



# Full Board Meeting Agenda Packet

**July 21, 2016, 3:00 pm**

Cascades West Center  
1400 Queen Avenue, SE  
2nd Floor, Large Conference Room  
Albany, OR 97322

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*The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.*



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

## **COUNCIL OF GOVERNMENTS FULL BOARD AGENDA**

***An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.***

**PLEASE NOTE:** Please contact Betu Case, [bcase@ocwcog.org](mailto:bcase@ocwcog.org) or by calling 541-924-8408, no later than Noon on Tuesday, July 19<sup>th</sup> to confirm your attendance.

1. **Welcome and Introductions** (Chair Sharon Konopa)  
(3:00 – 3:05 p.m.)

2. **Public Comment**  
(3:05 – 3:10 p.m.)

Floor will be open to the public for comment.

3. **Consent Calendar** (Chair Sharon Konopa)  
(3:10 – 3:15 p.m.)

- a. Approval of the May 19, 2016 Full Board Meeting Minutes (Attachment 1, Page 3).
- b. Approval of Revisions to the Brokerage Advisory Council Bylaws (Attachment 2, Page 7).
- c. Approval of Appointments to the Senior Services Advisory Council (SSAC) and the Disability Services Advisory Council (DSAC) (Attachment 3, Page 12)
- d. OCWCOG Financial Update (Attachment 4, page 13)

**ACTION: Motion to approve Consent Calendar.**

4. **Presentation - Cascades West Economic Development District Resiliency Plan** (Josh Bruce)  
(3:15 – 3:30 p.m.)

Josh Bruce, Director of Oregon Partnership for Disaster Resilience with the University of Oregon will present information on the resiliency planning efforts as part of the Comprehensive Economic Development Strategy.

**ACTION: Information and report only.**

5. **Program Update Question and Answers** (All Program Directors)  
(3:30 – 3:45 p.m.)

Staff will be available to answer any questions from the Board on the program updates (Attachment 5, Page 19 and Attachment 6, Page 21).

**ACTION: Information and report only.**

6. **Information Sharing** *(All Members)*  
(3:45 – 4:15 p.m.)

Representatives from each member jurisdiction can share recent major events and activities with their Board colleagues.

7. **Other Business**  
(4:15 – 4:30 p.m.)

8. **Adjournment**  
(4:30 p.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FULL BOARD OF DIRECTORS AGENDA  
May 19, 2016  
MINUTES**

**MEMBERS:** Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Commissioner Bill Hall, Lincoln County; Mayor Biff Traber, Corvallis; Councilor Bill Elliott, Lebanon; Councilor Ron Thexton, Monroe; Councilor Jim Lepin, Millersburg; Councilor Jeffrey Goodwin, Sweet Home; Councilor Sarah Puls, Harrisburg; Councilor Debbie Nuber, Scio; Councilor Ken Lorensen, Halsey; and Mayor Don Ware, Brownsville.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Senior and Disability Services Director Dave Toler; Ride Line Operations Manager Brenda Mainord; Facilities Maintenance Coordinator Tim Brice; and Network Operations Specialist Troy Grover.

**VIDEO:** Counselor Chester Noreikis, Lincoln City.

**VISITOR:** June Thexton, Guest

The Full Board of Directors meeting was called to order by Mayor Sharon Konopa at 3:04 pm on May 19, 2016 at the Cascades West Center in Albany, Oregon.

**1. Welcome and Introductions**

Introductions of those present were made.

**2. Public Comment**

No public comment.

**3. Consent Calendar**

Motion to approve the Consent Calendar made by Commissioner Bill Hall, seconded by Councilor Bob Elliott. Motion passed unanimously. Items approved were: 1) The March 17, 2016 Full Board Meeting Minutes; 2) Bank Signing Authorization Resolution #16-05-01; 3) Appointments to the Senior Services Advisory Council; 4) Resolution #16-05-02 Certifying the Revolving Loan Fund Plan; 5) Changes to the Loan Program Advisory Committee (LPAC); 6) Revisions to the Adopted FY2016-2017 Member Dues; and, 7) Senior Meals Food Service Contract Increases with Bateman Senior Meals.

**4. Presentation of Draft FY2016-2017 Work Program and Budget**

Executive Director Fred Abousleman and Finance Director Sue Forty presented the *FY2016-2017 Work Program & Budget* to the Board. The document has been reformatted to include better information and to provide a clarified budget. Budget Chair Bill Hall reported that the OCWCOG Budget Committee reviewed the *Budget* and is recommending adoption by the Board.

Finance Director Forty said the *Budget* document has been improved to include revenue and expense charts and detailed revenue and expenditures by funding sources for each program.

Finance Director Forty referred the Board to the legend on page 62 of the document which breaks out funding sources by program, by the budget line type, and by funding amounts detailing where the funding comes from.

The Public Employee's Retirement System (PERS) costs are now broken out by line item for easier tracking in the future.

Finance Director Forty also said that once the *Work Program & Budget* is adopted, the front page reflecting "draft" can be removed and the new front page will say "adopted".

Budget Chair Hall moved to approve the *FY2016-2017 Work Program & Budget* and approve Resolution #16-05-02 adopting the *Official Budget*. Motion seconded by Councilor Sarah Puls, which passed unanimously.

## **5. Older Americans Month**

Chair Konopa reported that May is recognized as Older Americans Month and encouraged each member jurisdiction to have a proclamation read at their City Council meetings. Senior and Disability Services (SDS) Director Dave Toler reported that older Americans over the age of 50 is the 4<sup>th</sup> largest economy in the world and the contributions they make to our communities is a tremendous asset. Motion to adopt the Older Americans Month Proclamation made by Mayor Don Ware, seconded by Councilor Ken Lorensen. Motion passed unanimously.

