



Board of Directors Meeting Agenda Packet

May 18, 2017, 2:00 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
May 18, 2017
2:00 p.m.**

Cascades West Center
1400 Queen Avenue SE
Albany, OR 97322

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

PLEASE NOTE: Please call Jennifer Kelley, at (541) 967-8720, no later than noon on Tuesday, May 16th to confirm your attendance.

1. **Welcome and Introductions** (*Chair Sharon Konopa*)
(2:00 – 2:05 p.m.)

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

Floor will be open to the public for comment.

3. **Consent Calendar** (*Chair*)
(2:10 – 2:20 p.m.)

- a. Approval of March 16, 2017 Board of Directors Meeting Minutes (Page 4).
- b. Approval of Senior Services Advisory Council Membership for Robynn Pease (Page 10).
- c. Approval of Disability Services Advisory Council Membership for Carolyn Fry (Page 17).
- d. Approval of FY2018-2019 Senior Meals Food Service Contract increases (Page 21).
- e. Adoption of *Resolution #17-05-01*, regarding OCWCOG's RLF Plan (Page 25).
- f. Approval of Rural Microentrepreneur Assistance Program Policies & Procedures Manual (Page 27)
- g. Adoption of *Resolution #17-05-02*, regarding EDA Planning Grant submittal (Page 34).
- h. Financial Update for the period of July 2016 – March 2017 (Page 36).

ACTION: Motion to approve Consent Calendar.

4. **Presentation and Adoption of the FY2017-2018 Work Program and Budget** (Executive Director Fred Abousleman)
(2:20 – 2:50 p.m.)

Staff will present the final draft of the *FY2017-2018 Work Program and Budget* for approval (Separate attachment).

ACTION: Motion to approve the *FY2017-2018 Work Program and Budget*, and adoption of *Resolution #17-05-03 Agency Budget for Fiscal Year 2017-2018* (Page 42).

5. **Board Endorsement of the Older Americans Act Proclamation** (Executive Director Fred Abousleman/Chair Konopa)
(2:50 – 2:55 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 (Page 43)

ACTION: Motion to adopt the 2017 Older Americans Act Proclamation.

6. **Association of Oregon Counties (AOC) Priorities** (AOC President Bill Hall)
(2:55 – 3:05 p.m.)

AOC President Bill Hall will provide a brief outline of AOC priorities for the coming year.

ACTION: Information and discussion only.

7. **OCWCOG Annual Dinner** (Executive Director Fred Abousleman)
(3:05 – 3:15 p.m.)

Executive Director Abousleman will provide an update on the OCWCOG Annual Dinner.

ACTION: Information and discussion only.

8. **Program Update Question and Answers** (All Program Directors)
(3:15 – 3:30 p.m.)

Staff will be available to answer any questions from the Board on the program updates. (Page 44, Page 46).

ACTION: Information and discussion only.

9. **Topics of Regional Interest** (All Members)
(3:30 – 3:55 p.m.)

Board members are invited to present topics that may be of interest to other jurisdictions. This meeting's topic is solid sewage waste management solutions.

ACTION: Information and discussion only.

10. Other Business
(3:55 – 4:00 p.m.)

11. Adjournment
(4:00 p.m.)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MINUTES
March 16, 2017**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; Mayor Jim Lepin, Millersburg; Councilor Scott McPhee, Millersburg; Councilor Debbie Nuber, Scio; Mayor Marjean Cline, Halsey; Councilor Diane Gerson, Sweet Home; Mayor Loel Trulove, Tangent; Mayor Don Ware, Brownsville; and Councilor Mike Neddeau, Brownsville.

STAFF: Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Community and Economic Development (CED) Director Phil Warnock; Senior and Disability Services (SDS) Program Manager Randi Moore; Technology Services Manager Brian Chytka; Senior Accountant Janet Cline; Loan Officer Sandra Easdale; and Administrative Assistant Jennifer Kelley.

VIDEO: Councilor Dean Sawyer, Newport; Councilor Deanne Dunlap, Toledo; Councilor Jeff Wiseman, Depoe Bay; and Councilor Max Glenn, Yachats.

VISITORS: Mike Volpe, Disability Services Advisory Council (DSAC) Vice Chair; Kori Sarrett, Accuity; Glen Kearns, Accuity; Bob Duncan, Senior Services Advisory Council (SSAC) Chair; and Cathy Savage, Home Care Worker.

The Board of Directors meeting was called to order by Chair Sharon Konopa at 2:04 p.m. on March 16, 2017 at the Cascades West Center in Albany, Oregon.

1. Welcome and Introductions

Chair Konopa welcomed Board Members and introductions were made.

2. Public Comment

No public comment.

3. Consent Calendar

Mayor Biff Traber motioned to approve Consent Calendar and Councilor Bob Elliott seconded. Motion passed unanimously. Consent Calendar items approved were as follows:

- a. Approval of January 19, 2017 Board of Directors Meeting Minutes;
- b. Approval of Cascades West Area Commission on Transportation (CWACT) Members;
and
- c. Financial Update for the period of July through December 2016.

Chair Konopa gave new Board Members an explanation of CWACT Membership. Executive Director Fred Abousleman referenced Board Member Orientation Packets for new members.

4. Presentation of the FY2015-2016 Annual Financial Report (Audit)

Glenn Kearns introduced the Independent Auditor's Report (Letter) and Annual Financial Report (Report). Mr. Kearns reviewed the Letter, indicating no adjustments, and no significant challenges in performing the Audit.

Kori Sarrett reviewed the Report, noting the unmodified (clean) opinion, which is a desirable outcome. Ms. Sarrett indicated that one large piece of the Report was a Public Employees Retirement System (PERS) accounting standard change with regard to pension liability. This change has happened in all entities with PERS membership. Oregon Cascades West Council of Governments (OCWCOG) now has a \$4.8 million liability. This is an approximate \$6 million change from last year's Audit. Ms. Sarrett explained that this change has nothing to do with management, the Finance Department, or the Budget; it is because OCWCOG is a PERS covered organization. Due to this accounting change, the total equity in the Audit was positive, but unrestricted was negative. Without this new liability, unrestricted would have also been positive.

Ms. Sarrett directed the Board to the Federal Compliance Audit, and stated that in spite of rule changes, rulings were largely unmodified, meaning staff was trained to properly comply with new practices.

Commissioner Anne Schuster acknowledged the work of OCWCOG's Finance Department, and motioned to approve the *FY2015-2016 Annual Financial Report (Audit)*. Mayor Jim Lepin seconded; motion passed unanimously.

5. Presentation of the Draft FY2017-2018 Work Program & Budget

Executive Director Abousleman discussed the organization of the *Budget* and provided an overview of OCWCOG's budgeting practices. Executive Director Abousleman stated that OCWCOG has an annual budget of approximately \$30 million, predominately in Medicaid programs and *Ride Line*. OCWCOG is a zero-based organization, meaning the budget should balance at the end of each year.

Executive Director Abousleman stated that this year's *Budget* is very similar to last year's, indicating that it is sustainable. Executive Director Abousleman referenced the Consolidated Budget, stating that in the final version, it will be modified to show the prior year's consolidated, in order to see trends. The final version of the *Budget* will come to the Board for approval in May.

Executive Director Abousleman stated that OCWCOG is conducting ongoing internal discussions regarding the structure of Senior and Disability Services (SDS). Budget integrity will not change, however funding allocation may shift with potential structural changes.

Executive Director Abousleman stated that reasonable adjustments were made to accommodate for unknown factors in State funding. Currently, changes to Medicaid funding are unknown; significant impacts to Medicaid relevant to OCWCOG's Budget would require a Supplemental Budget, to be approved by the OCWCOG Board of Directors.

Commissioner Schuster asked how program funds are divided between SDS and CED. Executive Director Abousleman stated that ratios are approximately 60-70% to SDS, and 30-40% to CED, with Medicaid being approximately 90% of SDS's budget, and *Ride Line* comprising most CED's budget. The Board discussed the financial structure of the Business Lending program.

6. Program Update Question and Answers

SDS Program Manager Randi Moore stated that State and Federal Budgets will likely be unknown for a few more months. Within Medicaid eligibility, Service Priority Level (assessment guide) changes will occur based on frequency of need for consumers. It is estimated that 5% of consumers will be negatively impacted, but the accuracy of that prediction is unknown. The introduction of these changes has been postponed, to better develop a transition plan for those consumers no longer eligible for services. SDS Program Manager Moore stated that although these changes will negatively impact some consumers, the increase in clarity and standardization will be helpful.

Chair Konopa asked whether this means some consumers will now be homeless, as they will no longer be eligible to remain in care facilities. SDS Program Manager Moore confirmed that this will likely happen for some consumers, and added that the State is developing a plan with funding for transitional services. However, with current shortages of low-income housing, transitioning consumers will likely be challenging.

Chair Konopa stated that Medicaid should grandfather in existing consumers. SDS Program Manager Moore stated that Medicaid does not allow different levels of service for new and existing consumers.

CED Director Phil Warnock discussed the upcoming *Regional Park and Ride Plan* Inaugural Meeting to be held March 30th for Linn and Benton Counties. A Lincoln County meeting will be forthcoming. Efforts are currently directed toward researching commuter needs, such as bus pull-outs, trash receptacles, vehicle charging stations, and lighting. CED Director Warnock suggested that local communities send a liaison to these meetings. Currently, invitations are being sent to standing groups, but engagement from community members not currently involved in transportation planning would also be appreciated.

Commissioner Schuster asked how many park-and-ride lots exist in the region currently. CED Director Warnock stated that only a few formal lots exist; informal park-and-ride lots are more numerous. The goal of the *Regional Park and Ride Plan* is to build a network of park-and-ride sites, to formalize informal lots, and to promote sites for increased usage.

