

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE MINUTES
September 20, 2018**

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

STAFF: Executive Director Fred Abousleman; 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) Director Jennifer Moore; and Administrative Assistant Terri Sharpe.

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee Meeting was called to order by Mayor Sharon Konopa on September 20, 2018 at 1:05 pm at the Cascades West Center in Albany.

1. Minutes of Previous Meetings

Commissioner Anne Schuster motioned to approve the minutes of the May 17, 2018 Finance Committee meeting, Mayor Biff Traber seconded. Motion was passed unanimously.

2. Financial Report

Finance Director Sue Forty reviewed the June 30th Close Financial Report.

Commissioner Schuster questioned line item *Maintenance and Repairs*. Finance Director Forty clarified that OCWCOG budgeted to have the roof done, which did not happen.

Commissioner Schuster questioned line item *Employee Settlement*. Finance Director Forty explained it is a transfer of litigation funds from one agency to another. OCWCOG was provided \$15,000 from the insurance company for litigation which shows as revenue under *Employee Settlement* and as an expense under *Legal Services*.

Commissioner Schuster questioned line item *Grants*. Finance Director Forty explained that Staff budget in what they believe they will receive in grants, but some of the grants may not be realized.

Mayor Konopa commented on the increase in revenue in *Loan Packaging Fees*. Finance Director Forty explained that this was due to CED-Lending Loan Officer Sandra Easdale taking over the servicing of Urban Renewal packages from Stanton and she will also be servicing loans from Sweet Home.

The Finance Committee accepted the OCWCOG Financial Report.

3. Financial Management Policies and Procedures Manual

Finance Director Forty presented OCWCOG's new *Financial Management and Procedures Manual* for adoption. The Finance Department had been working with a written manual in the past, but would like this updated *Manual* to be adopted.

Commissioner Schuster asked if there was any sustainability policy for OCWCOG, as in looking at packaging and cost savings. Executive Director Fred Abousleman said this *Manual* does not include such a policy, but would be happy to look at options for adopting a

sustainability policy. Executive Director Abousleman noted that OCWCOG has a sustainability fund for the building, but he is unsure if the organization has a policy to drive the fund. Finance Director Forty said she believes when the Finance Committee adopted the Sustainability Reserve, there was a small section written. Executive Director Abousleman will look into it. Finance Director Forty said OCWCOG does recycle, but as far as larger scale energy saving, that will be done further down the line with the organization's staff. Commissioner Schuster also recommended looking into green cleaning products.

Mayor Konopa thought the *Manual* was very thorough.

Commissioner Schuster asked if there was anything in place that looks at what OCWCOG does for the health of the community; is OCWCOG equitable and diverse? Executive Director Abousleman said that OCWCOG is bound by law to be equitable and diverse especially with Senior and Disability Services, which has mandates on equability.

Commissioner Schuster asked about internally within OCWCOG. Executive Director Abousleman said the Wellness Committee is adopting Samaritan's *7 Point Wellness Philosophy*, which covers everything from spiritual wellness to financial wellness. CED Director Phil Warnock said as Directors they are requested to engage one-on-one with their staff to see if they know what their job is and what is expected of them. He found that in his department they knew what their job was, but not what it could be. This has helped to foster an environment in which they are an active participant in providing feedback to the organization. Executive Director Abousleman meets once a year with all new employees for their feedback as well.

Executive Director Abousleman said he receives feedback at the Director and Supervisor level and he sees a lot of cross pollination within the teams. There are teams that do well and others that struggle. One area they do not do well with is getting the three departments together, due to the structure of the building. He said if there is something OCWCOG can adopt he would be happy to review. Commissioner Schuster suggested talking with Steve Smith from Tech Labs out of Albany who has won employer of the year for almost 20 years. Executive Director Abousleman said they are always looking at different ways to grow.

Councilor Bob Elliott motioned to review and recommend to the OCWCOG Board of Directors for resolution to adopt OCWCOG's *Financial Management Policies and Procedures Manual*, Mayor Traber seconded. Motion passed unanimously.

4. Other Business

There was no other business.

5. Adjournment

Adjourned at 1:28

Minutes recorded by Terri Sharpe.