



# Full Board Meeting Agenda Packet

**May 19, 2016, 3:00 pm**

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

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*The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720, 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 Lydia George, [lgeorge@ocwcog.org](mailto:lgeorge@ocwcog.org) or 541-924-8408, no later than Noon on Tuesday, May 17<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 the March 17, 2016 Full Board Meeting Minutes (Attachment 1, Page 3).
- b. Approval of the Bank Signing Authorization Resolution #16-05-01 (Attachment 2, Page 8).
- c. Approval of Appointments to the Senior Services Advisory Council (Attachment 3, Page 10)
- d. Approval of Resolution #16-05-02 Certifying the Revolving Loan Fund Plan (Attachment 4, Page 16)
- e. Approval of Changes to the Loan Program Advisory Committee (LPAC) (Attachment 5, Page 18)
- f. Revisions to the Adopted FY2016-2017 Member Dues (Attachment 6, Page 22)
- g. Approval of the FY2017 Senior Meals Food Service Contract Increases with Bateman Senior Meals, as provider (Attachment 7, Page 25)

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

4. **Presentation of the Draft FY2016-17 Work Program & Budget** (*Executive Director Fred Abousleman*)  
(3:15 – 3:30 p.m.)

The FY2016-2017 Official Budget has been prepared to meet the budget requirements of ORS 294.900 to 294.930. This budget document will be presented for review and action. An electronic copy of the document is included separately with this agenda. Bound copies will be available at the meeting (Attachment 8, Page 27 and Attachment 9, Page 29).

**ACTION: Motion to approve the FY2016-2017 Work Program & Budget, and adoption of Resolution # 16-05-03 Agency Budget for FY2016-2017.**

5. **Older Americans Month** (*Senior and Disability Services Director Dave Toler/Chair Sharon Konopa*)  
(3:30 – 3:35 p.m.)

The Administration on Aging has declared May as Older Americans Month. The chair will present a proclamation recognizing Older Americans Month to the Board for adoption (Attachment 10, Page 30).

**ACTION: Adoption of the Older Americans Month Proclamation for May, 2016.**

6. **Program Update Question and Answers** (*All Program Directors*)  
(3:35 – 3:55 p.m.)

Staff will be available to answer any questions from the Board on the program updates (Attachment 11, Page 31 and Attachment 12, Page 33).

**ACTION: Information and report only.**

7. **Information Sharing** (*All Members*)  
(3:55 – 4:15 p.m.)

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

8. **Other Business**  
(4:15 – 4:25 p.m.)

9. **Adjournment**  
(4:25 p.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FULL BOARD MINUTES  
March 17, 2016**

**MEMBERS:** Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Commissioner Bill Hall, Lincoln County; Mayor Biff Traber, Corvallis; Councilor Bill Elliott, Lebanon; Councilor Ron Thexton, Monroe; Councilor Jim Lepin, Millersburg, Mayor A.J. Mattila; Depoe Bay; Councilor Jeffrey Goodwin, Sweet Home; Mayor Ron Brean, Yachats; Councilor Sarah Puls, Harrisburg; Councilor Debbie Nuber, Scio; Councilor Ken Lorensen, Halsey; Commissioner John Lindsey, Linn County; and Board Representative Walter Chuck, Port of Newport.

**VIDEO:** Councilor Chester Noreikis, Lincoln City.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Senior and Disability Services Director Dave Toler; Brokerage Manager Phil Warnock; Rideline Operations Manager Brenda Mainord; Administrative Assistant Terri Sharpe; and Network Operations Specialist Troy Grover.

**GUESTS:** Chairman Mike Volpe, Disability Services Advisory Council; Chair Suzette Boydston, Senior Services Advisory Council; Glen Kearns and Kori Sarrett, Acuity; Jewell Thexton; and Cathy Savage.

Chair Sharon Konopa called the Full Board meeting to order at 2:59 p.m. on March 17, 2016 in Albany, Oregon.

**1. Welcome and Introductions**

The meeting began with introductions of those present.

**2. Public Comment**

No public comment.

**3. Consent Calendar**

Motion to approve the Consent Calendar made by Councilor Bob Elliott, seconded by Mayor Biff Traber. Motion passed unanimously. Items approved were: 1) Approval of the January 21, 2016 Full Board Meeting Minutes; 2) Approval of the U.S. Department of Commerce's Economic Development Administration (EDA) Planning Grant Submittal Resolution #16-03-01; 3) Approval of the 2016-17 Cascades West Area Commission on Transportation (CWACT) Membership.

**4. Presentation of the FY2014-2015 Annual Financial Report (Audit)**

Glenn Kearns and Kori Sarrett from Accuity presented the FY2014-2015 Annual Financial Report to the Full Board of Directors (Board). The Oregon Cascades West Council of Governments (OCWCOG) was issued an unmodified opinion (clean audit). It was noted that there is an anomaly with the Public Employees Retirement System (PERS) pension; for fiscal year ending June 30, 2015, \$1.7 million shows as an asset, however, for fiscal year ending June 30, 2016 it will show as a liability. The auditors recommend OCWCOG plan for 3% -4% rate increases for PERS per biennium when planning future budgets.

Motion to approve the FY2014-2015 Annual Financial Report (Audit) made by Councilor Jeffrey Goodwin, seconded by Mayor Traber. Motion passed unanimously.

**5. Presentation of the Draft FY2016-17 Work Program & Budget**

Executive Director Fred Abousleman gave an overview of the draft *FY2016-2017 Work Program & Budget*. This is a two-step budgeting process where the Board reviews and adopts the draft budget

and adopts the final budget at the May 19<sup>th</sup> meeting. There are not any substantive revenue or expense changes with the draft FY2016-2017 budget from prior years. However, there are a few changes with the line item structure, including separate tracking of Federal Match Dollars, consolidation of interest income, separating furniture expenses from supplies, added stipends, and a new line item called Special Projects for one time expenditures.

The Board will see separate dashboards for different programs, along with a legend for each category in the final budget document. The budget and the work program document are two separate documents combined to make it easier and cleaner to use. Any clarifications needed by the Board should be made before May when the draft budget will be finalized.

Commissioner Ann Schuster suggested OCWCOG hire a grant writer with the salary for the position paid through grant administrative costs. She foresees this as a regular position providing research and grant writing as a service available to all members. Executive Director Abousleman said this is a staffing issue and if the Board would like him to further explore it, then he will do so and report back at a later date. OCWCOG is in the process of developing a Community Needs Assessment for members, and anticipates sending the survey out within the next few months. Executive Director Abousleman said if everyone agrees, he will bring the results back to the Board.

Executive Director Abousleman pointed out the line item entitled "Carryover" in the consolidated section of the budget will be zero, until they can phase it out over the next three years.

