



Board of Directors Meeting Agenda Packet

December 7, 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
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**COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS AGENDA
December 7, 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, November 30th 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 – 2:15 p.m.)

- a. Approval of previous Board of Directors Meeting Minutes (Page 4).
- b. Senior Meals Advisory Committee (SMAC) Name Change (Page 13).
- c. Financial Update for the period of July 1, 2017 through October 31, 2017 (Page 14).

ACTION: Motion to approve Consent Calendar.

4. **Adjourn into Executive Session** (*Chair Sharon Konopa*)
(2:15 – 2:30 p.m.)

The Board will move into Executive Session for the following provisions under the Oregon Meeting Law, ORS 192.660(d) - Labor negotiations (Page 20).

5. **Reconvene into Regular Session** (Chair Sharon Konopa)
(2:30 – 2:35 p.m.)

The Board will reconvene into regular session for taking action on the following:

ACTION: Motion to approve the 2017-2019 Collective Bargaining Agreement between OCWCOG and SEIU 503 Local, OPEU.

6. **Non-Represented Staff Compensation and Benefits Proposal** (Executive Director Fred Abousleman)
(2:35 – 2:45 p.m.)

Salary and benefit adjustments for non-represented staff will be proposed (Page 44).

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

7. **OCWCOG Budget Committee and Process for Fiscal Year (FY) 2018** (Chair Sharon Konopa)
(2:45 – 2:50 p.m.)

The OCWCOG Chair will propose the Budget Committee members for the FY2017-2018 Budget Year. A schedule for the *FY2018-2019 Work Program and Budget* development will be presented for review and approval (Page 47).

ACTION: Motion to approve Budget Committee members.

Motion to approve the proposed schedule for the *FY2018-2019 Work Program and Budget*.

8. **Senior and Disability Services Structure** (Executive Director Fred Abousleman)
(2:50 – 3:05 p.m.)

Executive Director Abousleman will discuss proposed restructuring for the Senior and Disability Services program.

ACTION: Information and discussion only.

9. **CelebrateLBL Debrief** (Executive Director Fred Abousleman)
(3:05 – 3:15 p.m.)

Executive Director Abousleman will provide an assessment of *CelebrateLBL*, the OCWCOG Annual Dinner, which took place on November 2, 2017 (Page 48).

ACTION: Information only, no action needed.

10. **City/County Managers/Administrators Advocacy** (Executive Director Fred Abousleman)
(3:15 – 3:30 p.m.)

A presentation will be provided regarding proposed advocacy collaboration by Regional City/County Managers/Administrators, and the OCWCOG Board of Directors (Page 53).

ACTION: Information only, no action needed.

11. Program Update Question and Answers *(All Program Directors)*
(3:30 – 3:40 p.m.)

Staff will be available to answer any questions from the Board on the program updates
(Page 54, Page 56).

ACTION: **Information and discussion only.**

12. Other Business
(3:40 p.m. – 3:45 p.m.)

13. Adjournment
(3:45 p.m.)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING MINUTES
September 21, 2017**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; Councilor Dann Cutter, Waldport; Mayor Marjean Cline, Halsey; Mayor Don Ware, Brownsville; Mayor Jim Lepin, Millersburg; Councilor Debbie Nuber, Scio; Councilor Diane Gerson, Sweet Home; Councilor Susan Wahlke, Lincoln City; and Commissioner John Lindsey, Linn County.

STAFF: Executive Director Fred Abousleman; Finance Director Sue Forty; Senior and Disability Services (SDS) Program Manager Randi Moore; Community Services Program (CSP) Manager Jennifer Moore; Community and Economic Development (CED) Program Manager Brenda Mainord; Technology Services Manager Brian Chytka; Communications Consultant Lindsey Riley; and Executive Assistant Jennifer Kelley.

VISITORS: Councilor Mike Neddeau, Brownsville; George Rice, Industry Council for Emergency Response Technologies (iCERT); David Jones, Mission Critical Partners, Inc.; and Suzette Boydston, Samaritan Health Services.

VIDEO: Commissioner Bill Hall, Lincoln County; and Councilor Max Glenn, Yachats.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Sharon Konopa at 2:02 pm on September 21, 2017 at the Cascades West Center in Albany.

1. Welcome and Introductions

Chair Konopa welcomed everyone to the meeting, and introductions were made.

2. Public Comment

There was no public comment.

3. Consent Calendar

Councilor Dann Cutter motioned to approve the Consent Calendar as presented, Mayor Biff Traber seconded. Motion passed unanimously.

Consent calendar items presented were:

- a. Approval of previous Board of Directors Meeting Minutes
- b. Approval of Senior Services Advisory Council (SSAC) Membership
- c. Approval of Disability Services Advisory Council (DSAC) Membership

4. Regional Broadband Summit

Executive Director Fred Abousleman stated that OCWCOG previously conducted a study that acted as a snapshot of our Region around the 2012-2013 time period. This study looked at broadband connectivity and the related infrastructure. Executive Director Abousleman stated that because broadband continues to be an important issue, OCWCOG brought together industry leaders, member jurisdictions, and internet providers to have a discussion about the direction of broadband connectivity and infrastructure in our Region.

Executive Director Abousleman introduced George Rice, Executive Director of iCERT, and David Jones, Senior Vice President of Mission Critical Partners, Inc., and iCERT Board Member. Executive Director Abousleman stated that at the *Regional Broadband Summit (Summit)* held just prior to the Board of Directors meeting, George Rice had acted as moderator, and would be providing a recap of the *Summit* to the Board.

Mr. Rice stated that in his previous role as an Assistant Executive Director for the Metropolitan Washington Council of Governments in Washington, DC, he gleaned that there is an important mix between the needs for the community, and public safety. He stated that Community Development is undergirded by public safety, and added that it is difficult to develop a community if it is unsafe to go into that community. Mr. Rice stated that these needs are also supported by broadband. He stated that with a base of affordable housing, broadband, public infrastructure and safety, development follows. Mr. Rice stated that public safety is also undergirded by the buildout of public systems, with public safety broadband networks having applications for emergency response.

Mr. Jones stated that in the interest of the broadband buildout, economic development is an important driver, but there is also a responsibility to build out broadband for public safety reasons. He stated that 9-1-1 systems, emergency radio communications, and public safety networks are all transitioning to broadband. Communities can determine how that is built into infrastructure. Mr. Jones stated that it is important for elected officials to plan, invest in legacy technology, and ensure that jurisdictions are making informed decisions about delivering adequate public safety infrastructure to constituents.

Mr. Rice stated that there is a current movement toward smart and safe communities, where robust connectivity is important. For example, smart metering saves utilities from sending an employee to every meter, and other remote monitoring can ensure safety and promote independence for seniors. He also emphasized the importance of cyber security, and stated that cyber security should be deliberately and thoughtfully written into Requests for Proposals, rather than being an afterthought of the process.

Executive Director Abousleman stated that the *Summit* illustrated that there is a gap between State agencies and what is seen on the ground. He stated that the State's Chief Technology Officer shared that the State is looking to build a 100-gigabit network loop to connect State and school district offices. This loop would not be accessible by the private sector initially, but there are plans to build a redundant network. Executive Director Abousleman stated that these are things that are good for communities to know, and that part of the problem with building infrastructure is that we don't know what we don't know.

Executive Director Abousleman stated that it would be beneficial to work with providers to map communities, with regard to what is available and what is needed. At that point, providers could come into communities and address needs. He stated that the overall sense from providers at the *Summit* was that they were not interested in stepping on each other's toes, but working around each other in ways that were most beneficial. However, providers had acknowledged that there were connectivity gaps in some communities.

Executive Director Abousleman stated that he would like to follow up on the topic by returning to key issues, such as public safety, rural connectivity, economic development, and public health. He stated that he would circulate a report from the National 9-1-1 program office.

Mayor Traber stated that the *Summit* showcased a variety of providers and solutions, indicating that there is not one monolithic solution, but work to be done to understand gaps and how they can best be filled.

Executive Director Abousleman provided an overview of *Summit* panelists.

Councilor Cutter stated that his takeaway from the *Summit* is the idea that broadband is no longer an optional perk, but a requirement. He stated that by the end of the *Summit*, he was wondering at what point elected officials should start thinking of broadband as a utility. As a basic driver of economics and safety, it is difficult for a community to opt out and still thrive. Councilor Cutter added that there is an economic challenge to getting broadband in small rural areas, with very few having access to true broadband connectivity.

Chair Konopa stated that with regard to 9-1-1 upgrades, it would be beneficial for the City of Albany to have a conversation with Linn County.

Commissioner John Lindsey stated that upgrades in Linn County have already been done, and that the Albany Police Department is buying into the same system. He stated that Linn County sat down with other jurisdictions, to make sure all jurisdictions in the County had the same system.

Mr. Rice and Mr. Jones left the meeting.

5. CelebrateLBL Regional Award Nominations

Executive Director Abousleman stated that OCWCOG had solicited the Board, as well as community partners, for *Regional Award* nominations. He stated that the Board would need to reach consensus on the five award categories to be honored at *CelebrateLBL*. Executive Director Abousleman asked members to make a reasonable effort to keep award winners secret until the event.

Citizen of the Region Award:

Councilor Max Glenn stated that Ms. Sandy Dunn had previously been on the Yachats City Council, and was active in many other aspects of the community. He stated that she is a qualified candidate for the award, but noted that he saw another candidate on the list of nominations that may be more outstanding than the rest. Councilor Glenn stated that Dr. Larry Mullins has impacted the Region more than any of the other nominees, and although he knows Mr. David Price as well, Dr. Mullins stands out as the most appropriate for the award.

Chair Konopa stated that sixteen years ago, Ms. Wendy Kirby had the idea for Albany's Historic Carousel and Museum (Carousel). She added that Ms. Kirby could have met the criteria for any of the award categories. Chair Konopa added that Dr. Mullins is retiring this year, and this award could be in recognition for his service to our Region.

Mayor Jim Lepin stated that he volunteered with the Carousel, and that Ms. Kirby, though of limited means, had a vision that brought together over 200 volunteers, and provided an opportunity for many to engage on an ongoing basis with their community. He stated that Ms. Kirby provided an emotional benefit to the community, giving many, and in particular the elderly, a means of contributing in a meaningful way.

Ms. Suzette Boydston stated that Dr. Mullins continues to contribute to the Region, and will even after his retirement. She also stated that Ms. Kirby relocated from California after a tragic accident, had a dream of building the Carousel, and made it happen. Ms. Boydston stated that the community impact is already apparent, and even with limited means and while raising young children, Ms. Kirby rallied forces to make the Carousel happen.

Chair Konopa stated that when Ms. Kirby first arrived, she brought a Missoula newspaper to the City of Albany, and noted that Missoula had just opened a carousel. Ms. Kirby told the City that Albany needs one, too. Chair Konopa stated that as a City, there was criticism for giving public money to the project, as many were skeptical it would ever be completed, but Ms. Kirby made it happen.

Mayor Don Ware stated that he took his grandchildren to the Carousel, and while he doesn't know Ms. Kirby personally, his grandchildren were impacted in such a way that he would vote for Ms. Kirby.

Commissioner Lindsey stated that he had just been at Good Samaritan Regional Medical Center in Corvallis, and had a conversation about a building that had recently been completed. He stated that all of the new development through Samaritan is because someone took on each project. He stated that it takes someone with a vision to build a community, and emphasized that Dr. Mullins has had a driving impact on community development.

Mayor Traber noted that Dr. Mullins has had a wider Regional impact, and has acted as more than just the head of a hospital.

Commissioner Lindsey stated that not everyone has the capacity to have a Regional impact, and suggested that there could be criteria for volunteers or citizens from each County. He suggested that there should still be a Regional award, but with the addition of Volunteer of the Year awards for each County. Executive Director Abousleman suggested Citizen of the County categories.

Councilor Bob Elliott stated that none of the nominees are more deserving than Dr. Mullins, and that Lebanon would not have had near as much progress without his doing. He stated that two medical colleges and the new hotel are all Dr. Mullins' doing.

Mayor Traber stated that there is a Samaritan clinic in Waldport, and that Dr. Mullins has made sure there are medical facilities even in smaller communities. Commissioner Lindsey stated that there is also a clinic near Pony Village on Interstate 5 (I-5), which serves truck drivers, and can act as a triage center within a couple of miles of the music festival in Brownsville. Mayor Marjean Cline and Mayor Ware both stated that they had used that clinic. Mayor Cline stated that it had saved her from needing to go to Urgent Care further away.

