

**Travel Information Council
Telephonic Meeting
Friday, May 8, 2015**

Council Participating:

Gwenn Baldwin, Chair, 3rd Congressional District
David Lohman, OTC Representative
Ryan Snyder, 1st Congressional District
Kathy Watson, Secretary, 2nd Congressional District

Mike Drennan, 4th Congressional District
Bob Russell, Vice Chair
Ed Washington

Council Absent:

Charlotte Lehan, 5th Congressional District

OTE Staff Participating:

Nancy DeSouza, Executive Director
Jenn Smith, Executive Assistant

Tim Pickett, COO

The meeting was called to order by Chair Baldwin at 1:00 pm.

A) Introductions: Self-introductions were made.

B) Approval of January 22, 2015 & February 6, 2015 minutes: A motion was made and seconded to approve the minutes as presented; the motion passed unanimously.

C) Review and submit for Public Comment Six-month continuing resolution budget: Drennan reviewed the reasons for adopting a six-month continuing resolution budget instead of a full biennial budget at this time because of the uncertainty of OTE's 2015-17 biennial funding. The continuing resolution budget reflects the rest area funding ODOT has provided to OTE for calendar year 2015. It allows the agency time to develop options to respond to possibly changing levels of funding and responsibility for rest areas without adopting a worst-case scenario budget based on decisions that will not be final until a new interagency agreement with ODOT is finalized. It is expected that the Council will complete the process of adopting a full biennial budget before the end of 2015.

Drennan made a motion for Council to post this continuing resolution budget for public comment. Washington seconded; the motion passed unanimously.

D) Other Announcements: DeSouza reported she has continued the process of analyzing the agency's needs and existing positions, which was begun by Troy Costales during his interim leadership. The ongoing analysis is independent of performance history of individuals in given positions and is focused on where various functions best fit in the structure of the agency as it move into the new biennium. The management team is discussing how to best restructure the agency to meet future needs. Some of those changes are yet to be finalized, and some will depend on funding from ODOT.

DeSouza reported that with the set of skills and experience she brings to the agency, and how well the management team is working as a policy group, they determined that a separate position to provide policy and rulemaking support is no longer needed. The Rules and Policy Analyst position currently held by Heather Wyland will be abolished effective July 1, 2015. She noted that she and the management team are still analyzing where the contracting and procurement duties will land, and whether a lower-level position

needs to be created. It is likely they will begin by distributing these responsibilities to current staff, gauging the effects on their workloads, and making a decision when there is a finalized biennial budget. She said the agency thanks Heather for her work and wishes her well in her future endeavors.

DeSouza reported that the scheduled Council retreat will be held on July 15th at Portland State University's University Place Hotel and July 16th with the Transportation Commission in Hillsboro. She thanked Washington for his connections resulting in a discounted rate for sleeping and meeting rooms.

Adjournment: Meeting was adjourned at 1:30 pm.

Respectfully Submitted,

Kathy Watson,
Secretary