## **6. Program Update Questions and Answers**

Chari Konopa directed the Board to the program reports found in Attachments 11 and 12 of the agenda packet and asked if there were any questions. Commissioner Anne Schuster reported that she recently attended an event sponsored by the American Association of Retired Persons (AARP) where there was an interesting discussion about developing products and packaging for older citizens and the need to continually be thinking about this when developing new products.

Councilor Elliott said there were serious cuts to the Senior Meals/*Meals on Wheels* program, several years ago, specifically when weekend frozen meals were cut. He asked SDS Director Toler if there were going to be future reductions in service within the program. SDS Director Toler said the program is already very lean, but he and his team are working on how to make this work. SDS Director Toler said there is a need to enhance current resources in order to avoid future cuts, and it will involve working closely with our communities. SDS Director Toler said the *Meals on Wheels* program is more than just a meal, it is an assessment of the consumer and for many, an opportunity to socialize with a visitor.

Executive Director Fred Abousleman reported on the organization's vision for remodeling the Albany building. Deputy Director Lydia George provided a presentation about the history of the building and the goals to enhance building security and provide potential leasable space.

- *Current Issues:* The building is not welcoming to the public, specifically which way do you come in once you enter the building, and where do you go once you get inside; staff is disjointed between two floors and behind doors; security; a lot of wasted space; and, the current configuration doesn't allow for any future growth.

- *Goals:* Create a welcoming and easy to navigate environment for the public, staff, and tenants; create a safe and secure environment for the public, staff, and tenants; breakdown program silos and foster more staff engagement; and, create attractive, affordable leasable space.
- *How?:* Tear down unnecessary interior doors and walls, improving lighting and heating/AC; move staff to 2<sup>nd</sup> floor, improving staff engagement and work flow efficiencies; move public meeting space to first floor, improving traffic flow and public accessibility.
- *Next Steps:* Directors will meet with the architect to discuss goals and programmatic needs. Then, the architect will develop a Master Plan of the building remodel to be done in phases.

City Councilor Ron Thexton asked if there would be adequate parking if part of the building is leased. Facilities Maintenance Coordinator Tim Brice said there is adequate parking and only about 70% of the parking lot is being used right now.

There was discussion about costs, using solar energy, and cubicle space. Deputy Director George stated that the architect and appropriate staff will ensure that all of the issues are taken into consideration.

Executive Director Abousleman said the plan is to remodel in phases in order to spread costs over a period of time. The real cost savings will be on the first floor with the goal of a return on investment through leasing space.

## 7. **Information Sharing**

**Lincoln City:** Council Chester Noreikis said the City is in the initial planning stages for a new police and fire department building. The City recently held their annual *Community Days*, a week-long event celebrating Lincoln City and the Farmers Market is now open on Sundays.

**Lincoln County:** Commissioner Hall said he was recently re-elected to his 4<sup>th</sup> term and the County completed their budget work last evening. The Bond Measure to increase the County Transient Room Tax for incorporated areas from 9% to 9.5% recently passed and part of the funds will go towards improvements to the County Fairgrounds.

**Lebanon:** Councilor Elliott said the City budget passed in approximately 2.5 hours, which is seldom heard of. Samaritan Hospital recently purchased the Teen Challenge building on Main to create an alcohol/drug program facility. Additionally, Samaritan Hospital is adding on rooms to the current hospital to allow for more surgeries. Comp-NW Medical College's 2<sup>nd</sup> graduating class will graduate next week, and the annual Lebanon Strawberry Festival will start June 2<sup>nd</sup>.

**Sweet Home:** Councilor Jeffrey Goodwin said the City Manager Pro Tem, Christy Wurster, replacing Craig Martin, will start on Monday, and the Planning Services Director has also resigned. The City has expanded the operating hours for the library. The City is experiencing a lot of new residence development, though not a lot of new businesses. Linn County has been identified as a high drug county, so Sweet Home is now working with the City of Albany to tap into their resources.

**Brownsville:** Mayor Ware said the City is gearing up for the annual Pioneer Picnic, the oldest on-going celebration in the State. Several thousand people are expected to attend. Also, the budget process is on course, and ready for City approval.

**Halsey:** Councilor Ken Lorseinen said they recently held a City-wide yard sale, which was coordinated through the City and was very successful. They also recently worked with Sweet Home Sanitation to put on a City-wide spring clean day.

**Millersburg:** Councilor Jim Lepin said their City-wide yard sale starts this weekend. The longtime Mayor and the longtime City Administrator will both be leaving within the next year, which will be a big change for the City.

**Harrisburg:** Councilor Sarah Puls said their budget was approved in one meeting.

**Monroe:** Councilor Ron Thexton said the City has experienced lighting issues in the past and will be installing LED lighting in the near future. The 38 home track is currently on hold due to a delay in paperwork, and the City's budget meeting will be held soon.

**Scio:** City Councilor Debbie Nuber said they are gearing up for the 150<sup>th</sup> anniversary of the City with three events taking place to lead up to the actual anniversary.

**Benton County:** Commissioner Schuster said Philomath recently passed a Bond for a new fire station. The County is beginning a visioning process which will involve a large community outreach. Oregon State University (OSU) has applied for a grant for energy, food, and water research which will involve community outreach and may be coordinated with the visioning process.

**Corvallis:** Mayor Biff Traber said their budget process is moving forward, but not as quickly as some of the other budgets discussed today. The City reserve in 2010 was \$210,000; and is at \$1 million today. They are trying to figure out how to continue to build this reserve to deal with the PERS issue. The City is working with OSU on the livability issues around campus and looking at how to fund an additional three police officers.

**Albany:** Mayor Konopa said that the Land Conservation and Development Commission is in town and welcome the OCWCOG Board to attend the reception immediately following the Board meeting. Mayor Konopa has discussed Senate Bill 1573 with the Commission at length and said the League of Oregon Cities opposed the bill, but didn't have a large enough voice in the fight.

