



# Executive Committee Meeting Packet

**February 27, 2020 at 9:00 am**

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

**Next OCWCOG Executive Committee  
Meeting:  
April 23, 2020,  
beginning at 9:00 am**

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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  
EXECUTIVE COMMITTEE AGENDA  
February 27, 2020; 9:00 – 11:00 am**

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 Lindsey Riley, at 202.679.6116 or [AdminGA@ocwcog.org](mailto:AdminGA@ocwcog.org), no later than noon on Tuesday, February 25th to confirm your attendance at the Albany or Toledo location.

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

Minutes of the December 5, 2019 Executive Committee meeting will be reviewed for approval (Page 5).

**ACTION: Motion to approve the December 5, 2019 Executive Committee meeting minutes.**

2. **Executive Session** (Chair Traber)  
(9:05 – 9:35 am)

The Chair will discuss the next steps of the recruitment of the Executive Director position at OCWCOG.

**ACTION: Discussion only, no action.**

*Resume open session.*

3. **Executive Director Hiring Discussion** (Chair Traber)  
(9:35 – 9:45 am)

The Chair will discuss the next steps of the recruitment of the Executive Director position at OCWCOG.

**ACTION: Motion to move forward with selection of candidate for hire.**

**4. CSC / OCWCOG Merger Discussion** (*Chair Traber*)  
(9:45 – 10:00 am)

The Chair will discuss the next steps of a merger with the Community Services Consortium (CSC).

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

**5. OCWCOG Program Updates** (*All Program Directors*)  
(10:00 – 10:15 am)

Staff will be available to answer any questions from the Board of Directors on program updates (Community and Economic Development Program – Page 8); Community Services Program – Page 10; and Senior and Disability Services Program – Page 12).

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

**6. March Board of Directors' Meeting Agenda Items** (*Chair Traber*)  
(10:15 – 10:25 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. Consent Calendar
  - a. Approval of Previous Board of Directors Meeting Minutes
  - b. Financial Update
  - c. Approval of *Fiscal Year (FY) 2019-2020 Supplemental Budget*
4. Presentation of the *FY 2018-2019 Annual Financial Audit*
5. Presentation of the *Draft 2020-2021 Work Program and Budget*
6. OCWCOG Program Updates
7. Other Business
8. Adjournment

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

**7. Other Business** (*Chair Traber*)  
(10:25 – 10:30 am)

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

**8. Adjournment**  
(10:30 am)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
December 5, 2019**

**MEMBERS:** Commissioner Pat Malone, Benton County; Mayor Dann Cutter, City of Waldport; Mayor Sharon Konopa, City of Albany; and Mayor Jim Lepin, City of Millersburg.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddock-Hughes; Community Services Program (CSP) Director Jennifer Moore; Community and Economic Development (CED) Director Phil Warnock; General Administration Executive Assistant Mary Stanley; and Communications Consultant Lindsey Riley.

Acting Chair Dann Cutter noted that Mayor Sharon Konopa is not present, but will be shortly. Once she arrives, the meeting will have quorum. He called the meeting to order at 12:30 pm.

**1. Approval of the Meeting Minutes**

Human Resources Manager Ryan Schulze noted that there were two changes to the Collective Bargaining Agreement (CBA) which were: 1) to allow for cost-of-living adjustment for both years, and one-time payments to be made in December 2019, and 2) one-time payments for non-represented employees.

Mayor Jim Lepin motioned for the approval of the October 24, 2019 Executive Committee meeting minutes, noting the CBA changes made by HR Manager Schulze, and October 25, 2019 Executive Committee Retreat minutes.

Acting Chair Cutter asked to move the Community Services Consortium (CSC) / OCWCOG Merger discussion down on the agenda, so that Mayor Konopa could be present for the discussion. There were no objections.

**2. CPI-U Update and Membership Discussion**

Executive Director Fred Abousleman commenting that there were initial discussions amongst senior staff about sending membership dues, however this was not possible as the number used to calculate the membership dues has changed. Deputy Director Rachael Maddock-Hughes noted that the Consumer Price Index (CPI-U), calculated by the Portland State University, are no longer being calculated. She is researching what other agencies use and what OCWCOG will use going forward.

