Board of Directors
Meeting Agenda Packet

January 19, 2017, 3:00 pm

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

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
BOARD OF DIRECTORS AGENDA
January 19, 2017
3:00 p.m.

Cascades West Center
1400 Queen Ave. SE
Albany, OR 97322

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

PLEASE NOTE: Please call Jennifer Kelley, at (541) 967-8720, no later than Noon on Tuesday, January 17 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)*
   (3:10 – 3:15 p.m.)

   a. Approval of December 1, 2016 Board of Directors Meeting Minutes (Page 4).
   b. OCWCOG Board of Directors 2017 Meeting Schedule (Page 10).
   c. Financial Update for the period of July through November 2016 (Page 11).

ACTION: Motion to approve Consent Calendar.

4. **Election of OCWCOG Officers** *(Chair)*
   (3:15 – 3:25 p.m.)

   The Nominating Committee will propose a slate of candidates for the election of the OCWCOG Board officers. Nominations from the Floor will be accepted.

ACTION: Motion to accept nominees and elect Chair, Vice-Chair, and Treasurer of the OCWCOG Board of Directors.

5. **<u>Review of Executive Director's Accomplishments and Goals, and Employment Agreement</u>** *(Fred Abousleman)*
(3:25 p.m.)

The Executive Director's Employment Agreement will end February 28, 2017. The Board will meet in Executive Session to review his performance and discuss entering into a new employment agreement. (Attachments will be distributed at the meeting).

ACTION: Adjourn and move into Executive Session.

6. **<u>Executive Session</u>** *(Chair Sharon Konopa)*
(3:25 – 3:50 p.m.)

The meeting will move into Executive Session per ORS 192.660 (i) under the provisions of Oregon Public Meeting Laws for the purpose of discussing the Executive Director's performance and Employment Agreement.

ACTION: Discussion only. No action to be taken.

7. **<u>Reconvene into Regular Session</u>** *(Chair Sharon Konopa)*
(3:50 – 3:55 p.m.)

The Executive Committee will reconvene into Regular Session to report on, and act on, the conclusion of the Board discussion.

ACTION: Motion to approve the Executive Director's Employment Agreement as proposed.

8. **<u>FY2016-2017 Dues</u>** *(Executive Director Fred Abousleman)*
(3:55 – 4:10 p.m.)

The Board traditionally sets a dues rate for the coming Fiscal Year (FY) at their January meeting. A memorandum and chart reflecting the current dues rate and a potential dues rate for next fiscal year is attached. (Page 17).

ACTION: Motion to set the dues rate for FY2017-2018.

9. **<u>Special Projects Discussion</u>** *(Executive Director Fred Abousleman)*
(4:10 – 4:20 p.m.)

The Board of Directors' discussed, at their last meeting, the possibility of establishing a fund for special projects of regional significance. The OCWCOG Executive Director will provide a draft concept in order to further the discussion (Page 19).

ACTION: Discussion and direction.

10. <u>OCWCOG Annual Dinner</u> *(Executive Director Fred Abousleman)*
(4:20 – 4:25 p.m.)

The Executive Director will lead a discussion about OCWCOG hosting an Annual Dinner (Page 21).

ACTION: Discussion and direction.

11. <u>SSAC/DSAC Issues and Advocacy Committee Legislative Outreach</u> *(Senior and Disability Services Director Dave Toler)*
(4:25 – 4:30 p.m.)

Staff will report on Outreach efforts to the State Legislators (Page 23).

ACTION: Motion to approve the DSAC/SSAC Issues and Advocacy Committee moving forward with their Legislative Outreach as proposed.

12. <u>Program Update Question and Answers</u> *(All Program Directors)*
(4:30 – 4:40 p.m.)

Staff will be available to answer any questions from the Board on the program updates (Page 25, and Page 27).

ACTION: Information and report only.

13. <u>Topics of Regional Interest</u>
(4:40 – 5:00 p.m.)

Board members are invited to present topics that may be of interest to other jurisdictions. The emphasis should be on issues of regional significance.

14. <u>Other Business</u>
(5:00 – 5:05 p.m.)

15. <u>Adjournment</u>
(5:05 p.m.)

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OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MINUTES
December 1, 2016

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Commissioner Bill Hall, Lincoln City; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; Councilor Dann Cutter, Waldport; Mayor A.J. Mattila, Depoe Bay; Councilor Ken Lorensen, Halsey; Councilor Jim Lepin, Millersburg; Councilor Jeffrey Goodwin, Sweet Home; Councilor Debbie Nuber, Scio; and Councilor Chester Noreikis, Lincoln City.

STAFF: Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Dave Toler; Community and Economic Development (CED) Director Phil Warnock; SDS Program Manager Marci Howard; and Administrative Assistant Jennifer Kelley.

AUDIO: Councilor Dean Sawyer, Newport; Commissioner Walter Chuck, Port of Newport; and Mayor Billie Jo Smith, Toledo.

VISITORS: Mike Volpe, Disability Services Advisory Council (DSAC) Vice Chair; Bob Daley, Senior Services Advisory Council (SSAC) Chair; Public Information Officer Lili'a Neville, Benton County; Cathy Savage, Home Care Worker; and Joan Noreikis, Lincoln City.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors meeting was called to order by Chair Sharon Konopa at 3:18 pm on December 1, 2016 at the Cascades West Center in Albany, Oregon.

1. **Welcome and Introductions**
   Introductions of those present were made. Executive Director Fred Abousleman announced that SDS Program Manager Marci Howard is leaving OCWCOG after 16 years, and thanked her for her work.

2. **Public Comment**
   No public comment.

3. **Consent Calendar**
   Motion to approve the Consent Calendar made by Commissioner Bill Hall, seconded by Councilor Bob Elliot. Motion passed unanimously. Items approved were: (a) Approval of September 15, 2016 Board of Directors Meeting Minutes; (b) Approval of the SSAC Membership Application for Saleem Noorani of Linn County, and Carolyn Mendez-Luck of Benton County; and (c) Financial Update for the period of July 1, 2016 through October 31, 2016.

4. **COG Budget Committee and Process for FY 2017**
   Finance Director Sue Forty proposed that the Budget Committee members remain the same for the Fiscal Year (FY) 2017-2018 Budget Year. Budget Committee Members will include the current Finance Committee Members (Mayor Konopa, Commissioner Anne Schuster, Commissioner Hall, Mayor Biff Traber, Councilor Elliott, and Councilor Dann Cutter), and the three Standing Committee Chairs.

   Finance Director Forty also presented a schedule for the FY2017-2018 *Work Program and Budget* development. Finance Director Forty explained that minor date shifts have occurred in order to

account for weekends, and one public meeting notice has been added; no major changes have occurred.

Mayor A.J. Mattila moved to approve the Budget Committee Members as proposed. Motion seconded by Commissioner Hall, which passed unanimously.

Motion to approve the proposed schedule for the FY2017-2018 *Budget and Work Program,* made by Councilor Jim Lepin, seconded by Mayor Traber. Motion passed unanimously.