#### **8. Other Business**

Mayor Konopa said that the next Executive Committee meeting is scheduled for June 25<sup>th</sup> which conflicts with another meeting that several of the officers will be attending. It was agreed to move the Executive Committee meeting to the 30<sup>th</sup> of June.

#### **9. Adjournment**

Meeting adjourned at 4:47 p.m.

*Minutes recorded by Lindsey Riley*



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## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** OCWCOG Board  
**FROM:** Phil Warnock, Community and Economic Development Director  
**RE:** **Brokerage Advisory Committee Bylaws**

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### **Recommendation:**

The Transportation Brokerage Advisory Committee (TBAC) at its June 9<sup>th</sup> meeting approved a recommendation of the updated Committee Bylaws (attached) to the OCWCOG Board for approval.

### **Background:**

Initially the TBAC was charged with advising staff in developing the brokerage operation systems to best meet the needs of the riders, those that provide rides, medical and other service providers, and the Oregon Department of Human Services. On an ongoing basis, the Committee facilitated communication among stakeholders and assisted in the refinement of operations systems and problem resolution.

The Brokerage over the past 11 years has seen many changes, along with tremendous growth. Upon review and discussion, it was determined the role of the Committee needed to be revised, changing from the development of the brokerage operation to continued refinement along with expansion of the brokerage. The primary changes reflect the addition of Inter-Community Health Network Coordinated Care Organization and clarification of Committee administration elements.

This Committee provides a forum for the discussion, understanding, and recommendations of Non-Emergent Medical Transportation (NEMT) services and other transportation services to best meet the needs of residents, transportation providers, medical, and other human services providers, the Oregon Health Authority (OHA), Inter-Community Health Network Coordinated Care Organization (IHN-CCO), and other community stakeholders.



# **BYLAWS**

## **Transportation Brokerage Advisory Committee of Oregon Cascades West Council of Governments**

***May 2016 DRAFT Update***

Recommended by the Advisory Committee's Bylaws Subcommittee

### **ARTICLE 1 PURPOSE AND RESPONSIBILITIES**

The Transportation Brokerage Advisory Committee is established by the Oregon Cascades West Council of Governments (COG) to advise the COG Board and COG staff on matters relating to the ongoing operation of the transportation brokerage serving Linn, Benton and Lincoln Counties and on other means of improving transportation in the region.

The Committee provides a forum for the discussion, understanding and recommendations of Non-Emergent Medical Transportation (NEMT) services and other transportation services to best meet the needs of residents, transportation providers, medical and other human services providers, the Oregon Health Authority (OHA), Inter-Community Health Network Coordinated Care Organization (IHN-CCO) and other community stakeholders. On an ongoing basis the Committee will facilitate communications among stakeholders, assist in the refinement and expansion of brokerage operations, assist in the resolution of problems and assist in the development of potential other uses of the brokerage program beyond NEMT services.

In addition to assisting in monitoring and evaluating the NEMT program the role of the Committee shall include, but not be limited to, recommending potential policy or procedure changes and program improvements and assisting in prioritizing those changes and improvements.

### **ARTICLE 2 MEMBERSHIP**

A. The voting membership of the Committee shall not exceed seventeen (17) and shall consist of a mix of the following representatives from Linn, Benton and Lincoln Counties.

- a. The Special Transportation Coordinators for Linn, Benton and Lincoln Counties.
- b. Representatives of the Inter-Community Health Network Coordinated Care Organization (IHN-CCO).
- c. Community representatives (including but not limited to Seniors People with disabilities, representatives of Children, Adults and Families) People with low income and representatives of people with low income.

- d. Public transportation providers, public transportation coordinators, and users of public transportation.
- e. People who use brokerage transportation services, representatives of people who use brokerage transportation services and providers of brokerage transportation services.
- f. Representatives of organizations providing health services.
- g. Representatives of organizations providing human services.
- h. Representatives of residential care facilities.
- i. Members of the Oregon Cascades West Senior Services Advisory Council.
- j. Members of the Oregon Cascades West Disability Services Advisory Council.
- k. Members of City Councils, Tribal Councils, and County Boards of Commissioners.

Committee members shall be knowledgeable about transportation and/or human services needs.

B. The COG Board may also appoint ex-officio, non-voting members such as representatives of the Oregon Department of Human Services, the Oregon Health Authority and the Oregon Department of Transportation whose involvement, advice and expertise will enhance the ability of the Committee to fulfill its responsibilities.

### **ARTICLE 3 TERM OF OFFICE**

A. Committee members shall be appointed by the COG Board to serve a term of two (2) years, effective July 1 through June 30 with overlapping terms (e.g. the terms of one half of the members will end on June 30, 2018 and the terms of one half of the members will end on June 30, 2019). Under the provisions of these revised bylaws, in order to maintain overlapping terms, the Board may decide to initially appoint members to one, two, or three year terms ending on June 30.

B. The COG Board may appoint an Alternate for a specific person appointed to the Committee. Alternates will be invited to participate in all meetings but will not hold voting privileges unless the appointed (regular) member is absent from the meeting.

C. If a vacancy occurs the COG Board may appoint a person to the remainder of the unexpired term.

D. In the event that a member has three (3) unexcused absences within a twelve (12) month period, the Committee will review the circumstances and make a recommendation to the COG Board on whether the member's position shall be considered vacated.

## **ARTICLE 4 OFFICERS**

A. At the first meeting of even-numbered years the Committee shall elect a Chair and Vice Chair to serve two year terms. If a vacancy occurs the Committee at its next meeting shall elect a person to serve in the vacated position for the remainder of the term.

