



# Full Board of Directors Meeting Agenda Packet

**January 21, 2016, 3:00 pm**

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

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

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1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

**COUNCIL OF GOVERNMENTS  
FULL BOARD AGENDA**

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

**PLEASE NOTE:** Please contact Terri Sharpe, [tsharpe@ocwcog.org](mailto:tsharpe@ocwcog.org) or (541) 812-2006, no later than Noon on Tuesday, January 19<sup>th</sup> to confirm your attendance.

1. **Welcome and Introductions** (*Chair Sharon Konopa*)  
(3:00 – 3:05 p.m.)

2. **Public Comment**  
(3:05 – 3:10 p.m.)

Floor will be open to the public for comment.

3. **Consent Calendar** (*Chair Sharon Konopa*)  
(3:10 – 3:15 p.m.)

- a. Approval of December 3, 2015 Full Board Meeting Minutes (Attachment 1, Page 5).
- b. Approval of the 2016 Full Board Meeting Schedule (Attachment 2, Page 11)
- c. Approval of the Disability Services Advisory Council (DSAC) Membership Application for Tim Malone of Lincoln County (Attachment 3, Page 12).
- d. Approval of the Senior Services Advisory Council (SSAC) Membership Application for Suzanne Lazaro of Benton County (Attachment 4, Page 16).
- e. Financial Update for the period of July 1, 2015 through September 30, 2015 (Attachment 5, page 21).

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

4. **FY 2015 – 2016 Supplemental/Revised Budget** (*Budget Committee Chair Bill Hall*)  
(3:15 – 3:25 p.m.)

The Finance Committee and the Budget Committee have reviewed amendments needed to the current FY2015-2016 budget and will make a recommendation to the Board for action.  
(Attachment 6, Page 27)

**ACTION: Motion to adopt Resolution #16-01-01, Supplemental Budget for FY2015-2016.**

**5. Non-Represented Staff Compensation and Benefits Proposal** (*Executive Director Fred Abousleman*)  
(3:25 – 3:35 p.m.)

Salary and benefit adjustments for non-represented staff will be proposed (Attachment 7, Page 29).

**ACTION: Motion to approve recommended compensation and benefits package for Non-Represented staff.**

**6. FY2016-2017 Dues** (*Executive Director Fred Abousleman*)  
(3:35 – 3:45 p.m.)

The Board traditionally sets a dues rate for the coming fiscal year at their January meeting. A memorandum and chart reflecting the current dues rate and a potential dues rate for next fiscal year is attached. (Attachment 8, Page 32).

**ACTION: Motion to set the dues rate for FY 2016-2017.**

**7. Revisions to the OCWCOG Policy Handbook** (*Human Resources Manager Eric Wolke*)  
(3:45 – 3:50 p.m.)

From time to time, it is necessary to make revisions to the Board adopted policy handbook. Human Resources Manager Eric Wolke will present proposed revisions for Board approval (Attachment 9, Page 34).

**ACTION: Motion to approve revisions to the OCWCOG Policy Handbook as proposed.**

**8. Program Update Question and Answers** (*All Program Directors*)  
(3:50 – 3:55 p.m.)

Staff will be available to answer any questions from the Board on the program updates (Attachment 10, Page 53 and Attachment 11, Page57).

**ACTION: Information and report only.**

**9. Information Sharing** (*All Members*)  
(3:55 – 4:30 p.m.)

Representatives from each member jurisdiction can share recent major events and activities with their Board colleagues.

**10. Other Business**  
(4:30 – 4:35 p.m.)

**11. Adjournment**  
(4:35 p.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FULL BOARD MINUTES  
December 3, 2015**

**MEMBERS:**

Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Councilor Jim Lepin, Millersburg; Councilor Sarah Puls, Harrisburg; Commissioner Bill Hall, Lincoln County; Councilor Dann Cutter, Waldport; Councilor Ken Lorensen, Halsey; Mayor Biff Traber, Corvallis; Councilor Jeffrey Goodwin, Sweet Home; Commissioner John Lindsey, Linn County; Councilor Dean Sawyer, Newport; Councilor Chester Noreikis, Lincoln City; and Councilor Debbie Nuber, Scio.

**STAFF:**

Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Program Director Charlie Mitchell; Program Manager Mary Kay Fitzmorris; Program Manager Randi Moore; Program Manager Marci Howard; Network Operations Specialist Troy Grover; Brokerage Manager Brenda Mainord; Program Support Supervisor Ann Johnson; Community and Program Support Coordinator Lisa Bennett; SEIU Local 503 Union President Dawn John; and Administrative Assistant Cheryl Carlton.

**GUESTS:**

General Manager Kevin Greenwood and Secretary Ken Brown, Port of Newport; Chair Suzette Boydston, Senior Services Advisory Council; and Mayor Marjean Cline, Halsey.

Chair Sharon Konopa called the Full Board meeting to order at 3:12 p.m. on December 3, 2015 in Albany, Oregon.

**1. Welcome and Introductions**

The meeting began with introductions of those present.

**2. Public Comment**

No public comment.

**3. Consent Calendar**

Councilor Chester Noreikis requested item a) *Approval of the September 17, 2015 Full Board Meeting Minutes* be pulled from the motion.

Motion to approve the Consent Calendar made by Councilor Noreikis, seconded by Commissioner Bill Hall. Motion passed unanimously. Items approved were: b) Approval of the Disability Services Advisory Council (DSAC) Membership for Jan Molnar-Fitzgerald of Lincoln County; c) Approval of Senior Services Advisory Council Membership (SSAC) for Curtis Miller of Linn County and Bob Daley of Benton County; d) Approval of the Proposed Loan Program Advisory Committee Bylaw Amendments; and, e) Financial Update for the period of July 1, 2015 through September 30, 2015.

Councilor Noreikis requested further information on agenda item #6 *COG Update, Policy, and Regional Developments* (page 5) regarding the funding shortfall with Department of Human Services (DHS). Executive Director Fred Abousleman said that there was a change in the methodology from the Department of Human Services State Budget and it impacted the COG with a shortfall of funding from the State. Executive Director Abousleman continued by saying that the COG hopes to see full funding next year, and thanked the representatives from all three counties who assisted staff in communicating with Salem over this shortfall.

Motion to approve Consent Calendar item a) The September 17, 2015 Full Board Minutes, made by Councilor Noreikis, seconded by Councilor Bob Elliott. Motion passed unanimously.

**4. Port of Newport Presentation**

General Manager Kevin Greenwood and Secretary Ken Brown presented a PowerPoint presentation on the Port of Newport's International Terminal Shipping Facility project. The Port of Newport is one of only three deep draft ports on the Oregon coast at the confluence of US 101 and US 20, and is the National Headquarters of the National Oceanic and Atmospheric Administration's Marine Operations. This shipping facility is also the top commercial fishing port on the West Coast. General Manager Greenwood said that the Port has received letters of support from a number of private businesses and economic development agencies who are interested in seeing this facility developed. With the closure of Terminal 6 at the Port of Portland, many businesses are seeing their transportation costs increase. This project gives farmers and manufacturers in the Mid-Willamette Valley another option for short-seas barging, and provides space for a number of different distributors to adequately store products for the next shipment. The Port has a lease option with Teevin Brothers to serve as terminal operator on the nine-acre site once the facility is completed. Though Teevin Brothers is best known for log handling, their facility in Rainer, OR also prepares other bulk materials (i.e. construction supplies, generators, etc.) which are loaded onto barges destined for Hawaii. This project is not intended to replace the Port of Portland or other large container facilities on the West Coast. Once completed, there will be approximately fifty new high-paying family wage jobs created.

**5. Adjourn into Executive Session**

The Board of Directors adjourned into Executive Session to discuss Labor Negotiations under ORS 192.660 (d).

**6. Reconvene Into Regular Session**

The Board of Directors reconvened the meeting into regular session. SEIU 503 Local, OPEU President Dawn John reported on the successful bargaining session with the new Executive Director. The members voted to approve the contract by 95%. The Board of Directors said that they were appreciative of everyone's hard work. Chair Konopa entertained a motion to approve the new 2015-2017 Collective Bargaining Agreement between OCWCOG and SEIU 503 Local, OPEU.

Motion to approve the 2015-2017 Collective Bargaining Agreement between OCWCOG and SEIU 503 Local, OPEU made by Councilor Elliott, seconded by Commissioner Anne Schuster. Motion passed unanimously.

**7. Executive Director’s Performance Evaluation and Annual Goals**

Chair Konopa said the Executive Committee met prior to the Board meeting to review the performance of Executive Director Abousleman. The Executive Committee conveyed to the Board that they were very pleased with the Executive Director’s performance. The Committee shared their assessment of the Executive Director and recommended to the Board the following revisions to his current contract:

- Increase cellular phone stipend to \$150.00 per month;
- Increase car allowance to \$750.00 per month; and,
- Provide a one-time contribution of \$5,000.00 into his deferred compensation fund.

At the request of Executive Director Abousleman, the Executive Committee did not recommend a salary increase at this time, however, Councilman Dann Cutter requested staff conduct a salary study of other agency Executive Director positions before Executive Director Abousleman’s contract renewal in December. Commissioner John Lindsey requested similar job duties and a number of programs be considered when finding comparable positions.

Motion to revise the Executive Director’s current contract as stated above made by Councilor Jeffrey Goodwin, seconded by Commissioner Bill Hall. Motion passed unanimously.

**8. COG Budget Committee and Process for FY 2016**

The schedule was reviewed by the Board and a recommendation that the Finance Committee serve as the Budget Committee was made.

Motion to appoint the Finance Committee to serve as the Budget Committee made by Councilor Goodwin, seconded by Councilor Jim Lepin. Motion passed unanimously.

Motion to approve the proposed FY 2016-2017 Work Program and Budget schedule made by Councilor Lepin, seconded by Councilor Elliott. Motion passed unanimously.

**9. Program Update Question and Answers**

There were no questions for the Program Directors from the Board.

**10. Information Sharing**

**Lebanon** – Councilor Elliott said that the Elks Lodge has closed and the building is for sale. The Lebanon City Council approved a contract to build a new water treatment plant. McDonalds will be opening soon from their recent remodel. The Human Bean coffee shop is near completion and Dutch Bros. is in the process of building near Walmart. Construction has starting on the new Linn-Benton Community College’s (LBCC) Samaritan College, located west of the medical college on the Samaritan Campus Center.

**Lincoln County** – Commissioner Hall said that the Lincoln County Commissioners are looking at various licensing options for the vacation rentals that are incorporated in the Lincoln County area. Everyone agrees there are issues that affect the quality of life, and hopes are to reach out to rental property owners and managers to find a balance. Lincoln County will consider plans for redevelopment of the Lincoln County Fairgrounds in the New Year. The County has conceptual drawings and plans to incorporate three Health & Human Services buildings into one location.

**Linn County** – Commissioner Lindsey said that transitioning to the new voting machines went smoothly for the last election and this process will make it easier for some voters. Selmet Inc., a worldwide supplier of titanium castings for the commercial and military aerospace industry expansion is near completion. The Shimanek Bridge in Scio was closed for structural repairs for approximately three-five weeks. Linn County has three union contracts in the bargaining process at this time.

**Harrisburg** – Councilor Sarah Puls said that the City’s website has a new look. The City is also conducting a Park Feasibility study to see how best to develop the park. Based on the information received from the public’s input on the survey, staff can best determine the conceptual plan for the park, including location, environmental factors, and possible constraints.

**Scio** – Councilor Debbie Nuber said that the mill in west Scio has closed, moved to Stayton, and equipment is being auctioned off. The Scio Christian Church hosts a free lunch for the children in the Scio area each Wednesday during the school year, and the Scio Fire Department is hosting a toy drive.

**Sweet Home** – Councilor Goodwin said that the police levy recently passed. The City Council voted to prohibit the public drinking alcohol in public parks. At their November 24<sup>th</sup> Work Session, the City Council discussed the financial feasibility of Urban Renewal. The City is entering into contract negotiation with the Union in the next few months, and is also exploring the option of an airport in Sweet Home. The Sweet Home Fire Department has a giving tree for the kids and the Police Department is also doing a giving tree for the teenage age group.

**Halsey** – Councilor Ken Lorensen said that the City has formed a Veterans Memorial Park Committee. The City has submitted an application to the Oregon Parks and Recreation Department, and hopes to hear if the grant is awarded by February 2016. The plan will be to update the park with a new layout, new flag pole, lighting, and a new memorial with all members who served on it. Volunteers donated food and time to provide a free Thanksgiving dinner to anyone in the community who did not have a place to eat; over sixty people were served. Mayor Marjean Cline said it was a wonderful turnout for the dinner, and that the community missed Wade Doerfler, who attended many of these events.

**Millersburg** – Councilor Lepin said that the Millersburg Utility District measure failed. There were concerns on both sides of the issue.

**Benton County** – Commissioner Schuster said that the homeless issue is still a concern for the city and residents alike. The recent bond for the new jail did not pass again. The condition of the current jail is too small and is falling apart. The County was working with the Albany Education and LBCC Workforce groups to provide support for children. There are two new clinics, one opened in Sweet Home and the other in Alsea. The Alsea office will be providing dental services, and the Sweet Home office will provide the mental health services. The Benton County Public Works department road crew is in the process of repairing several roads in the County.

**Corvallis** – Mayor Traber said that there was a big turnout for the Christmas parade. At the last City Council meeting, Council approved the property maintenance code (PMC). The PMC replaces the current rental housing code and covers the interior and exterior of all property, including commercial. The long-term goals for the Council is to strategically plan to update the *Vision and Action Plan* for the City through the year 2020. The last update was back in the 1980's.