5. <u>Program Update Question and Answers</u>

Executive Director Abousleman acknowledged OCWCOG Board Members that will no longer be serving on the Board, and expressed appreciation for their dedication to OCWCOG. For Mayor Mattila, Councilor Chester Noreikis, and Councilor Ken Lorensen this is their last Board meeting.

Mayor Mattila stated that the Hwy 20 construction project near Eddyville is now complete. The long timeframe for this process was discussed among Board members.

Mayor Mattila exited the meeting.

SDS Director Dave Toler discussed the release of the Governor's Budget. Director Toler stated that in this proposed Budget, the Senior and Disability Services Budget is mainly intact, except for Oregon Project Independence (OPI). OPI provides support and assistance to persons only requiring minimal care. In addition to OPI, a disability pilot program has been eliminated, and a program for seniors 65 years and older has been cut by 75%.

SDS Director Toler announced an agreement between SDS and Samaritan North Lincoln Hospital, whereby SDS will provide a Case Manager for Medicaid eligible clients. Medicaid has agreed to match funding to cover this position, allowing the Case Manager position to be full-time. SDS Director Toler stated that a key element to making this partnership work will be transportation expediency for clients.

Executive Director Abousleman reminded the Board of previous budget cuts from the Oregon Department of Human Services (DHS), due to a formula change in how funding is calculated. Executive Director Abousleman reminded members that when this change occurred, seven State Legislators wrote letters supporting OCWCOG, resulting in approximately half of the funding being returned. The other half was held, to be released upon Adult Protective Services (APS) meeting certain performance benchmarks. Executive Director Abousleman announced that DHS will now be releasing those funds back to OCWCOG. OCWCOG's APS team not only met the required standards ahead of schedule, but is performing at some of the highest levels in the State. Executive Director Abousleman stated that OCWCOG will be releasing a letter with this information, thanking the public for their support.

Councilor Chester Noreikis asked for an update on fundraising efforts for *Meals on Wheels*.

SDS Director Toler stated that OCWCOG contracted with a firm specializing in direct-mail fundraising for *Meals on Wheels* programs. Fundraising for this campaign is nearing $40,000 gross profit, with around $7,000 spent. SDS Director Toler stated that he expects to net between $35,000 and $40,000 by the end of the campaign. SDS Director Toler also informed the Board that OCWCOG is working with another consulting firm to build fundraising capacity using grants, corporate sponsorships, etc.

Councilor Noreikis asked whether Oregon DHS is moving to solve payroll problems for Home Care Workers.

SDS Director Toler stated that DHS has said they will release a solution, but they have not given a timeline for doing so. SDS Director Toler also stated that a letter will be going out to DHS leadership, asking them to fix the problem expeditiously. SDS Director Toler discussed potential solutions, such as the model used currently by the Intellectual and Developmental Disability program.

CED Director Phil Warnock stated that it has been a busy week for brokerage. Monday after Thanksgiving, Ride Line received 1.3 calls per minute for the entire day, equating to over 700 calls that day.

CED Director Warnock announced that he has been working with Benton County to submit a Federal Lands Access Program (FLAP) request, and that this request has been approved. These FLAP funds would be used for improvements to South Fork Road near Alsea Falls Recreation Area. This area has been gaining in popularity with recreational and economic opportunities growing. However, the area is lacking in adequate infrastructure services. Infrastructure improvements are needed.

Mayor Traber asked CED Director Warnock for an update on the *Park and Ride Plan*.

CED Director Warnock reminded the Board that the *Park and Ride Plan* was programmed into an improvement plan three years ago, and is now in cycle for funding. The three-county regional *Park and Ride Plan* is currently looking at infrastructure needs, specifically in regards to regional transit connections and more options for connectivity. Currently the program is in a two-year planning process, with products expected at the end of the two years.

Executive Director Abousleman discussed potential secondary benefits to having a Park and Ride program, such as economic opportunities for nearby areas. Opportunities could include placement of businesses, such as food carts. Executive Director Abousleman discussed the need for community planning to maximize potential area revitalization.

Chair Konopa stated that as a member of the Oregon Public Transportation Plan Policy Advisory Committee, she has been learning more about working with private providers for public transportation. Chair Konopa has been voicing her concerns to this Committee, trying to ensure that funding needs in our Region are met.

Commissioner Schuster asked about potential park and ride locations.

CED Director Warnock stated that core locations are established along known transportation corridors. He expressed that park and ride could improve existing methods of transportation, such as carpooling.

Executive Director Abousleman introduced the *Thinker Tinker Trailer*, currently stationed in Monroe, built to serve high school students in STEAM fields (Science, Technology, Engineering, Art, and Mathematics). The goal of this program is to have one makerspace trailer in each county to rotate among schools. Local governments can support and/or build curriculum around this resource. Trailers are fully modular, and can be formed around curriculums for individual school needs. Curriculums are to be taught by Oregon State University students. Schools can request the trailer, but opportunities are focused on breaking the cycle of poverty, so locations in less funded areas may get priority. Currently funding is being requested from the National Science Foundation, as well as other grant sources.

Mayor Traber stated that the United Way of Benton and Lincoln County will be having an Open House featuring the Trailer.

Executive Director Abousleman also stated that he and Finance Director Forty have been working on multiple budgets to cover the next five years. They anticipate 20-30% budget cuts. Executive Director Abousleman is working on adding revenue sources, and is making every effort to not cut staff.

6. Topics of Regional Interest

Chair Konopa said the Executive Committee discussed options for discussing regional topics of interest in lieu of the information sharing portion of the agenda.

Mayor Traber suggested the Board discuss the total solar eclipse happening on August 21, 2017 at approximately 10:15 am. Mayor Traber suggested specifically planning regionally for capacity, revenue, and events. Mayor Traber stated that he heard one estimate of 400,000 people entering the region for the event, and predicted that the eclipse "event" will encompass the approximately 1.5 hours before and after the actual eclipse. Mayor Traber also stated that venues are already booked, and that the region needs to plan for logistics, such as traffic, emergency facilities, etc.

Chair Konopa stated that with local festivals before and after, the city has no staff to handle a potential Eclipse event. Chair Konopa asked other members of the Board whether their governments had discussed plans.

Mayor Traber suggested that OCWCOG could be instrumental in regional coordination efforts.

Councilor Noreikis suggested contacting other areas that have had similarly sized events, to ask about how they handled the influx of people, what worked, and what didn't.

Chair Konopa suggested that Oregon Department of Transportation be part of a planning discussion.

Executive Director Fred Abousleman suggested that OCWCOG could collect information, and potentially manage coordination of regional efforts. Executive Director Abousleman stated that currently, OCWCOG is limited on staff to accomplish this, but could increase staff with additional resources. Executive Director Abousleman suggested that traffic, emergency response, security, and safety all need to be considered.

Mayor Traber suggested that OCWCOG gather information and share with the Board at a future meeting.