B. The Chair shall preside at all Committee meetings and shall be an ex-officio member of all subcommittees. The Chair has specific responsibility for the approval of the agenda for all meetings of the full Committee.

C. The Chair shall provide, upon a request from the Chair of the COG Board of Directors, an annual report to the COG Board of Directors regarding the operation of the Transportation Brokerage. The RideLine staff shall work with and assist the Chair in the preparation of the report.

D. The duties of the Vice Chair are to perform the duties of the Chair in his/her absence and any other duties as assigned by the Chair or Committee.

## **ARTICLE 5 SUBCOMMITTEES**

A. Subcommittees may be established by the Chair and approval of the full Committee. Subcommittees may be formed to carry out specific tasks, with recommendations made to the full Committee.

B. The selection of subcommittee members will be the responsibility of the Chair, and people who are not members of the Committee may be appointed if their knowledge and experience would assist the subcommittee in completing its work.

## **ARTICLE 6 ORGANIZATIONAL PROCEDURES**

A. The Committee shall meet at least once a quarter or as necessary to fulfill its responsibility. The Chair is responsible for making this determination and shall clearly communicate scheduling decisions with all members of the Committee. Each January the Chair, after consultation with Committee members and RideLine staff, will prepare a calendar of meetings for the year. The Committee may modify the calendar during the course of the year.

B. For the purpose of conducting official business a quorum shall exist when fifty-one (51) percent of the voting members are present.

C. Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present a seventy-five (75) percent concurrence of the voting members present shall be necessary for approval.

D. After consultation with the RideLine staff the Chair shall approve the agenda for all meetings of the full Committee. In the absence of the Chair the Vice Chair may approve the agenda. When timing is urgent COG staff may add items to the

approved agenda and advise the Chair at the earliest opportunity. Committee members may, at any time, forward a request to the Chair to place an item on the written agenda for the next meeting and the Chair shall inform the member about his/her decision.

E. The Chair may call a special meeting of the Committee for any purpose subject to the requirements, including a public notice to all required parties, of the Oregon Public Meeting law.

F. After the Chair approves the agenda RideLine staff shall prepare meeting agenda packets and forward them to all Committee members at least seven (7) days prior to a regularly scheduled meeting; and in as timely a manner as possible for special meetings.

G. Written minutes of each meeting shall be taken, included with the agenda packet for the Committee's subsequent meeting and approved as a formal agenda item. The minutes may be in the form of "action minutes" simply noting major decisions and votes.

H. Robert's Rules of Order shall serve as the parliamentary authority for the operation of the Transportation Brokerage Advisory Committee. The Committee may formulate additional specific standing rules and rules of order to govern its conduct of its meeting provided they do not conflict with these bylaws, are in writing and are forwarded to the Chair of the COG Board of Directors.

I. The conduct of the Committee, including public meetings, shall be in conformance with Oregon Public Meeting laws and Oregon Government Standards and Practices provisions of Oregon Revised Statutes. All meetings shall be held at a facility that is ADA accessible.

## **ARTICLE 7 BYLAWS AND BYLAW AMENDMENTS**

A. The Committee may forward recommendations to the COG Board to repeal, amend, add to or replace these bylaws. A positive action of the Committee, under the provisions of Article 6 C., to amend the bylaws shall be forwarded to the COG Board for action at their next meeting.

B. The COG Board may initiate a change in these bylaws. Such change shall be presented at a meeting of the Board and referred to the Committee for comment. The change, with written comments from the Committee, shall thereafter be presented to the COG Board for its consideration. Action of the COG Board is required to adopt the proposed change.

C. Each Committee member shall be given a copy of these bylaws and subsequent amendments.



# Senior and Disability Services

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## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Lisa Bennett, Senior and Disability Services Community and Program Support Coordinator  
**RE:** **SSAC and DSAC Membership Renewals**

On Tuesday, June 7, 2016, the Senior Services Advisory Council (SSAC) met and subsequently approved the recommendation of renewal of membership through an email vote for the following people:

- Anne Brett, Benton County
- Doris Lamb, Lincoln County
- Suzanne Lazaro, Benton County
- Catherine Skiens, Linn County
- Lee Strandberg, Benton County

Also on Tuesday, June 7, 2016, the Disability Services Advisory Council (DSAC) met and approved the recommendation of renewal of membership for the following people:

- Suzanne Brean, Linn County
- Rusty Burton, Linn County
- Jann Glenn, Lincoln County
- Mike Volpe, Benton County

The SSAC and the DSAC request the approval of renewal of membership by the OCWCOG Board of Directors for the following individuals: Anne Brett, Doris Lamb, Suzanne Lazaro, Catherine Skiens, Lee Strandberg, Suzanne Brean, Rusty Burton, Jann Glenn, and Mike Volpe.

Both the SSAC and the DSAC currently have vacancies and are seeking members from each of the three counties.



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## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Sue Forty, Finance Director  
**RE:** **OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending May 31, 2016, with notes to items that I felt were pertinent. We strive to make the following financial information consistent, accessible, and transparent. It is provided as a Consent Item, however, no official action is needed.

