



Board of Directors Meeting Agenda Packet

July 20, 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.



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

**COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS AGENDA
July 20, 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, July 18th 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 previous Board of Directors Meeting Minutes (Page 3).
- b. Approval of Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Elected Leadership and Membership Renewals (Page 10).
- c. Financial Update for the period of July 2016 – May 2017 (Page 11).

ACTION: Motion to approve Consent Calendar.

4. **OCWCOG Special Projects Fund** (*Executive Director Fred Abousleman*)
(2:20 p.m. – 2:35 p.m.)

Members will discuss criteria for OCWCOG *Special Projects Fund*. (Page 17).

ACTION: Information and discussion only.

5. **OCWCOG Annual Dinner** (*Executive Director Fred Abousleman*)
(2:35 p.m. – 2:45 p.m.)

Executive Director Abousleman will provide an update on *CelebrateLBL*, the OCWCOG Annual Dinner. (Page 21).

ACTION: Information and discussion only.

6. **Program Update Question and Answers** (*All Program Directors*)
(2:45 p.m. – 3:00 p.m.)

Staff will be available to answer any questions from the Board on the program updates. (Page 23, Page 25).

ACTION: Information and discussion only.

7. **Topic of Regional Interest – Solid Sewage Waste Management** (*All Members*)
(3:00 p.m. – 3:15 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.

8. **Other Business**
(3:15 p.m. – 3:20 p.m.)

9. **Adjournment**
(3:20 p.m.)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING MINUTES
May 18, 2017**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; Commissioner Bill Hall, Lincoln County; Councilor Dann Cutter, Waldport; Mayor Marjean Cline, Halsey; Councilor Jeanni Cuthbertson, Monroe; Councilor Diane Gerson, Sweet Home; Mayor Jim Lepin, Millersburg; Commissioner John Lindsey, Linn County; Councilor Richard Nelson, Scio; Councilor Sarah Puls, Harrisburg; and Mayor Don Ware, 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; SDS Program Manager Jennifer Moore; Technology Services Manager Brian Chytka; Senior Accountant Janet Cline; Union Treasurer Mandi Craig; and Administrative Assistant Jennifer Kelley.

VISITORS: Disability Services Advisory Council (DSAC) Vice-Chair Mike Volpe; and Home Care Worker Cathy Savage.

VIDEO: President Walter Chuck, Port of Newport; Councilor Max Glenn, Yachats; Councilor Dean Sawyer, Newport; Mayor Billie Jo Smith, Toledo; and Councilor Susan Wahlke, Lincoln City.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Sharon Konopa at 2:11 pm on May 18, 2017 at the Cascades West Center in Albany.

1. Welcome and Introductions

Chair Konopa welcomed everyone, and introductions were made.

2. Public Comment

No public comment.

3. Consent Calendar

Councilor Susan Wahlke asked to remove agenda item a) Approval of the March 16, 2017 Board of Directors Meeting Minutes from the Consent Calendar.

Commissioner Bill Hall motioned to approve items b – h on the Consent Calendar, Mayor Marjean Cline seconded. Motion passed unanimously.

Councilor Wahlke asked that on agenda item a, she be added to the Minutes as an attendee, as she was not on the list.

Councilor Wahlke motioned to approve item a as amended on the Consent Calendar, Commissioner Anne Schuster seconded. Motion passed unanimously.

Items presented on the Consent calendar and approved were:

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

4. Presentation and Adoption of the FY2017-2018 Work Program & Budget

Chair Konopa gave the Board a brief overview of OCWCOG's budgeting process.

Executive Director Fred Abousleman stated that the Finance and Budget Committees met prior to the full Board of Directors meeting, and that the Budget Committee had moved to recommend adoption of the *FY 2017-2018 Work Program & Budget (Budget)* by the Board.

Executive Director Abousleman stated that Senior and Disability Services (SDS) is the largest line item in OCWCOG's budget, with Medicaid programs being the largest portion of that program. The second largest line item in the budget is the *Ride Line* program, housed in Community and Economic Development (CED). Executive Director Abousleman stated that by law, OCWCOG's budget must balance, and reminded the Board that a financial update is provided each Board meeting. If large budgetary changes arise during the Fiscal Year, amended budgets are provided to the Board.

Executive Director Abousleman stated that staff had prepared a presentation to serve as an overview of the *Budget*.

A PowerPoint presentation was provided to the Board:

- Finance Director Sue Forty provided an overview of OCWCOG's budget as an organization.
- Deputy Director Lydia George provided an overview of General Administration's budget, including Finance, Technology Services, Human Resources, and Facilities (Non-Departmental).

Commissioner Schuster asked for a timeline for the Albany building remodel. Executive Director Abousleman stated that the remodel has been planned for 2.5 years; currently OCWCOG is in phase two of a roughly four phase plan. Phase one included SDS staff being combined into a common area, aside from support staff and the Eligibility department, which are still downstairs. Phase two includes expanding CED, which will take approximately 6-8 months. Phase three will include moving remaining downstairs staff upstairs, and phase four will include remodeling downstairs to create more conference space and areas accessible to the public.

Commissioner Schuster asked where the Aging and Disability Resource Center (ADRC) is currently located. Executive Director Abousleman stated that they are currently downstairs with support staff.

Commissioner John Lindsey asked when the roof replacement on the Albany building will be completed. Deputy Director George stated that OCWCOG is currently in the Request for Proposal (RFP) process, and that contractors are booked for this summer. Commissioner Lindsey responded that Linn County just put out an RFP to contract for a new roof, but received no responses. Commissioner Schuster asked about the

possibility of putting solar panels on the new roof. Deputy Director George stated that OCWCOG is looking into this possibility.

- CED Director Warnock provided an overview of CED's budget, and noted that as in daily operations, CED and Lending have been combined for the presentation.

