



Special Meeting - MINUTES Tuesday, July 14, 2020 Meeting via Zoom

Set Date, Time and Place

July 14, 2020 from 10-11 a.m.

Online Zoom – Due to COVID meeting restrictions

Zoom Meeting:

<https://zoom.us/j/97499200354>

Meeting ID: 974 9920 0354

1. Jefferson County called the meeting to order at 10:03 a.m.
President, Brandie McNamee with Jefferson County
2. Roll Call (highlighted were present):

Baker

Benton

Clackamas

Clatsop

Columbia

Coos

Crook

Curry

Deschutes

Douglas

Gilliam

Grant

Harney

Hood River

Jackson

Josephine

Jefferson

Klamath

Lake

Lane

Lincoln

Linn

Malheur

Marion

Morrow

Multnomah

Polk

Sherman

Tillamook

Umatilla

Union

Wallowa

Wasco

Washington

Wheeler

Yamhill

3. Approval of minutes from fall conference September 2019

Motion made by Benton County - Move to approve minutes from the fall conference in September 2019.

Motion seconded by Marion County.

No discussion.

Motion Passed by unanimous vote.

4. Approval of minutes from special meeting May 2020

Motion made by Benton County - Move to approve minutes from the special meeting in May 2020.

Motion seconded by Marion County.

No discussion.

Motion Passed by unanimous vote.

5. Discussion and approval of changes to Bylaws

The following significant changes were included:

- Article IV, Section 2 – Formalizes the role of “Custodian”
- Article V, Section 1 – Allows for elections to be held virtually
- Article VI, Section 1 – Allows additional flexibility for the conference date, removes the requirement for it to begin on the third Monday
- Article VI, Section 4 – Allows the President to hold virtual conference or special meetings
- Article VII, Section 1 – Allows for parliamentary procedures to be conducted at a conference or special meeting, in person or virtually
- Article VIII, Section 1 – Allows amendments to be held at annual conference or special meeting and the ability to send out documents electronically

Motion made by Yamhill County - Move to approve changes to Bylaws, including any additional formatting and insignificant clean up items required.

Motion seconded by Coos County.

After review of proposed changes, no further discussion.

Motion Passed by unanimous vote.

6. Discussion and approval of changes to Policies and Procedures

The following significant changes were included (page numbers are references in the red-lined version):

- Page 4 - Update language to allow for in person or virtual conferences and special meetings
- Page 5-6 – Allows for flexibility of conference date to mirror bylaws, updated procedures
- Page 11 – Added the Webpage responsibilities to the Vice President
- Page 13 – Updated procedures and specified role of Custodian
- Page 14 – Allows for electronic posting of minutes and includes reference to special meetings. Dues and registrations should be paid via website.
- Page 21 – Allows flexibility for when to report the results of the audit if a spring conference is not held
- Page 35 – Renames this role to Custodian and updates procedures
- Page 41 – Moved to Vice President
- Page 45 – Removed
- Page 48 – Removed, this has not been practiced
- Page 52 – Allows for amendments to Policies and Procedures to be approved by the Executive Board (Bylaws still require vote of members)

Motion made by Benton County - Move to approve changes to Policies and Procedures, including any additional formatting and insignificant clean up items required.

Motion seconded by Morrow County.

After review of proposed changes, discussion focused on removal of No-Show Meals section. Marion County reminded the group of the history behind this section being added. At one time a number of counties decided not to attend a meal and instead held a separate activity. Yamhill County stated we don't currently practice this policy and we should address this elsewhere. Lane County suggested during registration and through reminders to ask counties to let us know in advance when they wouldn't be at a meal so we could have a good count for the caterers.

Motion Passed by unanimous vote.

7. Follow Up Actions

Lane County will post revised Bylaws, Policies and Procedures, and approved minutes on the website.

New Business

8. Changes to Website

Lane County informed the membership that the website had been updated with all known changes at this time. If there are other items needing updated, please contact Lane County (Robert Tintle).

9. CARES Act Coronavirus Relief Funds (CRF) Discussion

Lane County provided an update on the status of State reimbursement requests for CRF expenditures and asked if other counties were considering using FEMA funds.

Benton County completed the necessary steps with FEMA just in case CRF doesn't cover all the costs.

Marion County will subject what they receive in CRF funding from FEMA.

Yamhill County stated there were discussions with FEMA but wasn't aware of how much was remaining.

Clackamas County shared comments regarding a letter their Board sent to the governor regarding their struggle under the state's unnecessary reimbursement model, which is increasingly burdensome when tethered to a region where other counties have no restrictions on their use of CARES Act funding and are already in possession of the funds.

Jefferson County is expecting to max out the CRF funds. Reimbursement funding was funneled back to economic development.

10. HB 5030 – Lottery Revenue

Jefferson County shared a letter from the State regarding the cancellation of Oregon Lottery funded grants that are not available due to a lack of revenue coming in.

Lane County shared that they had received a letter from the State regarding a 50% decrease in lottery revenue from the State-shared allocation.

11. Retainage/Escrow Implementation

Clackamas County stated they have set up an escrow account with US Bank.

Coos County stated that they have set up an escrow account with Umpqua Bank.

12. The meeting adjourned 10:44 a.m.

Minutes respectfully submitted by Robert Tintle, Lane County, OACTFO Secretary-Treasurer