**Lincoln City** – Councilor Noreikis said that the City has set a ribbon cutting ceremony on December 16 at the Nelscott Strip to mark the completion of the two year Nelscott Gap improvement project. The Oregon Department of Transportation (ODOT) installed a new bike and turn lane which has improved traffic flow through this section of Highway 101. There will be a free Christmas Day dinner at the Community Center and Lincoln County, which now has two warming centers, one on each end of town. The tree lighting ceremony was held the day after Thanksgiving with over 100 people in attendance.

**Newport** – Councilor Dean Sawyer reported that site work is moving forward on the Aquatic Center with construction continuing on the parking lot re-alignment. In 2005, the City stopped adding fluoride to the public water supply. At a recent City Council meeting, the Council approved and directed staff to develop an ordinance to resume the addition of fluoride to the City's drinking water. Since this was enacted, staff have fielded a lot of questions from citizens. This topic will be on the May 2016 ballot for the public to vote on before the process of rebuilding the treatment plant starts. COG's funding and fundraising efforts have paid off, as the City is now seeing the Oregon Museum of Science and Industry's \$10 million dollar Coastal Discover Center (CDC) being built. There is a traffic light at SW 35<sup>th</sup> street and access to the CDC. Newport is open for crab season too.

**Waldport** – Councilor Cutter said that the City recently held a three-day workshop session to discuss ideas for the old 12-acre high school property site. Since this property was in the tsunami zone, no buildings can be erected on this site. One idea was to put in a large amphitheater and parking at this site for the public events.

## **11. Other Business**

Executive Director Abousleman reported to the Board about the status of the Cascades West Financial Services Inc. contract. Thirty years ago, the COG started a Community Development Company (CDC). The purpose of the CDC was to use seven different loan pools to lend money to small businesses in the region assisting them with start-up, growth, and expansion funding for their businesses. One of the longest standing programs in this pool was the Small Business Administration loans (SBA), officially called 504 loans. SBA 504 loans are federally-guaranteed loans that fill the gap between what the borrower needs to borrow and what banks are willing to lend to businesses.

This CDC is called Cascades West Financial Services Inc. (CWFSI). Over the years, CWFSI eventually became an independent entity that maintains the portfolio of loans that the COG services in seven counties (Marion, Yamhill, Polk, Lane, Linn, Benton, and Lincoln Counties). Lane Council of Governments, OCWCOG, and Mid-Willamette Valley Council of Governments serves as the loan provider in those counties, working with the CDC under contract.

Recently, CWFSI cancelled their contract with all three COG's for no cause. This has been concerning to the COG because of the sizable loan portfolio that services local community businesses. COG will prepare for and survive the revenue loss, but the COG is no longer in a position to make any 504 loans without a CDC. Executive Director Abousleman said that his strategy moving forward would be to ask the Board for their authorization to have the Executive Committee or Board Chair work with staff to sign off on communication-related matters with CWFSI. This would include letters and contracts that would need to be expedited to re-establish the loan program here or working with other CDC's in the lending area.

Motion to authorize the Board Chair, on behalf of the Board of Directors to sign off on matters for CWFSI Inc. made by Councilor Lepin, seconded by Commissioner Hall. Motion passed unanimously.

Executive Director Abousleman updated the Board on the upcoming January 28<sup>th</sup> Legislative Roundtable. This event will be by invitation only due to limited space, and will be held in the Large Upstairs Conference Room at the Albany, Oregon COG building from 12:00-2:00 p.m. Invitations will be formally sent out by the COG to the three county region for all members, the three County Commissioners, and Advisory Council's.

## **12. Adjournment**

The meeting adjourned at 4:55 p.m.

*Minutes by Cheryl Carlton*

## Oregon Cascades West Council of Governments 2016 Full Board Committee Schedule

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*Meetings Begin at 3:00 p.m.*

DATE	LOCATION
January 21	Albany, COG
March 17	Albany, COG
May 19	Albany, COG
July 21	Albany, COG
September 15	Albany, COG
December 1*	Albany, COG

*Video conferencing available at the Toledo Cascades West Center.*

***\*November meeting change due to AOC Annual Conference and Thanksgiving***



# Senior and Disability Services

1400 Queen Ave SE • Suite 206 • Albany, OR 97322  
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

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203 N Main St • Toledo, OR 97391  
(541) 336-2289 • (541) 336-8103 TTY/Voice • (800) 282-6194



**DATE:** January 5, 2016

**TO:** OCWCOG Board of Directors

**FROM:** Mike Volpe, DSAC Chair

**RE:** **Disability Services Advisory Council Member Application**

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On Tuesday, January 5, 2016, the Disability Services Advisory Council met and approved the recommendation of membership for Tim Malone of Lincoln County.

The Disability Services Advisory Council requests the approval of Tim Malone's application for DSAC membership by the OCWCOG Board of Directors.



Oregon Cascades West Council of Governments (OCWCOG)  
Disability Services Advisory Council  
Linn, Benton & Lincoln Counties

## DSAC Membership Application

Please provide the following information (Please print)

Name: Tim Malone, LCSW \_\_\_\_\_

Address: OCWCoG; Toledo, OR \_\_\_\_\_

Daytime Ph# 541-588-0100 \_\_\_\_\_

Evening Ph # 541-588-0100 \_\_\_\_\_

Email: tmalone@co.linn.or.us \_\_\_\_\_

Please list your work or volunteer experiences and approximate dates related to working with persons with disabilities; may include both educational as well as personal information.

Deschute Co MH Senior Pgm 8-93 – 4-15

Throughout his same time frame, I served on various advisory/control boards, including with Senior Disability Svcs at state and local levels. I volunteered in ID/DD group homes; I provided admission assessments for disabled adults needing nursing home level care. I've had literally many hundreds of disabled adults as clients over these years.

Describe how the above experiences have impacted or influenced your life as it is today:

I am very sensitive to the rights and needs of people living with a physical and/or mental disability. As the father of a disabled son, I know the system from both sides.

Why would you like to be a member of the Disability Services Advisory Council (DSAC)?

I want to be in a position to both advise and advocate for people with disabilities. I believe I have much to share.

Please read the following information and indicate your agreement with this commitment by signing your name below:

DSAC membership is a commitment for a two-year term. Attendance is required at DSAC meetings, which are held on the first Tuesday of each month. The meeting begins at 11:00 a.m. and lasts until approximately 1:30 p.m. Lunch is provided. I understand and am prepared to make this commitment upon acceptance to the Disability Services Advisory Council.

Tim Malone, LCSW \_\_\_\_\_  
Signature

Please list two references:

1) Name: Frank Moore Phone: 541-905-7937

E-mail: fmoore@co.linn.or.us \_\_\_\_\_

What is/was the nature of your association with this person? \_\_\_\_\_

**Supervisor for the OABHI that I am involved in. Former clinic supervisor during a portion of my time at Deschutes Co MH.**

2) Name: Dr Curtis Miller \_\_\_\_\_ Phone: 541-990-218 \_\_\_\_\_

E-mail: cmiller@co.linn.or.us \_\_\_\_\_

What is/was the nature of your association with this person? \_\_\_\_\_

**Colleague in the OABHI.**

**Please return this application to:**

**Senior and Disability Services**

**Attention: Lisa Bennett**

**1400 Queen Ave SE Suite 206**

**Albany OR 97322**

**For more information call:**

**(541) 924-8441**



# Senior and Disability Services

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Area Agency on Aging

**DATE:** January 5, 2016

**TO:** OCWCOG Board of Directors

**FROM:** Suzette Boydston, SSAC Chair

**RE:** Senior Services Advisory Council Membership Application

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On Tuesday, January 5, 2016, the Senior Services Advisory Council met and approved the recommendation of membership for Suzanne Lazaro of Benton County.

The Senior Services Advisory Council requests the approval of Suzanne Lazaro's application for SSAC membership by the OCWCOG Board of Directors.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**  
**SENIOR SERVICES ADVISORY COUNCIL APPLICATION**

September 7, 2015

*Suzanne Lazaro, Occupational Therapist*

Cell 408-507-7530

suzannelazaro1@gmail.com

6750 NW Burgundy Drive, Corvallis, Oregon 97330

*Current and previous activities* (some will be saved for prior and current employment):

Board member **4 years First Congregational Church's Mission Board** (local efforts addressing homelessness, Lincoln elementary (many low income and Spanish speaking youth), emergency funding for folks in crisis, environmental sustainability initiatives, etc.

**Current board member of Cornerstone Associates, Inc. serving developmentally diverse adults in Benton and Linn counties** via therapeutic environments, community inclusion, pathways to employment and actual paid work doing packaging, janitorial, landscaping, book binding, catering and bakery.

Attended 2015 White House Council of Aging working conference in Lebanon, Oregon.

Member of Oregon Sierra Club, actively working to educate youth on the realities of Climate Change and becoming civically engaged, event slated Sept. 10, 2015.

Volunteer at Annual Oregon Public Transit Conference, photographer, etc.

Active member of the Corvallis Sustainability Coalition (actually addresses issues within Benton County and regionally for some action teams) - transportation and natural areas work as these teams address county dwellers such as myself.

*Leadership Responsibilities:*

Chaired Childcare Advisory Committee for City of Sunnyvale, California for 3 yrs.

Staffed Water Conservation Advisory Committee for City of San Jose

Led team of 7 individuals in Water Resources and Conservation Division of City of San Jose 3<sup>rd</sup> consecutive drought year; team recognition by City Council/Mayor.

## *Work Experience:*

### **Education, License and Certifications:**

- **Masters in Health Care Administration**, with emphasis in Public Health, 2000, San Jose State University
- Successfully completed all required MS courses in Environmental Studies, 1990
- **Bachelor of Science in Occupational Therapy**, 1980, San Jose State University
- **Cont. education in Occupational Therapy, cognitive, physical, neurodevelopmental issues**
- **Oregon License 398057**, current through May 31, 2016
- **NBCOT certification**, current through March 31, 2018
- **Numerous certifications for teaching water and land fitness, Pilates, strength, including American Academy of Sports Fitness and skilled at adapting conventional exercises to special needs individuals**
- **Attending Linn-Benton-Lincoln County Disabilities and Senior Services Advisory Committees**
- **Board Member- Cornerstone Associates, regional therapeutic and employment program for the "developmentally diverse"**

### **Employment History:**

- **12/09 to Present - Occupational Therapist, Infinity Rehab, Oregon Skilled Nursing Facilities.** I specialize in providing therapeutic evaluations, individually tailored goals and daily treatment to postsurgical, stroke and other neurological and physically impaired individuals in middle age through the elder years. Many patients have multiple co-morbidities and cognitive impairment that provide unique therapeutic challenges. I modify and order equipment, teach self-feeding and other self-care skills to patients and their caregivers, provide home evaluations, provide consultation to caregivers, and supervise COTA work. All work is coordinated with the greater therapy and nursing team.

**Brookdale Home Health 2014-** I evaluated and provided ADL re-training to home-bound individuals in the greater Albany area.

- **10/08/80 to 12/30/82- Occupational Therapist, California Dept. of Developmental Services, Agnews Developmental Center.** Working in a very large residential institutional DD residents of all ages, I provided diverse techniques such as neuro developmental/Bobath sensory integration techniques to facilitate postural and reflex normalcy, constructed unique adaptive equipment, constructed splints, ordered custom wheelchairs, trained in self-feeding/dysphagia treatment and taught socially appropriate behaviors. I developed and administered and directly trained residents at Agnew's prevocational work readiness program that served 100 individuals daily, supervised five therapeutic staff and presented at patient care conferences.

- **10/08 to 6/12/11- Faculty, Oregon State University**, in Dept of Health and Human Sciences, Physical Activity Courses. I primarily **taught university students for academic credit** the following: *Mat Pilates, Body Sculpting, Nordic Walking, Healthy Back, Cardio Kick Boxing, and Step Aerobics.*
- **01/25/93 to 7/2/08- YMCA and American College of Sports Medicine Certified Group Exercise Instructor**, San Jose, CA area. I taught many modalities, at large YMCA's and Decathlon Club.
- **03/02/06 to 6/30/08- Deputy Labor Commissioner**, San Jose, CA Dept. of Industrial Relations, Division of Labor Standards Enforcement. I investigated and adjudicated **OSHA whistleblower** and retaliation complaints with extensive written findings. I carried a large caseload of investigations, working with non-English proficient and multi-cultural individuals. I **served as regional Public Information Officer one day a week.**
- **03/01/91 to 2/28/08- Licensing Program Analyst**, San Jose, CA Dept. of Social Services, **Community Care Licensing.** Much of my work involved **independent travel in the field providing case management, consultation to multi-cultural licensees** for prevention and legal compliance, enforcement, and investigating complaints, provided legal consultation and enforcement to State-licensed child care centers and in-home care in a multi-cultural and multi-lingual setting. Provided consultation on child-development appropriate care, supervision, discipline, expectations and required remediation for care providers who I observed to be lacking in knowledge and practice. Provided consultation on meeting the needs of special needs children who would be more likely to have their personal rights violated by a caregiver. Licensed therapeutic day care centers. I served on two advisory boards for state and local governments in this capacity.
- **01/01/89 to 2/15/90- Acting Program Manager and Environmental Specialist-** Water Resources and Conservation Program, Office of Environmental Management, City of San Jose. Highlights include **leading and developing innovative programs:** city-wide emergency "Drought Response Plan", Integrated Environmental Services approach. I directed the first Industrial Water Conservation Case Studies and chaired the new Industrial Advisory Committee. **I supervised seven staff when we were formally recognized and commended by the Mayor for their performance under my leadership.**
- **01/01/83 to 6/30/88- Energy Resources Specialist**, San Jose, Santa Clara. CA Dept. of Developmental Services, Facilities Planning Branch. Highlights: I completed projects with EPA, OSHA, DHS, DWR; developed model environmental compliance programs; managed all Plant Operations contracts; developed specifications to mitigate environmental problems and improve energy efficiency, supervised contractors and student assistants. **Personally awarded special recognition by Governor Dukmejian for achievements in health and safety for institutionally housed developmentally disabled individuals.**

Willing to devote and average of 6-8 hours per month on Advisory Council?

