

## Policy and Procedures Committee Minutes

Date: Wednesday, March 13, 2024

Time: 1:27 pm

**Members:** Jessica Epley, Alba Vogland, Dale Bromaghin

**Non-Voting Members:** KC Chumachenko, Robbie West, Jaimie Lemke, Lee Tumminello, Josh Thomas, Kitty O'Keefe, and Micah Brown

**Guests:** none

### 1. Announcements and Introductions

- a. Announcements, Roll Call/Guest sign-in, Declaration of Quorum
- b. Motion to approve Meeting Minutes from November 8, 2023 by Alba and 2<sup>nd</sup> by Jessica. Kitty to post approved minutes.
- c. Comments from the Chair: Jessica Epley

### 2. Old Business

- a. Amend chapter on Leadership and Function to create a policy for referral of business to and between committees via delegation of authority as explained in Issue Summary **#23-09-0035b**.

**RECOMMENDATION** - Add the following to Policy and Procedures Manual, Section 1.4, after the fourth paragraph:

New concepts for consideration by committees will be submitted via a concept submission form or an issue summary from staff. The Board of Directors will vote to refer or assign new or existing concept submission forms or issue summaries to standing and ad hoc committees.

In an emergency or when urgent attention is warranted, the Board Chairperson or Executive Director shall have the discretion to call a special meeting of the board.

At all times, the Board Chairperson and/or Executive Director have the delegated authority to refer items between committees. As an example, a policy with budgetary implications could be heard by the Policy and Procedures Committee and referred to the Budget, Audit and Tariff Committee before going back to the full Board for review and approval.

#### **COMMITTEE ACTION:**

- i. Jessica explained delegation of authority through this process to members and keep important actions moving.
  - ii. Jessica entertained a motion to recommend adoption of language to Section 1.4. as stated on agenda. Motion by Alba and 2<sup>nd</sup> by Dale. Josh commented this has gone to DOJ. Motion passed.
- b. Create annual process by which the board will review the Service Tariff Rate on an annual basis for adjustment that is based upon the Consumer Price Index for All Urban Consumers (CPI-U) as explained in Issue Summary **#24.01.0038a**.

**RECOMMENDATION** – Add the following to the Policy and Procedures Manual under revenue (section TBD):

Unless otherwise decided by the board, the Service Tariff base rate will be revised annually. Beginning each July, the Board will increase the rate by the greater of two and a half percent (2.5%) or the actual percentage of increase in the consumer price index (CPI) up to five percent (5%) for the subsequent calendar year. The CPI is found on the Bureau of Labor and Statistics website, listed under All Urban Consumers (CPI-U), and it is the same calculation used for the notification center contract.

**COMMITTEE ACTION:**

- i. Jessica asked if committee has time to review language presented? Yes
  - ii. Jessica entertained a motion to add language under revenue (section tbd) as captured in Issue Summary #24.01.0038a. Motion by Alba and 2<sup>nd</sup> by Jessica. Motion passed.
- c. Update amounts for clothing allowance and clarifying language in manual section 1.2.3, approved at the February meeting (vote record 2-25-24-05)

**APPROVED CHANGES** – Amend Policy and Procedures Manual Section, 1.2.3 (changes noted in bold):

Board Members receive an initial clothing allowance of **\$250** to purchase Oregon 811 logo shirts, jackets or hats that can be worn to meetings and events. Members receive a **\$150** annual clothing allowance for each additional year of service to the board. **These amounts do not rollover if left unused in any given year. Special exceptions may be approved by the Board Chairperson and/or Executive Director.**

- i. Jessica entertained a motion to change clothing allowance in Section, 1.2.3. Motion by Dale and 2<sup>nd</sup> by Alba. Motion passed.

3. New Business

- a. Establishing new process for establishing self-certification of exemptions and subsidies

**RECOMMENDATION** - Add the following to the Policy and Procedures Manual under revenue (section TBD):

Annually coinciding with the following year’s budget forecast, the notification center contractor will contact the qualified exempted entities listed under ORS 757.552. These entities must submit a certification by an officer stating that the entity qualifies for the exemption for the following calendar year. Failure to provide a signed certification of exemption will result in removal of exemptions for that entity.

**COMMITTEE ACTION:**

- i. Jessica entertained a motion to recommend approval of addition of the exemption language under revenue (section tbd). Motion by Alba and 2<sup>nd</sup> by Jessica. Motion passed.

- b. Contract review process, pending consideration of Notification Center contract RFP (December 31, 2025 expiration with one-year extension)

**CONSIDERATION** - Following on Board discussion regarding ad hoc contracts committee vs staff roles vs OUNC Board work sessions

**COMMITTEE DISCUSSION:**

- i. Jessica shared our contract with One Call Concepts is our number one charge as we run the call center. OUNC's responsibilities under statute. Staff to provide some of the contract analysis. Board members can have time away from board meetings. Work session concept was discussed.
- ii. Josh shared this is the time to start the conversation to review the contract. He reminded members Nate Rivera has been the Contracts Chair and hopes he can continue with OUNC. Do we take an extension for one year beyond December 31, 2025 or not?
- iii. Jessica reminded members the OUNC can retain an attorney (DOJ) to review contracts.
- iv. Josh noted there was previously a Contracts Committee that was disbanded while the work before that group shifts to staff. Underscored the need to have an open, transparent and fair process.
- v. Jaimie, Alba, and Robbie agreed and felt this is a great solution with so many new members and having work sessions will provide the board a broader understanding of the Call Center contract.
- vi. Josh will report back to the full board during staff reporting on this specific subject.
- vii. No action then from Jessica.

- c. Proposal to combine Policy and Procedures and Oregon Administrative Rules Committees into Governance Committee.

**COMMITTEE DISCUSSION:**

- i. Jessica shared the OAR and Policy & Procedures are governance documents. Our bylaws, administrative procedures, and the P&P manual.
- ii. Suggested putting the two committees together and call it the Governance Committee. This would provide efficiency.
- iii. Feedback from members: all members agreed it would be a good idea to combine these two committees.
- iv. Issue Summary will be created by Josh stating members agree.

4. For the Good of the Order

5. Next Meeting

*Meeting adjourned at 1:55 p.m.*

*Minutes submitted by Kitty O'Keefe*