Acting Chair Cutter asked if the CPI-U was going to be the same or is this a common issue for many agencies that use this number. Mayor Jim Lepin noted that this has been a two-year process to move away from the CPI-U, so it is a known issue. Commissioner Pat Malone commented that he was aware that Philomath was having this issue. Mayor Lepin said that this number is one of the tools that his City uses in the building permit process, so they have known about it and are working on finding an alternative as well.

Executive Director Abousleman encouraged Executive Committee members to have this conversation with the League of Cities (LOC) and Association of Counties (AOC). Deputy Director Maddock-Hughes commented that there is a working draft of the Region's populations, so member communities can see what OCWCOG has for their populations and what may be used for calculating dues, but OCWCOG would like to confirm that accuracy of these numbers. Acting Chair Cutter noted that the City of Waldport's population has not

changed in years, so the number that OCWCOG has is more than likely accurate, but he cannot speak for other members.

### **3. CSC / OCWCOG Merger Discussion**

Acting Chair Cutter noted that several members of the OCWCOG Executive Committee has met with the Executive Committee of CSC, and both Committees fundamentally agree with a merger discussion. Action will be taken by the OCWCOG Board of Directors today, in addition to further discussion, about moving forward with the merger discussions. He specifically noted that CSC focuses specifically on poverty issues in the Region, but this is not all OCWCOG does, and he does not want this to get lost in the discussion. Acting Chair Cutter made it clear that no one or program will get neglected during this merger process. The way this merger moves forward is important for the Region and for OCWCOG.

Commissioner Malone, who attended the joint Executive Committee meetings, noted that one individual raised several problems. He asked that the OCWCOG Executive Committee keep in mind the end goal and that items will be worked out as they arise.

Acting Chair Cutter assured the Executive Committee that those on the Executive Committee that are working through the process and that there will be hurdles, such as two different hurdles, strong personalities in both organizations, etc. Executive Director Abousleman commented that there is always a chance that the OCWCOG Board of Directors (Board) may not approve the merger, as the Board does not know who CSC is. It will be up to the Executive Committee to share with the Board who CSC is.

Mayor Lepin stated that he had been through mergers on a small scale, but does not want to create change for the sake of creating change. He would like to see a set of principles to guide the process.

Commissioner Malone praised Deputy Director Maddock-Hughes for her efforts following the CSC / OCWCOG Executive Committee meetings. Deputy Director Maddock-Hughes noted that these efforts included OCWCOG Finance Director Sue Forty and CSC Acting Executive Director Pegge McGuire.

Acting Chair Cutter reviewed the motions that are recommended to the Board. They are to recommend to the Board of Directors the following two actions: 1) agree to proceed moving forward with a merger with CSC, and 2) allow OCWCOG staff work to work with CSC staff on a memorandum of understanding (MOU), outlining next steps for a merger over the next three months. The motions were not voted on, as there was not a quorum present.

### **4. January Board of Directors' Meeting Agenda Items**

Acting Chair Cutter reviewed the January Board meeting agenda items. There were no changes.

Mayor Konopa joined the meeting.

### **3. CSC / OCWCOG Merger Discussion**

Acting Chair Cutter asked for a motion on the CSC / OCWCOG merger items. Commissioner Malone motioned to recommend to the Board of Directors the following two actions: 1) agree to proceed moving forward with a merger with CSC, and 2) allow OCWCOG staff work to work with CSC staff on a memorandum of understanding (MOU), outlining next steps for a merger over the next three months. Mayor Konopa seconded the motion. Motion passes unanimously.

5. **Other Business**

Deputy Director Maddock-Hughes distributed new OCWCOG Executive Committee meeting dates.

6. **Adjournment**

Meeting adjourned at 1:00 pm.

*Meeting minutes taken by Lindsey Riley.*



## Community and Economic Development

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### MEMORANDUM

**DATE:** February 27, 2020  
**TO:** OCWCOG Executive Committee  
**FROM:** Phil Warnock, Community and Economic Development (CED) Director  
**RE:** **CED Program Update**

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#### **Community Development**

##### Shared Planning Services

- Interviews were conducted for the Coastal planner position and an offer is pending. The staff will provide current- and long-range planning support to Toledo, Waldport, and Yachats onsite and remotely. Additional support will be available to other Coastal communities.

##### Census Complete Count Committee

- Census Complete Count Committee meetings are being held every two weeks now in the Valley leading up to the rollout of the online Census. Lincoln County meetings are being held separately to focus efforts; centralized coordination is benefiting both groups.

