

OCDD Executive Committee:

Date: Monday, 1/9/23

Time: 2pm – 3pm

Attendees: Daniel Alrick, Eddie Plourde, Rosa Belem Ochoa, Mak Beatty, Lindsay Stephens, Leslie Sutton, Sara Kliewer, Madai - Interpreter

Executive Committee Membership Update:

- Mak shared that today (1/9/23) is the last Executive Committee Meeting he will attend; he is stepping back from the Executive Committee but will remain a Council Member.
- Daniel, Eddie, Lindsay, and Leslie all thanked Mak for his time, energy, and support to the Executive Committee, and reinforced that he is welcome to reach out any time for support.
- Eddie asked about his Oath of Office. Leslie will email it to him, Eddie will print, sign, get it notarized, and send it in.

Council as part of Department of Human Services (ODHS)

- Leslie shared information about her and Sara's interactions with ODHS offices
- Contracts:
 - o For example, if Council approves a contract to do a project for \$5,000: Leslie's next step is to connect with the ODHS Office of Contracts and Procurement (OC&P) and tell them the Council wants to spend \$5,000 on a project. OC&P then tells Leslie if she needs to do one of the following:
 - Market Research: Look at different organizations and research cost;
 - Direct award: if it meets certain requirements, can select a contractor
 - Bidding Process: Ask different people to put in bids/proposals about the work/costs, or
 - Request for Proposal: OC&P directs and supports if this process is needed.
 - o Next step is selecting a contractor. OC&P supports Leslie to select a contractor, then OC&P writes the contract. Leslie's role is to take the Council's request to OC&P. Since the Council operates within state government, OC&P makes sure we're following all state procedures.
- Stipends:

- When Leslie receives an invoice, she reviews it and approves, then sends the stipend invoices to the ODHS Accounting Office to “cut the check.” The timeline of the payment process is up to ODHS Accounting.
- Positions: Council and Staff
 - There have been questions about Council staffing increases, especially around process and timeframes. It is a long process to get new positions. Leslie has to get authority to get a position for the Council from ODHS. First, Leslie sends the position description to the ODHS Classifications Unit. They look at the job description, then they tell Leslie what type of position it is and what their salary will be. This office is about a year behind in work. Once approved, then budget has to sign off that the Council can afford the position moving forward, then ODHS Director’s Office has to review the position, as well as speak to the budget and classifications offices – then the Director’s Office has to approve it.
- Eddie asked if PIP is coming back and who might run this. Leslie confirmed, the Council has funding committed from ODDS to do a Partners in Policymaking class. However, within ODDS, there are delays in the contracting unit. We are waiting on them to write the contract to get the money. Leslie stated we can start looking at what an RFP (Request for Proposal) or 3-bid process would look like, but the decision on the process is up to OC&P. We also need to wait for the funding, before we can sign a contract. Leslie stated she could think of three to four groups who may be interested in doing this work.
- Budget Office process:
 - Midway through the month, the ODHS Budget Office sends Leslie and Sara an updated Council budget. It is reviewed by staff for spending, accuracy, categories, etc. Then this is shared with the Council.
 - Eddie asked if we could do an ad-hoc budget committee. Leslie said this has been done in the past, to make sure the budget is broken down into specific categories. The Executive Committee reviews the budget in detail. Leslie and Eddie agreed it would be nice to see a better format in the budget. This is on Sara’s to-do list to review and update the budget format.
- Eddie asked if we did the contract for Project Management. Leslie shared that the National Leadership Consortium sent in market research for Project Management, and the next step is OC&P is doing a bidding process (National Consortium is welcome to bid). The request has been sent to OC&P and they will be able to review it next week. Leslie reminded that due to state timelines to select a contractor and then draft and sign the contract, we are still a couple months away from securing a Project Manager.

Governor Kotek updates:

- Eddie recommended the Council connects with Governor Kotek’s office to talk about appointments, processes, and ease of access.

- Leslie shared that Governor Kotek was sworn in 1/9/23. Within the Governor's office, we interact with:
 - o Human Services: This is where we do our policy work. As of now, Gov. Kotek has not yet appointed her Human Services Advisor
 - o Membership Unit: This is the part that supports us with getting new members, going through the application process, etc. We're a few months away from having this staff in Gov. Kotek's administration. In past administrations, any Council member who has a term ending can stay on the Council until the new Governor's Membership Unit staff is up and running.

Technical Assistance for the Review of the Executive Director:

- Leslie shared she has talked with a National Technical Assistance provider and asked when the committee would like them to join the meeting to start providing support.
- Eddie asked if they would be able to join the 23rd. Leslie will request them to join when they're able and if not, will then request February 6th.
 - o Leslie clarified the assistance is about the process and developing how to get feedback to do the Executive Director Reviews (not the evaluation itself).
- Eddie asked if they can assist with the actual evaluation this year, Leslie confirmed.
- Leslie acknowledged this has not been done in several years, asked the Council give each other some grace and space for learning about the process.

Coaching and Support for Council Staff:

- Leslie has received a proposal from Alanna Hein; she can support the Council in building relationships, working on communication and strength within the Council, and can provide executive coaching to Leslie.
- Eddie asked about the funding source for this contractor. Leslie shared the budget overview:
 - o Cost ranges from \$5,625 to \$9,900 total
 - o Funding source: rollover from Personnel (\$11,992 is available)
 - o If we stay under \$10,000 total, we can do a direct award (and we do not have to get bids).
- Eddie motions to do a contract to get coaching and support. Daniel seconds the motion.
- *VOTE:*
 - o Approve: 5
 - o Disagree: 0
- Motion is approved

- Eddie shared he was voted into the planning commission for the City of Hillsboro – congrats Eddie!

Council Member Training meeting: Did not have time for this agenda item.

Meeting Adjourned 3pm