

# Agenda Item Number 4.

## Report of the Executive Committee

**Presenter:** George Kloeppe

**Action Recommended:** None. Information Only

### Meeting Notes:

#### Meeting of October 11, 2007

The LCOG Executive Committee was called to order at 5:30 on Thursday, October 11 by Board Chair Patrick Lanning in the LCOG Main Office in Eugene.

Members present were:

LCOG Board Chair, Patrick Lanning, EWEB  
LCOG Vice Chair, Greg James, Willamalane  
SD 58 Director, Alan Laisure  
Cottage Grove Mayor Gary Williams  
LCC Director, Susie Johnston  
Florence Mayor Phil Brubaker  
Oakridge Mayor Don Hampton

Staff members attending included Bob Swank, Byron Vanderpool, Kay Metzger, Jamon Kent, Ann Mortenson and George Kloeppe. The Committee considered:

#### Agenda Items for December LCOG Board of Directors Meeting

Kloeppe distributed a listing of the topics expected to be on the December 13 Board meeting agenda. He noted that an election of officers and constitution of the 2008 Executive Committee needed to be included.

Patrick Lanning appointed Susie Johnston, Gary Williams and Patrick Lanning as a Nominating Committee. By motion, his appointments were confirmed.

Kloeppel apologized for not including the election on the September Board agenda. However, he suggested that, when the Nominating Committee had made its choice and secured the agreement of nominees, the nominated Chair for 2008 could work to identify and recruit four appointees to the Executive Committee. After the selection and appointment of the Chair's designated Committee members, the Board would nominate and elect two additional members.

Kloeppel noted that the agenda was fairly full already (two months in advance of the meeting) and sought the Committee's direction regarding the "special discussion" topic. The Committee suggested that, because the meeting would be held at the County Youth Services Center and catered by the culinary program, a presentation by the director, Lisa Smith, might be appropriate. Kloeppel was asked to contact Smith regarding a presentation and possible tour of the facility. Kloeppel reminded the Committee that a continued hearing on the proposed Coordinated Population Forecasts was scheduled for the Board on December 13, and that acceptance of the Financial Statements and the report of the agency's auditor would also be included.

### **Appointments to LCOG's Disability Services Advisory Council**

S&DS Director Kay Metzger reviewed a memo to the Committee, dated September 28, by which the Advisory Council recommended appointments and re-appointments to the DSAC. By motion, the Committee re-appointed three current Council members to two-year terms (through September 2009) and appointed the following new members to two-year terms: Graham Bailey, Jessica Harris, and Scott Whetham.

### **Appreciation Dinner Awards**

Kloeppel noted that the Appreciation Dinner would be held at LCC's Center for Meeting and Learning on the evening of January 24. The traditional awards for outstanding contributions to the well being of the region are to be selected by a screening committee, and a Board member's participation is prescribed in the selection procedure. After some discussion, Susie Johnston agreed to serve in that capacity.

### **Regional Population Forecast**

Associate Director Bob Swank reminded the Committee that the continued public hearing, convened on September 22, would receive further public comment and

would adjourn at the December 13 meeting. A copy of a memo from George Kloeppele to the Board of Commissioners, following up on, and responding to, the BCC action of September 12, was distributed. In it, Kloeppele had described the process and invited further discussion with the Commissioners regarding revisions to the current Forecast. Swank noted that the cities had been encouraged to seek additional public input on the Forecasts for their communities and were invited to provide comment to the LCOG Board.

### **Administrative and Information Items**

Bob Swank reported that the process for purchasing the Park Place Building was moving forward without difficulty.

Kloeppele sought comment from Committee members on the apparent lack of interest on the part of member jurisdictions in hosting Board meetings in the coming year. The discussion led to two of the five meeting dates being filled.

Mayor Williams and George Kloeppele led a discussion of the scheduled meeting on October 25 of the chief elected officials of the County and the 12 cities. Mayor Williams noted that the Mid Valley Mayors Association was well-established and effective. He indicated that the October meeting would not require any staff support or a published agenda; he and Mayor Petitti would co-facilitate the meeting. Kloeppele noted that the letter of invitation had left it up to the chief elected officials as to whether their managers or administrators would attend.

S&DS Director Kay Metzger distributed a draft version of “talking points” that could aid Board members in speaking with members of the legislature prior to the 2008 Session. There was general agreement and acceptance of the “playing card-size” document. Metzger indicated that she would bring the talking points card to a final version so it could be distributed at the December Board meeting.

Kay Metzger reported that the Senior Services Advisory Council and its Procurement and Monitoring Committee had recommended a one-year extension to the contract between LCOG and the Red Cross for the Metro Meals on Wheels program. The recommendation included a provision for LCOG’s issuing a formal Request for Proposals for the service in the winter of 2009 for service beginning in FY 2010. Though the recommended action is within the Executive Director’s prerogative, the views of the Committee were sought. The Executive Committee found no problem with the proposal, and Kloeppele indicated that he would approve the extension.

### **Meeting of November 15, 2007**

The LCOG Executive Committee was called to order at 5:30 on Thursday, October 11 by Board Chair Patrick Lanning in the LCOG Main Office in Eugene.