Commissioner Schuster asked what "Travel Training" entailed. CED Director Warnock stated that a staff member can provide one-on-one training with an individual, teaching them how to use public transit and other ride services. This increases independence and self-sufficiency. Commissioner Schuster asked how people access this service. CED Director Warnock stated that currently the *Ride Line* transportation brokers refer clients, but there are discussions taking place with Oregon Department of Transportation (ODOT) to reach transit users.

- SDS Program Manager Randi Moore provided an overview of the SDS budget.

Commissioner Schuster asked how to access options counseling, and who it is available to. SDS Program Manager Randi Moore stated that anyone can access this service; if you call SDS and say you would like information on care options for yourself or someone you know, they will refer you to the appropriate person.

Chair Konopa stated that Oregon's Secretary of State is proposing Medicaid audits, and asked whether this would impact OCWCOG, or whether it would be on a State level. SDS Program Manager Randi Moore stated that likely what will happen is that the State will reach out to the Department of Human Services (DHS) and Adults and People with Disabilities (APD) to request files. At that time, DHS or APD may request information from OCWCOG's SDS department. Commissioner Lindsey stated that his understanding of the audit's purpose is to check for misuse or fraud, not to investigate SDS staff.

Commissioner Bill Hall motioned to approve the *FY2017-2018 Work Program & Budget*, and adoption of *Resolution #17-05-03 Agency Budget for Fiscal year 2017-2018*. Councilor Bob Elliott seconded, motion passed unanimously.

5. Board Endorsement of the Older Americans Month Proclamation

Chair Konopa gave the Board a brief overview of the Older Americans Month Proclamation, and noted that many jurisdictions have likely already adopted the Proclamation.

Mayor Don Ware motioned to adopt the 2017 Older Americans Month Proclamation, Mayor Marjean Cline seconded. Motion passed unanimously.

6. Association of Oregon Counties (AOC) Priorities

Executive Director Abousleman reminded the Board that Commissioner Hall is President of AOC. OCWCOG requested that Commissioner Hall discuss AOC priorities with the Board.

Commissioner Hall stated that AOC's main priority is getting a transportation funding package this year. AOC currently has two policy managers working on transportation during this legislative session. State Representative David Gomberg predicted that the transportation package will pass last-minute.

Commissioner Hall stated that many members of the public don't realize that counties maintain more miles of bridges and roads than cities. Commissioner Hall stated that in order to manage the backlog of maintenance needs for roads and bridges, a \$0.41 gas tax would need to be implemented. Because that is unlikely to pass, it has been proposed that a \$0.06 gas tax be implemented.

Commissioner Hall stated that another priority of AOC was the passage of Measure 96, the Oregon Portion of Lottery Proceeds for Support of Veterans Amendment. This amendment passed in the 2016 election, and will allow for 40 new Veterans Services Officers around the State. Commissioner Hall stated that compared with Oklahoma, a state with a veterans population only slightly higher than Oregon, Oklahoma receives nearly half a billion dollars more in federal funding.

Commissioner Hall stated that one disappointment for AOC is that public health modernization efforts will not be happening this year. Oregon is near bottom in public health services within the state.

Commissioner Schuster asked Commissioner Hall what his priority is as President. Commissioner Hall stated that he supports the *Stepping Up Initiative*, and encouraged the Board to look at their website, stepuptogether.org. Commissioner Hall stated that this initiative is a national project launched two years ago by the National Association of Counties. The initiative is designed to promote program collaboration between criminal justice, healthcare, and the community, with goals of reducing the number of incarcerated individuals with mental illnesses.

Commissioner Hall stated that in Lincoln County, there is one jail counselor, and his estimate is that 30% of inmates at any given time have been treated for mental health issues. Approximately a third of that group are severely and persistently mentally ill. Commissioner Hall stated that he hears often from law enforcement that they are not equipped to deal with mental illness, and that those arrested due to mental illness should be diverted to treatment services. Commissioner Hall discussed with the Board the cost-effectiveness of treatment options, and the reduced cost of treatment versus repeated incarceration. He stated that he will co-Chair a mini task-force pushing for better state and local collaboration on this topic.

Executive Director Abousleman asked Commissioner Hall how aligned AOC is with League of Oregon Cities (LOC) priorities. Commissioner Hall stated that he was not entirely sure, as there could be better collaboration among the two groups. Chair Konopa stated that transportation is also a LOC priority.

Councilor Jeanni Cuthbertson stated that she has seen people who are referred to treatment but are released before they have received enough care, creating a cyclic system where they end up back in treatment. Commissioner Hall noted that this problem has been exacerbated by a court case that accelerated a trend of mental health facilities shutting down due to the cost of facilities upgrades.

Commissioner Lindsey stated that with the imminent closure of Oregon State Hospital's Junction City campus, violent criminals will be released, some to jails or prisons. Commissioner Lindsey suggested that the increased public interaction with violent offenders may create increased stigma toward non-violent people with mental illnesses; additionally, increased public interaction with violent offenders is a public health issue.

Commissioner Hall stated that there is inadequate funding for these programs, as well as inadequate support services for offenders with mental illnesses.

Executive Director Abousleman stated that Samaritan Health Services has been exploring transportation options to assist low-income or homeless individuals released from the hospital. Commissioner Hall asked Executive Director Abousleman to share any future progress.

7. OCWCOG Annual Dinner

Executive Director Abousleman introduced a walk-on item: *CelebrateLBL* Award Categories and Nomination Form Information. This document outlines award categories for the OCWCOG Annual Dinner, now renamed *CelebrateLBL*, as well as information on nominating and selecting candidates for the awards.

Executive Director Abousleman provided the Board a recap of previously discussed details for *CelebrateLBL*, including the date, location, and format for the event. Executive Director Abousleman stated that an email will be sent with this information, as well as directions to the venue.

