

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE MINUTES
December 6, 2018**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Dann Cutter, Waldport; 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; Interim Human Resources Manager Lydia George; and Communications Consultant Lindsey Riley.

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee Meeting was called to order by Mayor Sharon Konopa on December 6, 2018 at 1:10 pm at the Cascades West Center in Albany.

1. Minutes of Previous Meetings

Finance Director Sue Forty noted a correction to the September 20, 2018 Finance Committee meeting minutes. In the fifth paragraph, in Item #2 discussing the Financial Report, Mayor Konopa had commented on an increase in revenue in *Loan Packaging Fees*. Finance Director Forty noted that this increase was due to CED-Lending Loan Officer Sandra Easdale taking over the servicing of loans from Stantion, however these loans were incorrectly identified as Urban Renewal packaged loans. They are in fact Lincoln City loans. Additionally, the notes reflected that CED-Lending Loan Officer Easdale was taking over the servicing of loans in Sweet Home, when in fact Lending Staff was looking into this possibility.

Councilor Bob Elliott motions to accept the September 20, 2018 Finance Committee meeting minutes, with the two above changes. Mayor Biff Traber seconded. Motion was passed unanimously

2. Financial Report

Councilor Dann Cutter asked if there were any huge and/or minor concerns? Finance Director Forty said that there were none. Grants are currently being written, so that is on track. A lot of electronic equipment is being replaced, but that is not a permanent trend.

Councilor Cutter asked if there were any concerns over outstanding member dues. Finance Directory Forty noted that there are four agencies that have not paid their dues yet, the largest of which is Linn County. She commented that second notices are going out. The other three members who have not paid are very small – less than \$600 each. Linn County is approximately \$13,000.

Executive Director Abousleman noted that he would like to see a few more projects in the pipeline and he is working with Staff on this. He is anticipating PERS (Public Employees Retirement System) liability two years from now and trying to have more longer term projects.

Commissioner Anne Schuster asked about the coordinated projects line item. Finance Director Forty replied that these are CED-Transportation projects. For these projects, there is always a catch-up payment mid-year; at mid-year, these funders make OCWCOG whole.

Commissioner Schuster asked about Title XIX. Finance Director Forty replied that this is 1/24 of a payment that has been received. The dollar amount also includes sequestration dollars that haven't been used yet.

Finance Director Forty went on to detail that the *Oregon Project Independence (OPI)* number is a 1/12 payment, which is reimbursement based. OPI will be a revamped program for OCWCOG, as several individuals are working out of class, so dollars are being used more quickly than anticipated. For this program, no money can be carried over and all money has to be spent.

3. Approval of Proposal Salary Range for New Assistant Veterans Services Officer

Interim Human Resources Manager Lydia George presented Finance Committee with new proposal salary scale for an Assistant Veterans Services Officer. This position would require that the Assistant Veterans Services Officer would be accredited, just as a Veterans Service Officer carries an accreditation.

The salary scale presented within the Finance Committee packet is consist with the OCWCOG's Pay and Comp Policy.

Mayor Traber asked if this position was currently staffed. Community Services Program (CSP) Director Jen Moore replied that the position is currently staffed, but the individual is not accredited. Interim Human Resources Manager George commented that this position will be slightly higher than the current position in the organization because of the accreditation, which will come with a salary increase. She also noted that the Union did not disagree with the salary range.

Councilor Elliott asked what the salary increase was, though Interim Human Resources Manager George did not bring this information with her. Deputy Director Rachael Maddock-Hughes commented that the Assistant Veterans Services Officer position does not compare to any existing position at OCWCOG.

CSP Director Moore noted that existing Staff would not fit into this new position, so would need to be recruited. She also commented that this position has already been budgeted into the Benton County budget, which was confirmed by Commissioner Schuster.

Mayor Traber asked what 5% of the high-end means (referenced on the document provided to the Finance Committee)? Interim Human Resources Manager George noted that OCWCOG goes by the average of salaries, once the comp studies are complete, taking into OCWCOG's pay scale as that with the most weight.

Councilor Cutter motioned to approve to move the proposal for the salary range for the new Assistant Veterans Services Officer forward to the Board for it's consideration. Commissioner Schuster seconded. Motion passed unanimously.

4. **Approval of the 2019 Finance Committee Meeting Schedule**

Commissioner Schuster approved the 2019 Finance Committee meeting schedule. Councilor Cutter seconded. Motion was passed unanimously.

5. **Other Business**

No other business.

6. **Adjournment**

Adjourned at 1:51.

Minutes recorded by Lindsey Riley.