Councilor Susan Wahlke stated that Dr. Mullins had wanted a cooperative effort between Lincoln City and the hospital. She added that Lincoln City also has a wonderful childcare center because of Dr. Mullins' efforts.

Mayor Lepin motioned to select Dr. Larry Mullins as the 2017 *Citizen of the Region*, Councilor Elliott seconded. Motion passed unanimously.

Ms. Boydston stated that she agreed with the decision, but also agreed that next year should have a winner from each County. Commissioner Lindsey agreed, stating that if you don't look at a more local level, people will get overlooked that should be recognized.

Business or Community Partner of the Year:

Mayor Cline stated that she was amazed when Alyrica Networks, Inc. (Alyrica) came to her City Council, and proposed bringing fiber to the entire town. She stated that Alyrica asked for an agreement with the City, which was a normal thing for the City to do, but otherwise covered costs of the fiber installation. Now residents in Halsey have access to high-speed internet. She stated that Alyrica expects to have the project done by next year.

Mayor Cline stated that Alyrica had people working, digging in town, even in the winter, and excitement in town has been amazing. She added that when Alyrica approached City Council, they felt they could not say no, because they felt like all communities should have access to high-speed internet.

Commissioner Schuster noted that in the *Summit*, Alyrica representatives had stated that they are almost done with Harrisburg, and asked who wanted to be next.

Mayor Cline stated that Harrisburg is luckily not far from one of the main lines, and added that the new broadband will service the community for many years. She stated that now businesses needing high speed internet can come into town. Mayor Cline stated that Alyrica staff had been pleasant to work with.

Councilor Cutter stated that from his perspective as an Information Technologies (IT) Director, he understands the cost and infrastructure investment Alyrica made in a small community. He stated that Waldport previously approached virtually all providers in the area, and they had shied away from adding high-speed service to the City. Councilor Cutter stated that at the *Summit*, the President of Alyrica gave him his business card, and said "Let's talk." He stated that this attitude exemplifies a *Business or Community Partner of the Year*.

Mayor Cline stated that Alyrica's impact is not just on an individual level, as now businesses can come into town, and the school has access to high-speed internet.

Mayor Traber stated that one of the criteria for the award is to be a proven leader in their field. He stated that Alyrica started with innovation, and has made a successful business.

Chair Konopa asked if anyone on the Board would like to present more information on the Brooks Foundation.

Councilor Glenn stated that he knows Sam and Margaret Brooks, the founders of Brooks Foundation. He stated that Mr. Brooks previously started an organization to support minority entrepreneurs, and has done a great deal through mentorship. Councilor Glenn stated that the Brooks family now live in Yachats, and run the Brooks Foundation, which Ms. Brooks operates. Councilor Glenn stated that the Brooks Foundation fills a niche in the community, supporting single-parent households by providing immediate help to pay bills. Councilor Glenn stated that the Brooks family has done a great deal elsewhere in the State, and is now helping in our Region. He stated that the Brooks' are also challenging others with wealth to act philanthropically within their communities. Councilor Glenn stated that the Brooks Foundation's focus is on individuals in need, rather than projects.

Chair Konopa asked about the budget of the Brooks Foundation. Councilor Glenn stated that he was unsure of their budget.

Councilor Glenn stated that he would see this award as honoring Mr. Brooks, who has been a leader in Oregon, has brought his wealth to the coast, and is challenging others to use their wealth for community benefit.

Communications Consultant Lindsey Riley stated that the Brooks Foundation is based in Portland, was nominated by Ms. Caroline Bauman, and initial searches for numbers showed that in 2003, their budget was less than \$25,000 annually.

Mayor Billie Jo Smith stated that people who come to a social services agency could use this resource, because oftentimes there are no other resources to accommodate these needs. Mayor Smith stated that it does not necessarily require a large dollar amount to pay someone's bill, but it has a large impact.

Commissioner Lindsey stated that philanthropic individuals demonstrate that they will quietly take care of a problem themselves, demonstrating vision and a desire to help their communities.

Mayor Smith asked whether Alyrica charges franchise fees, and whether residents pay for their internet access. Mayor Cline stated that the cost of the internet for consumers is not free. She stated that there are franchise fees, which account for City Hall, the library, and a City shop. She added that there is a charge for internet access, but Alyrica installed the fiber themselves. She stated that customer payments for internet access will not cover the cost of Alyrica's investment for many years.

Chair Konopa asked if any Board members would like to comment on da Vinci Days. Mayor Traber stated that it is a wonderful event illustrating collaboration and partnership. He stated that some of his favorite parts of the event are not mentioned in the nomination, such as the kinetic sculptures. Mayor Traber stated that he thinks there are stronger candidates for this year's award, but sees this event potentially winning once it has been re-established for a couple more years.

Councilor Cutter stated that he felt the same about Brooks Foundation, and added that he does not see the impacts in Waldport. He stated that maybe when Brooks Foundation is more established, it would be a better candidate to win.

Executive Director Abousleman stated that in a sense, all three nominees are startups. Councilor Cutter responded that he supports Alyrica, because they are not still figuring out how to accomplish their mission, they're already putting fiber in the ground. He added that the challenges with getting fiber in the ground are amazing, and it was a six-month project just for Hatfield to get fiber installed.

Mayor Cline stated that Alyrica has had to deal both with the Oregon Department of Transportation (ODOT) and the railroad, so there were additional challenges. She stated that in spite of challenges, they have continued to work hard, maintain a positive outlook, and maintain their commitment to the project.

Councilor Cutter motioned to select Alyrica as the 2017 *Business or Community Partner of the Year*, Mayor Traber seconded. Motion passed unanimously.

Meals on Wheels (MOW) Volunteer of the Year:

CSP Manager Jennifer Moore stated that Ms. Georgiann Jones had been a Relief Meal Site Manager at the south Linn County meal site, as well as being a delivery driver. Ms. Jones recently and unexpectedly passed, and her meal site would like to honor her with the award.

Project of the Year:

Chair Konopa asked whether there could be a winner and a runner up for the award. Mayor Cline and Commissioner Lindsey suggested a tie.

Chair Konopa stated that the Carousel has been an anchor for economic development in downtown Albany. She stated that the project started 16 years prior, and that in looking at the guest book for the Carousel, there have been visitors from many other countries. Chair Konopa stated that the Carousel is sustainable for many years to come, because the carving and painting studio is in the building, and brings people back to watch the artwork take place. She stated that once the Carousel is full, the artists plan to make animals for every storefront downtown, so people can walk around and view each animal. She stated that the project keeps people engaged in their community, and attracts a variety of age groups.

There was a suggestion that if the Carousel did not win the *Project of the Year* award, it could be a contender for the *Chair's Award*.

Chair Konopa asked if the *Chair's Award* must be given to an individual. Executive Director Abousleman stated that Chair Konopa could award as she saw fit.

Mayor Ware stated that Brownsville City Administrator Scott McDowell and Harrisburg City Manager Brian Latta were the driving factors behind the Sheriff agreement. He stated that they developed a format for anyone in Linn County who would like to use it. Mayor Ware stated that there had been ongoing issues between Cities and the Sheriff's Office, and stated that a great effort was made to work together to improve the relationship for many.

Mayor Cline stated that Halsey has had much better communication with the Sheriff's Office since the project started, and added that there is more trust on both sides than before. She stated that this project was not noticed by many, because it was only impactful for small communities that contract with the Sheriff for law enforcement. She stated that for larger jurisdictions with their own police department, the project may not seem as important, but it is for smaller communities.

Councilor Wahlke stated that the *Tour to Die For* is a Lincoln City event, with cooperation between the North Lincoln County Historical Museum, Taft Pioneer Cemetery Association, and Theatre West. Councilor Wahlke stated that the event was five nights, and sold out in 2016. She stated that the event will be expanding to more occurrences this year, plus a more kid-friendly matinee. She stated that the event won an award from Travel Oregon in 2016, for the best new event.

Mayor Smith stated that the Port of Toledo Boatyard has impacted the City of Toledo, and beyond. She stated that the expansion is important to fishing fleets, especially those that travel to Alaska. Mayor Smith stated that the project has added a boat dock, and a large lift that can pick up large boats and move them around. She stated that boats need to be refurbished every year, and now the Port of Toledo's Boatyard is the second largest on the Coast to do this. Mayor Smith estimated that up to 150 jobs will be brought to the area from the expansion.

Mayor Smith stated that because there was no boatyard of this scale in Oregon, the fishing crew previously had to stay in Alaska during their boat refurbishment. Now crews can come home to their families sooner. Mayor Smith stated that the Port of Toledo is now constructing a large building for the boats to be housed during the sanding and painting processes, making the process environmentally contained with filtration, etc. She added that the Port of Toledo is now building boats.

Mayor Smith stated that Governor Kate Brown had been to the Port of Toledo Boatyard a few weeks prior, and was impressed. Mayor Smith stated that the Boatyard has had an amazing impact on the area, with over 75 different businesses on port properties being supported.

Commissioner Bill Hall stated that he has friends in the fishing industry that often complain about "flatlanders" not understanding all the impacts of the fishing industry. Commissioner Hall stated that in 2015, the Port of Newport became the top commercial fishing port on the entire west coast, with 124 million pounds of fish coming through, equating to \$53 million in direct revenue. He stated that the Port of Toledo Boatyard will potentially create 150 new jobs, with ripple effects on the economy. He added that the project has been a great partnership with Local and State governments.

Chair Konopa stated that the criteria for the award all fit with the Port of Toledo Boatyard. She stated that it would be nice to have someone from each County, but that she could potentially select Ms. Kirby or the Carousel for the *Chair's Award*, if the Port of Toledo Boatyard wins for the *Project of the Year*.

Mayor Smith motioned to select the Port of Toledo Boatyard as the 2017 *Project of the Year*, Commissioner Lindsey seconded. Motion passed unanimously.

Executive Director Abousleman stated that all of the projects were impactful, but the Port of Toledo Boatyard has national significance, as it serves the fishing fleet of the Pacific Ocean.

Mayor Traber left the meeting.

Volunteer of the Year:

Mayor Cline stated that when she worked in Brownsville, Ms. Joni Nelson was a mover and shaker, and was always front and center any time anything needed done. Mayor Cline stated that at 82 years old, Ms. Nelson is still going strong, and is passionate and persuasive in doing what is best for Brownsville.

Councilor Cutter motioned to select Ms. Joni Nelson as the 2017 *Volunteer of the Year*, Councilor Elliott seconded. Motion passed unanimously.

Mayor Smith asked whether dress was to be formal for *CelebrateLBL*. Executive Director Abousleman stated that attire could be whatever was comfortable for attendees, and that business casual would be appropriate, as well.

Mayor Cline stated that she would recommend combining the Carousel and Ms. Kirby into an award, and stated that if she had the Carousel in her town, she would make that decision. Mayor Ware agreed.

Executive Director Abousleman stated that the cost of tickets for *CelebrateLBL* would be covered for Board members, unless staff hear otherwise from individual Board members. He stated that at time of reporting, the event is \$6,000-\$7,000 short for covering costs, and after those funds are raised, all other money will go toward the *MOW* program. He asked Board members to register early.

Commissioner Schuster asked whether there would be an announcement to media listing award nominees. Executive Director Abousleman stated that this could be discussed. Chair Konopa asked whether nominees had been invited. Executive Director Abousleman stated that they had.

Executive Director Abousleman reminded the Board that next year's event would be in Lincoln County.

6. Program Update Question and Answers

CSP Manager Moore stated that *Tapas and Treasures* occurred at the end of August, and was successful, with approximately 150 registrants and around 100 attendees. The event raised approximately \$12,000 for *MOW*. Councilor Cutter stated that it was a great event.

Executive Director Abousleman stated that the event is a good template for any other clubs or social groups that may want to host an event for *MOW* or other programs, and stated that Rotary raised enough money that they will be sponsors for *CelebrateLBL*.

Executive Director Abousleman stated that CED Director Phil Warnock and Planner Seth Sherry are now taking classes to become Certified Economic Developers through the International Economic Development Council. He stated that this will increase their capacity to provide certain services.

7. Topic of Regional Interest – Eclipse Debrief

Chair Konopa stated that jurisdictions planned for a long time, and the eclipse was a beautiful event. She stated that she heard complaints about governments going overboard, but stated that if there had not been encouragement for people to stay in, logistically the event would have been worse. She stated that I-5 was backed up until the evening.