Mayor Biff Traber asked for a schedule regarding picking award winners. Executive Director Abousleman stated that nominations will open in June, with the OCWCOG Board of Directors picking winners at the September meeting.

Executive Director Abousleman stated that OCWCOG is seeking sponsors for the event, with sponsorship tiers ranging from \$2,500 and under, up to \$10,000. Commissioner Lindsey clarified that this sponsorship is a donation to the program, and not a membership, making it tax deductible. Executive Director Abousleman confirmed this.

Executive Director Abousleman stated that approximately \$12,000 in sponsorships has already been committed. Ticket prices will cover the event costs. The specific price of tickets is still being determined, but will be between \$27 and \$32 per person.

Commissioner Schuster asked what will happen at the event. Executive Director Abousleman stated that the event will last two hours, and include fundraising activities such as silent auctions, a *State of the Region* update, a keynote speaker, and awards.

Mayor Traber left the meeting.

8. Program Update Question and Answers

CED Director Warnock asked the Board whether there were any questions regarding the CED Program Update. There were no questions.

Executive Director Abousleman stated that the U.S. Department of Agriculture microloan program funding has been formalized, providing funding for non-urban area small business loans. CED Director Warnock clarified that this program provides small loans for microentrepreneurs.

Commissioner Lindsey asked about the interest rate for these loans. CED Director Warnock stated that the rate is between 6% and 9%, and that this is one of seven categories of loan products that the *Business Lending* program offers.

SDS Program Manager Randi Moore stated that on May 17th, the Oregon Association of Area Agencies on Aging and Disabilities (O4AD) held a *Day at the Capitol* event. Advocates from Senior Services Advisory Council and Disability Services Advisory Council attended, and discussed with legislators the importance of funding Oregon Project Independence (OPI), as well as the importance of a transition plan for those individuals that will no longer be eligible for Medicaid when rule changes take effect.

SDS Program Manager Randi Moore stated that proposed cuts to OPI, which started at 75%, have now been reduced to 50%. While this is positive movement, the cuts are still substantial.

9. Topics of Regional Interest

Executive Director Abousleman stated that at a previous regional Mayors' meeting, the problem of solid sewage waste was brought up, along with potential interest in developing a regional fertilizer plant to process this waste. In doing research on this, other options were presented for ways to process this waste. However, there was some disagreement from City/County Managers/Administrators on whether this problem was a priority.

Mayor Billie Jo Smith stated that Toledo has had problems with spreading their sewage sludge on fields, so the fertilizer plant had seemed like a solution, with regional collaboration providing a better means to accomplish funding needs.

Chair Konopa stated that Albany currently hauls sewage solids to a landfill, which incurs approximately half a million dollars annually in costs.

Executive Director Abousleman stated one additional option for handling waste, including sewage, land, and food waste, is to use it as input material for a hydrogen fuel production facility. Currently Linn-Benton Community College (LBCC) is interested in developing such a facility with a potential business partner, to act as a functioning fuel producer and as an educational resource.

Executive Director Abousleman stated that another option was presented during a visit to the U.S. Environmental Protection Agency's Ecology Lab. They are interested in developing a facility that would take waste and produce charcoal (char) to capture contaminants in the environment, such as mill tailings. The only existing facility on the west coast is in California.

Executive Director Abousleman asked the Board whether they would be interested in OCWCOG taking on an intern to do an assessment on the need and feasibility of these projects. In addition to exploring these options as a more effective solution for waste management, a project such as this could be an economic development tool. Executive Director Abousleman stated that OCWCOG is prepared to launch this assessment project, but needs confirmation from the Board that it is a priority.

The Board discussed what jurisdictions are currently doing with solid sewage waste.

Councilor Dann Cutter stated that transportation for waste seems to already be set up, as most jurisdictions are already transporting solid sewage waste to another location.

Executive Director Abousleman stated that LBCC has proposed that if municipalities can provide input fuel, the hydrogen plant would provide fuel in return. Buses could be converted to use hydrogen fuel, in addition to other possibilities.

Commissioner Schuster asked whether LBCC could contribute time to an information gathering assessment. Executive Director Abousleman stated that they could.

Commissioner Lindsey stated that costs for permits could be prohibitive. Executive Director Abousleman stated that he believed the scale of the project would be small enough to avoid prohibitive permit fees, but that this would be determined.

Chair Konopa asked the Board whether there was agreement that an assessment would be helpful. The Board agreed.

Chair Konopa asked the Board whether their jurisdictions had seen any evidence of price gouging for hotel rooms during the solar eclipse. Councilor Cutter stated that he had seen some small-scale lodging facilities cancelling reservations to raise rates due to increased operational costs, but no large-scale price gouging practices.

Chair Konopa asked whether jurisdictions had received requests from the public to lease their field or lot for camping during the event. Councilor Cutter stated that he has not heard of people asking, but has heard of people planning to do this.

Chair Konopa stated that Albany has had people asking to do this, and has also had petitions from neighbors in opposition. Albany has laws against camping within city limits, meaning you cannot legally charge someone to camp on your property.

Councilor Cutter stated that he has heard people talking about renting backyards, trailers, etc. He stated that many people are not following guidelines, but that there is not the capacity to enforce violations. There have also been complaints that the City is not planning enough, however most complaints have been around services that the City does not oversee.

10. Other Business

SDS Program Manager Randi Moore introduced SDS Program Manager Jennifer Moore. SDS Program Manager Jennifer Moore will be overseeing community-based programs within SDS, such as *Meals on Wheels*, *Benton County Veterans*, *Retired Senior Volunteer Program* and the *Foster Grandparent Program*.

11. Adjournment

Chair Konopa adjourned the meeting at 4:01 pm.

Minutes recorded by Jennifer Kelley.



