



# Executive Committee Meeting Packet

August 25, 2022  
9:00 am - 11:00 am

In Person and  
Teams Video Conference

[\*\*\*Click Here to Join\*\*\*](#)

**Next Executive Committee Meeting:  
October 27, 2022 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 [lsnodgrass@ocwcog.org](mailto:lsnodgrass@ocwcog.org), forty-eight (48) hours prior to the meeting.*



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA**

**August 25, 2022**

**9:00 – 11:00 am**

Teams Video Conference

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Meeting ID: 294 572 951 128

Passcode: 27nhQt

*An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.*

**NOTE:** Please contact Leah Snodgrass at 541.967.8720 or [lsnodgrass@ocwcog.org](mailto:lsnodgrass@ocwcog.org), no later than noon on Wednesday, August 24th, to confirm your attendance.

1. **Welcome/Call to Order** (*Chair, Commissioner Claire Hall*)  
(9:00 – 9:05 am)

Introductions

2. **Consent Calendar** (*Chair, Commissioner Claire Hall*)  
(9:05 – 9:10 am)

- a. Approval of Executive Committee meeting minutes for April 28, 2022. ([Page 4](#))

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

3. **Bias Response Update** (*Community Services Program Supervisor Alicia Lucke*)  
(9:10 -9:30 am)

Update presented by CSP Program Manager Alicia Lucke. ([Page 8](#))

**ACTION: Information only.**

4. **Lending Program** (*Community and Economic Development Director Jenny Glass*)  
(9:30 -9:40 am)

Presented by CED Director Jenny Glass. ([Page 9](#))

**ACTION: Motion to approve OCWCOG to enter into IGA with CCD Business Development Corporation.**

5. **Corvallis Building** (*Executive Director Ryan Vogt*)  
(9:40 -9:50 am)

Presenting by Executive Director Ryan Vogt. ([Page 10](#))

**ACTION: Motion to approve OCWCOG to evaluate market for possible property purchase.**

6. **Legislative Ask/Advocacy** (*Executive Director Ryan Vogt*)  
(9:50 -10:00 am)

Letter from Mid-Willamette Council of Governments requesting funds to build additional regional capacity for technical assistance in grant writing and administration for IJJA-eligible projects throughout the state of Oregon. ([Page 11](#))

**ACTION: Information only.**

7. **Executive Director Update** (*Executive Director Ryan Vogt*)  
(10:00 – 10:10 am)

**ACTION: Information only.**

8. **Other Business** (*Chair, Commissioner Claire Hall*)  
(10:10 – 10:15 am)

9. **Adjournment**  
(10:15 am)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**  
**EXECUTIVE COMMITTEE MEETING MINUTES**  
**Via Zoom Audio / Video Conference**  
**April 28, 2022**

**MEMBERS:** **Chair**, Commissioner Claire Hall, Lincoln County, **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Sherrie Sprenger, Linn County; **Vice-Chair**, Mayor Jim Lepin, City of Millersburg; and Mayor Chas Jones, City of Philomath.

**STAFF:** Executive Director Ryan Vogt; Finance Director Marit Nelson; Community Economics Development Director Jenny Glass; Senior, Disability and Community Services Program Director Randi Moore; Technology Services Director Jason Sele; Human Resource Manager Ryan Schulze; and Executive Assistant, Leah Snodgrass.

**ABSENT:** Mayor Dean Sawyer, City of Newport

**PUBLIC:** None

**1. Call to Order**

Chair Hall called the April 28, 2022, meeting of the Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee to order at 9:01 am via Zoom®.

**2. Approval of Consent Calendar**

Chair Hall asked for a motion to approve the Consent Calendar. Treasurer Malone moved to approve; Vice Chair Lepin seconded it. A vote was taken and passed unanimously.

**3. Executive Director Performance Review**

Agenda indicated a possible executive session, but it was deemed not necessary. Chair Hall summarized the performance review. Per the contract with Executive Director Vogt, he is due an automatic five percent (5%) increase in pay. Chair Hall stated the increase is well deserved and Executive Director Vogt received "glowing" reviews. Items that received high praise were Executive Director Vogt's work ethic, due diligence, and desire to improve OCWCOG. There was discussion amongst leadership of a performance bonus to be added to Executive Director Vogt's contract, similar to the new contract negotiated for the Executive Director at Lane Council of Governments (LCOG). It would be tied to certain performance measures and triggered by action of the Executive Board. This is a priority to explore in the coming months.

Treasurer Malone added Executive Director Vogt has had a good start with raising OCWCOG's profile in the community, especially during difficult times due to COVID. Treasurer Malone thinks it will only get better once a Communications Officer comes on board. Treasurer Malone appreciates the ongoing communication efforts on partnering with Community Services Consortium (CSC).