### Snapshot by Major Line Item

	<b>FY2016 Budget</b>	<b>December YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	255,363.00	255,363.00	100%	100%
Contracts	2,077,374.00	1,047,683.66	50.43%	131%
Grants	173,641.00	158,677.52	91.38%	159.83%
Donations	220,000.00	132,770.04	60.35%	75.00%
State Revenue	1,522,943.00	1,161,108.55	76.24%	88.03%
Federal Revenue	11,870,052.00	9,555,167.51	80.50%	83.09%
Coordinated Care	4,700,000.00	4,852,775.51	103.25%	108.52%
<b>Total Income (all line items)</b>	<b>32,188,535.00</b>	<b>27,816,755.53</b>	<b>86.42%</b>	<b>90.46%</b>
<b>Total Payroll Expense</b>	<b>13,948,302.00</b>	<b>10,354,936.56</b>	<b>74.24%</b>	<b>78.66%</b>
Contract Expense	5,636,114.00	6,088,099.70	104.62%	118.47%
Indirect Expense	1,636,851.00	1,493,787.79	91.26%	74.61%
Maintenance & Repair	169,950.00	82,150.39	48.34%	30.12%
Supplies	198,847.00	110,881.77	55.76%	63.49%
Telephone	192,388.00	178,001.30	93.01%	104.40%
Travel / Training	349,032.00	233,849.70	67.00%	74.92%
<b>Total Expense (all line items)</b>	<b>32,188,535.00</b>	<b>20,724,424.31</b>	<b>64.38%</b>	<b>76.26%</b>
<b>Net Gain / (Loss)</b>		<b>7,092,331.22</b>		

## **FY2015 - 2016 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2015-2016 Budget, OCWCOG has a balanced budget. Beginning Balances have been recorded reflecting a gain for the current period to date.
- b. Member dues have all been received and distributed.
- c. Contract revenue is low. The Board adopted a supplemental budget that increased the contract revenue total by \$703,555.00. The non-emergent medical transportation pilot program represents \$477,750.00 of this increase. *Pedal Corvallis*, the bikeshare project, recently launched, and we are in the process of billing. Other projects have not been billed, as the project has just been completed.
- d. Year-to-date grant revenue is on track.
- e. Donations revenue is received at targeted times throughout the year due to various fundraising events. Currently, the *Meals on Wheels* program mailed the annual Mother's Day Tea mailing; the program received \$30,941 from this mailing last year. The June financial report should reflect the May Mother's Day Tea Mailing donations. The organization has entered into a contract with an independent resource development firm to assist in obtaining larger donations for the program.
- f. The organization's State contracts are billed quarterly in the month following the month-end close.
- g. Federal revenue appears low. The organization's Federal contracts are billed in the month following the month-end close.
- h. Coordinated Care revenue is high due to a cost settlement to bring the actual cost inline.

## **FY2015 - 2016 Financial Narrative (Personnel and Material & Supplies)**

- a. The organization's Personnel Expense is below budget due to several vacant positions not filled. The organization has implemented a process to determine the need to rapidly fill all vacant positions.
- b. Contract expense is coming in a bit high. Part of this increase is due to the Senior and Disability Services' home care workers wage and overtime increase negotiated in their Collective Bargaining Agreement.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance & Repair expenses are low. New projects were started in June, and will be reflected in the June report.
- e. The organization has implemented a centralized purchasing program, which is controlling the supply costs. We are on target to have 40% savings at the end of the fiscal year.
- f. Telephone costs are on budget.
- g. Travel/Training is low. The organization management staff have been reviewing staff travel to ensure the best use of staff time and program expenses.

If you find you need additional information or clarification, please contact Finance Director Forty.

# Consolidate Revenue and Expense Statement

## Executive Committee Financial Report

For Period Ended May 31, 2016

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 64,325.00	\$ 85,331.68	132.66%	
000725	Beg Bal-Restrict for Contracts	\$ 810,894.00	\$ 1,106,308.55	136.43%	
000735	Beg Bal-Restricted Reconcile	\$ 1,670,837.00	\$ 1,685,432.23	100.87%	
000740	Beg Bal-Restricted for Other	\$ 397,775.00	\$ 1,518,755.53	381.81%	
000745	Beg Bal-Restrict Reserve	\$ 2,200,000.00	\$ 2,230,000.00	101.36%	
000750	Beg Bal-Unrestricted	\$ 2,480,553.00	\$ 1,034,109.77	41.69%	
000801	Dues	\$ 510,726.00	\$ 255,362.67	50.00%	
000802	Fees For Service	\$ 65,839.00	\$ 83,327.02	126.56%	Addition OPI clients
000803	Internal Transfer	\$ 1,629,587.00	\$ 1,496,946.70	91.86%	Indirect
000804	Miscellaneous Revenue	\$ 7,708.00	\$ 13,807.63	179.13%	Prior year accounts receivable adjustment
000805	Contract Revenue	\$ 2,077,374.00	\$ 1,047,683.66	50.43%	Budget was increased and project are just being billed
000806	Grant Revenue	\$ 173,641.00	\$ 158,677.52	91.38%	
000807	Donations	\$ 220,000.00	\$ 132,770.04	60.35%	
000808	Interest Revenue	\$ 174,520.00	\$ 201,972.27	115.73%	Loan/Bank Interest
000809	Transfers In	\$ 404,846.00	\$ 216,626.10	53.51%	
000809	CED Administration	\$ 187,364.00	\$ 156,726.67	83.65%	
000820	Program Meals Revenue	\$ 165,000.00	\$ 151,606.42	91.88%	
000821	Program Fee For Service	\$ 1,000.00	\$ -	0.00%	
000822	Loan Packaging Fees	\$ 4,000.00	\$ 500.00	12.50%	
000823	Program Income	\$ 667,151.00	\$ 498,932.92	74.79%	
000824	Loan Processing Revenue	\$ 130,000.00	\$ 115,445.41	88.80%	
000824	Match Revenue	\$ 45,000.00	\$ 44,034.00	97.85%	
000826	Borrowers Fees	\$ 1,000.00	\$ 6,125.04	612.50%	New loans
000827	Loan Packaging Fees	\$ 200.00	\$ -	0.00%	
000828	Service Fees	\$ 6,200.00	\$ 7,242.13	116.81%	Addition Service fee on loans
000840	Veterans	\$ 57,261.00	\$ 28,630.50	50.00%	Pass through funds checking with Benton County
000841	Oregon Project Independence	\$ 675,796.00	\$ 728,219.81	107.76%	
000843	ODOT	\$ 789,886.00	\$ 404,258.24	51.18%	
000846	Coordinated Care	\$ 4,700,000.00	\$ 4,852,755.51	103.25%	Cost settlement
000860	Economic Development Admin	\$ 75,000.00	\$ 56,250.00	75.00%	



