

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE MINUTES  
January 18, 2018**

**MEMBERS:** Mayor Sharon Konopa, Albany; Commissioner Bill Hall, Lincoln County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; and Councilor Dann Cutter, Waldport.

**STAFF:** Executive Director Fred Abousleman; 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; Executive Assistant Jennifer Kelley; and Communications Consultant Lindsey Riley.

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee Meeting was called to order by Chair Bill Hall at 1:05 p.m. on January 18, 2018 at the Cascades West Center in Albany.

**1. Minutes of Previous Meetings**

Mayor Sharon Konopa motioned to approve the minutes of the December 7, 2017 Finance Committee meeting, Councilor Bob Elliott seconded. Motion passed unanimously.

**2. Finance Committee 2018 Meeting Schedule**

Councilor Dann Cutter motioned to approve the 2018 Finance Committee meeting schedule, Councilor Elliott seconded. Motion passed unanimously.

**3. Financial Report**

Finance Director Sue Forty stated that revenues received from State contracts are low, as some projects have been pushed back, or have start dates later than anticipated. She added that Oregon Department of Veterans Affairs funds are late coming from Benton County. We have talked with County and the funds are on their way; these funds are pass-through dollars.

Councilor Cutter asked whether delayed projects would be completed in this fiscal year. Finance Director Forty responded that some are ongoing, and some are multi-year projects. She stated that with the brownfield project, for example, Community and Economic Development (CED) Director Phil Warnock has been tracking progress, and that delays are from other agencies.

Finance Director Forty stated that donations are somewhat higher than anticipated. A new solicitation went out for *Meals on Wheels (MOW)*, in addition to receiving donation revenue from *CelebrateLBL*. She stated that previously, when *MOW* had used a third-party direct-mail solicitation company, donors from that solicitation were added to the *MOW* mailing list. For the most recent mailer, the third party was not used. However *MOW* got nearly the same return, saving around \$13,000.

Community Services Program (CSP) Manager Moore stated that the return on the mailer was approximately 17%, which is very good. She anticipated seeing donations arrive through mid-February. She stated that approximately 8% of donations were \$250 or more, and these higher-value donations comprised around 36% of donation dollars received.

Mayor Biff Traber asked how donation sizes compare to last year. CSP Manager Moore stated that this data had not yet been analyzed, due to a change in tracking databases.

Councilor Cutter suggested that proposed tax law changes may have prompted more end-of-year donations. CSP Manager Moore stated that once data has been converted to the new system, it may be possible to give an educated guess, based on previous years.

Executive Director Fred Abousleman stated that he believes more funding could be captured from current donors, and while he is happy with the amount raised, he believes there is room for improvement.

Councilor Cutter stated that he has seen many foundations worried about tax law changes, as many of their lower-end donors are giving smaller amounts, due to not having tax incentives.

#### **4. Fiscal Year (FY) 2018-2019 Dues**

Executive Director Abousleman stated that annual dues are adjusted based on population, and the Consumer Price Index for All Urban Consumers (CPI-U). He stated that total dues increases were approximately \$15,000.

Mayor Sharon Konopa stated that some jurisdictions may not be comfortable with a 4.4% increase, and that Committee members may want to prepare for some pushback. She suggested potentially having a cap on dues increases. Executive Director Abousleman stated that he has no concerns about capping increases if the issue comes up, but reiterated that increases are formula-driven. Therefore, if the Region does well, dues increase. He also stated that dues are match dollars, and therefore leverage other resources.

Councilor Cutter stated that he likes having it indexed, Chair Hall agreed. Chair Hall also stated that the Association of Oregon Counties' dues increased by 5% this year.

Councilor Cutter asked how OCWCOG dues compare, per capita, with other Councils of Government (COGs). Executive Director Abousleman stated that they are on par with other COGs.

Mayor Traber stated that the increase for the City of Corvallis is noticeable, and he may get a question from his Council. He stated that he doesn't think it will be a problem, though. Executive Director Abousleman stated that most jurisdictions feel that there is value in OCWCOG dues because they are direct-service dollars. Dues are leveraged for additional funds, and reinvested in local community projects.

Finance Director Forty stated that OCWCOG is working on finding contracts that can be for general funds, so those funds can also be used as matching dollars. That will enable the hiring of more staff.

Councilor Cutter motioned to recommend approval of the proposed FY2018-2019 dues to the Board of Directors, Mayor Traber seconded. Motion passed unanimously.

#### **5. Other Business**

There was no other business.

#### **6. Adjournment**

Chair Hall adjourned the meeting at 1:27 p.m.

*Minutes recorded by Jennifer Kelley.*