



Executive Committee Meeting Agenda Packet

February 22, 2018, 9:00 a.m.

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

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.

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EXECUTIVE COMMITTEE MEETING

AGENDA

February 22, 2018

9:00 a.m.

Cascades West Center
1400 Queen Avenue SE
Albany, OR 97322

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

1. **Approval of Previous Meeting Minutes** (Chair Sharon Konopa)
(9:00 – 9:05 p.m.)

Minutes of the December 7, 2017 Executive Committee meeting will be reviewed for approval (Page 3).

ACTION: Motion to approve the December 7, 2107 Executive Committee meeting minutes.

2. **OCWCOG Program Updates** (All Program Directors)
(9:05 – 9:20 a.m.)

Staff will be available to answer any questions from the Executive Committee on the program updates (Page 8, Page 11).

ACTION: Information only, no action needed.

3. **March Full Board Agenda Items** (Chair Sharon Konopa)
(9:20 – 9:25 a.m.)

The Executive Committee will review and comment on proposed agenda items for the next Board of Directors Meeting. Staff will present items for the agenda known to date, including:

1. **Consent Calendar**
 - a. Approval of previous Board of Directors Meeting Minutes
 - b. Financial Update for the period of July 2017 – December 2017
2. **Fiscal Year (FY) 2016-2017 Audit Presentation**
3. **FY2017-2018 Work Program and Budget Presentation**
4. **Program Update Question and Answers**
5. **Topics of Regional Interest**
6. **Other Business**
7. **Adjournment**

4. **Other Business**
(9:25 – 9:30 a.m.)

5. **Adjournment**
(9:30 a.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MINUTES
December 7, 2017**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; and Councilor Dann Cutter, Waldport.

STAFF: Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Randi Moore; Community and Economic Development (CED) Program Manager Brenda Mainord; Community Services Program (CSP) Manager Jennifer Moore; and Executive Assistant Jennifer Kelley.

VIDEO: Commissioner Bill Hall, Lincoln County.

The Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee Meeting was called to order by Chair Sharon Konopa at 12:10 p.m. on December 7, 2017 at the Cascades West Center in Albany.

1. Approval of Previous Meeting Minutes

Councilor Dann Cutter motioned to approve the October 26, 2017 Executive Committee meeting minutes, Councilor Bob Elliott seconded. Motion passed unanimously.

2. CelebrateLBL Debrief

Executive Director Fred Abousleman stated that final costs for *CelebrateLBL* are still being calculated.

Chair Konopa asked if the event was financially beneficial. Executive Director Abousleman estimated the financial outcome of the event to be roughly even, overall. He stated that other Councils of Governments (COGs) do not use a sponsorship model for their annual dinners, but instead budget for the event.

Executive Director Abousleman stated that he would like to see how *CelebrateLBL* progresses as an event, and then reevaluate whether it should continue in its current form. He stated that the event's expense was comparable with what other COGs spend on their annual dinners. He added that Oregon State University's CH2M Hill Alumni Center is the most expensive venue in the area, but the only one in Benton County that could accommodate enough attendees. Executive Director Abousleman stated that costs for the event will vary year-to-year; he added that some venues in Lincoln County are willing to provide an event space at no cost, as a donation.

Executive Director Abousleman stated that staff time was the largest cost for the event, as OCWCOG's Communications Consultant acted as an event planner.

Executive Director Abousleman stated that the event turn-out was great, with some feedback received that ticket costs were too low. He stated that the funds from ticket sales were intended to cover costs of the event, and conversations had occurred regarding not overpricing. However, ticket sales did not cover as much of the event as expected. Executive Director Abousleman stated that fundraising for next year's event needs to begin sooner, and staff will be in contact with coastal members regarding sponsorship outreach in the Lincoln County area.

Chair Konopa suggested more emphasis on the donation envelopes in the center of tables, rather than raising ticket prices. She asked whether there had been any donations from those envelopes. Executive Director Abousleman stated that there had been only a couple hundred dollars in donations from envelopes.