Mayor Traber asked whether transit connections are being considered. CED Director Warnock stated that transportation network hubs are being considered, for both inter-city and intra-city transit. Recommendations could eventually be made for route changes within cities, to accommodate park-and-ride users.

Chair Konopa asked CED Director Warnock to give an overview of the *Ride Line* program. CED Director Warnock stated that CED manages *Ride Line*, a non-emergent medical transportation program providing approximately 17,000 trips per month regionally.

Chair Konopa explained to new members that the Cascades West Economic Development District (CWEDD) encompasses Linn, Benton, Lincoln, and Lane Counties, with the purpose of locating new businesses, promoting economic growth, and enhancing services for existing businesses. Executive Director Abousleman stated that CWEDD's service area is based on research showing primary business clusters. This research gives an economic profile of a region and helps guide economic development.

Councilor Dean Sawyer asked whether the new bikeshare agreement with Oregon State University (OSU) will be similar to Portland's bikeshare program. CED Director Warnock

stated that *Pedal Corvallis* started a month before Portland launched their bikeshare program, but that it is similar in concept. There are currently six stations with 33 bicycles and two tricycles. OSU has signed on for two stations with eight bicycles total. The new stations are scheduled for launch on April 25th.

Councilor Sawyer asked whether there is any possibility to have a bikeshare program in Newport. Executive Director Abousleman stated that the bikeshare program is not exclusive to Corvallis or OSU. A bikeshare program could be created through a private investor funding the program. Each station costs roughly \$7,000 per year. Most in Corvallis are sponsored by local businesses.

Commissioner Schuster asked whether stations will have covers in the future. CED Director Warnock stated that it would be ideal to have all stations covered, however there is not currently funding to finance it. Bicycle seat covers have been ordered to keep seats dry.

7. Annual Dinner

Executive Director Abousleman stated that OCWCOG has not had an Annual Dinner to celebrate our Region since 1999. We are the only Council of Governments in Oregon to not hold an annual event of this type. Executive Director Abousleman reminded the Board that they approved an Annual Dinner to be held on November 2nd. The event will be held at the CH2M Hill Alumni Center on the OSU campus. Next year's event will move to Lincoln County, then Linn County the following year. The purpose of the event will be to celebrate the Region, hold a *State of the Region* update, and to act as a fundraising event for the *Meals on Wheels* program. There will be sponsorship and award opportunities. Tickets will first be available for elected representatives, member jurisdictions, and significant community partners. Remaining tickets will be open to the public.

Executive Director Abousleman stated that based on Board input, award categories have been created to recognize community contributions. Executive Director Abousleman gave an overview of award categories.

Mayor Traber suggested a lower cost dinner ticket, in order to increase attendance. Chair Konopa agreed, adding that donations would also likely increase.

Mayor Traber asked about the process for selecting award winners. Executive Director Abousleman stated that OCWCOG will solicit nominations from the community; the Board will select the winners. Commissioner Schuster asked whether they would be provided more detail on award categories. Executive Director Abousleman confirmed.

Mayor Traber asked whether award nominations would need to be tied to OCWCOG projects. Executive Director Abousleman stated that any regional projects or volunteers would qualify, as this event is about celebrating the region.

8. Topics of Regional Interest

Chair Konopa reminded the Board that Councilor Dann Cutter had suggested budgeting as a Topic of Regional Interest, as it is the time of year that jurisdictions are working on budgets; however, as Councilor Cutter was not able to attend, Chair Konopa suggested postponing that topic.

Councilor Elliott informed the Board that Governor Kate Brown will be speaking at the Boulder Falls Convention Center in Lebanon on March 31st. The event is hosted by the Lebanon Chamber of Commerce.

Commissioner Schuster asked for an update on properties OCWCOG had evaluated for pre-permitting for industrialized development. Executive Director Abousleman stated that ten years ago, 19 ten-acre plots were selected that were all zoned for development but had significant wetlands. OCWCOG underwent the process of establishing an expedited permitting process for these sites. Additionally, aquatic resources and delineations on these properties are now known. Presently the State of Oregon Department of State Lands has issued a Letter of Permission for permitting ten of the 19 properties; the Army Corps of Engineers has yet to issue the Letter of Permission for the sites.

Mayor Lepin asked whether OCWCOG has an inventory of these sites. CED Director Warnock stated that yes. OCWCOG holds the relevant information needed to access the shortened permitting process including the inventory of site specifics, and can provide this list. Executive Director Abousleman stated that these properties are ready for purchase, and that this process has saved potentially hundreds of thousands of dollars in permitting, in addition to a year of time for developers. These Letters of Permission are valid for five years; currently there are three years left before expiration.

Executive Director Abousleman stated that OCWCOG has completed its portion of the project. Properties now sit with the owners. OCWCOG does not market or sell the properties. The State of Oregon knows of these properties, and that they are available. OCWCOG chose the most difficult properties to permit, which was approximately 10% of the available inventory at the time. However, many properties in Oregon are wetlands; this is not exclusive of the properties OCWCOG permitted. Executive Director Abousleman suggested that if the Board would like more information on permitting wetlands, the Department of Environmental Quality could come talk about that process.

Mayor Traber asked why none of the properties had been sold or leased. Executive Director Abousleman stated that the sellers of each property would need to answer that question.

Chair Konopa asked whether OCWCOG could take on permitting for land zoned for housing. Executive Director Abousleman stated that OCWCOG does not do permitting for housing. This project is the only one of its kind, which is why it has struggled to move forward. There has been uncertainty regarding the pre-permitting of properties. The Board discussed permitting processes, including species identification, water access, runoff, and other issues.

Mayor Marjean Cline stated that she has concerns regarding recreational immunity and insurance rates. Chair Konopa stated the League of Oregon Cities has been working on this issue with the State of Oregon.

Mayor Cline stated that Halsey has been installing fiber-optic internet, with the goal that every house within the City will have the ability to be connected. Executive Director Abousleman stated that OCWCOG has conducted a broadband connectivity assessment in our Region, and that communities are not as well-connected as they should be.

Mayor Don Ware stated that recreational immunity is a concern for him as well. Brownsville City Council wrote letters to Legislative committees. Mayor Ware also stated that another

accomplishment for Brownsville is that smaller Linn Counties have now worked collaboratively to create one contract with the Linn County Sheriff's Office.

Councilor Debbie Nuber stated that Scio has had fiber-optic throughout the city for over three years.

Mayor Traber stated that Corvallis is making changes to their budgeting process. In the past, direct expenses like social services funds or other requests came out of a discretionary fund. Now there will be a line item in the budget.

Councilor Dean Sawyer stated that Newport also has fiber-optic internet, and that recently the City has opened a new pool.

Councilor Max Glenn stated that Yachats has been upgrading accounting and other internal systems.

Councilor Susan Wahlke stated that Lincoln City is beginning a television advertising campaign.

Councilor Deanne Dunlap stated that Toledo is in the process of trying to save their city pool, and is also following the issue of recreational immunity.

Disability Services Advisory Council (DSAC) Vice-Chair Mike Volpe stated that the State Budget has a large impact on Oregon Project Independence. Additionally, unknown changes to the Affordable Care Act have the potential to impact Medicaid programs.

9. Other Business

Executive Director Abousleman reminded the Board about the upcoming Regional Mayors' Meeting, facilitated by OCWCOG and hosted by Mayor Traber.

Executive Director Abousleman stated that the President has released his draft Budget. Usually the President's Budget sets the tone for a conversation with the Legislature. Executive Director Abousleman clarified OCWCOG's *Meals on Wheels* funding, and corrected misinformation presented by various news outlets.

10. Adjournment

Meeting adjourned at 3:46 p.m.

Minutes recorded by Jennifer Kelley.



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 18, 2017
TO: OCWCOG Board of Directors
FROM: Bob Daley, SSAC Chair
RE: **SSAC Membership Application**

On Tuesday, March 7, 2017, the Senior Services Advisory Council (SSAC) met and subsequently approved the recommendation of membership for Robynn Pease of Benton County.

The SSAC requests the approval of membership by the OCWCOG Board of Directors for Robynn Pease.

Upon approval by the Board, Robynn Pease would fill the last vacancy for a representative from Benton County. The SSAC currently has vacancies for representatives of Linn and Lincoln Counties.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
SENIOR SERVICES ADVISORY COUNCIL
APPLICATION

Date: 11/07/2016

Name: Robynn Pease

Phone: (859) 536-0354 E-mail: robynn.pease@gmail.com

Address: 1997 SE Crystal Circle Corvallis, OR 97333

Current and previous activities, interests:

please see resume

Leadership responsibilities:

please see selected professional +

volunteer affiliations on resume

Work experience:

please see employment history

on resume.

Other activities/experiences, which relate to senior persons:

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

YES NO

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

Robynn Pease
Signature

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:

PLEASE LIST TWO REFERENCES:

Name: Bob Daley Phone: (541) 757-9616
Benton Hospice Service
Address: 2350 NW Professional Dr. Corvallis, OR 97330

What is your association with this person: aging services professional
colleague

Name: John Buzzard Phone: (541) 737-5741
Professional and continuing Education
Address: 4943 The Valley Library Corvallis, OR 97331

What is your association with this person: former colleague at the
University of Kentucky

SUBMIT APPLICATIONS TO:

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

ROBYNN M. PEASE

1997 SE Crystal Circle, Corvallis, OR 97333
Telephone: (859) 536-0354 Email: robynn.pease@gmail.com

SUMMARY of SKILLS

- Successful developer and manager of programs to improve care of individuals within organizations and community
 - Skilled leadership in strategic planning and implementation of initiatives
 - Diplomatic and effective in building community partnerships
 - Excellent oral and written communication skills

PROFESSIONAL EXPERIENCE

Administration and Management

- **Initiated** and **managed** 20+ community and work-life programs at Oregon State University (OSU), University of Kentucky (UK), Lexington city government (LFUCG), and Bluegrass Ombudsman Agency, on diverse topics such as caregiving, elder care, retirement, grandparents raising grandchildren, childcare, work-life balance, dual careers and employment.
- **Facilitated** strategic planning, climate surveys, projects, services and activities including OSU's faculty exit survey and UK campus-wide assessment survey (53% response rate) to identify institutional work-life priorities.
- **Managed** and **supervised** office staff (1-4) and program budgets in range of \$100,000-\$250,000.

