



**Executive Committee Meeting  
Wednesday, December 4, 2019  
4:00 P.M.**

MCEDD Office

515 East Second Street, The Dalles , OR

**AGENDA**

| <b><u>Topic</u></b>   | <b><u>Time</u></b> | <b><u>Item</u></b> |
|---|--------------------|--------------------|
| Call to Order, Introductions  |                    |                    |
| Executive Committee Minutes<br><i>November 6, 2019</i>  | 5 minutes          | Approval           |
| Longevity Credit  | 5 minutes          | Approval           |
| Harassment Policy   | 5 minutes          | Recommendation     |
| Executive Director Report<br><i>Staffing<br/>Organizational Structure Review</i>                | 30 minutes         | Discuss/Recommend  |
| Facilities- Bus Barn Status   | 5 minutes          | Information        |
| <b><i>Executive Session per ORS 192.660 (h) (litigation)<br/>Regular Session Reconvened</i></b> |                    |                    |
| Actions   | 5 minutes          | Decision/Recommend |
| Preparation for Full Board Meeting  | 10 minutes         | Discussion         |
| Other New Business/ Updates from Committee Members  |                    |                    |

The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services or assistance, please contact MCEDD at 541-296-2266 (TTY 711) at least 48 hours before the meeting.

MCEDD is an equal opportunity lender, employer and provider.

MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, NOVEMBER 6, 2019  
4:00 PM  
MCEDD OFFICE  
515 East Second Street, The Dalles, OR 97058

**ATTENDANCE**

*Attending:* Eric Proffitt, Dana Peck, Steve Kramer, Bill Schmitt, Bob Hamlin, Joe Dabulskis

*Staff:* Amanda Hoey (Executive Director), Jessica Metta (Deputy Director), Siri Olson (Finance and Operations Manager), Lauren Hernandez (Office Administrator)

**CALL TO ORDER**

Bill Schmitt called the meeting to order at 4:00 p.m. A quorum was present.

**EXECUTIVE COMMITTEE MINUTES**

**Eric Proffitt motioned to approve** the September 4, 2019 Executive Committee meeting minutes as presented. Dana Peck seconded the motion. Motion carried unanimously.

**FINANCIAL REPORT**

Siri Olson presented the financials ending September 30, 2019. Total Cash balance as of 09/30/2019 is \$4,382,972.73. Accrued Loan Interest is \$9,100 less than at this time last year, mostly due to not recognizing accrued interest for loans in litigation. Loans Receivable continues to decrease due to principal payments received. Long Term Liability balances are paid down \$102,919.64 since this time last year. Current Net Position is \$11,593,395.70.

Joe Dabulskis joined the meeting.

Siri reported MCEDD should receive the first draft of the audit for FY19 from the auditors shortly. Once the report is received and approved, the carry-forward balance will be booked. On the Operations vs. Actual report, Siri noted Revenue and State Revenue appear to be lagging behind as compared to the quarterly budget. This is due to the timing of quarterly reporting requirements for Transportation Operations and timing of when revenue is actually received. Contract Reimbursement is aligned with the budget for this quarter. Travel & Conference increased substantially in September due to increased staff attendance at fall conferences. Professional Services is well below budget but will increase due to audit expenses and remaining contractual expenses from the Economic Resiliency project. Capital Purchase continues to remain low due to the timing of the bus barn construction and the purchase of the new vehicle. Siri stated expenses for the remodel of the Transit Center will begin to show on the financials.

**Dana Peck motioned to accept** the financial report as presented. Eric Proffitt seconded the motion. Motion carried unanimously.

**PERSONNEL POLICY – SECTION 125**

Amanda Hoey explained that during the budget process, the MCEDD Board approves salary and benefit options for staff. The budget approval for FY20 included the option for staff to participate in a Premium only Section 125 Plan, effective January 1, 2020. Amanda recommended the Executive Committee provide recommendation to the Board to revise the personnel policy to include this benefit.

**Steve Kramer motioned to recommend** to the MCEDD Board revision of Section 6.3 of the MCEDD personnel policy, effective January 1, 2020, to accommodate the Section 125 Premium Only plan. Eric Proffitt seconded the motion. Motion carried unanimously.

