



# **Board of Directors' Meeting Packet**

**September 19, 2019, 2:00 pm**

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

**Next Executive Committee Meeting:  
August 22, 2019 at 9:00 am**

**Next Finance Committee and Board of Directors'  
Meetings:**

**September 19, 2019 at 1:00 pm and 2:00 pm**

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*The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or [adminGA@ocwcog.org](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS AGENDA  
July 18, 2019  
2:00 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 [adminga@ocwcog.org](mailto:adminga@ocwcog.org) no later than noon on Wednesday, July 17th to confirm your attendance.

1. **Welcome and Introductions** (Chair Biff Traber)  
(2:00 – 2:05 pm)

2. **Public Comment** (Chair Biff Traber)  
(2:05 – 2:10 pm)

Floor will be open to the public for comment.

3. **Consent Calendar** (Chair Biff Traber)  
(2:10 – 2:15 pm)

- a. Approval of Previous Board of Directors Meeting May 16, 2019 Minutes (Page 5).
- b. Financial Update (Page 16, Page 18).
- c. Senior Services Advisory Council (SSAC) / Disability Services Advisory Council (DSAC) Membership Appointments and Renewals (Page 22).

**ACTION: Motion to approve Consent Calendar.**

4. **Presentation of the Supplemental Budget for Fiscal Year (FY) 2019-2020** (Finance Director Sue Forty)  
(2:15 – 2:30 pm)

Staff will present proposed *Supplement Budget for FY2019-2020* (Page 23).

**ACTION: Motion to approve the Supplemental Budget, and adoption of Resolution #19-07-04 Adoption of Supplemental Budget for Fiscal Year 2019-2020.**

5. **Regional Housing Assessment and Survey Update** (Executive Director Fred Abousleman)  
(2:30 – 2:40 pm)

Staff will provide an update to the Regional Housing and Assessment and Survey.

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

6. **OCWCOG Event Updates** (Executive Director Fred Abousleman)  
(2:40 – 2:50 pm)

The Executive Director will present updates on *Tapas and Treasures*, and *CelebrateLBL*.

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

7. **OCWCOG Program Updates** (All Program Directors)  
(2:50 – 3:00 pm)

Staff will be available to answer any questions from the Board of Directors on program updates (Community and Economic Development Program - Page 25; Community Services Program; and Senior and Disability Services Program).

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

8. **Topic of Regional Interest: Shared Service** (Chair Biff Traber)  
(3:00 – 3:15 pm)

Board members are invited to discuss the topic of shared service.

9. **Other Business** (Chair Biff Traber)  
(3:15 – 3:20 pm)

10. **Adjournment** (Chair Biff Traber)  
(3:20 pm)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MINUTES  
May 16, 2019**

**MEMBERS:** Mayor Biff Traber, Corvallis; Mayor Sharon Konopa, Albany; Mayor, Commissioner Claire Hall, Lincoln County; Mayor Jim Lepin, Millersburg; Commissioner Pat Malone, Benton County; Councilor Debbie Nuber, Scio; Councilor Ken Lorensen, Halsey; Councilor Wayne Rieskamp, Lebanon; Councilor Chas Jones, Philomath; Mayor Don Ware, Brownsville; Councilor Mike Caughey, Harrisburg; Rick Hohnbaum, City Administrator, Monroe; Commissioner Will Tucker, Linn County; Councilor Alan Rowe, Adair Village; and Councilor Carol Korn, Tangent.

**VIDEO:** Councilor Judy Casper, Lincoln City; Mayor Rod Cross, Toledo; Councilor Ron Hervey, Siletz; Councilor Max Glenn, Yachats; Mayor Dean Sawyer, Newport; and Deputy Director Rachael Maddock-Hughes, Oregon Cascades West Council of Governments (OCWCOG).

**OCWCOG STAFF:** Executive Director Fred Abousleman; Finance Director Sue Forty; Community and Economic Development Director Phil Warnock; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; Brian Chytka, IT Manager, and Janet Hughes, Administrative Assistant.

The OCWCOG Board of Directors' Meeting was called to order by Chair Biff Traber at 2:03 pm at the Cascades West Center in Albany.

**1. Welcome and Introductions**

Introductions were made.

**2. Public Comment**

No public comment.

**3. Consent Calendar**

Chair Traber asked if any items on the consent calendar needed to be pulled out and/or discussed further.

Rick Hohnbaum, City Manager, Monroe, made the motion to approve the Consent Calendar which includes: Previous Board of Directors Meeting Minutes of March 21, 2019; Financial Update; Adoption of Economic Development Administration (EDA) *Revolving Loan Fund Plan* Resolution #19-05-01; Authorization of Economic Development Administration (EDA) *Planning Grant Submittal* Resolution #19-05-02; and *Meals on Wheels* Food Production and Delivery Request for Proposal Update. Commissioner Claire Hall seconded the motion. Motion passed unanimously.

**4. Presentation of the Fiscal Year (FY) 2017 – 2018 Annual Financial Audit**

Kori Sarrett, CPA from Accuity, OCWCOG's auditing firm, presented her findings from the *Fiscal Year (FY) 2017-2018 Annual Financial Audit (Audit)*.

Ms. Sarett stated that she provided a Summary Sheet; this was given to all attendees, including those in Toledo. She referenced this document throughout her remarks.

Ms. Sarett commented that the audit opinion for the Board of Directors (Board) is that the audit is a clean opinion, or an unmodified opinion. This is a good thing. She told the Board that she was with the OCWCOG Finance Committee earlier to deliver these same results, and that the Board should know that the OCWCOG Finance Department does a great job; they worked hard for a clean audit.

The Department was diligent in really making sure the numbers that were giving to Auditors were clean. Ms. Sarett noted that throughout the year, the numbers are correct and when a problem arose, Department Staff identified it and if they had a hard time with in dealing with it correctly, they would call us. Ms. Sarett explained that very rarely, did the Auditors disagree with the Departments course of action on any issue. The Department was very good at identifying and moving through items on their own; they are diligent, accurate, and up-to-date.

Ms. Sarett noted that a Federal Compliance Audit is required annually. Auditors reviewed the intermediary Lending program and the Senior and Disability Services program this year, including *Meals on Wheels* and the majority of the Senior and Disability Services program. There were no audit findings related to the Federal Compliance Audit this year.

Ms. Sarett commented that one of the things that has been talked about with the OCWCOG Board over the past several years is the pension liabilities, and how those liabilities are calculated. When employees retire, they are going to cost more for the Public Employees Retirement System (PERS) to pay their retirement out, from what OCWCOG is currently paying into the PERS system now, and this generates a *liability*. Ms. Sarett continued by explaining that in theory, this is a simple calculation, and has been a number on the reporting schedule for many years. This number only came into play after 2015, when it looked like the State PERS number looked like it was overfunded, everyone laughed, and did not look at the number again.