Councilor Jeffrey Goodwin suggested that we need more accurate information to gauge expectations, for potential action of bringing in additional personnel from outside the region (i.e. for safety and security, medical response, etc.).

Executive Director Abousleman asked the Board whether it would be helpful for OCWCOG to create an information-sharing listserv pertinent to Eclipse planning. The Board agreed this would be helpful.

Commissioner Schuster stated that the Oregon Office of Emergency Management should be involved in this planning effort.

Councilor Goodwin suggested community outreach prior to the event, focusing on safety.

Chair Konopa asked for more updates at the next Board Meeting.

Chair Konopa asked for additional Topics of Regional Interest.

Commissioner Schuster suggested discussing *Track Town 2021* in Eugene. Commissioner Schuster stated that 200 countries will be represented, and that ideally, communities in the Region will be welcoming and hosting attendees. Commissioner Schuster also suggested discussing Cascadia preparedness, as well as a resolution in Benton County to increase the smoking age from 18 to 21. (See attachment).

Councilor Cutter stated that Waldport had discussed similar resolutions, however in discussions with law enforcement, it was decided that a more effective fix would be to establish a minimum legal smoking age, so that minors could be cited for smoking.

Commissioner Schuster stated that she would take that suggestion to the Benton County Health Department.

Commissioner Schuster also suggested homelessness, housing affordability, and economic development as future topics for the Board.

Councilor Lepin suggested child abuse and neglect as a future Topic of Regional Importance.

Councilor Goodwin suggested that with Commissioner Schuster's topic of housing affordability, a discussion of housing habitability would be beneficial. Councilor Goodwin asked Board members whether other areas were having trouble with habitability of rentals, and whether the Board could discuss possible solutions, such as livability ordinances, inspections of rental housing, and permits for rentals to bring up standards for housing.

Chair Konopa suggested that she would like to have that as a topic for discussion, as they have recently had code changes relevant to this topic in Albany.

DSAC Vice Chair Mike Volpe suggested discussing the aging of Baby Boomers as a future topic for discussion. Specifically, that we as a community are not prepared, do not have adequate housing, do not have adequate transportation resources, and do not have the necessary number of home care workers to care for an aging population.

Commissioner Hall reminded the Board of a previous "Silver Tsunami" planning project that did not get funded, and reiterated that the need still exists for these issues.

Executive Director Abousleman said that Board Dues are currently used as a match for other dollars, and proposed discussing a Board-directed project fund using additional minor dues. These dues could be matched with other grants, to create funding for Board-directed projects around specific events or issues of regional significance. This could allow for more expeditious action. Executive Director Abousleman clarified that dues would not need to be as significant as current Membership Dues.

Commissioner Schuster asked about the status of hiring for a Grant Writer position.

Executive Director Abousleman stated that they are currently trying to hire a Grant Writer, for the OCWCOG to be more aggressive on funding opportunities. Additionally, CED Director Phil Warnock will be hiring for a planning position.

Commissioner Schuster and Public Information Officer Lili'a Neville left the meeting.

7. **Other Business**
   No other business to discuss.

8. **Adjournment**
   Meeting adjourned at 4:37 pm.

Minutes recorded by Jennifer Kelley.

2017 Board of Directors Meeting Schedule

Location: Albany Upstairs Conference Room
Video conferencing available at the Toledo Cascades West Center

Thursday
3:00—5:00 pm

January 19

March 16

May 18

July 20

September 21

December 7*

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

OREGON CASCADES WEST
Council of Governments

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M E M O R A N D U M

DATE: January 19, 2017

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 November 30, 2016, with notes to items that I felt were pertinent. We strive to make the following financial information consistent, accessible, and transparent. This document is included for your information. No formal action is needed.

Snapshot by Major Line Item

	FY2017 Budget	November YTD	Percentage YTD	Prior Year YTD
Dues	251,501.00	261,025.29	103.79%	100%
Contracts	2,322,731.00	739,094.50	31.82%	26.96%
Grants	157,500.00	85,843.62	54.50%	50.76%
Donations	251,501.00	70,079.07	37.88%	11.44%
State Revenue	1,453,284.00	369,567.18	25.43%	30.55%
Federal Revenue	11,605,651.00	3,834,599.74	33.04%	32.38%
Coordinated Care	6,125,000.00	2,224,281.41	36.31%	40.88%
Total Income (all line items)	**32,568,319.00**	**8,939,301.30**	**27.45%**	**26.44%**
Total Payroll Expense	**13,153,601.00**	**4,686,465.79**	**35.63%**	**33.45%**
Contract Expense	7,826,679.00	3,344,101.88	42.73%	47.44%
Indirect Expense	1,851,207.00	770301.11	41.61%	41.67%
Maintenance & Repair	197,061.00	43,153.31	21.90%	15.81%
Supplies	131,234.00	44,210.83	34.28%	27.69%
Telephone	216,306.00	74,154.23	34.28%	40.73%
Travel / Training	309,970.00	120,530.06	38.88%	35.16%
Total Expense (all line items)	**32,568,319.00**	**9,964,400.45**	**30.60%**	**29.08%**
Net Gain / (Loss)		**(1,025,099.15)**		

FY2016 - 2017 Financial Narrative (Revenue)

a. Net/Gain (Loss) FY2016-2017 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a loss because Beginning Balance numbers are not in the financials, and the State and Federal Contract payments are always paid a month behind. We are also mid-quarter of a quarterly billing cycle, and several contracts have quarterly billing. The expense for two months has been recorded, however we will not receive the revenue until December.
b. All Member dues have all been received and distributed.
c. Contract revenue is on budget. We are mid-quarter and will bill for October, November, and December in January.
d. Year-to-date grant revenue is up due to additional grant awards to the *RSVP* and *Foster Grandparent Program*.
e. Donations revenue is up 26.44% over the previous year. The organization is working on increasing community awareness about the needs of the programs. As of November 30, over $40,000.00 has been received due to the *Senior Meals* solicitation letter.
f. The organization's State contracts percentages are low due to payments being received a month after billed. Three Oregon Department of Transportation projects have ramped up and will be billed for 2nd quarter. These project include the *Park and Ride*, *Safe Routes to School,* and *Regional Transportation Plan*.
g. Federal revenue is low due to payments being received in month after billed
h. Coordinated Care revenue is on budget.

FY2016 - 2017 Financial Narrative (Personnel and Material & Supplies)

a. The organization's Personnel Expense are trending up to the budgeted amounts due to filling vacant positions. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure we are utilizing funding in the most equitable way.
b. Contract expense is on budget.
c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
d. Maintenance and Repair expenses are low. New projects are starting to ramp up.
e. In 2015-2016, the organization implemented a centralized purchasing program that resulted in saving of 42%. We will continue to find ways to reduce supply costs in the coming year.
f. Telephone costs are low; this is a result of the Tech team researching more efficient services that have resulted in a reduction in cost.
g. Travel/Training is on budget. Management staff continue reviewing staff travel to ensure the best use of staff time and program expenses.

