



# **Executive Committee Meeting Agenda Packet**

**December 6, 2018, 12:00 pm**

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

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*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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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA  
December 6, 2018; 12:00 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.***

**NOTE:** Please contact Rachael Maddock-Hughes, [rmaddock@ocwcoq.org](mailto:rmaddock@ocwcoq.org), no later than noon on Tuesday, December 4th to confirm your attendance.

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

Minutes of the October 25, 2018 Executive Committee meeting will be reviewed for approval (Page 5).

**ACTION: Motion to approve the October 25, 2018 Executive Committee meeting minutes.**

**2. Approval of the 2019 Executive Committee Meeting Schedule (Chair Sharon Konopa)**  
(9:05 – 9:15 am)

The Committee will review, discuss, and approve a meeting schedule for the 2019 calendar year (Page 10).

**ACTION: Motion to approve 2019 Executive Committee Meeting schedule.**

**3. Review of Executive Director's Accomplishments and Goals**  
(Executive Director Fred Abousleman)  
(9:15 – 9:30 am)

The Executive Committee will meet in Executive Session to review the Executive Director's performance. The Chair, with support of the Board, may choose to call for an Executive Session to discuss the Executive Director's performance and goals. (Attachment will be sent separately.)

**ACTION: Discussion regarding recommendation to the Board of Directors on the Executive Director's performance.**

**4. January Board of Directors' Meeting Agenda Items** (Chair Sharon Konopa)  
(9:30 – 9:35 am)

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. **Welcome and Introductions**
2. **Public Comment**
3. **Election of New OCWCOG Executive Committee**
4. **Consent Calendar**
  - a. Approval of Previous Board of Directors Meeting Minutes
  - b. Financial Update
5. **Review of New Personnel Policies and Procedures**
6. **Creation of Special Subcommittee on the Future of OCWCOG Buildings and Facilities**
7. **Member Dues**
8. **Program Update**
9. **Topics of Regional Interest**
10. **Other Business**
11. **Adjournment**

**ACTION:** Information only, no action needed.

**5. Other Business**  
(9:35 – 9:45 am)

**ACTION:** Information only, no action needed.

**6. Adjournment**  
(9:45 am)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
AGENDA  
October 25, 2018**

**MEMBERS:** 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 Rachael Maddock-Hughes; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Randi Moore; Community Services Program (CSP) Director Jennifer Moore; and Executive Administrative Assistant Emma Chavez.

The Oregon Cascades West Council of Governments (OCWCOG) Executive Committee Meeting was called to order by Acting Chair Anne Schuster at 9:00 am on Thursday, October 25, 2018 at the Cascades West Center in Albany.

**1. Approval of Previous Meeting Minutes**

Councilor Bob Elliott motioned to approve the August 28, 2018 meeting minutes, Councilor Dann Cutter seconded. Motion passed unanimously.

**2. Legislative Advocacy Update**

Members were presented with a first draft of the *Legislative Issue Areas* document. Executive Director Fred Abousleman advised that Staff needs feedback on the piece in order to have a final version to the OCWCOG Board of Directors (Board) by its December meeting. Executive Director Abousleman noted that, the hope is for the piece to be a living document. He stated that additions to the document include 404 Assumptions, and support of increased funding to the SDS Program. He advised that Staff will continue to work on the physical layout of the report before the December Board meeting.

Councilor Cutter questioned if additional modifications would be made based on the outcomes of the upcoming elections. Executive Director Abousleman answered that the document is broad enough, and allows latitude to do anything.

Commissioner Schuster voiced her concern on whether the Legislature would have enough time to read the entire document, as it seems lengthy. She suggested condensing the information and using bullet points. Executive Director Abousleman advised that Staff will continue to work on the format and that the final version will look more like a one-pager.

Commissioner Schuster went on to note that it is good that the document includes solutions.

Mayor Biff Traber noted that the Economic Development issues include two solutions, and both are wetlands related. He questioned whether this was appropriate. Executive Director Abousleman advised that at the time of drafting the report, there were no housing solutions. Mayor Traber suggested that as the document continues to be updated, to think about what else could be added.