#### **6. Program Update Question and Answers**

Executive Director Abousleman went over the new *OCWCOG Program Guide* that was distributed to the Board members and reported that the guide is also available on the new website: [www.ocwcog.org](http://www.ocwcog.org). The Program Guide will be available for distribution to City Councils, Community Partners, and others to inform them of OCWCOG's services. Executive Director Abousleman also unveiled the new OCWCOG website to the Board.

Chair Konopa suggested every jurisdiction plan to schedule OCWCOG staff to attend one of their Council meetings for periodic updates and go over the *OCWCOG Program Guide*.

#### **7. Information Sharing**

**Lincoln City:** Councilor Chester Noreikis said the City's Community Center is active with swim meets, track and field programs, after school programs, and 10K runs. The City's annual *Community Days* is around the corner and generating a lot of activity, and the Chamber of Commerce auction, a major fundraiser for the year, was very successful.

**Lincoln County:** Commissioner Bill Hall said the County will be voting on a 1% increase on the transient room tax. This revenue would be paired with banked room tax dollars and pledged urban renewal dollars from the City of Newport to jumpstart the redevelopment of the fair grounds.

**Lebanon:** Councilor Elliott said a new Dutch Brothers is under construction near Walmart. Match Day will be taking place at COMP NW Medical School where all graduating seniors of the medical college will be notified of the location of their internship. On Saturday COMP NW will be interviewing for next year's medical students with over 2,500 applicants for 100 positions. Next month the City will be going out for bids for the new water plant. Councilor Elliott complemented Executive Director Abousleman on the new *OCWCOG Program Guide*.

**Sweet Home:** Councilor Goodwin said the fire levy will be going out again for a vote. The money is needed to help replace equipment, specifically their ambulances. The community pool's boiler failed and has been out of operation for over a month. Councilor Goodwin thanked the City of Lebanon, on behalf of Sweet Home, for opening the doors to their pool for the high school swimmers and the

swim clubs. Sweet Home is working on adapting a livability ordinance. There is discussion of creating a 500,000 acre Douglas Fir National Monument in the Cascade Mountain Range which would be devastating to Sweet Home. There is also discussion on changing the current model on how the Mayor is selected. The Council selects the Mayor, but are discussing turning this over to the voters. The new clinic is doing well, however people are still calling 911 for transport to the Lebanon Hospital on non-emergent medical issues. Executive Director Abousleman said OCWCOG will work on more outreach for Sweet Home. Brokerage Manager Phil Warnock suggested looking at reeducating the City on what the most appropriate resource would be for medical care and accessing the most appropriate resources.

**DSAC:** Chair Mike Volpe said membership remains strong and he is happy with the diversity of knowledge the members have, enabling them to better represent people with disabilities. Chair Volpe also shared there has been a strong relationship with Representative Andy Olson and the Councils. Representative Olson has helped them become better advocates and they have helped him build a better understanding and knowledge of the issues affecting seniors and people with disabilities. Representative Dan Rayfield has also reached out to Chair Volpe and the Councils in order to become better educated on these issues.

**Halsey:** Councilor Ken Lorensen the City just received a large grant allowing them to rebuild their Veterans Memorial Park and the design is almost finalized. Currently, the Park recognizes only World War II Veterans, but after the rebuild they will be able to represent all Veterans from surrounding communities. Councilor Lorensen said Halsey experienced some major utility expenses for which they did not have the money set aside. Rather than increase utility rates by \$17.00 per month to cover the cost, the City decided to go with smaller increments that would be more affordable for their consumers.

**Millersburg:** Councilor Jim Lepin said Mayor Clayton Wood was honored for his 40 years of service as Mayor, with this year being his last. The City's strategic plan is approximately 50% complete, and the kickoff for the Millersburg Diaper Drive just took place. Millersburg is a growing community, doubling in size in the last ten years.

**Port of Newport:** Port Commissioner Walter Chuck said Newport recently held their annual *Seafood and Wine Festival* with this being the largest one yet. Rogue Brewery is expanding into the Port's parking lot, and The City of Newport, Lincoln County, the Port of Newport and the Chamber of Commerce are working together to trying to get a better information campaign from the Oregon Department of Transportation (ODOT) for this summer.

**Harrisburg:** Councilor Sara Puls said the City recently formed a new Tree Committee. Their Arbor Day celebration will be held on April 8<sup>th</sup> from 10:00 am – 2:00 pm in the new park. There will be a grand opening of the newly built restrooms along with tree planting. Harrisburg has experienced an uptick of crime in the community so they are working with Councilor Lepin, from Millersburg, in holding crime forums. Public Works employee, Donald Castillo, was honored by the Oregon Association of Water Utilities as Waste Water Operator of the year.

**Monroe:** Councilor Ron Thexton said the City is on the final stages of surveying for a 38-unit housing subdivision with the contractor estimating construction completion within two years. Councilor Thexton gave recognition to the girls' basketball team for going to state. Monroe is upgrading their street lighting, hopefully with LED lights to save money in the long run.

**Scio:** Councilor Debbie Nuber said Scio is recruiting for a new City Manager. The City recently passed the second, out of four parts, of their Comprehensive Plan and they are preparing for their budget meetings. The Scio Thriftway was sold to a family business whose plan is to leave it as a grocery store. Planning for Scio's 150<sup>th</sup> birthday celebration is taking place with the first days of the celebration, Living History Days, occurring on May 14 -16<sup>th</sup>. There will be a day that will honor their

Czech heritage with music, food, and dance. There will be a new stamp that will be commemorated and they are asking the Governor to come with a proclamation.

**Depoe Bay:** Mayor A.J. Mattila said an Easter egg hunt, sponsored by Neighborhood for Kids, will be held.

**Yachats:** Mayor Ron Brean said a quarter million-gallon reservoir project to enhance the City's water storage is underway giving Yachats fire capabilities south of the bridge that crosses the Yachats River. A low interest loan through Independent Financial Advisor, where 1/3 of the money is forgivable, was secured for this project. Payment of the loan will be coming out of the expansion and urban renewal funds. Three years ago the City received a grant from ODOT for \$1.2 million to put sidewalks in town, and are waiting to receive the approved plans from ODOT. There is an ongoing need to upgrade and repair infrastructure, so Yachats has been building a system to create the reserves and funding mechanisms for this. The City has a five-year and a 20-year capital plan. Yachats is in the process of hiring their first City Administrator and will be interviewing in a month and a half. The position will manage both the City and the Public Works.

**Linn County:** Commissioner John Lindsey said the Mud Fest went off without a hitch. This morning a property auction was held with another one being held in a couple of months. The County signed the contracts to start on the Quartzville construction, and have finalized the signal construction on Highway 34. Commissioner Lindsey reminded everyone that Highway 20 at Sheep Creek Bridge will be closed over Memorial Day due to bridge repair. The County has filed a Class Action lawsuit against the State and will have certification soon in regards to timber sales. Anyone that received State timber dollars were named in the lawsuit. Commissioner Lindsey also expressed his concerns about the Douglas Fir Monument and said it will destroy Linn County.