YES!

I am comfortable with the duties as listed on the application.

- I am 60 in 1 week
- I live in semi-rural area
- I am an employee of an organization that serves seniors

Personal References:

Nancy Maxwell, Director of Cornerstone Associates,  
nmaxwell@cornerstoneassociates.org

Lee Lazaro, Benton County Special Transportation  
Coordinator, lee.lazaro@corvallisoregon.gov

Ann Hawkins, Chair of First UCC  
Congregational Church Mission Board,  
ajhawkins@peak.org

Debra Higbe-Sudyka, Co-chair Sierra Club  
Environmental Action- dwhigbes@gmail.com

Suzanne Jagan OTR/L, MA.



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**DATE:** January 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Sue Forty, Finance Director  
**RE:** **OCWCOG Financial Update**

Please accept the following snapshot and Consolidated Revenue and Expense Statement, for period ending December 31, 2015, with notes to items that I felt were pertinent. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY 2016 Budget</b>	<b>December YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	255,363.00	255,363.00	100%	100%
Contracts	1,373,819.00	517,668.10	37.86%	19.26%
Grants	155,641.00	90,500.72	58.15%	124.97%
Donations	225,000.00	57,485.58	25.55%	47.52%
State Revenue	1,509,930.00	515,586.15	34.14%	36.24%
Federal Revenue	11,900,052.00	4,825,173.95	40.55%	42.19%
Coordinated Care	4,700,000.00	2,394,617.65	50.95%	44.08%
<b>Total Income (all line items)</b>	<b>31,227,396.00</b>	<b>10,190,226.73</b>	<b>32.63%</b>	<b>39.00%</b>
<b>Total Payroll Expense</b>	<b>13,801,824.00</b>	<b>5,574,252.45</b>	<b>40.39%</b>	<b>42.25%</b>
Contract Expense	5,636,114.00	3,255,012.03	57.75%	60.67%
Indirect Expense	1,629,586.00	809,796.99	49.69%	50.00%
Maintenance & Repair	169,950.00	28,362.92	16.69%	22.28%
Supplies	193,490.00	61,116.18	31.59%	38.70%
Telephone	192,388.00	94,327.85	49.03%	57.18%
Travel / Training	331,032.00	127,421.43	38.50%	45.24%
<b>Total Expense (all line items)</b>	<b>31,227,396.00</b>	<b>11,015,348.20</b>	<b>35.27%</b>	<b>40.16%</b>
<b>Net Gain / (Loss)</b>	<b>0.00</b>	<b>(825,121.47)</b>		

### **FY 2015 - 2016 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY 2015-2016 Budget, Oregon Cascades West Council of Governments has a balanced budget. The loss amount is due to quarterly payments and the delay in the Intergovernmental Agreement for the 2015-2017 biennium.
- b. Member dues have all been received and distributed.
- c. Contract revenue is low, a number of program's contracts are billed quarterly and will be reflected in the next report.
- d. Year-to-date Grant Revenue is up, due to the Senior Meals program receiving an unsolicited grant from the Senior Services Foundation for \$31,088.00.
- e. Donations Revenue is received at targeted times throughout the year due to various fundraising events. Currently, there is a Senior Services Foundation solicitation letter circulating receiving donations for Senior Meals and RSVP.
- f. Agency Contracts are billed quarterly, 2<sup>nd</sup> quarter revenues will be reflected on the report containing January's numbers.
- g. Federal Revenue appears low. The agency's Federal contracts are billed in the month following the month end close.
- h. Coordinated Care revenue is on budget.

### **FY 2015 - 2016 Financial Narrative (Personnel and Material & Supplies)**

- a. The agency's Personnel Expense is below budget due to several vacant positions not filled. The agency has implemented a process to determine the need to rapidly fill all vacant positions.
- b. Contract expense is coming in a bit higher than budgeted due to the addition of Non Emergent Medical Transportation provider.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance & Repair expenses are low. There are several building maintenance projects that will be started in the new calendar year.
- e. The agency has implemented a centralized purchasing program which is controlling the supply costs. We are on target to have 40% savings at the end of the fiscal year.
- f. Telephone is on budget.
- g. Travel/Training is on budget. The agency is researching travel policies and plans on the implementation of a robust policy.

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

# Consolidate Revenue and Expense Statement

## Executive Committee Financial Report

For Period Ended December 31, 2015

<b>Acct No</b>	<b>Description</b>	<b>Budget</b>	<b>YTD Bal</b>	<b>YTD %</b>	
000710	Beg Bal-Restricted for Grants	\$ 64,325.00	\$ -	0.00%	Number will be recorded after audit is final
000725	Beg Bal-Restrict for Contracts	\$ 810,894.00	\$ -	0.00%	Number will be recorded after audit is final
000735	Beg Bal-Restricted for Reconciliation	\$ 1,670,837.00	\$ -	0.00%	Number will be recorded after audit is final
000740	Beg Bal Restricted for Other	\$ 397,775.00	\$ -	0.00%	Number will be recorded after audit is final
000745	Beg Bal-Restrict Reserve	\$ 2,200,000.00	\$ -	0.00%	Number will be recorded after audit is final
000750	Beg Bal-Unrestricted	\$ 2,480,553.00	\$ -	0.00%	Number will be recorded after audit is final
000801	Dues	\$ 255,363.00	\$ 255,362.67	100.00%	
000802	Fee For Service	\$ 65,839.00	\$ 45,318.63	68.83%	
000803	Internal Transfer	\$ 1,629,587.00	\$ 816,402.72	50.10%	Indirect
000804	Miscellaneous	\$ 1,500.00	\$ 12,170.19	811.35%	Prior year accounts receivable adjustment
000805	Contracts	\$ 1,373,819.00	\$ 517,668.10	37.68%	
000806	Grants	\$ 155,641.00	\$ 90,500.72	58.15%	
000807	Donations	\$ 225,000.00	\$ 57,485.58	25.55%	
000808	Interest Rev	\$ 174,520.00	\$ 106,589.97	61.08%	Bank interest
000809	Transfers In	\$ 404,846.00	\$ 27,250.60	6.73%	
000809	CED Administration	\$ 187,364.00	\$ 89,539.12	47.79%	
000820	Program Meals Revenue	\$ 165,000.00	\$ 82,504.72	50.00%	
000821	Program Fee For Service	\$ 1,000.00	\$ -	0.00%	
000822	Loan Packaging Fees	\$ 4,000.00	\$ 500.00	12.50%	
000823	Program Income	\$ 667,151.00	\$ 272,158.82	40.79%	
000824	Loan Processing Revenue	\$ 130,000.00	\$ 52,130.00	40.10%	
000824	Match Revenue	\$ 45,000.00	\$ 25,610.00	56.91%	
000826	Borrowers Fees	\$ 1,000.00	\$ 750.08	75.01%	
000827	Loan Packaging Fees	\$ 200.00	\$ -	0.00%	
000828	Service Fees	\$ 6,200.00	\$ 2,907.06	46.89%	
000860	Economic Development Admin	\$ 75,000.00	\$ 37,500.00	50.00%	
000862	Older Americans Act	\$ 1,110,610.00	\$ 459,245.00	41.35%	This contract is always billed a month behind
000863	Title XIX	\$ 10,298,063.00	\$ 4,089,661.15	39.71%	This contract is always billed a month behind
000864	Federal Senior Meals	\$ 296,000.00	\$ 178,111.80	60.17%	Additional Federal Meals served

000865	USDA	\$ 107,379.00	\$ 55,277.00	51.48%	
000869	Siletz Revenue	\$ 13,000.00	\$ 5,379.00	41.38%	
000840	Veterans	\$ 44,248.00	\$ -	0.00%	ODVA funds not received from State
000841	Oregon Project Independence	\$ 675,796.00	\$ 371,144.20	54.92%	
000843	ODOT	\$ 789,886.00	\$ 144,441.95	18.29%	Quarterly billing
000846	Coordinated Care	\$ 4,700,000.00	\$ 2,394,617.65	50.95%	
	<b>Revenue</b>	<b>\$ 31,227,396.00</b>	<b>\$ 10,190,226.73</b>	<b>32.63%</b>	
0001ED	Executive Director	\$ 118,240.00	\$ 61,590.00	52.09%	
000410	Leave Benefits	\$ 511,682.00	\$ 233,542.97	45.64%	
000420	Fringe Benefits	\$ 4,968,836.00	\$ 1,836,554.51	36.96%	
0004DD	Deputy Director	\$ 90,147.00	\$ 44,273.69	49.11%	
0004PD	Program Director	\$ 330,766.00	\$ 84,643.16	25.59%	
0010PM	Program Manager	\$ 497,801.00	\$ 204,574.21	41.10%	
0013PS	Program Supervisor	\$ 428,209.00	\$ 205,789.37	48.06%	
0016LO	Loan Officer	\$ 64,581.00	\$ 28,053.34	43.44%	
0019CA	Clerical Assistant	\$ 13,418.00	\$ 6,676.03	49.75%	
0019PM	Personnel Manager	\$ 66,996.00	\$ 37,308.00	55.69%	
0022SA	Senior Accountant	\$ 57,791.00	\$ 27,096.00	46.89%	
0031RD	Resource Development	\$ -	\$ 2,664.30	#DIV/0!	Final check for this position
0046CM	Case Manager	\$ 2,179,916.00	\$ 932,790.04	42.79%	
0053CC	Contracts Coordinator	\$ 49,187.00	\$ 22,026.99	44.78%	
0055CS	Clerical Supervisor	\$ 60,554.00	\$ 26,682.08	44.06%	
0060AS	Accounting Specialist	\$ 49,144.00	\$ 23,018.79	46.84%	
0064ES	Eligibility Specialist	\$ 1,083,490.00	\$ 510,123.14	47.08%	
0067EA	Executive Assistant	\$ 45,920.00	\$ 45,655.00	99.42%	Reclassification after budget was adopted
0070AC	Accounting Clerk II	\$ 36,852.00	\$ 11,888.27	32.26%	
0076AA	Administrative Assistant	\$ 462,102.00	\$ 207,769.27	44.96%	
0085CS	Clerical Specialist	\$ 234,489.00	\$ 92,584.67	39.48%	
0085SS	Software Support Specialist	\$ -	\$ -	#DIV/0!	
0085WS	Workstation Support Specialist	\$ 54,850.00	\$ -	0.00%	
013CDP	CED Planner II	\$ 143,318.00	\$ 39,644.83	27.66%	
013MDR	MPO Director	\$ 92,133.00	\$ 42,970.09	46.64%	
025NSS	Network Support Specialist	\$ 72,684.00	\$ 36,369.41	50.04%	

031CDP	CED Planner	\$ 107,127.00	\$ 17,742.86	16.56%	
034APS	Adult Protective Services Spec	\$ 356,271.00	\$ 169,121.71	47.47%	
037DTC	Diversion & Transition Coordinator	\$ 182,990.00	\$ 81,582.06	44.58%	
037LCM	Lead Case Manager	\$ 231,525.00	\$ 60,951.33	26.33%	
045ISS	Information Support Specialist	\$ 53,255.00	\$ 25,254.54	47.42%	
052ALO	Assistant Loan Officer	\$ 34,540.00	\$ 8,726.01	25.26%	
055VSO	Veterans Service Officer	\$ 57,477.00	\$ 27,559.20	47.95%	
060FMC	Facilities Maintenance Coordinator	\$ 48,456.00	\$ 23,424.23	48.34%	
061LES	Lead Eligibility Specialist	\$ -	\$ 7,311.57	#DIV/0!	Position created after budget was adopted
064ADR	ADRC Specialist	\$ 183,262.00	\$ 60,176.68	32.84%	
064ALW	Asst. AFH Licensing Worker	\$ 72,875.00	\$ 34,213.32	46.95%	
067CEA	Conf. Exec. Assistant	\$ 47,189.00	\$ -	0.00%	Reclassification after budget was adopted
075LTB	Lead Trans Brokerage Specialist	\$ 77,624.00	\$ 36,502.50	47.02%	
075TBS	Transportation Brokerage Specialist	\$ 269,274.00	\$ 108,052.06	40.13%	
082SMC	Senior Meals Coordinator	\$ 37,996.00	\$ 17,735.15	46.68%	
090RSM	Relief Site Manager	\$ 15,000.00	\$ 5,979.45	39.86%	
099EXH	Extra Hire	\$ 146,016.00	\$ 33,196.40	22.73%	
88MSM3	Meal Site Manager 3	\$ 167,841.00	\$ 92,435.22	55.07%	
	<b>Personnel</b>	<b>\$ 13,801,824.00</b>	<b>\$ 5,574,252.45</b>	<b>40.39%</b>	
000504	Advertising	\$ 29,050.00	\$ 16,149.24	55.59%	
000506	Auto Expense	\$ 13,500.00	\$ 6,102.74	45.21%	
000510	Bank Charges	\$ 14,350.00	\$ 7,102.48	49.49%	
000513	Board/Committee/Meeting Expense	\$ 28,950.00	\$ 16,030.79	55.37%	
000514	CED Administration	\$ 187,365.00	\$ 89,226.99	47.62%	
000516	Computer Maintenance	\$ 50,600.00	\$ 2,945.00	5.82%	
000521	Contract Administration	\$ 2,500.00	\$ 879.00	35.16%	
000522	Contracts	\$ 5,636,114.00	\$ 3,255,012.03	57.75%	
000523	Admin Contract Expense	\$ 490,000.00	\$ 277,201.66	56.57%	
000525	Copying	\$ 78,440.00	\$ 34,595.32	44.10%	
000531	Dues/Memberships	\$ 45,600.00	\$ 41,954.23	92.00%	Several memberships are due at the beginning of the year this will level out
000532	Equipment Expense	\$ 3,400.00	\$ 690.00	20.29%	
000533	Finance Indirect	\$ 457,313.00	\$ 227,212.56	49.68%	
000534	Indirect Expense	\$ 683,935.00	\$ 339,895.14	49.70%	