000862	Older Americans Act	\$ 1,110,610.00	\$ 875,370.00	78.82%	
000863	Title XIX	\$ 10,268,063.00	\$ 8,170,605.40	79.57%	
000864	Federal Senior Meals	\$ 296,000.00	\$ 334,320.11	112.95%	Additional Federal Meals served
000865	USDA	\$ 107,379.00	\$ 110,759.00	103.15%	
000869	Siletz Revenue	\$ 13,000.00	\$ 7,863.00	60.48%	
	<b>REVENUE</b>	<b>\$ 32,188,535.00</b>	<b>\$ 27,816,755.53</b>	<b>86.42%</b>	
0001ED	Executive Director	\$ 118,240.00	\$ 114,799.81	97.09%	
000410	Leave Benefits	\$ 516,952.00	\$ 427,923.84	82.78%	
000420	Fringe Benefits	\$ 5,015,168.00	\$ 3,462,695.97	69.04%	
0004DD	Deputy Director	\$ 90,147.00	\$ 87,766.94	97.36%	
0004PD	Program Director	\$ 330,766.00	\$ 221,248.92	66.89%	
0010PM	Program Manager	\$ 507,374.00	\$ 378,204.09	74.54%	
0013PS	Program Supervisor	\$ 428,209.00	\$ 382,372.56	89.30%	
0016LO	Loan Officer	\$ 64,581.00	\$ 55,175.41	85.44%	
0019CA	Clerical Assistant	\$ 13,418.00	\$ 15,182.70	113.15%	
0019PM	Personnel Manager	\$ 66,996.00	\$ 70,649.73	105.45%	Staff hired at step higher then budgeted
0022SA	Senior Accountant	\$ 57,791.00	\$ 64,205.72	111.10%	Final check for position
0031RD	Resource Development	\$ -	\$ 2,664.30	#DIV/0!	Final check for position
0046CM	Case Manager	\$ 2,179,916.00	\$ 1,628,960.68	74.73%	
0053CC	Contracts Coordinator	\$ 49,187.00	\$ 40,805.65	82.96%	
0055CS	Clerical Supervisor	\$ 60,554.00	\$ 49,014.29	80.94%	
0060AS	Accounting Specialist	\$ 49,144.00	\$ 42,310.32	86.09%	
0064ES	Eligibility Specialist	\$ 1,108,285.00	\$ 882,953.84	79.67%	
0067EA	Executive Assistant	\$ 45,920.00	\$ 83,985.43	182.90%	Reclassification after budget was adopted
0070AC	Accounting Clerk II	\$ 36,852.00	\$ 20,119.83	54.60%	
0076AA	Administrative Assistant	\$ 466,284.00	\$ 372,358.14	79.86%	
0085CS	Clerical Specialist	\$ 234,489.00	\$ 174,704.06	74.50%	
0085SS	Software Support Specialist	\$ -	\$ -	#DIV/0!	
0085WS	Workstation Support Specialist	\$ 54,850.00	\$ -	0.00%	
013CDP	CED Planner II	\$ 143,318.00	\$ 71,678.04	50.01%	
013MDR	MPO Director	\$ 92,133.00	\$ 80,984.69	87.90%	
025NSS	Network Support Specialist	\$ 72,684.00	\$ 66,055.66	90.88%	
031CDP	CED Planner	\$ 115,153.00	\$ 52,822.34	45.87%	

034APS	Adult Protective Services Spec	\$	356,271.00	\$	307,754.14	86.38%	
037DTC	Diversion & Transition Coord	\$	182,990.00	\$	153,256.32	83.75%	
037LCM	Lead Case Manager	\$	231,525.00	\$	120,336.60	51.98%	
045ISS	Information Support Specialist	\$	53,255.00	\$	48,534.47	91.14%	
052ALO	Assist. Loan Officer	\$	34,540.00	\$	22,482.26	65.09%	
055VSO	Veterans Service Officer	\$	57,477.00	\$	50,975.73	88.69%	
060FMC	Facility Maint. Coordinator	\$	48,456.00	\$	43,956.96	90.72%	
061LES	Lead Eligibility Specialist	\$	-	\$	22,691.35	#DIV/0!	Position created after budget was adopted
064ADR	ADRC Specialist	\$	183,262.00	\$	122,476.59	66.83%	
064ALW	Asst. AFH Licensing Worker	\$	72,875.00	\$	63,390.62	86.99%	
067CEA	Confidential Executive Assist	\$	47,189.00	\$	-	0.00%	Reclassification after budget was adopted
075LTB	Lead Trans Brokerage Spec.	\$	77,624.00	\$	68,253.32	87.93%	
075TBS	Transportation Brokerage Spec.	\$	317,574.00	\$	217,499.09	68.49%	
082SMC	Senior Meals Coordinator	\$	37,996.00	\$	33,603.66	88.44%	
090RSM	Relief Site Manager	\$	15,000.00	\$	9,718.82	64.79%	
099EXH	Extra Hire	\$	146,016.00	\$	52,940.37	36.26%	
88MSM3	Meal Site Manager 3	\$	167,841.00	\$	167,423.30	99.75%	
	<b>PERSONNEL</b>	<b>\$</b>	<b>13,948,302.00</b>	<b>\$</b>	<b>10,354,936.56</b>	<b>74.24%</b>	
000504	Advertising	\$	28,050.00	\$	19,720.68	70.31%	
000506	Auto Expense	\$	13,500.00	\$	11,232.39	83.20%	
000510	Bank Charges	\$	14,530.00	\$	12,469.53	85.82%	
000513	Board/Comm/Meeting Expense	\$	30,350.00	\$	24,304.29	80.08%	
000514	CED Administration	\$	198,754.00	\$	156,414.54	78.70%	
000516	Computer Maintenance/Equipmer	\$	50,600.00	\$	30,898.62	61.06%	
000521	Contract Administration	\$	2,500.00	\$	2,073.00	82.92%	
000522	Contract Expense	\$	5,819,414.00	\$	6,088,099.70	104.62%	
000523	Admin Contract Expense	\$	490,000.00	\$	544,876.44	111.20%	CEP (homecare worker) expense has increased
000525	Copying	\$	79,715.00	\$	63,617.22	79.81%	
000531	Dues and Memberships	\$	47,500.00	\$	51,512.51	108.45%	Additional service organization due that we not budgeted.
000532	Equipment Expense	\$	30,900.00	\$	690.00	2.23%	
000533	Finance Indirect	\$	459,064.00	\$	419,203.73	91.32%	
000534	Indirect Expense	\$	687,785.00	\$	626,940.82	91.15%	
000535	Furniture & Fixtures	\$	-	\$	118.98	#DIV/0!	

