

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE Minutes
July 18, 2019; 1:30 pm

MEMBERS: Mayor Sharon Konopa, Albany; Mayor Biff Traber, Corvallis; Mayor Jim Lepin, Millersburg; Commissioner Pat Malone, Benton County; and Commissioner Annabelle Jaramillo, Benton County and Cascades West Area Commission on Transportation Chair.

VIA PHONE: Mayor Dann Cutter, Waldport.

OCWCOG STAFF: Executive Director Fred Abousleman; Finance Director Sue Forty; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; Community and Community and Economic Development (CED) Director Phil Warnock; and CED Executive Administrative Assistant Emma Chavez.

The OCWCOG's Finance Committee Meeting was called to order by Chair Biff Traber at 1:31 pm at the Cascades West Center in Albany.

1. Minutes of Previous Meeting

Mayor Jim Lepin made a motion to approve the minutes of the May 16, 2019 OCWCOG Finance Committee minutes. Commissioner Annabelle Jaramillo seconded. Motion passed unanimously.

2. Financial Reports

OCWCOG Finance Director Sue Forty advised that everything seems to be about the same as last month, and that OCWCOG is starting to bill on contracts.

Chair Traber noted that the billing is more delayed than last year. Finance Director Forty advised that some of this has to do with contracts that the OCWCOG has yet to bill.

OCWCOG Director Fred Abousleman added that early in the year the Community and Economic Development (CED) Department was working with a reduced planning staff to bill to the contracts; however, there has been an increase in staffing, and those numbers should rapidly increase.

Mayor Sharon Konopa questioned if OCWCOG outsources its janitorial staff. Finance Director Forty advised that OCWCOG does outsource the janitorial staff for all three of its buildings. She stated that OCWCOG decided not to hire a person to do the work due to workers comp liabilities.

Mayor Konopa asked if OCWCOG had reached out to rehabilitation services. Finance Director Forty advised that OCWCOG does this during every contract renewal.

Chair Traber stated that on the summary reports the contract expense is at 100% and he questioned why. Finance Director Forty stated that this is due to the contracts to member jurisdictions for which OCWCOG pays upfront and then bills them for. CED Director Phil Warnock advised that OCWCOG is working on shared services to help mitigate the cost.

| Chair Traber stated that the budget looks to be in good standing for the new Fiscal Year.

3. **Other Business:**

None

4. **Adjournment**

No further business. The meeting was adjourned at 1:38 pm.

Meeting minutes were taken by Emma Chavez.