



## MEETING NOTICE

**MEETING:** LCOG Executive Committee  
**DATE:** Thursday, September 11, 2008  
**TIME:** 5:30 p.m.  
**LOCATION:** Lane Council of Governments Main Office  
Wells Fargo Bank Building  
Fourth Floor Small Conference Room  
99 East Broadway, Suite 400  
Eugene, Oregon  
**CONTACT:** George Kloepfel, 682-4395

## AGENDA

### ITEMS IN SUPPORT OF THE BOARD OF DIRECTORS

#### 1. September Board Agenda

A draft of the agenda for the Board's meeting at Willamalane's Adult Activity Center in Springfield on the 25<sup>th</sup> will be distributed for review under this item. Any additions or deletions can be discussed. We will take advantage of the setting (one of our meal sites) to provide information about LCOG's Senior and Disabled Services Division. The "special discussion" topic for this month will be a dialogue with our legislative delegation (item 2, below). Also at the September meeting, nominations for Chair and Vice Chair in 2009 will be submitted by the Nominating Committee (King, Volta, and Hampton) and an election held.

#### 2. Legislative Dialogue

All members of Lane County's delegation to the Legislature have been invited to the Board's September meeting. In that invitation, I promised that I would be back in touch with an indication of the broad interests of our membership in

the 2009 Session. Available for review under this agenda item will be a draft memo that I would propose to send to our representatives tomorrow with the Committee's approval. As a part of LCOG's proposed statement of interests for the 2009 Session, the agency's S&DS priorities should be reviewed by the Committee. The S&DS Advocacy Committee has urged that essentially the same priorities as were previously approved be retained with only minor updates. I would expect that a majority of the time for this month's "special discussion" with the legislators will appropriately be spent listening to the members of the delegation reflect on their own expectations for the Session. But time needs to be preserved for an active Q&A component as well.

**3. Executive Director Performance Review/Salary Adjustment**

At the Committee's June 2008 meeting, the mid-cycle Performance Review of the Executive Director was essentially completed. Sought here is a clarification regarding compensation. Background: Fifteen months ago, the regular Biennial Review ended with several recommendations, one of which was: *"approve a 1.5 percent merit pay increase for 2007/08 and the potential for a 1.5 percent merit increase in 2008/09 based upon progress towards 2007/08 goals."* At the Committee's last meeting, the issue of the FY 2008-09 merit pay change did not come up in the Committee's discussion. The question for the Committee relates to the mid-cycle Review and the director's "progress toward...approved goals." If a compensation change is the Committee's recommendation, the issue could be placed before the Board as a consent agenda item this month. If not, the issue would be closed.

**4. Possible Endorsement of Money Measures, November Election**

Several member agencies are "going out to the people" for support of bond measures this fall. It has been suggested that LCOG consider endorsements. The Committee's counsel and recommendation to the Board is sought. See attached memo from Ann Mortenson summarizing the money measures now slated for the ballot.

**ADMINISTRATION AND MANAGEMENT ITEMS**

**5. Audit Committee**

The LCOG Audit Committee met with Forest Arnold of Jones & Roth on July 17. Arnold described the new Auditing Standards ("Risk Assessment

Standards”) now applicable to the annual audit. As a result of a “significant increase” in the auditor’s work as a result of the new AICPA Standards, Jones & Roth proposed an increase in the base fee for the firm’s work in the current cycle—from \$29,923 to \$35,000. In addition, the Committee discussed its role and expectations *vis a vis* the auditor and the responsibilities of the Committee, particularly with respect to fraud, internal controls and evaluation of the auditor. Arnold provided substantial background material in matrix form related to the Committee’s work, along with “tools” related to the issues of fraud, internal control and evaluation of the auditor.

**6. Financing the Improvements for LCOG’s Park Place Offices**

The Executive Committee should review the options for financing the improvements in the Park Place Building to craft a recommendation for the LCOG Board to consider at its September meeting.

**INFORMATION ITEMS**

**7. Springfield Office Building**

**8. Park Place Building Renovation, Moving Plans**

**9. LCOG Board Action on MPO Issue, Reaction of MPC**

**10. Other**

**Remaining 2008 Executive Committee Meetings:**

- **October 9 (Wells Fargo Building)**
- **November 13 (Park Place Building)**