Mayor Ware stated that traffic from I-5 was being redirected, so Brownsville traffic was backed up for hours. Councilor Debbie Nuber stated that the City of Scio liked the added traffic, stating that the whole town was full, churches were providing meals, etc. She stated that the City received letters from attendees, stating how happy they were that they chose Scio to view the eclipse.

Councilor Nuber stated that Scio had hired some of Lebanon's police force, which received positive feedback. Mayor Cline stated that in Halsey, the Sheriff's Office had someone patrolling town, and that there were people parked on the side of streets to watch the event. She stated that our area was lucky to have clear weather.

Chair Konopa stated that crowding in central Oregon was worse than our area. Councilor Cutter responded that the Coast was quiet, and that he took to social media encouraging people to go into town. Councilor Cutter stated that businesses had ordered supplies expecting large crowds, but the crowds did not happen. Councilor Mike Neddeau stated that in Brownsville, restaurants ran out of food.

Councilor Elliott stated that Lebanon was over-prepared, and everything went smoothly. Councilor Wahlke stated that Lincoln City was prepared, but did not have crowds. She stated that the next two weekends were busy though, with weather in the Valley being too hot. Councilor Diane Gerson stated that Sweet home was also over-prepared, but that there was value in finding holes in their emergency preparedness plans. Mayor Lepin stated that the event was a great practice activity.

Councilor Nuber stated that Scio asked citizens whether they wanted extra policing, and they did, so they received no complaints for over-preparedness.

Chair Konopa thanked OCWCOG for starting the eclipse conversation initially.

Councilor Cutter suggested skipping Topics of Regional Interest as an agenda item for the next Board meeting, as the last meeting tends to have a full agenda. Chair Konopa agreed, and asked members to let staff know if there are any pressing issues that they need to discuss.

Executive Director Abousleman thanked Mayors who participated in September's Regional Mayors' Meeting, and stated that the next meeting would be in January.

Executive Director Abousleman stated that OCWCOG currently has an intern working on solid sewage waste management, as directed by the OCWCOG Board. This intern is working with communities, assessing cost, what communities do with waste, and where the waste goes. Executive Director Abousleman stated that there will be a report on these items, and the Board can decide what will be done with the information.

Commissioner Schuster stated that Chair Konopa was awarded the Mayor's Leadership Award for 2017, in the Large City category. Chair Konopa thanked Executive Director Abousleman for writing a letter of recommendation, and stated that she had been humbled reading all the letters.

8. Other Business

There was no other business.

9. Adjournment

The meeting adjourned at 3:52 p.m.

Minutes recorded by Jennifer Kelley.



Senior and Disability Services

1400 Queen Ave SE • Suite 206 • Albany, OR 97322
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203 N Main St • Toledo, OR 97391
(541) 336-2289 • (541) 336-8103 TTY/Voice • (800) 282-6194



Area Agency on Aging

MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Jennifer Moore, Community Services Program (CSP) Manager
RE: Senior Meals Advisory Committee (SMAC) Name Change

OCWCOG's *Meals on Wheels (MOW)* program became a member of the Meals on Wheels America Association earlier this year. Meals on Wheels America is a national organization, which provides information/data, webinars, events, branded materials, grant opportunities, and other resources for its member organizations across the country. As part of this national organization, *MOW* accepted a branding agreement, which allows our program to use the nationally recognized Meals on Wheels logo.



Meals on Wheels America recognizes both congregate meal sites and home-delivered meals under the umbrella of "Meals on Wheels."

"At the core of the Meals on Wheels service is a nutritious meal, companionship and a watchful eye on the health and safety of our seniors. For those who have trouble getting around, we bring the service to you. For those who can still venture out into their communities, we serve in gathering places, such as senior centers and community facilities."

<https://www.mealsonwheelsamerica.org/signup/aboutmealsonwheels/>

Because "Meals on Wheels" is understood to mean both congregate meal sites and home-delivered meals, OCWCOG will be phasing out "Senior Meals" from the program and Advisory Committee names.

Therefore, we request to change the name of the Senior Meals Advisory Committee (SMAC) to *Meals on Wheels Advisory Committee (MOWAC)*.



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M E M O R A N D U M

DATE: December 7, 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 October 31, 2017, with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

Snapshot by Major Line Item

	FY2018 Budget	October YTD	Percentage YTD	Prior Year YTD
Dues	281,205.00	279,203.86	99.29%	103.79%
Contracts	2,712,797.00	482,567.07	17.78%	29.51%
Grants	245,955.00	71,749.33	29.17%	52.33%
Donations	222,982.00	77,134.29	34.59%	15.40%
State Revenue	1,240,203.00	236,253.73	19.05%	22.66%
Federal Revenue	11,806,284.00	3,052,459.50	25.85%	25.35%
Coordinated Care	7,267,487.00	1,755,873.39	24.16%	29.23%
Total Income (all line items)	36,739,228.00	7,162,415.21	19.50%	22.15%
Total Payroll Expense	14,045,992.00	3,802,626.71	27.07%	28.40%
Contract Expense	9,203,892.00	2,919,413.83	31.72%	33.47%
Indirect Expense	2,052,862.00	684,287.93	33.33%	33.28%
Maintenance & Repair	248,145.00	60,728.59	24.47%	22.29%
Supplies	100,750.00	34,786.15	34.53%	23.23%
Telephone	223,936.00	51,556.70	23.02%	27.86%
Travel / Training	263,550.00	79,186.67	30.05%	33.86%
Total Expense (all line items)	36,739,228.00	8,371,522.29	22.79%	24.36%
Net Gain / (Loss)		(1,209,107.08)		

Fiscal Year (FY) FY2017 - 2018 Financial Narrative (Revenue)

- a. Net/Gain (Loss) FY2017-2018 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a loss because Beginning Balance numbers are not currently recorded. We will record these numbers in the financial system once the annual audit is complete.
- b. All member regular dues have been received.
- c. Contract revenue is low, most contracts are billed quarterly. Billing for 1st quarter will be reflected on the next report.
- d. Grant revenue is on budget.
- e. Donations revenue is up, the organization is working on increasing community awareness about the needs of programs. The success of *Tapas and Treasurers* and *CelebrateLBL* are impacting the increase.
- f. The organization's State contract percentages are low due to the programs being reimbursement-based, and are billed in the month after the expense is incurred.
- g. Federal revenue contract percentages are low due to the programs being reimbursement-based, and are billed in the month after the expense is incurred.
- h. Coordinated Care revenue is on budget.

FY2017 - 2018 Financial Narrative (Personnel and Material & Supplies)

- a. The organization's Personnel Expense is currently on budget. 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 being scheduled.
- e. The organization continues to monitor the implementation of the centralized purchasing program. Supplies are on budget.
- 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 October 31, 2017

Revenues year-to-date are under budget

Revenues year-to-date over budget

Percent of budget to date 33.33%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 4,239.00	\$ -	0.00%	Beginning fund balances will be populated after annual audit is complete.
000725	Beg Bal Restrict for Contracts	\$ 1,662,444.59	\$ -	0.00%	
000735	Beg Bal-Restricted Reconcile	\$ 1,606,793.00	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 1,948,856.50	\$ -	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ -	0.00%	
000750	Beg Bal-Unrestricted	\$ 1,895,477.00	\$ -	0.00%	
000801	Dues	\$ 281,204.87	\$ 279,203.86	99.99%	Some special dues are still outstanding.
000802	Fees For Service	\$ 115,775.00	\$ 30,780.30	26.59%	
000803	Internal Transfer	\$ 2,057,863.00	\$ 685,481.67	33.31%	
000804	Miscellaneous Revenue	\$ 1,015.00	\$ 22,815.91	2247.87%	Employee Settlement
000805	Contract Revenue	\$ 2,713,797.00	\$ 482,567.09	17.78%	Most contracts are billed quarterly.
000806	Grant Revenue	\$ 245,955.00	\$ 71,749.33	29.17%	
000807	Donations	\$ 222,982.00	\$ 77,134.29	34.59%	<i>Tapas and Treasures</i> and <i>CelebrateLBL</i> outreach in the community
000808	Interest Revenue	\$ 215,205.00	\$ 87,961.47	40.87%	
000809	Transfers In	\$ 189,292.00	\$ 21,666.68	11.45%	There is a budget item for the programs to transfer funds in, if needed.
000812	Sponsorship	\$ 26,500.00	\$ 9,250.00	34.91%	
000819	Special Event Revenue	\$ -	\$ 6,726.94	0.00%	This account was created for the <i>CelebrateLBL</i> event expense.
000820	Program Meals Revenue	\$ 165,000.00	\$ 53,488.49	32.42%	
000822	Loan Packaging Fees	\$ 2,000.00	\$ 5,606.68	280.33%	Payment for prior year closed loan, payment was after June 30.
000823	Program Income	\$ 628,767.00	\$ 210,787.37	33.52%	
000824	Lending Administration	\$ 120,000.00	\$ 38,202.72	31.84%	
000824	Match Revenue	\$ 85,588.00	\$ 32,564.01	38.05%	
000826	Borrowers Fees	\$ 1,500.00	\$ 221.78	14.79%	
000828	Service Fees	\$ 5,000.00	\$ 1,620.00	32.40%	
000840	Veterans	\$ 55,000.00	\$ -	0.00%	This is a quarterly payment.
000841	Oregon Project Independence	\$ 575,000.00	\$ 140,137.33	24.37%	State contract payments are a month behind.
000843	ODOT	\$ 610,203.00	\$ 96,116.40	15.75%	This is a quarterly payment.
000846	Coordinated Care	\$ 7,267,487.00	\$ 1,755,873.39	24.16%	
000860	Economic Development Admin	\$ 75,000.00	\$ -	0.00%	This is a semi-annual report and payment.
000862	Older Americans Act	\$ 1,051,151.00	\$ 217,777.00	20.72%	State contract payments are a month behind.
000863	Title XIX	\$ 9,956,008.00	\$ 2,676,635.00	26.88%	
000864	Federal Senior Meals	\$ 378,000.00	\$ 86,298.84	22.83%	

000865	USDA	\$	132,000.00	\$	27,919.00	21.15%	
000867	Federal Match	\$	210,125.00	\$	40,889.66	19.46%	New match projects - billed quarterly
000869	Siletz Revenue	\$	4,000.00	\$	2,940.00	73.50%	This is a semi-annual payment.
	REVENUE	\$	36,739,227.96	\$	7,162,415.21	19.50%	
000410	Leave Benefits	\$	490,894.00	\$	152,750.28	31.12%	
000420	Fringe Benefits	\$	757,864.00	\$	205,135.22	27.07%	
000421	Insurance Benefits	\$	2,313,029.00	\$	650,448.10	28.12%	
000425	PERS Benefits	\$	2,163,514.00	\$	466,353.04	21.56%	
000430	PERS Reserve	\$	82,377.00	\$	21,652.36	26.28%	
0001ED	Executive Director	\$	132,842.00	\$	44,072.00	33.18%	
0004DD	Deputy Director	\$	108,348.00	\$	28,588.93	26.39%	
0004PD	Program Director	\$	194,670.00	\$	65,191.66	33.49%	
0010PM	Program Manager	\$	364,301.00	\$	85,634.72	23.51%	
0013PS	Program Supervisor	\$	597,146.00	\$	183,514.89	30.73%	
0016LO	Loan Officer	\$	71,603.00	\$	19,777.56	27.62%	
0019CA	Clerical Assistant	\$	30,540.00	\$	7,114.49	23.30%	
0019PM	Personnel Manager	\$	85,796.00	\$	27,407.31	31.94%	
0019TM	Technology Services Manager	\$	74,552.00	\$	25,844.00	34.67%	
0046CM	Case Manager	\$	1,840,663.00	\$	511,798.73	27.81%	
0053CC	Contracts Coordinator	\$	56,030.00	\$	16,121.00	28.77%	
0055CS	Clerical Supervisor	\$	48,425.00	\$	15,656.00	32.33%	
0060AS	Accounting Specialist	\$	51,597.00	\$	16,145.99	31.29%	
0064ES	Eligibility Specialist	\$	1,025,826.00	\$	295,617.64	28.82%	
0067EA	Executive Assistant	\$	49,424.00	\$	11,799.16	23.87%	
0070AC	Accounting Clerk II	\$	37,409.00	\$	12,019.93	32.13%	
0076AA	Administrative Assistant	\$	440,939.00	\$	119,008.33	26.99%	
0085CS	Clerical Specialist	\$	227,456.00	\$	73,221.77	32.19%	
0085WS	Workstation Support Specialist	\$	50,444.00	\$	15,155.91	30.05%	
013CDP	CED Planner II	\$	58,792.00	\$	8,273.06	14.07%	Employee was reclassified.
013MDR	MPO Director	\$	95,855.00	\$	28,370.95	29.60%	
025NSS	Network Support Specialist	\$	76,122.00	\$	25,031.59	32.88%	
031CDP	CED Planner	\$	180,406.00	\$	49,018.40	27.17%	
034APS	Adult Protective Services Spec	\$	345,897.00	\$	95,862.01	27.71%	
037DTC	Diversion & Transition Coord	\$	183,878.00	\$	56,181.40	30.55%	
037LCM	Lead Case Manager	\$	335,339.00	\$	56,374.59	16.81%	
045ISS	Information Support Specialist	\$	63,987.00	\$	21,130.29	33.02%	
052ALO	Assistant Loan Officer	\$	28,015.00	\$	-	0.00%	This is a vacant position.

