

**Approved 3/22/22**

# **Oregon Conservation Education & Assistance Network Special Board Meeting Minutes February 24, 2022**



**PRESENT:** Cynthia Warnock, Clint Nichols, Victoria Fischella, Kelly Dawes, Cathy McQueeney, Herb Winters, Jeremy Baker, Alexandria Scott (Contractor)

**ABSENT:** Janet Greenup, Jason Faucera (Contractor)

**1) CALL TO ORDER** - The President called the meeting to order at 11:37 a.m.

**2) TEMPORARY CONTRACT FOR PROGRAMS CONTRACTOR ROLE** - The board discussed the draft contract for Jason Faucera to act in the Programs Contractor Role to keep the NRCS grant deliverables moving forward until the board can fill this role. The template for this contract was Samantha Bourque's contract but with an adjustment to the start date (after this board meeting) and contract amount (\$68,850). *Cathy McQueeney moved to accept the contract as amended for Jason Faucera to act in the Programs Contractor role until the position is filled, Victoria Fischella seconded. All approved unanimously.* Cynthia will send the approved contract after today's meeting for Jason Faucera to sign. Before the next board meeting, Alexandria Scott will draft an addendum for her contract that says if she completes any tasks under the Programs Contractor Role, she will be paid at the Programs Contractor rate.

**5) RFP FOR PROGRAMS CONTRACTOR ROLE** - Cynthia Warnock took the original RFP for the Programs Contractor Role and made an adjustment to the project schedule and added the new OCEAN logo. Cynthia and Cathy volunteered to be on the review committee for responses to the RFP. *Jeremy Baker made a motion to approve the RFP for the new Programs Contractor Role as amended, Kelly Dawes seconded. All approved unanimously.*

*Clint Nichols made a motion to adjourn the meeting at 12:09 p.m., Cathy McQueeney seconded. All approved unanimously.*

**Meeting Notes Submitted By:** Alexandria Scott, OCEAN Administrative Support Contractor