Senior and Disability Services

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Area Agency on Aging

MEMORANDUM

DATE: July 20, 2017
TO: OCWCOG Board of Directors
FROM: Lisa Bennett, Senior and Disability Services (SDS) Community and Program Support Coordinator
RE: **Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Newly Elected Leadership and Membership Renewals**

On Tuesday, June 6, 2017, the Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) elected the following individuals to leadership positions for the 2017 – 2018 term: Bob Daley, SSAC Chair; Saleem Noorani, SSAC Vice-Chair; Jan Molnar-Fitzgerald, DSAC Chair; and Mike Volpe, DSAC Vice-Chair.

Additionally, SSAC approved the recommendation of renewal of membership for the following people:

- Suzette Boydston, Linn County
- Dani Marlow, Linn County
- Curtis Miller, Linn County
- Mark McNabb, Benton County
- Carolyn Mendez-Luck, Benton County
- Saleem Noorani, Benton County
- Bob Daley, Benton County
- Janet Shinner, Lincoln County
- Bill Turner, Lincoln County

DSAC approved the recommendation of renewal of membership for the following people:

- Edythe James, Linn County
- Pete Rickey, Linn County
- Lee Lazaro, Benton County
- Jan Molnar-Fitzgerald, Lincoln County

SSAC and the DSAC request the approval of renewal of membership by the OCWCOG Board of Directors for the aforementioned individuals.

Both SSAC and DSAC currently have vacancies and are seeking members who reside or are employed in the Linn, Benton, or Lincoln County Region.



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M E M O R A N D U M

DATE: July 20, 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 May 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	1,958,364.97	84.31%	50.43%
Grants	157,500.00	146,525.60	93.03%	91.38%
Donations	185,000.00	235,224.03	127.15%	60.35%
State Revenue	1,453,284.00	944,155.65	64.97%	76.24%
Federal Revenue	11,605,651.00	9,468,110.71	81.58%	80.50%
Coordinated Care	6,125,000.00	6,074,239.10	99.17%	103.25%
Total Income (all line items)	32,568,319.00	30,234,954.32	92.84%	86.42%
Total Payroll Expense	13,153,601.00	10,582,966.17	80.46%	74.24%
Contract Expense	7,826,679.00	7,357,604.95	94.01%	104.62%
Indirect Expense	1,851,207.00	1,695,917.53	91.67%	91.26%
Maintenance & Repair	197,061.00	71,684.65	36.38%	48.34%
Supplies	131,234.00	92,311.97	70.34%	55.76%
Telephone	216,306.00	177,174.35	81.91%	93.01%
Travel / Training	309,970.00	247,363.29	79.80%	67.00%
Total Expense (all line items)	32,568,319.00	22,079,372.52	67.79%	64.38%
Net Gain / (Loss)		8,155,581.80		

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, the majority of contracts are billed quarterly. Billing for 4th quarter will be reflected on the June report.
- d. Grant revenue is on budget.
- e. Donations revenue is up, the organization is working on increasing community awareness about the needs of the programs. *Meals on Wheels'* 2nd direct mail campaign was a success.
- f. OCWCOG'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 a month after billed.
- h. Coordinated Care revenue was adjusted due to the cost settlement reconciliation.

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

- a. OCWCOG's Personnel Expenses 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 being scheduled.
- e. OCWCOG 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 or Finance Manager Janet Cline.

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended May 31, 2017

Revenues year to date under budget
 Revenues year to date over budget
 Percent of budget to date 91.67%

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%	
000802	Fees For Service	\$ 87,000.00	\$ 84,215.90	96.80%	
000803	Internal Transfer	\$ 1,863,093.00	\$ 1,699,830.94	91.24%	
000804	Miscellaneous Revenue	\$ 8,883.00	\$ 3,197.21	35.99%	This is for refunds and will not be measured
000805	Contract Revenue	\$ 2,322,731.00	\$ 1,958,364.97	84.31%	
000806	Grant Revenue	\$ 157,500.00	\$ 146,525.60	93.03%	
000807	Donations	\$ 185,000.00	\$ 235,224.03	127.15%	Due to the solicitation mailing and the Samaritan donation
000808	Interest Revenue	\$ 122,000.00	\$ 229,594.65	188.19%	Loan and bank interest were budgeted low and will exceed the budget
000809	Transfers In	\$ 232,987.00	\$ 41,624.96	17.87%	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	\$ 142,965.14	86.65%	
000821	Program Fee For Service	\$ 500.00	\$ -	0.00%	
000822	Loan Packaging Fees	\$ 6,000.00	\$ -	0.00%	
000823	Program Income	\$ 602,885.00	\$ 548,445.39	90.97%	
000824	Lending Administration	\$ 90,000.00	\$ 118,627.48	131.81%	Additional revenue available for Lending Operations
000824	Match Revenue	\$ 70,200.00	\$ 55,850.68	79.56%	
000826	Borrowers Fees	\$ 1,000.00	\$ 1,124.75	112.48%	
000828	Service Fees	\$ 5,000.00	\$ 5,489.44	109.79%	This line item was budgeted too low and will exceed the budget
000840	Veterans	\$ 57,261.00	\$ 28,630.50	50.00%	Third quarter payment received June 30 working with Benton County on 4th quarter payment
000841	Oregon Project Independence	\$ 710,940.00	\$ 592,523.32	83.34%	
000843	ODOT	\$ 682,083.00	\$ 323,001.83	47.36%	ODOT Projects got started late
000844	Dept. Of Land Conservation Dev	\$ 3,000.00	\$ -	0.00%	
000846	Coordinated Care	\$ 6,125,000.00	\$ 6,074,239.10	99.17%	
000860	Economic Development Admin	\$ 75,000.00	\$ 56,250.00	75.00%	
000862	Older Americans Act	\$ 1,051,151.00	\$ 831,561.00	79.11%	
000863	Title XIX	\$ 9,841,500.00	\$ 8,146,000.99	82.77%	