055VSO	Veterans Service Officer	\$	58,622.00	\$	19,751.90	33.69%
060FMC	Facility Maint. Coordinator	\$	50,748.00	\$	18,515.34	36.48%
061LES	Lead Eligibility Specialist	\$	32,626.00	\$	7,937.40	24.33%
064ADR	ADRC Specialist	\$	226,027.00	\$	55,615.48	24.61%
064ALW	Asst. AFH Licensing Worker	\$	48,653.00	\$	15,241.18	31.33%
067CEA	Confidential Executive Assist	\$	51,569.00	\$	14,487.27	28.09%
075LTB	Lead Trans Brokerage Spec.	\$	43,617.00	\$	12,900.18	29.58%
075TBS	Transportation Brokerage Spec.	\$	424,735.00	\$	109,352.16	25.75%
076CAA	Conf. Administrative Assistant	\$	40,112.00	\$	12,083.90	30.13%
082SMC	Senior Meals Coordinator	\$	43,789.00	\$	8,604.40	19.65%
090RSM	Relief Site Manager	\$	18,917.00	\$	9,092.77	48.07%
099EXH	Extra Hire	\$	149,286.00	\$	51,325.61	34.38%
88MSM3	Meal Site Manager 3	\$	193,311.00	\$	57,447.81	29.72%
	PERSONNEL	\$	14,045,992.00	\$	3,802,626.71	27.07%

Vacant Senior Meals Coordinator

Employee settlement

Vacant Meal Site Manager position

Expenses year-to-date over budget

000504	Advertising	\$	13,450.00	\$	3,598.38	26.75%
000506	Auto Expense	\$	12,500.00	\$	5,559.07	44.47%
000510	Bank Charges	\$	15,700.00	\$	4,769.61	30.38%
000513	Board/Comm/Meeting Expense	\$	32,700.00	\$	5,809.81	17.77%
000516	Computer Maintenance	\$	77,260.00	\$	24,250.53	31.39%
000521	Contract Administration	\$	2,500.00	\$	1,178.00	47.12%
000522	Contract Expense	\$	9,203,891.65	\$	2,919,413.83	31.72%
000523	Admin Contract Expense	\$	350,000.00	\$	113,975.77	32.56%
000525	Copying	\$	77,095.00	\$	26,516.87	34.40%
000531	Dues and Memberships	\$	60,625.00	\$	43,917.05	72.44%
000532	Equipment Expense	\$	4,000.00	\$	77.95	1.95%
000533	Finance Indirect	\$	487,215.00	\$	162,405.65	33.33%
000534	Indirect Expense	\$	974,023.00	\$	324,674.28	33.33%
000535	Furniture & Fixtures	\$	4,200.00	\$	-	0.00%
000537	Insurance	\$	62,250.00	\$	62,637.32	100.62%
000540	Interest Expense	\$	19,200.00	\$	9,674.97	50.39%
000541	Loan Legal Expense	\$	2,000.00	\$	-	0.00%
000542	Legal Services	\$	12,350.00	\$	2,199.00	17.81%
000543	Licenses and Fees	\$	55,560.00	\$	15,710.12	28.28%
000546	Loan Fees	\$	1,500.00	\$	448.07	29.87%
000549	Maintenance and Repair	\$	248,145.00	\$	60,728.59	24.47%
000550	Marketing Expense	\$	12,900.00	\$	6,570.55	50.93%
000551	Taxes	\$	3,500.00	\$	3,446.76	98.48%

Delivery vehicle use and van replacement expense

Upfront purchases for money orders to use for record checks.

Most dues are paid at the beginning of Fiscal Year.

One time payment at the beginning of Fiscal Year.

USDA one-time payments

Special contract marketing expense

One-time annual expense

000553	Loan Admin Exp	\$	120,000.00	\$	37,548.40	31.29%	
000555	Postage	\$	66,200.00	\$	15,833.48	23.92%	
000558	Printing	\$	13,430.00	\$	1,983.57	14.77%	
000561	Rent	\$	645,307.00	\$	213,430.48	33.07%	
000564	Resource Reserve	\$	189,108.00	\$	33,103.51	17.51%	
000567	Supplies	\$	100,750.00	\$	34,786.15	34.53%	
000568	Stipend	\$	87,877.00	\$	23,022.37	26.20%	
000570	Technology Indirect	\$	591,624.00	\$	197,208.00	33.33%	
000573	Telephone	\$	223,936.00	\$	51,556.70	23.02%	
000575	Special Event	\$	-	\$	10,633.66	0.00%	CelebrateLBL expense
000576	Training	\$	90,600.00	\$	24,066.75	26.56%	
000577	Volunteer Recognition	\$	10,000.00	\$	4,734.64	47.35%	Due to Foster Grandparent Program requirements
000578	Meal Delivery Travel	\$	35,000.00	\$	14,550.96	41.57%	All mileage reimbursements for meal delivery
000579	Travel	\$	137,950.00	\$	40,568.96	29.41%	
000580	Transfers Out	\$	88,411.88	\$	10,000.00	11.31%	
000582	Utilities	\$	70,145.00	\$	21,395.94	30.50%	
000583	Operating Contingency	\$	3,001,954.51	\$	-	0.00%	
000584	Janitorial	\$	56,400.00	\$	15,864.00	28.13%	
000585	Unappropriated EFB for future	\$	5,258,644.92	\$	-	0.00%	
	MATERIALS AND SUPPLIES	\$	22,519,902.96	\$	4,547,849.75	20.19%	
000595	Capital Purchase	\$	15,000.00	\$	14,600.00	97.33%	Server - one-time purchase
000596	Leasehold Improvement	\$	95,000.00	\$	-	0.00%	
	CAPITAL OUTLAY	\$	110,000.00	\$	14,600.00	13.27%	
000598	Principal Payment	\$	43,333.00	\$	-	0.00%	
000599	Interest Expense	\$	20,000.00	\$	6,445.83	32.23%	
	DEBT SERVICES	\$	63,333.00	\$	6,445.83	10.18%	
	EXPENSE	\$	36,739,227.96	\$	8,371,522.29	22.79%	
		\$	-	\$	(1,209,107.08)		



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MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **Approval of the Collective Bargaining Agreement between OCWCOG and SEIU 503 Local, OPEU**

The Bargaining Teams began meeting in May of this year, and successfully reached final agreement on a new labor contract on October 30, 2017. Bargaining was conducted in a positive and collaborative manner using the Interest-Based Bargaining approach.

We are pleased that the proposed contract is manageable and within our adopted budget.

A summary sheet, along with the agreed upon Tentative Agreements are attached with this memorandum, and reflect the agreed upon changes to the current contract. Language that will not be changing will be carried over into the new contract. You can view the prior contract, including previous salary schedule, at www.ocwcog.org/wp-content/uploads/2016/06/FINAL-OCWCOG-CBA-2015-2017.pdf.

RECOMMENDATION: **Motion to approve the November 1, 2017 to October 31, 2019 Collective Bargaining Agreement between OCWCOG and SEIU Local 503, OPEU.**

2017 Bargaining Issues

	ARTICLE	ISSUE	STATUS	TA SIGNED
1	Insurance LOA and 2017-2018 insurance plan year, to amend the current contract language for Article 32 – Insurance	New insurance year overlaps the current contract year. Language needed to be added to include options other than a HDHP and HSA.	LOA to include options for choice of insurance plans and increasing the ER share towards the premiums.	8/16/17
2	Article 42 – <i>Term of Agreement</i>	How long should the new contract be in force?	Agreed to a two (2) year term for the new contract, effective November 1, 2017 through October 31, 2019.	8/15/17
3	<i>Article 24, Section 1 new section (a) and (b) – Sick</i>	After bargaining new language in Article 15 – probationary period to shorten the probationary period for EE’s who had prior consecutive continuous employment, the 48 hours of banked sick leave for probationary EE’s who normally serve a six-month period, needed to be addressed to pro-rate the amount for EE’s with a shortened probationary period.	Language added to include pro-rating of banked sick leave for probationary EE’s who are hired with prior continuous employment (Article 15, new Section 5) to 24 hours.	9/26/17
4	Article 23, Section 6 – <i>Vacation Scheduling</i>	Current language regarding the option to pre-pay up to forty (40) hours of vacation leave needs revising for better clarification on the process for purchase.	Language revised to eliminate the payroll deduction option. Language added to specify employee must pay for a pre-paid vacation in whole hours and must purchase a minimum of five (5) and how the value of the leave is determined.	8/15/17
5	<i>Article 11, Sections 2 and 3 – Discipline and Discharge</i>	Providing a pre-dismissal letter ten (10) calendar days before the effective date is too long of a period. Allowing only two (2) additional work days for the EE to arrange to find a Union steward is not always adequate time.	Language revised to shorten the pre-dismissal notification time from ten (10) calendar days to seven (7). Language revised to extend the time to arrange for a Union steward from two (2) work days to three (3) workdays.	8/15/17

6	Article 4 – <i>Union Rights</i>	Union requested additional information be provided by the ER to the Union Officers.	Agreed to also provide the Union Officers EE status and hire date along with the EE name, Department, and anniversary date.	8/16/17
7	Article 15 – <i>Probationary Period</i>	The issue is around hiring temporary employees into regular status position. Union expressed that it is unfair to make temps wait six months to receive all benefits.	Agreed that newly hired employees with six (6) months or more of continuous service with the OCWCOG may have a three (3) month reduction in their probationary period. After three (3) months the employee may utilize vacation leave, sick leave, and personal holiday.	9/7/17
8	Article 33 – <i>Mileage/Expense Allowance</i>	The Union felt the CBA and policies should be consistent in when an EE is paid mileage in the course of their work. CBA language currently states EE “authorized and directed to utilize their vehicle in the performance of official duties shall be compensated...”	Language change to reflect EEs who use personal vehicle for “authorized travel will be reimbursed for mileage at current IRS rate.” It was also agreed that mileage may need to be revisited depending on the outcome of the Telecommuting policy.	9/26/17
9	Article 25, Section 1(a) – <i>Leaves of Absence</i>	Union requested language to be added in Compassionate Leave to clarify that EEs can use other paid leave if they need additional time off after the three to five (3-5) additional paid days. Management requested the three to five (3-5) additional paid days be clarified in the contract as being taken consecutively, or within a reasonable time.	Language added to clarify EEs can use other paid leave in addition to the three to five (3-5) days granted, if needed. No change in the language to reflect the days must be taken consecutively.	10/4/17
10	Discussion on Teleworking LOA	Discussion needed to clarify the results of the LOA, and how to move forward with implementation of Teleworking.	Classifications feasible for teleworking pilot will be determined by December 31, 2017. Management will create draft procedures by February 28, 2018. The Pilot will be implemented by March 1, 2018. Final policy to be written by October 31, 2018.	10/30/17

11	Article 26 – <i>Drug and Alcohol</i>	Language needs to be updated to reflect changes in law.	Language added to reflect use of marijuana under state law (including medical and/or recreational). OCWCOG will not accommodate marijuana use. Employees needing accommodation for a disability should contact the HR Manager to discuss available options.	10/30/17
12	Article 32 – <i>Insurance</i>	What insurance plans will the agency offer and what will be cost-shares to the employee? What will HSA contributions be for 2018 and 2019?	OCWCOG will pay 100% of the employee premium toward Evergreen and Dogwood medical plans; vision and dental. Employees opting into other OCWCOG medical plans will share in the cost of the premium. In 2018, OCWCOG will contribute \$1,500 to an HSA for a single employee and \$3,000 for employees with two-party/family. The same amounts will be applied to the HSA in 2019. OCWCOG will contribute \$300 to a Flexible Spending Account for employees who do not have the option of participating in the Employer’s insurance plans. Employees will be able to opt-out of medical, dental, and vision benefits, and will receive a monthly payment of \$200. Employees opting out of only medical coverage will receive a monthly payment of \$200.	Signature pending
13	Article 27 – <i>Wages</i>	What is the effective date for the salary schedule in Appendix A and what are Cost of Living Adjustments (COLAs) for the term of the agreement?	Effective November 1, 2017 through October 30, 2018 employees shall be paid according to the salary schedule in Appendix A. Appendix A reflects a 2.15% COLA Effective November 1, 2018, employees shall receive a 1.85% COLA.	10/30/17