000537	Insurance	\$ 42,568.00	\$ 47,788.82	112.26%	One time payment
000540	Interest Expense	\$ -	\$ 11,533.61	#DIV/0!	
000541	Janitorial Expense	\$ 3,100.00	\$ 2,484.50	80.15%	Contract increased after budget was adopted
000542	Legal Services	\$ 12,400.00	\$ 5,731.00	46.22%	
000543	Licenses/Fees	\$ 38,700.00	\$ 29,136.90	75.29%	
000546	Loan Fees	\$ 500.00	\$ 750.21	150.04%	Additional Loans processed
000549	Maintenance./Repair	\$ 169,950.00	\$ 28,362.92	16.69%	Projects to come
000550	Taxes	\$ 143,838.00	\$ 51,254.60	35.63%	
000552	Other Operating	\$ 100,000.00	\$ 175.00	0.18%	
000555	Postage	\$ 95,000.00	\$ 29,108.16	30.64%	
000558	Printing	\$ 25,761.00	\$ 9,493.49	36.85%	
000561	Rent	\$ 542,599.00	\$ 277,476.48	51.14%	
000564	Resource Reserve	\$ 200,000.00	\$ -	0.00%	
000567	Supplies	\$ 193,490.00	\$ 61,116.18	31.59%	
000568	Stipend	\$ -	\$ 24,377.18	#DIV/0!	This a new budget line for the IHN CCO advisory council and Foster Grandparent Program
000570	Technology Group	\$ 488,338.00	\$ 242,689.02	49.70%	
000573	Telephone	\$ 192,388.00	\$ 94,327.85	49.03%	
000576	Training	\$ 111,456.00	\$ 33,668.04	30.21%	
000577	Volunteer Recognition	\$ 2,904.00	\$ 3,859.97	132.92%	Change will be reflected in the supplemental budget
000578	Meal Delivery Travel	\$ 28,000.00	\$ 17,463.30	62.37%	More Federal meals being delivered
000579	Travel	\$ 191,576.00	\$ 76,290.09	39.82%	
000580	Transfers Out	\$ 474,973.00	\$ 10,000.00	2.11%	
000582	Utilities	\$ 65,080.00	\$ 33,297.43	51.16%	
000584	Janitorial	\$ 47,700.00	\$ 26,689.65	55.95%	
000585	Unappropriated EFB for future	\$ 6,457,752.00	\$ -	0.00%	
	<b>Materials and Supplies</b>	<b>\$ 17,349,190.00</b>	<b>\$ 5,432,071.58</b>	<b>31.31%</b>	
000595	Capital Purchase	\$ 15,000.00	\$ -	0.00%	
	<b>Capital Outlay</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>0.00%</b>	
000598	Principal Payment	\$ 43,333.00	\$ -	0.00%	
000599	Interest Payment	\$ 18,049.00	\$ 9,024.17	50.00%	
	<b>Debt Service</b>	<b>\$ 61,382.00</b>	<b>\$ 9,024.17</b>	<b>14.70%</b>	
	<b>Expense</b>	<b>\$ 31,227,396.00</b>	<b>\$ 11,015,348.20</b>	<b>35.27%</b>	
	<b>Net Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ (825,121.47)</b>		



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

**DATE:** January 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Sue Forty, Finance Director  
**RE:** Revisions to the Adopted FY2015-2016 Budget

---

Since the adoption of the FY 2015-2016 budget, OCWCOG has been the recipient of additional funds to enhance services in three (3) program areas:

- Veterans Services was awarded and additional \$86,363.00. This consists of additional revenue from Benton County and special allocation through legislation in the Christmas Tree Bill. This additional revenue allows for the expansion of the Veterans Service program in Benton County.
- OCWCOG received a new grant in the amount of \$141,663 from Senior Corps for Foster Grandparent Program. There are dedicated dollars are required to be used as stipends and increased volunteer support. The award also allows for \$49,258 to be used for administrative expenses and future grant writing to new funders that support education programs.
- Transportation Program Manager, Phil Warnock wrote nine (9) proposals to the Coordinated Care Organization, Inter Community Health Network (CCO/IHN) to utilize risk liability reserves for reinvestment in the Non-Emergent Medical Transportation program. Due, in part, to the CCO/IHN's satisfaction with OCWCOG's work, six of the nine proposals were awarded in contracts totaling \$477,750.

OCWCOG's budget should reflect the most accurate number available. This supplemental budget brings the revenue and expenditures for the agency in line with what will actually be received and expensed in the current fiscal year.

**RECOMMENDATION: Motion to adopt Resolution #01-21-01 Adoption of Supplemental Budget for Fiscal Year 2015-2016**

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**RESOLUTION 16-01-01**

Adoption of Supplemental Budget for Fiscal Year 2015-2016

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WHEREAS, the Board of Directors adopted a fiscal year 2015-2016 budget at the May 21, 2015 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 2015-2016 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 2015-2016	SUPPLEMENTAL Change for 2015-2016	NEW ADOPTED 2015-2016
Beginning Fund Balance	7,624,384		7,624,384
State Revenue	1,509,930	19,221	1,529,151
Federal Revenue	11,900,052	141,663	12,041,715
Local Revenue	2,805,397		2,805,397
Program Revenue	7,642,996	544,892	8,187,888
<b>Total Revenue</b>	<b>31,482,759</b>	<b>705,776</b>	<b>32,188,535</b>
<b>EXPENDITURES</b>			
Personnel	13,801,824	146,478	13,948,302
Materials and Services	17,619,553	559,298	18,178,851
Leasehold	0		0
Principal Payments	43,333		43,333
Interest Payments	18,049		18,049
<b>Total Expenditures</b>	<b>31,482,759</b>	<b>705,776</b>	<b>32,188,535</b>
Balance	0	0	0

ADOPTED this 21<sup>st</sup> day of January, 2016 at Albany, Oregon.

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Sharon Konopa  
Chair

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Fred Abousleman  
Executive Director



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**DATE:** January 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **Wage and Benefit Recommendation for Non-Represented Staff**

---

The Board adopted the 2015-2017 Union Contract at their December 3, 2015 meeting. Historically, OCWCOG has recommended adjustments to non-represented employee's compensation and benefits similar to those negotiated for represented staff. Consequently, I am proposing a 2% cost of living adjustment for all non-represented employees, retroactive to July 1, 2015; and, a 2% cost of living adjustment effective July 1, 2016.

Effective January 1, 2016 through December 31, 2017, OCWCOG will continue to pay 100% towards all eligible non-represented employees' health insurance premiums. As well, COG will continue to contribute into a Health Savings Account (HSA) as follows:

- A one-time contribution of \$1,100 for single covered employees, and \$2,000 for 2-party/family covered employees on 1/5/16;
- An additional \$450/single and \$750/family on 10/5/16;
- A one-time contribution of \$1,000 for single covered employees, and \$2,000 for 2-party/family covered employees on 1/5/17; and,
- An additional \$300/single and \$400/family on 11/5/17

OCWCOG will continue contributing \$300 annually into a Flex Spending Account (FSA) in accordance with I.R.C. 125(i) for employees who do not have the option of participating in an HSA.

Minor revisions to the Finance Director and Senior and Disability Services Director salary range have been made to be more consistent with the Community and Economic Development Program Director salary range.

**RECOMMENDATION: Motion to approve the wage and benefit adjustments for non-represented employees as proposed.**

**OCWCOG Non-Represented Staff**  
 Effective 7/1/15 - 6/30/16  
 (Includes a COLA of 2%)

TITLE		1	2	3	4	5	6	7	8
<b>Confidential Admin Assist.</b>	<i>Hourly</i>	15.60	16.34	17.11	17.91	18.76	19.65	20.60	21.58
	<b>Monthly</b>	<b>2704</b>	<b>2832</b>	<b>2966</b>	<b>3103</b>	<b>3252</b>	<b>3405</b>	<b>3570</b>	<b>3741</b>
	<i>Annually</i>	32,451	33,982	35,584	37,244	39,018	40,864	42,839	44,885
<b>Confidential Exec. Assist.</b>	<i>Hourly</i>	17.22	18.04	18.89	19.78	20.71	21.72	22.74	23.83
	<b>Monthly</b>	<b>2984</b>	<b>3126</b>	<b>3274</b>	<b>3430</b>	<b>3591</b>	<b>3765</b>	<b>3940</b>	<b>4131</b>
	<i>Annually</i>	35,813	37,515	39,290	41,150	43,082	45,171	47,290	49,565
<b>Senior Meals Supervisor</b>	<i>Hourly</i>	19.90	20.87	21.85	22.90	23.99	25.16	26.36	27.63
	<b>Monthly</b>	<b>3449</b>	<b>3618</b>	<b>3788</b>	<b>3969</b>	<b>4160</b>	<b>4361</b>	<b>4569</b>	<b>4790</b>
	<i>Annually</i>	41,393	43,411	45,458	47,633	49,908	52,326	54,830	57,479
<b>Veterans Service Officer</b>	<i>Hourly</i>	19.90	20.87	21.85	22.90	23.99	25.16	26.36	27.63
	<b>Monthly</b>	<b>3449</b>	<b>3618</b>	<b>3788</b>	<b>3969</b>	<b>4160</b>	<b>4361</b>	<b>4569</b>	<b>4790</b>
	<i>Annually</i>	41,394	43,411	45,458	47,633	49,908	52,326	54,830	57,479
<b>Clerical Supervisor</b>	<i>Hourly</i>	19.90	20.87	21.85	22.90	23.99	25.16	26.36	27.63
	<b>Monthly</b>	<b>3449</b>	<b>3618</b>	<b>3788</b>	<b>3969</b>	<b>4160</b>	<b>4361</b>	<b>4569</b>	<b>4790</b>
	<i>Annually</i>	41,394	43,411	45,458	47,633	49,908	52,326	54,830	57,479
<b>Business Officer</b>	<i>Hourly</i>	24.10	25.25	26.46	27.74	29.08	30.48	31.95	33.51
	<b>Monthly</b>	<b>4176</b>	<b>4376</b>	<b>4588</b>	<b>4809</b>	<b>5040</b>	<b>5283</b>	<b>5538</b>	<b>5808</b>
	<i>Annually</i>	50,122	52,512	55,045	57,693	60,482	63,401	66,450	69,698
<b>Program Supervisor</b>	<i>Hourly</i>	24.74	25.76	26.83	27.94	29.11	30.32	31.58	32.90
	<b>Monthly</b>	<b>4288</b>	<b>4463</b>	<b>4651</b>	<b>4843</b>	<b>5047</b>	<b>5254</b>	<b>5474</b>	<b>5703</b>
	<i>Annually</i>	51,453	53,571	55,804	58,107	60,554	63,058	65,691	68,439
<b>QA &amp; Improv. Manager</b>	<i>Hourly</i>	24.74	25.76	26.83	27.94	29.11	30.32	31.58	32.90
	<b>Monthly</b>	<b>4288</b>	<b>4463</b>	<b>4651</b>	<b>4843</b>	<b>5047</b>	<b>5254</b>	<b>5474</b>	<b>5703</b>
	<i>Annually</i>	51,453	53,571	55,804	58,107	60,554	63,058	65,691	68,439
<b>Senior Accountant</b>	<i>Hourly</i>	25.25	26.34	27.49	28.67	29.92	31.22	32.58	34.00
	<b>Monthly</b>	<b>4376</b>	<b>4566</b>	<b>4764</b>	<b>4970</b>	<b>5187</b>	<b>5412</b>	<b>5647</b>	<b>5894</b>
	<i>Annually</i>	52,512	54,788	57,177	59,639	62,242	64,948	67,766	70,728
<b>Program Manager</b>	<i>Hourly</i>	27.12	28.23	29.42	30.63	31.93	33.25	34.65	36.10
	<b>Monthly</b>	<b>4700</b>	<b>4895</b>	<b>5099</b>	<b>5309</b>	<b>5533</b>	<b>5763</b>	<b>6007</b>	<b>6257</b>
	<i>Annually</i>	56,404	58,722	61,184	63,716	66,406	69,154	72,074	75,078
<b>Human Resources Manager</b>	<i>Hourly</i>	31.34	32.85	34.45	36.12	37.53	38.89	40.18	41.34
	<b>Monthly</b>	<b>5433</b>	<b>5695</b>	<b>5971</b>	<b>6261</b>	<b>6505</b>	<b>6741</b>	<b>6964</b>	<b>7166</b>
	<i>Annually</i>	65,191	68,338	71,658	75,135	78,070	80,888	83,579	85,997
<b>Loan Program Manager</b>	<i>Hourly</i>	33.14	34.52	35.96	37.47	39.04	40.68	42.38	44.18
	<b>Monthly</b>	<b>5743</b>	<b>5983</b>	<b>6234</b>	<b>6495</b>	<b>6768</b>	<b>7051</b>	<b>7347</b>	<b>7658</b>
	<i>Annually</i>	68,926	71,802	74,807	77,939	81,203	84,608	88,157	91,892