Project Coordination

- **Organized** and **chaired** education and advocacy committees and programs, such as the LFUCG's Senior Intern Program, Next Best Years of Your Life, Meeting the Challenges of Aging, and Grandparents Raising Grandchildren conferences; UK National Work and Family Month (500 attendees), UK retirement planning conference (325 attendees), national annual College-University Work-Life-Family conference (100 attendees) and bi-annual GO HERC meetings (20-35 attendees).
- **Partnered with groups** to organize programs and events, such as OSU's Eldercare Connections caregiver support groups (60+ contacts), OSU Task Force for Children, Youth and Family, UK Remembers memorial service and UK Outstanding Staff Awards.
- **Created** and **managed** training, educational, and support programs for long-term care facilities and consumers on topics such as residents' rights.
- **Recruited** members for a regional job board for institutions of higher education in Oregon and Southern Washington (GO HERC), increasing members from 12 to 33 since 2013.

Written and Oral Communication

- **Produced** and **hosted** LFUCG GTV3's *Off Our Rockers* and **wrote** press releases, newspaper articles, proposals and grants.
- **Edited** and **published** two editions of *Pathways*, a comprehensive citywide resource directory of aging services and two editions of *A University Resource Guide for Aging Adults* for university employees.
- **Maintained** GO HERC website; **Co-designed** UK Work-Life website.

EMPLOYMENT HISTORY

2016-Present **Faculty Ombudsman**, University Ombuds Office, Oregon State University, Corvallis, OR
2013-2016 **Director, Office of Work-Life & Greater Oregon Higher Education Recruitment Consortium**
(GO HERC) Academic Affairs, Oregon State University, Corvallis, OR
2007-2012 **Director, Office of Work-Life**, Division of Human Resources, University of Kentucky, Lexington, KY
2001-2007 **Program Administrator**, Office of Aging Services, Commissioner's Office of Social Service,
Lexington-Fayette Urban- County Government, Lexington, KY
1994-2000 **Projects Director/Ombudsman** Nursing Home Ombudsman Agency of the Bluegrass, Lexington, KY

SELECTED PROFESSIONAL & VOLUNTEER AFFILIATIONS

2016 -Present Ombudsman, Oregon Office of the Long-Term Care Ombudsman Program
2016-Present Member, Oregon Gerontological Association
2015-2016 Executive Committee, Higher Education Recruitment Consortium (HERC) Advisory Board of Directors
2011-2016 Executive Committee, College and University Work-Life-Family Association (CUWFA) Board of Directors
2013-2015 Member, Mid-Willamette Human Resource Association Board of Directors
2007-2013 Executive Committee, Nursing Home Ombudsman Agency of the Bluegrass, Inc. Board of Directors
2011-2012 Member, Lexington-Fayette Urban-County Government Social Services Advisory Board
2010-2011 Member, Lexington-Fayette Urban-County Government Mayor's Transition Work Group on Aging in Community

EDUCATION

Ph.D. Sociology - University of Kentucky, with an emphasis in gerontology

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

Name: Robynn Pease

It will be helpful to the 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.

#2 **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.

_____ **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.

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 persons shall serve on the Senior Meals Committee. The Committee chair may appoint up to five at-large members. When fewer than six 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.

/ 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.

_____ **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.



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



MEMORANDUM

DATE: May 18, 2017
TO: OCWCOG Board of Directors
FROM: Jan Molnar-Fitzgerald, DSAC Chair
RE: **DSAC Membership Application**

On Tuesday, May 2, 2017 the Disability Services Advisory Council (DSAC) met and subsequently approved the recommendation of membership for Carolyn Fry of Lincoln County.

The DSAC requests the approval of membership by the OCWCOG Board of Directors for Carolyn Fry.

The DSAC currently has vacancies and is seeking members from Linn, Benton, and Lincoln Counties.



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

DSAC Membership Application

Please provide the following information (Please print)

Name: CAROLYN FRY
Address: 36 SW NYE ST, Newport OR, 97365
Daytime Ph# 541 - 265 - 0483
Evening Ph # _____
Email: cfry@co.lincoln.or.us

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

Program Manager DD Services Lincoln County
Associate Clinical Director OSH -
Manager Child Welfare Services - Curry County
Program Manager Office of Civil Rights -
ODOT

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

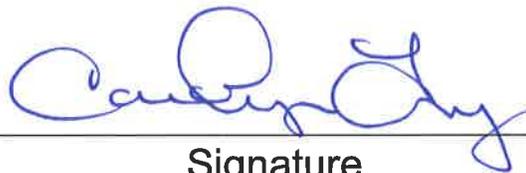
I have always been drawn towards helping & advocating for others. These experiences have taught me the importance of that.

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

As a manager with Lincoln County, I would like to stay informed of what is occurring in our county & support the efforts of DSAC & COG

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

DSAC membership is a commitment for a two-year term. Attendance is required at DSAC meetings, which are held on the first Tuesday of each month. The meeting begins at 11:30 a.m. and lasts until approximately 2:00 p.m. Lunch is provided. I understand and am prepared to make this commitment upon acceptance to the Disability Services Advisory Council.



Signature

Please list two references:

1) Name: Barbara Tumll Phone: 541-265-0530

E-mail: _____

What is/was the nature of your association with this person? my direct
supervisor

2) Name: Mary Kay Fitzmorris Phone: _____

E-mail: _____

What is/was the nature of your association with this person? Community
Partner
in this field of work.

**Please return this application to:
Senior and Disability Services
Attention: Lisa Bennett
1400 Queen Ave SE
Albany OR 97322**

**For more information call:
(541) 924-8441**



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 18, 2017
TO: OCWCOG Board of Directors
FROM: Senior Meals Program Supervisor Diane Harvey
RE: **Request for Approval of FY 2018 and 2019 Senior Meals Food Service Contract Increases with Bateman Senior Meals**

Description:

Oregon Cascades West Council of Governments (OCWCOG), along with NorthWest Senior & Disability Services (NWSDS), and Lane Council of Governments (LCOG), are partners in an interagency Food Services Consortium (Consortium) implemented to procure food service for 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 Fiscal Year (FY) 2017.

Bateman was the successful bidder in the Request for Proposals (RFP) conducted for FY2014. This year is the 5th year of a five (5) year agreement and Bateman has requested an extension of the contract into a 6th year. All Consortium partners have agreed to the one (1) year contract extension through June 2019, with the provision that the rate scale was locked for the second year.

This year, the Area Agencies on Aging (AAA) Directors of the Consortium agreed to implement a volume-based, sliding rate scale due to the unpredictability of various agency meal counts, creating difficulties in forecasting meal counts for this contract. This sliding rate scale eliminates the need for mid-year contract amendments.

In compliance with the Memorandum of Understanding between the three Consortium agencies, each agency is to review the price proposal, and recommend to NWSDS that it continue the contract with the selected service provider.

Method of Service Provision:

Bateman operates kitchens in Salem, Newport, and Eugene. At these locations, they plan menus; hire, train, and supervise all kitchen staff; purchase raw food; prepare the food according to standardized recipes; and maintain our kitchen equipment and trucks. Bateman also delivers the food in our trucks to each meal site, where it is served or packaged for home delivery by our staff.

Implementation of a Volume-Based Scale Rate:

Payments will be made on separate volume-based rate scales for hot meals and frozen meals. The per unit meal rate will be calculated based on serving **426,000** hot meals and **135,000** frozen meals.

The per unit meal rate will be adjusted on a quarterly basis to reflect the total year-end projected meals. The projections will be calculated and agreed to by both the Consortium and the provider.

Hot Meal Rate Chart

Bateman has submitted the following chart breaking out per meal rates for the following volume price increments; in 5,000 hot meal increments, starting with 415,000 – 500,000 hot meals for each of the following time periods:

July 1, 2017 – June 30, 2018; and July 1, 2018 – June 30, 2019.

Hot Meals

From	To	
500,000	Over	\$4.38
495,000	499,999	\$4.41
490,000	494,999	\$4.44
485,000	489,999	\$4.47
480,000	484,999	\$4.50
475,000	479,999	\$4.53
470,000	474,999	\$4.56
465,000	469,999	\$4.59
460,000	464,999	\$4.63
455,000	459,999	\$4.66
450,000	454,999	\$4.69
445,000	449,999	\$4.73
440,000	444,999	\$4.78
435,000	439,999	\$4.81
430,000	434,999	\$4.85
425,000	429,999	\$4.89
420,000	424,999	\$4.93
415,000	419,999	\$4.97

Frozen Meal Rate Chart

Bateman has submitted the following chart breaking out per meal rates for the following volume price increments; in 2,500 frozen meal increments, starting with 100,000 to 137,500 meals for each of the following time periods:

July 1, 2017 – June 30, 2018; July 1, 2018 – June 30, 2019.