When asked what the next steps were; Executive Director Abousleman advised that a final draft will go to the OCWCOG Board in December, and the final document to Legislature in January 2019.

Commissioner Schuster questioned how things have been with Department of Human Services (DHS). SDS Director Randi Moore advised that there has been frustration with data collection standards, lack of transparency, and poor communication. She noted that although SDS serves more people than AAA, SDS isn't always invited to the table.

Executive Director Abousleman noted that there have also been issues with pilot projects not being completed adequately. He stated that DHS advises when an agency isn't successful in their work, yet they are not able to advise how be successful.

When asked about the October Legislative Roundtable, Executive Director Abousleman advised that attempts to schedule the Forum were unsuccessful. He noted that OCWCOG will continue to engage and attend Legislative meetings. Additionally, he noted that OCWCOG plans to continue to support the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) positions.

There was consensus amongst the Board Members for OCWCOG Staff to forward the draft *Legislative Issue Areas* to the Board immediately following the Executive Committee meeting. A final copy of the document will be presented to the OCWCOG Board at its December meeting for their final approval.

### **3. OCWCOG Program Updates**

#### **Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Letter to the Editor**

SDS Director Moore advised that the OCWCOG Issues and Advocacy Committee is a very robust group made up of members of the Senior and Disability Services Advisory Councils (Councils). There are close to 30 participants at the table during meetings, which is more participation than it's ever had.

At its last meeting, on September 17th, Members received information about the potential landscape for the DHS Aging and People with Disabilities (APD) budget for the 2019-2021 biennium, and looked ahead to the November election and the 2019 Legislative session. The Councils discussed advocacy that will be completed by OCWCOG and supported by the Councils around sustainable funding for long-term services and supports. In response, the Issues and Advocacy Committee requested a letter be written and submitted to the editor (all major newspapers), introducing OCWCOG's SDS programs, sharing information on how many consumers receive OCWCOG services, and urging Legislators to support sustainable funding for these programs in the upcoming Legislative session.

Executive Committee Members received a copy of the draft letter in their agenda packets. The hope is to have the letter published as close to Election Day as possible.

Executive Director Abousleman advised that there are minor editorial changes that will be made.

Commissioner Schuster questioned if it would be more appropriate to send individual letters to the Legislators. SDS Director Moore advised that the first step identified at this time, is a Letter to the Editor as requested by the Councils.

Executive Committee Members had the following comments:

- Add action to ask the public to support an increase, not the Legislators;
- Add a hook to get people to read the entire letter/article; and
- Add consequences of not increasing funds.

The Executive Committee unanimously decided to move forward with their approval to send the Councils Letter to the Editor, with Executive Director Abousleman's editorial changes.

### **Community Services Program (CSP)**

CSP Director Jennifer Moore advised that the Veteran Services Program was awarded funds for suicide prevention and awareness. The program continues to work with a number of partners including Benton County Mental Health, Oregon State University (OSU), Veteran's Resource Advisor, Samaritan Veterans Outreach, Linn County Veterans Services Office, and Linn County Mental Health. Holidays are identified as a particular vulnerable time. Care packages will be put together and distributed to Veterans, including information on resources available.

The Oregon Housing Authority and Community Services Department is offering technical assistance and opportunities to organization for homeless veterans through a new program. Veteran's lottery funds will be utilized for up to 10 communities for existing efforts to rapidly house homeless veterans. OCWCOG is one of the partners, including the Community Services Consortium (CSC), Community Outreach, Albany Housing Authority, and housing shelters to assist in this project.

CSP Director Moore noted that the *Meals on Wheels (MOW)* program is more than meal delivery. Last week, a consumer was found in a medically precarious condition. During follow-up, it was noted that if the meal delivery volunteer had not found the consumer and called for assistance, the consumer would not have made it. CSP Director Moore noted that MOW saves lives.

Councilor Cutter questioned how often incidents as such occur. CSP Director Moore answered that several times per month. She noted that just recently, Staff has begun tracking the occurrences via an incident report mechanism.