Mayor Jones joined the meeting at approximately 9:05 am.

Vice Chair Lepin acknowledged Executive Director Vogt's effective performance through the COVID pandemic and building of the organization given the turnover in staff in the last couple years.

Commissioner Sprenger added she has experience in being involved with various committees and thinks Executive Director Vogt does a great job managing diverse ideas, bringing them

together without conflict, and has navigated through some difficult conversations with the Committee with great success. Commissioner Sprenger said she has had some conversations with Executive Director Vogt outside of meeting settings and has not been able to pin down what his personal opinion is on certain matters, which she thinks is key to representing the will of the Board, and not executing his own agenda. For that Commissioner Sprenger thinks he deserves high praise.

Executive Director Vogt thanked everyone for the incredibly kind words. Executive Director Vogt stated he couldn't be successful if it wasn't for the Senior Leadership Team (SLT) that surrounds him, and acknowledges that the praise received today is because of the great work the SLT puts forward and the incredibly hardworking teams that they manage. Executive Director Vogt stated he is having a lot of fun in his position and is looking forward to the next steps with the agency.

Mayor Jones stated he fully agrees and supports everyone's accolades and has been impressed by Executive Director Vogt's performance. Mayor Jones said he agrees with Commissioner Sprenger that you don't always know where Executive Director Vogt stands on an issue and thinks it speaks volumes to his approach as a leader.

#### **4. Executive Director Update**

One of the tasks Executive Director Vogt has committed to is raising the OCWCOG profile externally in the region, internally with staff, and showing how OCWCOG is doing work from a data perspective. The process evolution from minimal data being shared in the past, to producing and transparently sharing some data now, will hopefully engage some conversations in the future on how to use it. The first step is looking at the data, then figuring out how it translates into impacting lives. Also looking at our services, are they useful to the region?

Executive Director Vogt referenced the Year End County Reports included in the Executive Committee Meeting Packet starting on page eight (8). These reports have been sent electronically to Board Members, City Managers, and County Administrators and have now been printed. Executive Director Vogt plans on visiting the member agencies to provide printed copies so the City Councilors or Commissioners that are not members of the OCWCOG Board can review the information. Executive Director Vogt is open to attending any City Council Meetings or County Commissioner meetings to go over the material and answer any questions. It is the first attempt to provide this information as sort of a conversation starter and he is looking for feedback along the way.

Executive Director Vogt reported the entire leadership team, including the agency managers and supervisors, has an opportunity to challenge and invest in themselves, and increase skills through a leadership training series. Last week they all received a leadership personality profile, and over the course of the next couple of weeks there will be individual coaching. Part of this process includes monthly engagement around increasing individual leadership skills. Executive Director Vogt is excited about the process and sees this training paying huge dividends in staff interactions and growth.

Executive Director Vogt reported the partnership with Oregon Department of Human Services (DHS) has physically started co-locating. At this time there are no permanent placements within offices, but the eligibility staff in both OCWCOG and DHS have been cycling through each other's offices to build relationships and learn the differences between the operations in the self-sufficiency program and the senior and disability program. In the future, the plan is to have long term dedicated staff planted in each other's offices.

Regarding the partnership with Community Services Consortium (CSC), Executive Director Vogt reported earlier this week there was a meeting between the HR Managers, Finance Directors, Technology Services Directors, and the Executive Directors from both agencies. This meeting

discussed some vision setting on the future of the partnership including streamlining some processes like software, policies, and recruitment to name a few. The Directors from both agencies will continue to meet monthly and are planning to do a two day retreat with both CSC and OCWCOG senior leadership. Steps are being taken and tangible products are being produced.

Regarding the Communication Officer position, OCWCOG is still looking for viable applicants.

Treasurer Malone stated the pace in partnership with CSC is good and thinks it is always a great idea to find partners. Treasurer Malone said the goal is to serve families in need. Treasurer Malone also stated the Year End Reports look good for the first time around.

Chair Hall stated she likes the format of the Year End Reports. It is telling the OCWCOG's story, and it shows direct impacts on a county basis, which will be a valuable tool.

## **5. Strategic Planning Update**

Executive Director Vogt reported that OCWCOG has selected Pivotal Resources for this process. The kick off meeting with them is on Monday and the plan is to develop a three (3) year plan that will be available in December for the calendar year turn. Executive Director Vogt reminded the Committee that their participation will be very important and to look for virtual meeting invitations in the near future. Pivotal will also be meeting with staff and consumers in this effort. Executive Director Vogt said it is important that the strategic plan is actionable.