Frozen Meals		
From	To	
137,500	Over	\$4.34
135,000	137,499	\$4.38
132,500	134,999	\$4.42
130,000	132,499	\$4.46
127,500	129,999	\$4.52
125,000	127,499	\$4.59
122,500	124,999	\$4.65
120,000	122,499	\$4.72
117,500	119,999	\$4.78
115,000	117,499	\$4.85
112,500	114,999	\$4.92
110,000	112,499	\$4.99
107,500	109,999	\$5.07
105,000	107,499	\$5.16
102,500	104,999	\$5.24
100,000	102,499	\$5.33

Staff Comments:

- This contract incorporates a volume-based sliding rate scale, which will allow quarterly price adjustments to the hot and frozen meal rates based on our actual purchase volume. This payment method is in use in several Oregon senior meal programs. It will eliminate the need for mid-year contract amendments and will minimize risk and loss for both the Consortium and Bateman.
- This proposal is fixed for two (2) years and is based on FY2018 costs. Bateman expects wage and food increases in FY2019, which they plan to absorb as a loss. The company is willing to take this loss with the extension of a 6th year.
- The proposed base unit cost for hot meals is \$4.89, 7% higher than the FY2017 agreement. The volume of hot meals proposed to be purchased by the Consortium is 24,000 less. This increase in price is primarily due to the reduced purchasing volume, continuing food inflation, and the increased minimum wage.
- The unit rate based on the proposed volume of frozen meals is \$4.42, which is approximately 1.5% higher than the FY2017 price. The proposed volume of frozen meals is 3,000 meals higher than the current year.
- Bateman estimates 3.5% food inflation over the next year. They manage food cost increases by engaging in national food contracts with producers and suppliers. These

contracts are continually reviewed and updated. Bateman pools the volume of their various contracts, which allows for the negotiation of large-volume contracts. This gives their regional customers a lower price. Bateman consistently tracks food inflation across various menu items used, and incorporates that data in the menu planning.

- The menu specifications written by the Consortium for this contract require that Bateman “scratch” cook most the items served on the menu. Most recipes have been modified to control sodium and fat, and to meet the strict Federal and State nutrition standards.
 - For example, Bateman bakes breads and desserts; the pudding is a scratch recipe with no sodium. While canned fruit is used on the menu, seasonal fresh fruit is also used. Fresh salads are prepared in the kitchens. Processed items, such as beef or chicken patties, are used to assure food safety and control labor costs. Based on recent Customer Satisfaction Surveys, an additional meatless entrée is being added to the monthly menu; more brown rice and a larger variety of fresh fruit will also be used.
- This contract encompasses both food service production and delivery 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 monthly billing statements.
- Bateman does not charge a profit in this contract; they have discounted \$.10 from the hot meal unit rate and \$.09 from the frozen meal unit rate for pre-payment of 80% of the average monthly bill.

Senior Services Advisory Council Recommendations:

- OCWCOG contracts NWSDS, with NWSDS as the lead agency in the Food Service Consortium, and;
- NWSDS continues the contract with Bateman for the provision of food service for FY2018 and FY2019, using the volume-based scales noted above.



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

MEMORANDUM

DATE: May 18, 2017
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development Director
RE: **Cascades West Business Lending: Revolving Loan Fund Resolution, and Rural Microentrepreneur Assistance Program Policies and Procedures Manual**

Cascades West Business Lending has submitted two documents for Board of Directors review and approval. Each document is outlined below.

Revolving Loan Fund Resolution

The Department of Commerce's Economic Development Administration (EDA) funds the Oregon Cascades West Council of Governments' (OCWCOG) Revolving Loan Fund (RLF). The EDA requires a semi-annual resolution (see attached) by the Board of Directors. The OCWCOG Board is asked to approve this resolution semi-annually to comply with our EDA funding agreement.

The Loan Program Advisory Committee (LPAC) reviewed the resolution and recommends adoption by the OCWCOG Board of Directors. The resolution confirms that the loan program work plan is consistent with, and supportive of, OCWCOG's current economic development strategies, and that the work plan is being operated in accordance with the policies and procedures contained in the work plan.

Rural Microentrepreneur Assistance Program *Policies and Procedures Manual*

Previously, OCWCOG applied for, and was awarded, Rural Microentrepreneur Assistance Program (RMAP) funding. OCWCOG recently signed agreements with U.S. Department of Agriculture (USDA) to initiate this program. As part of getting the program underway, staff has refined the *Policies and Procedures Manual* beyond the generic version originally produced to meet RMAP criteria for application. Refinements reflect the intended outcomes and parameters for smaller, shorter-term loans.

The LPAC reviewed and recommends the adoption of the Rural Microentrepreneur Assistance Program *Policies and Procedures Manual* to OCWCOG Board of Directors for approval (see attached).

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION #17-05-01

Certifying the Oregon Cascades West Council of Governments' (OCWCOG) Economic Development Administration (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 18th day of May 2017 the Board of Directors 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 of Directors approval of the Administrative Plan prepared for the OCWCOG EDA RLF;

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

NOW THEREFORE, the Board of Directors 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 18th day of May 2017, at Albany, Oregon.

Sharon Konopa
Chair

Fred Abousleman
Executive Director



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(541) 967-8720 • FAX (541) 967-6123

RURAL MICROENTREPRENEUR ASSISTANCE PROGRAM POLICIES & PROCEDURES MANUAL

A. GENERAL INFORMATION

This Manual is solely for the use of Oregon Cascades West Council of Governments (OCWCOG) personnel to assist in administering the Rural Microentrepreneur Assistance Program (RMAP) delineating approval, funding, and servicing requirements. It is only a reference tool for OCWCOG lending “staff”. All policies and procedures are subject to compliance with regulatory requirements as imposed by United States Department of Agriculture (USDA) as long as the loans from USDA are outstanding and OCWCOG receives technical assistance. OCWCOG staff will recommend changes and approval to this policy and procedures manual to the Loan Program Advisory Committee (LPAC) and upon approval recommend OCWCOG’s Board of Director’s approval and adoption.

1. Program Purpose and Objectives

The Rural Microentrepreneur Assistance Program (RMAP) is to support the development and ongoing success of rural microentrepreneurs and microenterprises. The program will provide microloans for microenterprise startup and growth. Also, training and technical assistance to microloan borrowers and microentrepreneurs will be provided. Generally, eligible business and projects must be unable to obtain business funding of \$50,000 or less at affordable rates and on acceptable terms.

It is the intent of this program to administer loans in accordance with all state and federal civil rights guidelines and laws.

2. Overview

OCWCOG operates a Business Lending Department specializing in government funded and guaranteed loan programs. Professional lending services are provided to enhance an individual’s ability to access business capital throughout the areas served and increase likelihood of success. The OCWCOG Board ensures the organization has adequate staff to provide all administrative and professional lending services. OCWCOG staff is authorized to determine eligibility, package and service loan applications, as well as provide training and technical assistance to the program applicants. OCWCOG staff also carries out the compilation of program reports and funds management.

3. Initial Qualifying Assessment of the Applicants

OCWCOG staff will initially review all business loan proposals submitted. If the staff determines that the proposed business qualifies for eligibility under the RMAP program and the proposal appears to be a creditworthy business endeavor, staff will provide the potential borrower with application documents and information that details all the items required to complete the application. Businesses with 10 or fewer full-time employees that are located in an eligible area may apply for RMAP funds.

If the staff determines that the potential borrower needs assistance in:

- Compiling the business proposal projections or data,
- The education of business/accounting management, or
- Establishing management and accounting policies of the funded business.

Then staff may assist the potential borrower with the application or refer the individual(s) to:

- SBDC – Small Business Development Centers
- SCORE Counselors – Service Corps of Retired Executives
- Other appropriate resource partners

4. Program Administration & Operations

The RMAP administration, staffing, application packaging, and servicing of the loan program will be the responsibility of the OCWCOG Community and Economic Development (CED) Management. Loan processing is further delineated in Section B, steps 1-4. OCWCOG staff will review the initial small business loan proposals to determine if the project fits within the stated lending criteria established by the LPAC and OCWCOG Board. The loan package will be reviewed and approved by the OCWCOG CED Management and forwarded for loan closing. Those proposals denied for funding will be notified in writing in accordance with the Federal “Regulations B” credit denial requirements.

OCWCOG staff will complete all necessary documentation and record keeping in accordance with USDA regulations and prudent commercial lending standards. OCWCOG will maintain a database for monitoring the loans. Periodic reports will be provided to USDA and OCWCOG’s Committee and Board.

5. Lending Guidelines

a) Lending Limits

Loans made under the terms of RMAP will have a minimum loan size of \$500, a maximum loan size of \$50,000. Additionally, no one borrow, company, organization, entity, or affiliated group will have credit outstanding from RMAP in excess of the maximum loan amount of \$50,000 at any time.

b) Use of Proceeds

RMAP loans may be used for working capital and acquisition of materials, supplies, inventories, furniture, fixtures, machinery and equipment, debt refinancing, real estate and leasehold improvement projects. No construction or demolition may be funded with RMAP funds.

c) Repayment Terms

Loan terms will not exceed the 10 years. However, shorter-term loans will be encouraged in order to accelerate the reuse of RMAP dollars. The useful life of the assets being financed will be considered when establishing terms. Working capital loans will generally be no longer than three years. Repayment will normally be accomplished through amortization of principal, interest, and servicing contribution over the terms of the loan.

d) Interest Rate

Interest rates to borrowers are set at loan approval based upon nature of request and collateral as recommended by OCWCOG staff and approved by OCWCOG’s Board. Interest charged to borrowers will be fixed over the life of the loan.

e) Special Financing Techniques

Loan will generally not be made on a subordinated basis, with participating private or public sector lenders. When participating in a project with another commercial lender, maximum loaned dollars will not exceed \$200,000 or four times the amount of the RMAP loan. This type of project financing will only be approved on an exception basis when warranted for economic or community development purposes.

f) Equity and Collateral Requirements

RMAP applicants shall provide a minimum 25% equity contribution to the project costs in either cash or in-kind for RMAP loans. RMAP funds will not exceed more than 75% of project costs.