000864	Federal Senior Meals	\$	340,000.00	\$	305,483.35	89.85%	
000865	USDA	\$	130,000.00	\$	108,081.00	83.14%	
000867	504 Program Revenue	\$	155,000.00	\$	12,373.37	7.98%	Lending is starting to see revenue from the Community Development Corporation
000869	Siletz Revenue	\$	13,000.00	\$	8,361.00	64.32%	Meals served to tribal clients reduced
	REVENUE	\$	32,568,319.00	\$	30,234,954.32	92.84%	
0001ED	Executive Director	\$	130,415.00	\$	120,697.06	92.55%	
000410	Leave Benefits	\$	493,092.00	\$	434,944.69	88.21%	
000420	Fringe Benefits	\$	2,794,228.00	\$	2,507,620.48	89.74%	
000425	PERS Benefits	\$	1,777,069.00	\$	1,162,139.95	65.40%	
000430	PERS Reserve	\$	-	\$	45,119.73	0.00%	
0004DD	Deputy Director	\$	98,412.00	\$	94,640.65	96.17%	
0004PD	Program Director	\$	273,961.00	\$	279,502.24	102.02%	
0010PM	CED Program Manager	\$	439,321.00	\$	346,649.38	78.91%	
0013PS	Program Supervisor	\$	453,613.00	\$	410,239.69	90.44%	
0016LO	Loan Officer	\$	68,869.00	\$	57,713.64	83.80%	
0019CA	Clerical Assistant	\$	14,104.00	\$	24,000.16	170.17%	Position was reclassified to full time
0019PM	Personnel Manager	\$	80,580.00	\$	72,638.52	90.14%	
0019TM	Technology Services Manager	\$	-	\$	28,883.79	0.00%	Newly hired, budgeted as Program Manager
0022SA	Senior Accountant	\$	58,947.00	\$	24,794.16	42.06%	Newly hired
0046CM	Case Manager	\$	1,981,955.00	\$	1,536,522.87	77.53%	
0053CC	Contracts Coordinator	\$	50,642.00	\$	46,038.12	90.91%	
0055CS	Clerical Supervisor	\$	102,901.00	\$	64,347.18	62.53%	
0060AS	Accounting Specialist	\$	50,573.00	\$	44,094.95	87.19%	
0064ES	Eligibility Specialist	\$	1,010,034.00	\$	779,386.35	77.16%	
0067EA	Executive Assistant	\$	47,987.00	\$	39,538.82	82.39%	
0070AC	Accounting Clerk II	\$	37,895.00	\$	11,494.88	30.33%	Position has been vacant
0076AA	Administrative Assistant	\$	440,215.00	\$	323,621.78	73.51%	
0085CS	Clerical Specialist	\$	216,370.00	\$	175,236.20	80.99%	
0085TS	Technology Support Specialist	\$	19,675.00	\$	-	0.00%	
0085WS	Workstation Support Specialist	\$	22,054.00	\$	35,176.24	159.50%	
013CDP	CED Planner II	\$	106,075.00	\$	-	0.00%	Reclassified to a Program Manager
013MDR	MPO Director	\$	94,161.00	\$	84,025.32	89.24%	
025NSS	Network Support Specialist	\$	74,635.00	\$	68,602.90	91.92%	
031CDP	CED Planner	\$	113,446.00	\$	112,991.15	99.60%	
034APS	Adult Protective Services Spec	\$	335,011.00	\$	277,728.38	82.90%	
037DTC	Diversion & Transition Coord	\$	190,905.00	\$	151,793.03	79.51%	
037LCM	Lead Case Manager	\$	149,616.00	\$	174,068.52	116.34%	
045ISS	Information Support Specialist	\$	61,339.00	\$	51,743.64	84.36%	
052ALO	Assistant Loan Officer	\$	34,478.00	\$	6,715.57	19.48%	Position is vacant
055VSO	Veterans Service Officer	\$	58,622.00	\$	52,937.82	90.30%	
060FMC	Facility Maint. Coordinator	\$	49,772.00	\$	45,693.08	91.80%	
061LES	Lead Eligibility Specialist	\$	31,083.00	\$	24,533.19	78.93%	
064ADR	ADRC Specialist	\$	214,978.00	\$	181,654.53	84.50%	

