



# **Budget Committee Meeting Agenda Packet**

**July 19, 2018, 1:00 pm**

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

---

*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.*

*This page intentionally left blank*



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

---

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BUDGET COMMITTEE AGENDA  
July 19, 2018  
1:00 pm**

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.***

**PLEASE NOTE:** Please call Jennifer Kelley, at 541-967-8720, no later than noon on Tuesday, July 17th to confirm your attendance.

**1. Minutes of the Previous Meeting (Budget Chair Claire Hall)**  
(1:00 – 1:05 pm)

Review of the May 17, 2018 Budget Committee Minutes (Page 2).

**ACTION: Motion to approve the May 17, 2018 Budget Committee minutes.**

**2. Public Comment**  
(1:05 – 1:10 pm)

Floor will be open to the public for comment.

**3. Fiscal Year (FY) 2018-2019 Supplemental Budget (Finance Director Sue Forty)**  
(1:10 – 1:15 pm)

Proposed amendments to the current *FY2017-2019 Work Program & Budget* will be presented for review and recommended action (Page 4).

**ACTION: Motion to recommend to the Board adoption of the *FY 2018-2019 Supplemental Budget*.**

**4. Other Business (Budget Committee Chair)**  
(1:30 – 1:35 pm)

**5. Adjournment (Budget Committee Chair)**  
(1:35 pm)

**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.*



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

---

## MEMORANDUM

**DATE:** July 19, 2018  
**TO:** OCWCOG Budget Committee  
**FROM:** Sue Forty, Finance Director  
**RE:** **Fiscal Year 2018-2019 Supplemental Budget**

---

After OCWCOG's Board of Directors adopted the *Fiscal Year (FY) 2018-2019 Work Program & Budget* at their May meeting, OCWCOG received funds to enhance service in two areas of the Community Services Program (CSP):

- *Senior Companion Program (SCP)* – OCWCOG was awarded a three-year grant, amounting to \$117,876 annually. The grant was received in July 2018. With the addition of the *SCP*, OCWCOG is now providing all three *Senior Corps* programs to Seniors within the tri-County OCWCOG Region. The primary focuses of *SCP* are Healthy Futures and Aging in Place. *SCP* volunteer activities include companionship, respite care companionship, and transportation. These funds will also allow for the expansion of the *Friendly Visiting* program, enabling volunteers to transport an additional 76 homebound seniors to and from non-medical appointments (grocery shopping, senior centers, libraries, etc.).
- *Foster Grandparent Program (FGP)* – OCWCOG has been awarded an additional \$190,000 in evidence-based funds to expand service activities to existing *FGP* volunteer assignments, including mentoring through Boys & Girls Club of America's *Project Learn* program, and literacy coaching through the *Start Making a Reader Today (SMART)* program.

While already budgeted, the Benton County Veteran Services Office (VSO) has been awarded with a grant for \$4,700 to be used toward suicide prevention and awareness.

OCWCOG believes it is important to have a budget that reflects the most accurate numbers available. This Supplemental Budget brings the revenue and expenditures for OCWCOG in line with what will actually be received and expensed.

For questions or clarification, please contact Finance Director Sue Forty at 541-924-8435.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**Resolution #18-07-02**

*Adoption of Supplemental Budget for Fiscal Year 2018-2019*

---

**WHEREAS**, the Board of Directors adopted a fiscal year 2018-2019 budget at the May 17, 2018 Board meeting; and

**WHEREAS**, Oregon Cascades West Council of Governments became aware of a condition that had not been ascertained at the time of the preparation of the budget for the current year which requires a change in the fiscal year 2018-2019 budget.

**NOW THEREFORE**, the Board of Directors of Oregon Cascades West Council of Governments does hereby adopt the supplemental budget listed below:

<b>REVENUE</b>	<b>ADOPTED 2018-2019</b>	<b>SUPPLEMENTAL FY2018-2019</b>	<b>NEW ADOPTED 2018-2019</b>
Beginning Fund Balance	\$10,608,948		\$10,608,948
State Revenue	\$1,865,511		\$1,865,511
Federal Revenue	\$13,128,129	\$307,876	\$13,436,005
Local Revenue	\$1,184,683		\$1,184,683
Program Revenue	\$12,725,723	\$23,512	\$12,749,235
<b>Total Revenue</b>	<b>\$39,512,994</b>	<b>\$331,388</b>	<b>\$39,844,382</b>
<b>EXPENDITURES</b>			
Personnel	\$14,372,101	\$25,519	\$14,397,620
Materials and Services	\$25,077,560	\$305,869	\$25,383,429
Leasehold	\$0		\$0
Principal Payments	\$43,333		\$43,333
Interest Payments	\$20,000		\$20,000
<b>Total Expenditures</b>	<b>\$39,512,994</b>	<b>\$331,388</b>	<b>\$39,844,382</b>
<b>BALANCE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**ADOPTED** this 19th day of July, 2018 at Albany, Oregon.

---

Sharon Konopa  
Chair

---

Fred Abousleman  
Executive Director



Cascades West Center  
1400 Queen Avenue, SE Suite 201  
Albany, OR 97322  
541.967.8720