Adequate collateral will be required, as necessary, to secure all RMAP loans. Security will normally include first lien on all assets being financed. Working capital loans will normally be secured by receivables, inventory, and other general intangibles. Additional non-project collateral may be required to mitigate the risks of the RMAP loan on a case-by-case basis.

Acknowledgment and consent of landlords and/or assignments of lease will also be taken when appropriate.

Personal guarantees of all principals will be required. Liens upon other non-project assets of the applicant may serve to secure loans. Secured personal guarantees of the principals may be required to enhance the likelihood of repayment in a case of insolvency or default.

g) Restructuring or Modifying Loans

Terms and conditions of existing loans may be modified from time to time, as recommended by the staff and approved by OCWCOG CED Management. Modifications are intended to preserve the assets of the business and value of loan collateral should there be a problem with the loan repayments.

In general, modifying or restructuring a loan will be accomplished in a manner that will produce a reasonable likelihood of repayment, given a current and complete reassessment of conditions. RMAP loans will be modified only when it improves a borrower's ability to repay and enhances their ability to have a profitable viable business venture.

h) Use of Interest and Fees from RMAP Lending Activity

It is the intent that all repayments of principal will be retained in the RMAP funds for re-lending and fund operations until the USDA Note is paid in full. Interest and fees earned from the borrowers and banks will be credited to the RMAP fund, to be used to cover allowances for bad debts and loan administrative expenses not eligible under the RMAP technical assistance grant that are associated with operating and administering the RMAP program.

i) Fees and Charges

Loan fees will be \$100 for loan up to \$2,500 and 1.5% plus \$100 for loan \$2,501 to \$50,000. Borrowers will pay for any direct costs incurred in loan processing and closing, such as fees for credit report, appraisals, title insurance, recording, attorneys, escrow, etc. Loan deposit of \$100 for loan up to \$2,500; \$300 for loan \$2,501 - \$25,000 and \$500 for loans \$25,001 - \$50,000. Deposits are to cover out of pocket expenses associated with processing the loan request. All deposits are non-refundable if the borrower cancels; however, will be credited towards their closing costs and fees if the loan is closed and funded. Service fee of \$12.00 will be charged to monthly payment.

B. THE FUNDING PROCESS

Step 1: An OCWCOG staff member determines eligibility and credit worthiness through review of the initial loan proposal materials received. A proposal that is ineligible based solely upon the type of business or project will be denied from applying to the program. Those proposals that are deemed unworthy for further consideration based upon any financial or credit information will be sent a "Reb B" denial letter that will list the reason(s) for the denial. OCWCOG staff may also provide information regarding the availability of alternative financing options to the individual or business.

Eligible applicants will receive an application form for completion.

Step 2: OCWCOG provides technical assistance to aid the loan applicant while completing the application materials. OCWCOG staff shall not provide assistance, other than conceptual guidance and review, regarding financial projections, which may in any way influence the denial or approval of the credit. Borrowers seeking assistance with compilation of cash flow, profit and loss, and balance sheet projections will be referred to a resource partner such as SCORE or an SBDC. Through review, the financial information technical assistance will be provided that educates the applicants regarding the practicality, viability and appropriateness of the financial information received in the RMAP application.

Step 3: Upon receipt of a complete application, the OCWCOG lending staff will package the loan application and forward all loans recommended for approval to the OCWCOG CED Management for review and concurrence.

Step 4: OCWCOG lending staff closes and funds the loan within the parameters of the loan approval. If material changes occur in the structure of the credit, the package will be resubmitted for review to the OCWCOG CED Management.

C. LOAN SERVICING

1. Application of Payments

The borrower's loan payment is due on the first day of each month during the life of the loan. Payments will be collected and processed directly into the RMAP Program by OCWCOG staff. If a payment is not received on or before the 15th, OCWCOG will add a late fee of 5% of the payment to the amount due. All payments will be applied in order of priority to interest, servicing contribution, late fees, and lastly principal.

2. Account Management

OCWCOG staff will manage the loan servicing and repayments. OCWCOG staff will be responsible for monitoring the loans and responding to the needs of the borrowers while prudently protecting the assets of the RMAP program. OCWCOG staff will provide the following services on each account:

- Monthly accounting reports of principal and interest received, balances remaining, and any fees charged.
- Late payment notices to borrower.
- Year-end statements to borrower showing interest and principal payments made.
- Any other record keeping or services required by USDA or OCWCOG Auditors.

USDA may conduct reviews on loan records and procedures for all projects and programs involving RMAP funds. To assure the loans are managed and serviced in accordance with this policy and procedure manual; OCWCOG CED Staff and Management shall periodically provide reports to the OCWCOG Board for review. As part of the monitoring process, the following is a list of reports that will be available for the LPAC members and OCWCOG Board:

- Activity status report.
- Portfolio or past due reports reflecting the status of each loan.
- Any other reports or information that is requested.

3. Credit Management

A. Routine Servicing: OCWCOG lending staff will maintain a database monitoring the current status of all RMAP's loans. Routine commercial loan servicing will be completed through periodic review of financial statements, annual site visits, employment verification, insurance requirements, and Uniform Commercial Code (UCC) form renewals.

B. Technical Assistance: OCWCOG staff will maintain a technical assistance program that includes:

1. Activities that market and promote microenterprise development, which may include promotion of the RMAP, educational assistance on counseling sessions with prospective microentrepreneurs, packaging loan applications, underwriting the credits for approval, and loan closing.
2. Insistence on regular and timely receipt of quality financials statements from the borrower to assess the ongoing financial position of business. Monthly financial statements may be required for the first six months, when deemed necessary.

Thereafter, either quarterly or annual financial statements shall be requested as determined by OCWCOG lending staff. Financial performance reviews may consist of:

- a. Documented review of financial information in each loan file.
 - b. Verification of financial data by phone and/or site visits when warranted.
 - c. Obtaining updated personal and business credit reports as part of the servicing loan file when reviewing the performance of the business.
 - d. Obtaining updated personal financial statements and/or tax returns as appropriate.
3. Reviewing the "terms" of the loan agreement and other documents with the borrower to assure complete understanding of and compliance with the borrower's obligations.

4. One-on-one counseling conferences or conversations with the borrower to analyze the operating condition and financial position of the business. OCWCOG lending staff shall provide appropriate advice and guidance to the individual borrowers to enhance the success of the business and borrower. Additional resource partners may be asked to assist the business owner as appropriate.
5. Provide opportunities or requiring that the borrower attend seminars or classes and/or obtain management, marketing and technical assistance in the operation of the business as provided by the OCWCOG lending staff or appropriate outside resources.
6. Networking with other resource partners, including SCORE and SBDCs to obtain information about the borrower and business viability.

4. Problem Loans

To avoid problems with credit delinquency and possible losses, an OCWCOG staff member will conduct reviews with the borrowers, when necessary. Any factors that indicate loan payment deterioration, may trigger counseling for remedy while ensuring the continuance of the business venture.

5. Delinquent Loans

Loans become delinquent the day after the payment is due. Collection procedures commence if payment is not made within 15 days following payment due date, or if the business exhibits danger signals such as NSF checks, missing financial reports, etc. OCWCOG staff will make initial contact with the borrower requesting and prompting payment prior to the end of the month. Information will be requested which will allow OCWCOG staff to assess the seriousness of the situation.

Upon a 30-day delinquency OCWCOG staff will review:

- Availability of repayment;
- Extent and condition of borrower's involvement and obligations with other creditors and contract holders;
- Willingness of borrower to repay; and
- The collateral securing the loan and balance of the outstanding debt.

The collateral position of the loan will be determined by verifying the value of collateral held, through locating the collateral and reviewing its condition, and by checking for correct filing of UCC forms and other security documents. A liquidation analysis will be documented in the file providing an updated statement of probable recovery through the sale or repossession of the collateral.

OCWCOG staff will determine the ability for repayment by determining the cash flow availability in the business. The extent of the borrower's involvement with other creditors will be determined after searching public records for liens and judgments, obtaining an updated personal financial statement, and by asking other creditors.

OCWCOG staff will assess the willingness of the borrower after an evaluation of past actions, from any communication with the borrower, and from the borrower's reaction to recommendations and/or proposals to correct the delinquency prior to liquidation of the collateral.

After OCWCOG staff develops as much information as possible upon which to make judgment concerning the magnitude of the problem, OCWCOG staff will have direct contact with the borrower for the purpose of a frank discussion. OCWCOG staff will attempt to obtain full

cooperation in order to avoid loss to the program and financial difficulties to the borrower. To be successful, OCWCOG staff and the debtor must work toward eventual repayment of the loan from the normal cash flow of the business without liquidation of those assets necessary for the continued operation of the business. Retention of the business will be considered as important as the timely collection of the debt.

At any conference with the borrower, OCWCOG staff will make it clear to the borrower that the delinquency is critical and must be resolved immediately. When a workable solution to the loan delinquency results in a modification of the terms and conditions to the original approval, the modifications must be in writing and approved by the OCWCOG CED Management. Modifications, deferments, and other actions, including compromises should be made only when it is deemed the debtor has some potential to successfully solve the financial difficulties in the business and ultimately repay the RMAP.