Since 2015, this “overfunded” number has skyrocketed and the State has been taking steps to try and recover. By the end of June 30, 2018, this number was an \$11 million dollar liability – a number that has been reported to OCWCOG. The 2017 number was \$12.4, so the liability is starting to stabilize and this year (2019), it will be closer to the \$12 million dollar mark, so Accuity, expects the number to remain around \$12 million. To note, this number is contingent on when the State completes its next actuarial valuation, and if assumptions, plans, or the like are changed, but for now, it this number is stabilized.

Ms. Sarett explained a new reporting standard for health instance, which started after June 30, 2018 and looks similar to PERS; OCWCOG is required to offer coverage to employees when they retire from your organization, until they meet their Medicare age. So there is an implied liability, Accuity calls it an inflight subsidy, in that a retiree can medically cost the health insurance system more than a 25-year-old person and so by covering them, OCWCOG is paying more in health insurance then it would if it did not have to cover these retired employees.

Ms. Sarett knows that many organizations would like to know their exact liability, though she does not have this answer. This liability does not go away, but does fluctuate based on the age of an organization’s employee population; on how many retirees the organization is currently covering; and how many retirees are eligible to be covered; etc. Ms. Sarett emphasized that this liability is not going anywhere. The net liability for OCWCOG was just over \$7 million for the Fiscal Year ending June 30, 2018.

Ms. Sarett noted that OCWCOG's unrestricted liability portion is negative; OCWCOG is carrying a positive net liability. Most of OCWCOG's funding is restricted for program funding, rather than for general operations.

Finally, Ms. Sarett commented that the Audit did not raise any compliance issues. There were no issues with insurance, budget adoption, public bidding, etc.

Councilor Chas Jones asked what are the implications for having a negative unrestricted balance?

Ms. Sarett replied, at this time, it is not a budgetary one and so there are not really any implications. The unrestricted balance comes from having \$12 million worth of liability that OCWCOG does not control. So, unfortunately, it is what it is at this point. Ms. Sarett noted, as the organization is making financial decisions moving forward, it is worth knowing that this unrestricted liability is there. She commented that the balance is interesting because it is a PERS liability. OCWCOG is a healthy organization, there is plenty of money to go throw at everything, but there is this unrestricted balance that is out of the organization's control. Ms. Sarett praised the Administration for managing the growth of the organization that needed to happen with the available resources.

Commissioner Will Tucker said he would move to accept the *FY2017-2018 Annual Financial Audit*, if you don't mind. Chair Traber asked if he could get help from Staff, then asked Commissioner Tucker what the clarification is on that.

Commissioner Tucker said that the clarification is that without going through this document, without having the qualification to actually read and properly interpret the document, the Board is taking the representation of the County, and so in my mind would not approve this, I would accept this, but that is the motion to accept and not approve.

Executive Director Fred Abousleman said, that technically the Board members are taking the *Audit*. The Board must take the *Audit* document as it is, so are approving the acceptance of the *Audit*. The Board can then make motions to go back and tell the Auditors that members are not happy with something, and Members want something else audited and/or do not believe the statement is correct. However, technically, the *Audit* is what it is. So, whether the Board approves it or accept it, the Board has to do something with it at this moment. The Board is then free to go back to the Auditors for any subsequent changes/questions.

Chair Traber replied, noting that he understands the distinction that Commissioner Tucker was making and that it is appropriate, as long as it does not leave the organization hanging without having done something with the *Audit*. Chair Traber noted that an action had to be taken by the end of the Fiscal Year.

Chair Traber said there is a motion on the table, do we have a second to accept the *FY2017-2018 Annual Financial Audit*? Commissioner Pat Malone seconded the motion to accept the *FY2017-2018 Annual Financial Audit*. The motion passed unanimously.

Chair Traber thanked Ms. Sarett, the OCWCOG Finance Committee, and the OCWCOG Finance Department for their time.

5. **Presentation and adoption the *Fiscal Year (FY) 2019 – 2020 Work Program and Budget***

Executive Director Abousleman noted that at the last Board meeting, Staff presented the Draft *FY 2019-2020 Work Program & Budget (Budget)*. Since that time, the OCWCOG Budget and Finance Committees have had an opportunity to review the document; it was recommended earlier today to be sent to the Full Board for approval.

Executive Director Abousleman commented that there are no substantive changes between what you saw as the draft and the document you have in front of you today. I'll turn it over to Finance Director Sue Forty for further comments, then will open the floor for any questions or comments from the Board.

Finance Director Forty said that the *Budget* presented today is a balanced budget. Moving forward over the next few years, Staff need to be concerned or considerate of finding extra revenue, as expenditures continue to rise.

Finance Director Forty commented on the \$366 thousand PERS increase in this *Budget* this year. She noted that all local and regional governments are experiencing these types of increases for the PERS cost. Other than that, there is not a lot to note. Finance Director Forty explained that Staff will be presenting a *Supplemental Budget July*, as new revenue sources that are potentially coming in will need to be actualized in the *Budget*. The two affected programs include: *Foster Grandparent Program*, Benton County Veteran Services Office, and *Stand by Me*.

*Stand by Me*

Executive Director Abousleman discussed the one addition new program called *Stand by Me*. He noted that OCWCOG received some seed funding to start the program. Benton County Commissioner Annabelle Jaramillo, with the support of her two fellow commissioners, had seen a financial literacy program at a conference, which is currently residing in Delaware, and approached OCWCOG and asked if the organization would be interested in examining the program to see if it would be worthwhile to implement as a replica; could it be implemented; and would it be beneficial to Benton County and then the Region at-large.

Executive Director Abousleman continued by commented that Community Services Program Director Jennifer Moore, Deputy Director Rachael Maddock-Hughes, and himself went to Delaware to study the *Stand by Me* program, where they learned that the program does four things very well: it raises savings for Delawareans; it reduces their debt; increases their credit scores; and it provides lifelong counseling for people who want to build budgets, ultimately find better jobs, purchase homes, and purchase cars. It has touched about 120,000 people in Delaware over the past 10 years. Delaware's program is primarily funded through two major profit sources, then banks, mortgage companies, and others.

The County graciously said it would like to see if OCWCOG can start the program in the County, and gave OCWCOG seed money of \$85,000 to pursue \$500,000 to procure coaching. The templates and materials to begin to put together financial literacy program are available from Delaware and is well within OCWCOG's in portfolio to help its residents. Executive Director Abousleman noted that the OCWCOG is going to test the program, to find the funding to launch it, hopefully come back to the Board with some success stories, and see how OCWCOG can replicate it in other parts of the Region.

Executive Director Aoulosleman said the program was absolutely going to be marketed. He noted that the program is at least 13 months away from being able to launch anything outside of Benton County. Once it is on the ground in Benton County, there will be Coaches imbedded in the community and organizations will have provided some level of social service. The organizations could include the food bank, Willamette Neighbor & Housing, etc. Delaware's target population has been seniors, Veterans, families, English as a Second Language (ESL) population, and Workers in Transition. OCWCOG / Benton County has not decided on a population focus or if they will have a population focus yet.