### **FACILITIES STATUS:**

Amanda Hoey explained Bob Hamlin has been acting as liaison for the MCEDD Board in matters regarding the Transit Center remodel. Amanda reported the structural review passed inspection and electrical work is mostly complete. Revisions to the HVAC system were made in the contract with Oregon Finish Carpentry, and those modifications reduced the final contract amount to approximately \$76,000. It is possible the project could be complete before the December 20<sup>th</sup> deadline. Amanda noted that the higher amount for the remodel was not included in the FY20 budget, but depending on the timing of the construction of the bus barn, a supplemental budget may not be needed.

*Discussion: Bob Hamlin asked if MCEDD is looking at additional furnishings for the Transit Center. Amanda explained some onsite at the Transit Center will be reused, and a few of the desks in good condition at the MCEDD office will be moved. Some offices may require new furnishings to ensure the furniture fits the space. MCEDD staff is working on rehoming items that can be reused by other entities. Bob asked if there will be MCEDD signage at the Transit Center. Amanda stated staff is working with the company who previously installed the Gorge TransLink sign to install a larger MCEDD sign on the front of the building. Eric Proffitt asked if MCEDD needs a permit to install the new sign. Staff will contact the City to confirm.*

### **SYMPOSIUM DEBRIEF**

Amanda Hoey asked the Executive Committee for feedback on the 2019 Economic Symposium, noting the next Symposium will be November 6, 2020.

*Discussion: Bill Schmitt stated the keynote speaker from NW Natural was exceptional. Eric Proffitt stated the facilities worked well for networking. He observed the audience's engagement with the economists' presentations and suggested the speakers cover a more condensed, regional approach as opposed to breaking out each individual county. Dana Peck noted the panel discussion was very effective and relevant. Amanda stated there may be an opportunity to bring in state-level economists to provide a different perspective. The Executive Committee expressed the need for speakers to stay on topic. Amanda will work with future facilitators to ensure discussion is kept on a relevant track. She noted a survey will be distributed to all attendees, and results will be presented at the December Board meeting.*

### **DEPUTY DIRECTOR REPORT**

Jessica Metta reviewed highlights from the past month, including:

- The LINK is offering new services, including a Celilo-Lone Pine-The Dalles shuttle on Fridays and a South County Shuttle on Tuesdays. Discussion is being held about adding five hours of service on Saturdays.
- Staff is reviewing the draft contract received from GridWorks for non-emergency medical transportation brokerage services. There are still many questions to be answered before moving forward.
- Kathy Fitzpatrick will be working with Wasco County and Sherman County to update their Coordinated Transportation Plans.

- Staff met with ODOT to work on the scope and schedule for the Gorge Regional Transit Strategy. This phase of work will focus on strengthening partnerships, creating a regional vision document, and completing related foundational assessments.
- Kathy Fitzpatrick attended the Oregon Public Transportation Conference. While there, she received an award from the Transportation Options group for the Everybody Rides Campaign.

### **EXECUTIVE DIRECTOR REPORT**

Amanda Hoey reviewed highlights from the past month, including:

- The Loan Administration Board met to discuss an opportunity to partner with another district for a new Revolving Loan Fund through USDA. Amanda recommended the LAB not pursue these funds at this time, as there will be alternate options coming up in the near future that do not have the debt finance requirements to them.
- There has been good progress on the request for investment board funding of \$2 million. Language has been included in the agriculture appropriation bill that the Senate passed. The bill will move to the House and Senate to reconcile language on that piece. If the request moves forward, MCEDD will make an application for the final grant.
- The request to de-federalize the EDA Revolving Loan Funds, a resource MCEDD first accessed in the 1980's, may have a potential pathway. MCEDD is still required to report on these funds, and the administrative burden is extensive.
- Amanda attended the NADO annual training conference and participated on the board. The Assistant Secretary of Commerce for Economic Development provided remarks. Amanda noted the EDA is not up for elimination in the current budget process. The region is short EDA staff in Seattle. An EDA project manager may be in the region to review projects in the new few months.
- This year's audit is complete. MCEDD released an RFP for auditing services, which is done every four years.
- Community Bank will sponsor MCEDD for the Gorge Giving Guide. This resource will help promote MCEDD and its programs.

### **OTHER NEW BUSINESS**

Dana Peck reported the City of Goldendale, Klickitat County, and local providers met to discuss the need for childcare, the difficulties of meeting that need, and how lack of childcare makes it difficult to recruit a workforce.