6. Loans in Default

When no workable solution emerges from the process of meetings and dialogues with the borrower, the loan will be in serious default. Loans may be considered in default if any portion of a loan payment is more than sixty (60) days past due. The following actions will then be taken to address default by a borrower:

- A. OCWCOG lending staff will notify the borrower of default by certified registered mail.
- B. Borrower will be given ten working days to correct default.
- C. If default is not corrected within ten (10) days, lending staff will:
 1. Analyze whether restructuring the debt would allow the business to continue and what affect the restructure would have on OCWCOG collateral position. If there is no evident probability of repayment, lending staff will develop a liquidation plan, including litigation proceedings. OCWCOG's CED Management shall approve all liquidation activities and plans.
 2. Take whatever action is deemed necessary to protect the interest of the RMAP program including foreclosure on real or personal property, seizure of collateral, including repossession of vehicles, equipment and all other assets. Generally, all business assets will be pursued for remedy unless it is deemed more expensive to liquidate the assets than the potential for recovery of funds from the sale of the assets.
 3. Notify the LPAC and OCWCOG Board of the plan and amount of any potential loss.



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MEMORANDUM

DATE: May 18, 2017
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development Director
RE: **Authorizing EDA Planning Grant Submittal**

Economic Development Administration Resolution

Fiscal Year (FY) 2017 is the first of a new three-year planning grant cycle (FY2017, FY2018, and FY2019) for the Economic Development Administration (EDA) Partnership Planning Program. The proposed budget covers the entire three-year project period. However, EDA will only award funds annually, and future receipt of prospective funding is contingent upon the availability of funds from Congress, satisfactory performance, and continued relevance to program objectives; it will be at the sole discretion of EDA. An updated resolution will be brought to the Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors annually.

Attached is Resolution #17-05-02 for OCWCOG's Board of Directors' approval, authorizing a match for the EDA planning grant. The grant award is for the period of April 1, 2017 through March 31, 2018; the amount of this year's grant is \$75,000 and requires an equal funding match.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION #17-05-02

Authorizing EDA Planning Grant Submittal

WHEREAS, the federal Economic Development Administration (EDA) has invited a planning grant application for the period of April 1, 2017 through March 31, 2020; and

WHEREAS, the Board of Directors of the Oregon Cascades West Council of Governments (OCWCOG) finds that past planning grants have supported a sound and effective program for community and economic development in Linn, Benton, Lincoln, and Lane Counties; and

WHEREAS, the Board of Directors of OCWCOG finds that local funds available to match the requested grant are severely constrained;

NOW THEREFORE, Oregon Cascades West Council of Governments resolves that:

1. Application for an EDA planning grant is hereby authorized.
2. The amount of the grant request shall be \$75,000 per year in Federal funds.
3. \$75,000 per year is committed as cash match for this project. Funds will be made available as needed for the project. These funds are not and will not be conditioned or encumbered in any way that would preclude their use consistent with EDA investment assistance requirements.
4. The Chairperson and/or the Executive Director are authorized and empowered to execute any and all grant documents for application, acceptance, or amendment of this grant.

ADOPTED this 18th, day of May 2017, at Albany, Oregon.

Sharon Konopa
Chair

Fred Abousleman
Executive Director



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M E M O R A N D U M

DATE: May 18, 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 March 31, 2017, with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

Snapshot by Major Line Item

	FY2017 Budget	March YTD	Percentage YTD	Prior Year YTD
Dues	251,501.00	261,025.29	103.79%	100.00%
Contracts	2,322,731.00	1,583,053.08	68.15%	39.74%
Grants	157,500.00	103,578.36	65.76%	75.75%
Donations	251,501.00	175,047.58	94.62%	41.51%
State Revenue	1,453,284.00	708,441.14	48.75%	55.62%
Federal Revenue	11,605,651.00	7,495,253.53	64.58%	65.24%
Coordinated Care	6,125,000.00	3,947,278.88	64.45%	86.69%
Total Income (all line items)	32,568,319.00	24,899,255.88	76.45%	75.27%
Total Payroll Expense	13,153,601.00	8,732,526.88	66.39%	60.99%
Contract Expense	7,826,679.00	5,982,345.51	76.44%	85.02%
Indirect Expense	1,851,207.00	1,387,382.89	75.00%	74.21%
Maintenance & Repair	197,061.00	64,239.29	32.60%	41.24%
Supplies	131,234.00	70,759.82	53.92%	43.67%
Telephone	216,306.00	144,048.24	66.60%	75.04%
Travel / Training	309,970.00	201,249.58	64.93%	55.11%
Total Expense (all line items)	32,568,319.00	18,054,282.71	55.44%	53.31%
Net Gain / (Loss)		6,844,973.17		

Fiscal Year (FY) FY2016 - 2017 Financial Narrative (Revenue)

- a. Net/Gain (Loss) FY2016-2017 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a gain because Beginning Balance numbers are now included in the financials.
- b. All Member dues have been received and distributed. The revenue is higher due to the budget not being updated after the FY2016-2017 dues were approved.
- c. Contract revenue is on budget. Billing for 3rd quarter will be reflected on the June report.
- d. A portion of grant revenue for March was received and recorded in April.
- e. Donations revenue is up over the previous year. The organization is working on increasing community awareness about the needs of the programs. *Meals on Wheels* sent an additional direct mailing and donations are streaming in. This additional revenue will be reflected on the June report.
- f. The organization's State contracts percentages are low due to payments being received a month after billed. *Regional Park and Ride Plan, Safe Routes to School, and Regional Transportation Plan* projects are continuing to progress as we move through the remainder of the Fiscal Year.
- g. Federal revenue is low due to payments being received in month after billed.
- h. Coordinated Care revenue is low and will be adjusted at the end of the year with a cost settlement reconciliation.

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. Budgeted projects are waiting for more conducive weather to be completed.
- e. The organization continues to recognize savings due to the implementation of the centralized purchasing program.
- f. Telephone costs are low; this is a result of the Technology Services team researching more efficient services that have resulted in a reduction in cost.
- g. Travel/Training is on budget. Management staff continually review staff travel to ensure the best use of staff time and program expenses.

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

Consolidate Revenue and Expense Statement					
Finance Committee Financial Report					
				Revenues year to date under budget	
				Revenues year to date over budget	
For Period Ended March 31, 2017				Percent of budget to date 75.00%	
Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 8,942.00	\$ 40,245.07	450.07%	RSVP and Wellness grant
000725	Beg Bal Restrict for Contracts	\$ 716,251.00	\$ 681,496.40	95.15%	
000735	Beg Bal-Restricted Reconcile	\$ 1,530,643.00	\$ 1,313,895.20	85.84%	
000740	Beg Bal-Restricted for Other	\$ 562,186.00	\$ 2,122,398.53	377.53%	Meal, meals reserve, building fund balances
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ 2,230,000.00	100.00%	
000750	Beg Bal-Unrestricted	\$ 2,165,082.00	\$ 1,765,007.23	81.52%	
000750	Beg Bal-Unrestricted	\$ -	\$ 30,000.00	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	\$ 66,490.01	76.43%	
000803	Internal Transfer	\$ 1,863,093.00	\$ 1,390,679.83	74.64%	
000804	Miscellaneous Revenue	\$ 8,883.00	\$ 1,486.58	16.74%	This is for refunds and will not be measured.
000805	Contract Revenue	\$ 2,322,731.00	\$ 1,583,053.08	68.15%	
000806	Grant Revenue	\$ 157,500.00	\$ 103,578.36	65.76%	
000807	Donations	\$ 185,000.00	\$ 175,047.58	94.62%	Due to the solicitation mailing and the Samaritan donation.
000808	Interest Revenue	\$ 122,000.00	\$ 188,012.62	154.11%	Loan and bank interest were budgeted low and will exceed the budget.
000809	Transfers In	\$ 232,987.00	\$ 35,108.86	15.07%	There is a budget item for the Lending Program to transfer funds in, if needed.
000812	Sponsorship	\$ -	\$ 33,300.00	0.00%	
000820	Program Meals Revenue	\$ 165,000.00	\$ 117,522.12	71.23%	
000821	Program Fee For Service	\$ 500.00	\$ -	0.00%	
000822	Loan Packaging Fees	\$ 6,000.00	\$ -	0.00%	
000823	Program Income	\$ 602,885.00	\$ 448,695.09	74.42%	
000824	Lending Administration	\$ 90,000.00	\$ 103,973.96	115.53%	Additional revenue available for Lending Operations
000824	Match Revenue	\$ 70,200.00	\$ 52,278.22	74.47%	
000826	Borrowers Fees	\$ 1,000.00	\$ 346.86	34.69%	Very few loans written to date
000828	Service Fees	\$ 5,000.00	\$ 4,641.44	92.83%	This line item was budgeted too low and will exceed the budget.
000840	Veterans	\$ 57,261.00	\$ 28,630.50	50.00%	Payment received in April
000841	Oregon Project Independence	\$ 710,940.00	\$ 471,941.93	66.38%	
000843	ODOT	\$ 682,083.00	\$ 207,868.71	30.48%	3rd quarter billing recorded to April.
000844	Dept. Of Land Conservation Dev	\$ 3,000.00	\$ -	0.00%	
000846	Coordinated Care	\$ 6,125,000.00	\$ 3,947,278.88	64.45%	
000860	Economic Development Admin	\$ 75,000.00	\$ 56,250.00	75.00%	
000862	Older Americans Act	\$ 1,051,151.00	\$ 668,172.00	63.57%	
000863	Title XIX	\$ 9,841,500.00	\$ 6,438,083.28	65.42%	
000864	Federal Senior Meals	\$ 340,000.00	\$ 243,330.25	71.57%	