**OCWCOG Non-Represented Staff**  
 Effective 7/1/15 - 6/30/16  
 (Includes a COLA of 2%)

<b>TITLE</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>MPO Director</b>	<i>Hourly</i>	33.22	34.61	36.05	37.55	39.14	40.78	42.49	44.30
	<b>Monthly</b>	<b>5758</b>	<b>5999</b>	<b>6249</b>	<b>6508</b>	<b>6783</b>	<b>7069</b>	<b>7364</b>	<b>7678</b>
	<i>Annually</i>	69,097	71,988	74,992	78,112	81,402	84,823	88,372	92,135
<b>Business Services Dir</b>	<i>Hourly</i>	32.29	33.92	35.69	37.46	39.34	41.27	43.35	45.51
	<b>Monthly</b>	<b>5597</b>	<b>5880</b>	<b>6186</b>	<b>6493</b>	<b>6820</b>	<b>7153</b>	<b>7515</b>	<b>7889</b>
	<i>Annually</i>	67,168	70,560	74,237	77,914	81,835	85,841	90,178	94,671
<b>CED Director</b>	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	<b>Monthly</b>	<b>6785</b>	<b>7030</b>	<b>7282</b>	<b>7545</b>	<b>7817</b>	<b>8098</b>	<b>8385</b>	<b>8679</b>
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
<b>Sr. &amp; Dis. Svcs. Director</b>	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	<b>Monthly</b>	<b>6785</b>	<b>7030</b>	<b>7282</b>	<b>7545</b>	<b>7817</b>	<b>8098</b>	<b>8385</b>	<b>8679</b>
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
<b>Finance Director</b>	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	<b>Monthly</b>	<b>6785</b>	<b>7030</b>	<b>7282</b>	<b>7545</b>	<b>7817</b>	<b>8098</b>	<b>8385</b>	<b>8679</b>
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
<b>Deputy Director</b>	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	<b>Monthly</b>	<b>6785</b>	<b>7030</b>	<b>7282</b>	<b>7545</b>	<b>7817</b>	<b>8098</b>	<b>8385</b>	<b>8679</b>
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
<b>Executive Director</b>	<i>Hourly</i>	57.23							
	<b>Monthly</b>	<b>9920</b>							
	<i>Annually</i>	119,034							



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**DATE:** January 21, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **OCWCOG Member Dues for FY2016-2017**

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Member dues are used to match federal and state dollars to fund your community programs, projects, and services. For example, your dues match, as required by State law, our Medicaid transfer dollars, and allow us to determine eligibility and provide support to Medicaid clients. Your dues are also used to match, as required by Federal law, our funding for our Economic Development District which allows us to access Federal money for economic development and develop a five-year *Comprehensive Economic Development Strategy* for our region. Therefore, while member dues are a very small portion of the OCWCOG budget, about 1%, they are very important.

Dues are assessed for three areas: General Dues; Community Development; and, Transportation. General Dues are distributed based by program size and FTE, therefore, the majority of these dues are applied toward match for the Senior and Disability Services program. Community Development dues are assessed for the services that are provided by the COG's Community and Economic Development program, and the Transportation dues provide the COG's Community and Economic Development staff the increased capacity to work on transportation programs.

At each January Board meeting, a dues rate is set for the next fiscal year. Your dues are adjusted annually based upon the current population estimate for each jurisdiction and the Portland Consumer Price Index (CPI-U).

Attached is a table adjusting dues for fiscal year 2016-2017 based upon the Portland CPI-U for the first half of 2015 (1.2%) and July 2014 population estimates. The 2014 population estimates were used because that is the most recent Portland State Population Data Center publication that includes detail for cities that straddle two counties (which impacts the City of Albany, and Linn and Benton County population estimates). The adjustments would increase total dues by \$6,396.12.

**RECOMMENDATION: Motion to approve member dues for FY2016-2017 as proposed.**

## Draft OCWCOG FY 17 DUES

	FY 16 Dues	Pop Estimate 7/1/2014*	FY 17 DUES				Change from FY 16
			General Dues	CD Dues	Trans Dues	TOTAL DUES	
<b>Benton County</b>							
Adair Village	1,055.29	845	\$610.94	\$204.49	\$250.00	\$1,065.43	\$10.14
Corvallis	55,104.92	56,535	\$40,874.81	\$13,681.47	\$2,361.13	\$56,917.41	\$1,812.49
Monroe	840.86	620	\$448.26	\$150.04	\$250.00	\$848.30	\$7.44
Philomath	4,657.63	4,630	\$3,347.49	\$1,120.46	\$250.00	\$4,717.95	\$60.32
N. Albany **		7,146					\$0.00
Unincorporated	18,960.98	18,964	\$13,710.97	\$4,589.29	\$962.62	\$19,262.88	\$301.90
<b>Lincoln County</b>							
Depoe Bay	1,588.97	1,410	\$1,019.43	\$341.22	\$250.00	\$1,610.65	\$21.68
Lincoln City	8,198.98	8,400	\$6,073.20	\$2,032.80	\$555.92	\$8,661.92	\$462.94
Newport	10,320.03	10,095	\$7,298.69	\$2,442.99	\$637.55	\$10,379.23	\$59.19
Port of Newport ***	10,954.37	10,800	\$7,808.40	\$2,613.60	\$661.97	\$11,083.97	\$129.60
Siletz	1,426.96	1,235	\$892.91	\$298.87	\$250.00	\$1,441.78	\$14.82
Siletz Tribe	250.00					\$250.00	\$0.00
Toledo	3,556.91	3,485	\$2,519.66	\$843.37	\$250.00	\$3,613.03	\$56.11
Waldport	2,203.65	2,060	\$1,489.38	\$498.52	\$250.00	\$2,237.90	\$34.25
Yachats	931.40	720	\$520.56	\$174.24	\$250.00	\$944.80	\$13.41
Unincorporated	19,429.85	19,485	\$14,087.66	\$4,715.37	\$994.06	\$19,797.09	\$367.24
<b>Linn County</b>							
Albany	50,520.87	51,270	\$37,068.21	\$12,407.34	\$2,184.71	\$51,660.26	\$1,139.39
Brownsville	1,841.51	1,680	\$1,214.64	\$406.56	\$250.00	\$1,871.20	\$29.69
Halsey	1,122.00	915	\$661.55	\$221.43	\$250.00	\$1,132.98	\$10.98
Harrisburg	3,709.39	3,635	\$2,628.11	\$879.67	\$250.00	\$3,757.78	\$48.39
Lebanon	15,801.06	15,740	\$11,380.02	\$3,809.08	\$848.49	\$16,037.59	\$236.53
Millersburg	1,612.79	1,505	\$1,088.12	\$364.21	\$250.00	\$1,702.33	\$89.54
Scio	1,040.99	830	\$600.09	\$200.86	\$250.00	\$1,050.95	\$9.96
Sweet Home	9,234.73	9,060	\$6,550.38	\$2,192.52	\$595.78	\$9,338.68	\$103.96
Tangent	1,379.31	1,195	\$863.99	\$289.19	\$250.00	\$1,403.18	\$23.87
Unincorporated	36,194.13	37,667	\$27,233.24	\$9,115.41	\$1,447.75	\$37,796.41	\$1,602.28
<b>TOTAL</b>	<b>261,937.53</b>	<b>269,927</b>	<b>\$189,990.66</b>	<b>\$63,593.00</b>	<b>\$14,749.98</b>	<b>\$268,333.65</b>	<b>\$6,396.12</b>

\*population estimates from PSU 2014 Report

\*\*Included in City of Albany population estimate

\*\*\* Port of Newport population estimate from Port's webpage

FY 17 General dues rate: FY 16 rate of .714 x Portland CPI-U of 1.2% = .723

FY 17 CD dues rate: FY 16 rate of .239 x Portland CPI-U of 1.2% = .242



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**To:** OCWCOG Board of Directors  
**From:** Eric Wolke, Human Resources Manager  
**Date:** January 21, 2016  
**Re:** **Proposed Revisions to the OCWCOG Policy Handbook**

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Recent changes in employment law, internal processes, and changes in the newly negotiated Collective Bargaining Agreement has required OCWCOG to revise certain sections of the current *Policy Handbook*.

Attached is a summary of the proposed updates and revisions to the *OCWCOG Policy Handbook*. Revised sections of the handbook are also attached. Language to be deleted in the policy is reflected in ~~red strikethrough~~, and any new proposed language is reflected in **blue text and underline**.

Only the proposed revised sections are included with this memo. The *OCWCOG Policy Handbook* in its entirety can be found by clicking [here](#).

**RECOMMENDATION: Motion to adopt the revisions to the OCWCOG *Policy Handbook* as proposed.**

## SUMMARY OF UPDATES TO EMPLOYEE HANDBOOK

<i>Policy Heading</i>	<i>Reason for Change</i>	<i>Policy Handbook Change</i>
<b>WORK-PLACE PRIVACY AND CONFIDENTIALITY</b>		
	Agency moved from HIPAA training provided online by DHS to training provided online by CIS.	Language added to reflect HIPAA Privacy Essentials and Privacy and Information Security training in CIS Learning Center.
<b>EMPLOYMENT CLASSIFICATIONS</b>		
Limited Term Employees	Change made to be consistent with newly negotiated language in the Collective Bargaining Agreement.	Limited term appointments are now filled to fill in for a regular employee who is on an extended leave of absence, perform work for a new service or function, or to fill a position requiring unique skills when the work is generally subject to the continuation of a grant, contract, or award. Strikes Interim Appointments, Pilot Position Appointments, and Definite Term Appointments. Limited term appointments will not exceed 24 months where it was previously 18 months.
<b>COMPENSATION AND BENEFITS</b>		
Paydays	Current language does not address other methods of payment such as electronic deposit, debit cards, etc.  This language is also consistent with newly negotiated language in the Collective Bargaining Agreement.	Language added that all employees shall be “paid” no later than the last working day of the month except in situations outside the employer’s control.
<b>HEALTH AND WELFARE</b>		
Eligibility Requirements	Employees now enroll in employee benefits through OEBS via a web-based interface instead of filling out paperwork.	Language added to complete and submit the necessary “online” enrollment forms.
<b>OTHER EMPLOYEE BENEFITS</b>		
Longevity Bonus	This language is also consistent with newly negotiated language in the Collective Bargaining Agreement.	Language added to include an additional personal holiday upon completion of seven (7) of service; Upon completion of fifteen

<i>Policy Heading</i>	<i>Reason for Change</i>	<i>Policy Handbook Change</i>
		(15) years of service with the Employer, an employee shall receive one additional personal holiday; Upon completion of twenty-five (25) years of service with the Employer, an employee shall receive a one-time bonus of \$1,250.00; Upon completion of thirty (30) years of service with the Employer, an employee shall receive a one-time bonus of \$1,500.00.
<b>LEAVES OF ABSENCE</b>		
Vacation Benefit Schedule	Employees are under the impression they can use vacation before is accrued in the month.	Language clarifying that vacation leave shall only be taken after the time has been accrued. For example, if an employee works the full month of December, they accrue eight (8) hours of vacation leave which is first available for them to use on January 1. Vacation leave will not be approved for employees who do not have sufficient accrued vacation time.
<b>SICK LEAVE</b>		
Eligibility for Sick Leave Pay	Recent legislative changes to State law allows eligible employees for up to 40 hours of paid sick leave per year.  The employer must include temporary employees for paid sick leave as they are not currently eligible.	Effective January 1, 2016, temporary employees are eligible for up to 40 hours of paid sick leave per year. Paid sick time will accrue at a rate of 1.33 hours of sick time for every 40 hours worked. Temporary employees can use sick time for their own illness or that of a family member and for protected leave for victims of domestic violent, sexual assault, and stalking.
Use of Sick Leave	This language is also consistent with newly negotiated language in the Collective Bargaining Agreement.	If a supervisor feels an employee is too ill to work, he/she may require the employee to not report to work or leave the workplace. If the employee feels he/she is well enough to work without endangering the public or fellow employees, he/she may seek a medical opinion within twenty-four (24) hours from a licensed healthcare provider selected by the employee. If the employee is given a clean bill of health, the employee may

<i>Policy Heading</i>	<i>Reason for Change</i>	<i>Policy Handbook Change</i>
		return to work, and will be paid regular time, and not be required to use sick leave or unpaid leave for this absence. The Employer will pay any employee expense not covered by health insurance for such an examination.
<b>OTHER LEAVES OF ABSENCE</b>		
Bereavement and Compassion Leave	This language is also consistent with newly negotiated language in the Collective Bargaining Agreement.	Language adds immediate family members: legal and/or biological parents of the employee's minor child/children.
<b>COMPUTERS AND ELECTRONIC EQUIPMENT</b>		
Ownership, Use, and Access	The agency recently added instant messaging (IM) as another form electronic communication. A limited amount of employees are also using tablets.	Language adds IM and other mobile devices such as tablets to policy.
<b>COMMUNICATIONS</b>		
Social Media	The agency does not have a policy to address social media and prohibited activity.	Language adds purpose of policy, prohibited activities, encouraged conduct, and requesting social media passwords.
Communicating with the Media	The agency does not have a policy to address media relations.	Language adds purpose of policy, designation of spokesperson, guidelines for talking to the media, and guidelines for seeking media coverage.
<b>RECORDED CALLS</b>		
	This language is also consistent with newly negotiated language in the Collective Bargaining Agreement.	Language added to provide better quality assurance, training, and client dispute resolution.

## Proposed OCWCOG Policy Handbook Changes

### WORKPLACE PRIVACY AND CONFIDENTIALITY

All employees who routinely work with employee or client personal identifying information, including medical information, are required to take and successfully pass the Health Insurance Portability and Accountability Act (HIPAA) [Privacy Essentials Privacy and Information Security](#) training provided by the agency.