**SSAC:** SSAC Chair Suzette Boydston said over the course of years the SSAC and DSAC spend a portion of their individual meetings together to discuss shared issues. Chair Boydston feels the Councils are providing meaningful assistance to seniors and people with disabilities, and could not have accomplished this without a dedicated staff person.

**Benton County:** Commissioner Schuster said the Commissioners are meeting with the Monroe City Council on March 28<sup>th</sup> to discuss the transfer of County property to the City. The Benton County Court House recently had a seismic analysis conducted. The cost to retrofit the building will cost \$10 million with an additional \$2 million to relocate during construction, and there is no guarantee the building would survive an earthquake. Jerry Wolcott from ODOT provided the Commissioners with an update on the blasting that will take place on Highway 20 between Philomath and Newport this summer, and is available to speak to anyone interested.

## **8. Other Business**

Executive Director Abousleman updated the Board on the new State rollout on how homecare workers are being paid. Their vouchers have been in a "mitigated disaster" that OCWCOG staff is not responsible for. Hundreds of homecare workers have been negatively affected in the community because they cannot get paid through the new State system that was implemented to meet the Department of Labor's ruling on overtime. OCWCOG staff is making sure that people are staying in their homes and if anyone hears of anyone that isn't getting paid, they need to let the OCWCOG know. The fix from the State will be implemented in another year. The State's actions are costing significant resources and money to consumers and clients. Executive Director Abousleman and Senior and Disability Services Director Dave Toler are monitoring this.

There has been an internal model change in the Eligibility Department, and any consumer that calls for Medicaid eligibility will now be served within 24 hours rather than 72 hours. Executive Director Abousleman praised the staff for serving the Boards' constituents in a timelier manner.

Commissioner Schuster suggested having a discussion on utilities since this is an issue that everyone is experiencing. Chair Konopa stated that the best place to have this type of discussion would be at the monthly luncheons Executive Director Abousleman conducts with the City Managers. Executive Director Abousleman stated that they could set aside 15 -20 minutes at the next Board meeting for this issue if Chair Konopa would like.

**9. Adjournment**

The meeting adjourned at 4:47 p.m.

*Minutes recorded by Terri Sharpe.*

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**RESOLUTION #16-05-01**

**Authorizing Signing and Endorsing Checks and Other Instruments**

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WHEREAS, U.S. BANK OF OREGON, WELLS FARGO BANK OF OREGON, KEY BANK OF OREGON, WASHINGTON FEDERAL SAVINGS, CITIZENS BANK, OREGON INVESTMENT POOL, and any other bank deemed appropriate by the Executive Director be and are hereby selected as depositories of funds of the Oregon Cascades West Council of Governments, and that the Chairperson and the Executive Director of the Oregon Cascades West Council of Governments are authorized to establish such accounts, and that checks or drafts withdrawing said funds may be signed by any two of the following:

1. \_\_\_\_\_, Chairperson
2. \_\_\_\_\_, Vice-Chairperson
3. \_\_\_\_\_, Executive Director
4. \_\_\_\_\_, Finance Director
5. \_\_\_\_\_, Deputy Director
5. \_\_\_\_\_, Program Director, Senior and Disability Services
6. \_\_\_\_\_, Program Manager, Senior and Disability Services
7. \_\_\_\_\_, Program Director, Community and Economic Development
8. \_\_\_\_\_, Program Manager, Community and Economic Development

WHEREAS, that the above named banks, Oregon Investment Pool, and any other bank deemed appropriate by the Executive Director are authorized to honor and pay any and all checks and drafts of the Oregon Cascades West Council of Governments signed as provided herein, whether or not payable to the person or persons signing them; and that checks, drafts, bills of exchange, and other evidences of indebtedness may be endorsed for deposit to the accounts of Oregon Cascades West Council of Governments by any of the foregoing or by any other employee or agent of the Oregon Cascades West Council of Governments and may be endorsed in writing or by stamp and with or without the designation of the person so endorsing.

WHEREAS, that the authority hereby conferred shall remain in force until written notice from the Executive Director of the Oregon Cascades West Council of Governments states that a person or persons authorization has been revoked, or a new authorizing resolution is adopted and presented to the banks named above. The signature of the Executive Director shall be binding upon the Oregon Cascades West Council of Governments.

NOW, THEREFORE BE IT RESOLVED that the signatures on this resolution are the signatures of the persons authorized to sign for and on behalf of this organization.

\_\_\_\_\_  
Sharon Konopa  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fred Abousleman  
Executive Director

\_\_\_\_\_  
Date

Vote: Yes \_\_\_\_ No \_\_\_\_ Abstention \_\_\_\_

## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Suzette Boydston, Senior Services Advisory Committee (SSAC) Chair  
**RE:** **Senior Services Advisory Council (SSAC) Member Application**

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On Tuesday, May 3, 2016, the SSAC met and approved the recommendation of membership for Danita Marlow of Linn County.

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

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
SENIOR SERVICES ADVISORY COUNCIL  
APPLICATION

Date: 10/16/15

Name: Danita (Dani) Marlow

Phone: 541-990-9750 E-mail: \_\_\_\_\_

Address: 1130 SE Oak St Albany, OR 97322

Current and previous activities, interests:

ABC house Events + Activities Community volunteering  
Walking, Gardening, Cooking, Camping, fishing, hunting - Plays for Charity - Seniors

Leadership responsibilities: Oregon Jaycee Board of directors  
Supervised ~~Volunteers~~ Supervised Volunteers + ran Background  
checks @ assisted living. I love asking for Donations

Work experience: Started working in Nursing home's @ age 16 as  
an aid on the floor. worked for over 20 years with  
Senior Care facilities. Managed Activity Dept. Marketing  
Director, Assistant Manager of independent living

Other activities/experiences, which relate to senior persons:

RSVP Council, Food Bank assistant manager  
Eagle's Lodge Committee member for Charity Causes.

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

X YES \_\_\_\_\_ NO

I have reviewed the job description and I am comfortable with my understanding of the duties.

Danita Marlow  
Signature

10/16/15

At least half of the 25 members of the Advisory Council must be age 60 or older. Please check the items that are applicable:

I am age 60 or over.  I am an elected official.

I am an employee of an organization that serves seniors.

I live in a rural area.  I have a self indicated disability.

I am a minority.

Any other information you wish to provide to the Membership/Nominating Committee:

My heart is working with + For Activities of Seniors.

Started visiting Nursing homes when I was in grade school (Singing Also)  
I work well + get Along well with most all people. Vol @ Lebanon Senior Center helped with all events.