Chair Konopa stated that most other nonprofits do donation envelopes, and bring in thousands of dollars that way. Executive Director Abousleman stated that OCWCOG is the only COG that has a fundraiser tied with the annual dinner. He stated that raising ticket costs would not raise more money for *Meals on Wheels (MOW)*, but would help cover the cost of the event. He stated that the table envelopes were a late addition, and stated that more money was raised via the raffle than through the silent auction.

Councilor Cutter asked about the total silent auction revenue. Deputy Director Lydia George stated that revenue was approximately \$5,000, with all items donated. Executive Director Abousleman stated that Lane COG was impressed that OCWCOG incorporated a fundraiser with the annual dinner.

Chair Konopa stated that the event received some press coverage. Executive Director Abousleman responded that he had hoped for more. Commissioner Anne Schuster stated that Dr. Greg Hamann got a large piece in the *Albany Democrat-Herald*, but no other award winners received press. Chair Konopa stated that Linn-Benton Community College did a press release, which is why Dr. Hamann received the piece in the newspaper for his award.

Executive Director Abousleman stated that OCWCOG made four press releases, and received three press mentions. Commissioner Schuster stated that if *CelebrateLBL* will be rotating Counties, local newspapers will only have the event in their area once every three years. Councilor Cutter added that Waldport's local newspapers have a very limited scope, making it difficult to get coverage.

Commissioner Schuster asked whether, when considering staff time, the event was worthwhile. Finance Director Sue Forty stated that she believed staff time was used productively. Deputy Director George added that it was a fun way for staff to spend time, in addition to being productive. CSP Manager Jennifer Moore added that efficiency will improve each year.

Executive Director Abousleman stated that the event gave communities the opportunity to sit in a room together, and have a joint conversation. He stated that there were elected officials from all three Counties, plus community partners. He stated that he would personally hold the event again.

Commissioner Schuster asked how many attendees were from Lincoln County. Executive Director Abousleman stated that Lincoln County turnout was great – approximately 30%, with a good number from Linn County, as well.

Executive Director Abousleman stated that when the event was scheduled, there were no conflicts, but two months out, two other events were scheduled for the same evening. Chair Konopa suggested holding the event earlier in the year, possibly in September or October.

Councilor Cutter suggested having the event during summer, when there would be good weather. Executive Director Abousleman stated that he would defer to Lincoln County members to provide the best date for the 2018 event.

Councilor Cutter asked when a decision would be made about the structure of the event. Executive Director Abousleman stated that he would like to keep the event structured as-is for 2018, and then reevaluate.

Executive Director Abousleman thanked Commissioner Bill Hall for emceeding the event.

3. OCWCOG Program Updates

Senior and Disability Services (SDS) Director Randi Moore stated that the provider tax referendum, Measure 101, would be on the ballot in January. SDS Director Moore stated that, during a recent meeting she attended, a representative from Samaritan Health Services stated that they are in support of a “yes” vote on the ballot measure.

SDS Director Moore stated that OCWCOG’s SDS program is not increasing any services presently, and will wait for results on the referendum. Executive Director Abousleman added that Federal budgets could potentially include up to 10% in cuts for entitlement programs. He stated that next year’s cuts could be more significant.

Mayor Biff Traber asked whether OCWCOG is doing any advocacy with regard to Measure 101. Executive Director Abousleman stated that OCWCOG is not advocating any position on the issue. Commissioner Schuster asked whether OCWCOG could provide factual information. Executive Director Abousleman replied that OCWCOG can provide factual information, and can advocate for the existence of our programs, but does not take a political stance on any issue unless directed by the Board.

Chair Konopa asked when the referendum vote would occur. SDS Director Moore stated that ballots are due January 23rd.

Executive Director Abousleman asked Commissioner Hall whether the Association of Oregon Counties (AOC) was taking any stance on Measure 101. Commissioner Hall stated that AOC has not taken a stance. Executive Director Abousleman stated that OCWCOG’s tendency is to align with AOC and League of Oregon Cities (LOC), with regard to legislation.

Community Services Program (CSP) Manager Moore stated that CSP programs will soon enter a period of grant writing. She stated that there are currently two open recruitments for Meal Site Managers, and interviews would occur soon to fill the Meal Site Supervisor position.