Executive Director Aoulosleman explained how *Stand by Me* works at a community level. He noted that if a Senior Center was a volunteer organization where a Coach was imbedded, the Coach could then have seniors come in to meet with him/her there. The population of the Senior Center would be marketed to that population for that coaching. That population would have access for free, as long as they wanted, to a series of financial tools. These are not one-off tolls, clients receive as much as they need until they become financially stable and more financially informed.

Executive Director Aoulosleman commented that he was surprised to find that the Region's three-Counties were in need of such a service. He noted that needs in Benton County include students living in poverty or residents who are just about above the poverty line. He explained that the \$85,000 gives OCWCOG the platform to find more money and to launch the program Region-wide. He also noted that he is happy to brief any of the Region's councils or commissions on this. The program is called *Stand by Me Delaware*, if anyone is interested in learning more.

Chair Traber asked if this was coming in the Supplemental Budget. Executive Director Aoulosleman confirmed that yes, the *Stand by Me* program was coming in the Supplemental Budget and would have its own line item. Finance Director Forty further explained that like Meals on Wheels, RSVP, and other programs, *Stand by Me* will have its own section, making the program income and expenses easily identifiable, trackable, and transparent.

Chair Traber said that they should all have the Budget Resolution in front of them, Resolution #19-5-03. He asked for a motion on the floor to approve the budget and adopt the resolution.

Commissioner Malone moved to approve the *FY2019 – 2020 Work Program & Budget* and adoption of Resolution #19-05-03 Agency Budget for FY2019 – 2020. Mayor Jim Lepin seconded the motion. The motion was passed unanimously.

#### **6. Board of Directors' Endorsement of the Older American's Act**

Executive Director Aoulosleman said it has been his honor for the past five years that he has been able to celebrate Older Americans Month in Oregon. OCWCOG takes resolutions to its member Cities and Counties, asking if they too would like to proclaim May as Older Americans Month.

Executive Director Aoulosleman commented that the resolution presented today is on that Staff would ask you to endorse on behalf of OCWCOG, which our knowledge of our senior residents; and proclaims the need to better understand the needs our senior residents have to live independently and securely and in the residence of their own choice and as healthy as possible.

Chair Traber stated that he did not know how many of the membership has, but the City of Corvallis has proclaimed May as Older Americans Month. Several members replied that they had already proclaimed it or were going to proclaim it at a future date in the month.

Chair Traber acknowledged that the Board all seems to be onboard with it; and asked for a motion.

Mayor Don Ware made a motion approve the endorsement of May as Older Americans Month. Councilor Debbie Nuber seconded the motion. Motion passed unanimously.

## **7. OCWCOG Event Updates**

Executive Director Abousleman gave a brief update on the two upcoming events that have been held for the past three years.

### ***Tapas and Treasures – Meals on Wheels fundraiser***

Executive Director Abousleman said that *Tapas and Treasures* is the signature *Meals on Wheels (MOW)* fundraiser, which is held in Corvallis at Garland's Nursery. While it is in Benton County, it is not exclusively for Benton County residents or for Benton County sponsors. He encouraged all Board members to attend.

Executive Director Abousleman explained that *Tapas and Treasures* is sponsored by the Rotary Club of Corvallis and the Oregon Cascades West Senior Services Foundation; the OCWCOG staffs it. The goal this year is to raise over \$10,000 for *MOW*. Every \$10 is one meal delivered to a senior in need. July 12th from 5:00 – 8:00 pm is the date and time. Executive Director Abousleman commented that the Board will see a number of emails about the event. Please attend if you can, and if you cannot, please send the emails onto your network; your communities, including your chambers, rotaries, your friends' list, etc.. The more folks that attend, the more fun, and the more money that goes to *MOW*.

Executive Director Abousleman noted that there are four signature beverage sponsors this year, plus Valley Catering.

### ***CelebrateLBL***

Executive Director Abousleman said the second event is going to be our third annual *CelebrateLBL*. This is OCWCOG's signature awards ceremony in recognition of all the great things that happen in our Region. Regional Award nominations have been released, so please start thinking about nominations for this event. There are six awards ranging from Project of the Year; Citizen of the Year; to Volunteer of the Year.

Executive Director Abousleman said that the key piece for the Regional Award nominations is sometimes individuals do not think of who might be regionally significant, so keep thinking outside the box and encourage your community members to do the same. It has been a great, great series of nominations, especially those that think innovatively; it might not be the first person that comes to your mind, it could be that person who has just been a great volunteer, advocate, someone you know that has just done great things. The projects are significant, Staff really noticed some projects, just outstanding projects in our communities; and as you know, probably one of the most significant award winners was, Mike Volpe, who is an advocate for people with disabilities, who is also getting an award from the State in a month; has just been a great

champion for OCWCOG. We do appreciate that. Please think of nominees, we'd like to have a full field.

Executive Director Abousleman recalled the locations of past events, including: Corvallis at OSU and Coast at the Aquarium. This year we will be in Linn County.

Executive Director Abousleman noted that we do not have a date yet, but it will be in October, more than likely the week of the 20th. Staff is looking at two possible venues: The Carousal and The Expo.

Chair Traber commented that that was an important event, as it recognized individual community members who help the Region; he appreciates the Regional focus. He also likes that it's a fundraiser and a fun get-together.

#### **8. OCWCOG Program Updates**

Mayor Lepin said he had just a comment regarding the caseload of APS; he spoke with Executive Director Abousleman before the meeting, but with these numbers increasing, he is alarmed. Mayor Lepin asked if there is a reason to be significantly concerned about this for the Region. He noted that he would like to learn more about this going forward and would like this to be monitored. He also commented that his personal interaction with APS parallels some the child abuse situations that are going on in the Region. He thinks these number are alarming for the Region.

Executive Director Abousleman answered his concerns; he thanked Mayor Lepin for bringing this up and stated that he spoke with the Benton County Commissioners and Linn County Commissioners about this issue as well. He emphasized that the issue is alarming, because it is Statewide. It is just not in our Region. Senior and Disability Services (SDS) Director Randi Moore can speak to more of the specifics, as there are two things OCWCOG is looking at in reviewing the numbers: are Staff seeing more instances of abuse, or is the population growing, or both. Staff believe it is both. Executive Director Abousleman continued, the more of one is aware of the abuse in communities from the business side or the schools or from Senior Centers and are reporting it. They are also reporting it on a larger growing population and if you've seen the statistics in Oregon, and the elderly population over 50 in Oregon will double in the next 10 years, and so that think this number is going to continue to rise.

SDS Director Randi is working with the State and with fellow triple AAA's about how to get more State resources to identify this and how are we going to get better at managing this.

Executive Director Abousleman commented that the second piece to this, which he mentioned to the Mayor and Commissioners, is that at one point, facilities were counted as one event, even though it could have been multiple people who had cases or alleged abuse. Now, every case is counted as an event. For instance, one facility had five people, previously, the system would say that was one case, now the system says five cases. So, it is good that Staff and the State know more about what is happening in the facilities, and we have had a number of facilities recently that have had some significant problems. However, this has bumped up the numbers as well.