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

Consolidate Revenue and Expense Statement
Finance Committee Financial Report

For Period Ended November 30, 2016

Revenues year to date under budget

Revenues year to date over budget

Percent of budget to date 41.67%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	$ 8,942.00	$ -	0.00%	Final audit received in December this will be entered in January
000725	Beg Bal Restrict for Contracts	$ 716,251.00	$ -	0.00%	Final audit received in December this will be entered in January
000735	Beg Bal-Restricted Reconcile	$ 1,530,643.00	$ -	0.00%	Final audit received in December this will be entered in January
000740	Beg Bal-Restricted for Other	$ 562,186.00	$ -	0.00%	Final audit received in December this will be entered in January
000745	Beg Bal-Restrict Reserve	$ 2,230,000.00	$ -	0.00%	Final audit received in December this will be entered in January
000750	Beg Bal-Unrestricted	$ 2,165,082.00	$ -	0.00%	Final audit received in December this will be entered in January
000860	Economic Development Admin	$ 75,000.00	$ 18,750.00	25.00%	Semi Annual payment
000862	Older Americans Act	$ 1,051,151.00	$ 351,589.00	33.45%	
000863	Title XIX	$ 9,841,500.00	$ 3,291,976.83	33.45%	
000864	Federal Senior Meals	$ 340,000.00	$ 126,264.91	37.14%	
000865	USDA	$ 130,000.00	$ 44,318.00	34.09%	
000867	504 Program Revenue	$ 155,000.00	$ -	0.00%	
000869	Siletz Revenue	$ 13,000.00	$ 1,701.00	13.08%	Meals served to tribal clients reduced
000840	Veterans	$ 57,261.00	$ -	0.00%	ODVA Pass through not received - email to Benton County
000841	Oregon Project Independence	$ 710,940.00	$ 272,684.88	38.36%	
000843	ODOT	$ 682,083.00	$ 96,882.30	14.20%	4 projects just started and will be for 2nd quarter
000844	Dept. Of Land Conservation Dev	$ 3,000.00	$ -	0.00%	
000801	Dues	$ 251,501.00	$ 261,025.29	**103.79%**	Dues number was not adjusted between draft and final budget. This will be corrected if we do a supplemental budget for 2016-2017
000802	Fees For Service	$ 87,000.00	$ 38,635.44	44.41%	
000806	Grant Revenue	$ 157,500.00	$ 85,843.62	**54.50%**	
000807	Donations	$ 185,000.00	$ 70,079.07	37.88%	
000808	Interest Revenue	$ 122,000.00	$ 106,487.20	**87.28%**	Loan interest was budgeted low and will exceed the budget.
000812	Sponsorship	$ -	$ 12,500.00	0.00%	
000803	Internal Transfer	$ 1,863,093.00	$ 772,544.81	41.47%	
000804	Miscellaneous Revenue	$ 8,883.00	$ 1,269.71	14.29%	This is for refunds and will not be measured
000805	Contract Revenue	$ 2,322,731.00	$ 739,094.50	31.82%	Veterans Service contract payment received in December
000809	Transfers In	$ 232,987.00	$ 24,375.00	10.46%	There is a budget item for the Lending Program to transfer funds in if needed.
000820	Program Meals Revenue	$ 165,000.00	$ 68,305.53	41.40%	
000821	Program Fee For Service	$ 500.00	$ -	0.00%	
000822	Loan Packaging Fees	$ 6,000.00	$ -	0.00%	
000823	Program Income	$ 602,885.00	$ 246,204.34	40.84%	
000824	Lending Administration	$ 90,000.00	$ 55,447.46	**61.61%**	Additional revenue available for Lending Operations
000824	Regional Revenue	$ 70,200.00	$ 26,041.15	37.10%	

000826	Borrowers Fees	$	1,000.00	$	223.00	22.30%	Very few loans written to date
000828	Service Fees	$	5,000.00	$	2,776.85	55.54%	
000846	Coordinated Care	$	6,125,000.00	$	2,224,281.41	36.31%	Budgeted a bit high for mid year rate changes
	REVENUE	**$**	**32,568,319.00**	**$**	**8,939,301.30**	**27.45%**	
0001ED	Executive Director	$	130,415.00	$	55,990.00	42.93%	
000410	Leave Benefits	$	493,092.00	$	196,847.69	39.92%	
000420	Fringe Benefits	$	2,794,228.00	$	1,084,653.63	38.82%	vacant positions has affected the PERS benefit
000425	PERS Benefits	$	1,777,069.00	$	532,979.87	29.99%	vacant positions has affected the PERS benefit
000430	PERS Reserve	$	-	$	11,153.98	#DIV/0!	Enacted after the budget was published
0004DD	Deputy Director	$	98,412.00	$	43,090.24	43.79%	
0004PD	Program Director	$	273,961.00	$	109,599.05	40.01%	
0010PM	CED Program Manager	$	439,321.00	$	175,552.99	39.96%	
0013PS	Program Supervisor	$	453,613.00	$	161,335.10	35.57%	
0016LO	Loan Officer	$	68,869.00	$	23,388.44	33.96%	
0019CA	Clerical Assistant	$	14,104.00	$	10,186.45	72.22%	Position was reclassified to full time
0019PM	Personnel Manager	$	80,580.00	$	33,630.00	41.73%	
0022SA	Senior Accountant	$	58,947.00	$	-	0.00%	Newly hired
0046CM	Case Manager	$	1,981,955.00	$	704,445.90	35.54%	
0053CC	Contracts Coordinator	$	50,642.00	$	17,113.74	33.79%	
0055CS	Clerical Supervisor	$	102,901.00	$	46,781.66	45.46%	
0060AS	Accounting Specialist	$	50,573.00	$	19,731.09	39.02%	
0064ES	Eligibility Specialist	$	1,010,034.00	$	345,753.94	34.23%	
0067EA	Executive Assistant	$	47,987.00	$	17,960.95	37.43%	
0070AC	Accounting Clerk II	$	37,895.00	$	6,244.80	16.48%	Position has been vacant
0076AA	Administrative Assistant	$	440,215.00	$	146,368.15	33.25%	
0085CS	Clerical Specialist	$	216,370.00	$	86,865.27	40.15%	
0085TS	Technology Support Specialist	$	19,675.00	$	-	0.00%	Vacant Position
0085WS	Workstation Support Specialist	$	22,054.00	$	11,427.30	51.82%	
013CDP	CED Planner II	$	106,075.00	$	-	0.00%	
013MDR	MPO Director	$	94,161.00	$	36,770.04	39.05%	
025NSS	Network Support Specialist	$	74,635.00	$	31,577.75	42.31%	
031CDP	CED Planner	$	113,446.00	$	43,600.45	38.43%	
034APS	Adult Protective Services Spec	$	335,011.00	$	136,829.94	40.84%	
037DTC	Diversion & Transition Coord	$	190,905.00	$	67,326.50	35.27%	