PLEASE LIST TWO REFERENCES:

Name: Deborah Sinette Phone: 541-971-7405

Address: 5050 SE East Columbus St. #115 Albany, OR 97322

What is your association with this person: Best Friend for 27 yrs.

Name: Debi Adamson Phone: 541-905-7766

Address: 3395 Snow Peak Place  
~~1010 St~~ Lebanon, OR 97355

What is your association with this person: Co-worker friend for 5 yrs

**SUBMIT APPLICATIONS TO:**

**LISA BENNETT  
CASCADES WEST SENIOR SERVICES  
1400 QUEEN AVE SE, SUITE 206  
ALBANY, OR 97322**

*Blue Angel for the  
Lebanon Police Dept.*

*Been in charge of  
Setting up many large  
Community Events*

*Owned + operated Cleaning  
service for 8 years Cleaned  
homes/offices (Bonded)*

*Help with kids  
Shopping for school  
thru Altrusa*

*Fold newsletters  
for the Albany Chamber  
prepare for mailing.*

**OREGON CASCADES WEST COUNCIL OF  
GOVERNMENTS  
SENIOR SERVICES ADVISORY COUNCIL  
COMMITTEE PREFERENCES**

Name: Danita Marlow (Daní)

It will be helpful to Advisory Council Chair if you will **indicate your first and second choice** of committee assignments. Your preferences will be considered and respected. Appointments will be made by the Chair.

**Please write #1 for first choice and #2 for second choice in the blank next to your choice of committees.**

           **Monitoring/Review**

Responsible for reviewing applications for federal and state funds for contracts, making recommendations to the Advisory Council on applications and assisting staff in monitoring and assessment activities\*. May perform individual client monitoring visits. Limited to no more than six members.

\*A six member ad hoc committee, chaired by the Monitoring/Review Committee Chair and composed of three members from both the Senior Meals and Monitoring/Review Committees, shall be formed as needed for the purpose of reviewing and making recommendations on Senior Meals contract applications. Recommendations from this committee shall be presented to the SSAC by the chair of the Monitoring/Review Committee.

#1 **Issues/Advocacy**

Responsible for reviewing major issues and legislation affecting the elderly, making recommendations to the Advisory Council on appropriate actions, developing strategies to effectively advocate in the best interest of elderly persons in the District. Represents the SSAC on significant positions adopted by the COG governing board, coordinates advocacy activities with other appropriate local and state-wide groups, evaluates strategies, reports regularly to the Advisory Council. Limited to no more than nine members.

## **Membership/Nominating**

The committee conducts on-going recruitment and orientation activities for the Advisory Council and monitors monthly attendance. The Committee is also responsible for reporting a slate of nominees for members and officers at the May Advisory Council meeting. Also recommends nominees to fill vacancies in membership and officer positions throughout the year.

## **Senior Meals**

Responsible for keeping informed on the Senior Meals Program, considering needs and recommendations submitted by the Senior Meals Program Manager, making recommendations on nutrition policies, procedures and specifications, assisting in securing funds for the Senior Meals Program, and assisting staff in reviewing\*, monitoring and assessing Senior Meals Program Contract(s). (Any contractual changes or recommendation for continuation, probation or termination shall be in consultation with the Monitoring/Review Committee). Serves as a resource to the Advisory Council on matters pertaining to the Senior Meals Program. A minimum number of nine (9) persons shall serve on the Senior Meals Committee. The Committee chair may appoint up to five (5) at-large members. When fewer than six (6) Advisory Council members are available to serve on the committee, the committee chair may appoint at-large members until Advisory Council members can be found to fill vacancies.

\*A six-member ad hoc committee, chaired by the Monitoring/Review Committee Chair and composed of three members from both the Senior Meals and Monitoring/Review Committees, shall be formed as needed for the purpose of reviewing and making recommendations on Senior Meals contract applications. Recommendations from this committee shall be presented to the SSAC by the chair of the Monitoring/Review Committee.

## # 2 **Care Planning**

Responsible for keeping informed about needs and services, advising and assisting staff and Advisory Council to develop plans and policies for a comprehensive system of long term care services for the elderly, including identification of needs, recommendations regarding service priorities,

service standards/specifications, funding allocation plans. \*Limited to no more than nine members.

\*A four-member ad hoc committee, chaired by the Monitoring/Review Committee Chair and composed of two members from both the Care Planning and Monitoring/Review Committees, shall be formed as needed for the purpose of reviewing the In-Home Contract applications and making recommendations on the applications. Recommendations from this committee shall be presented to the SSAC by the chair of the Care Planning Committee.

maybe

**CHECK HERE IF YOU WOULD CONSIDER SERVING ON TWO COMMITTEES.**

**It is our every intention to put you on the committee that you choose, but there are times that the committees are full and you may be placed on another committee that you did not choose.**



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## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Phil Warnock, Community and Economic Development Director  
**RE:** **Revolving Loan Fund Plan Certification/Board Resolution**

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The Department of Commerce's Economic Development Administration (EDA) is the funding agent for the OCWCOG Revolving Loan Fund (RLF). The EDA requires an annual resolution (copy attached) by the Board of Directors. The OCWCOG Board is asked to approve this resolution annually to comply with our EDA funding agreement.

The Loan Program Advisory Committee (LPAC) reviews and recommends the adoption of the resolution to OCWCOG Board of Directors and did so at their meeting on April 28, 2016.

Resolution #16-05-02 confirms that you have reviewed the loan work plan and that it is consistent with, and supportive of, OCWCOG's current economic strategies, and that the work plan is being operated in accordance with the policies and procedures contained in the work plan.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**RESOLUTION #16-05-02**  
**Certifying the Revolving Loan Fund Plan**

Certifying the OCWCOG EDA Revolving Loan Fund (RLF) Plan as consistent with the area's economic adjustment strategy, and consistent with operating policies and procedures.

**WHEREAS**, on the 19th day of May, 2016 the Board of OCWCOG was convened upon notice properly given and a quorum was duly noted;

**WHEREAS**, OCWCOG is the overseeing entity for the area's Revolving Loan Fund programs;

**WHEREAS**, the OCWCOG Loan Program Advisory Committee has reviewed and has recommended OCWCOG Board approval of the Administrative Plan prepared for the OCWCOG EDA RLF;

**WHEREAS**, the Board of OCWCOG has reviewed and approved the Loan Program Advisory Committee recommendation;

**NOW THEREFORE**, the Board of OCWCOG does certify the RLF Administrative Plan is consistent with and supportive of OCWCOG's service area's current economic adjustment strategy, as stated in their current Administrative Plan, and that the RLF is being operated in accordance with the policies and procedures contained in the RLF Plan, and the loan portfolio standards contained therein.

