

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BUDGET COMMITTEE MINUTES
May 17, 2018**

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

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

The Oregon Cascades West Council of Governments' (OCWCOG) Budget Committee Meeting was called to order by Acting Chair Sharon Konopa at 1:07 pm on May 17, 2018 at the Cascades West Center in Albany.

1. Minutes of the Previous Meeting

Executive Director Fred Abousleman introduced newly-hired Deputy Director Rachael Maddock-Hughes to the Budget Committee.

Commissioner Anne Schuster motioned to approve the March 15, 2018 Budget Committee meeting minutes, Commissioner Bob Elliott seconded. Motion passed unanimously.

2. Public Comment

There was no public comment.

3. Fiscal Year (FY) 2018-2019 Work Program & Budget (Budget)

Finance Director Sue Forty stated that there are a few programmatic changes in this year's budget when compared with last year. She stated that some estimates have been refined, and the Community Services Program (CSP) has been separated from Senior and Disability Services (SDS). Programs are trying to use more match dollars to bring in additional revenue. She added that some programs have received additional funds in the upcoming year, making some numbers slightly larger than previous years.

Executive Director Abousleman stated that this year's *Budget* has increased funding for *Oregon Project Independence (OPI)*, *RideLine*, and programs within the Community Services Program. He stated that OCWCOG is trying to staff appropriately but sustainably. He stated that Finance Director Forty and her team have done a great job on the *Budget*.

Councilor Dann Cutter asked where budgeting has overshot in the past.

Executive Director Abousleman responded that hiring has been overdone in the past, as the State's Medicaid formulas fluctuate by biennium, sometimes in large amounts. He stated that some biennium budgets increase, meaning more staff can be supported, but then those dollars are lost. He stated that OCWCOG is trying to increase staff slowly, to account for these fluctuations.

Mayor Biff Traber noted that insurance has a new line item. Finance Director Forty stated that this was partly for ease of bargaining, so staff and Union officers can see insurance costs for OCWCOG. She stated that this is a major topic in bargaining, so she is trying to separate out larger items within fringe benefits.

Commissioner Schuster asked about the balance of the Special Projects Fund. Finance Director Forty stated that because no Special Projects dues have been spent, when invoices go out for FY2018-2019, there will be approximately \$23,000 in the fund. Councilor Cutter stated that this fund could be used for matching on projects.

Mayor Traber noted that there is a large operating contingency. Finance Director Forty stated that part is in SDS and part is in the building fund. She stated that these funds are placed into an operating contingency, because if they are unappropriated, the funds cannot be used toward staff without amending the *Budget*.

Finance Director Forty stated that there will likely be a Supplemental Budget needed, as the *Senior Companion Program* and accompanying funds may be awarded to OCWOCG.

Councilor Elliott motioned to recommend approval of the *FY2018-2019 Work Program & Budget* to the Board, Councilor Cutter seconded. Motion passed unanimously.

Councilor Elliott motioned to approve the FY2018-2019 Official Budget and recommend adoption of *Resolution #18-05-01 Agency Budget for FY2018-2019* to the Board, Councilor Cutter seconded. Motion passed unanimously.

4. Other Business

There was no other business.

5. Adjournment

The meeting adjourned at 1:21 pm.

Minutes recorded by Jennifer Kelley.