037LCM	Lead Case Manager	$	149,616.00	$	69,099.86	46.18%	
045ISS	Information Support Specialist	$	61,339.00	$	22,687.78	36.99%	
052ALO	Assistant Loan Officer	$	34,478.00	$	6,715.57	19.48%	Position is vacant
055VSO	Veterans Service Officer	$	58,622.00	$	23,298.12	39.74%	
060FMC	Facility Maint. Coordinator	$	49,772.00	$	19,997.29	40.18%	
061LES	Lead Eligibility Specialist	$	31,083.00	$	9,561.09	30.76%	
064ADR	ADRC Specialist	$	214,978.00	$	81,297.30	37.82%	
064ALW	Asst. AFH Licensing Worker	$	87,229.00	$	25,279.44	28.98%	.5 FTE position is vacant
067CEA	Confidential Executive Assist	$	50,556.00	$	20,369.63	40.29%	
075LTB	Lead Trans Brokerage Spec.	$	81,486.00	$	14,842.13	18.21%	One position was reclassified to Program Supervisor
075TBS	Transportation Brokerage Spec.	$	340,681.00	$	116,303.26	34.14%	
076CAA	Conf. Administrative Assistant	$	-	$	1,466.08	0.00%	
082SMC	Senior Meals Coordinator	$	41,917.00	$	15,298.36	36.50%	
090RSM	Relief Site Manager	$	15,210.00	$	3,232.13	21.25%	Have not had to utilize relief site managers much year to date
099EXH	Extra Hire	$	169,853.00	$	23,768.16	13.99%	Have not utilized the extra hire funds budgeted
88MSM3	Meal Site Manager 3	$	189,636.00	$	76,044.67	40.10%	
	PERSONNEL	**$**	**13,153,601.00**	**$**	**4,686,465.79**	**35.63%**	
							Expenses year to date over budget
000504	Advertising	$	16,400.00	$	5,049.29	30.79%	
000506	Auto Expense	$	13,500.00	$	3,920.65	29.04%	
000510	Bank Charges	$	14,360.00	$	6,488.99	45.19%	
000513	Board/Comm/Meeting Expense	$	52,500.00	$	5,825.69	11.10%	
000516	Computer Maintenance	$	51,500.00	$	26,924.11	**52.28%**	Replacing several outdated computers with in the replacement schedule
000521	Contract Administration	$	2,500.00	$	962.00	38.48%	
000522	Contract Expense	$	7,826,679.00	$	3,344,101.88	42.73%	
000523	Admin Contract Expense	$	415,284.00	$	211,501.05	**50.93%**	Homecare Workers contracts
000525	Copying	$	85,630.00	$	31,977.09	37.34%	
000531	Dues and Memberships	$	50,100.00	$	35,341.60	**70.54%**	Several one time payments at the beginning of the Fiscal Year
000532	Equipment Expense	$	53,200.00	$	-	0.00%	
000533	Finance Indirect	$	468,077.00	$	195,032.18	41.67%	
000534	Indirect Expense	$	861,891.00	$	359,121.70	41.67%	
000535	Furniture & Fixtures	$	5,500.00	$	-	0.00%	
000537	Insurance	$	56,700.00	$	58,230.00	**102.70%**	One time payment
000540	Interest Expense	$	12,000.00	$	10,608.91	**88.41%**	USDA Loan interest, odd payment times
000541	Janitorial Expense	$	2,500.00	$	800.00	32.00%	
000542	Legal Services	$	17,450.00	$	392.00	2.25%	
000543	Licenses and Fees	$	70,914.00	$	35,412.14	49.94%	

000546	Loan Fees	$	1,600.00	$	322.84	20.18%	
000549	Maintenance and Repair	$	197,061.00	$	43,153.31	21.90%	
000550	Marketing	$	10,000.00	$	8,978.93	**89.79%**	Additional Advertising for Foster Grandparent and RSVP
000551	Taxes	$	3,238.00	$	3,212.70	**99.22%**	One time payment
000553	Loan Admin Exp	$	90,000.00	$	58,077.86	**64.53%**	Additional revenue needed for Lending Operations
000555	Postage	$	69,143.00	$	33,011.85	47.74%	
000558	Printing	$	24,450.00	$	2,660.36	10.88%	
000561	Rent	$	614,358.00	$	255,492.90	41.59%	
000564	Resource Reserve	$	155,000.00	$	-	0.00%	Have not used match to date
000567	Supplies	$	131,234.00	$	44,210.83	30.95%	
000568	Stipend	$	87,877.00	$	21,541.31	24.51%	
000570	Technology Indirect	$	521,239.00	$	216,147.23	41.47%	
000573	Telephone	$	216,302.00	$	74,154.23	34.28%	
000576	Training	$	87,250.00	$	40,558.45	46.49%	
000577	Volunteer Recognition	$	11,000.00	$	7,808.73	**70.99%**	Foster Grandparent and RSVP has additional volunteers creating a larger then anticipated expense.
000578	Meal Delivery Travel	$	41,000.00	$	15,692.52	38.27%	
000579	Travel	$	181,720.00	$	64,279.09	35.37%	
000580	Transfers Out	$	88,665.00	$	10,000.00	11.28%	Most transfers happen at the end of the Fiscal Year if needed.
000582	Utilities	$	72,871.00	$	26,874.30	36.88%	
000584	Janitorial	$	46,760.00	$	19,145.64	40.94%	
000585	Unappropriated EFB for future	$	6,474,308.00	$	-	0.00%	
	MATERIALS AND SUPPLIES	**$**	**19,201,761.00**	**$**	**5,270,199.66**	**27.45%**	
000595	Capital Purchase	$	151,575.00	$	3,600.00	2.38%	
	CAPITAL OUTLAY	**$**	**151,575.00**	**$**	**-**	**0.00%**	
000598	Principal Payment	$	43,333.00	$	-	0.00%	
000599	Interest Expense	$	18,049.00	$	7,735.00	42.86%	
	DEBT SERVICES	**$**	**61,382.00**	**$**	**7,735.00**	**12.60%**	
	Expense	**$**	**32,568,319.00**	**$**	**9,964,400.45**	**30.60%**	
	Net Gain/(Loss)	$	-	**$**	**(1,025,099.15)**		

The appearance of a loss is due to the quarterly billed contracts and the Title XIX, OAA, and OPI revenues being billed after the month is closed.

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M E M O R A N D U M

DATE: January 19, 2017

TO: OCWCOG Board of Directors

FROM: Fred Abousleman, Executive Director

RE: **OCWCOG Member Dues for FY2017-2018**

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 OCWCOG's Community and Economic Development program, and the Transportation dues provide the OCWCOG'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. 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 2017-2018 based upon the Portland CPI-U for the first half of 2015 (1.7%) and July 2015 population estimates. The 2015 population estimates are 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 $6,752.07.