000537	Insurance	\$	48,768.00	\$	47,788.82	97.99%	One time payment
000540	Interest Expense	\$	-	\$	16,679.10	#DIV/0!	
000541	Janitorial Expense	\$	3,100.00	\$	5,469.00	176.42%	Contract increased after budget was adopted
000542	Legal Services	\$	17,400.00	\$	14,338.00	82.40%	
000543	Licenses and Fees	\$	38,700.00	\$	51,763.65	133.76%	Contract tracking software and GIS software licenses
000546	Loan Fees	\$	500.00	\$	2,705.91	541.18%	Additional Loans processed
000549	Maintenance and Repair	\$	169,950.00	\$	82,150.39	48.34%	Projects to come
000550	Taxes	\$	156,838.00	\$	122,516.38	78.12%	
000552	Other Operating	\$	100,000.00	\$	-	0.00%	
000555	Postage	\$	95,500.00	\$	63,485.29	66.48%	
000558	Printing	\$	28,461.00	\$	13,652.33	47.97%	
000561	Rent	\$	542,156.00	\$	513,437.76	94.70%	
000564	Resource Reserve	\$	185,000.00	\$	-	0.00%	
000567	Supplies	\$	198,847.00	\$	110,881.77	55.76%	
000568	Stipend	\$	85,777.00	\$	52,335.62	61.01%	
000570	Technology Indirect	\$	490,002.00	\$	447,643.24	91.36%	
000573	Telephone	\$	191,388.00	\$	178,001.30	93.01%	
000576	Training	\$	123,856.00	\$	60,399.88	48.77%	
000577	Volunteer Recognition	\$	3,800.00	\$	12,511.58	329.25%	Foster grandparent and RSVP higher then anticipated
000578	Meal Delivery Travel	\$	35,000.00	\$	35,240.79	100.69%	Additional meals served
000579	Travel	\$	190,176.00	\$	138,209.03	72.67%	
000580	Transfers Out	\$	707,635.00	\$	185,000.00	26.14%	
000582	Utilities	\$	65,080.00	\$	60,776.29	93.39%	
000584	Janitorial	\$	47,700.00	\$	40,947.50	85.84%	
000585	Unappropriated EFB for future	\$	6,613,892.00	\$	-	0.00%	
000595	Capital Purchase	\$	71,663.00	\$	-	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>18,163,851.00</b>	<b>\$</b>	<b>10,308,106.08</b>	<b>56.75%</b>	
000595	Capital Purchase	\$	15,000.00	\$	-	0.00%	
	<b>CAPITAL OUTLAY</b>	<b>\$</b>	<b>15,000.00</b>	<b>\$</b>	<b>-</b>	<b>0.00%</b>	
000598	Principal Payment	\$	43,333.00	\$	43,333.33	100.00%	
000599	Interest Payment	\$	18,049.00	\$	18,048.34	100.00%	
	<b>DEBT SERVICES</b>	<b>\$</b>	<b>61,382.00</b>	<b>\$</b>	<b>61,381.67</b>	<b>100.00%</b>	
	<b>Expense</b>	<b>\$</b>	<b>32,188,535.00</b>	<b>\$</b>	<b>20,724,424.31</b>	<b>64.38%</b>	
	<b>Net Gain/(Loss)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>7,092,331.22</b>		



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## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Phil Warnock, Community and Economic Development Director  
**RE:** **Community and Economic Development (CED) Program Report**

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### **Cascades West Area Commission on Transportation (CWACT)**

- The *ConnectOregon* VI projects completed the ranking process on June 14<sup>th</sup> at the Final Review Committee meeting in Portland. Of the five projects from the CWACT area of Region 2, three are recommended for funding within the allotted \$45 million available statewide. The recommended project applicants are the City of Corvallis – Airport runway rehabilitation, lighting and perimeter fencing; City of Newport – Airport communications groundlink and AWOS update; and Port of Toledo – Marine boatyard environmental work building. These three projects will leverage approximately \$2.68MM in *ConnectOregon* funds for projects that total more than \$9.3 million in total project costs. The final recommendations for funding will now go to the Oregon Transportation Commission for consideration.

### **Corvallis Area Metropolitan Planning Organization (CAMPO)**

- CAMPO held two community meetings in Corvallis and in Philomath on May 19 and May 21, 2016. The purpose of these meetings were to engage the public in the design of their future community. Advanced technologies allowed the participants to design and develop their desired community, while the scenario analysis model processed their input and created a snapshot of the future.