Adopted on this 19th day of May, 2016.

\_\_\_\_\_  
Sharon Konopa  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fred Abousleman  
Executive Director

\_\_\_\_\_  
Date

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstention \_\_\_\_\_



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## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Phil Warnock, Community and Economic Development Director  
**RE:** **Loan Program Advisory Committee (LPAC) By-law Amendments**

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The Loan Program Advisory Committee was established by the Oregon Cascades West Council of Governments to advise the OCWCOG staff and the OCWCOG Board on matters relating to the development and operation of the Small Business Lending Program.

The LPAC is recommending amendments to the Loan Program Advisory Committee's By-laws in order to provide housekeeping and delete the requirement of membership for a Director from Cascades West Financial Services Board to serve on the Committee. The amended By-laws were reviewed by the Loan Program Advisory Committee on April 28, 2016 and a motion was passed to recommend the proposed amendments to the Board of Directors.

**BY-LAWS**

**LOAN PROGRAM ADVISORY COMMITTEE  
of the  
OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

Adopted September 16, 1999  
Amended January 15, 2009  
Amended May 15, 2014  
Amendment December 3, 2015  
Proposed Amendment 2016

**ARTICLE I**

**PURPOSE**

The Loan Program Advisory Committee (LPAC) is hereby established by the Oregon Cascades West Council of Governments (OCWCOG) to advise the Business Lending staff and the OCWCOG Board of Directors (Board) on matters relating to the development and operation of the Business Lending Program.

- A. Setting loan program objectives and monitoring the loan program relative to the objectives, including review of program and portfolio reports.
- B. Assisting in identifying unmet needs within the OCWCOG region.
- C. Adopting or modifying the work plans for the individual loan funds.
- D. Setting operational policies, such as those for loan liquidation and foreclosure.
- E. Advocating activities to support policies, services and facilities for small business interests at local, state, and national levels.
- F. Reviewing and recommending action on loan applications.

**ARTICLE II**

**MEMBERSHIP**

- A. Shall consist of the Board of Directors' Executive Committee, Chair of the OCWCOG Community and Economic Development Committee, and a commercial banking lending professional or an individual involved in economic development within the OCWCOG region.
- B. The term of membership for the Non-Executive Committee members shall be two (2) years. There shall be a limit of three (3) terms. Former Committee members shall be eligible for reappointment when at least one (1) year has lapsed after completion of the maximum of three terms.

### ARTICLE III

#### **OFFICERS AND STAFFING**

Officers shall consist of a Chairperson and Vice-Chairperson and will be the Chair and Vice Chair of the OCWCOG Board, respectively.

- A. **Chairperson** - Shall preside at all LPAC meetings and shall be an ex-officio member of all sub-committees. The Chairperson may vote on any item before LPAC.
- B. **Vice-Chairperson** - In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson.
- C. OCWCOG will provide staff support for the LPAC and will provide staff to serve as recording secretary.

### ARTICLE IV

#### **SUBCOMMITTEES**

- A. LPAC may establish subcommittees as necessary to handle specific responsibilities.
- B. Subcommittees shall operate under workplans, policies, and planning guidelines of LPAC and the OCWCOG Board. Membership of subcommittees may include, but is not restricted to, members of LPAC.

### ARTICLE V

#### **ORGANIZATION PROCEDURES**

- A. LPAC shall hold meetings as necessary, at least semi-annually, at a time and place designated by the Chairperson.
- B. A majority of the membership of LPAC shall constitute a quorum for the transaction of business.
- C. Proceedings of meetings will be recorded in order to insure accuracy of minutes. Recordings will be retained for reference for one year.
- D. Recommendations to the OCWCOG Board to repeal, amend, add to or replace these by-laws may be made by a majority vote of the membership. A positive vote to change shall be forwarded to the OCWCOG Board for action.

The OCWCOG Board may initiate a change in the by-laws. Such change shall be presented at one meeting of the OCWCOG Board. If it receives a positive, majority vote, it shall be referred to LPAC for comment. Subsequently, it shall be presented for adoption by OCWCOG Board with the comment of the LPAC. A simple, positive majority vote from OCWCOG Board is required to adopt the proposed change.

- E. Robert's Rules of Order Revised will serve, as the parliamentary authority for the operation of LPAC in all cases not covered by these by-laws. LPAC may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these by-laws.
- F. No proxy voting is permitted.
- G. Special meetings, for any purpose or purposes, may be called by the Chairperson, or, in the absence of the Chairperson, by the Vice-Chairperson. Notice of time and place of any special meeting shall be given to each member, either electronically, personally or by mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting.
- H. Each LPAC member shall be given a copy of these by-laws and amendments.



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## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Sue Forty, Finance Director  
**RE:** **Revision to the OCWCOG Member Dues for FY2016-2017**

---

The Board of Directors adopted the FY2016-2017 member dues rate at their January meeting. Since its adoption, a minor error in the calculations has been found. The Port of Newport should not have been charged for General Dues, and the Siletz Tribes should have been charged a flat rate of \$250 for General dues and \$250 for Transportation dues. As well, the FY2015-16 dues for both members are incorrect.

Making this correction will not affect any other member's dues, and by correcting the Tribes' and the Port's FY2016 dues, the chart will accurately reflect what was invoiced and received for that year. Two attachments are provided with this memo: the recently adopted dues amount; and, the revised dues rate reflecting the needed correction.

In an effort to provide timely notification of the upcoming dues rate, the Executive Committee approved the proposed revisions to the adopted FY2016-2017 dues rates at their April 28th meeting. This action now requires Board ratification.

**MOTION:** **Ratification of the Executive Committee's approval of the revisions to the adopted FY2016-2017 Member Dues Rate.**

## OCWCOG FY2017 DUES - Adopted

|                       | FY 16<br>Dues     | Pop<br>Estimate<br>7/1/2014* | FY 17 DUES      |             |             |               | Change<br>from<br>FY 16 |
|-----------------------|-------------------|------------------------------|-----------------|-------------|-------------|---------------|-------------------------|
|                       |                   |                              | General<br>Dues | CD Dues     | Trans Dues  | TOTAL<br>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> | 269,927                      | \$189,990.66    | \$63,593.00 | \$14,749.98 | \$268,333.65  | \$6,396.12              |