ACTION: **Motion to recommend to the Board approval of member dues for FY2017-2018**

Draft OCWCOG FY2018 DUES

		Pop Estimate		FY2018 DUES			Change from
Benton County	**FY2017 Dues**	**7/1/2015***	**General Dues**	**CD Dues**	**Trans Dues**	**TOTAL DUES**	**FY2017**
Adair Village	1,065.43	845	$621.08	$207.87	$250.00	**$1,078.95**	$13.52
Corvallis	56,917.41	57,390	$42,181.65	$14,117.94	$2,337.71	**$58,637.30**	$1,719.90
Monroe	848.30	620	$455.70	$152.52	$250.00	**$858.22**	$9.92
Philomath	4,717.95	4,650	$3,417.75	$1,143.90	$250.00	**$4,811.65**	$93.70
N. Albany **		7,267					$0.00
Unincorporated	19,262.88	19,233	$14,136.26	$4,731.32	$949.65	**$19,817.22**	$554.34
Lincoln County							
Depoe Bay	1,610.65	1,420	$1,043.70	$349.32	$250.00	**$1,643.02**	$32.37
Lincoln City	8,661.92	8,485	$6,236.48	$2,087.31	$558.66	**$8,882.45**	$220.53
Newport	10,379.23	10,165	$7,471.28	$2,500.59	$619.78	**$10,591.65**	$212.42
Port of Newport ***	3,275.57	10,800	$0.00	$2,656.80	$642.88	**$3,299.68**	$24.11
Siletz	1,441.78	1,235	$907.73	$303.81	$250.00	**$1,461.54**	$19.76
Siletz Tribe	500.00		$250.00		$250.00	**$500.00**	$0.00
Toledo	3,613.03	3,490	$2,565.15	$858.54	$250.00	**$3,673.69**	$60.67
Waldport	2,237.90	2,075	$1,525.13	$510.45	$250.00	**$2,285.58**	$47.68
Yachats	944.80	725	$532.88	$178.35	$250.00	**$961.23**	$16.43
Unincorporated	19,797.09	19,630	$14,428.05	$4,828.98	$964.09	**$20,221.12**	$424.04
Linn County							
Albany	51,660.26	51,667	$37,975.25	$12,710.08	$2,129.63	**$52,814.96**	$1,154.70
Brownsville	1,871.20	1,690	$1,242.15	$415.74	$250.00	**$1,907.89**	$36.69
Halsey	1,132.98	915	$672.53	$225.09	$250.00	**$1,147.62**	$14.64
Harrisburg	3,757.78	3,645	$2,679.08	$896.67	$250.00	**$3,825.75**	$67.97
Lebanon	16,037.59	15,740	$11,568.90	$3,872.04	$822.58	**$16,263.52**	$225.93
Millersburg	1,702.33	1,620	$1,190.70	$398.52	$250.00	**$1,839.22**	$136.90
Scio	1,050.95	850	$624.75	$209.10	$250.00	**$1,083.85**	$32.90
Sweet Home	9,338.68	9,090	$6,681.15	$2,236.14	$580.67	**$9,497.96**	$159.28
Tangent	1,403.18	1,200	$882.00	$295.20	$250.00	**$1,427.20**	$24.03
Unincorporated	37,796.41	38,330	$28,172.55	$9,429.18	$1,644.35	**$39,246.08**	$1,449.68
TOTAL	261,025.25	272,777	$187,461.85	$65,315.46	$15,000.00	**$267,777.31**	$6,752.07

*population estimates from PSU 2015 Report

**Included in City of Albany population estimate

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

FY2018 General dues rate: FY2017 rate of .723 x Portland CPI-U of 1.7% = .735

FY2018 CD dues rate: FY2017 rate of .242 x Portland CPI-U of 1.7% = .246

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Oregon Cascades West Council of Governments'
Governing Board Special Projects Fund

The Governing Board of the Oregon Cascades West Council of Governments (OCWCOG) will have at its discretion a fund to engage in special projects of regional significance. The Board, in consultation with the OCWCOG Executive Director, can utilize these funds for any member requested project, a project request of OCWCOG, or any other entity that demonstrates the special project will benefit the greatest number of member jurisdictions across our tri-county service delivery area.

Projects of Regional Significance

Projects of regional significance include, but are not limited to, the following:

- Analyzing, researching, implementing, or adopting policies or procedures that may affect a significant number of member jurisdictions;
- Carrying out a planning activity that may affect the greatest number of members;
- Pure research;
- Applying for, or matching a, grant proposal that affects the greatest number of jurisdictions or members;
- Managing communications and/or events across multiple jurisdictions to ensure the most collaboration;
- Planning for the consolidating or sharing of services across jurisdictions; or
- Any other project deemed regionally significant by the Board of OCWCOG.

The projects can be in any program area, including but not limited to, community planning, economic development, transportation, and senior and disability services.

The number of projects the Board may choose in each year is at their sole discretion. The Board may choose not to fund any project request at any time. The Board may utilize all funds or partial funding to maximize the effect of the *Special Project Fund*.

Choosing Projects of Regional Significance

The OCWCOG Board will announce a call for projects quarterly beginning at the start of calendar. Member jurisdictions, affiliated partners, and OCWCOG programs may apply for a project together or separately. Projects may be applied for, on behalf of partner organizations, by a member jurisdiction.

Additional project criteria may be established by the Board and cannot be changed in the same calendar year. Project requests should be submitted electronically to a designated recipient who acts on behalf of the Board. Project request should be no more than five pages in length and describe the following:

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- Purpose;
- Need;
- Data on community impact, if applicable;
- Length or project and completion date;
- Cost;
- Other resources committed;
- Partners;
- How the project will be regional applied and its replicability;
- Dedicated staffing;
- Is this a stand-alone project or part of a larger proposal;
- Will *Special Project Funding* be enough to complete the proposal;
- Is this an on-going project or a one-time project; and
- Letters or notes of support (as attachments).

Special Project Funds may not be used to carry out business or other specific service requested by an OCWCOG member; to pay for any operational or day-to-day administrative costs of any member or partner; to fulfil any promised additional support for OCWCOG services; or as match for OCWCOG, Federal, or State programs. The *Special Project Fund* will also not be used to support on-going program funding from another source.

Special Project Fund Selection Process

Projects will be reviewed as the OCWCOG Board sees appropriate, which may include delegation of partners to participate in the review process. Project applicants may be asked to brief the Board of Directors. If any project is selected, the Board will notify the sponsor as soon as possible and empower OCWCOG to release funding in accordance with and through an appropriate contract mechanism.

In the absence of project proposals or through agreement of the Board, the Board may choose to not fund any projects or fund any project the Board deems to be regionally significant.

The Board may, at its discretion, create its own special project request for consideration and may ask OCWCOG staff to carry out this project. OCWCOG staff will then prepare a project outline for Board consideration.

The Special Project Fund

The OCWCOG will have at its discretion, and in consultation with the OCWCOG Executive Director, a fund set aside to carry out projects in accordance with criteria established by the Board. The Fund may be dismantled at any time through unanimous Board action and funds be redistributed to member jurisdictions based on the formula used to calculate Fund participation. The Board does not guarantee that any member jurisdiction will receive back the total amount it has contributed.