Members present were:

LCOG Board Chair, Patrick Lanning, EWEB  
LCOG Vice Chair, Greg James, Willamalane  
Coburg Mayor Judy Volta  
LCC Director, Susie Johnston  
Oakridge Mayor Don Hampton (via telephone)

Staff members attending included Bob Swank, Byron Vanderpool, Jamon Kent, Ann Mortenson and George Kloeppe.

### **Report from the Oregon Toxics Alliance**

A brief report was provided by Lisa Larkin, Executive Director of the Oregon Toxics Alliance. She noted that Lane County had taken a position regarding the containment and reduction of benzene releases to the atmosphere. The primary steps that were recommended were to avoid “topping off” gasoline tanks and avoiding idling when a vehicle is not in motion. A report will be provided to the LCOG Board at its February 28 meeting

### **The Agenda for the December LCOG Board of Directors Meeting**

Kloeppe distributed a draft agenda for the December 13 Board meeting. He noted that an election of officers and the constitution of the 2008 Executive Committee were included. In addition, the Board was expected to approve Dues Rates for FY 2008-09 and accept the Financial Statements and Audit Report for FY 2006-07. Kloeppe reminded the Committee that the meeting would be held at the Lane County Youth Services Campus, Serbu Center, and that the department’s director, Lisa Smith, had agreed to provide an orientation to prompt a discussion by the Board of youth services.

### **First Quarter Financial Report**

To be presented to the Board of Directors at the December 13 meeting, the financial report for the three-month period ending September 30 was discussed by the Committee. Kloeppe noted that during the period revenues (including

reserves) exceeded expenditures by \$6.2 million. Personal Services (payroll) costs for the first quarter stood at 24 percent of the amount budgeted for that purpose.

### **FY 2006-07 Financial Statements and Audit Report**

Kloepfel explained that the Financial Statements and the Report of the Auditor would be available in advance of the December Board meeting. He distributed a one-page summary for the Committee's review—"Schedule of Resources and Requirements Budget and Actual." He noted that, while revenues were slightly below the amounts anticipated in the Revised Budget, expenditures were below the authorization by a greater amount. Ending reserves were augmented to a greater extent than had been budgeted. He said the auditors will be present at the December Board meeting to report and to respond to questions that Board members might have. Greg James noted that Mayor Petitti would not be able to serve on the Audit Committee; James would, however, meet with the auditors prior to the Board meeting.

### **FY 2008-09 Member Dues Rates**

Kloepfel summarized his recommendation for the rates that would generate the Dues Schedule for the next fiscal year (memo November 8). He suggested that the Executive Committee's position on the issue could become a Consent Agenda item for the Board's approval on December 13. Proposed were maintenance of the existing dues structure and the application of a 1.97 percent inflation factor. After discussion, it was moved by James, seconded by Volta, that the proposed FY 2008-09 Dues Rates be recommended to the Board for adoption. Motion carried unanimously.

### **FY 2008-09 Budget Assumptions and Process**

Bob Swank, referring to his memo to the Committee of November 8, outlined proposed "assumptions" upon which budget preparations and deliberations would be based. Kloepfel noted that, if endorsed by the Committee, the Assumptions and Budget Process would be placed before the Board of Directors in December as a Consent Agenda item. Questions were asked about the insurance premium cost increases embedded within the Assumptions. The Committee generally felt that the proposed COLA to salary schedules (2 percent) was appropriate. It was moved by James, seconded by Johnston, that the Assumptions and Process be submitted to the Board and recommended for approval. Motion carried.

## **Administrative and Information Items**

Real Estate: Bob Swank reported that the re-finance of the agency-owned building in Springfield would be completed by Thanksgiving. In addition, he reported that the commitment letter from Umpqua Bank had been received and that the purchase of the Park Place Building would close before the end of the calendar year. He anticipated a relocation of the LCOG main office staff to the new facility between the fall of 2008 and fall of 2009, depending upon lease and tenancy circumstances.

Appreciation Dinner and Awards: George Kloeppeel reminded the Committee of the agency Dinner on January 24 and the deadline for the submission of nominations for awards on December 1. He indicated that the awards screening committee would be meeting on December 14 to finalize the plans to recognize deserving individuals. Committee members were encouraged to submit nominations.

Lane Mayors Association Meeting: Mayors Volta and Hampton commented on the October 25 meeting of the mayors. Kloeppeel noted that only the cities of Veneta, Florence and Dunes City were not represented. He indicated that the group had decided to meet on January 10 at the LCOG office (following the meeting of the Executive Committee).

Board Meeting Hosts: Kloeppeel referred to the schedule of Board meetings for 2008 and indicated that only two lacked host organizations. Greg James indicated that he had been in touch with Kay Metzger about holding one of those meetings at Willamalane's Adult Activity Center with a special focus on LCOG's Senior Meals Program.

New Vehicle: Kloeppeel showed photographs of the new meal delivery truck that had recently been put into service. He reminded the Committee that the Senior Meals Program utilized a central kitchen from which meals were delivered daily in two specialized vehicles. One of those was just replaced after a long and useful service life. The new vehicle, he said, had enhanced capability for energy management in keeping product heated and cooled.