\*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

**OCWCOG FY2017 DUES - Revised**

|                       | FY 16<br>Dues     | Pop<br>Estimate<br>7/1/2014* | FY 17 DUES      |             |             |               | Change<br>from<br>FY 16 |
|-----------------------|-------------------|------------------------------|-----------------|-------------|-------------|---------------|-------------------------|
|                       |                   |                              | General<br>Dues | CD Dues     | Trans Dues  | TOTAL<br>DUES |                         |
| <b>Benton County</b>  |                   |                              |                 |             |             |               |                         |
| Adair Village         | 1,055.29          | 845                          | \$610.94        | \$204.49    | \$250.00    | \$1,065.43    | \$10.14                 |
| Corvallis             | 55,050.82         | 56,535                       | \$40,874.81     | \$13,681.47 | \$2,361.13  | \$56,917.41   | \$1,866.59              |
| 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        | 19,437.46         | 18,964                       | \$13,710.97     | \$4,589.29  | \$962.62    | \$19,262.88   | -\$174.58               |
| <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          | 8,191.14          | 8,400                        | \$6,073.20      | \$2,032.80  | \$555.92    | \$8,661.92    | \$470.78                |
| Newport               | 10,310.10         | 10,095                       | \$7,298.69      | \$2,442.99  | \$637.55    | \$10,379.23   | \$69.12                 |
| Port of Newport ***   | 3,232.61          | 10,800                       | \$0.00          | \$2,613.60  | \$661.97    | \$3,275.57    | \$42.96                 |
| Siletz                | 1,426.96          | 1,235                        | \$892.91        | \$298.87    | \$250.00    | \$1,441.78    | \$14.82                 |
| Siletz Tribe          | 500.00            |                              | \$250.00        |             | \$250.00    | \$500.00      | \$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        | 19,206.76         | 19,485                       | \$14,087.66     | \$4,715.37  | \$994.06    | \$19,797.09   | \$590.33                |
| <b>Linn County</b>    |                   |                              |                 |             |             |               |                         |
| Albany                | 50,471.29         | 51,270                       | \$37,068.21     | \$12,407.34 | \$2,184.71  | \$51,660.26   | \$1,188.97              |
| 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               | 15,785.73         | 15,740                       | \$11,380.02     | \$3,809.08  | \$848.49    | \$16,037.59   | \$251.86                |
| 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            | 9,225.87          | 9,060                        | \$6,550.38      | \$2,192.52  | \$595.78    | \$9,338.68    | \$112.82                |
| Tangent               | 1,379.31          | 1,195                        | \$863.99        | \$289.19    | \$250.00    | \$1,403.18    | \$23.87                 |
| Unincorporated        | 36,983.23         | 37,667                       | \$27,233.24     | \$9,115.41  | \$1,447.75  | \$37,796.41   | \$813.17                |
| <b>TOTAL</b>          | <b>255,362.63</b> | 269,927                      | \$182,432.26    | \$63,593.00 | \$14,999.98 | \$261,025.25  | \$5,662.62              |

\*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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## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Diane Harvey, Senior Meals Supervisor  
**RE:** **Request for Approval of FY2016 Senior Meals Food Service Contract Increases with Bateman Senior Meals**

---

### DESCRIPTION:

The Oregon Cascades West Council of Governments (OCWCOG) is a partner in an interagency consortium with NorthWest Senior & Disability Services (NWSDS) and Lane Council of Governments (LCOG) to procure food service for the meal sites and home delivered meals programs in a seven county area. NWSDS is the lead agency in the food service procurement consortium.

Bateman Senior Meals (Bateman) has been providing food service for the partnership since 1992. Bateman has continued to control costs and provide high quality food service to our clients in FY2015.

Bateman was the successful bidder in the Request for Proposals (RFP) conducted for FY2014. This is the 3rd year of a five (5) year agreement.

In compliance with the Memorandum of Understanding between the three agencies, each Agency is to review the price proposal and then, recommend to NWSDS that it continue the contract with the Service Provider.

### METHOD OF SERVICE PROVISION:

The Food Service Provider operates kitchens in Salem, Newport, and Eugene. The Food Service Provider plans the menu; hires, trains, and supervises all kitchen staff; purchases raw food; prepares the food according to standardized recipes; delivers the food in our trucks to the meal sites, where it is served or packaged for home delivery by our staff; and maintains our kitchen equipment and trucks.

The FY2016 contract calls for preparation of meals according to the following schedule (note: current year comparisons are provided):

| Type of Meal            | FY2015<br># Meals | FY2015<br>Rate | FY2016<br># Meals | FY2016<br>Rate | Total Contract<br>Value |
|-------------------------|-------------------|----------------|-------------------|----------------|-------------------------|
| Consortium Fresh Meals  | 424,000           | \$4.17         | 438,000           | \$4.26         | \$1,865,880             |
| Consortium Frozen Meals | 127,000           | \$3.97         | 116,500           | \$4.31         | \$502,115               |

| Type of Meal           | FY2015<br># Meals | FY2015<br>Rate | FY2016<br># Meals | FY 2016<br>Rate | Total Contract<br>Value |
|------------------------|-------------------|----------------|-------------------|-----------------|-------------------------|
| OCWCOG<br>Fresh Meals  | 120,000           | \$4.17         | 120,000           | \$4.26          | \$511,200               |
| OCWCOG<br>Frozen Meals | 47,000            | \$3.97         | 40,000            | \$4.31          | \$172,400               |

**STAFF COMMENTS:**

- The proposed unit cost for hot meals is \$4.26, which is \$.09 or 2% higher than FY2015. The volume of hot meals to be purchased by the Consortium is 438,000 meals, a 3.3% increase.
- The proposed unit price for the frozen meals is \$4.31, which is \$.35 or 8.8% higher than the current year. The contracted volume of frozen meals is 10,500 (8.3%) less than the FY2015 contract. The decrease is based on NWSDS and OCWCOG anticipated service level reductions in FY2016.
- This is a food service production and delivery contract, which includes delivering the food from the central kitchens to the service locations. This budget is based on gas prices no higher than \$3.25 per gallon in Salem and Eugene and \$3.50 per gallon in Newport. Variations in the actual cost of gas will be handled as a credit or charge on the monthly billing. Bateman will credit the agencies, if the cost of gas is lower. The Consortium partners will pay the difference between the budgeted price and the actual price, if the monthly average cost of gas is higher than these figures.
- Tier 2 pricing will take effect the first full month after the Consortium meets its contracted number of hot and frozen meals at the following rates: Hot - \$2.99; Frozen - \$3.84. Tier 2 pricing covers the additional variable cost of food and labor over the original contracted meal volume. All fixed food service management, delivery, and kitchen operation costs are included in the Tier 1 contracted meal volume price.
- Bateman does not charge a profit to this contract; in fact, they write off \$0.06 on the cost of each hot meal and wrote off \$.04 of profit on the frozen meals. In addition, they discounted \$.09 on hot and frozen meals because we pre-pay 80% of the average monthly bill.
- The Food Service Provider has the right to request a price renegotiation if any actual costs increase significantly over the budget assumptions, which might be caused by conditions outside their control. In addition, if significant reductions in Older Americans Act, *Oregon Project Independence*, or Medicaid reimbursements result in reducing the meal volume below the Consortium's contracted number of meals, Bateman has the right to request renegotiation of the price agreement.