### **Cascades West RideLine, Brokerage**

- *Pedal Corvallis* – Community Bikeshare Program: OCWCOG, in partnership with the InterCommunity Health Network Coordinated Care Organization (IHN-CCO), launched a community bikeshare program in Corvallis on June 30<sup>th</sup> with a ribbon cutting ceremony at the Corvallis Downtown Transit Center. The program provides short-term bike rentals to help Medicaid members access medical appointments, employment, and the community. It is also open to other community members. This Pilot Program Phase 1 includes six bikeshare stations, 33 bikes and 2 adult trikes. OCWCOG is working with bikeshare vendor Zagster on this project. Zagster manages over 130 bikeshare programs across the country including in Albuquerque, NM; Fort Collins, CO; and Jackson County, OR. OCWCOG worked closely with many departments within the City of Corvallis;

Benton County; Corvallis School District 509J; the Oregon State Credit Union; and the Samaritan Health Services to bring *Pedal Corvallis* to fruition. Their support and time is very much appreciated.

## **Lending**

- OCWCOG's Lending Program funded a Business Investment Fund loan in the amount of \$100,000 for a new restaurant, Bell Hop – Brothers in Cheer, which opened this month in downtown Corvallis.
- The first week of June the Lending Program funded a Rural Development Fund loan in the amount of \$100,000 for a milling business, Northwest Clearwoods Inc. in Brownsville. They are a manufacturer of wood products and a growing business needing additional inventory and working capital.
- Staff submitted an application for additional funds available through the U.S. Department of Agriculture (USDA) for a Rural Micro-entrepreneur Assistance Program (RMAP). Micro-lending has been a successful product to offer locally in the past and this product would make funding up to \$50,000 available.
- Marketing efforts continue throughout the tri-county area through monthly email blasts to Bankers, Realtors, Chambers, and Economic Development partners. Staff are also attending various Chamber events and Economic Development Committee meetings on a regular basis.

## **Economic Development**

- Three community outreach events were held during May for input on the *Highway 34 Scenic Byway Corridor Management Plan*. Participants were generally supportive and listed attributes of the corridor that should be highlighted in the plan. Staff also collected concerns from the meetings and will be working to address issues raised regarding traffic, safety, and noise along the route.
- OCWCOG submitted a Federal Lands Access Program (FLAP) proposal for planning transportation infrastructure improvements and access to Bureau of Land Management (BLM) property in south Benton County, focusing on the Alsea Falls recreation area, which has become one of the fastest growing demand areas for BLM access in the country.



# Senior and Disability Services

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## MEMORANDUM

**DATE:** July 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Dave Toler, Senior and Disability Services Director  
**RE:** Senior and Disabilities Services (SDS) Program Report

### Medicaid Cost Reductions

The Oregon legislature has expressed concern about the increased cost of providing Medicaid Long-Term Services and Supports, particularly in in-home service plans. There are several factors leading to the increased costs:

1. Significant wage increases gained by the Service Employees International Union (SEIU) for Home Care Workers, along with federal rulings on overtime for caregivers has significantly increased the hourly cost of caregivers.
2. As anticipated, the number of aging Oregonians is growing faster than any other age group in the State. The Boomers are reaching 65.
3. Medicaid expansion has increased the number of younger adults with disabilities who qualify for services.
4. Adoption of what is called the *K Plan* has switched what were family member supports, to paid caregiving positions.

With firm direction from the Oregon legislature, Aging and People with Disabilities (APD, a division of the Department of Human Services) is implementing some new policies to reduce the cost of Medicaid Long-Term Support and Services. Beginning in July, we will begin transforming live-in caregiving plans into shift care plans. Currently, our region has about 80 such plans. This is a consequence of the Department of Labor ruling that live-ins must be paid a full wage for all 24 hours. This will mean those receiving 24 hours of care each day will need to have more than one caregiver, so as to avoid excessive overtime.

Also, there will likely be some minor tweaks to the service assessments that will tighten the level of services an individual can qualify for. In cooperation with our statewide association, the Oregon Association of Area Agencies on Aging and Disabilities (O4AD), SDS is monitoring these changes closely to ensure that clients who need help are not harmed.

### Area Plan

To help guide our next four-year *Area Plan* (2017-2021), the Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) led in the development of a needs survey for partner agencies. Over 60 responses were received identifying the gaps in services, as well as

suggestions to simplify our public interface in order to make it easier for these partners and the general public to access our services. In addition, SDS is reaching out to two target populations in the region: Native Americans and the lesbian, gay, bisexual, and transgender (LGBT) community.

Last month, the Siletz tribe hosted a very successful focus group attended by several tribal elders and Siletz Confederated Tribes staff. One immediate outcome of this event has been a successful Adult Abuse Forum at Siletz in late June. SDS will be working to see how we might further strengthen service supports for tribal members in the future.

Meanwhile, an LGBT focus group was held to inform SDS of issues that are particular to the LGBT community. The meeting was very positive and SDS agreed to sponsor showings of “Gen Silent”, an excellent documentary film made in Portland that looks at the issues LGBT folks face as they age and need daily services.

### ***Meals on Wheels (MOW)***

As previously reported, SDS is working toward program sustainability for *MOW*. Since then, SDS has crafted a *Resource Development Plan* for our *MOW* program to guide our efforts toward enhancing resources. The plan embodies four strategies:

1. Increase individual donations;
2. Develop business sponsorships;
3. Increase local government support; and,
4. Enhance foundation support.

Meanwhile, OCWCOG has enhanced our resource development capacity through a mutual contract with the Regional Accelerator and Innovation Network (RAIN) for a resource development consultant. The first priority under this contract will be assistance with implementing the *MOW Resource Development Plan*.

### **O4AD Leadership changes**

The O4AD recently held its officer elections. The Chair and Chair-elect positions serve two-year appointments. The new Chair-elect is yours truly.



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