The fund can only be used in accordance with policy established by the Board governing *Special Project Funds*.

Member jurisdictions will be assessed XXXX through XXXX, in order to maintain a stable and on-going funding source. The OCWCOG may also contribute funds in accordance with its policies and procedures. Other entities, including partners and corporate sponsors, may contribute funds as well. These would most often be used as match or as part of larger or longer proposal.

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M E M O R A N D U M

DATE: January 19, 2017

TO: OCWCOG Executive Committee

FROM: Fred Abousleman, Executive Director

RE: **OCWCOG Annual Dinner**

OCWCOG is interested in hosting an Annual Dinner this year that will also include State of the Region and awards recognition.

Suggestions for possible awards categories are below for your review and discussion.

OCWCOG Awards Categories

All awards categories must be for individuals or projects representing, or contained in, any local jurisdiction within the OWCOG Region of Linn, Benton, or Lincoln Counties.

Legislator of the Year

This award will go to the *State Senator or State Representative* who best serves the interests of their constituents, interests of programs, and interests of projects important to our communities and region; who displays a vision of a strong community future for constituents; and who exemplifies the ability to work across jurisdictions, party lines, and with partners to achieve goals good for their district, the Region, and the State as a whole.

Local Elected Official of the Year

This award will go to any *Local Elected Official* of an OCWCOG member jurisdiction who demonstrates a commitment to their jurisdiction and constituents; who shows a commitment to promote work above and beyond, and is an exemplary leader; and demonstrates the promotion of good government, fiscal management, innovative thinking, and collaboration. OCWCOG Board members are not eligible for this award.

Project of the Year

A nomination for *Project of the Year* can be for planning, research, program, study, physical infrastructure (transportation, public safety, health, water, sewer, broadband, etc.), or implementation of a new system or process. The project must be innovative, of community significance, and demonstrate how a community will be better because of the project. The project should be replicable, and demonstrate a commitment of community partners, other jurisdictions (if applicable), and collaboration.

Volunteer of the Year

Our *Volunteer of the Year* should recognize an individual who has given of themselves above and beyond; this individual should demonstrate community spirit, giving, and selflessness. Volunteers must have provided at least one-year of service to OCWCOG before receiving the award.

City Manager /County Administrator of the Year

This nominee can be a City Manager / County Administrator of any OCWCOG member jurisdiction. The individual will be recognized for a history of excellence, demonstrated commitment to their job, innovation, and promoting good government. The nominee must have held their position for at least a year before being nominated.

Community Partner or Business of the Year

The nominee will be an *individual or non-governmental organization* (a non-profit, college, university, or private or public company) that has demonstrated a commitment to bettering the lives of residents of our Region; has shown a commitment to growing the economy and/or helping strengthen our communities; is a proven leader in their field; and demonstrates partnership, collaboration, and innovation.

Staff Person of the Year

This nominee can be staff of any Oregon Cascades West Council of Governments member jurisdiction, representing any department at any level. The individual will be recognized for a history of excellence, demonstrated commitment to their job, innovation, and promoting good government.

Nomination / Selection / Award Process

OCWCOG will release nominations forms by the end of February. Nominations will be reviewed by the OCWCOG Board of Directors, which may include a delegation of partners to participate in the review process. Recipients will be recognized before the end of the year.

OREGON CASCADES WEST Council of Governments

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

aaa Area Agency on Aging

M E M O R A N D U M

DATE: January 19, 2017

TO: OCWCOG Board of Directors

FROM: Lisa Bennett, Senior and Disability Services Community and Program Support Coordinator

RE: **Issues and Advocacy Committee Legislative Outreach**

Attached is a sample letter that the Issues and Advocacy Committee Co-Chairs plan to send to each State Legislator whose constituency includes any portion of Linn, Benton, or Lincoln Counties. The Issues and Advocacy Committee is a joint committee, comprised of members of both the Senior Services Advisory Council and the Disability Services Advisory Council.

The content will be modified slightly for any legislators who were not up for re-election in 2016, and who will continue to serve in the 2017 Legislature.

The letter is being sent to you for your information. In January 2017, it will be sent to the following Legislators:

- Senator Lee Beyer
- Senator Brian Boquist
- Senator Sara Gelser
- Senator Fred Girod
- Senator Arnie Roblan
- Representative Phil Barnhart
- Representative David Gomberg
- Representative Caddy McKeown
- Representative Mike Nearman
- Representative Andy Olson
- Representative Dan Rayfield
- Representative Sherrie Sprenger

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aaa Area Agency on Aging

January 17, 2016

Representative Andy Olson
Oregon State Capitol
900 Court St. NE, H-478
Salem, Oregon 97301

Dear Representative Olson:

As Co-Chairs of the Issues and Advocacy Committee for the Oregon Cascades West Senior and Disability Services Advisory Councils, which serves Linn, Benton, and Lincoln Counties, we would like to congratulate you on your recent re-election to the Oregon Legislature.

The Senior and Disability Services Advisory Councils are comprised of individuals representing the interests of the community. Their function is to advise Senior and Disability Services of the Oregon Cascades West Council of Governments regarding the needs of seniors and people with disabilities served by the agency. Oregon Cascades West Council of Governments Senior and Disability Services is the State-designated Area Agency on Aging for the three counties.

As you may know, the 2017-19 Governor's Recommended Budget calls for a severe reduction of the Oregon Project Independence Program (OPI), serving people aged sixty and over, and the elimination of the Oregon Project Independence Pilot Project (OPI Pilot), serving younger people with physical disabilities. These important programs provide services to individuals in their own homes, enabling them to maintain their independence. We ask that you support protection of these important programs, and others that serve some of our most vulnerable neighbors.

We hope to meet with you personally in Salem to discuss the independence, choice, and safety of Oregon's seniors and people with disabilities. We appreciate your work, and look forward to talking with you after the Legislature has convened.

Sincerely,

Mike Volpe
Issues and Advocacy Co-Chair
Disability Services Advisory Council

Suzanne Lazaro
Issues and Advocacy Co-Chair
Senior Services Advisory Council

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Area Agency on Aging

M E M O R A N D U M

DATE: January 19, 2017

TO: OCWCOG Board of Directors

FROM: Dave Toler, Senior and Disability Services Director

RE: **Senior & Disabilities (SDS) Program Updates**

Meals on Wheels

The *Meals on Wheels* (MOW) program began the 2015-16 fiscal year with an estimated program deficit of $220,000 and SDS set about a goal to achieve program sustainability by July 1, 2018. As you may recall, SDS developed a Resource Develop Plan for MOW in early 2016.

Over the last 6 months, SDS has embarked on a couple of key endeavors toward this goal. First, OCWCOG contracted with Westby Associates to assist us in building our fundraising capacity. To date, community leaders across the region have been identified and approximately 20 individuals have been provided a slide presentation developed by Westby and SDS leadership. So far, the feedback has been promising toward developing support from individuals and businesses across the region. In addition, Westby is submitting proposals to private foundations for special project funding as well as capacity building.