**OCWCOG BOARD OF DIRECTOR RECOMMENDATIONS:**

- 1) OCWCOG contracts with NorthWest Senior & Disability Services, as the lead agency in the Food Service Consortium, and;
- 2) NorthWest Senior & Disability Services continues the contract with Bateman for the provision of food service for FY2016 at the rates no higher than the rates noted below.

|        | Hot Meals | Frozen Meals |
|--------|-----------|--------------|
| Tier 1 | \$4.26    | \$4.31       |
| Tier 2 | \$2.99    | \$3.84       |



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## MEMORANDUM

**Date:** May 19, 2015  
**To:** OCWCOG Board of Directors  
**From:** Sue Forty, Finance Director  
**Re:** **Revised FY 2016-2017 Draft Work Program & Budget**

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The draft *FY2016-2017 Work Program & Budget* presented at the March 17 Board of Director's meeting has been updated to provide a more comprehensive document. The entire document has been updated to add clearer information by program area. There have been very minor changes to the actual budget section of the document.

- The Agency Revenue Chart has been updated with a legend that details the agency revenue sources. Revenue sources are now better defined throughout the budget to coincide with the legend. This modification also created a change in the Program and Local Revenue on the agency consolidated budget summary.
- Program Revenue reflects an increase due to the award of an additional contract in Senior and Disability Services' (SDS) Special Contract and Grants department for Older Adult Behavioral Health.
- An additional chart has been added to reflect the agency's expenses by category listed on the Budget Summary.
- Each program section of the Work Program now has a Budget Summary and a Revenue and Expense Chart.
- In Community and Economic Development, Business Lending and SDS, we have added an additional revenue legend that breaks down the revenue by payer. This breakdown provides a better visual of the breadth of OCWCOG's reach into the communities.
- We have removed the Public Employees Retirement System (PERS) cost from the Fringe Benefit line and created a new budget line called PERS Cost. This will provide a better way to see the impact of PERS increases on the agency budget.
- OCWCOG continues to reserve funds for reconciliation to ensure program sustainability. The beginning balance has increased to reflect current 2015-2016 estimated actual.
- The Non-Departmental and SDS budgets reflect fully funded Reserves, as directed by the Board.

The revised budget is sound with no additional staffing, and will allow OCWCOG to continue providing the same level of service to our consumers and through our programs for the 2016-2017 budget year.

If you have any questions or need further clarification, please contact Executive Director Fred Abousleman or Finance Director Sue Forty.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**RESOLUTION #16-05-03**

**Adoption of the Agency Budget for Fiscal Year 2016-2017**

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WHEREAS, the Oregon Cascades West Council of Governments' Budget Committee has reviewed and approved on May 19, 2016 a fiscal year 2016-2017 budget and recommended adoption to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed that budget and had an opportunity to hear public comment on that budget at the May 19, 2016 Board meeting;

NOW THEREFORE, BE IT RESOLVED:

1. That the Oregon Cascades West Council of Governments' Board of Directors does hereby adopt the budget as approved and recommended by the Budget Committee and presented by the Chair, and
2. That the following amounts are hereby appropriated for the purposes specified for the fiscal year beginning July 1, 2016:

|                        |              |
|------------------------|--------------|
| Personnel              | \$13,153,600 |
| Materials and Services | \$19,341,337 |
| Principal Payment      | \$43,333     |
| Interest Payments      | \$30,049     |
| <br>                   |              |
| Total Appropriation    | \$32,568,319 |

ADOPTED this 19<sup>th</sup> day of May 2016 at Albany, Oregon.

\_\_\_\_\_  
Sharon Konopa  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fred Abousleman  
Executive Director

\_\_\_\_\_  
Date

Vote: Yes \_\_\_\_\_ No \_\_\_\_\_ Abstention \_\_\_\_\_



## **Older Americans Month 2016**

### **A PROCLAMATION**

**Whereas**, Oregon Cascades West Council of Governments (OCWCOG) is proud to provide services to approximately 14,827 adults age 60 and older, in the Benton County area; 6,580 adults age 60 and older, in the Lincoln County Area; and 24,898 adults age 60 and older, in the Linn County area who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

**Whereas**, OCWCOG recognizes that older adults are trailblazers—advocating for themselves, their peers, and their communities—paving the way for future generations; and

**Whereas**, OCWCOG is committed to raising awareness about issues facing older Americans and helping all individuals to thrive in communities of their choice for as long as possible; and

**Whereas**, we appreciate the value of inclusion and support in helping older adults successfully contribute to and benefit from their communities; and

**Whereas**, our communities can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion.
- Emphasizing home- and community-based services that support independent living.
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

**Now therefore**, OCWCOG of Linn, Benton, and Lincoln Counties do hereby proclaim May 2016 to be Older Americans Month. OCWCOG urges every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Dated this \_\_\_\_\_ day of May, 2016

By \_\_\_\_\_  
Sharon Konopa  
Chair



# Senior and Disability Services

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

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



Area Agency on Aging

## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Dave Toler, Senior and Disability Services Director  
**RE:** **Senior & Disabilities (SDS) Program Updates**

### Livable Communities

Oregon Cascades West Council of Governments' (OCWCOG) SDS is partnering with the American Association of Retired Persons (AARP) Oregon to facilitate discussion with cities and counties across our region to consider a Livable Communities Initiative that will ensure our communities are designed and maintained in a way that is user-friendly for residents age one to 101.

One critical element of a Livable Community is housing. OCWCOG is now dedicating staff time toward bringing the Life Long Housing (LLH) certificate program to this region. The LLH certificate ensures that a home meets a designated number of design criteria that remove mobility barriers into and around the interior of our homes.

After a very successful kick-off event with AARP Oregon at the Albany Golf & Event Center last month, OCWCOG will be reaching out to jurisdictions across the region to engage in further discussion about adoption of the Livable Communities' Initiative with the intent to build a collaboration that will attract national resources toward this endeavor.

### Private Admissions Assessments

While OCWCOG Medicaid programs focus primarily on consumers who are income eligible for Medicaid services, our responsibility also lies with private-pay consumers who are entering our most institutional setting in the Long Term Care system: the Nursing Facility.

OCWCOG is bringing on additional staff to provide Private Admissions Assessments (PAA) to private-pay consumers in our region to ensure that they have the information they need to make the most appropriate decision for their situation. In some cases, a PAA may result in opting for a less intensive setting in the community, such as an Assisted Living Facility or Adult Foster Home.

### Area Plan

To help guide our next four-year Area Plan (2017-2021), SDS sent out a community partner survey to nonprofits and local governments throughout the region. In addition, SDS is reaching out to two target populations in the region: Native Americans and the lesbian, gay, bisexual, and transgender (LGBT) community. Over 60 responses have been received identifying the gaps in services, as well

as suggestions to simplify our public interface in order to make it easier for these partners and the general public to access our services.

