

OCEAN Regular Board Meeting Minutes

Jan 21, 2021 @ 10:00 am

Zoom Teleconference

[boardmember@oceanconnect.org](mailto:boardmember@oceanconnect.org)



Item #	Time	Board Meeting Agenda Item	Purpose	Presenter	Packet Materials <i>please review</i>
1	10:07 am	Welcome and Call To Order		Baker	
<p>a. Review/approve agenda. <a href="#">There were no changes</a></p> <p>b. Announcements : <a href="#">Marganne Allen ODA is attending to give an update on the district directory</a></p> <p><a href="#">ATTENDANCE: Herb Winters; Kyle Waggoner; Janet Greenup; Cathy McQueeney, Jeremy Baker; Jason Faucera; Kelly Dawes; Scott Susi @ 10:28; Marganne Allen ODA; Daphne Plump @ 10:31</a></p>					
2		Review meeting minutes		Greenup	
<ul style="list-style-type: none"> <li><a href="#">Minutes of 12-19-2020 were unanimously approved with a motion by Waggoner and seconded by Faucera.</a></li> </ul>					
3		Treasurer Report-Dec 2020 Kelly presented a treasurer's report as of 12/31/2021 with balances		Dawes	
<ul style="list-style-type: none"> <li><a href="#">The PayPal balance is \$284.75</a></li> <li><a href="#">The BEO checking balance is \$5064.58</a></li> <li><a href="#">1099s are complete</a></li> <li><a href="#">Corporate tax payment was done</a></li> </ul> <p><a href="#">The treasurer's report was unanimously approved as presented with a motion by Greenup and seconded by McQueeney.</a></p>					
4		CONNECT 2021		Baker	
<p>a. Contract: <a href="#">There was some discussion concerning the wording of the compensation part of the contract with Daphne for the development of the virtual 2021. Connect schedule was reviewed. Daphne was on the call and has no concerns with the agreement. The contract is for \$15,000 for a 3 day conference. If the conference extends to more than 3 consecutive days, there will be an additional \$5,000. A progress report will be provided each month. The agreement was unanimously approved, as amended, with a motion by Jason and seconded by Kelly.</a></p> <p>b. Discuss Format: <a href="#">The 2021 Connect format will be discussed off line with Jeremy, Daphne, Herb and any others who are interested.</a></p> <p>c. New NRCS Agreement for CONNECT: <a href="#">The process with NRCS has been updated. Since the 2020 Connect was not held to do COVID the agreement has been extended to 2021. We currently have a 3 year 60K agreement with NRCS. Jason &amp; Jeremy are working on a 3 year agreement for \$90K to begin in 2022.</a></p>					
5		OCEAN & OACD Directories		Faucera	

# OCEAN Regular Board Meeting Minutes

Jan 21, 2021 @ 10:00 am

Zoom Teleconference

[boardmember@oceanconnect.org](mailto:boardmember@oceanconnect.org)



<ul style="list-style-type: none"> <li>Jason reported on the progress of districts updating the directory. He estimates about 70%. He also gave background on the ODA &amp; OCEAN directories. He also explained the reasoning behind OACD creating a separate SWCD directory from the directory historically held by ODA for elected Directors and OCEAN for District staff. Jason will work with OACD, ODA &amp; OCEAN to ensure the directories are kept up to date. He explained how the directory is set up on the OCEAN Connect site has asked districts to keep their individual pages current with staff, email addresses and phone numbers. He mentioned that a more formal agreement, identifying individual responsibilities will be needed to keep it up to date.</li> <li>Marganne appreciates the discussion and is interested in meeting with the partners concerning directories and agreements. She also responded to the statement that directors are leary of having their personal information published. As elected officials director information cannot be excepted from public information requests. ODA is working on removing directors personal information from their site and inserting district contact information. Jason requested that ODA not remove any information from the OCEAN website. She is also in favor of official agreements between parties.</li> </ul>					
6		<b>NRCS Training Grant Update</b>			6c.OCEAN Deliverables Contractor v1 6d.Admin Asst Description Jan.2021
<ul style="list-style-type: none"> <li>Kick off Mtg w/NRCS. Jason Jeans, Chris Martin, Jim Webster, Jeremy, Jason, Herb met to discuss the deliverables in the grant. OCEAN will work with NRCS to further understand the agreement. Jason discussed the need to show contracted services in order to meet the requirements.</li> <li>Next steps. Kelly said the first date for a performance report the end of April. It might be possible to have an employee with Gilliam SWCD to be a contract manager. A contract template will be developed.</li> <li>Finalize/approve updated DC (deliverables contractor) and AA (Administrative Assistant) position descriptions. The descriptions were included with the agenda. A motion was unanimously approved with a motion by Cathy &amp; seconded by Kyle. Discussion-Jason stated that this process does not satisfy OCEANS desire for an Executive Coordinator. It's not a clear path, but hopefully get us there.</li> <li>Administrative Assistant discussion. It was questioned whether a 4 year degree should be required. The interview will probably decide the selection. Jeremy asked if there should be something about this position having growth potential. The AA position description was approved as amended with a motion by Cathy &amp; seconded by Kelly.</li> </ul>					
7	11:10	<b>Diversity Equity &amp; Inclusion Training</b>	Info	McQueeney	
<ul style="list-style-type: none"> <li>Cathy reported that several districts in the state are trying to figure out how to include DEI in programs. Nine districts in the Willamette Valley met in December to discuss this. She suggested having this topic included in the Connect sessions. Jeremy said there will definitely by a session offered. This topic will be included in the February agenda.</li> </ul>					
8	11:20	<b>Review of Action Items &amp; Workloads Updates</b>	Update	Baker	
<ol style="list-style-type: none"> <li>Reach out to DM's across the state to get feedback and direction. - JB – not done</li> <li>Get EC position description and duties out – JB/Kelly-complete</li> <li>New member packet by December - Scott/Jason will work together. Currently no progress.</li> <li>Herb &amp; Jason will work together on a contract template for the NRCS training grant. A draft template will be available for the next OCEAN meeting.</li> <li>Connect needs to happen before August 31 in order to meet NRCS requirements.</li> <li>Outreach for the EC position. Promote outside of Oregon. Cathy will compile a list to add to the already existing promotion.</li> </ol>					
9		<b>The meeting adjourned at 12:16 pm</b>			

Submitted by Janet Greenup

## OCEAN Board Members, Committees and Meeting Dates

# OCEAN Regular Board Meeting Minutes

Jan 21, 2021 @ 10:00 am

Zoom Teleconference

[boardmember@oceanconnect.org](mailto:boardmember@oceanconnect.org)



Board			Term	Committees				
Rep Areas	Members	Officers		Grants & Agreements	Sponsorship	Regional Training Grant	CONNECT	Website
Columbia Plateau	Herb Winters		2022	x		x		
Eastern Oregon	Kyle Waggoner		2021			x		
Eastern At Large - A	Janet Greenup	Secretary	2021					
Eastern At Large- B	<i>Currently unfilled</i>		2022					
Eastern At Large - C	Scott Susi		2021					
Portland/Salem Metro	Jeremy Baker	President	2022	x			x	x
Northwest Oregon	<i>Currently Unfilled</i>		2021					
Southern Oregon	Clint Nichols	Vice President	2022					
Western At Large - A	Cathy McQueeney		2022				x	
Western At Large - B	Jason Faucera		2021	x	x			x
Western At Large - C	Kelly Dawes	Treasurer	2022				x	