Community and Economic Development (CED) Program Manager Brenda Mainord stated that *Ride Line* is fully staffed, and CED plans to recruit a Transportation Section Manager. Executive Director Abousleman stated that the Transportation Section Manager would be a new position. CED Program Manager Mainord stated that the Albany Area Metropolitan Planning Organization (AAMPO) Coordinator position has not been filled, and the Transportation Section Manager would take on a large part of those job duties.

Commissioner Schuster stated that the Federal Emergency Management Agency (FEMA) economic resilience grant was received.

Finance Director Forty stated that the new microlending program in *Cascades West Business Lending (CWBL)* has been successful. She stated that Loan Officer Sandra Easdale will be requesting \$15,000 for the program’s first microloan. Finance Director Forty added that *CWBL* has also recently signed a contract with Lincoln City.

Councilor Cutter asked about the administrative costs for microloans. Finance Director Forty stated that they are relatively inexpensive to maintain, with reporting requirements being minimal. Executive Director Abousleman estimated costs to be 2-3%.

Councilor Cutter stated that the City of Waldport has urban renewal dollars they are looking to utilize for microloans, but the City is concerned about administrative costs. Finance Director Forty suggested the City could provide the funds, and OCWCOG could service the loans. Councilor Cutter stated that this suggestion could possibly provide a workable solution. Councilor Cutter stated that the City wants to encourage small business growth, which is why they are looking to microloans as a use for the funds.

Executive Director Abousleman stated that if the City used one loan manager with a portfolio, funds could be leveraged.

Chair Konopa asked for an update on the previous City/County Manager/Administrator presentation regarding legislative advocacy. Executive Director Abousleman stated that at the following Board of Directors meeting, there will be a presentation on this topic. He added that Lincoln County's City/County Managers/Administrators had not yet heard the proposed idea, but Brownsville City Administrator Scott McDowell and Corvallis City Manager Mark Shepard would be attending their next meeting to present to them.

Councilor Cutter stated that he still had reservations regarding non-elected officials advocating on behalf of their jurisdictions, as they are not as accountable to constituents as an elected official. Executive Director Abousleman clarified that he and/or City/County Managers/Administrators would need Board approval to advocate on behalf of OCWCOG members and jurisdictions. He added that the purpose of the City/County Managers/Administrators meetings would be to watch issues more closely, and to provide the Board with information.

Councilor Cutter stated concerns that efforts would be redundant with AOC and LOC. Mayor Traber stated that there would be some redundancy on issues, but stated that other regions have some sort of advocacy group. Linn and Benton Counties do not. Chair Konopa added that often LOC and AOC advocate based on larger jurisdictions, which can leave the Portland area over-represented in a way that may not benefit our Region. Executive Director Abousleman stated that AOC and LOC have limits to the amount of advocacy they can accomplish, meaning occasionally, more localized issues are missed.

Executive Director Abousleman suggested that the Board should decide how much time to spend on advocating for local legislative issues, outside of using their own staff, if they have that capacity.

Councilor Cutter reiterated having concerns. Executive Director Abousleman suggested pulling the presentation from the Board agenda, in order to provide more time to address concerns. Councilor Cutter stated that he would like for the Board to hear the presentation, but would also like for concerns to be kept in mind when framing opinions.

Executive Director Abousleman stated that other advocacy organizations operate similarly to this model. Councilor Cutter stated that his primary concern is making sure the Board will vet issues prior to anyone advocating a stance on behalf of the Region.

Executive Director Abousleman stated that, in his opinion, there were times OCWCOG should have advocated for or against certain legislation, but a process did not exist to do so in a timely manner. He stated that a conversation is still needed about what topics are

appropriate to bring forward to the Board, with the understanding that the Board would need to vet information brought forward.

Chair Konopa stated that the proposed advocacy group would be helpful for bringing Board awareness of upcoming legislative issues.