Eric Proffitt noted a business change, requiring discussion in Executive Session.

### **EXECUTIVE SESSION**

Per ORS 192.660 (f) Exempt Documents, the MCEDD Executive Board moved into Executive Session at 4:43 p.m.

Regular session reconvened at 4:45 p.m.

### **ADJOURN**

Meeting adjourned at 4:46 p.m.

*Respectfully submitted,  
Lauren Hernandez, Office Administrator*

## MEMORANDUM

**Date: December 2, 2019**  
**To: MCEDD Executive Committee**  
**From: Amanda Hoey, Executive Director**  
**Re: Insurance Longevity Credit**

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### **Overview**

Annually MCEDD staff reviews our insurance coverage with our agent (Jon Davies of Columbia River Insurance) and the coverage we have through Special Districts Insurance Services. As part of that review we have an agreement that, if signed, allows us to receive a \$828 longevity credit with the agreement that the District will continue participation in the Trust from January 1, 2020 to December 31, 2021. As a matter of procedure, I would like to have the Executive Committee's approval for the "Longevity Credit and Rate Lock Agreement" given that this includes multiple fiscal years. There are financial advantages to us signing the agreement and few disadvantages. The agreement gives the Association leverage with their reinsurance program. Attached are the longevity credit statement and a summary of the coverage provided through Special Districts Insurance Services.

### **Recommendation**

I recommend that the Executive Committee approve signing the attached longevity credit document and remaining a participant with the Special Districts Insurance Services Property and Liability Program from January 1, 2020 to December 31, 2021.

## Memorandum

**Date:** December 2, 2019  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Prevention of Workplace Discrimination, Harassment and Retaliation Policy

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### Request

Review and recommend adoption of the MCEDD “Prevention of workplace discrimination, harassment, and retaliation policy.” Recommend revising the personnel policies to reference the new discrimination, harassment and retaliation policy.

### Overview

The Oregon legislature passed Senate Bill 479 in 2019 requiring the establishment or adoption of a written policy to prevent workplace harassment, discrimination and retaliation. While MCEDD has written policies to this effect, the Senate Bill included rather specific policy provisions and some of those are lacking in the personnel policies. Further, the policy must cover not only employees, but also elected officials, board or commission members, volunteers, interns and any other person MCEDD interacts with in the course of accomplishing the work of the organization. This broad coverage requires us to separate the policy from our personnel policies. The legislation takes effect on January 1, 2020 and MCEDD must have a policy in place by that date to meet all the requirements.

### Policy Revisions

#### **Prevention of Workplace Discrimination, Harassment and Retaliation Policy**

The Special Districts Association of Oregon worked with HR Answers, Inc to develop a template policy. The template is offered to MCEDD without charge as part of our relationship with SDAO. **Note: items highlighted in yellow** are required by SB 479. The template is updated with MCEDD specific recommendation and attached for Executive Committee review and recommendation to the full board of directors for adoption.

### **Personnel Policy**

Included in sections of our personnel policy are the following:

- Section 1.6 on Equal Employment Opportunity. Recommend retention. The template Prevention of Workplace Discrimination, Harassment and Retaliation policy EEO statement was updated to mirror the personnel policy
- Section 1.8 on Retaliation. Recommend retention and further reference to the Prevention of Workplace Discrimination, Harassment and Retaliation policy
- Section 1.9 on Harassment. Recommend removal and reference to the Prevention of Workplace Discrimination, Harassment and Retaliation policy in this section.

# **Prevention of Workplace Discrimination, Harassment and Retaliation Policy**

*Adopted:* \_\_\_\_\_

*Mid-Columbia Economic Development District (MCEDD)* is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, MCEDD expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related events, or any activity coordinated by or through the organization. This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person MCEDD interacts with in the course of accomplishing the work of the organization.

MCEDD has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. MCEDD will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

**Discrimination, harassment and retaliation are not acceptable.**

Any employee who has questions or concerns about these policies should talk with the Finance and Operations Manager or the Executive Director.

## **EQUAL EMPLOYMENT OPPORTUNITY**

MCEDD is an equal employment opportunity employer. The District employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's age, color, gender, marital status, medical condition, military status, national origin, pregnancy, physical handicap or disability, race, religion, sexual orientation or any characteristic protected by law.