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 4 - Union Rights

Both parties mutually agree to change the following language in Section 1 of Article 4 of the Collective Bargaining Agreement:

ARTICLE 4 - UNION RIGHTS

Section 1. Upon the written consent of an employee within the bargaining unit, the Employer will begin deducting Union dues or other deductions for the next pay period and will continue to make regular deductions until such time as the employee rescinds the request in writing. The aggregate deductions of all employees shall be remitted together with an itemized statement to the Union no later than the tenth (10th) of the month following the month for which the deductions were withheld. The employer shall furnish, to the Union, an electronic alphabetical listing of all the names of bargaining unit employees, which will include their department, FTE anniversary dates, mailing address, and phone number utilizing the SEIU secure FTP site, on a monthly basis. The local officers shall also receive an electronic alphabetical listing of all the names of bargaining unit employees by department, FTE, status, hire date, and anniversary dates when there are changes in this data. The Union will indemnify, defend and hold the Employer harmless against any claims made or any suit instituted against the Employer on account of any payroll deductions for the Union. The Union agrees to refund to the Employer any amount paid to it in error. The Employer agrees to automatically adjust the dues amount or fair share payment for employees whose base salaries increase or decrease during the term of this Agreement.

Section 2. No change to current language

Section 3. No change to current language

Section 4. No change to current language

FOR THE UNION

FOR THE EMPLOYER

Jamala Smith 8/16/17
Date

[Signature] 8/16/17
Date

[Signature] 8/16/17
Date

Andre K. Escobedo 8/16/17
Date

Shauna D. Sawyer 8/16/17
Date

Harsh Shah 8/16/17
Date

Date

TENTATIVE AGREEMENT
Between **OCWCOG & SEIU**
Article 11 – Discipline and Discharge

Both parties mutually agree to change the following language in Article 11 of the Collective Bargaining Agreement as follows:

ARTICLE 11 – DISCIPLINE AND DISCHARGE

Section 1. *No change to current language.*

Section 2. A written pre-dismissal notice shall be given to a regular status employee who is being considered for dismissal at least ~~ten~~ **seven** (~~10~~) **(7)** calendar days prior to its effective date. Such notice shall include the then known complaints, facts, and charges and a statement that the employee may be dismissed. The employee shall be afforded an opportunity to refute such charges, or present mitigating circumstances, either in writing or by meeting with the Executive Director or designee, prior to the effective date. The employee may be suspended with or without pay or be allowed to continue to work as specified in the pre-dismissal notice.

Section 3. Upon request, an employee shall be permitted to have a Union representative present at any meeting which is disciplinary in nature or which, in the employee's opinion, may become disciplinary in nature. If an employee perceives that a meeting has become disciplinary in nature, the employee has the right to suspend the meeting until a Union representative can be present. If an employee is unable to arrange representation for the scheduled disciplinary meeting, he/she shall be entitled to an extension of up to ~~two~~ **three** (~~2~~) **(3)** additional work days to arrange for representation. In the event no representation can be arranged, the meeting shall take place as rescheduled. The limit of ~~two~~ **three** (~~2~~) **(3)** working days may be extended when mutually agreed upon in writing.

FOR THE UNION

FOR THE EMPLOYER

Shauna Schaeffer 8/15/17
Date

[Signature] 8/16/17
Date

Andrea K. Eardole 8/15/17
Date

[Signature] 8/15/17
Date

Jamall Smith 8/15/17
Date

Heather Sch 8/15/17
Date

Date

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 15 – Probationary Period

Both parties mutually agree to change the following language in Article 15 of the Collective Bargaining Agreement as follows:

ARTICLE 15 - PROBATIONARY PERIOD

Section 1. No change to current language

Section 2. No change to current language

Section 3. No change to current language

Section 4. No change to current language

Section 5. Employees newly hired by the Employer with six (6) months or more of continuous service may have a three-month reduction in an employee's probationary period. After three (3) months, the employee may achieve regular status and utilize vacation leave, sick leave, and personal holiday, the same as any regular status employee. After six (6) months, the employee will receive their step increase and access to their HSA.

FOR THE UNION

FOR THE EMPLOYER

Juma Asmth 9/7/17
Date

[Signature] 9/7/17
Date

[Signature] 9/7/17
Date

Heath Schul 9/7/17
Date

Shauna Schaeffer 9/7/17
Date

Cripstal Mohamed 9/7/17
Date

Jandra K Eastdale 9/7/17
Date

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 23 – Vacation Scheduling

Both parties mutually agree to change the following language in Article 23 of the Collective Bargaining Agreement as follows:

ARTICLE 23 – VACATION SCHEDULING

Section 1. *No change to current language.*

Section 2. *No change to current language.*

Section 3. *No change to current language.*

Section 4. *No change to current language*

Section 5. *No change to current language*

Section 6. Upon approval of the ~~P~~program ~~D~~director, or designee, an employee may elect to pre-pay up to forty (40) hours of vacation leave. The employee shall make a one-time election in December for the next calendar year of the number of hours. All hours shall be pre-paid through payroll deduction must be paid for prior to using the vacation leave. ~~The value of any unused prepaid leave shall be included in the year-end paycheck.~~ Employee must pay for pre-paid vacation in whole hours and must purchase a minimum of five (5) hours.

Value of pre-paid vacation will be determined using the current hourly rate times the number of hours requested. The pre-paid hours will be recorded to the employee's vacation leave balance at the time of purchase.

Section 7. *No change to current language.*

Section 8. *No change to current language.*

FOR THE UNION

FOR THE EMPLOYER

Shauna Schaeffer 8/15/17
Date

Andrew K. Esoda, Chief Steward 8/15/17
Date

[Signature] 8/15/17
Date

Tamara South 8/15/17
Date

[Signature] 8/15/17
Date

[Signature] 8/16/17
Date

[Faint, illegible text in the employer column]

[Faint, illegible text at the bottom of the union column]

[Faint, illegible text at the bottom of the employer column]

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 24 – Sick Leave

Both parties mutually agree to change the following language in Article 24 of the Collective Bargaining Agreement as follows:

ARTICLE 24 – SICK LEAVE

Section 1.

- (a) **Per Article 15 – Probationary Period, Section 5, all newly hired full-time employees with six (6) months or more of continuous service with the Employer shall receive twenty-four (24) hours of sick leave, effective their first day of employment. Newly hired part-time employees shall receive sick leave at a rate proportionate to that earned by a full-time employee, effective their first day of employment.**

After three (3) months of continuous employment, all full-time employees shall earn sick leave at the rate of eight (8) hours for each continuous month of service. Part-time employees shall earn sick leave at a rate proportionate to that earned by a full-time employee.

- (b) All **other** newly hired full-time employees shall receive forty-eight (48) hours of sick leave, effective their first day of employment. Newly hired part-time employees shall receive sick leave at a rate proportionate to that earned by a full-time employee, effective their first day of employment.

After six (6) months of continuous employment, all full-time employees shall earn sick leave at the rate of eight (8) hours for each continuous month of service. Part-time employees shall earn sick leave at a rate proportionate to that earned by a full-time employee.

Section 2. No change to current language

Section 3. No change to current language

Section 4. No change to current language

Section 5. No change to current language

Section 6. No change to current language

Section 7. No change to current language

FOR THE UNION

FOR THE EMPLOYER

Shaun Schaeffer 9/26/17
Date

[Signature] 10/4/17
Date

Saura South 9/26/17
Date

Maria Cruz 9/26/17
Date

Heath Shuck 9/26/17
Date

Jandra K Eastale 10/9/17
Date

Cyril Mohamed 10/4/17
Date

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 25 – Leaves of Absence

Both parties mutually agree to change the following language in Article 25 of the Collective Bargaining Agreement as follows:

ARTICLE 25 - LEAVES OF ABSENCE

Section 1. Employees may request leave of absence with pay. Leave of absence with pay shall be granted when a request by the employee is submitted and approved by the supervisor prior to the beginning of the leave period. Each request will be considered and judged on its own merits.

- (a) Compassionate Leave: A maximum of three (3) days paid leave, or a prorated amount for part-time employees, shall be granted in the event of terminal illness or death of an individual within an employee's immediate family. An additional two (2) days paid leave shall be granted if travel of one hundred fifty (150) or more miles one way is required for this purpose.

Vacation, sick and/or personal leave can be requested in addition to the three days of paid leave. In the event the employee is out of leave accruals, he/she may request a leave of absence without pay, such requests shall not be arbitrarily denied.

The immediate family shall consist of the employee's relatives and in-laws, legal and/or biological parents of the employee's minor child/children, or permanent members of the employee's household. Immediate family also includes domestic partner and the equivalent family relations, for employees who are in a qualifying domestic partner relationship pursuant to the agency's health insurance coverage.

- (b) Witness or Jury Duty: Employees required to serve as juror, or as a witness in a work-related case, in a court of competent jurisdiction shall be paid their regular pay less any fees paid to them as a result of their appearance. Employees will report to work when less than a normal workday is required for such duty.

Section 2. Current Contract Language

Section 3. Current Contract Language

Section 5. Current Contract Language

FOR THE UNION

FOR THE EMPLOYER

Shauna Schaeffer 10/4/17
Date

[Signature] 10/4/17
Date

Darshak Easdale 10/4/17
Date

Jamal South 10/4/17
Date

[Signature] 10/4/17
Date

Cyril Mohamed 10/4/17
Date

Heath Shih 10/4/17
Date

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 26 – Drug and Alcohol

ARTICLE 26 – DRUG AND ALCOHOL

Both parties mutually agree to change the following language in Article 26 of the Collective Bargaining Agreement as follows:

Employees will follow the terms and conditions of the Agency's Employer's Drug and Alcohol policy. The Employer agrees to the following declaration of intent as to the application of that policy to the Union and its members:

(a) ~~Supervisors will advise employees that they may request a steward or Union officer be present as an observer during the testing process if a steward or Union Officer is available and can be present without delay to the testing process.~~

(b) ~~Employees will be required responsible to for consulting with their pharmacist or health care provider if they reasonably believe that a prescription or non-prescription drug could impair their ability to safely and competently perform their essential job functions. This also includes consulting with their pharmacist or health care provider about potential drug interactions if they are taking more than one kind of medication. If there are any such side effects, the employee is required to notify their supervisor or Human Resources prior to reporting for work, working, or continuing to work. must promptly notify Human Resources before performing or continuing to perform their job duties. The employee does not need to disclose the medical condition for which the medication is being taken unless the Employer determines that this is necessary to comply with its legal obligations, such as FMLA/OFLA purposes or reasonable accommodations. In the event the Employer has a reasonable basis to believe the employee cannot safely and competently perform their essential job functions, medical verification of the ability to safely perform essential job functions may be required before they are allowed to continue their work assignment.~~

If the employer requires a medical verification, the employee may seek a medical opinion within twenty-four (24) hours from a licensed healthcare provider selected by the employee. If the employee is given a medical verification that they are able to safely and competently perform their essential job functions, the employee may return to work and will be paid regular time, and not be required to use accumulated leave or unpaid leave for this absence. The employer will pay any employee expense not covered by health insurance, for such examination.

Employees are not required to tell their supervisor, the name of the prescription or non-prescription drug; only the effect of the drug that may impair the employee's ability to perform their essential job functions.

The use of marijuana under state law (including medical and/or recreational marijuana laws) is unlawful under federal law, and is considered to be a violation of OCWCOG the Employer's policy. Employees are expected to comply with state and federal laws regarding drugs and alcohol. The Employer does not excuse or accommodate marijuana use. Employees who believe they need some other accommodation for a disability should contact the Human Resources Manager to discuss available options. Although the lawful use of medication (other than marijuana) that has been

prescribed to an employee, or over-the-counter medications is not grounds for disciplinary action by itself, failure to follow the reporting procedure discussed above may subject an employee to disciplinary action. Employees may also be disciplined for using medication that is unlawfully obtained, or for use that is inconsistent with the prescription or label (including but not limited to using medication prescribed to another person).