Chair Traber asked when this change to the way of counting started. SDS Director Randi Moore stated that it happened in July of 2018.

Mayor Sharon Konopa asked if any of the complaints were a repeat at the same facility or same person. SDS Director Moore said that no, if it was identified as a specific complaint, it was a separate interaction or separate event. If it had been a call about something APS Staff already knew, it would have added it as another statement to the APS investigation.

Executive Director Abousleman said that SDS Director Moore is preparing a memo for all of Board members and OCWCOG Members that will go out ASAP; this memo will discuss *Adult Protective Services* is, what it does and what it cannot do. Sometimes there is some confusion on what the program's actual authorities are.

#### **9. Topics of Regional Interest: Shared Service**

Chair Traber said this was an opportunity to talk about shared interests. He noted that the Board has been using it to talk about opportunities where OCWCOG can help various governments. This month's discussion was about opportunities for Water Treatment Plant Operators.

Executive Director Abousleman asked if this was still a need for the communities; Staff is preparing a survey that I promised at the last Board meeting to go out.

Chair Traber said that he believed Mayor Cutter started that discussion as it was something that he would be interested in.

City Manager Rick Hohnbaum said the City of Monroe would be interested in it. City Manager Hohnbaum encouraged OCWCOG to have a conversation with the State Safe Drinking Water, because they have had some fuzzy definitions about how many different plants somebody can be responsible party for. Executive Director Abousleman said that was good to know.

Chair Traber asked if there were any other interest topics.

Executive Director Abousleman said as a further shared service, so everyone is aware, Finance Director Forty has been doing financial work on the Coast, helping manage the finances of a few cities, and potentially helping the Tribe. OCWCOG is doing an HR assessment on the Coast as well. Finally, Technology Services Manager Brian Chytka has been helping cities with their IT services, and we hope to continue to do that for you.

I know it generally impacts the smaller communities more, but things like Waste Water Planning Services for planning purposes, providing GIS services with the City of Monroe, and planning services for Sweet Home, are just a few of the projects out of OCWCOG's Community and Economic Development Department. We'll talk about things like Water Treatment Facility Operator, and some of the more specific ones, but there is also this growing need for more basic service. If we can help you identify what you might need, we'd be happy to do that.

Chair Traber said that is a topic that we have been trying to explore over several meetings, where there are areas where multiple governments can get together, and together with the OCWCOG can get more cost-effective services.

#### *Shared Transit Services*

Executive Director Abousleman asked if he could put Commissioner Tucker on a spot, he spoke of shared transit services and if he came to any resolutions.

Commissioner Tucker said there is no resolution. He continued noting that there are examples across the U.S. of transportation services being offered using the same buses/driver to do other than haul students to school in the morning, and it's happening across the U.S., and Canada.

It does require some boundaries being thought through differently. Linn County is talking about using some of the fixed route dial-a-bus type services and the Commissioners have thought to do some things with after school things for kids in Lebanon. Commissioner Tucker continued by noting that he thought it was going, but is actually not, or it is not happening yet; but the conversation is occurring by attempting to use those same buses for more than just bus time, by using the bus networks, connections of just more than just for adults. The County could be hauling more as well.

Commissioner Tucker noted that the conversation has occurred, but nothing has moved very far. It is in the STIFF master plan that the County uses. He noted that the Commissioner's tried to do some things around this, but for opportunities, they need to have more conversation. He noted that he appreciates the Linn-Benton Loop shuttle work that has been done. He thinks they have a pretty robust network that is getting better all the time.

Executive Director Abousleman said since his transportation staff is not here, I will task them with further identifying opportunities if they can.

#### *Human Resources Survey*

Councilor Jones mentioned during his recent Budget meetings, his City was considering doing a survey of other communities. His City is going entering into budget negotiations with the union next year, so they are considering doing a community survey to find out what other communities positions are paying, benefits, etc. The City's Finance Director is planning on doing that as some of the communities are paying as much as 5% population or something like that. Is this information cities would be willing to share? Councilor Jones mentioned that Philomath considering hiring a consultant to do it, but hiring an outside consultant would cost \$20 – 30,000.

Mayor Konopa thought that the League of Oregon Cities would have a lot of that information; that way you can get it for free.

Executive Director Abousleman interrupted to introduce OCWCOG Human Resources (HR) Manager Ryan Schutze. HR Manager Schutze came from DHS at the State and has been with OCWCOG for three months now. Executive Director Abousleman wanted the Board to meet HR Manager Schultze and to discuss the salary survey work that Philomath is doing, and how we can share that information with each other. Mayor Lepin said that Millersburg would be interested in a similar survey as well.

Executive Director Abousleman said that what other communities have done is pool their resources together and, he doesn't know if our staff has capacity or not. We can help you pull resources to find and maybe this could be a yearly kind of activity for you. Do you want us to explore this?

Mayor Konopa stated that her City had just gone through this. She said it was helpful to have a consultant, as it took a great amount of work to go through each of the job

descriptions; for instance, each Administrative Assistant might have different job descriptions depending on who or what department they work for.

Councilor Jones also said they were told If they hired an outside consultant, it would definitely be public information. However, he knows that everything is public anyway. Even if OCWCOG completed the survey, it would be public.

There was no interest from Coast on doing or being part of a salary survey.

Mayor Konopa stated that their City Attorney presented to them the salary comparison survey in Executive Session, because it would have impacted labor negotiations at that time because a contract had not been ratified.

Executive Director Abousleman said HR Manager Schultze will work with Philomath, Millersburg, and Harrisburg on a salary survey.

## **10. Other Business**

Chair Traber let Mayor Lepin do the ceremonial Draft page rip out of the *FY2019-2020 Work Plan & Budget*. Everyone ripped the page out.

### *2020 Census*

Executive Director Abousleman said for purposes of the 2020 Census, Linn County and Benton County have officially designated OCWCOG to form the Census Count Committee – presentations have been made to Linn and Lincoln Counties thus far. This entails is the Census asking that a Complete Count Committee be created and that is getting all the Committee partners around the table to talk about how you count hard to find, easy to find, and other populations that might be in your community.

Executive Director Abousleman explained that starting with Linn and Benton Counties, Staff is talking about resources with the Counties' Administrators. Staff will start to form a Committee with healthcare, housing, homelessness, senior centers, and others, then put information together that will be disseminating about complete counts, what it means to Oregon.

Executive Director Abousleman commented that in the State of Oregon, every apartment block is worth \$2,000. So, if a block of apartments isn't counted on the Census, \$2,000 of Federal funding is not received. In total, \$13 billion is coming into the State of Oregon from the Census. It is a considerable block of money. Executive Director Abousleman believes Oregon is about 50 to 70% Federal money. Census dollars are critical. Executive Director Abousleman does not have any direction today, he just met with the Census Representative yesterday.

