

Meeting Minutes

Meeting Called to Order January 5, 2023, by Katrina Poydack, Interim Chair at 6:05 pm

ATTENDEES

ZOOM ATTENDEES

ABSENTEES

Katrina Poydack	Marcy Sowa	James Gurley
Don Young	Gene Merrill	
Bob Schmidt	Joy McEwen until @6:30	
Patricia Downing		
Janice Denney		
Carol Crawford		
Kevin O'Brien (Staff)		
Arlyse DeLoyola (Staff)		

SCRIBE

Notes were taken by: Arlyse DeLoyola

- **Minutes:** The minutes of the December ,2022 meeting were presented to the council for review.
 - **Bob Schmidt made a motion to approve the minutes as presented.**
 - **Don Young seconded that motion.**
 - **The motion carried without dissent.**

- **Financials:** The Financial Reports for December 2022 and July 1, 2022 – December31, 2022, were presented to the Council for review.
 - **Carol Crawford made a motion to accept the financial reports.**
 - **Patty Downing seconded that motion.**
 - **Discussion was held, and due to the fact that the reports were not available ahead of the meeting for review the motion was stricken.**
 - **Gene Merrill made a motion to table the financial reports to the February Meeting**
 - **Carol Crawford seconded the motion**
 - **The motion passed without dissent.**

OLD BUSINESS

- **Strategic Planning Update**
 Patty Downing presented a written report of the progress made by the Transition team of Gene Merrill, Patty Downing, Katrina Poydack, Kevin O'Brien and John Bellville. Kevin is working on the Ford family Foundation. grant currently. The facilitator will create a work plan for structural work and service work for the next few years. Gene suggested creating a Google Doc so that members could review and make suggestions as needed. Marcy asked about how we will know when we have completed the process.

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- **Payroll Services Update**

- Arlyse reported that the first pay-period in the ASO system is in process. So far the transition has been smooth. Cardinal has assigned a team leader and he has been in contact with her to assure everything is completed on time. Workers Compensation insurance has been secured and a BIN has been received from the State of Oregon.

NEW BUSINESS

- **Cost of Living Adjustment Review**

- As suggested at the June meeting, it is now time for the budget committee to meet and review salaries and cost of living. The meeting was set for Monday, January 23 at 10:00am in the office. Arlyse will contact Bob Webb.

- **Health Insurance changes:**

- Arlyse and Kevin explained that Kevin's health insurance cost with our provider were increasing significantly this year. An option to have Kevin search out his own plan on the Marketplace was determined to be best for the organization and Kevin as well. Arlyse asked if the board would consider giving Kevin an annual bonus instead of providing "group" coverage. This option would be about half the cost of what was paid last year.
- **Patty Downing made a motion to grant Kevin O'Brien a \$3600 bonus in lieu of health coverage.**
- **The motion was seconded by Bob Schmidt**
- **The motion passed without dissent.**

- **Internal Controls Committee**

- Kevin stated that he thought we needed a committee to review policies and procedures as part of the transition. He asked for volunteers to serve.
- **A motion was made by Patty Downing to form an Internal Controls Committee including Janice Denney, herself, Katrina Poydack and Kevin O'Brien**
- **The motion was seconded by Bob Schmidt**
- **The motion passed without dissent.**
- Kevin will gather the documents for review.

- **Appointment of a new "check the checks" person**

- Katrina is needed to become a check signer, so a new "Check the Checks" person will be necessary for reviewing the Council's monthly bank statements. Patty Downing volunteered to do this job.
- **A motion was made by Janice Denney to make Patty Downing the 'Check the Checks' person for the Council**
- **Bob Schmidt seconded the motion.**
- **The motion passed without dissent.**

- **Bank Signatories**

- **A motion was made by Marcy Sowa to assign to following Council members as signatories on the Umpqua Bank accounts: Marcy Sowa, Jim Gurley, Carol Crawford, Don Young, Katrina Poydack, Gene Merrill, Joy McEwen, and Janice Denney and remove the following associate members as signers: Robert Webb, Bill Reid and Rhett Nelsen.**
- **Janice Denney seconded the motion**
- **The motion passed without dissent.**

A representative from Umpqua bank plans to attend the February meeting to collect the signature forms. All signers should be present and prepared for this. Arlyse will email the forms to those who attended this meeting via ZOOM.

CONTINUING

- **Staff and partnering agency reports were presented to the board:**
 - Kevin reviewed his report.
 - He noted that he did not get the Crooks Creek grant application completed in time and will be looking to other sources of funding.
 - Dasher Meadow final monitoring visit is completed and reports will be going in.
 - The Ford Foundation Grant is being written now.
 - He will be working with the Basin Team on some of the ideas that were presented at the December SWCD meeting by Randy White.
 - Arlyse reviewed her report emphasizing that the Council received a payroll tax refund recently that was an excellent boost to the unrestricted fund.
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NEXT MEETING

The next meeting is to be held at 6:00 pm on February 2, 2023 at the office and via ZOOM. Details will be in your packets.

ADJOURNMENT

Meeting Adjourned by Katrina Poydack, Interim Chair, at 7:45 PM.

APPROVED MINUTES: KS Poydack

DATE: 3-13-23