4. January Full Board Agenda Items

Finance Director Forty stated that January's meeting would likely also include an audit presentation. There were no other additions to the consent calendar. Consent calendar items presented were:

1. Consent Calendar

- a. Approval of previous Board of Directors Meeting Minutes
- b. OCWCOG Board of Directors Meeting Schedule
- c. Financial Update for the period of July 2017 – November 2017

2. Review of Executive Director's Accomplishments and Goals

3. Executive Session

4. Reconvene Into Regular Session

5. Fiscal Year 2018-2019 Dues

6. Topics of Regional Interest

7. Other Business

8. Adjournment

5. Other Business

There was no other business.

6. Adjourn

The meeting adjourned at 1:12 p.m.

Minutes recorded by Jennifer Kelley.



Senior and Disability Services

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Area Agency on Aging

MEMORANDUM

DATE: February 22, 2018
TO: OCWCOG Board of Directors
FROM: Randi Moore, Senior and Disability Services (SDS) Director, and Jennifer Moore, Community Services Program (CSP) Manager
RE: **SDS and CSP Program Updates**

SDS

SDS Director Randi Moore

Previous Medicaid Changes on Hold; Long-Term Care Hours and Benefits Restored

OCWCOG has continued to track results of changes to Medicaid services implemented by the State in October 2017. Below is data acquired during the first two months the new rules were in place (October and November 2017):

Related to language changes in rules:

4,536 consumers were assessed in October and November
214 of those individuals were determined no longer eligible for services

Related to a rebalancing on in-home service hours:

2,320 consumers were assessed in October and November
1,865 assessed consumers had a reduction in their in-home hours (80%)
The average reduction was 16 hours per service period.

In February, four months after the changes were implemented, the State’s Aging and People with Disabilities (APD) Office reached an agreement with the Oregon Law Center, Disability Rights Oregon, and Legal Aid Services of Oregon to adopt an interim plan. This plan will temporarily halt closures and reductions as a result of the changes, and restore long-term care hours and benefits to impacted seniors and adults with disabilities. A permanent plan to implement changes is in development.

As part of the agreement, APD will:

- Provide impacted consumers with additional communication explaining the changes, the specific impact to them, and their rights to exceptions and appeals;
- Restore service hours and eligibility to individuals whose services were reduced by the changes (to occur no later than March 4, 2018); and
- Discuss programmatic changes for apportioning Medicaid-funded long-term care services.

Over the course of the next three months, CSP programs anticipate applying for a total of 13 grants, to seven funders, for a total ask of \$89,000.

Meals on Wheels (MOW)

In 2016, *MOW* contracted with an outside company to produce and send a year-end direct-mail solicitation letter. This letter included current *MOW* donors, as well as a list of approximately 20,000 additional contacts. A second mailer was sent in April 2017, again using contracted services and a list purchase. At the end of 2017, *MOW* mailed to existing donors, choosing to forego using an outside source or purchased contact list. The table below compares results:

	2016 Year-End	2017 Spring	2017 Year-End
Cost of mailer	\$10,201.00	\$9,672.00	\$1,087.74
Contract expense	<u>\$7,500.00</u>	<u>\$7,500.00</u>	(in-house)
Total Cost	\$17,701.00	\$17,172.00	\$1,087.74
General results			
Number mailed	25,231	24,611	1,760
Number of gifts	1,103	704	324
<i>Number of new gifts</i>	365	170	<i>To be determined</i>
\$ in gifts	\$69,850.00	\$46,325.00	\$30,350.63
% return	4.37%	2.86%	18.41%
Average Gift	\$63.33	\$65.80	\$93.67
Net Giving	\$52,149.00	\$29,153.00	\$29,262.89
Leadership Giving (Gifts of \$300 or more)			
Number of gifts	Not tracked	Not tracked	25
\$ in gifts	Not tracked	Not tracked	\$10,885.00
% Leadership Gifts	Not tracked	Not tracked	7.72%

Additionally, *MOW* received 21 credit card donations, for a total of \$1,619.38. Two donors have set up recurring transactions.

Senior Health Insurance Benefits Assistance Program (SHIBA)

A 2017 National Performance Report shows that OCWCOG's *SHIBA* utilized 31 volunteers to provide free Medicare options counseling to 3,311 local seniors; of these, 2,742 were first-time *SHIBA* clients. Counseling sessions were held in all three Counties. In addition to one-on-one counseling, nine *SHIBA* volunteers taught a total of 23 *New-to-Medicare* seminars at locations in all three Counties.

