

# Agenda Item Number 5.

## Report of the Executive Committee

**Presenter:** George Kloeppe

**Action Recommended:** None. Information Only

### Meeting Notes:

The LCOG Executive Committee met on Thursday, February 20, in the LCOG Main Office—Wells Fargo Building, Eugene. Members present for the meeting were LCOG Board Chair Jerry Miller, and Mayors Gary Williams, Sid Leiken and Alan Burns. Staff members attending included Bob Swank, Byron Vanderpool and George Kloeppe. Kloeppe provided an overview of the items included on the agenda for the February 27 meeting of the LCOG Board of Directors. He specifically called the Committee’s attention to a special report (item 7) on the region’s economic development program, the MPO Certification Review (item 15.B), and the Downtown Ducks information item (number 17.A). In addition, the Committee considered the following:

#### **1. Board Meeting Format**

The Committee discussed the flow and format of meetings of the Board of Directors. Jerry Miller noted that he would specifically invite the delegate from the hosting jurisdiction to offer welcoming remarks at the top of the agenda. It was agreed that there was no need for the Executive Director to introduce items being presented by other staff, as long as the Chair is aware of the identity of the presenting staff member. In response to questions, it was reaffirmed that the “special presentations” would be limited to fifteen minutes, with no time limit on subsequent Q & A. Kloeppe stated that the times indicated for individual items on the agenda were simply the staff’s best guess as to the time that might be required; but he assured the Committee that staff members were advised to be concise and to limit the repetition of previously distributed written material. There was agreement that the “reports of member agencies” item was important and should only be constrained when the agenda was otherwise overfull.

## **2. Appreciation Dinner Retrospective**

The Committee discussed the Appreciation Dinner held on January 16. Kloeppeel invited comments and criticisms from which improvements could be crafted in the future. Concern was expressed about the serving lag time at the Hilton. It was noted that the evening “went long.” The principal speaker stayed pretty much within the requested time limit, but “acceptance speeches” were longer than in previous years. It was suggested that the four “Outstanding” awards needed to be continued, as prescribed by the Board, but that the “Awards of Merit” might be alternated annually, with the environmental award one year and the economic development award the next. Kloeppeel was asked to solicit Jack Roberts’ views on the suggestion. It was suggested that LCOG try to hold next year’s Dinner at LCC.

## **3. Executive Director Biennial Performance Review**

Jerry Miller sought the comments of the Committee regarding this spring’s review of Kloeppeel’s performance. There was general agreement that Kloeppeel should prepare a self-evaluation and that Miller would utilize the assistance of Linda Aday, the agency’s HR Director in selecting an instrument by which the views of the Board of Directors could be sought. Committee members offered to share the instruments used for the evaluations of their city managers. Regarding the solicitation of input from beyond the Board, there was general agreement that the staff, below the director level, need not be invited to comment. Miller agreed that he would contact and interview the three division directors. It was suggested that there might be some sort of a “peer review,” by which comments from the chief executive officers of the membership might be solicited. Some members of the Committee expressed the belief that such input was not appropriate. Kloeppeel noted that, whether sought by the Chair or not, the opinions and judgments of the CEOs was important to the agency’s well being, and that they were not shy about expressing their needs directly to Kloeppeel or to their elected delegates.

## **4. S&DS Service Reductions**

A brief report was given and discussion held about the reductions in state funding to LCOG’s Senior and Disabled Services Division. Kloeppeel stressed that the funding situation—for the remainder of the current fiscal

year, but certainly for the next biennium—was very fluid and unclear. He indicated that, as a result of holding positions vacant and a substantial staff response to an invitation to take voluntary leave without pay, the division should be able to avoid layoffs for the next four months.

**5. 2003 Budget Committee**

Kloeppel reported that applications were being received for the one citizen appointment that would be required this year to the six-member Budget Committee. The Committee is expected to hold two meetings, April 17 and May 14. He noted that the Board would be asked in March to appoint a citizen (three-year term) and three Board members (one-year terms). Discussion was held and counsel provided to the Chair regarding possible appointments.

**6. Goal-Setting Session for the Board**

It was noted that the Board of Directors had devoted its entire meeting in July 2001 to a facilitated Goal-Setting Session. Minutes of that Session were reviewed. It was generally agreed that a similar event in July of this year would be constructive. Kloeppel was asked to bring back to the Committee and the Board concepts for such a session, including potential topics for special consideration. It was noted that the needs of the non-metro communities and governmental units differed from those in the metro area, and that rural needs for intergovernmental cooperation might be an appropriate target upon which to focus attention.