(eb) The Employer will offer the same training to Union stewards and officers as provided to managers in the implementation and application of the Drug and Alcohol policy.

(c) Supervisors will advise employees that they may request a steward or Union officer be present as an observer during the testing process if a steward or Union Officer is available and can be present without delay to the testing process.

(d) The Union or individual employees may grieve if they believe that they were tested without reasonable suspicion and/or without cause.

(e) Testing procedures for employees will be governed by the same standards that apply to CDL drivers under federal law. These standards include, but are not limited to, standards governing sample acquisition, the chain of custody, laboratory selection, testing methods and procedures, and verification of test results.

(f) The Agency will contract with an independent laboratory for drug testing. Alcohol tests will be conducted by use of a Breathalyzer.

(ge) Post-Accident Testing:- Employees may be tested following a work-related accident resulting in a fatality, bodily injury to any person requiring medical treatment away from the scene, property damage, or if the Employer feels there is reasonable suspicion. The Employer may waive testing if it determines that the employee's actions or inactions were not a factor in causing the accident or it determines that employee drug use is unlikely to have contributed to the incident, or if drug testing is unlikely to accurately identify impairment caused by drug use, etc.

Employees who are involved in such accidents may also be tested for alcohol, by use of a breathalyzer if there is reasonable suspicion to believe they had prohibited levels of alcohol present in their system at the time of the accident. Employees are prohibited from consuming alcohol or taking drugs (excluding prescribed drugs consistent with the prescribing provider's instructions) between the time of the accident and testing.

FOR THE UNION

FOR THE EMPLOYER

Jaund Schaeffer 10/30/17
Date

[Signature] 10/30/17
Date

Laura Smith 10/30/17
Date

Heather Sheeke 10/30/17
Date

Jandra Eastdale 10/30/17
Date

Mary 10/30/17
Date

Cripel Mohamed 10/30/17
Date

TENTATIVE AGREEMENT
Between **OCWCOG & SEIU**
Article 27 – Wages

Both parties mutually agree to change the following language in Article 27 of the Collective Bargaining Agreement as follows:

ARTICLE 27 – WAGES

Section 1. Effective November 1, ~~2015~~**2017** through October 30, ~~2016~~**2018**, **employees who are actively employed upon full ratification** shall be paid according to the salary schedule in Appendix A attached and made a part of this Agreement. Appendix A reflects a ~~2.15~~**2.15**% Cost of Living adjustment, ~~for all classifications, excluding Case Managers, Lead Case Managers, and Adult Protective Service Specialists.~~

~~Case Managers and Lead Case Managers~~**Upon full ratification, all actively employed Employees** shall receive a one-time payment of one-thousand ~~two hundred~~ **two hundred** dollars (\$1000), ~~and Adult Protective Service Specialists shall receive a one-time payment of one thousand two hundred dollars (\$1200).~~ **The one-time payment will be made based on FTE.**

Section 2. Effective November 1, 2016~~8~~, employees shall receive a ~~21.85~~**21.85**% Cost of Living adjustment.

Section 3. Multilingual Differential. A differential of one hundred twenty-five dollars (\$125) over the monthly base rate will be paid to positions which specifically require multilingual skills (i.e. translation to and from English to another language or use of ASL) as a condition of employment. The interpretation and translation skills must be assigned and contained in an employee’s individual position description. In order to receive the differential, the employee must be fluent in the second language.

New hires with multilingual skills must pass a proficiency test in speaking, translating, or writing that particular language. Upon successful completion they will receive that differential.

FOR THE UNION

FOR THE EMPLOYER

Date

TENTATIVE AGREEMENT
Between OCWCOG & SEIU
Article 32 - Insurance

Both parties mutually agree to change the following language in Article 32 of the Collective Bargaining Agreement as follows:

ARTICLE 32 – INSURANCE

Section 1. Current Contract Language

Section 2. Current Contract Language

Section 3. By January 5, 2016, ~~†~~The Employer will pay one-hundred percent (100%) of the employee's premium towards a High Deductible Health Plan (HDHP) **and one-hundred percent (100%) of the employee's premium towards any available dental and vision plans.** For employees eligible for a Health Savings Account (HSA), in accordance with I.R.C 223-HSAs, the Employer will contribute \$1,100 for employees selecting coverage as a single employee; or, \$2,000 for employees selecting coverage as a two-party/family.

For all non-HDHP/HSA eligible plans offered, the Employer will pay up to Six-hundred seventy (\$670) for employee only plans, twelve hundred eighty-six (\$1286) for employee plus child/ren plans, fourteen hundred fifty (\$1450) for employee/spouse and nineteen hundred forty (\$1940) for employee/family plans. Employees will have a monthly cost-share of the difference between the Employer portion and the actual premium cost, if there is a difference. The Employee monthly cost-share for Employee/spouse plans shall not exceed one-hundred seventy-five (\$175); and the Employee monthly cost-share for Employee/Family plans shall not exceed two-hundred (\$200).

The Employer will make a one-time cash payment to employees based on the net difference in insurance costs of represented workers between the 2017-2018 and the 2018-2019 plan years. The total of that net difference will be divided by the number of represented employees. The one-time payment will be made based on FTE. This payment will be received no later than November 15, 2018.

Section 4. Health Savings Account. For employees enrolled in a HDHP and eligible for a Health Savings Account (HSA), in accordance with I.R.C. 223-HSAs, the Employer will contribute into a HSA for employees as follows:

By January 5, 2018, the Employer will contribute twelve-hundred (\$1,200) for employees selecting coverage as a single employee; or, twenty- six hundred (\$2,600) for employees selecting coverage as a two-party/family.

By October 5, 2016~~8~~, the Employer will contribute **three-hundred (\$450~~300~~)** for employees selecting coverage as a single employee, and **four-hundred (\$750~~400~~)** for employees selecting coverage as a two-party/family into an HSA.

By January 5, 2017~~9~~, ~~the Employer will pay one-hundred percent (100%) of the employee's premium towards a High Deductible Health Plan (HDHP). For employees eligible for a Health Savings Account (HSA), in accordance with I.R.C. 223-HSAs, the Employer will contribute~~

twelve-hundred (\$1,200) for employees selecting coverage as a single employee; or, **twenty-six hundred (\$2,600)** for employees selecting coverage as a two-party/family.

By October 5, 2017~~9~~, the Employer will contribute **three-hundred (\$300)** for employees selecting coverage as a single employee, and **four-hundred (\$400)** for employees selecting coverage as a two-party/family into an HSA.

Probationary employees who are eligible for an HSA, as stated above, shall have their contributions pro-rated, based on the remaining months in that calendar year from the date their insurance becomes effective, after they have successfully completed their probationary period.

Section 5. Flexible Spending Account. The Employer shall contribute **three-hundred (\$300)** annually into a Flex Spending Account (FSA) in accordance with I.R.C. 125(i) for Employees who do not have the option of participating in an HSA **the Employer's insurance plans, or who participate in a HDHP but do not qualify for an HSA due to their Medicare benefits.**

Section 6. Insurance Opt-Out. If an Employee has minimal essential medical coverage for themselves and all other individuals for whom the employee can reasonably expect to claim a personal tax exemption deduction for, the Employee may elect not to enroll in core (medical, dental and vision) benefit coverage and is eligible to receive a monthly Employer payment of two-hundred (\$200). An Employee may elect to opt out of medical only coverage and will receive a monthly Employer payment of one-hundred (\$100). An employee receiving a monthly opt-out cash payment, may receive it as cash added to their wages, or may designate it to a pretax option such as a Flexible Spending Account (FSA), in accordance with I.R.C. 125(i), for medical reimbursement and dependent care reimbursement, or deferred compensation, in accordance with I.R.C. 457(f). Eligible Employees electing to opt out must:

- a. **Opt out of medical, dental and vision benefits or medical only benefits;**
- b. **Provide proof of current medical coverage under another employer-sponsored group plan, Medicare, TRICARE or other plan that meets the minimal essential coverage standard;**
- c. **Complete the Employer opt-out form and submit their election to opt out through the OEBS benefit management system; and**
- d. **Opt out at the time of hire, when initially meeting eligibility, during an open enrollment period, or following a qualifying event.**

Section ~~47~~. Current Contract Language

Section ~~58~~. Current Contract Language

FOR THE UNION

FOR THE EMPLOYER

Date

TENTATIVE AGREEMENT
Between OCVCOG & SEIU
Article 33 – Mileage/Expense Allowance

Both parties mutually agree to change the following language in Article 33 of the Collective Bargaining Agreement as follows:

ARTICLE 33 - MILEAGE/EXPENSE ALLOWANCE

An employee authorized and directed to utilize his/her vehicle ~~in the performance of official duties~~ **for authorized** travel shall be compensated in an amount equal to the current fiscal year's standard IRS rate but not less than twenty-five cents (\$0.25) per mile. Subsistence allowance for authorized official overnight trips will be compensated on the basis of reasonable actual expenses upon submission of receipts for said expenditures.

Statements for compensation under this Article shall show the respective dates upon which expense was incurred including the number of miles actually traveled and the actual subsistence expense incurred. Statements for compensation shall be approved by the supervisor prior to submittal for reimbursement.

FOR THE UNION

FOR THE EMPLOYER

Shauna Schaeffer 10/4/17
Date

[Signature] 10/4/17
Date

Janda K Easdale 10/4/17
Date

Cryptal Mohamed 10/4/17
Date

Saurabh South 10/4/17
Date

Manda Cruz 10/4/17
Date

Hether Shesh 10/4/17
Date

TENTATIVE AGREEMENT
Between **OCWCOG & SEIU**
Article 42 – Term of the Agreement

Both parties mutually agree to change the following language in Article 42 of the Collective Bargaining Agreement as follows:

ARTICLE 42 - TERM OF AGREEMENT

This Agreement shall become effective upon signing by the parties and shall remain in full force and effect through October 31, 2015-**2019**. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing no later than April 1 prior to the expiration date of a desire to terminate and/or modify the Agreement.

FOR THE UNION

FOR THE EMPLOYER

Shauna G. Schaffer 8/15/17
Date

[Signature] 8/16/17
Date

John K. Eastaugh 8/15/17
Date

[Signature] 8/15/17
Date

Fauna South 8/15/17
Date

Heather Sherlock 8/15/17
Date

Date

LETTER OF AGREEMENT
Telecommuting and/or Teleworking

This Agreement is between the Oregon Cascades West Council of Governments (Employer), and the SEIU Local 503, OPEU (Union).

The Employer is committed to allowing employees, where suitable, to telecommute and/or telework. In order to move towards the changing and evolving future of technology and remote work, both parties agree to the following:

1. Telecommuting and Teleworking is defined as; **Telecommuting:** A mutually agreed upon work option between the agency and the employee in which the employee works at an alternate worksite on a regular basis on specified days. **Teleworking:** A mutually agreed upon work option between the agency and the employee in which the employee works at an alternate worksite on an occasional, irregular basis with the remainder of his or her time at the central worksite.
2. Determine criteria in order to identify classifications that are feasible for the Pilot by December 31, 2017.
3. The employer will create draft procedures by February 28, 2018. Procedures may include but not be limited to; options, criteria needed in order to telecommute and/or telework, employee expectations while in a telecommuting and/or teleworking status, how to make a request, telecommute agreement (form), time, distance, how performance will be monitored, expectations of trainings and meetings, telecommuting and/or telework as an ADA and how requests shall not be arbitrarily denied.
4. The employer will take into consideration input from labor within the identified classifications when developing procedures.
5. The Pilot will be implemented by March 1, 2018.
6. Quarterly updates will be provided to the Union President and Executive Director to determine successes and challenges of the Pilot.
7. Based on quarterly reviews, a final policy shall be written by October 31, 2018.

This Letter of Agreement is effective upon date of final signature and sunsets on December 31, 2018, unless extended by mutual agreement.