000865	USDA	\$ 130,000.00	\$ 87,717.00	67.47%	
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.
	REVENUE	\$ 32,568,319.00	\$ 24,899,255.88	76.45%	
000410	Leave Benefits	\$ 493,092.00	\$ 357,062.69	72.41%	
000420	Fringe Benefits	\$ 2,794,228.00	\$ 2,104,521.88	75.32%	
000425	PERS Benefits	\$ 1,777,069.00	\$ 953,496.89	53.66%	
000430	PERS Reserve	\$ -	\$ 33,836.46	0.00%	
0001ED	Executive Director	\$ 130,415.00	\$ 100,062.00	76.73%	
0004DD	Deputy Director	\$ 98,412.00	\$ 76,696.65	77.93%	
0004PD	Program Director	\$ 273,961.00	\$ 249,512.06	91.08%	Salary advance
0010PM	CED Program Manager	\$ 439,321.00	\$ 294,808.20	67.11%	
0013PS	Program Supervisor	\$ 453,613.00	\$ 328,314.79	72.38%	
0016LO	Loan Officer	\$ 68,869.00	\$ 46,103.64	66.94%	
0019CA	Clerical Assistant	\$ 14,104.00	\$ 19,508.96	138.32%	Position was reclassified to full time.
0019PM	Personnel Manager	\$ 80,580.00	\$ 59,529.90	73.88%	
0019TM	Technology Services Manager	\$ -	\$ 17,517.95	0.00%	Newly hired, budgeted as Program Manager
0022SA	Senior Accountant	\$ 58,947.00	\$ 15,936.16	27.03%	Newly hired
0046CM	Case Manager	\$ 1,981,955.00	\$ 1,271,861.76	64.17%	
0053CC	Contracts Coordinator	\$ 50,642.00	\$ 37,388.48	73.83%	
0055CS	Clerical Supervisor	\$ 102,901.00	\$ 57,050.47	55.44%	
0060AS	Accounting Specialist	\$ 50,573.00	\$ 36,680.18	72.53%	
0064ES	Eligibility Specialist	\$ 1,010,034.00	\$ 642,079.33	63.57%	
0067EA	Executive Assistant	\$ 47,987.00	\$ 32,229.73	67.16%	
0070AC	Accounting Clerk II	\$ 37,895.00	\$ 11,494.88	30.33%	Position has been vacant
0076AA	Administrative Assistant	\$ 440,215.00	\$ 269,043.13	61.12%	
0085CS	Clerical Specialist	\$ 216,370.00	\$ 144,126.99	66.61%	
0085TS	Technology Support Specialist	\$ 19,675.00	\$ -	0.00%	
0085WS	Workstation Support Specialist	\$ 22,054.00	\$ 27,130.51	123.02%	
013CDP	CED Planner II	\$ 106,075.00	\$ -	0.00%	Reclassified to a Program Manager.
013MDR	MPO Director	\$ 94,161.00	\$ 68,213.32	72.44%	
025NSS	Network Support Specialist	\$ 74,635.00	\$ 56,733.02	76.01%	
031CDP	CED Planner	\$ 113,446.00	\$ 82,987.45	73.15%	
034APS	Adult Protective Services Spec	\$ 335,011.00	\$ 233,989.17	69.85%	
037DTC	Diversion & Transition Coord	\$ 190,905.00	\$ 124,486.39	65.21%	
037LCM	Lead Case Manager	\$ 149,616.00	\$ 139,272.74	93.09%	
045ISS	Information Support Specialist	\$ 61,339.00	\$ 42,288.11	68.94%	
052ALO	Assistant Loan Officer	\$ 34,478.00	\$ 6,715.57	19.48%	Position is vacant
055VSO	Veterans Service Officer	\$ 58,622.00	\$ 43,057.92	73.45%	
060FMC	Facility Maint. Coordinator	\$ 49,772.00	\$ 37,355.85	75.05%	
061LES	Lead Eligibility Specialist	\$ 31,083.00	\$ 20,079.73	64.60%	
064ADR	ADRC Specialist	\$ 214,978.00	\$ 147,404.36	68.57%	
064ALW	Asst. AFH Licensing Worker	\$ 87,229.00	\$ 38,946.55	44.65%	.5 FTE position is vacant.

067CEA	Confidential Executive Assist	\$ 50,556.00	\$ 37,287.63	73.76%	
075LTB	Lead Trans Brokerage Spec.	\$ 81,486.00	\$ 28,037.35	34.41%	One position was reclassified to Program Supervisor.
075TBS	Transportation Brokerage Spec.	\$ 340,681.00	\$ 212,925.97	62.50%	
076CAA	Conf. Administrative Assistant	\$ -	\$ 13,061.45	0.00%	
082SMC	Senior Meals Coordinator	\$ 41,917.00	\$ 29,280.24	69.85%	
090EXH	Extra Hire	\$ -	\$ -	0.00%	
090RSM	Relief Site Manager	\$ 15,210.00	\$ 7,660.83	50.37%	Have not had to utilize relief site managers much year to date.
099EXH	Extra Hire	\$ 169,853.00	\$ 39,050.56	22.99%	Have not utilized the extra hire funds budgeted.
88MSM3	Meal Site Manager 3	\$ 189,636.00	\$ 137,698.98	72.61%	
	PERSONNEL	\$ 13,153,601.00	\$ 8,732,526.88	66.39%	
					Expenses year to date over budget
000504	Advertising	\$ 16,400.00	\$ 10,635.19	64.85%	
000506	Auto Expense	\$ 13,500.00	\$ 8,197.59	60.72%	
000507	Bad Debt Expense	\$ -	\$ (84,000.00)	0.00%	
000510	Bank Charges	\$ 14,360.00	\$ 10,878.21	75.75%	
000513	Board/Comm/Meeting Expense	\$ 52,500.00	\$ 14,628.86	27.86%	
000516	Computer Maintenance	\$ 51,500.00	\$ 66,919.26	129.94%	Replaced several outdated computers within the replacement schedule.
000519	Contingency	\$ -	\$ -	0.00%	
000521	Contract Administration	\$ 2,500.00	\$ 1,247.00	49.88%	
000522	Contract Expense	\$ 7,826,679.00	\$ 5,982,345.51	76.44%	
000523	Admin Contract Expense	\$ 415,284.00	\$ 362,664.14	87.33%	Homecare Workers contracts
000525	Copying	\$ 85,630.00	\$ 55,109.46	64.36%	
000531	Dues and Memberships	\$ 50,100.00	\$ 41,376.61	82.59%	
000532	Equipment Expense	\$ 53,200.00	\$ -	0.00%	
000533	Finance Indirect	\$ 468,077.00	\$ 351,057.86	75.00%	
000534	Indirect Expense	\$ 861,891.00	\$ 646,431.56	75.00%	
000535	Furniture & Fixtures	\$ 5,500.00	\$ 368.00	6.69%	
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
000542	Legal Services	\$ 17,450.00	\$ 3,837.70	21.99%	
000543	Licenses and Fees	\$ 70,914.00	\$ 45,053.40	63.53%	
000546	Loan Fees	\$ 1,600.00	\$ 526.30	32.89%	
000549	Maintanance and Repair	\$ 197,061.00	\$ 64,239.29	32.60%	
000550	Marketing	\$ 10,000.00	\$ 17,098.00	170.98%	Additional Advertising for <i>Foster Grandparent</i> , RSVP, and Bikeshare.
000551	Taxes	\$ 3,238.00	\$ 3,212.70	99.22%	One-time payment
000552	Other Operating	\$ -	\$ 730.38	0.00%	
000553	Loan Admin Exp	\$ 90,000.00	\$ 96,955.98	107.73%	Additional revenue needed for Lending Operations
000555	Postage	\$ 69,143.00	\$ 50,054.47	72.39%	
000558	Printing	\$ 24,450.00	\$ 4,772.20	19.52%	
000561	Rent	\$ 614,358.00	\$ 459,874.02	74.85%	
000564	Resource Reserve	\$ 155,000.00	\$ -	0.00%	Have not used match to date
000567	Supplies	\$ 131,234.00	\$ 70,759.82	53.92%	
000568	Stipend	\$ 87,877.00	\$ 56,205.38	63.96%	

000570	Technology Indirect	\$ 521,239.00	\$ 389,893.47	74.80%	
000573	Telephone	\$ 216,302.00	\$ 144,048.24	66.60%	
000576	Training	\$ 87,250.00	\$ 59,685.47	68.41%	
000577	Volunteer Recognition	\$ 11,000.00	\$ 13,237.10	120.34%	<i>Foster Grandparent</i> and RSVP have additional volunteers creating a larger than anticipated expense.
000578	Meal Delivery Travel	\$ 41,000.00	\$ 29,487.80	71.92%	
000579	Travel	\$ 181,720.00	\$ 112,076.31	61.68%	
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	\$ 51,078.61	70.09%	
000584	Janitorial	\$ 49,260.00	\$ 35,809.64	72.70%	
000585	Unappropriated EFB for future	\$ 6,474,308.00	\$ -	0.00%	
	MATERIALS AND SUPPLIES	\$ 19,201,761.00	\$ 9,255,334.44	48.20%	
000595	Capital Purchase	\$ 151,575.00	\$ 7,618.06	5.03%	
	CAPITAL OUTLAY	\$ 151,575.00	\$ 7,618.06	5.03%	
000598	Principal Payment	\$ 43,333.00	\$ 43,333.33	100.00%	
000599	Interest Expense	\$ 18,049.00	\$ 15,470.00	85.71%	
	DEBT SERVICES	\$ 61,382.00	\$ 58,803.33	95.80%	
	EXPENSE	\$ 32,568,319.00	\$ 18,054,282.71	55.44%	
	NET GAIN/(LOSS)	\$ -	\$ 6,844,973.17		

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION #17-05-03

Adoption of the Agency Budget for Fiscal Year 2017-2018

WHEREAS, the Oregon Cascades West Council of Governments' Budget Committee has reviewed and approved on the 18th day of May 2017 a Fiscal Year 2017-2018 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 Board meeting on the 18th day of May;

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 the 1st of July, 2017:

Personnel	\$14,045,992
Materials and Services	\$22,610,704
Principal Payment	\$43,333
Interest Payments	\$39,200
Total Appropriation	\$36,739,229

ADOPTED this 18th day of May 2017 at the Oregon Cascades West Council of Governments' Board meeting in Albany, Oregon.