064ALW	Asst. AFH Licensing Worker	\$	87,229.00	\$	46,593.12	53.41%	.5 FTE position is vacant
067CEA	Confidential Executive Assist	\$	50,556.00	\$	45,576.46	90.15%	
075LTB	Lead Trans Brokerage Spec.	\$	81,486.00	\$	34,428.49	42.25%	One position was reclassified to Program Supervisor
075TBS	Transportation Brokerage Spec.	\$	340,681.00	\$	267,542.89	78.53%	
076CAA	Conf. Administrative Assistant	\$	-	\$	18,792.49	0.00%	
082SMC	Senior Meals Coordinator	\$	41,917.00	\$	36,050.16	86.00%	
090EXH	Extra Hire	\$	-	\$	-	0.00%	
090RSM	Relief Site Manager	\$	15,210.00	\$	11,450.73	75.28%	Have not had to utilize relief site managers much year to date
099EXH	Extra Hire	\$	169,853.00	\$	55,526.12	32.69%	Have not utilized the extra hire funds budgeted
88MSM3	Meal Site Manager 3	\$	189,636.00	\$	169,477.05	89.37%	
	PERSONNEL	\$	13,153,601.00	\$	10,582,966.17	80.46%	
Expenses year to date over budget							
000504	Advertising	\$	16,400.00	\$	14,319.41	87.31%	
000506	Auto Expense	\$	13,500.00	\$	10,234.54	75.81%	
000507	Bad Debt Expense	\$	-	\$	(84,000.00)	0.00%	
000510	Bank Charges	\$	14,360.00	\$	12,934.64	90.07%	
000513	Board/Comm/Meeting Expense	\$	52,500.00	\$	25,176.70	47.96%	
000516	Computer Maintenance	\$	51,500.00	\$	113,201.41	219.81%	Replaced outdated computers within the replacement schedule, new servers, and new video conferencing equipment
000519	Contingency	\$	-	\$	-	0.00%	
000521	Contract Administration	\$	2,500.00	\$	1,467.00	58.68%	
000522	Contract Expense	\$	7,826,679.00	\$	7,357,604.95	94.01%	
000523	Admin Contract Expense	\$	415,284.00	\$	462,851.80	111.45%	Homecare workers contracts
000525	Copying	\$	85,630.00	\$	68,095.98	79.52%	
000531	Dues and Memberships	\$	50,100.00	\$	43,402.49	86.63%	
000532	Equipment Expense	\$	53,200.00	\$	379.98	0.71%	
000533	Finance Indirect	\$	468,077.00	\$	429,070.70	91.67%	
000534	Indirect Expense	\$	861,891.00	\$	790,080.24	91.67%	
000535	Furniture & Fixtures	\$	5,500.00	\$	1,091.96	19.85%	
000537	Insurance	\$	56,700.00	\$	58,230.00	102.70%	One-time payment
000540	Interest Expense	\$	12,000.00	\$	21,408.31	178.40%	USDA Loan interest, odd payment times
000541	Janitorial Expense	\$	2,500.00	\$	-	0.00%	
000542	Legal Services	\$	17,450.00	\$	8,555.85	49.03%	
000543	Licenses and Fees	\$	70,914.00	\$	53,019.57	74.77%	
000546	Loan Fees	\$	1,600.00	\$	526.30	32.89%	
000549	Maintenance and Repair	\$	197,061.00	\$	71,684.65	36.38%	
000550	Marketing	\$	10,000.00	\$	8,652.97	86.53%	
000551	Taxes	\$	3,238.00	\$	3,212.70	99.22%	
000552	Other Operating	\$	-	\$	730.38	0.00%	
000553	Loan Admin Expo	\$	90,000.00	\$	120,882.88	134.31%	Additional revenue needed for Lending Operations
000555	Postage	\$	69,143.00	\$	66,220.58	95.77%	
000558	Printing	\$	24,450.00	\$	6,059.78	24.78%	
000561	Rent	\$	614,358.00	\$	562,183.58	91.51%	

000564	Resource Reserve	\$	155,000.00	\$	6,186.69	3.99%	Agency has only used Medicaid match for the Veterans program to-date
000567	Supplies	\$	131,234.00	\$	92,311.97	70.34%	
000568	Stipend	\$	87,877.00	\$	71,562.28	81.43%	
000570	Technology Indirect	\$	521,239.00	\$	476,766.59	91.47%	
000573	Telephone	\$	216,302.00	\$	177,174.35	81.91%	
000576	Training	\$	87,250.00	\$	72,281.42	82.84%	
000577	Volunteer Recognition	\$	11,000.00	\$	19,100.28	173.64%	<i>Foster Grandparent</i> and RSVP have additional volunteers creating a larger then anticipated expense
000578	Meal Delivery Travel	\$	41,000.00	\$	37,211.71	90.76%	
000579	Travel	\$	181,720.00	\$	137,870.16	75.87%	
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	\$	61,446.17	84.32%	
000584	Janitorial	\$	46,760.00	\$	44,393.99	94.94%	
000585	Unappropriated EFB for future	\$	6,474,308.00	\$	-	0.00%	
	MATERIALS AND SUPPLIES	\$	19,201,761.00	\$	11,433,584.96	59.54%	
000595	Capital Purchase	\$	151,575.00	\$	4,018.06	2.65%	
	CAPITAL OUTLAY	\$	151,575.00	\$	4,018.06	2.65%	
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	\$	22,079,372.52	67.79%	
	NET GAIN/(LOSS)	\$	-	\$	8,155,581.80		



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MEMORANDUM

DATE: July 20, 2017
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **Governing Board *Special Projects Fund* Draft**

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

Projects of Regional Significance:

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

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

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

The number of projects the Board may choose in a given year is at their sole discretion. The Board may choose not to fund any project request during any given period; or, the Board may utilize partial or all funding to maximize the effect of the *Special Project Fund*.

Choosing Projects of Regional Significance:

The OCWCOG Board of Directors will develop policy and guidelines to implement the *Special Project Fund* before any funds are authorized for expenditure.

The OCWCOG Board will consider how and when to call for projects, and under what parameters. The Board will also consider metrics to track fund and program success.

Project requests may describe the following:

- Purpose,
- Need,
- Length of project and completion date,
- Cost,
- Other committed resources,
- Partners,
- How the project will be regionally applied,
- Community welfare impacts,
- Public health impacts,
- Regional economic impact,
- Replicability,
- Any dedicated staffing,
- Whether the project is stand-alone or part of a larger proposal,
- Whether the project is ongoing or for a finite period,
- Whether *Special Project Funding* will be enough to complete the proposal, or
- Letters or notes of support (attachments).

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

The Board may delegate an appropriate amount of project review to expedite the project selection process.

The *Special Project Fund*

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

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

Special dues will be assessed to Member jurisdictions using a Board-approved formula to maintain a stable and ongoing funding source. OCWCOG may also contribute funds in accordance with its policies and procedures. Other entities may also contribute funds. These would most often be used as match, or as part of larger or longer proposal.



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Oregon Cascades West Council of Governments *Special Projects Fund* Nomination Cover Sheet

The Governing Board of Directors (Board) of Oregon Cascades West Council of Governments (OCWCOG) has at its discretion a fund to engage in Special Projects of Regional significance. The Board can utilize those funds for any member-requested project, or any other entity's project that demonstrates their proposed Special Project will benefit the greatest number of member jurisdictions across the OCWCOG tri-county service delivery area.