Foster Grandparent Program (FGP)

At the midpoint in the 2017-2018 school year, *FGP* had a total of 36 low-income, senior volunteers serving the OCWCOG Region. Each *FGP* volunteer serves a minimum of 15 hours per week in local schools and after-school centers. Currently, a total of 143 students aged 0-18 are assigned a Foster Grandparent, and will receive a minimum of 30 minutes of one-on-one tutoring and/or mentorship at least three days per week. Of the 143 students, 121 are defined as having specific needs, such as physical or learning disabilities; speech, vision, emotional, or social impairment; in or needing Foster Care; abused or neglected; an English Language Learner; or receiving free and reduced lunch. This June, an evaluation will be conducted on these students to measure social, emotional, literacy, and math gains.

Benton County Veteran's Services Office (VSO)

The VSO team is working with the City of Monroe to coordinate an outreach pilot with office hours in Monroe's Legion Hall. The pilot will include one dedicated day per week, with office hours between 2:00 and 4:00 p.m. The City has offered to post information regarding the availability of VSO staff at City Hall, the Post Office, the local bank, and the Legion Hall. In addition, the information will be shared through social media, and the City's website and newsletter.



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MEMORANDUM

DATE: February 22, 2018
TO: OCWCOG Executive Committee
FROM: Phil Warnock, Community and Economic Development (CED) Director
RE: **CED Program Update**

Albany Area Metropolitan Planning Organization (AAMPO)

AAMPO is preparing to review its *Unified Planning Work Program (UPWP)* for Federal Fiscal Year 2018-2019. The review will be conducted by funding partners, including the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA). AAMPO also is conducting a Public Comment period through Wednesday, March 28th for its *Regional Transportation Plan*, which will guide transportation investments and priorities in the AAMPO area for the next 20 years.

Corvallis Area Metropolitan Planning Organization (CAMPO)

CAMPO is also preparing to review its *UPWP* for Federal Fiscal Year 2018-2019. The funding partners, including the FTA and the FHWA, make onsite visits to conduct the review and provide input.

Safe Routes to School (SRTS)

In December, OCWCOG completed a *SRTS Action Plan (Plan)* for Jefferson Elementary School in Jefferson. The *Plan* includes input from parents, school staff, the City of Jefferson, and the Marion County Sheriff's Department. The *Plan* identifies goals, perceptions, and challenges related to student access to walking and biking. House Bill 2017, Oregon's landmark \$5.3 billion transportation funding package passed by the Legislature in 2017, includes funding for *SRTS* infrastructure projects that improve safety and access to schools. Legislative Rulemaking is currently underway and OCWCOG will provide updates as they are available.

Transportation Options

For the period of October – December 2017, a total of 53 new registrants in Linn, Benton, and Lincoln Counties joined the State's online ridematching database, www.DriveLessConnect.com. During this period, participants in our Region tracked 92,867 non-drive-alone miles by bus, bike, carpool, vanpool, walking, and teleworking. Compared with driving alone, this represents a reduction of 70,441 pounds of CO₂, 3,519 gallons of gasoline, and a savings of \$27,224 for participants.

Cascades West Business Lending (CWBL)

With the closing of the first Rural Microenterprise Assistance Program (RMAP) loan, *CWBL* has now funded a total of seven loans this fiscal year. In all, loans amount to \$2,162,400 on projects totaling over \$6,500,000. Loans have funded through a mix of programs, including two U.S. Small Business Administration (SBA) 504 loans; two Rural Development Foundation 1-3 loans; one Revolving Loan Fund (RLF) loan; one RMAP loan; and one Lincoln County Loan Fund loan.

In December 2017, *CWBL* entered into a contract to manage the Lincoln City Urban Renewal District's (LCURD) loan portfolio. *CWBL* received LCURD loan files in January, and updated borrowers regarding how their loans are now serviced. The transition has been going well.

CWBL is in the process of updating its *Loan Program Plan*, as required by the U.S. Economic Development Administration (EDA) every five years.

Notes



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