### EMPLOYMENT CLASSIFICATIONS

#### Limited Term Employees

Limited Term employees are hired to ~~perform services for a specific project on a short-term basis, not to exceed eighteen months~~ fill in for a regular employee who is on an extended leave of absence, perform work for a new service or function, or to fill a position requiring unique skills when the work is generally subject to the continuation of a grant, contract, or award. [Services are performed for a specific project on a short-term basis, not to exceed a two \(2\) year period.](#) All employment benefits are extended to individuals in Limited Term appointments under the same conditions as they are extended to regular service employees.

### COMPENSATION

#### Paydays

All employees ~~are~~ shall be paid ~~on~~ no later than the last working day of each month, [except in cases outside the control of the Employer. If you want your paycheck released to your spouse or another person, you must first sign a form authorizing the release.](#)

#### Direct Deposits

Employees may request partial or full direct deposits of their earnings, including payroll draws, to their checking and/or savings account. If you are interested in this direct deposit service, please contact the Payroll Department or the ~~Personnel~~ [Human Resources](#) Department. The Executive Director may temporarily or permanently end this service with 30 days notice to the employees.

### HEALTH BENEFITS

#### Eligibility Requirements

In order to be eligible for insurance coverage you must:

1. Be employed as a Regular or Limited Term employee;
2. Be actively working a minimum of 30 hours per week on a regular basis; and
3. ~~Sign~~ [Complete](#) and submit [the](#) necessary [online](#) enrollment forms.

Employees who meet these requirements are eligible for employee and dependent coverage beginning on the first day of the month following one month of employment.

### **Enrollment Forms and Changes in Status**

Employees must [sign complete](#) and submit enrollment forms [online](#) in order to have coverage. Therefore it is important that you contact the Human Resources Manager to complete the necessary forms once you become eligible. Failure to comply with enrollment and other requirements imposed by our insurance company could result in delays or denial of coverage. It is also the employee's responsibility to notify the Human Resources Manager to include his/her dependents under the insurance program.

### **OTHER EMPLOYEE BENEFITS**

#### **Longevity Bonus**

[Upon completion of seven \(7\) years of service with the Employer, an employee shall receive one additional personal holiday.](#)

Once an employee has completed ten (10) years of continuous service with the OCWCOG, they will receive a one-time bonus of \$500.00.

[Upon completion of fifteen \(15\) years of service with the Employer, an employee shall receive one additional personal holiday.](#)

After completion of twenty (20) years of continuous service with the agency, the employee will receive a one-time bonus of \$1,000.00.

[Upon completion of twenty-five \(25\) years of service with the Employer, an employee shall receive a one-time bonus of \\$1,250.00.](#)

[Upon completion of thirty \(30\) years of service with the Employer, an employee shall receive a one-time bonus of \\$1,500.00.](#)

Temporary status does not count towards the employee's continuous service.

### **VACATION LEAVE**

OCWCOG grants paid vacation leave to Regular [and Limited Term](#) employees as a reward for their service. All Regular and Limited Term employees who have been continuously employed by OCWCOG for a period of six (6) months are eligible to receive vacation leave benefits. Introductory and temporary employees do not earn annual vacation leave benefits.

#### **Vacation Benefit Schedule**

The amount of vacation leave pay a Regular [and Limited Term](#) employee is entitled to receive depends on length of continuous service with OCWCOG. Upon successful completion of the introductory period, regular full-time employees are credited with 48 hours of vacation leave benefits. Regular part-time employees and Limited Term employees are credited with a prorated amount. Thereafter, vacation leave benefits are earned monthly. The following chart

sets forth the amount of vacation pay and time off a regular full-time employee who regularly and consistently works 40 hours per week will earn.

LENGTH OF CONTINUOUS EMPLOYMENT	VACATION BENEFIT
6 months to 36 months (3 years)	8 hours per month
37 months to 72 months (6 years)	10 hours per month
73 months to 144 months (12 years)	14 hours per month
145 or more months	16 hours per month

Regular part-time and Limited Term employees who regularly and consistently work less than 40 hours per week will earn pro-rated vacation benefits. For example, a part-time employee who regularly and consistently works 30 hours per week (or 75% of 40 hours) will earn 6 hours of vacation per month.

On January 1<sup>st</sup> of each year, an employee’s maximum beginning vacation balance may be no more than three hundred (300) hours. Any accrued vacation hours over 300 hours on December 31<sup>st</sup> of each year will be added to your sick leave balance.

Vacation leave shall only be taken after the time has been accrued. For example, if an employee works the full month of December, they accrue eight (8) hours of vacation leave which is first available for them to use on January 1. Vacation leave will not be approved for employees who do not have sufficient accrued vacation time.

**Vacation Scheduling**

*(The provisions of this policy apply to non-union employees only. Union employees should refer to the Collective Bargaining Agreement for applicable Vacation Scheduling standards.)*

Vacations must be scheduled in such a way that OCWCOG can best serve the public by maintaining sufficient staffing to meet their needs. Therefore, time off for vacations must be mutually agreed upon between you and your supervisor. Requests for vacation leave should be made at least ten (10) working days in advance of the starting date of your requested leave for leaves of one week or more. Also, vacation leave must be taken in increments of at least ½ hour.

**SICK LEAVE**

**Eligibility for Sick Leave Pay**

All newly hired full-time employees, except for temporary employees, will receive forty-eight (48) hours of sick leave, effective their first day of employment. Newly hired part-time employees will receive sick leave at a rate proportionate to that earned by full-time employees. ~~Temporary employees do not earn sick leave pay.~~ Temporary employees are eligible for up to 40 hours of paid sick leave per year. Paid sick time will accrue at a rate of 1.33 hours of sick

leave for every 40 hours worked. Temporary employees can use sick time for their own illness or that of a family member and for protected leave for victims of domestic violence, sexual assault and stalking.

### Use of Sick Leave

Sick leave can be used **only** for the following reasons:

1. For bona fide employee injuries or illnesses which prevent you from reporting to work or would endanger the health of the public;
2. To attend or take a family member to a doctor, dental, optical or other medical appointment; and,
3. To care for a sick child or seriously ill family member in accordance with applicable law.

OCWCOG defines “family member” as an individual to whom the employee is related either by blood, marriage, adoption, legal guardianship, or qualifying domestic partnership.

Note: Employees who have been injured on the job and are receiving workers compensation benefits are permitted to use accrued and unused sick leave to make up any difference between workers compensation benefits and their salary.

In order to maintain a safe and healthy workplace for employees and clients, it is important that sick employees not report to work. If a supervisor feels an employee is ~~sick with an infectious illness (i.e. cold or the flu) and is either unable to perform their work because of the illness, or is causing a disruption in the workplace because of the illness, they may require an employee to not report to work or leave the workplace until they can provide a release from their physician indicating they are able to perform their job duties without the risk of infecting others.~~ too ill to work, he/she may require the employee to not report to work or leave the workplace. If the employee feels he/she is well enough to work without endangering the public of fellow employees, he/she may seek a medical opinion within twenty-four (24) hours from a licensed healthcare provider selected by the employee. If the employee is given a clean bill of health, the employee may return to work, and will be paid regular time, and not be required to use sick leave or unpaid leave for this absence. The Employer will pay any employee expense not covered by health insurance for such an examination. ~~If the employee is directed by the supervisor to leave the workplace or not report to work and does not seek a medical opinion, the employee will be placed on non-disciplinary paid administrative leave not to exceed 5 working days, if they have exhausted their sick and vacation leave. Otherwise, they must use their paid sick leave or vacation leave.~~

In some cases, employees may be permitted to work from home with prior supervisor approval. For more information on working at home, please contact your supervisor.

## OTHER LEAVES OF ABSENCE

### **Bereavement and Compassion Leave**

Immediate family members include: spouse, children, parents, siblings, grandparents, grandchildren, including adoptive, step, or natural family members, ~~and~~ foster children, **and legal and/or biological parents of the employee's minor child/children**. Immediate family members also include present father-in-law, mother-in-law, sister or brother-in-law, aunts, uncles, nieces, nephews, or any permanent member of the employee's household. Immediate family also includes a qualifying domestic partner and their equivalent family relations.

If you wish to attend the funeral of others, you may request the use of vacation leave, personal leave, or unpaid time off.

## **COMPUTERS AND ELECTRONIC EQUIPMENT**

### **Ownership, Use, and Access**

All electronic and telephonic communication systems and all communications and information transmitted by, received from, ~~and~~ or stored in these systems, including electronic mail (email), **instant messaging (IM)** and voicemail are the property of OCWCOG. These systems are provided to employees at OCWCOG expense to assist them in carrying out business activities. Consequently, all information transmitted through or stored in the system, including e-mail **and IM** messages, is considered business information.

All employee's use of our electronic communications systems should be restricted to business activities and should never interfere with **employees'** duties. Employee use of our electronic communication systems for personal business should be limited to necessary, occasional communication conducted only during lunch or before/after work, and does not interfere with the productivity of the employee and/or their coworkers. In addition, OCWCOG's systems cannot be used to convey or knowingly receive messages that are threatening, disruptive, or disparaging. Likewise, OCWCOG strictly prohibits the use of electronic communication systems to convey or knowingly receive messages or graphics that contain offensive material of a sexual, racial, religious, etc. nature. Employees are not to consume system resources or storage capacity on an ongoing basis; this includes the transfer ~~of~~ **of** large files that deplete system resources available for business purposes.

To ensure that the use of our electronic communication systems is consistent with OCWCOG's policies and business interests, we reserve the right to monitor the use of such equipment and to access, review, copy, modify, delete, or disclose information transmitted through or stored in the system, including e-mail **or IM** messages, as we deem appropriate. **Consequently, employees using the Agency's electronic communication systems should have no expectation of privacy in connection with the use of this equipment or with transmission, use, or storage of information in the equipment, including stored e-mail, **IM** or voice mail messages.**

Employees should also be aware that all information on electronic office equipment, network storage device, computer or workstation, **Surface Tablets** or laptop is a public record if the

content of the information would be a public record in any other format, and as such, is subject to the public records law.

## **Electronic Equipment Security**

OCWCOG has a responsibility to ensure that all information stored on agency electronic office equipment, ~~and~~ network systems, and staff personal devices, including cell phones, smart phones, and tablets, are appropriately secure. Employees authorized by the agency to access its equipment and systems share in this responsibility and must use information from these systems only for its intended purpose, and by maintaining the confidentiality, integrity, and availability of the information.

Every reasonable effort should be made to maintain privacy and security of any non-public information stored on mobile devices (laptops, tablets, USB flash drives, cell phones, and smart phones) used for OCWCOG business. Any mobile device used for OCWCOG business (personal or OCWCOG owned) is to have the screen-lock security code enabled to operate the device. Mobile devices should have the screen “time-out” enabled to avoid exposure of any potential confidential information.

Any mobile device used for OCWCOG business that has been lost or stolen is to be reported immediately to your supervisor. This report should include the serial number of the device.

### 1. Network Access

OCWCOG employees and authorized individuals will be assigned a user account for the duration of employment or term within OCWCOG. All requests to add, modify, or delete network accounts must be made through your supervisor. Each user account will be password protected, following procedures established by Technology Services.

### 2. Management of Network Directories

The Technology Services Department is ~~responsibility~~ **responsible** for setting up network directories to accommodate sharing of files among ~~used~~ **users** within the agency’s departments. Directories will be created in such a way to restrict uncontrolled access. Each department is responsible for designating staff that will be granted access rights to specific directories.

### 3. Network Backup

Technology Services is responsible for ~~established~~ **establishing** a routine backup scheme to copy information from the OCWCOG network to a second medium as a precaution in case of network failure.

## **Internet Access**

General exploration of the Internet for personal use is not allowed during work time. OCWCOG’s account is not to be used to access sexually explicit, indecent, or illegal materials, or any other sites we consider contrary to the goals set forth in the agency’s policies prohibiting discrimination, harassment, or otherwise offensive to the interests of OCWCOG or its employees.

## **Use of OCWCOG Computer Equipment**

A computer, workstation or other computer-related equipment may be assigned to an employee for OCWCOG's business purposes. Employees are not permitted to perform any unauthorized upgrades, modification, or repairs to any computer, workstation, or other equipment assigned to them, unless authorized to do so by your supervisor and Technology Services. Staff should follow proper procedures to request upgrades or additional equipment or to request support for problems that may ~~request~~ result in troubleshooting or repairs.

Due to the risk of a computer virus, no employee is ~~allow~~ allowed to bring computer disks for use on any workstation or to download any programs or files to any machine without prior authorization.

## **Use of Software Licensed to the OCWCOG**

When a computer or workstation is assigned to an employee for business purposes, that computer or workstation will contain software licensed to OCWCOG. Employees should contact their supervisor to request any changes to the standard software loaded on their computer or workstation, including upgrades, additions, or deletions. OCWCOG reserves the right to audit or remove at any time any software on any computer or workstation assigned to an employee.

Employees should not perform any action on any software licensed to OCWCOG that is in violation of a software license agreement. Similarly, employees should not perform any action in the use of any computer or workstation that is in violation of a copyright law. To avoid violations, employees are prohibited from removing or making copies of OCWCOG's computer software under any circumstances.

## **Use of Software Not Licensed to OCWCOG**

Employees should not load or use without prior approval from OCWCOG, any software that is not licensed to OCWCOG. Such software includes copies of licensed personally to the employee, "shareware", "freeware", ~~produced~~ product demonstration copies ("demos"), or software obtained from electronic bulletin boards. Employees should not install any illegal copies of software on OCWCOG computers.

