

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING MINUTES
December 6, 2018**

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

STAFF: Executive Director Fred Abousleman; Deputy Director Rachael Maddock-Hughes; Finance Director Sue Forty; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; Community and Economic Development Director Phil Warnock; and Community and Economic Development Executive Administrative Assistant Emma Chavez.

The Oregon Cascades West Council of Governments (OCWCOG) Executive Committee Meeting was called to order by Chair Sharon Konopa at 12:08 pm on Thursday, December 6, 2018 at the Cascades West Center in Albany.

1. Approval of Previous Meeting Minutes

Councilor Dann Cutter motioned to approve the October 25, 2018 meeting minutes. Councilor Bob Elliott seconded. Motion passed unanimously.

2. Approval of the 2019 Executive Committee Meeting Schedule

Members received the meeting schedule for 2019 in their packets.

Councilor Cutter motioned to approve the 2019 Executive Committee Meeting schedule as presented. Councilor Elliott seconded. Motion passed unanimously.

Members held a discussion of the Nominating Committee for the Executive Committee. In January 2019, the Nominating Committee will need to elect the new Executive Committee.

Members discussed how it is odd for members themselves to serve on the Nominating Committee and nominate themselves to serve as the Executive Committee. They did agree that the process as it is, has been working for many years. Members also agreed to bring up to the OCWCOG Board of Directors (Board) and ask if anyone else is interested in being part of the Executive Committee.

Deputy Director Rachael Maddock-Hughes reminded members that in January, each County will need to caucus and elect their At-Large Representatives to the Board.

Executive Director Fred Abousleman added that a Chair, Vice-Chair, and Treasurer of the Executive Committee will need to be elected.

On a separate note, Mayor Konopa added that she would like to be part of the Bylaws Subcommittee.

Mayor Konopa moved for the Nominating Committee to consist of the current Executive Committee. Councilor Cutter seconded. Motion passed unanimously.

3. Review of Executive Director's Accomplishments and Goals

Prior to reviewing the Executive Director's accomplishments and goals; Mayor Biff Traber questioned if members are able to elect alternates.

Executive Director Abousleman advised that it is not uncommon for members to have alternates. The elected alternate information needs to be emailed to OCWCOG. Some jurisdictions submit a letter when an alternate is elected.

Councilor Cutter noted that the OCWCOG requires consistency and alternates do not work well for consistency when there isn't someone attending on a regular basis.

A discussion on alternates took place. Members discussed the level of information they relate to their Commissions and City Council and provided ideas on how to share additional information. It was noted that additional outreach to elected officials that do not participate on a regular basis at the OCWCOG level is important.

Executive Director Abousleman advised that the OCWCOG provides updates to the Linn and Benton County Commissions, and is able to provide those updates more widely. When asked, he noted that an invitation has been extended to the Lincoln County Commission, but they have declined.

Discussion on Executive Director Accomplishment and Goals:

Members advised that they had no issues with the Executive Directors accomplishments, and he is doing everything he has been asked to do.

Mayor Konopa questioned if there was anything the Director felt hadn't been met.

Executive Director Abousleman noted that the OCWCOG has been struggling with the Albany facility. He would like assistance in planning for the future and figuring out if it is worth the struggle to repair the building, modify, or sell it. He advised that the roof needs to be repaired and that alone is an approximate cost of \$1 million. Additionally, he noted that he envisions the OCWCOG as a Regional Conference Center.

Members discussed the issue and gave some ideas from their own experiences; including having the building inspected for selling as a starting point. Mayor Konopa advised that it was important to fix the roof, regardless of any decision to be made.

It was noted that in January, the Board will elect a Special Subcommittee on the Future of the OCWCOG buildings and facilities.

Continuing to discuss the Director's goals, Councilor Cutter advised that he would like to see the Internship Program prioritized. He stated that it would be good for interns to shadow the Director, Deputy Director, and Program Managers. He went on to add that the National Science Foundation has a core program OCWCOG may want to research and mimic.

Commissioner Anne Schuster stated that having a pipeline for government employers would be ideal.

Executive Director Abousleman noted that a challenge he has faced is that he has not been able to become the change in the Region he is aiming for. He would like to challenge the Board to challenge him on how to achieve that.

Mayor Konopa advised that many efforts have been made towards becoming more Regional. However, the Region is not there yet, and it is hard to bring all the players together on the same page.

Councilor Cutter advised that it is important to look at the possibilities of service delivery. There are many small cities that cannot afford to do the jobs that they are required to do by the State. OCWCOG could assist with such work, i.e. waste treatment and water treatment.

Commissioner Schuster advised that she has been advocating for a grant writer for many years. Executive Director Abousleman advised that there must be commitment from all members to pay for a grant writer, otherwise the cost falls on all of OCWCOG's current program's indirects. Members fell into discussion on the matter and gave the ideas of hiring a grant writer with the possibility of member jurisdictions paying at different levels, depending on their needs.

Executive Director Abousleman noted that it's a good conversation to keep having. Members agreed to make this a goal, and also to try to identify areas such as land use, sewer, and water, as well as other services that smaller city governments may not be able to afford to take care of on their own.

Finance Director Sue Forty reminded members that all Federal dues require a match and it is important to keep that in mind in these conversations.

4. January Board of Directors' Meeting Agenda Items

There were no changes.

5. Other Business

There was no other business to discuss.

6. Adjournment

The meeting adjourned at 1:23 pm.

Meeting minutes taken by Emma Chavez.