development, transportation, and senior and disability services.

The number of projects the Board may choose in each year is at their sole discretion. The Board may choose not to fund any project request at any time. The Board may utilize all funds or partial funding to maximize the effect of the *Special Project Fund*.

### *Choosing Projects of Regional Significance*

The OCWCOG Board will announce a call for projects quarterly beginning at the start of calendar year. Member jurisdictions, affiliated partners, and OCWCOG programs may apply for a project together or separately. Projects may be applied for, on behalf of partner organizations, by a member jurisdiction.

Additional project criteria may be established by the Board and cannot be changed in the same calendar year. Project requests should be submitted electronically to a designated recipient who acts on behalf of the Board. Project request should be no more than five pages in length and describe the following:

- Purpose;
- Need;
- Data on community impact, if applicable;
- Length of project and completion date;
- Cost;
- Other resources committed;
- Partners;
- How the project will be regionally applied and its replicability;
- Dedicated staffing;
- Is this a stand-alone project or part of a larger proposal;
- Will *Special Project Funding* be enough to complete the proposal;
- Is this an on-going project or a one-time project; and
- Letters or notes of support (as attachments).

*Special Project Funds* may not be used to carry out business or other specific service requested by an OCWCOG member; to pay for any operational or day-to-day administrative costs of any member or partner; to fulfil any promised additional support for OCWCOG services; or as match for OCWCOG, Federal, or State programs. The *Special Project Fund* will also not be used to support on-going program funding from another source.

#### *Special Project Fund Selection Process*

Projects will be reviewed as the OCWCOG Board sees appropriate, which may include delegation of partners to participate in the review process. Project applicants may be asked to brief the Board of Directors. If any project is selected, the Board will notify the sponsor as soon as possible and empower OCWCOG to release funding in accordance with and through an appropriate contract mechanism.

In the absence of project proposals or through agreement of the Board, the Board may choose to not fund any projects or fund any project the Board deems to be regionally significant.

The Board may, at its discretion, create its own special project request for consideration and may ask OCWCOG staff to carry out this project. OCWCOG staff will then prepare a project outline for Board consideration.

#### *The Special Project Fund*

The OCWCOG will have at its discretion, and in consultation with the OCWCOG Executive Director, a fund set aside to carry out projects in accordance with criteria established by the Board. The Fund may be dismantled at any time through unanimous Board action and funds be redistributed to member jurisdictions based on the formula used to calculate Fund participation. The Board does not guarantee that any member jurisdiction will receive back the total amount it has contributed.

The fund can only be used in accordance with policy established by the Board governing *Special Project Funds*.

Member jurisdictions will be assessed XXXX through XXXX, in order to maintain a stable and on-going funding source. The OCWCOG may also contribute funds in accordance with its policies and procedures. Other entities, including partners and corporate sponsors, may contribute funds as well. These would most often be used as match or as part of larger or longer proposal.



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## MEMORANDUM

**DATE:** January 19, 2017  
**TO:** OCWCOG Executive Committee  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **OCWCOG Annual Dinner**

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OCWCOG is interested in hosting an Annual Dinner this year that will also include *State of the Region* and awards recognition.

Suggestions for possible awards categories are below for your review and discussion.

### OCWCOG Awards Categories

All awards categories must be for individuals or projects representing, or contained in, any local jurisdiction within the OCWCOG Region of Linn, Benton, or Lincoln Counties.

#### *Legislator of the Year*

This award will go to the *State Senator or State Representative* who best serves the interests of their constituents, interests of programs, and interests of projects important to our communities and region; who displays a vision of a strong community future for constituents; and who exemplifies the ability to work across jurisdictions, party lines, and with partners to achieve goals good for their district, the Region, and the State as a whole.

#### *Local Elected Official of the Year*

This award will go to any *Local Elected Official* of an OCWCOG member jurisdiction who demonstrates a commitment to their jurisdiction and constituents; who shows a commitment to promote work above and beyond, and is an exemplary leader; and demonstrates the promotion of good government, fiscal management, innovative thinking, and collaboration. OCWCOG Board members are not eligible for this award.

#### *Project of the Year*

A nomination for *Project of the Year* can be for planning, research, program, study, physical infrastructure (transportation, public safety, health, water, sewer, broadband, etc.), or implementation of a new system or process. The project must be innovative, of community significance, and demonstrate how a community will be better because of the project. The project should be replicable, and demonstrate a commitment of community partners, other jurisdictions (if applicable), and collaboration.

### *Volunteer of the Year*

Our *Volunteer of the Year* should recognize an individual who has given of themselves above and beyond; this individual should demonstrate community spirit, giving, and selflessness. Volunteers must have provided at least one-year of service to OCWCOG before receiving the award.

### *City Manager /County Administrator of the Year*

This nominee can be a City Manager / County Administrator of any OCWCOG member jurisdiction. The individual will be recognized for a history of excellence, demonstrated commitment to their job, innovation, and promoting good government. The nominee must have held their position for at least a year before being nominated.

### *Community Partner or Business of the Year*

The nominee will be an *individual or non-governmental organization* (a non-profit, college, university, or private or public company) that has demonstrated a commitment to bettering the lives of residents of our Region; has shown a commitment to growing the economy and/or helping strengthen our communities; is a proven leader in their field; and demonstrates partnership, collaboration, and innovation.

### *Staff Person of the Year*

This nominee can be staff of any Oregon Cascades West Council of Governments member jurisdiction, representing any department at any level. The individual will be recognized for a history of excellence, demonstrated commitment to their job, innovation, and promoting good government.

### *Nomination / Selection / Award Process*

OCWCOG will release nominations forms by the end of February. Nominations will be reviewed by the OCWCOG Board of Directors, which may include a delegation of partners to participate in the review process. Recipients will be recognized before the end of the year.



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