April's Senior Services Advisory Council/Disability Services Advisory Council (SSAC/DSAC) meeting was hosted by the Siletz Tribe in Siletz, and we are planning on a Siletz focus group later in April. While informing us for our Area Plan is the immediate objective, the longer term goal is establishing a strong partnership with the tribe, and this initial meeting was a very promising step toward that end.

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

One of OCWCOG's highest profile programs is *Meals on Wheels* (MOW). Unfortunately, the program has been operating on subsidies from other funds for many years. SDS's goal is to make MOW a self-sufficient program by June 30, 2018.

One way to accomplish this goal is to begin reducing services for our region. A few years ago, frozen meals that provided a nutritious meal for *MOW* participants over the weekend were terminated. Given the critical service this program provides for hundreds of vulnerable older adults throughout our communities, further reducing this program is an option of last resort.

Rather than further reducing *MOW* in our region, SDS is opting for a second strategy which will be to significantly broaden our community support and revenue streams for *MOW*. To accomplish this goal, SDS will be working to sharpen our presentation with more professional branding. Stay tuned for a new, more professional and consistent branding for our *MOW* program.



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## MEMORANDUM

**DATE:** May 19, 2016  
**TO:** OCWCOG Board of Directors  
**FROM:** Phil Warnock, Community and Economic Development Director  
**RE:** **Community and Economic Development (CED) Program Report**

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### **Albany Area Metropolitan Planning Organization (AAMPO) and Corvallis Area Metropolitan Planning Organization (CAMPO)**

- In March, CAMPO and AAMPO hosted representatives from the Federal Highway Administration, Federal Transit Administration, and Oregon Department of Transportation for reviews of their draft FY2017 work programs. These Federally-required documents outline MPO planning activities and associated budgets for the fiscal year. AAMPO also anticipates adoption of its first Transportation Improvement Program (TIP) in March. The TIP will program Federally-funded transportation projects over a four-year period.

Draft work programs are available here:

CAMPO: <http://www.corvallisareampo.org/Files/Draft%20FY16-17%20UPWP.pdf>

AAMPO: <http://www.ocwcog.org/wp-content/uploads/2016/04/FY16-17-AAMPO-UPWP-Public-Review-Draft.pdf>

### **Cascades West Area Commission on Transportation (CWACT)**

- At its February meeting, the CWACT heard an overview of the applications for funding in the state's "ConnectOregon VI" program. The applicants from the CWACT region are the City of Corvallis, City of Harrisburg, City of Newport, Port of Newport, and Port of Toledo. Projects have been through a modal review and the CWACT Technical Advisory Committee (TAC) completed a ranking of the projects following project applicant presentations at their April 13th meeting. The CWACT TAC project ranking recommendation will be presented to the full CWACT, along with applicant presentations, at CWACT's April 28th meeting. From there they will advance to a final Statewide review committee which considers the compiled rankings and makes final recommendations for funding to the Oregon Transportation Commission for consideration.

### **Cascades West Rideshare**

- Cascades West Rideshare has launched its annual *Get There* transportation options campaign, set for May 2-22, 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, with OCWCOG overseeing the outreach outside Corvallis. Prizes donated so far include free admissions to the Oregon Coast Aquarium in Newport, a SamFit gym membership (Albany/Corvallis/Lebanon), a gift card to Novak's Hungarian Restaurant (Albany), Sweet Home/Lebanon Farmers Market tokens, and more. Updates will be available soon at [www.DriveLessConnect.com](http://www.DriveLessConnect.com). Sponsors are vRide, Enterprise Rideshare, Chinook Winds Casino Resort, Handlebar, and Oregon State University.

### **Cascades West RideLine, Brokerage**

- Bikeshare: OCWCOG, in partnership with the InterCommunity Health Network Coordinated Care Organization (IHN-CCO), is preparing to launch a community bikeshare program in Corvallis in spring/summer 2016. The program will provide short-term bike rentals to help Medicaid members access medical appointments, employment, and the community. It will also be open to other community members. This Pilot Program Phase 1 is projected to include four-to-six bikeshare stations, and approximately 30-40 total bikes. OCWCOG is working with bikeshare vendor Zagster on this project. Zagster manages bikeshare programs in Albuquerque, NM; Fort Collins, CO; on the Yale University campus in CT; and elsewhere. A community stakeholder meeting was conducted on March 18<sup>th</sup> in Corvallis to discuss siting, membership, and marketing. Staff currently are working on siting approvals and sponsor recruitment.

### **Lending**

- In March, OCWCOG's Lending Program funded a Business Investment Fund loan in the amount of \$100,000 for a new restaurant opening in downtown Corvallis. Additionally, approval has been made for a Rural Development Fund loan in the amount of \$100,000 for a milling business in Brownsville. An additional two 504 loan applications are being worked on with CCD Business Development Corporation in Roseburg.
- Staff are reviewing the options for additional funds available through the U.S. Department of Agriculture (USDA) for a Rural Micro-entrepreneur Assistance Program (RMAP). Micro-lending has been a successful product to offer locally in the past.
- Marketing efforts continue throughout the tri-county area through monthly email blasts to Bankers, Realtors, Chambers, and Economic Development partners. Staff are also attending various Chamber events on a regular basis.

### **Economic Development**

- Comprehensive Economic Development Strategy (CEDS) Implementation: The Cascades West Economic Development District (CWEDD) Board met in Monroe on April 7<sup>th</sup>. The Resiliency Appendix was presented for additional comment and feedback. It was referred to the Economic Development Practitioners workgroup for further input. Recommendations and refinement will be brought back to the CWEDD Board for adoption.
- Work began on the Connectivity Concept Plan/Budget with Benton County for the City of Monroe.
- Highway 34 Scenic Byway Corridor Management Plan work commenced mid-March. Partners include Lincoln/Benton/Linn Counties, Waldport, Alsea, Philomath, Corvallis, Tangent, Oregon Department of Transportation, United States Forest Service, and the Bureau of Land Management.

## **Other Projects**

- Planning staff has completed a Household Income Survey Update for Mill City. In 2003, Mill City partnered with OCWCOG to survey resident household's yearly income levels. The 2016 updated information was collected from the American Community Survey (ACS) data for the 2014, five-year estimate cycle. One of the purposes of the 2003 and this update study was to ascertain Mill City's eligibility for Community Development Block Grants (CDBG).
- CED staff have begun work on a GIS mapping project for the Port of Alsea to provide geographic details, including major and surface roads, Urban Growth Boundary (UGB), city limits, creeks, and parcel locations.

## NOTES

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## NOTES

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