## **6. Cybersecurity Insurance**

Technology Services (TS) Director Sele summarized the policy changes in the memo included in the meeting packet starting on page thirty-four (34). TS Director Sele stated OCWCOG will not be in a place, maturity wise with security, to pass the assessment on July 1st. It is more realistic to take the next fiscal year to implement all the training to meet the criteria. Just need to figure out what to do in the interim, select the fifty thousand dollar (\$50,000) coverage with potential risks, or look at a different insurance that may not have as many requirements right away? TS Director told the Committee that they do not need to decide today, but wanted them to be aware of the situation.

Vice Chair Lepin asked if the CSI policy covers the cities that OCWCOG has a technology services contract with? TS Director Sele answered the cities would have to get their own individual policy.

Treasurer Malone asked if OCWCOG can do a preassessment before the other assessments to help determine where OCWCOG lies and what needs to be done. TS Director Sele answered that there are two assessments that are done, one is with the application for insurance, and we would want to wait until everything is in place before applying for that one. The other is an annual penetration test which will assess weaknesses or lack of requirements met. TS Director Sele stated he has budgeted to do a penetration test.

TS Director Sele stated he discovered that CSC has programs that require one million dollar (\$1,000,000) coverage. TS Director Sele checked OCWCOG's programs, and they do not have that requirement, so OCWCOG could start with the fifty thousand dollar (\$50,000) coverage while requirements are being worked on.

## **7. Differential Policy**

Human Resources (HR) Manager Schulze summarized the Differential Policy memo included in the meeting packet starting on page thirty-six (36). HR Manager Schulze explained this is already being practiced at OCWCOG without the policy, so this will help solidify the process and provide parameters. HR Manager Schulze requests approval of the policy from the Executive Committee.

Treasurer Malone moves to approve the Differential Policy Language and Leadwork Letter of Agreement; Vice Chair Lepin seconded it. A vote was taken and passed unanimously.

**8. Other Business**

No other business discussed.

**9. Adjournment**

Chair Hall adjourned at 9:49 am.

*Meeting minutes taken by Leah Snodgrass.*



# Senior, Disability and Community Services

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Area Agency on Aging

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## MEMORANDUM

**DATE:** August 25, 2022  
**TO:** OCWCOG Board of Directors  
**FROM:** Alicia Lucke, Community Services Program Manager  
**RE:** Bias Response

### BIAS RESPONSE PROJECT – UPDATE

Research and discussions around the feasibility of a regional Bias Response System are in full swing this month with consultant Zilo International hosting a series of community listening sessions the week of August 22<sup>nd</sup>, 2022. Sessions will be held across the region and be open-forum style, engaging in Q&A with residents around bias experiences, knowledge of reporting resources available, identifying potential resource and knowledge gaps, and more. Survey questions were created by a stakeholders' group which included:

- Zilo International, contractor (3-4 team members)
- David Collier, Human Resources, Lincoln County
- Marcia Harnden, Police Chief, City of Albany
- Joe Hahn, Equity, Diversity and Inclusion Program Coordinator Benton County
- Fay Stetz-Waters, Civil Rights Director at Oregon Department of Justice

At each focus group, participants will receive a \$50 Visa gift card and will be served lunch or dinner. We are asking that any participants RSVP to [BiasResearch@zilointernational.com](mailto:BiasResearch@zilointernational.com) to confirm their attendance. Focus group dates, times, and locations for Linn, Benton and Lincoln Counties are listed below.

Monday, August 22<sup>nd</sup> – 5pm to 7pm at the Center for Health Education (Newport)  
Tuesday, August 23<sup>rd</sup> – 11am to 1pm at the Philomath Public Library (Philomath)  
Tuesday, August 23<sup>rd</sup> – 5pm to 7pm at the Albany Public Library (Albany)  
Wednesday, August 24<sup>th</sup> – 11am to 1pm at James Gang Pizza (Lebanon)  
Thursday, August 25<sup>th</sup> – 5pm to 7pm at the Corvallis C3 Center (Corvallis)  
Friday, August 26<sup>th</sup> – 11am to 1pm at LCSD Teaching and Learning Center (Newport)

Currently we have an estimated 40 RSVPs for the events with simultaneous Spanish interpretation requested and available at the Albany Public Library event. An elected officials survey presenting research highlights and possible solutions will be sent to you in early September, with a final research report shared via a Virtual Summit in late September/early October.