## **Use of Online Applications Licensed to OCWCOG**

Employees may be provided ~~accessed~~ to certain online applications which are licensed to OCWCOG. These applications include, but may not be limited to, DonorPerfect, MailChimp, Springbrook, WordPress, or other online applications, that will assist in the day-to-day operations of the organization. Employees should not perform any action on any of these applications licensed to OCWCOG that is in violation of the application license agreement.

Employees are not to use the applications for any use other than OCWCOG work. OCWCOG reserves the right to change access to online applications assigned to an employee at any time.

## **Confidential Information**

Please be aware that a greater degree of caution is required when transmitting confidential and client information on the computer system. Confidential information should never be transmitted or forwarded to outside individuals or companies who are not authorized to receive that information, nor should such information be transmitted or forwarded to other employees at ~~OCWCOG~~ OCWCOG who do not need to know that information.

Always use care in addressing e-mail messages and ensure that any mailing lists are current to avoid inadvertently sending confidential information to the wrong person. Confidential client data sent via e-mail must be encrypted.

## **Use of Personal Equipment – Personal Computers, Cell Phones, Smart Phones, and Tablets**

From time to time, employees may be authorized to carry certain job related data on their personal computers, cell phones, smart phones, or tablets, such as telephone numbers, addresses, directions, client information, calendars, etc. Employees may also be authorized to connect directly to the OCWCOG's network via a remote desktop connection and/or email access. This data and information is the property of OCWCOG and is subject to public records disclosures under the same conditions as other OCWCOG materials.

Upon separation from OCWCOG, an employee using a privately owned cell phone, smart phone, or tablet will be required to back up all such data onto the OCWCOG network with the assistance of the Technology Services staff. An employee using a privately owned personal computer, cell phone, smart phone, or tablet or OCWCOG work must also realize that in the process of OCWCOG examining or recovering OCWCOG data from the employee's electronic equipment the employee's personal data may be inadvertently examined, transferred, or destroyed.

Any confidential data stored on privately owned computers which concerns program activities that would be considered confidential according to statute (State or Federal), must be encrypted and/or password protected. The use of privately owned computers to access or store confidential information is permitted only upon prior approval of your supervisor and the appropriate Technology Services staff.

Employees who use privately owned computers to access or store records are responsible for ensuring that confidentiality is maintained in accordance with OCWCOG policy and any and all statutes, licenses, use, or operating agreements. Failure to do so will result in discipline up to and including termination of employment.

## **PROHIBITED ACTIVITIES**

Employees are strictly prohibited from using OCWCOG email, internet, network, computers and/or any other mobile device in connection with, by way of illustration but not of limitation, any of the following activities:

1. Using OCWCOG computers or agency-provided computer service for personal financial gain;
2. Using OCWCOG computers or agency-provided computer service to avoid financial detriment;
3. Using OCWCOG computers, or agency-provided computer service for the financial benefit of a business, or to avoid financial detriment to a business in which the employee or a relative of the employee has an interest;
4. Engaging in illegal, fraudulent, or malicious conduct;
5. Working on behalf of organizations ~~with~~ without any professional or business affiliation with OCWCOG; or working on behalf of organizations with such affiliation, but outside of the specific Agency business with them;
6. Creating, posting/publishing, sending, soliciting, receiving or storing text, images, or other media that violate OCWCOG's anti-harassment and non-discrimination policies, which includes but is not limited to, offensive, pornographic, obscene, bullying, or defamatory material;
7. Posting/publishing any personal information of any OCWCOG consumers/clients, past or present;
8. Posting/publishing OCWCOG's confidential information, including internal reports, policies, procedures or other internal, organization-related confidential communications or information;
9. Soliciting or supporting political or religious causes or beliefs;
10. Annoying or harassing other individuals, including any prohibited form of harassment;
11. Downloading or running materials including software, screen savers, music or streaming video off the web without previous authorization from their Supervisor or Program Director, in consultation with the Technology Services Department;
12. Obtaining unauthorized access to any computer system;
13. Using another individual's account or identity without explicit authorization of the individual, unless this is approved by a Program Manager or the Deputy Director;
14. Distributing or storing chain letters, jokes, solicitations, junk mail, offers to buy or sell goods, or other non-business material of a trivial or frivolous nature;

15. Giving non-agency employees or other users not authorized by a department director access to the internet, agency network, email, tablets, or computers;
16. Sending, receiving, and/or downloading (viewing) non-business related e-mails with large attachments or video clips;
17. Visiting, or participating in, instant messaging or chat rooms;
18. Visiting, or participating in, any gaming sites;
19. Purchasing, acquiring, or installing software or hardware without previous authorization from the Technology Services Department.

## **Discipline**

The use of a computer or electronic and telephonic communication systems to engage in any communications that are in violation of any OCWCOG policy, or State or Federal law, including but not limited to, the transmission of defamatory, obscene, offensive, or harassing messages, is strictly prohibited. OCWCOG considers misuse of computer, electronic, telephonic, IM and email systems to be a serious matter. Failure to follow this policy may be grounds for disciplinary action, up to, and including termination of employment. If you have any questions, you may refer to Policy #TS01-09-05 or contact the Human Resources Manager.

## **COMMUNICATIONS**

### **SOCIAL MEDIA**

For the purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with OCWCOG, as well as any other form of electronic communication.

You are solely responsible for what you post/publish online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind any of your conduct could adversely affect your job performance, the performance of your co-workers, or otherwise affects OCWCOG's clients, citizens, or volunteers who work on behalf of the Agency. Your online actions may result in disciplinary action up to, and including, termination of employment.

### **Prohibited Activity**

Employees will be subject to discipline, up to and including termination, if they create and post/publish any text, images, or other media that violate OCWCOG's no-harassment and no-discrimination policies that including but not limited to, the transmission of defamatory, obscene, offensive, or bullying messages.

Employees are prohibited from posting/publishing any personal information of OCWCOG clients, to include whether or not individuals have been a client.

Employees are prohibited from posting/publishing OCWCOG's confidential information. Do not post internal reports, policies, procedures or other internal, organization-related confidential communications or information.

Do not create a link from your personal blog, website, or other social networking site to an OCWCOG owned or –maintained website without identifying yourself as an OCWCOG employee.

Express only your personal opinions. Never represent yourself as a spokesperson for OCWCOG. If OCWCOG is the subject of the content you are creating, be clear and open about the fact that you are an OCWCOG employee, and make it clear that your views do not represent those of OCWCOG or its employees or elected officials.

### **Encouraged Conduct**

Always be fair and courteous to co-workers, OCWCOG volunteers, the clients that OCWCOG serves, OCWCOG's employees and elected officials, and suppliers and other third parties who do business with OCWCOG.

The work environment extends to social media posts, so keep this in mind as you post about your fellow co-workers and post kindly, if you post at all. Your posts could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or OCWCOG policy.

### **Request for Employee Social Media Passwords**

OCWCOG is prohibited by law from requiring or requesting an employee, or an applicant for employment, to disclose, or to provide access through the employee's or applicant's user name and password, password or other means of authentication that provides access to a personal social media account. This includes, without limitation, a user name and passwords that would otherwise allow a supervisor/manager to access a private email account not provided by the OCWCOG.

*Nothing in this policy prohibits the OCWCOG from requiring an employee to produce content from his or her social media account in connection with a OCWCOG-sponsored investigation into potential misconduct, unlawful or unethical behavior, or policy or rule violations.*

### **COMMUNICATING WITH THE MEDIA**

OCWCOG is an established and highly respected agency. We have a reputation for providing excellent, professional services, and we enjoy strong relationships with our elected officials, clients, and citizens in the three-county region that we serve.

While providing this service, the news media is frequently interested in OCWCOG. We have a responsibility to be open and responsive to their information requests, because the media are among the many ways our citizens, clients, and business partners build their individual perceptions of OCWCOG and the work we do in the communities we serve.

This policy exists to assure that information disclosed by OCWCOG is timely, accurate, comprehensive, authoritative, and relevant to all aspects of OCWCOG. Adherence to this policy is intended to provide an effective and efficient framework to facilitate the timely dissemination of information.

## **Scope**

This media policy applies to all employees and volunteers of OCWCOG and its subsidiaries and divisions. This policy covers all external news media, including broadcast (television and radio), electronic, and print. Types of media include articles, columns, features, advertisements, social media, etc.

## **Designation of Company Spokesperson**

The Executive Director is designated as OCWCOG's principal media contact and Agency spokesperson. This individual has expertise in media relations and weighs each media inquiry to determine the best way to provide information in relationship with other information that is not yet public. The Executive Director will convey the official OCWCOG position on issues of significance or situations that are particularly controversial or sensitive in nature.

Among the Executive Director's responsibilities:

- Increase public awareness and understanding of OCWCOG, the services that the Agency provides our region and our future prospects for growth.
- Promote a positive public image of OCWCOG and the work the Agency does for the clients and citizens that are important to OCWCOG, which includes existing and prospective clients, employees, and vendors/landlords as well as government officials, partners and industry peers.

Depending on the situation, the Executive Director may designate another individual or employee to be a spokesperson on a particular issue due to their knowledge, experience, or expertise. If needed, the Executive Director will work with that spokesperson to prepare them for the media interview. Preparation may include developing talking points as well as counseling, training, and practicing for the interview.

## **Guidelines for Talking with the Media**

*Refer all media calls to the Executive Director.* Do not say you are not allowed to talk to a reporter or have to get permission to do so. Instead, tell the reporter: "OCWCOG policy is to refer all media inquiries to the Executive Director. You can reach them at (telephone number)." Doing so will ensure that OCWCOG is viewed as a single entity, ensuring that OCWCOG's members and the general public hear a cohesive message.

A reporter, producer, or other news media may contact you for a number of reasons, for example:

- To get information about OCWCOG.

- To get information about a recent unexpected event such as natural disasters; thefts or arrests; accidents or injuries; customer or employee complaints; federal, state or local regulatory actions; etc.
- To get information or comment about an action or event that could impact the Agency's industry; new program launches; or changes in government or Company policies.
- To get general information on a topical story in our community, such as changes in local governmental officials or policies; problems or issues specific to the community, etc.

Whenever taking a call from the media, the same courtesy and professionalism in which we approach clients should be displayed toward the media. Please act quickly when approached by the media to ensure that the reporter's deadline is met. This is important because the way this call is handled may be the reporter's first impression of OCWCOG and that first impression may end up in the story published or the news segment broadcast. In order to promote our client service image, it is important to respond quickly, courteously, and professionally to all media calls.

*Please remember to contact the Executive Director if and when you have been approached by the media.* Even though you have referred the media, the Executive Director may need your help to prepare a response. Do not let a reporter compel you to answer questions on the spot. It is always beneficial to prepare in advance in order to provide accurate and relevant information.

A similar process as described above will be used when someone from the media is requesting permission to take photographs or to film inside our facilities. *Refer the caller to the Executive Director.*

No one will be given access to the Agency's offices for a photo or filming without approval from the Executive Director, and equally important, the Executive Director will not give approval without talking in advance with the Manager's located in that Agency office building. This is a joint decision. Decisions will be based upon a number of considerations including, but not limited to:

- What does OCWCOG have to gain from the photo and filming?
- How much disruption will this cause to operations?
- What is the age and condition of the facility?
- Does the facility look "picture perfect" good?

A reporter or camera crew may show up unannounced at an office building. This is most likely to occur in crisis situations at one of our facilities or within one of the communities OCWCOG serves. Or, it could occur if the media learned about an event at the building from an external source, when the media was not invited.

Please know that the Executive Director will not invite the media to any Agency operating building without prior approval by the Managers of that building. When dealing with reporters and camera crews who may show up unannounced, the Managers and staff should act with the same courtesy and professionalism as OCWCOG approaches its clients. Contact the Executive Director immediately and let them know which news source is there. The Executive Director will contact the camera crew's news room or the print photographer's editor for clarification.

We cannot prevent the filming or photographing of common areas outside of the Agency's building which we do not operate. Examples would include public parking lots, courtyards, and walk ways. The following guidelines should be used when television camera crews or print photographers show up unannounced at any Agency building.

- Although we cannot prevent the media from photographing or filming the exterior of the building, we will contact their news room and/or editors for clarification.
- The media cannot enter the building to photograph or film without permission.
- The media cannot block the entrance to or prevent people from entering the building or conducting business as usual.
- We can inform the media if our clients complain about the inconvenience caused in the parking lot or walkways.
- The media can speak to and record clients as they come and leave the building and if the clients are in common space, not owned by OCWCOG. If clients are in OCWCOG-owned space, the media cannot speak or record them.

Be courteous and friendly, but also remember that no matter how congenial or affirming the reporter, photographer or camera crew are, everything you say and do may be observed and reported by the media representative who is trying to make the facility come alive for his/her audience.

### **Guidelines for Seeking Media Coverage**

In circumstances in which you believe you have a positive news story to share with the public, contact the Executive Director. He or she is the only individual authorized to distribute OCWCOG news releases, pitch coverage of particular events, or hold news conferences.

- Do not call a reporter directly without first consulting with the Executive Director.
- The Executive Director will work with you to gather information and determine if and how the news media should be contacted. Similar measures used by editors and reporters will be considered to determine if your story is newsworthy.
- Some news items may be more appropriate for internal publicity, such as the OCWCOG employee newsletter or other forms of employee communications.

These *Guidelines for Seeking Media Coverage* apply to our tenants, third party vendors, and contracted servicers.

### **RECORDED CALLS**

In an effort to provide better quality assurance, training, client dispute resolution and additional backup documentation, the recording of telephone calls may be implemented in certain work groups. All call recordings comply with all state and federal laws, including notification requirements.