##### Geographic Information Systems (GIS)

- GIS services are continuing to be provided on an as needed basis for our members; an intern has started to provide additional capacity to do small projects on communities "wish lists" and the internship pipeline is starting to ramp up.

##### Federal Lands Access Program

- Project data gathering has been taking place over the past few months; information includes Right of Way, traffic volumes, crash history, landslide risk/slopes, streams, recreation, and similar data. A public open house will be held in Alsea, at the school, on March 3rd to share project information and solicit input.

##### Brownfields

- New projects are being submitted for eligibility consideration, and several are underway or have completed assessment. Applicants have been from the Port of Toledo and Port of Newport, Lincoln County, the Siletz Tribal Business Corporation, and Oregon Parks and Recreation Department. The remaining funds for the grant are unlikely to be fully requested for project before the schedule deadline and as such OCWCOG is preparing an extension request to build off the momentum.

## **Transportation:**

### Metropolitan Planning Organizations (MPO)

- With the promotion of Nick Meltzer to Transportation Manager, the Corvallis Area Metropolitan Planning Organization (CAMPO) held interviews to backfill staffing in late January. A candidate was selected to support MPO work and is anticipated to start in early March.
- Albany Area Metropolitan Planning Organization (AAMPO) and CAMPO continue work on *Public Transportation Agency Safety Plans (PTASP)*, required for the transit systems in each MPO. The *PTASP* is a federally required plan that will setup a structure for reporting safety events, document and evaluate existing safety practices, and develop appropriate safety trainings for all members of the transit agency. This project will be complete by June 2020.
- The MPOs hosted State and Federal partners for the annual review of their respective *FY2021 Unified Planning Work Programs* on February 20th.

### *Safe Routes to School (SRTS)*

- *SRTS* infrastructure grants, and Transportation and Growth Management (TGM) planning application deadlines are coming this Spring. CED is engaging with a number of communities on potential projects for technical assistance, grant writing support, and potential grant management.

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

- The *99W Transit Feasibility Project* is in full swing. A website was established to provide continual updates and the project team is currently doing outreach with Area Commissions on Transportation (ACTs) along the corridor.
- The *Seamless Transit Project* held its second meeting in which the project team and stakeholders discussed the accomplishments of the project thus far, in addition to discussing needs and opportunities that will come with expanding transit technology in the Region. Three technology vendors responded to an open Request for Information (RIF) and did remote presentations related to real time bus information, vehicle tracking, and other elements of transit services.



# Community Services Program

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## MEMORANDUM

**DATE:** February 27, 2020  
**TO:** OCWCOG Executive Committee  
**FROM:** Jennifer Moore, Community Services Program (CSP) Director  
**RE:** **CSP Program Updates**

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### **Benton County Veteran Services Office (VSO)**

- Staff participated in a recent Oregon Department of Veterans Affairs (ODVA) regional training.
- Veteran Services Officer Curtis “CW” Nelson is coordinating with the *Older Adult Behavioral Health Initiative (OABHI)* team regarding collaborating where appropriate on available resources for Veteran clients.
- Staff continue participation in Vet-Net and local Operation Welcome Home meetings.

### **Meals on Wheels (MOW)**

- Program Supervisor Anita Lengacher was invited to speak at the Albany Kiwanis Club and the Albany Optimist Club about the *MOW* program and service trends. She has been invited to the Mennonite Village Women’s Breakfast group and Corvallis Kiwanis Club later in February.

### **Money Management Program (MMP)**

- An average of two Representative Payee clients are currently being added to the program per month. We anticipate this trend to continue indefinitely.
- *MMP* currently supporting member residents by the following breakout.
  - 18 Bill Pay clients
  - 34 Representative Payee clients
  - 18 Benton County residents, four Lincoln County residents, 27 Linn County residents, and three clients that reside outside of our Region.

### **Older Adult Behavioral Health Initiative (OABHI)**

- Meetings with Mennonite Village regarding their current unmet clinical needs with mental and behavioral health, as well as support with, and for, memory care patients continue.
- Older Adult Behavioral Health Specialist Helen Beaman is working with a local pain medicine doctor to discuss issues around chronic pain within the older adult population and brainstorm ideas for more training topics needed within our communities.
- Portland State University professor Diana White presented *OABHI* the opportunity for a Master of Social Work (MSW) student to shadow one of the Specialists on community education classes. The student will be attending the next Crisis Intervention Training (CIT) for local law enforcement in Albany in February.