Mayor Konopa said that she thought the Census was being done differently this time. They had a big involvement for the last Census. What she has heard is that they are not hiring,

Executive Director Abousleman said that was correct, they are not hiring, they are having committees, more mail, more electronic counting; then what they are going to focus on is the hard to count, the people that can't be reached by mail, or electronic, which he was told will be primary focus for our role.

Executive Director Abousleman further stated that the Governor now has a commission on hard to count and complete count items. He believes that has of yesterday, he has been put on the subcommittee on this. Also, the Governor is asking the Legislature to release funds to support local communities on this.

**11. Adjourn**

No further business, Chair Traber adjourned the meeting at 3:05 pm.

*Meeting minutes taken by Janet Hughes.*



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**M E M O R A N D U M**

**DATE:** July 18, 2019  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE:** **OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending May 31, 2019 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY2019 Budget</b>	<b>May YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	296,303.00	296,303.00	100.00%	99.29%
Contracts	2,337,560.00	1,748,007.46	74.78%	67.97%
Grants	265,169.00	117,952.67	44.48%	47.47%
Donations	282,000.00	152,586.55	54.11%	85.37%
State Revenue	1,865,511.00	1,064,157.08	57.04%	66.61%
Federal Revenue	13,128,129.00	10,186,393.25	77.59%	83.54%
Coordinated Care	7,379,243.00	6,561,215.87	88.91%	68.25%
<b>Total Income (all line items)</b>	<b>39,844,382.46</b>	<b>34,196,465.48</b>	<b>85.83%</b>	<b>83.53%</b>
<b>Total Payroll Expense</b>	<b>14,397,620.00</b>	<b>11,758,218.99</b>	<b>81.67%</b>	<b>79.74%</b>
Contract Expense	8,958,393.00	8,844,766.59	98.73%	90.21%
Indirect Expense	2,162,294.00	1,982,102.90	91.67%	91.67%
Maintenance & Repair	128,650.00	66,614.12	51.78%	36.51%
Supplies	132,180.00	163,357.73	123.59%	91.98%
Telephone	152,108.00	150,743.58	99.10%	64.17%
Travel / Training	364,686.00	288,892.25	79.22%	94.30%
<b>Total Expense (all line items)</b>	<b>39,844,382.46</b>	<b>25,404,001.07</b>	<b>63.76%</b>	<b>64.10%</b>
<b>Net Gain / (Loss)</b>				

## **Fiscal Year (FY) FY2018 - 2019 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) *FY2018-2019 Budget*, OCWCOG has a balanced budget. The annual audit was presented to the Board at the May 2019 meeting. Beginning Balance numbers have been recorded for the year.
- b. Contract revenue is low. Vacant positions and mid-year project start dates have directly reflected reimbursement-based contract revenue in some program areas.
- c. The *Supplemental Budget* was approved in July 2018 and is reflected in this report. Total Revenue and Total Expenses have been updated and will no longer match the Adopted Budget document FY2018-2019.
- d. Grant revenue is low, Staff are working on several requests.
- e. Donations revenue is low this year. Program staff are researching options for new fundraising opportunities.
- f. State revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. All vacant positions have been filled and revenue will increase accordingly. Caseloads have not grown due to these vacancies.
- g. Federal revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. All vacant positions have been filled and revenue will increase accordingly.

## **FY2018-2019 Financial Narrative (Personnel and Material & Supplies)**

- a. Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of May 31, 2019, there were seven vacant positions that are being actively recruited.
- b. Contract expense is high due to the additional travel and overnight expense for Finance staff to perform the duties of the new fiscal contracts with City of Yachats and City of Depoe Bay. These additional expenses are billed to the Cities at the end of each month.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of Staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expenses are low. Budgeted projects are being scheduled.
- e. The organization continues to monitor all supplies purchased. With the opening of the new Corvallis office, OCWCOG purchased additional items that were coded to this line item, i.e. pictures, grand opening items, and desk items for staff.
- f. Telephone and Travel are on budget. Training is a little low, and will pick up as vacancies are filled and staff seek additional training opportunities.

If you need additional information or clarification, please contact Finance Director Forty.

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended May 31, 2019

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 91.67%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 1,746.00	\$ 789.47	45.22%	
000725	Beg Bal-Restrict for Contracts	\$ 1,719,599.00	\$ 1,815,397.97	105.57%	
000735	Beg Bal-Restricted Reconcile	\$ 1,532,985.00	\$ 1,562,985.00	101.96%	
000740	Beg Bal-Restricted for Other	\$ 2,526,186.46	\$ 2,413,379.55	95.53%	
000740	Beg Bal-Restricted for Other	\$ 15,000.00	\$ 15,000.00	100.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ 2,230,000.00	100.00%	
000750	Beg Bal-Unrestricted	\$ 2,583,432.00	\$ 2,624,287.77	101.58%	
000801	Dues	\$ 282,193.34	\$ 282,193.34	100.00%	
000802	Fees For Service	\$ 84,000.00	\$ 84,303.68	100.36%	
000803	Internal Transfer	\$ 2,153,610.00	\$ 1,985,188.76	92.18%	
000804	Miscellaneous Revenue	\$ 3,500.00	\$ 19,057.98	544.51%	
000805	Contract Revenue	\$ 2,337,560.00	\$ 1,748,007.46	74.78%	Vacant positions and mid-year project start dates have directly reflected reimbursement based contract revenue for some program areas.
000806	Grant Revenue	\$ 265,169.00	\$ 117,952.67	44.48%	Grant funding is slow to come in this year. Several items are in the process.
000807	Donations	\$ 282,000.00	\$ 152,586.55	54.11%	
000808	Interest Revenue	\$ 232,211.00	\$ 308,949.50	133.05%	
000809	Transfers In	\$ 103,671.00	\$ 42,083.26	40.59%	The majority of transfers are done at year-end.
000812	Sponsorship	\$ 25,000.00	\$ 13,166.00	52.66%	
000813	Dues Special Projects	\$ 14,109.66	\$ 14,109.66	100.00%	
000819	Special Event Revenue	\$ -	\$ 22,221.10	0.00%	This account was created for special event revenue.
000820	Program Meals Revenue	\$ 153,804.00	\$ 158,040.69	102.75%	
000822	Loan Packaging Fees	\$ 15,000.00	\$ 9,360.00	62.40%	
000823	Program Income	\$ 657,153.00	\$ 591,388.29	89.99%	
000824	Match	\$ 114,465.00	\$ 58,649.68	51.24%	Approved supplemental budget for <i>RSVP</i> matching funds will be used for new award for Senior Companions next fiscal year.
000826	Borrowers Fees	\$ 1,500.00	\$ 1,435.01	95.67%	
000828	Service Fees	\$ 5,550.00	\$ 5,946.90	107.15%	Lending contract with Lincoln City Urban Renewal Agency revenue is coming in at higher than budgeted.
000829	Program Administration	\$ 132,055.00	\$ 108,219.30	81.95%	
000840	Veterans	\$ 105,166.00	\$ 53,238.24	50.62%	3rd quarter funds received have not been received, working with County to get on a regular schedule for receipt of funds.
000841	Oregon Project Independence	\$ 1,120,978.00	\$ 698,360.60	62.30%	OPI is a reimbursement based program; positions have been filled and will reflect higher revenue next report.
000843	ODOT	\$ 639,367.00	\$ 312,558.24	48.89%	
000846	Coordinated Care	\$ 7,379,243.00	\$ 6,561,215.87	88.91%	AAMPO and CAMPO are reimbursement based programs that have had vacancies for several months, Staff have been hired and revenue will increase accordingly.