## **RETALIATION**

MCEDD encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of MCEDD to promptly and thoroughly investigate such reports. MCEDD prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## **SEXUAL HARASSMENT**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably

interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Oregon Law provides further protection from sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

## **HARASSMENT**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes labels, insults or negative stereotyping; threatening, intimidating or hostile acts; demeaning jokes; and written or graphic material that belittles or shows hostility or dislike toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION**

MCEDD encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Executive Director or the Board Chair. See the complaint procedure described below.

In addition, MCEDD encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. MCEDD recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.



Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. Employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Finance and Operations Director

### **INTERNAL COMPLAINT PROCEDURE**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Executive Director. In the event the complaint involves the Executive Director, the individual should discuss with the Board Chair. MCEDD encourages employees to document the event(s), associated date(s), and potential witnesses.

MCEDD encourages the prompt reporting of complaints or concerns so that quick and helpful action can be taken before relationships become irreparably broken. Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. MCEDD encourages employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

MCEDD will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or corrective action such as [Identify potential options: warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination] as MCEDD believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

### **EXTERNAL COMPLAINT PROCEDURES**

MCEDD encourages employees to bring their concerns and complaints to the organization, and understand that, at times, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:  
[https://www.oregon.gov/boli/CRD/Pages/C\\_Crcompl.aspx](https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx)
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

### **EMPLOYMENT AGREEMENTS**

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

### **ADDITIONAL EMPLOYEE SUPPORT SERVICES**

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance: Employee Assistance Services. Contact the Finance and Operations Director for detail on the current service provider.

## Memorandum

**Date:** December 3, 2019  
**To:** MCEDD Executive Committee  
**From:** Amanda Hoey, Executive Director  
**Re:** Organizational Chart and Staffing Support

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### Request

Review the proposed organizational chart modifications and recommend approval or denial. Identify additional staffing support options.

### Organizational Chart

MCEDD significantly changed its organizational structure when it created a Deputy Director position. This position allowed for the expansion of the Executive Director's capacity and the acquisition and incorporation of the Link public transportation. With additional changes upcoming/anticipated, I propose a further organizational structure modification to increase the Executive Director's capacity to successfully serve the vital functions of the position.

See the attached current organizational structure and proposed new organizational structure.

**Recommendation:** Modify the organizational structure to incorporate a lead for the Project Management division. The 'Senior Project Manager' would have direct reports from the project management team, thereby alleviating the number of direct reports to the Executive Director and building greater organizational stability. The primary consideration in this action is the additional cost involved to compensate the Senior Project Manager for the additional responsibilities. An updated job description would be prepared.

**Alternate Option:** Do not change the organizational structure.

### Staffing Support

Additional supports are necessary due to new staff in positions, audit findings and general capacity. Options include:

- Finance Division support. Both of the following are recommended:
  - Contract with a CPA firm to work with the Finance and Operations Manager. The scope of this work would be targeted at addressing two audit findings and increasing capacity. Next step: Clarify scope. Identify firms and cost.
  - Training. Siri has outlined a number of options she is interested to pursue. Next step: Pursue The Ford Family Foundation grant to support training expenses.
- Business Assistance Division support. Both of the following are recommended:
  - Engage the MCEDD attorney for additional hours to complete loan closing documents, participate in certain Loan Board meetings and provide more direct assistance in loan delinquency stages (currently engaged at default stage). Next step: Verify availability of Vic Vankoten for the additional capacity. It will have a significant cost.
  - Identify internal and external coaching/mentor for business assistance staff. Explore contracting out some of the business assistance division work, if needed.

- General support. All three of the following are recommended:
  - Put some contracts on hold (eg community strategic planning)
  - Contract for regular IT monthly service with eggKrate Consulting, if available. If unavailable, execute an agreement with Radcomp. IT support is currently largely being performed by the Executive Director, with eggKrate on call. The on-call support was limited (1-3 hours per year) and primarily in relation to ensure our server backups and security were functioning appropriately. MCEDD paid \$131.25 in 2018, \$187.50 in 2017 and \$180 in 2016 for the service. Without the Executive Director providing direct support, the cost is estimated between \$4,500 to \$11,000.
  - Outreach through the Economic Development District network to identify Executive Directors willing to participate as advisors and be available for questions on elements pertaining to the District operations and relationship to our federal partners.