Projects of Regional Significance:

Proposed projects should have regional significance. Projects of regional significance may include, but are not limited, to the following:

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

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

The number of projects the Board may choose in a given year is at their sole discretion. The Board may choose not to fund any project request during any given period; or, the Board may utilize partial or all funding to maximize the effect of the *Special Project Fund*.

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



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Special Projects Fund Nomination Form

Organization Nominating a Project: _____

Contact Person for Nomination: _____

Title of Project (if applicable): _____

Please attach documents with the following information:

- Description of the project being nominated,
- Regional need,
- Estimated duration of project and projected completion date,
- Whether the project is ongoing or for a finite period,
- Cost,
- Any other committed resources,
- Partners (if applicable),
- Any dedicated staffing,
- Whether the project is stand-alone or part of a larger proposal,
- Whether the *Special Projects Funding* will be enough to complete the proposal, and
- Any letters or notes of support (attachments).

Special Projects Funding will be granted to projects of regional significance. Judging criteria will consider (but not be limited to) the following:

- Significance to the Linn, Benton, and Lincoln County Region,
- Community welfare impacts,
- Public health impacts,
- Economic impacts, and
- Replicability.

Please include any relevant information on how the nominated *Special Project* will meet the above regionally significant criteria.

If you have any questions pertaining to the *Special Projects Fund* or regarding completion of the *Special Projects Fund* Nomination Form, please contact Jennifer Kelley at 541-967-8720 or jkelly@ocwcog.org.



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MEMORANDUM

DATE: July 20, 2017
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: *CelebrateLBL* Award Categories and Nomination Information

Regional Awards

The Regional Awards are for individuals or projects representing, or contained in, any jurisdiction within Linn, Benton, and Lincoln Counties. Nominations are now open. Information on the nomination process can be found at www.CelebrateLBL.org. Award categories are as follows:

Citizen of the Region Award

This award will recognize an exceptional citizen of our tri-County Region who has proven to be a community leader, role model, trend setter, or visionary, or who possesses other demonstrable qualities that set them and their work apart. The award is not intended for political activism or engagement.

Chair's Award

The OCWCOG Board Chair retains a yearly award to be given at his or her discretion to any person or entity that he or she believes to be outstanding and that has contributed to the regional discussion.

Project of the Year Award

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

Volunteer of the Year Award

OCWCOG's Volunteer of the Year will recognize an individual who has given of themselves above and beyond. This individual will demonstrate community spirit, giving, and selflessness.

***Meals on Wheels* Volunteer of the Year Award**

In the spirit of this Annual Dinner being a fundraiser for the Meals on Wheels program, OCWCOG will recognize one exemplary *Meals on Wheels* Volunteer of the Year. This Volunteer will recognize an individual who has given of themselves above and beyond for our seniors and persons with disabilities in our communities. This Volunteer will have also and demonstrated community spirit, giving, and selflessness.

Community Partner or Business of the Year Award

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

Sponsorship

OCWCOG is offering a variety of sponsorship methods and packages for *CelebrateLBL*, in order to fund the event and raise money for *Meals on Wheels*. Staff is actively seeking sponsorships leading up to the event. More information on sponsorship can be found at www.CelebrateLBL.org. If you know of a potential sponsor OCWCOG staff should reach out to, please contact celebratelbl@ocwcog.org.



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: July 20, 2017
TO: OCWCOG Board of Directors
FROM: SDS Program Managers Randi Moore and Jennifer Moore
RE: Senior and Disabilities Services (SDS) Program Report

Senior Farm Direct Nutrition Program 2017 Update

The *Senior Farm Direct Nutrition Program*, funded by the U.S. Department of Agriculture (USDA), provides low-income, eligible seniors with \$24 checks that can be used to purchase fresh, locally grown fruit, vegetables, and cut herbs. Checks may only be used at approved farm stands and farmers' markets. There are 38 approved stands and markets across our Region: 18 in Linn County, 16 in Benton County, and four in Lincoln County.

The program is intended to improve nutrition for Oregon seniors, in addition to providing support for Oregon farmers. To qualify, seniors must be at least 62 years old, receiving Medicaid or Supplemental Nutrition Assistance Program (SNAP) benefits as of April 1, 2017, and have a monthly income below \$1,387 for a single person or \$1,868 for a couple. Seniors living in a facility where meals are provided are not eligible. Over 43,000 seniors who received invitation letters in late April for the 2017 program have returned their response cards. Any senior missing the deadline for responding to the invitation may still respond and be added to a waiting list in case additional funding allows for more checks to be distributed.

Participating farmers are paid the face value of Farm Direct checks; this increases their earnings beyond their normal clientele. In turn, farmers spend these dollars in their local communities, which promotes local economic development. Farm Direct provided over \$1.28 million in additional revenue to local farmers in 2016.

Oregon Ranked in Top Five on Nationwide Long-Term Services & Supports State Scorecard

AARP®, the Commonwealth Fund, and the SCAN Foundation, have partnered to publish their third national scorecard for long-term services and supports. The report measures every state and the District of Columbia against five key dimensions – affordability and access; choice of setting and provider; quality of life and quality of care; support for family caregivers; and effective transitions. This year's results rank Oregon as the fourth highest, scoring at the very top for the indicator measuring support for family caregivers. The top five states on the list were Washington, Minnesota, Vermont, Oregon, and Alaska, respectively. The full report can be found at www.longtermscorecard.org.

Veteran's Services Office (VSO)

The Oregon Department of Veterans Affairs anticipates an increase in pass-through dollars for local VSOs. A final listing of increases is projected for early August. The Benton County VSO continues to provide weekly outreach at the Corvallis-Benton County Public Library, and is exploring other outreach efforts.