Only calls made or received through the [Automatic Call Distributor \(ACD\)](#) system are recorded. Personal incoming and outgoing calls from an employee's direct dial phone line is not recorded.

Prior to implementation of recorded calls, the Employer shall provide a ten (10) working day written notification to the affected work unit employees.

Personal incoming and outgoing calls from individual staff direct dial phone lines will not be recorded. The call recording feature is tied to the individual's queue group extension, which is used to log onto the ACD system. Only calls made or received through the ACD system will be recorded.

Management and designated lead workers may access recordings only for legitimate business purposes. Recordings used for group internal training purposes will require written approval by the recorded employee.

Recordings may be used for performance measures and/or disciplinary action and may be accessed by management conducting a workplace investigation to substantiate or refute any allegations concerning illegal activity, or violation of agency policy, behavior expectations, and/or work unit norms, subject to the just cause, grievance arbitration and other applicable provisions of the collective bargaining agreement.



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**DATE:** January 21, 2016

**TO:** OCWCOG Board of Directors

**FROM:** Charlie Mitchell, Community and Economic Development Director

**RE:** **Community and Economic Development (CED) Program Report**

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Recent activities in CED are highlighted as follows:

**Planning/ Transportation/ Brokerage**

- Albany Area Metropolitan Planning Organization (AAMPO): AAMPO continues to move forward with its Regional Transportation Plan (RTP), hosting five public meetings during the second week of January. The RTP will outline a 20-year vision for the transportation system in the AAMPO planning area, including constrained and illustrative project lists. Work on this effort will continue into FY2016-2017.

AAMPO has given preliminary approval for three projects to be funded with AAMPO Surface Transportation Program (STP) funds over the next four years.

1. Old Salem Road Preservation: Pavement preservation and bicycle/pedestrian safety improvements along a 0.34 mile section of Old Salem Road in Millersburg;
2. 24<sup>th</sup> Avenue – Jackson to Geary: Reconstruction of roadway, bike boulevard treatments, and sidewalk infill along 24th Avenue near Sunrise Elementary in Albany; and,
3. Hill Street – Queen to 34<sup>th</sup>: Reconstruction of pavement, creation of bicycle lanes alongside on-street parking, and ADA improvements along 1.03 miles of Hill Street in Albany.

These projects are proposed for inclusion in the AAMPO Transportation Improvement Program (TIP), which is a four-year program of federally-funded projects.

- Health and Transportation Workshop: On December 8<sup>th</sup> and 9<sup>th</sup>, the COG hosted *Connecting the Dots between Health and Transportation*, a regional forum to increase collaborative planning and programming related to health and transportation. The event included a keynote by Mark Fenton,

a nationally recognized expert on healthy walkable communities. OCWCOG Chair, Mayor Sharon Konopa, convened this event. The following day, a practitioners' workshop welcomed approximately 65 local leaders in the fields of health, transportation, and community development to discuss key issues and opportunity areas.

- Key values related to health and transportation identified during the workshop include: Accessibility, Equity, Safety, and Sustainability of Efforts.
- Key follow-up actions identified included: Small demonstration projects to try out potential infrastructure improvements, walkability audits, pursuing Complete Streets ordinances, and cross-discipline policy efforts.

This first event brought together stakeholders and practitioners in Benton and Linn Counties. The goal is to grow the conversation and follow-up efforts into a three-County collaboration.

- Safe Routes to School!: OCWCOG's Cascades West Rideshare program is currently working with the Sweet Home School District regarding next steps to follow up on a recent mini-grant from the Oregon Department of Transportation (ODOT). The funding for that grant ended Sept. 30. The grant facilitated the completion of an "Action Plan" addressing goals for promoting walking and biking at Oak Heights Elementary in Sweet Home, with District-level policy recommendations. The plan was developed by a community stakeholder group, convened by OCWCOG. The team included representatives from Linn County, City of Sweet Home public works and police department, Sweet Home School District, Oak Heights Elementary, and the Santiam Spokes Bike Club, among others. Building off the success of the Walk and Bike to School Day event the group held on Oct. 7 at Oak Heights, dates for several similar events have already been scheduled for 2016. During the October event, over 75 students participated in "walking school buses," which are groups of students walking to school together from designated meeting locations with approved adult leaders. OCWCOG also is currently working with ODOT's Safe Routes to School program to identify training opportunities for Sweet Home in 2016 with the continued goal of promoting health and safety through increased walking and biking among students.
- Transportation Options: Cascades West Rideshare is gearing up for its annual *Get There* transportation options campaign, set for May 22, 2016, across Benton, Lincoln, and Linn Counties. The campaign features events and prizes promoting walking, biking, carpool/vanpool, transit, and teleworking. Participants in the 2015 campaign tracked 46,442 non-drive-alone miles, enough to go around the Earth 1.5 times. The event is a collaboration with the City of Corvallis.

The Valley Vanpool program, which is a partnership between Cascades West Rideshare, point2point at Lane Transit District, and Salem Keizer Transit District, is in the early stages of developing a plan for enhanced vanpool marketing and branding across the Willamette Valley.

- Rideline Brokerage: Cascades West Ride Line, the Non-Emergent Medical Transportation brokerage of OCWCOG, has maintained an advisory committee to help provide strategic guidance over the past decade. With numerous changes related to the Affordable Care Act, Coordinated Care Organizations and system growth, the bylaws need to be updated to reflect current operational needs. ***Staff are working on draft amendments with a small group of existing advisory committee members for adoption at a future board meeting.***

Staff is working on an intergovernmental agreement (IGA) with Linn County Health Department for additional coordination of non-emergent medical transportation (NEMT) services. In November, an IGA was executed with City of Lebanon to enhance coordination and more accurately reflect financial relationship of NEMT on Dial-A-Bus operations. These changes will enhance reporting and financial sustainability of the programs. Staff is also working on contracts for a number of pilot program development opportunities through InterCommunity-Health Network Coordinated Care Organization (IHN CCO) to reinvest NEMT savings that have accrued in the risk liability reserve. Additional staff have recently been hired to address the increasing wait times in the call center queue that members have experienced. Initial data indicates the wait times are already down 50%.

- Linn County Special/Rural Transportation: OCWCOG staff member Mark Volmert left OCWCOG employment as of September 1, 2015 and is now under separate private contract with Linn County. The Special Transportation Fund (STP) and Mobility Management contracts between OCWCOG and Linn County ended at that time also. Mark is still actively engaged in a number of regional transportation initiatives, but is no longer working on OCWCOG's behalf, but rather for Linn County directly.
- Cascades West Area Commission on Transportation (CWACT): The CWACT will host the Governor's Transportation Vision Panel Regional Forum in Albany on Jan. 28. This is one of several forums taking place around the state in a yearlong effort to develop a series of recommendations to Governor Brown that address transportation issues across all modes and regions of the state. Members of the panel include legislators, business owners, and civic leaders from across Oregon.

### **Lending**

- Staff recently closed and funded *Subway® Hwy. 34 project* in Albany for \$250,000. We partnered with Central Willamette Credit Union to fund a total project of \$1,115,050. Five new jobs will be created because of this loan closing.
- Our contract with Cascades West Financial Services, Inc. to package and service SBA 504 loans will expire March 1, 2015.
- But, we have a signed contract with CCD Business Development Corporation to package and service SBA 504 loans. This contract will now be sent to SBA in Portland and then Washington, DC to be reviewed and approved.

- The New Year looks promising and Banks/Credit Unions are continuing to contact us regarding partnering with them on new projects.

### **Economic Development**

- Comprehensive Economic Development Strategy (CEDS) Update: The five-year CEDS for the four-county Cascades West Economic Development District (CWEDD) has been completed and approved by the CWEDD Board and forwarded onto the EDA.
- CEDS Implementation: The CWEDD Board and new Regional Economic Practitioners Working Group met on January 7<sup>th</sup> in Halsey to begin the process of CEDS implementation.

### **Other Items**

- OCWCOG is assisting Lincoln County with an Environmental Protection Agency (EPA) Brownfield Assessment grant. A public outreach meeting was held in Newport in early December and the grant was officially submitted to the EPA on December 17.
- OCWOG continues to assist the Port of Newport with an Economic Development Agreement (EDA) project funding proposal to increase export freight opportunities; the Port recently received a \$2 million U.S. Department of Transportation TIGER grant.
- The COG plans to work with the American Association of Retired Persons (AARP) with a regional “Age-Friendly Communities” initiative.
- OCWCOG is using an Oregon State University intern to help staff frame a discussion related to enhancing commercial aviation services in the region. The report is in final draft stages.
- OCWCOG is using a University of Oregon intern to develop a rural banking study. The report is in final draft stages.
- The Cascades West Regional Consortium (CWRC) has met and desires to continue operations. CWRC and COG staff are working towards exploring a wetlands mitigation bank feasibility study.
- OCWCOG is working with Lincoln and Benton County and the cities of Waldport and Philomath on a Highway 34 Scenic Byway proposal.
- CED is hiring a new Planner. The new position will assist with a variety of projects throughout the region.
- Staff has met with the Siletz Tribe, the Toledo Rural Fire Protection District, and the Siletz Valley Fire Department at their requests to provide technical and funding assistance.
- OCWCOG staff is working with RAIN to submit a rural entrepreneurship development grant application in January to provide enhanced services in western Lane County and Lincoln County.
- OCWCOG hosted a meeting of the Willamette Valley Cultural Corridor planning group in early January.



# Senior and Disability Services

1400 Queen Ave SE • Suite 206 • Albany, OR 97322  
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

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203 N Main St • Toledo, OR 97391  
(541) 336-2289 • (541) 336-8103 TTY/Voice • (800) 282-6194



Area Agency on Aging

**DATE:** January 21, 2016

**TO:** OCWCOG Board of Directors

**FROM:** Randi Moore, Community Programs Program Manager  
Marci Howard, Medicaid Programs Program Manager  
Mary Kay Fitzmorris, Toledo Program Manager

**RE:** Senior and Disability Services Updates

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## New SDS Director

We are happy to announce that Dave Toler is our new Senior and Disability Services Director. Dave has been the Director of RVCOG for the past 3 ½ years. He comes with many years of experience with our legislative system, and our consumers in both the public and private sector. We are excited to have him lead our team and look forward to having his expertise and experience.

## Home and Community Based Services Changes

Oregon Administrative Rules regarding Home and Community Based Services (HCBS) changed on January 1, 2016. Those licensed before January 1, 2016, will have until September 1, 2018 to come into compliance. Facilities have the opportunity to ask for an individually-based limitation due to health or safety risks. The changes are as follows:

- The setting is integrated in and supports the same degree of access to the greater Community.
- The setting is selected by the consumer (or designated representative) from among the available options including non-disability specific settings and an option for a private unit.
- The setting ensures individual rights of privacy, dignity, respect, and freedom from coercion and restraint.
- The setting optimizes individual initiative, autonomy, self-direction, and independence in making life choices, such as daily activities, physical environment, and who to interact with.
- The setting facilitates individual choice regarding services and supports, and who provides the services and supports.

For provider owned, controlled, or operated residential settings:

- Physically accessible;
- Legally enforceable Residency Agreement (consumer has the same responsibilities and protections from an eviction that a tenant has under the landlord tenant law of the state/county/city);
- Privacy in own unit;
- Entrance door that locks (only consumer and staff have key);

- Choice of roommate;
- Freedom to decorate/furnish as agreed within the Residency Agreement;
- Freedom and support to control their own schedule and activities; and
- Freedom and support to access food at any time.

### **Funding Available for Training Related to Dementia**

Senior and Disability Services has received a small contract from the State Unit on Aging to support both internal and external assistance and referral regarding Alzheimer's disease and other types of dementias. The goal of this grant is to increase the level of knowledge within Oregon's ADRC and within home and community-based service systems, in order to better serve people with dementia and their family caregivers.

Online training modules focus on knowledge about dementia-related diseases, and on agencies that support this population, such as the Alzheimer's Association. These agencies can provide effective services to those with dementia and their family caregivers. The eight online modules would be a good training tool for anyone who works with consumers who have dementia and/or their families. Each module is between 45 minutes to an hour long.

OCWCOG is happy to use grant funds to help support other agencies in providing this online training to their staff or volunteers. The funds may be used for utilization of staff time to participate in all or some of the modules. Very soon there will be an additional standalone module related to people with developmental disabilities who are dually diagnosed with Alzheimer's disease as they age.

Please contact Community Program Manager Randi Moore if you are interested in having your staff or volunteers participate in this valuable training.

### **Legislative Roundtable Re-Scheduled for January 28**

OCWCOG, in coordination with the Oregon Association of Area Agencies on Aging and Disabilities (O4AD), will be hosting a Legislative Roundtable on January 28, 2016. OCWCOG Board members and Legislators that represent our area, and Senior and Disability Services Advisory Council members have been invited to the lunchtime event. This will be an opportunity to brief stakeholders on what happened last legislative session and explain what to expect next session. The agenda will also allow time for attendees to work together to identify strategies and action steps which will engage those at the table and promote advocacy.

### **New Vouchers for Home Care Workers (HCW) effective January 16, 2016**

Due to the new Department of Labor changes, there is a new HCW voucher and time capture system in place. OCWCOG Staff from all three offices were trained on January 7<sup>th</sup> on this new system. It will be going "live" on January 16<sup>th</sup>. HCW's are now required to be paid two (2) times each month instead of having the option of only being paid once. They will also be required to have their vouchers completed and turned in within three (3) days of the end of the pay period. Staff will then have another eight (8) days (total of 11) to process and enter the information into the state system. This change was negotiated and agreed upon through the HCW Collective Bargaining Agreement.



***Notes***



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