Mayor Traber questioned what the protocol is if a client doesn't answer their door. CSP Director Moore advised that the immediate response depends on the relationship between the consumer and delivery volunteer. As a protocol however, the delivery volunteer leaves a door sign advising that the consumer was missed during a meal deliver. Additionally, a notice is related to the *MOW* Manager who notifies the consumers' emergency contact.

Councilor Elliot noted that the same situation occurred to his sister.

Commissioner Schuster brought up the Measure 96 dollars and how the AOC is finding out how only 40% of the Counties are taking advantage of those dollars; these are use or lose them dollars.

Executive Director Abousleman questioned if AOC would consider reallocating the dollars in order not to lose them. He noted that it would be good to discuss the limit on carry forward, and also questioned if Counties could take individual positions on the funds matter.

Schuster advised that she is unsure of the answers, but that those are good requests.

SDS Director Moore advised that *Oregon Project Independence* is a use it or lose it type of program and every year the AAA's have a reallocation strategy for Counties that are underspent versus ones that are overspent.

### **Community & Economic Development (CED)**

In the absence of the CED Director Phil Warnock; Executive Director Abousleman provided the update.

The Oregon Transportation Commission (OTC) will be holding its meeting in the local area at Boulder Falls Center in Lebanon on Friday, November 16th. The Cascades West Area Commission on Transportation (CWACT) Executive Committee will hold a meeting prior to the OTC.

The *Park and Ride Plan* is moving along nicely, and *Pedal Corvallis* is one of the best bikeshare programs in the Country.

CED is working with the City of Toledo on a GIS project.

Members received an Urban Renewal factsheet that was requested at their last meeting. Mayor Traber suggested changing the wording "failing infrastructure" to "severely under-utilized" or "needs work."

Councilor Elliott noted that the City of Lebanon has three urban renewal boundaries and is working on a fourth one for the downtown area.

Councilor Cutter moved on to discuss new member packets. He advised that many new elected officials that attend meetings don't really know the content. Councilor Cutter suggested for a personalized letter and member packet to be provided to new members. The packet should include the type of work that OCWCOG is able to do for its member jurisdictions.

Executive Directed Abousleman stated that Staff has been in discussion with Mid-Willamette Council of Governments and Lane Council of Governments on trainings for elected officials. There is discussion on a Seven County training package. He advised that Staff will continue to think about this and what the best approach might be. He noted that OCWCOG does have a *Program Guide* of its services that is provided to members annually.

Executive Director Abousleman noted that Staff is always working on launching a new program called *Cascades West Pro Services*, which will include offering technology, human resources, and finance services to members and partners.

Executive Director Abousleman asked for Members to keep in mind that OCWCOG's dues structure is different from other Councils of Governments, therefore when discussing something that "OCWCOG should do" this must be kept in mind. The OCWCOG's resources are based on match. There aren't necessarily ways to pay for projects and programs. Also, Lane Council of Governments has a larger membership that is made up of OEGB, School Districts, etc. When the OCWCOG Board discussed membership two years ago, members decided not to expand its membership to school districts.

Executive Committee Members ask Staff to send Program Guide to all Board members in early 2019, once all new Board members are seated.



**4. Topics of Regional Interest**

Due to time constraint, this agenda item was tabled for a future meeting.

**5. December Board of Directors Agenda Items**

Finance Director Sue Forty advised that new rates will need to be discussed at the December meeting.

Executive Director Abousleman advised that his contract is set to renew in November and his next performance review is scheduled for December.

Executive Director Abousleman proposed for the Executive Committee to recommend to the OCWCOG Board the development of a Subcommittee to review and update the Bylaws. He stated that the Sub-Committee will look at ways to streamlining elections.

**6. Other Business**

There was no other business to discuss.

**7. Adjournment**

Meeting adjourned at 10:20 am.

*Meeting minutes taken by Emma Chavez.*



## 2019 Executive Committee Meeting Schedule

**Location:**

Cascades West Center; 1400 Queen Avenue SE; Albany  
Upstairs Conference Room

*Video conferencing available at the Toledo Cascades West Center.*

### **Thursdays 9:00 - 11:00 am**

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February 21

April 25

June 27

August 22

October 24

December 5\*

\*November meeting change due to the Association of Oregon Counties' Annual Conference and Thanksgiving.

*Notes*



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