FOR THE UNION

FOR THE EMPLOYER

Sandra Schaeffer 10/30/17
Date

[Signature] 10/30/17
Date

Jarrell South 10/30/17
Date

Heather Shuck 10/30/17
Date

Jonda Eastde 10/30/17
Date

[Signature] 10/30/17
Date

Cynthia Mahan 10/30/17
Date



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

MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **Wage and Benefits Recommendation for Non-Represented Staff**

Historically, OCWCOG has recommended adjustments to non-represented employees' compensation and benefits similar to those negotiated for represented staff. Management requests Board approval for the following:

- A 2.15% cost of living adjustment for all non-represented employees, retroactive to July 1, 2017; and a 1.85% cost of living adjustment effective July 1, 2018.
- All non-represented employees to receive a one-time cash payment of \$1,200, effective 2017; and a one-time cash payment based on the net difference in insurance costs between the 2017-2018 and 2018-2019 plan years, effective 2018. The one-time payment will be made based on full-time equivalency.
- Effective October 1, 2017 through September 31, 2018, OCWCOG will pay 100% of an eligible employees' health insurance premiums if they enroll in a High-Deductible Health Plan (HDHP). Those electing to not enroll in a designated HDHP will be responsible in cost-sharing of no more than \$200 per month. OCWCOG will continue to contribute into a Health Savings Account (HSA) as follows for those employees designating a HDHP:
 - A one-time contribution of \$1,200 for single covered employees, and \$2,600 for 2-party/family covered employees on January 5, 2018;
 - An additional \$300/single and \$400/family on October 5, 2018;
 - A one-time contribution of \$1,200 for single covered employees, and \$2,600 for 2-party/family covered employees on January 5, 2019; and,
 - An additional \$300/single and \$400/family on January 5, 2019.

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

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

OCWCOG Non-Represented Staff

Effective 7/1/17 - 6/30/18

(Includes a COLA of 2.15%)

TITLE		1	2	3	4	5	6	7	8
Confidential Admin Assist.	<i>Hourly</i>	16.26	17.02	17.82	18.66	19.55	20.47	21.46	22.48
	Monthly	2817	2950	3091	3233	3388	3548	3719	3898
	<i>Annually</i>	33,811	35,407	37,076	38,806	40,654	42,578	44,635	46,767
Confidential Exec. Assist.	<i>Hourly</i>	17.94	18.79	19.68	20.61	21.58	22.63	23.69	24.83
	Monthly	3109	3257	3411	3573	3741	3923	4106	4304
	<i>Annually</i>	37,315	39,088	40,938	42,875	44,888	47,065	49,273	51,643
Senior Meals Supervisor	<i>Hourly</i>	20.73	21.75	22.77	23.86	25.00	26.21	27.47	28.79
	Monthly	3594	3770	3947	4135	4334	4544	4761	4991
	<i>Annually</i>	43,128	45,232	47,364	49,630	52,000	54,520	57,129	59,889
Veterans Service Officer	<i>Hourly</i>	20.74	21.75	22.77	23.86	25.00	26.21	27.47	28.79
	Monthly	3594	3770	3947	4135	4334	4544	4761	4991
	<i>Annually</i>	43,129	45,232	47,364	49,630	52,000	54,520	57,129	59,889
Clerical Supervisor	<i>Hourly</i>	20.74	21.75	22.77	23.86	25.00	26.21	27.47	28.79
	Monthly	3594	3770	3947	4135	4334	4544	4761	4991
	<i>Annually</i>	43,129	45,232	47,364	49,630	52,000	54,520	57,129	59,889
Business Officer	<i>Hourly</i>	25.11	26.30	27.57	28.90	30.30	31.76	33.29	34.91
	Monthly	4352	4560	4780	5010	5252	5504	5770	6052
	<i>Annually</i>	52,223	54,714	57,353	60,112	63,018	66,060	69,237	72,620
Program Supervisor	<i>Hourly</i>	25.77	26.84	27.95	29.11	30.33	31.59	32.91	34.28
	Monthly	4468	4650	4846	5046	5258	5475	5703	5942
	<i>Annually</i>	53,611	55,818	58,144	60,544	63,093	65,702	68,446	71,309
QA & Improvement Manager	<i>Hourly</i>	25.77	26.84	27.95	29.11	30.33	31.59	32.91	34.28
	Monthly	4468	4650	4846	5046	5258	5475	5703	5942
	<i>Annually</i>	53,611	55,818	58,144	60,544	63,093	65,702	68,446	71,309
Senior Accountant	<i>Hourly</i>	26.30	27.44	28.64	29.87	31.18	32.53	33.95	35.43
	Monthly	4560	4757	4964	5178	5404	5639	5884	6141
	<i>Annually</i>	54,714	57,085	59,575	62,139	64,852	67,671	70,608	73,694
Program Manager	<i>Hourly</i>	28.25	29.42	30.65	31.92	33.26	34.64	36.10	37.61
	Monthly	4898	5100	5312	5532	5765	6004	6258	6519
	<i>Annually</i>	58,769	61,184	63,749	66,387	69,191	72,054	75,096	78,226
Human Resources Manager	<i>Hourly</i>	32.66	34.23	35.90	37.64	39.11	40.52	41.87	43.08
	Monthly	5661	5934	6222	6524	6778	7024	7256	7466
	<i>Annually</i>	67,924	71,203	74,663	78,286	81,343	84,280	87,083	89,603
Technology Manager	<i>Hourly</i>	32.66	34.23	35.90	37.64	39.11	40.52	41.87	43.08
	Monthly	5661	5934	6222	6524	6778	7024	7256	7466
	<i>Annually</i>	67,924	71,203	74,663	78,286	81,343	84,280	87,083	89,603
Services Director	<i>Hourly</i>	33.65	35.35	37.19	39.03	40.99	43.00	45.17	47.42
	Monthly	5832	6127	6446	6765	7105	7453	7830	8220
	<i>Annually</i>	69,985	73,518	77,350	81,181	85,266	89,440	93,959	98,640
MPO Director	<i>Hourly</i>	34.61	36.06	37.57	39.13	40.78	42.49	44.27	46.15
	Monthly	6000	6250	6511	6781	7068	7365	7673	8000
	<i>Annually</i>	71,994	75,007	78,136	81,387	84,815	88,380	92,077	95,998

OCWCOG Non-Represented Staff

Effective 7/1/17 - 6/30/18

(Includes a COLA of 2.15%)

TITLE		1	2	3	4	5	6	7	8
Program Director	<i>Hourly</i>	40.79	42.26	43.77	45.35	46.99	48.68	50.41	52.17
	Monthly	7070	7324	7588	7861	8144	8438	8737	9043
	<i>Annually</i>	84,835	87,891	91,052	94,332	97,732	101,250	104,843	108,511
Finance Director	<i>Hourly</i>	40.79	42.26	43.77	45.35	46.99	48.68	50.41	52.17
	Monthly	7070	7324	7588	7861	8144	8438	8737	9043
	<i>Annually</i>	84,835	87,891	91,052	94,332	97,732	101,250	104,843	108,511
Deputy Director	<i>Hourly</i>	40.79	42.26	43.77	45.35	46.99	48.68	50.41	52.17
	Monthly	7070	7324	7588	7861	8144	8438	8737	9043
	<i>Annually</i>	84,835	87,891	91,052	94,332	97,732	101,250	104,843	108,511
Executive Director	<i>Hourly</i>	59.54							
	Monthly	10335							
	<i>Annually</i>	124,025							



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MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Sue Forty, Finance Director
RE: *Fiscal Year (FY) 2018-2019 Work Program and Budget Schedule*

Below is the recommended schedule to follow regarding the development of the *FY2018-2019 Work Program and Budget (Budget)*.

December 7, 2017	Board establishes budget calendar, appoints Budget Committee members
March 5, 2018	(Week of) Publish Budget Meeting Notice
March 8, 2018	Proposed <i>Budget</i> distributed via Board Packets, website
March 15, 2018	Proposed <i>Budget</i> presented to Board
May 7, 2018	(Week of) Publish Budget Hearing Notice
May 10, 2018	Proposed <i>Budget</i> distributed via Board Packets, website
May 17, 2018	Budget Committee reviews and approves <i>Budget</i> Board holds Budget hearing, adopts <i>Budget</i> , makes appropriations Board adopts <i>Budget</i>



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MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: ***CelebrateLBL*** Press Release

See attached for a Press Release regarding *Celebrate Linn, Benton, Lincoln (CelebrateLBL)*. OCWCOG Staff is available to answer any questions you may have.



Oregon Cascades West Council of Governments
1400 Queen Avenue SE Suite 201, Albany OR 97322
www.OCWCOG.org

November 20, 2017

Fred Abousleman, Executive Director

Oregon Cascades West Council of Governments

fabousle@ocwcog.org, 541-924-8465

OCWCOG Celebrates Regional Success: *Honors Six Leaders with Regional Awards During CelebrateLBL*

Event Provided Opportunity to Update *State of the Region* and Raised Money for *Meals on Wheels* Program

The Oregon Cascades West Council of Governments (OCWCOG), the Oregon Cascades West Economic Development District, the Oregon Cascades West Area Agency on Aging, and our Alliance partners – the United Way of Linn County and the United Way of Benton and Lincoln County – brought together more than 150 local community, business leaders, regional stakeholders, and elected officials on November 2nd to its Celebrate Linn, Benton, and Linn (CelebrateLBL). The seminal event offered an opportunity for the Region to recognize excellence, allow for OCWCOG update its State of the Region report, and raise money for the Meals on Wheels program.

“CelebrateLBL was a tremendous success,” said Commissioner Bill Hall, Lincoln County and Board Member, OCWCOG, who also served as the evening’s emcee. “Our award winners were thrilled by their recognition. The State of the Region update reminded everyone that we are one Region, and the Silent Auction raised money for Meals on Wheels. We couldn’t have asked for a better night.”

The Regional Awards recognized individuals or projects within OCWCOG’s tri-County Region; nominees and awardees were honored during the event. The 2017 Regional Award winners are:

- Chair’s Award - Dr. Greg Hamann, President of Linn-Benton Community College, for his encouragement of student success, furthering of the Regional economy, promoting the community college, and being a valuable community partner

- Meals on Wheels Volunteer of the Year – posthumously presented to Georgiann Jones, long-time Meals on Wheels volunteer (The award was accepted by her son and daughter-in-law, Billie and Tina Jones.)
- Volunteer of the Year – Joni Nelson, long-time volunteer for the City of Brownsville
- Business Partner of the Year – Alyrica Networks, Inc., for their partnership with the City of Halsey to lay broadband internet fiber in the City
- Project of the Year – Port of Toledo, for its completion and the expansion of the Port, and economic impact to the Region
- Citizen of the Region – Dr. Larry Mullins, Samaritan Health Services, for his commitment to the Region and community over the last 25 years, professionally and philanthropically.

For more information about the Region Award winners, CelebrateLBL, and to view pictures from this year’s event, visit www.CelebrateLBL.org. Next year’s event will be held in Lincoln County.

“CelebrateLBL was a great event for our community,” said Mayor Sharon Konopa, City of Albany, and Chair, Board of Directors of OCWCOG. “Our regional organization, OCWCOG, showed the importance of regionalism through highlighting the work of leaders across our three Counties, while also emphasizing the need to continue to work together as a community and elected leaders through the State of the Region update.”



OCWCOG provided an update to its State of the Region during the CelebrateLBL event. The update focused on the increasing population shift and resulting economic development shifts for the Region, including residential building permits; Regional unemployment (4.5% vs. 4.2% for the State); tourism dollars; industry development projects; and middle-wage jobs in our Region. Overall, our Region’s job growth will continue to parallel that of the State, as long as the Region maintains three advantages: 1) ability to attract and retain a skilled labor force; 2) current industry structure; and 3) a favorable climate for new business formation.

The State of the Region presentation included information about the Meals on Wheels program: 1,200 home-deliveries and 150,000 meals were delivered, along with serving over 32,000 meals to 800 dining room clients last year. Over the next 15 years, OCWCOG expects this number to increase by 23.4%. Several maps were presented to show that many of the home-delivered meals were made to rural clients or to clients that lived more than a quarter of a mile away from grocery stores.

OCWCOG will be updating the complete State of the Region report in 2018.

“The State of the Region report is a powerful tool for local elected officials and business leaders alike,” said Fred Abousleman, Executive Director, OCWCOG. “The CelebrateLBL update shows that healthcare is where most jobs will be over the next several years, driven mostly by demographics of our Region. Construction growth will also be in high demand, as the housing and commercial inventory is currently low. Other stand-out items from our research: tourism numbers were up between five and seven percent, as well as home values and incomes. The Linn, Benton, and Lincoln Counties are a powerful economic Region.”

For more information on the State of the Region report, or to access a copy of what was presented at CelebrateLBL, visit www.StateoftheRegion.org.