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## MEMORANDUM

**DATE:** August 25, 2021  
**TO:** OCWCOG Board of Directors  
**FROM:** Jenny Glass, Community and Economic Development Director  
**RE:** **Lending Program Updates**

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Cascades West Business Lending (CWBL) encourages new employment opportunities and promotes a stable, diversified economy in Linn, Benton, and Lincoln Counties. We offer commercial loans through various programs aimed at meeting the needs of the business community across the region. The goal of the CWBL program is to foster economic development by providing access to capital for small business owners for start-up and expansion needs.

CWBL is in a period of transition as we explore the most effective way to provide access to capital. We have joined forces with Mid-Willamette Valley COG, Lane COG, and CCD Business Development Corporation (CCD) to consolidate loan servicing under an Intergovernmental Agreement (IGA) with CCD. This will alleviate us from administrative work and allow us to focus on building relationships with the business and banking community across the OCWCOG region. Our goal is to maximize the amount of capital we are getting into businesses in our communities and this change in operations will free up staff time to do so.

This change would have minimal or positive impact to the lending program budget. In fiscal year 2022, we were able to staff the lending program with two (2) full time employees thanks to additional CARES funding. This grant is now closed, and the program is not currently in a position to sustain two (2) full time employees. Contracting the administrative work to CCD will allow us to continue delivering high quality loan servicing of our existing loan portfolio while investing more staff time into outreach and closing new loans, as well as identifying potential new loan fund sources.

**Action requested:** Allow OCWCOG to enter into an IGA with CCD Business Development Corporation for loan servicing administration.



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## MEMORANDUM

**DATE:** August 25, 2022  
**TO:** OCWCOG Executive Committee of the Board of Directors  
**FROM:** Ryan Vogt, Executive Director  
**RE:** **Corvallis Building**

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***Background:***

The Oregon Cascades West Council of Governments has staff physically located in Toledo, Corvallis and Albany. The buildings in Toledo and Albany are fully owned by the COG, while we currently lease space at a Samaritan building in Corvallis. Our lease in Corvallis is set to expire in September of 2023.

***Opportunity:***

OCWCOG and Community Services Consortium (CSC) are looking to partner deeper by co-locating throughout the region. CSC has already committed to moving into OCWCOG Albany building, and we are jointly planning to be in the same building in Corvallis.

Due to the effects of the Covid pandemic on most industries, traditional workspaces throughout the nation and world are being re-imagined. Most businesses have continued to allow some level of remote work for their workforce leaving many offices with unused space. Additionally, the current state of the economy has slowed the market for purchase and development, so real estate prices are predicted to “bubble” and come down.

The cost of leasing commercial space in Corvallis is not showing much of a taper. We have received four current market quotes of \$1.25, \$1.99, \$2.00, and \$2.15 sq/ft per month. Our current space at Samaritan is \$1.69 a month. If we presume approximately 5000 sq/ft to house both agencies in Corvallis, we would collectively be paying approximately \$10,000/month, or \$120,000 a year. Not factoring in any inflation, the cost of rent over the next 10 years would be \$1,200,000 with neither agency building equity from those expenditures. Our real estate agent has already forwarded one property for sale in Corvallis which is 6,692 sq./ft with an asking price of \$1,195,000.

I am asking the Board of Directors for permission to actively pursue seeking an appropriate property to purchase, instead of leasing. We will, of course, keep both options on the table. However, it is highly likely that the cost of purchasing commercial space will stay steady or even go down in the coming months. OCWCOG will not move forward with any offers to purchase without explicit permission from the Board.

***Action requested:*** Allow OCWCOG to receive quotes for purchasing property in Corvallis.



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July 15, 2022

To: Ms. Leah Horner, Jobs, and Economy Advisor to Governor Kate Brown  
From: Mr. Salvador Peralta, Chair, Mid-Willamette Valley Council of Governments  
Mr. Scott Dadson, Executive Director, MWVCOG  
Ms. McRae Carmichael, Community Development Director, MWVCOG  
Re: Governor's Infrastructure Advisory Cabinet

Thank you for taking time to meet with us today and thank you for your public service to Oregon, both in your primary work in the various organizational roles in which each of you serve, and in your critical role on the Governor's Infrastructure Advisory Cabinet.

My name is Sal Peralta. I am chair of the Mid-Willamette Council of Governments. With me today is Scott Dadson, our Executive Director, and McRae Carmichael, our Community Development Program Director.

We are here today on behalf of Oregon's six voluntary and state-mandated intergovernmental cooperative entities to request funding to build additional regional capacity for technical assistance in grant writing and administration for IJJA-eligible projects throughout the state of Oregon.

Each of Oregon's six regional intergovernmental cooperative entities provides a slightly different set of services, but every one of us is a primary backstop in providing technical assistance for planning, grant writing, and grant administration to local governments.