**Senior Corps Programs: *Foster Grandparent Program (FGP)*, *Retired and Senior Volunteer Program (RSVP)*, and *Senior Companion Program (SCP)***

- *RSVP* reported a total of 258 volunteers in service. Of those, 54% were placed in service assignments that are routine, client-focused, and outcome based. An end of year qualitative survey on these assignments will be available in July 2020 to measure its impact on aging in place in our communities.
- A total of 30 *FGP* literacy tutors and mentors served 12,996 hours in local schools and after-school programs in Linn, Benton, and Lincoln Counties. Thirteen of these volunteers also served in evidence-based programming, including Project Learn of the Boys and Girls Club, and Start Making a Reader Today (SMART).
- Twenty *SCP* volunteers served 5,829 hours with local homebound seniors, aiding with non-medical transportation and companionship across the Region.

***Stand By Me Financial Empowerment Program (\$BM)***

OCWCOG is working with *Stand By Me Delaware (\$BM DE)* to replicate its highly successful financial empowerment program in our Region. Over the past eight years, *\$BM DE* has increased Delaware's economic vibrancy by providing financial empowerment coaching and toolkits to help individuals, families, and businesses achieve and maintain [personal] financial security. To date, *\$BM DE* has reached 110,000 Delawareans to attain their personal and professional goals. Results include increases in average credit scores (64 points), savings (\$3.3 million), and a \$19.6 million in reduced debt Statewide.

Service access points are created by embedding coaches with community partners including Veteran Service Offices, Head Start, High Schools, and Senior Centers. Coaching is tailored for the demographic the coach serves, enabling culturally appropriate access for specific target markets. Populations include low-wage workers, college and high school students, Head Start families, childcare workers, seniors and retirees, and English as Second Language (ESL) families. Coaches work to build relationships and trust through flexible meetings and remaining non-judgmental.

Here in Oregon, *Stand By Me* will launch first in Benton County, in the Childcare Partnership space, working closely with the Early Learning Hub of Linn, Benton, and Lincoln Counties as a lead partner.

*\$BM* customers are empowered to work through a coaching continuum: moving from one program component, such as reducing credit debt and improving credit score(s), to another, such as home ownership or college savings. There are four primary outcomes for *\$BM* customers:

- Create a budget
- Reduce debt
- Improve credit ratings
- Build savings

OCWCOG is contracting with *\$BM DE* for technical assistance and programmatic materials. Funders and funding opportunities have been identified. Outreach to key stakeholders and partners is ongoing, and numerous letters of support have been secured. Marketing and outreach materials will be developed as OCWCOG receives supporting materials from *\$BM DE*.



# Senior and Disability Services

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## MEMORANDUM

**DATE:** February 27, 2020  
**TO:** OCWCOG Executive Committee  
**FROM:** Randi Moore, OCWCOG Senior and Disability Services (SDS) Director  
**RE:** **SDS Program Update**

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### **Council Members Visit Legislators in Salem**

On February 20th, OCWCOG Senior and Disability Services Advisory Council members traveled to Salem to spend time visiting with local law makers. Scheduled visits include Senators Gelser and Roblan, as well as Representatives Boshart-Davis, Gomberg, Rayfield, Sprenger, and Wilde.

Developing and maintaining strong relationships with our delegation is a top priority for the Councils who leverage those relationships when advocacy is needed to support programs that serve older adults and people with disabilities. Happily, the Legislative Session of 2020 is an uneventful one for our programs and the top talking point for the Council members during the visit was a message of appreciation for the work that happened last session. Aging and People with Disabilities (APD) and Area Agency on Aging offices across the State received a significant bump in funding in 2019. Disabilities and Area Agency on Aging offices received a significant bump in funding in 2019. The funds, in part, are going to support hiring more workers to bring down caseloads.

OCWCOG's SDS department is currently in a major push to hire Eligibility Specialists and Case Managers because of the funding increase received.

### **Council Member Mike Volpe Presented Lee Hazelwood Advocacy Award**

OCWCOG's Disability Services Advisory Council Member Mike Volpe became the most recent recipient of the Lee Hazelwood Advocacy Award.

The award recognizes an individual leader who is devoted to the advocacy and welfare of seniors and people with disabilities. Representative Dan Rayfield presented Councilman Volpe the award at a ceremony at the Capitol building on February 11, 2020.





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