000860	Economic Development Admin	\$	75,000.00	\$	56,250.00	75.00%	This payment is twice a year, second installment was posted in June.
000862	Older Americans Act	\$	1,150,854.00	\$	961,978.00	83.59%	OAA is reimbursement based; vacant positions have been filled revenue will increase over the coming months.
000863	Title XIX	\$	10,645,542.00	\$	8,653,798.55	81.29%	
000864	Federal Senior Meals	\$	388,072.00	\$	288,518.22	74.35%	Billing is one month behind.
000865	USDA	\$	111,280.00	\$	93,113.00	83.67%	
000867	Federal Match	\$	497,381.00	\$	84,407.06	16.97%	Program Match - Veterans match billed quarterly, Title XIX billed at year end.
000868	Environmental Protection Agency	\$	200,000.00	\$	37,882.42	18.94%	This project is just ramping up.
000869	Siletz Revenue	\$	5,000.00	\$	10,446.00	208.92%	Additional Tribal meals being served, budget adjustment may be needed.
000870	Federal Contracts	\$	55,000.00	\$	-	0.00%	
	<b>REVENUE</b>	<b>\$</b>	<b>39,844,382.46</b>	<b>\$</b>	<b>34,196,465.79</b>	<b>85.83%</b>	FLAP grant just ramping up working with Federal Lands to determine project delivery.
000410	Leave Benefits	\$	492,088.00	\$	451,835.33	91.82%	
000420	Fringe Benefits	\$	804,599.00	\$	695,174.81	86.40%	
000421	Insurance Benefits	\$	2,724,808.00	\$	2,002,268.44	73.48%	
000425	PERS Benefits	\$	1,746,252.00	\$	1,397,393.38	80.02%	
000430	PERS Reserve	\$	92,039.00	\$	66,843.96	72.63%	
0001ED	Executive Director	\$	135,316.00	\$	133,210.17	98.44%	
0004DD	Deputy Director	\$	91,123.00	\$	92,665.07	101.69%	
0004PD	Program Director	\$	294,835.00	\$	272,066.09	92.28%	
0004SD	Services Director	\$	71,753.00	\$	69,638.61	97.05%	
0010PM	Program Manager	\$	66,278.00	\$	70,088.47	105.75%	Retired staff returned, working limited hours until program vacancies are filled.
0013PS	RSVP Supervisor	\$	610,808.00	\$	522,959.05	85.62%	
0016LO	Loan Officer	\$	71,603.00	\$	61,283.70	85.59%	
0019CA	Clerical Assistant	\$	32,342.00	\$	-	0.00%	This position was hired at a Clerical Specialist.
0019PM	Personnel Manager	\$	90,194.00	\$	74,169.69	82.23%	
0019TM	Technology Services Manager	\$	82,845.00	\$	74,596.55	90.04%	
0046CM	Case Manager	\$	1,915,810.00	\$	1,644,978.80	85.86%	
0053CC	Contracts Coordinator	\$	83,266.00	\$	59,499.52	71.46%	
0055CS	Clerical Supervisor	\$	51,347.00	\$	48,784.50	95.01%	
0058AP	Assistant Planner	\$	-	\$	51,611.57	0.00%	This position was originally budgeted as a planner.
0060AS	Accounting Specialist	\$	52,303.00	\$	46,184.52	88.30%	
0064ES	Eligibility Specialist	\$	1,024,702.00	\$	904,009.05	88.22%	
0064IR	Information & Referral	\$	-	\$	14,276.60	0.00%	
0064MM	Money Management Coord	\$	-	\$	11,497.36	0.00%	Position was budgeted at a case manager classification.
0067EA	Executive Assistant	\$	50,028.00	\$	45,741.31	91.43%	
0070AC	Accounting Clerk II	\$	38,510.00	\$	39,634.28	102.92%	
0076AA	Administrative Assistant	\$	406,804.00	\$	293,776.23	72.22%	
0085CS	Clerical Specialist	\$	285,716.00	\$	180,730.14	63.26%	
0085TS	Technology Support Specialist	\$	-	\$	1,196.07	0.00%	
0085WS	Workstation Support Specialist	\$	51,141.00	\$	34,176.31	66.83%	
013CDP	CED Planner II	\$	193,302.00	\$	25,782.30	13.34%	Position has vacated and hired at planner and assistant planner classifications.