Collectively, our organizations provide grant writing, grant administration and related economic and development technical services to the Tribal Councils, Special Districts, Counties and Cities, that serve more than 80 percent of Oregonians.

We believe there is an immediate need for additional resources to facilitate projects coming through IJJA and ARPA.

In 2021, the Mid-Willamette Council of Governments and our Regional Solutions Partners had identified more than 80 local and regionally significant infrastructure projects at various stages of development. Collectively, these projects represented approximately \$149,000,000 in infrastructure. Most were already at various stages of ready before the availability of ARPA and IJJA Funds became known. That number of projects has only grown. Each regional intergovernmental cooperative entity has a similar story. One of the main priorities of your committee's charter is to ensure equity in the allocation of resources. We are all aligned in that cause.

One of the main reasons that the Mid-Willamette Council of Governments came forward to make this funding ask is out of a recognition that many of the smaller cities and special districts throughout the state lack the resources needed to meet federal and state requirements for grant writing, grant administration, required code updates, and related administrative costs that come with many grant opportunities. We are here because of the importance of equity. More than 1/3rd of Oregonians live in city clusters that are not eligible for Community Development Block Grants that are available to cities over 50,000. Yet we have many of the same needs.

The cities and special districts in these communities are in immediate need of additional resources to move both ARPA and IIJA-eligible projects forward. Many local jurisdictions don't even have the staffing to determine what resources are available to them. They need additional support, and we need additional support to provide it to them.

LOC and Special District representatives in your group may recall collaborative efforts with our intergovernmental entities to get many smaller jurisdictions to apply for ARPA funds before key deadlines passed. Despite those best efforts there remained a handful of eligible local jurisdictions that did not participate in ARPA funding.

Our members – cities, counties, special districts and tribal organizations understand the unprecedented opportunities that IIJA and other dollars present but many lack the economies of scale and technical infrastructure needed to move those projects forward without assistance.

Planning capacity is needed, both now and going forward, while Oregon is receiving these crucial federal dollars. Additional funding will allow us to help many of our members, especially smaller and poorer communities, to complete the planning needed to get infrastructure projects moving toward “shovel ready” and help local governments meet administrative requirements for grants as they are allocated. On behalf of Oregon's six regional cooperative entities, we are requesting \$1 million in emergency allocations in the current fiscal year and \$1.5 million (\$250,000 per year, per year per entity) for the next five years to provide technical assistance in grant writing and administration for IIJA-eligible projects throughout the state. These funds would be matched by local funds through membership dues and discounted fees for service and other grant-eligible local funding sources.

Given the state legislature's funding cycle and IIJA timetables, we believe that emergency funding is an appropriate bridge to longer term dollars that we are also requesting.

Using this model allows dollars to be spent without creating an additional bureaucratic layer. As I mentioned, Oregon's intergovernmental cooperative entities already provide direct planning, grant administration and other services to jurisdictions that cannot maintain sufficient internal staffing to meet those needs.

Although the total dollars being requested are relatively small, relative to the total ARPA package, they would enable significantly more dollars to be leveraged against local dollars. The COG funding structure includes member dues and service fees for Land Use Planning, Grant Writing and Grant Administration, Administrative Support and Financial Administration. So, any additional monies spent by the state or federal government as part of a new funding proposal, already carries significant grant-applicable local matching dollars as part of an existing service delivery model.

The intergovernmental cooperative entities have numerous recent examples of efficient utilization of funds.

For example, the Mid-Willamette COG hired 3 new positions using member dues to support services that, in part, leverage \$44,000 in restricted funds given to EDD's via HB 2345 in the 2021 Legislative session and matched by the Ford Foundation to support small jurisdictions in the current budget cycle. However, the demand for planning and grant services still exceeds the capacity of local governments and regional planning organizations throughout the state.

We do not want to miss this opportunity to leverage and implement projects supported by these important funds.

The need for these funds is immediate, as the jurisdictions are already starting to deal with reporting and project management under ARPA and moving toward the same with IIJA. We have been working to assist our small communities with compliance for these funds as they prepare to receive these next rounds of funds.

A greater partnership with the Regional Intergovernmental Cooperative Entities is one that will take advantage of specialization, economies of scale and significant groundwork that we have already put toward helping our member counties, cities special districts and tribal governments throughout Oregon meet regional infrastructure needs and accomplish State and federal goals in the deployment of infrastructure funds afforded by the IIJA.

We urge your support for this model as one of the tools in your toolkit for initiating and administering IIJA-eligible funds and look forward to taking next steps.