Sharon Konopa
Chair

Fred Abousleman
Executive Director



Older Americans Month 2017

A PROCLAMATION

Whereas, Oregon Cascades West Council of Governments (OCWCOG) includes older Americans who richly contribute to our community; and

Whereas, OCWCOG acknowledges that what it means “to age” has changed—for the better; and

Whereas, OCWCOG is committed to supporting older adults as they take charge of their health, explore new opportunities and activities, and focus on independence; and

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

- involving older adults in the redefinition of aging in our community;
- promoting home- and community-based services that support independent living;
- encouraging older adults to speak up for themselves and others; and
- providing opportunities for older adults to share their experiences.

Now therefore, OCWCOG of Linn, Benton, and Lincoln Counties do hereby proclaim May 2017 to be Older Americans Month. OCWCOG urges every resident to take time during this month to acknowledge older adults and the people who serve them as influential and vital parts of our community.

Dated this 18th day of May 2017

By _____
Sharon Konopa
Chair



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

MEMORANDUM

DATE: May 18, 2017
TO: OCWCOG Executive Committee
FROM: Phil Warnock, Community and Economic Development Director
RE: **Community and Economic Development (CED) Program Update**

Business Lending

In March, the U.S. Department of Agriculture (USDA) completed a site visit to Oregon Cascades West Council of Governments (OCWCOG) to obtain final signatures for the Rural Microenterprise Assistance Program (RMAP) loan and grant. This RMAP program provides Cascades West Business Lending (CWBL) with a \$200,000 loan to provide local business lending, and an additional \$50,000 grant to offer technical assistance on lending options. Loans under this program are smaller, with shorter terms and higher interest rates, than other Business Lending products; average loans are anticipated to be \$10,000 - \$15,000, with a maximum of \$50,000.

Also in March, the USDA released its Intermediary Relending Program's 2016 audit findings for CWBL. These audits are performed approximately every three fiscal years, to ensure CWBL's compliance with USDA and Loan Program Advisory Council (LPAC) rules. CWBL received all positive findings in the two main categories reviewed – General Program Administration and Ultimate Recipient Files Reviewed.

CWBL has received an increasing number of loan program inquiries. Recent attendance at several Chamber of Commerce events, entrepreneur meet-ups, and bank visits have increased awareness and promotion of CWBL loan programs.

Albany Area Metropolitan Planning Organization

The Albany Area Metropolitan Planning Organization (AAMPO) held a Technical Advisory Committee (TAC) meeting March 9th and a Policy Board meeting March 22nd, focusing on progress with its *Regional Transportation Plan (RTP)*. This *RTP* guides transportation investments and priorities for the AAMPO area, which includes Albany, Jefferson, Millersburg, Tangent, and portions of Benton and Linn Counties. AAMPO is the first Metropolitan Planning Organization to use the State's Mosaic tool, which evaluates Return on Investment when comparing different planning options, and incorporate the results in their *RTP*.

The RTP has developed four scenarios for future transit service in the AAMPO area, featuring short-term, mid-term, and long-term options for enhancing and leveraging coverage in Albany, and potentially in surrounding communities. The options were further discussed with City of Albany staff on April 4th, and will be refined based on their technical input. Public outreach will be conducted throughout the AAMPO area this spring.

Regional Park and Ride Plan

OCWCOG held an initial stakeholder meeting for Linn and Benton Counties on March 30th to advance its two-year *Regional Park and Ride Plan (Plan)*. The *Plan* will support Transportation Demand Management in Linn, Benton, and Lincoln Counties, and foster a multi-modal transportation system to connect communities and local/regional transit. The need for new and expanded park-and-ride sites has been identified in many local transportation planning documents throughout the Region. Meeting attendees provided preliminary feedback on amenities and siting. A Lincoln County meeting will be announced soon. More information is available at www.ocwcog.org/transportation/park-and-ride.

Community Bikeshare: Pedal Corvallis

OCWCOG is partnering with Oregon State University (OSU) for the first expansion of the *Pedal Corvallis* pilot bikeshare program. OSU is joining the bikeshare program with two stations and eight bicycles on campus. Bikesharing is a system of bicycles available for short-term use. In partnership with the InterCommunity Health Network Coordinated Care Organization (IHN-CCO), which is the Region's Medicaid provider, OCWCOG and several community partners launched the initial pilot project in June 2016.

As of May 8th, the program has 151 active members, 291 all-time members, and 1,540 total trips. About 1/3 of participants are Medicaid members.

A neighborhood-focused outreach campaign is being planned for summer 2017 to further increase participation by Medicaid members and others.

Cascades West Ride Line

OCWCOG's non-emergent medical transportation brokerage, *Ride Line*, has hired two additional customer service representatives. There are now 13 staff (full and part-time), a supervisor, and a manager. The additional staff will improve customer service and responsiveness; demand has increased to over 17,000 trips per month and approximately 9,000 calls per month.

Ride Line now has two certified trainers to provide required training directly to contracted transport providers. Katie Trebes will be providing Defensive Driving Courses (DDC) and Passenger Assistance, Safety, and Sensitivity (PASS) classes. Anita Lengacher is certified to provide CPR, First Aid, and Automated External Defibrillator (AED) classes at the pediatric, youth, and adult levels. These services were recently brought in-house to be offered at a lower cost. In the future, these trainings may be available to local transit systems and other agencies.



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 18, 2017
TO: OCWCOG Board of Directors
FROM: SDS Program Managers Randi Moore, Jennifer Moore, and Mary Kay Fitzmorris
RE: Senior and Disabilities Services (SDS) Program Report

Activities of Daily Living Rule Changes and Transition Plan for Ineligible Medicaid Consumers

Medicaid's Home and Community-Based Services (HCBS) program provides an array of home and community-based services, assisting Medicaid recipients with Activities of Daily Living (ADLs) such as bathing, eating, and elimination. All Oregon consumers receiving assistance through the HCBS program have an initial assessment, and subsequent annual assessments, to determine eligibility for services.

The State of Oregon has approached the Center for Medicare and Medicaid Services (CMS), the Federal agency that oversees Medicare and Medicaid services, requesting revision in eligibility rules. *This revision would modify and adjust assistance need levels for eligibility qualification.* These changes would result in an estimated 4% of current recipients no longer being eligible for these services, or approximately 1,219 individuals statewide.

To mitigate the potential risks to individuals who may lose eligibility, the State is requesting that transition services be made available to assist affected consumers. *Specifically, these services would be available for those consumers in residential settings who may lose eligibility because of the adjustments, or individuals who are still eligible for services, but will now be receiving these services in a lower level care setting.* Transition services could include supports such as case management and financial assistance for the purchase of furniture or other household items, or providing first and last month's rent for housing.

Two major hurdles must be faced before implementation of the ADL changes can move forward: CMS needs to approve the State's request to adapt eligibility rules; and APD will be required to get Legislative approval to use funds for transition services.

Adult Protective Services Article in the Oregonian

At the end of April, the Oregonian published an in-depth report on Adult Protective Services (APS) investigations and public access to data in Oregon. Specifically, it brought to task a State of Oregon website that is reported to have out-of-date and inaccurate information regarding facility abuse investigations. OCWCOG's APS team has little to do with public access to data on the site. When APS investigators complete a facility investigation, the report is sent to the State

for review and enforcement of any penalties or other disciplinary action. The State then decides which information to share with the public. The original article can be found here:

http://www.oregonlive.com/health/index.ssf/page/elder_abuse_and_neglect_in_oregon_nursing_homes.html

Here is a link to a guest opinion piece written by Aging & People with Disabilities (APD) Director Ashley Carson Cottingham in response to the Oregonian article:

http://www.oregonlive.com/opinion/index.ssf/2017/04/elder_abuse_and_poor_care_the.html

Older Americans Month Proclamations

Due to growing concerns over poverty levels and a lack of supportive programs, John F. Kennedy designated May of 1963 as the first Senior Citizens' Month, the precursor to what we now call Older Americans Month. This year, many of our Region's communities have events planned in celebration and recognition of older Americans. OCWCOG leadership is pleased to be attending meetings in many of our member jurisdictions, where proclamations have or will be read to raise awareness about Older Americans Month.

Oregon Project Independence

Oregon Project Independence (OPI) provides a small amount of in-home care (currently less than three hours per week in Linn, Benton, and Lincoln Counties) to seniors with tasks such as housekeeping, bathing, or shopping. The well-loved program, which is funded by Oregon General Funds, faces a 75% funding cut in the Governor's Budget this year. The Governor's Budget must be implemented by July 1st, unless otherwise directed by the Legislature.

The Oregon Association of Area Agencies on Aging (O4AD) will be approaching the Joint Committee on Ways and Means to clarify that in order to provide adequate notice to OPI consumers of any program cuts happening by June 30th, notice would need to be sent in May. It is expected that direction will be given to hold the implementation of the Governor's Budget, with current allocation levels continuing until a finalized budget is adopted by the Legislature.

Meals on Wheels (MOW) Mail Direct Campaign

Last fall, *MOW* contracted with Lautman, Maska, Neill and Company (Lautman) to complete the first direct-mail campaign the program has participated in for several years. Lautman is a direct mail co-op specifically designed to support *MOW* programs. The first mailing happened in November, netting approximately \$56,000. *MOW* participated in a mail campaign this spring as well, with the letter having arrived in mailboxes in late April. From initial assessment, the spring campaign has been a success; more than 500 donor envelopes have been opened and processed as of May 9th. More updates will follow as donations continue to arrive.

Notes

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