

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
October 24, 2019**

**MEMBERS:** Commissioner Pat Malone, Benton County; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; Commissioner Claire Hall, Lincoln County; and Mayor Dan Cutter, City of Waldport.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddox-Hughes; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Randi Moore; Community Services Program (CSP) Director Jennifer Moore; Community and Economic Development (CED) Director Phil Warnock; Communications Consultant Lindsey Riley.

The Oregon Cascades West Council of Governments (OCWCOG) Executive Committee Meeting was called to order by Acting Chair Dann Cutter at 3:10 pm on Thursday, October 24, 2019 at the Historic Carousel and Museum in Albany.

**1. Approval of the Previous Meeting Minutes**

Commissioner Claire Hall motioned to approve the September 19, 2019 meeting minutes; Mayor Sharon Konopa seconded. Motion passed unanimously.

**2. OCWCOG Program Updates**

Acting Chair Cutter asked if the Program Directors had anything to add to their Reports.

CSP Director Jennifer Moore noted that she had nothing to add to her report.

SDS Director Randi Moore noted that the SDS Area Plan for 2021 was underway, and that the Board of Directors would be getting more information about this in the coming months. This Area Plan is seeking additional input from all OCWCOG's Committees, so she asked that as appropriate that the Board would weight in, and that Commissioners and Mayors would work with their staff on this.

CED Director Phil Warnock commented that CED shared services work is increasing, specifically on the Coast in the cities of Toledo, Waldport, and Yachats. Much of this work is in the geographic information systems (GIS) and planning, and will most likely require staffing up, should contracts continue to come in as they have been.

Acting Chair Cutter noted that Waldport City Manager Kerry Kemp is leaving in April 2020. As such, the City is looking at shared services for planning and perhaps for the role of City Manager. Acting Chair Cutter commented that shared services as a model for OCWCOG to provide for members governments going forward is something that he would like to explore further, especially as cities are seeing more retirements in technical services jobs.

Finance Director Sue Forty commented that the City of Yachats conversion to Springbrook is going well. She noted that the Finance team will be completing their work with the City of Depoe Bay on December 1st; that work has gone well.

### **3. Events Update**

Executive Director Fred Abousleman noted that *CelebrateLBL* is ready to go, less a few items to set-up that Staff will do following this meeting. There will be approximately 110-120 people in attendance. He thanked the Executive Committee for the award nominations and noted that Mayor Biff Traber will be here at 7:00 pm to assist with the presentations of the awards. The emcee for the evening, in addition to Mayor Traber, is Mike McNally. Tours of the museum will be available, as well as rides of the Carousel until 7:00 pm. Thank you, Mayor Konopa for your assistance.

### **4. Bargaining Update**

Executive Director Abousleman commented that this year's bargaining was one of the fastest sessions that OCWCOG has ever done. There were 14 people at the table. This year, SEIU (the union) has a new position called the Bargainizer from the State who bargains multiple contracts at the same time. Executive Director Abousleman explained that Staff still maintains their union contacts on staff, but this is an additional contact for them. He noted that unions are pushing hard across the State this year, but overall, he feels good about where the contract ended up. The highlights include a 2.5% cost-of-living-adjustment (COLA) for both years of the contract, as well as longevity steps (not classification steps); no changes to healthcare.

Finance Director Forty noted that OCWCOG budgeted more than what the costs would be, so the organization could be flexible with healthcare, if need be, therefore management offered a one-time payment of \$1,200 to employees. The longevity steps were 1.9% the first step and 1.5% each step after that. Mayor Konopa praised the longevity steps to help encourage staff to stay.

Finance Director Forty noted that the Collective Bargaining Agreement is a two-year agreement. The dates on the agreement were changed, so that they now align with the healthcare open enrollment dates.

Mayor Konopa asked about the Public Employees Retirement System (PERS). Finance Director Forty noted that the increase for this year was 20.2% and the organization will not see another increase for two years. OCWCOG has budgeted this.

Mayor Jim Lepin asked about staff salaries and whether these are locked in. Executive Director Abousleman replied that line staff salaries are comparable to sister agencies across the State. Management and supervisors are seeing compression. A Management salary study will be completed by December. The Executive Committee will see a plan on how to adjust senior staff and management salaries to account for this compression; staff salaries are fine. Executive Director Abousleman stressed though, any increase in OCWCOG costs, which includes salaries, increase the costs to programs.

### **5. December Board of Directors' Meeting Agenda Updates**

Executive Director Abousleman noted that there are two additions to the December Board of Directors' meeting agenda, including: 1) approval of the CBA, and 2) member dues discussion.

Executive Director Abousleman suggested to hold off a year before raising dues, as this is a year in transition. Acting Chair Cutter requested that Staff present the dues and allow the

Board to decide what to do. Mayor Lepin asked what the dues are used for. Executive Director Abousleman responded that dues are used purely for program match and not for administrative purposes. He noted that OCWCOG does not have a general fund, unlike other Councils of Governments, which is why OCWCOG has a Special Project Fund.

Commissioner Hall motioned to approve the addition to the December Board of Directors' meeting agenda; Mayor Lepin seconded. Motion passed unanimously.

## **6. Transition Discussion**

Acting Chair Cutter commented on what the transition will look like post Executive Director Abousleman. He noted that the Executive Committee will meet tomorrow, where there will be a much longer discussion about what the transition will look like, however fundamentally it will look like the following.

- Acting Chair Cutter and Mayor Biff Traber are looking for a smooth and easy next six-to-nine-months. They are becoming Fred. A chain-of-command / decision-making process has been worked out; what would have gone to Fred, now goes to Acting Chair Cutter and Mayor Traber.
- Weekly Staff meetings will still happen, though more than likely on a different day.
- No big programmatic or staffing changes will take place.

Acting Chair Cutter noted that tomorrow's discussion will provide a better idea of what the Executive Committee is looking for in terms of the next Executive Director.

Executive Director Abousleman noted that there has been several staff meetings and has provided the following direction to Staff.

- There are two Interim Directors (Acting Chair Cutter and Mayor Traber).
- There are two lines of delegated responsibility. Deputy Director Rachael Maddock-Hughes is distinctly programs, and Finance Director Forty is distinctly finance. Deputy Director Maddock-Hughes and Finance Director Forty will work together to bring issues to Acting Chair Cutter and Mayor Traber.
- No Senior Staff Member can be hired or fired without the majority vote of Acting Chair Cutter, Mayor Traber, Deputy Director Maddock-Hughes, Finance Director Forty, and Human Resources Manager Ryan Schulze.
- Items like checks, credit cards, deposits, etc., finances, Acting Chair Cutter and Mayor Traber will review.
- Deputy Director Maddock-Hughes, Finance Director Forty, and Human Resources Manager Ryan Schulze will have a direct line to Acting Chair Cutter and Mayor Traber.
- Executive Director Abousleman will be an advisor to the Board of Directors.

Executive Director Abousleman commented that there will be a lengthy conversation about the Community Services Consortium tomorrow. Thus far, there has not been a lot of conversation about this internally or with the Executive Committee or Board of Directors, but there may be more to come.

## **7. Other Business**

No other business.

**8. Adjournment**

Meeting adjourned at 3:50 pm.

*Meeting minutes taken by Lindsey Riley.*