CelebrateLBL served as a fundraiser for the Meals on Wheels program of Linn, Benton, and Lincoln Counties. The event raised more than \$5,000 for the program, allowing for seniors and disabled adults to receive 525 hot and nutritious meals across our Region. Our attendee’s generosity includes more than a meal; it means: health, safety, and socialization:

- Health - Each meal is designed to provide adequate caloric intake, quality proteins, and bioavailable vitamins.
- Safety - Fifteen days of check-ins for 17 homebound seniors and disabled adults. When volunteers deliver hot meals to homebound clients, they’re also visually checking the physical safety of the client and their home.
- Socialization - Fifteen days of meals for nine seniors in dining rooms, allowing for social connections between our diners.

For more information on the Meals on Wheels program, contact Jennifer Moore, jmoore@ocwcoq.org or 541-812-6008, or visit www.OCWCOG.org/MOW.

Thank you!

OCWCOG would like to thank our CelebrateLBL sponsors for their generous support of the event: ^{LBL}Prime Partner Barker-Uerlings Insurance; Irie-AT; Rotary Club of Corvallis; and Oregon State Credit Union.

CelebrateLBL would also not have been possible without the support of our silent auction donors. Thank you: 2 Stones Pizza; Bateman Community Living; CDWG; Commissioner Anne Schuster; Darkside Theatre; Debbie Culbertson; Dell; Elegant Floral; Epic Day Spa; Eugene Airport; First Alternative Natural Foods Co-op; Golf City Par-3; Grant Scheele Insurance Agency; Hilary Norton and Norton Fine Arts; Many Hands Trading; Mary & Co

The Salon; Mid-Willamette Valley YMCA; SkyHigh Brewing and Pub; The Book Bin; TOBY POMEROY; Town & Country Realty; Tried and True Coffee; Trump's Hobbies; and Wilco.

###

About the Oregon Cascades West Council of Governments

The Oregon Cascades West Council of Governments (OCWCOG), on behalf of the member governments, carries out a variety of local, state, and federal programs. The majority of funding is provided by way of contracts to administer specific services. As an Oregon intergovernmental entity, OCWCOG can provide for, or on behalf of, its member governments any service that they are authorized to provide. Whether it is helping a business find appropriate capital, helping seniors and persons with disabilities plan for independent living, or coordinating local roads improvement priorities, OCWCOG offers these and many other innovative services to the local governments and residents of Benton, Lincoln, and Linn counties. For more information, visit www.ocwcog.org.

About the *Meals on Wheels* program

Meals on Wheels is a program of the Senior and Disability Services of the Oregon Cascades West Council of Governments. *Meals on Wheels* is designed for homebound seniors 60 years of age or older and people with disabilities under 60 who qualify. For those that are homebound, meals are delivered by volunteer drivers. For more information, to donate, or become a volunteer, please contact the Senior and Disability Services office in your County: Benton 800-508-1698, Lincoln 800-282-6194, and Linn 800-638-0510.



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MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **City/County Managers'/Administrators' Collaborative Advocacy Presentation**

Brownsville City Administrator Scott McDowell will be presenting a proposal from the City/County Managers/Administrators on Regional collaborative advocacy. Below are his talking points.

TO: OCWCOG Board of Directors
FROM: Scott McDowell, Brownsville City Administrator
RE: **Policy Action Proposal**

Concern: Cities and counties statewide do not have a strong, collective voice in knowing what legislation is being considered or being able to effectively defend against unwanted legislation. Counties and cities work with the Association of Oregon Counties and the League of Oregon Cities, respectively, to attempt to stem the tide on a few, key issue.

- **Measure 71:** November 2010 allowed the State Legislature to meet every year. Measure 71 changed the legislative dynamic and places an undue burden on cities, counties and the legislative assembly.
- **Outcome:** The State Legislature considers thousands of bills each legislative session. Bills that often have negative impacts on cities and counties are passed with little or no resistance. The League of Oregon Cities and the Association of Counties do the best they can, but their efforts fall short due to the onslaught of legislation each session.

Solution: Local governments through the Oregon Cascades West Council of Governments could work on three key issues, 1) advocacy for programs and services, 2) relationship building with State representatives, and 3) awareness of positive & negative impacts on cities and counties.

Urgency: Right now, we are in neutral on advocacy and policy action items that are dramatically impacting our tax payers and our mission. The League is looking to develop a new plan to better engage membership. It would be great if the Oregon Cascades West Council of Governments, through this effort could help shape this new process.

We feel that developing an effective strategy to support each other collectively could help the LOC's & AOC's lobbying efforts and will result in better outcomes for our constituents.



Senior and Disability Services

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(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: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Senior and Disability Services (SDS) Director Randi Moore and
Community Services Program (CSP) Manager Jennifer Moore
RE: **SDS and CSP Report**

SDS

SDS Director Randi Moore

Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Care Planning Committee

In early November, the SSAC/DSAC Care Planning Committee held its first official Committee meeting in five years. This Committee is tasked with gathering information on community needs and services, and advises the SSAC, DSAC, and SDS staff in developing plans for long-term care services. The Committee's first focus is to learn about the eligibility process for Medicaid. Other goals include addressing how SDS programs can be proactive in mitigating risk associated with the in-home care worker program, and helping to develop surveys for consumers and community partners to gather data helpful in developing SDS's five-year *Area Plan*. SSAC and DSAC members, as well a SDS staff, are looking forward to the opportunity to collaboratively help our communities understand the services and support provided by SDS.

Legislative Visits Planned for Issues and Advocacy Committee Members

In preparation for the upcoming 2018 Legislative Session, the SSAC/DSAC Issues and Advocacy Committee hopes to host local visits with three State legislators - Senator Arnie Roblan, and Representatives Andy Olsen and Dan Rayfield. The visits, which will take place in December and January, will be an opportunity for the elected officials to share information about their legislative involvements, give insight into potential work on the horizon, and share thoughts on the provider tax referendum that Oregonians will be voting on in 2018.

Committee members will have an opportunity to thank the legislators for their hard work and advocacy last session, which was instrumental in keeping SDS funding whole. Members will also discuss priorities for February's short legislative session. Committee members are excited to continue to build relationships with our advocates at the State Legislature.

Meals on Wheels (MOW)

Meals on Wheels (MOW) participates in a three-agency food service consortium, which requires semi-annual kitchen monitoring. Site visits were conducted in October at each of the three central kitchens: Eugene, Newport, and Salem. The consortium identified several items requiring further discussion and follow-up at the Salem kitchen. We will be working with the food service provider, Bateman Community Living, to gain positive resolution on these items.

Retired and Senior Volunteer Program (RSVP), and Foster Grandparent Program (FGP)

OCWCOG's *Senior Corps* staff traveled to Portland on November 6-7 to participate in the annual *Oregon Senior Corps Training*. Staff reviewed *Senior Corps* policy and regulations, including specialized Office of Inspector General training, logic model development, and volunteer marketing strategies. The training also included a Town Hall with the Corporation for National and Community Service's (CNCS) Area Manager Amy Dailey, who shared CNCS's priorities for the coming year. Priorities included veteran outreach, workforce development, and opioid prevention strategies.

Both *RSVP* and *FGP* participated in the #GivingTuesday event on November 28th at the Samaritan Center for Health Education in Newport. It was a tabling event providing an opportunity for community members to see what social services are available as causes they can choose to support financially. Celebrated on the Tuesday following Thanksgiving, after the widely recognized shopping events Black Friday and Cyber Monday, #GivingTuesday kicks off the charitable season, when many focus on their holiday and end-of-year giving.

Veteran's Services Office (VSO)

Two members of the VSO team are in the process of completing Personal Identify Verification (PIV) with the U.S. Department of Veterans Affairs (VA). The PIV card is an identification card issued by a federal agency, containing a computer chip allowing it to receive, store, recall, and send information in a secure method. The main function of the card is to encrypt or code data to strengthen the security of both employees' and veterans' information, as well as granting physical access to secured areas, while using a common technical and administrative process. The technology complies with all Federal and VA security policies, and is the accepted Global Business Standard for Internet Security. This will allow our VSO team to directly access VA records, enabling staff to provide better and quicker service to veterans.



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MEMORANDUM

DATE: December 7, 2017
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development (CED) Director
RE: **CED Program Update**

Albany Area Metropolitan Planning Organization (AAMPO)

AAMPO is finalizing its *Regional Transportation Plan (RTP)*, which will guide transportation investments and priorities in the AAMPO area for the next 20 years. The AAMPO area encompasses the cities of Albany, Jefferson, Millersburg, and Tangent, as well as portions of Linn and Benton Counties. AAMPO is also starting work on its *Unified Planning Work Program* for Federal Fiscal Year 2018-2019, which will be reviewed by the Federal Highway Administration and Federal Transit Administration in February 2018.

Safe Routes to School (SRTS)

OCWCOG partnered with the City of Jefferson and Jefferson Elementary School to provide a Bike Rodeo event on Saturday, October 14th. The event provided bike safety lessons, free lights and helmets, and fun activities for students and community members. SRTS projects are being developed in Albany, Harrisburg, Jefferson, Lebanon, and Sweet Home. Schools having SRTS Actions Plans in place, and that have actively engaged in activities, will likely be in a good position to apply for SRTS infrastructure projects funded through new transportation legislation.

Transportation Options

The statewide *Oregon Drive Less Challenge* was held in September. Participants were encouraged to track their non-drive-alone miles through the State's ridematching database, www.DriveLessConnect.com. Across Linn, Benton, and Lincoln Counties, participants tracked 84,094 non-drive-alone miles, which resulted in a reduction of 56,777 pounds of CO₂, 2,834 gallons of gasoline, and a savings of \$21,870 when compared to driving alone. This year marked the 5th annual statewide event, and discussions are underway to give the event a new look and refresh the message.

Cascades West Business Lending (CWBL)

The CWBL program continues to see strong activity, with three loans having funded so far this Fiscal Year. Loan disbursements funded from three separate programs, and totaled \$767,400, with project amounts totaling \$1,925,900. Of note, the lending department has funded its first Small Business Administration (SBA) 504 loan to 4 Spirits Distillery LLC, through OCWCOG's

contract with CCD Business Development Corporation. A second SBA 504 loan is anticipated to be funded in December.

Recent activity is greater than prior years, with attention growing as a result of community and business engagement. Particularly, there has been interest in the microloan program, which has previously been effective at engaging the small business and entrepreneur community. Many microloan recipients return to borrow through other programs in the future, as their business needs grow. The first microloan utilizing the new Rural Microentrepreneur Assistance Program is currently being processed.

Cascades West Ride Line

On October 5th, *Ride Line* submitted a grant proposal to the National Center for Mobility Management (NCMM) for the Health Care Access Design Challenge. The focus of the proposal is to address rural coastal community dialysis access. The grant will provide up to \$30,000 for planning and technical support to seven chosen communities, to design a sustainable, customer-responsive solution for access to care. Requirements for this opportunity include developing and strengthening a broad-based coalition to better link health care and transportation access, engaging community stakeholders in design solutions, and preparing a business plan for implementation of the solution, including a recommendation for a sustainable funding model.

Cascades West Economic Development District (CWEDD)

In October, OCWCOG hosted a viewing of BroadbandUSA's Practical Broadband Conversations webinar, titled *Understanding the Role of Broadband in Regional Economic Development*. With access to broadband as a driver of economic development, many communities are working together in their approach to providing broadband access within their regions. This webinar discussed the importance of broadband, as well as how regions can encourage economic development, growth, and innovation through providing adequate access in communities.

Cascades West Area Commission on Transportation (CWACT)

Lincoln County Commissioner Doug Hunt recently represented the *CWACT* at October's Annual Workshop of the Oregon Transportation Commission (OTC) in Silverton. The Governor-appointed OTC oversees the Oregon Department of Transportation (ODOT). The Workshop focused on future allocation scenarios for the Statewide Transportation Improvement Program, which outlines the State's priorities for transportation capital projects. The OTC will make decisions in the coming months, with regard to balancing maintenance, preservation, and enhancements to the State's transportation system.

The *CWACT* continues to receive regular updates on House Bill 2017, Oregon's landmark \$5.3 billion transportation funding package recently passed by the Legislature. The Rulemaking process is currently underway, relating to how investments will be allocated for transit providers and other recipients. *CWACT* is tracking and distributing information as it becomes available, especially when pertaining to the \$25 million in funding identified in the legislation for a Mid-Willamette Valley Intermodal Facility (MVIF). Pre-proposal submissions for the MVIF must be submitted to ODOT no later than December 15, 2017.



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