013MDR	MPO Director	\$	-	\$	2,427.42	0.00%	Vacant position
013TSM	Transportation Manager	\$	79,207.00	\$	-	0.00%	Vacant position
025NSS	Network Support Specialist	\$	77,178.00	\$	70,766.10	91.69%	
031CDP	CED Planner	\$	185,896.00	\$	168,459.99	90.62%	
034APS	Adult Protective Services Spec	\$	402,982.00	\$	361,789.24	89.78%	
037DTC	Diversion & Transition Coord	\$	189,222.00	\$	162,990.37	86.14%	
037LCM	Lead Case Manager	\$	271,626.00	\$	181,948.00	66.98%	
045ISS	Information Support Specialist	\$	64,774.00	\$	61,214.01	94.50%	
052ALO	Assistant Loan Officer	\$	28,015.00	\$	-	0.00%	Vacant position
055SMS	Senior Meals Supervisor	\$	58,228.00	\$	44,217.43	75.94%	
055VSO	Veterans Service Officer	\$	49,510.00	\$	15,055.21	30.41%	Position recently filled
060FMC	Facility Maint. Coordinator	\$	42,713.00	\$	35,757.36	83.72%	
061LES	Lead Eligibility Specialist	\$	31,987.00	\$	41,499.58	129.74%	STEPS coordinator hired at higher level than budgeted, funding is available for the increase.
064ADR	ADRC Specialist	\$	226,610.00	\$	192,629.69	85.00%	
064ALW	License & Monitoring Spec	\$	73,480.00	\$	87,065.19	118.49%	
067CEA	Confidential Executive Assist	\$	91,940.00	\$	91,336.98	99.34%	
073MRW	Medical Resource Worker	\$	-	\$	12,883.07	0.00%	Brokerage staff reclassified to this classification.
075LTB	Lead Trans Brokerage Spec.	\$	44,589.00	\$	38,496.01	86.34%	
075TBS	Transportation Brokerage Spec.	\$	415,042.00	\$	276,634.20	66.65%	
076IHA	In Home Assistant	\$	153,297.00	\$	166,799.96	108.81%	Employee working out of class to cover critical work.
082SMC	Senior Meals Coordinator	\$	44,389.00	\$	58,742.03	132.33%	
090RSM	Relief Site Manager	\$	18,917.00	\$	21,535.08	113.84%	Due to vacancies in the <i>Meals</i> Programs.
099EXH	Extra Hire	\$	93,426.00	\$	114,657.75	122.73%	CED project
88MSM3	Meal Site Manager 3	\$	194,780.00	\$	165,242.44	84.84%	
	<b>PERSONNEL</b>	<b>\$</b>	<b>14,397,620.00</b>	<b>\$</b>	<b>11,758,218.99</b>	<b>81.67%</b>	
							Expenses year-to-date over budget
000504	Advertising	\$	19,850.00	\$	10,358.60	52.18%	
000506	Auto Expense	\$	12,500.00	\$	10,600.94	84.81%	
000510	Bank Charges	\$	17,700.00	\$	10,544.61	59.57%	
000513	Board/Comm/Meeting Expense	\$	41,050.00	\$	17,474.63	42.57%	
000516	Computer Maintenance	\$	132,970.00	\$	165,941.82	124.80%	Financial software one-time payment paid at beginning of FY 2018-2019 and contracted equipment for member cities billed out by Tech.
000521	Contract Administration	\$	2,500.00	\$	1,408.00	56.32%	
000522	Contract Expense	\$	8,958,393.00	\$	8,844,766.59	98.73%	
000523	Admin Contract Expense	\$	500,000.00	\$	378,845.60	75.77%	
000525	Copying	\$	79,170.00	\$	67,008.69	84.64%	
000531	Dues and Memberships	\$	46,975.00	\$	43,417.55	92.43%	
000532	Equipment Expense	\$	3,800.00	\$	27.45	0.72%	
000533	Finance Indirect	\$	508,384.00	\$	466,018.72	91.67%	
000534	Indirect Expense	\$	1,007,183.00	\$	923,251.08	91.67%	
000535	Furniture & Fixtures	\$	17,400.00	\$	25,824.12	148.41%	Large purchase of office chairs to meet ergonomic assessment needs.

000537	Insurance	\$	64,977.00	\$	58,603.97	90.19%	
000540	Interest Expense	\$	17,620.00	\$	8,731.69	49.56%	USDA RDF loan payments
000541	Loan Legal Expense	\$	2,000.00	\$	-	0.00%	
000542	Legal Services	\$	16,650.00	\$	33,722.16	202.54%	
000543	Licenses and Fees	\$	72,925.00	\$	71,525.37	98.08%	
000546	Loan Fees	\$	1,000.00	\$	2,192.52	219.25%	Refunded excess loan payoff to borrower
000549	Maintenance and Repair	\$	128,650.00	\$	66,614.12	51.78%	
000550	Marketing Expense	\$	5,750.00	\$	2,125.22	36.96%	
000551	Taxes	\$	3,500.00	\$	-	0.00%	
000553	Loan Admin Exp	\$	132,055.00	\$	108,219.30	81.95%	
000555	Postage	\$	63,100.00	\$	62,684.56	99.34%	
000558	Printing	\$	12,955.00	\$	15,289.07	118.02%	Updating the Agency's brochures, envelope supply, and business cards.
000561	Rent	\$	656,745.00	\$	614,597.49	93.58%	
000564	Resource Reserve	\$	351,081.00	\$	42,203.53	12.02%	Match for all programs; not used until end of fiscal year.
000567	Supplies	\$	132,180.00	\$	163,357.73	123.59%	New office opening in Corvallis and new hires needing desk supplies.
000568	Stipend	\$	145,584.00	\$	92,804.08	63.75%	
000570	Technology Indirect	\$	646,727.00	\$	592,833.10	91.67%	
000573	Telephone	\$	152,108.00	\$	150,743.58	99.10%	
000575	Special Event Expense	\$	-	\$	20,657.93	0.00%	Special event expenditure ( <i>CelebrateLBL</i> )
000576	Training	\$	118,086.00	\$	86,416.80	73.18%	
000577	Volunteer Recognition	\$	27,750.00	\$	19,147.24	69.00%	
000578	Meal Delivery Travel	\$	98,750.00	\$	58,625.75	59.37%	
000579	Travel	\$	147,850.00	\$	143,849.70	97.29%	
000580	Transfers Out	\$	70,000.00	\$	10,000.00	14.29%	Transfers are done at the end of the Fiscal Year
000582	Utilities	\$	70,000.00	\$	59,326.29	84.75%	
000583	Operating Contingency	\$	4,265,591.46	\$	-	0.00%	
000584	Janitorial	\$	53,692.00	\$	73,547.23	136.98%	New janitorial staff hired at price higher than budgeted amount.
000585	Unappropriated EFB for future	\$	5,479,491.00	\$	-	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>24,284,692.46</b>	<b>\$</b>	<b>13,523,306.83</b>	<b>55.69%</b>	
000595	Capital Purchase	\$	7,000.00	\$	48,828.58	697.55%	Replace 2 Heating units
000596	Leasehold Improvement	\$	1,091,737.00	\$	20,000.00	1.83%	
	<b>CAPITAL OUTLAY</b>	<b>\$</b>	<b>1,098,737.00</b>	<b>\$</b>	<b>68,828.58</b>	<b>6.26%</b>	
000598	Principal Payment	\$	43,333.00	\$	43,333.33	100.00%	
000599	Interest Expense	\$	20,000.00	\$	10,313.34	51.57%	
	<b>DEBT SERVICES</b>	<b>\$</b>	<b>63,333.00</b>	<b>\$</b>	<b>53,646.67</b>	<b>84.71%</b>	
	<b>EXPENSES</b>	<b>\$</b>	<b>39,844,382.46</b>	<b>\$</b>	<b>25,404,001.07</b>	<b>63.76%</b>	
	<b>NET GAIN/(LOSS)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>8,792,464.72</b>		



# Senior and Disability Services

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## MEMORANDUM

**DATE:** July 18, 2019

**TO:** OCWCOG Board of Directors

**FROM:** Randi Moore, Senior and Disability Services (SDS) Director

**RE:** **Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Newly Elected Leaders, Membership Renewals, and Membership Application.**

In June 2019, the **Senior Services Advisory Council (SSAC)** met and elected the following individuals to leadership positions for the 2019-2020 term:

- Carolyn Mendez-Luck, SSAC Chair; and
- Saleem Noorani, SSAC Vice-Chair.

The SSAC subsequently approved the recommendation of renewal of membership for the following individuals:

- Mark McNabb, Benton County;
- Saleem Noorani, Benton County;
- Carolyn Mendez-Luck, Benton County;
- Bill Turner, Lincoln County; and
- Janet Shinner, Lincoln County.

The SSAC also approved the recommendation of membership for Mitzi Naucler.