A second project has been to contract with a firm that specializes in direct mail for MOW programs across the nation. The mailer went out in several mailings from early to late November, 2016. It appears that this fall mailer will net MOW approximately $50,000, an unprecedented success for MOW direct mailers. Base on this success, we will be doing a spring mailer with hopes of matching this level. This would bring our individual donor program to over $100,000/year, a good baseline from which to grow for 2017-18.

Enhancing Services in Lincoln County

When some patients are ready to be discharged from our local hospitals, often SDS is called upon by hospital staff to do an assessment to determine whether the individual is eligible for Medicaid Long Term Care services. In order to discharge a patient, the hospital needs to have a discharge plan that provides some level of safety and assurance for the patient. Unfortunately, our current staffing capacity does not often allow our case managers to respond as quickly as Samaritan staff would like.

Recognizing this problem, SDS submitted a proposal to the state to authorize additional Medicaid funding that could be matched with local funds to hire an in-take case manager specifically focused

on discharging patients. The proposal was approved. SDS then approached both Samaritan Hospitals in Lincoln County to support a dedicated in-take case manager for half the cost (with Medicaid paying the other half). They have agreed and the SDS Toledo office will be staffing this position dedicated to both North Lincoln and Pacific Communities hospitals in Lincoln City and Newport.

Service Cuts

Due to anticipated budget reductions in the 2017-19 biennium, the Oregon legislature directed DHS APD (Aging & People with Disabilities) to reduce the cost increases being experienced over the last 18 months. APD is now proposing adjustments to the Service Priority Levels that determine eligibility of an individual for publicly funded Long Term Care services in-home or in a facility.

The proposal just released estimates that approximately 5% of individuals currently being served across the state will no longer be eligible for services. Of most concern to SDS are individuals who are now in a community based facility such as an Assisted Living Facility (ALF) and may no longer be eligible for services. If they have sold their home assuming they would live the rest of their life at the ALF, they may have nowhere to go and thus could potentially end up homeless in our communities. SDS will be watching this proposal closely to try and mitigate any negative repercussions as much as possible.

OREGON CASCADES WEST
Council of Governments

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

M E M O R A N D U M

DATE: January 19, 2017

TO: OCWCOG Board of Directors

FROM: Phil Warnock, Community and Economic Development Director

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

Cascades West Business Lending

- The first loan of the new year is funding the Northwest Winds Kites & Toys, LLC with a loan for $25,000. This loan is coming from the Lincoln County Loan Fund and will assist with initial inventory and related business expenses.

- Three loan payoffs were recently completed and collateral was released:
  - Integrated Body Fitness, LLC a U.S. Department of Agriculture (USDA) rural development fund (RDF) loan, in the amount of $40,000;
  - Integrated Body Fitness, LLC a Lincoln County loan fund loan in the amount of $40,000; and
  - Philomath Rental (Tomorrows Dream Inc.), a USDA RDF loan in the amount of $250,000.

- Banks and credit unions are growing their portfolios now and the need to partner with OCWCOG is down. The interest to partner with OCWCOG is mainly for gap financing, and OCWCOG work plans dictate that OCWCOG partner with other lenders. Inquiries are coming in, however borrowers are often able to complete financing with their banks/credit unions.

Cascades West Economic Development District

- At the end of December, the Community Service Center at the University of Oregon submitted a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program - Economic Resilience Grant application to the Oregon Office of Emergency Management on behalf of the Cascades West Economic Development District (CWEDD) and other local and regional partners. The application focuses on enhancing, integrating and leveraging local hazard mitigation and economic development planning activities.

  In 2015, the CWEDD updated its regional (four-county, Benton, Lane, Lincoln, and Linn Counties) Community Economic Development Strategy (CEDS). Part of the CEDS update included development of an economic resilience *Appendix* in accordance with new U.S. Department of Commerce's Economic Development Administration (EDA) requirements. Concurrent with that regional effort, the four Counties have been at various stages of updating their respective FEMA compliant *Natural Hazard Mitigation Plans*. Notably, the *CEDS Resilience Appendix* sought to incorporate high-level risk and vulnerability information from the mitigation plans into the economic planning context.

On completion of the *CEDS Resilience Appendix*, the CWEDD Board had the foresight to recognize that reducing regional economic risks and increasing economic resilience across the four-County Region is critical. Specifically, the Board directed CWEDD staff to investigate opportunities to leverage existing public-private economic development partnerships to:

1. Reduce the vulnerability of businesses in the Region to all hazards with a critical eye toward hazards that have regional impacts (e.g. Cascadia earthquake hazard, severe weather events, etc.);
2. Align local economic development strategies with pre-event economic risk reduction and recovery planning; and
3. Enhance regional collaboration related to economic resilience.

The goal of this project is to develop and test a new regional framework for engaging businesses in economic risk reduction and recovery planning. That framework will seek new ways to link, leverage, and align regional assets.

Brownfields

- In December, OCWCOG submitted a U.S. Environmental Protection Agency Fiscal Year (FY) 2017 Community-Wide Assessment (CWA) Brownfield Grant application for work impacting the Yaquina watershed. OCWCOG, as lead applicant, is partnering with the Cities of Newport and Toledo, Confederated Tribes of the Siletz Indians, and Lincoln County to request $600,000 in brownfield assessment funding for FY2017-2019. The application includes a request for $300,000 in hazardous substance funding and $300,000 in petroleum funding.

  After an unsuccessful grant application in FY2016, efforts were redoubled to garner support for this initiative. Since winter of 2015, OCWCOG continued to engage with the public, holding two public outreach meetings. OCWCOG has received feedback from the public regarding brownfield redevelopment priorities through an electronic survey. OCWCOG applied for, and received, a $25,000 grant from the State of Oregon to conduct an initial inventory of brownfields. During the completion of inventory site identification, brownfields are abundant within the target area with 127 priority brownfield properties having been identified.

Cascades West Area Commission on Transportation

- The Cascades West Area Commission on Transportation (CWACT) presented its biennial report to the Oregon Transportation Commission (OTC) at the Commission's November meeting in Eugene and participated in a roundtable lunch with OTC members. CWACT Executive Committee members including Benton County Commissioner Annabelle Jaramillo (Chair), Lincoln County Commissioner Doug Hunt (Vice Chair), Linn County Commissioner Roger Nyquist, and City of Millersburg Councilor Darrin Lane participated in the event, providing an overview of the CWACT region and activities over the past two years.

- At its next Full Commission meeting, on January 26, the CWACT Members and Staff from the Oregon Department of Transportation will host an Open House during which members of the public are invited to provide comment on the (draft) slate of infrastructure projects to be funded by the 2018-2021 *State Transportation Improvement Program*.

Notes

Cascades West Center
1400 Queen Avenue, SE Suite 201
Albany, OR 97322
541.967.8720