Foster Grandparent Program

Through partnerships created with local school districts, our *Foster Grandparent Program* is helping students make measurable literacy gains. English Language Learners placed with a Foster Grandparent have all shown growth in their reading, writing, listening, and speaking skills. These students earned scores of "Proficient" on English Language Proficiency Assessments in April of this year. Teachers report that Foster Grandparents are patient and supportive when reading or writing with students, and say that the help Foster Grandparents provide in the classroom is invaluable.

OCWCOG Leadership Attending Upcoming National Conferences

SDS Program Managers Jennifer Moore and Randi Moore will be participating in two national conferences in late July. SDS Program Manager Jennifer Moore will be attending the Meals on Wheels Association (MOWA) Conference in Denver, and SDS Program Manager Randi Moore will be attending the National Association of Area Agencies on Aging (N4A) Conference in Savannah. Both Program Managers are looking forward to learning about national trends, program innovations and best practices, attending forums on advocacy and fundraising, and having an opportunity to share information with our national counterparts in aging and nutrition services. Reports will be provided on conference activities in August.



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MEMORANDUM

DATE: July 20, 2017
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development (CED) Director
RE: **CED Program Update**

U.S. Environmental Protection Agency Brownfields Grant Award

OCWCOG, in partnership with the Cities of Newport and Toledo, the Confederated Tribes of Siletz Indians, and Lincoln County, was awarded \$600,000 by the U.S. Environmental Protection Agency (EPA) through two brownfields environmental site assessment grants. The funding includes \$300,000 to assess sites contaminated by petroleum, and \$300,000 to assess sites contaminated by other hazardous substances. The funding will be used to prioritize the brownfield sites, develop two area-wide plans, and fund community involvement activities.

The funding will allow for the assessment of up to 30 brownfield sites in Lincoln County, which will serve as an initial step toward the cleaning up, and redevelopment of, vacant and underutilized properties for these communities. The goal is to transform these sites into assets for both the communities and the local environment.

Corvallis Area Metropolitan Planning Organization (CAMPO)

Since March, CAMPO has developed and approved several important federally required documents. The *FY2018 Unified Planning Work Program* has been completed, acting as CAMPO's work program and annual budget for Fiscal Year (FY) 2018. Of note, this document highlights transportation tasks to be carried out in the CAMPO area within the next fiscal year.

The *Regional Transportation Plan (RTP)*, a multimodal plan encompassing the Corvallis Urbanized Area (the Cities of Corvallis, Philomath, and Adair Village, and adjacent portions of Benton County), has also been completed. The *RTP* was developed with extensive public involvement, follows all federal regulations, and plans through the year of 2040.

CAMPO has also completed its *FY2018-2021 Transportation Improvement Plan (TIP)*. The *TIP* acts as a capital improvement program for projects taking place over the next three fiscal years. Specifically, the *TIP* documents how CAMPO prioritizes projects and allocates funding. CAMPO's *TIP* will be submitted to the Governor's Office for incorporation into the *Statewide Transportation Improvement Program (STIP)*.

South Benton County Connectivity Report

In response to ongoing grassroots conceptual design efforts around multimodal transportation improvements, OCWCOG was asked to develop a formal plan to provide a clear foundation and guide to capital improvements in south Benton County and the City of Monroe. OCWCOG has created the *Connectivity Plan: Planning for Community Connectivity in the City of Monroe and South Benton County (Connectivity Plan)* to provide the requested framework, while also connecting previous planning efforts and needs assessments.

The *Connectivity Plan* was adopted by the Monroe City Council in May 2017, and is expected to be adopted by the Benton County Board of Commissioners this month. The *Connectivity Plan* is expected to be included in Benton County's forthcoming *Transportation System Plan (TSP)* update.

Regional Park and Ride Plan (Plan)

OCWCOG is hosting a Lincoln County stakeholder meeting at our Toledo office on Monday July 31st from 11:00 am to 12:30 pm. OCWCOG is leading the *Plan*, which will support and advance travel options, economic opportunity, and a multi-modal transportation system across the Linn, Benton, and Lincoln County Region. The purpose of this meeting is to gather input on the *Plan*; to provide a project overview; to discuss potential priority location criteria for new park and ride sites; to discuss suggested amenities for new and existing sites; and to provide preliminary selection criteria for site development. Any interested stakeholders are invited. A stakeholder meeting for Linn and Benton Counties was held in March.

Bikeshare

The *Pedal Corvallis* bikeshare program reached a milestone of 2,500 member trips on June 30th, the one-year anniversary of the program's launch. The bikeshare is a system of 8 stations, 41 bicycles, and 2 adult tricycles throughout Corvallis, which are available to anyone ages 18 and older. Participants can sign up via an app on their mobile phone, or by visiting www.OCWCOG.org/Pedal. Two Oregon State University (OSU) sponsored stations were added in April on the OSU campus. As of July 3rd, the program had 471 total members.

OCWCOG is spearheading a focused outreach campaign in the Garfield neighborhood of north Corvallis from July to September to promote awareness and membership in *Pedal Corvallis*. Outreach will be provided in English and Spanish and will include custom events, collaborations with community groups, and door-to-door-canvassing in some areas.

Cascades West Area Commission on Transportation (CWACT)

CWACT met on May 25th to hear the following updates:

- An update on the State's Legislative session,
- Efforts of the Joint Committee on Transportation Preservation and Modernization to advance a transportation infrastructure funding bill,
- An update from Business Oregon on a winter 2016 study addressing the feasibility of developing an intermodal transfer facility in the mid-Willamette Valley, and
- The Oregon Department of Transportation provided an update on efforts by the agency to better comply with requirements of the Americans with Disabilities Act (ADA), regarding sidewalks and other pedestrian infrastructure throughout the State.



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