In June 2019, the **Disability Services Advisory Council (DSAC)** met and elected the following individuals to leadership positions for the 2019-2020 term:

- Jan Molnar-Fitzgerald, DSAC Chair; and
- Lee Lazaro, DSAC Vice-Chair.

At their June meeting, DSAC also approved the recommendation of renewal of membership for the following individuals:

- Edythe James, Linn County;
- Jan Molnar-Fitzgerald, Lincoln County; and
- Lee Lazaro, Benton County.

The DSAC also approved the recommendation of membership for Tom Giles.

**ACTION:** **The SSAC and DSAC request the approval of membership and of renewal of membership by the OCWCOG Board of Directors for the aforementioned individuals.**

SSAC currently has vacancies, and is seeking members who reside or are employed in Linn, Benton, or Lincoln Counties. DSAC currently has vacancies, and is seeking members who reside or are employed in Linn, Benton, or Lincoln Counties.



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## MEMORANDUM

**DATE:** July 18, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Sue Forty, Finance Director  
**RE:** *Fiscal Year 2019-2020 Budget*

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After the *Fiscal Year 2019-2020 Budget (Budget)* was adopted in May of 2019, the Oregon Cascades West Council of Governments (OCWCOG) has been the recipient of additional funds to enhance service in two (2) program areas:

- Benton County Veterans Services program was awarded an additional \$14,330.00 in contract revenue from Benton County.
- The *Stand By Me (\$BM)* program has been added to the Community Services Program that requires appropriation of funds.

*\$BM* is designed to increase the Region's economic vibrancy by providing financial empowerment coaching and toolkits to help individuals, families, and businesses achieve and maintain personal financial security.

OCWCOG feels it is important to have a *Budget* that reflects the most accurate numbers available. This *Supplemental Budget* brings the revenue and expenditures for the agency in line with what will be received and expensed.

If you need additional information or clarification, please contact Finance Director Forty.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

Resolution # 19-07-05 – Adoption of Supplemental Budget for Fiscal Year 2019-2020

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WHEREAS, the Board of Directors adopted a *Fiscal Year 2019-2020 Budget* at the May 16, 2019 Board meeting; and

WHEREAS, Oregon Cascades West Council of Governments became aware of a condition that had not been ascertained at the time of the preparation of the budget for the current year, which requires a change in the *Fiscal Year 2019-2020 Budget*.

NOW THEREFORE, BE IT RESOLVED:

That the Oregon Cascades West Council of Governments Board of Directors does hereby adopt the *Supplemental Budget* listed below:

REVENUE	ADOPTED 2019-2020	SUPPLEMENTAL Change for 2019- 2020	NEW ADOPTED 2019-2020
Beginning Fund Balance	10,901,004		10,901,004
State Revenue	1,767,749		1,767,749
Federal Revenue	13,172,333		13,172,333
Local Revenue	1,251,049		1,251,049
Program Revenue	13,705,299	99,330	13,804,629
Total Revenue	40,797,434	99,330	40,896,764
<b>EXPENDITURES</b>			
Personnel	16,301,769	23,959	16,325,728
Materials and Services	24,434,332	75,371	24,509,703
Leasehold	0		0
Principal Payments	43,333		43,333
Interest Payments	18,000		18,000
Total Expenditures	40,797,434	99,330	40,896,764
Balance	0	0	0

ADOPTED this 18th day of July, 2019 at Albany, Oregon.

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Sharon Konopa  
Chair

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Fred Abousleman  
Executive Director



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## MEMORANDUM

**DATE:** July 18, 2019  
**TO:** OCWCOG Executive Committee  
**FROM:** Phil Warnock, Community and Economic Development (CED) Director  
**RE:** **CED Program Update**

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### **Business Lending:**

#### *Business Unwind*

- OCWCOG partnered with the Oregon State Credit Union to co-host an Albany Chamber *Business Unwind* event on May 21st. The event was a success! More than 70 people attended, representing many of Albany's businesses, allowing for productive networking time. The *Cascades West Business Lending* program, who participated in the event, has been an integral part of the community for over 30 years.
- Special thanks to the OCWCOG Board of Directors for granting special approval for this event, and to the facilities team who went above and beyond.

### **Transportation:**

#### *Statewide Transportation Improvement Fund (STIF) Discretionary Grants*

- The preliminary list of projects for *STIF* Discretionary funds is now available for public comment. This list is the Oregon Department of Transportation's (ODOT) staff recommendation to the Public Transportation Advisory Committee (PTAC). The PTAC will make a recommendation to the Oregon Transportation Commission (OTC), which will make the final decision.
- Two projects that the OCWCOG Community and Economic Development (CED) Department submitted are recommended to be funded. This includes:
  - A 99W Transit Corridor feasibility study, and
  - A project that intends to provide a "Seamless Transit Experience," across the Lincoln, Benton and Linn Region.

#### *Albany Area Metropolitan Planning Organization (AAMPO)*

- Staff is preparing for the *Fiscal Year 2021-2024 Transportation Improvement Program (TIP)* process.
- The AAMPO Technical Advisory Committee and Policy Board have been discussing and updating allocation policies and application materials for Surface Transportation Block Grant (STBG) funding.
- The *Strategic Assessment* with the Department of Land Conservation and Development (DLCD) and ODOT is on-going. Staff is currently working through a sensitivity testing process.

### Corvallis Area Metropolitan Planning Organization (CAMPO)

- The *Fiscal Year 2021-2024 TIP* process is underway and selected projects will be available for public comment in July. Staff is utilizing a bi-lingual virtual open house for the first time to gather input from the public.
- The DLCD recently attended a CAMPO Policy Board meeting to discuss the implementation of regional transportation performance measures as part of the *Regional Transportation System Plan (RTSP)*.
  - The RTSP is required when a local *Transportation System Plan (TSP)* does not meet the Vehicle Miles Traveled (VMT) reduction requirement outlined in Goal 12 of the Oregon land use system, also known as the Transportation Planning Rule (TPR). Additional progress on this task is expected over the next six months.
- Staff will be attending a regional transportation study trip in Denmark and The Netherlands for two weeks in July. CAMPO was invited through the University of Oregon.
  - The class brings 18 students and five working professionals together to learn best practices and implementation techniques from European cities. A blog will be updated regularly and will be accessible via CAMPO's website, [www.CorvallisAreaMPO.org](http://www.CorvallisAreaMPO.org).

### **Planning:**

#### *Community Development Planning*

- Planning Staff are providing planning support for the City of Sweet Home, including assisting with counter support, land use applications, and planning commission meetings.
- Staff are providing current and long-range planning for the City of Yachats, including code audit and updates, and planning commission support. Staff is also beginning work on an interpretive signage and wayfinding plan for Oceanview Drive, and updating floodplain ordinance and a Flood Insurance Rate Map (FIRM).
- Staff is finalizing their involvement in the *Lincoln County Housing Strategy Implementation Plan*, which included participating on the Technical Advisory Committee and the Policy Advisory Committee.

## *Notes*



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