



Board of Directors Meeting Agenda Packet

January 18, 2018, 2:00 pm

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

Meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720, forty-eight (48) hours prior to the meeting.



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

**COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS AGENDA
January 18, 2018
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, January 16th to confirm your attendance.

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

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

Floor will be open to the public for comment.

3. **Consent Calendar** (*Chair Sharon Konopa*)
(2:10 – 2:15 p.m.)

- a. Approval of previous Board of Directors Meeting Minutes (Page 3).
- b. Approval of the *Senior Meals* program name change (Page 10).
- c. Adoption of *Resolution #18-01-01 - Authorizing Signing and Endorsing Checks and Other Instruments* (Page 11).
- d. Approval of the OCWCOG Board of Directors 2018 meeting schedule (Page 13).
- e. Financial Update for the period of July 1, 2017 through November 30, 2017 (Page 14).

ACTION: Motion to approve Consent Calendar.

4. **Review of Executive Director's Accomplishments and Goals** (*Executive Director Fred Abousleman*)
(2:15– 2:30 p.m.)

The Executive Director will present his accomplishments and goals for review.

ACTION: Information only, no action needed.

5. **Legislative Advocacy Proposal** (*Executive Director Fred Abousleman*)
(2:30 – 2:45 p.m.)

The Executive Director will present recommended guidelines for legislative policy development, for Board review. The Board will adopt broad policy issues for refinement and eventual advocacy at the following legislative session. Further refinements on adopted policy issues will be provided for Board approval at subsequent meetings (Page 20).

ACTION: Motion to adopt recommended guidelines for legislative policy development.

ACTION: Motion to select broad policy issues for refinement by OCWCOG Staff, City/County Managers/Administrators, and other OCWCOG Committees, as directed.

6. **Fiscal Year (FY) 2018-2019 Dues** (*Executive Director Fred Abousleman*)
(2:45 – 2:55 p.m.)

The Board traditionally sets a dues rate for the coming fiscal year at their January meeting. A memorandum and chart reflecting the current dues rate and proposed dues rate for next fiscal year is attached (Page 29).

ACTION: Motion to set the dues rate for FY2018-2019.

7. **Program Update Question and Answers** (*All Program Directors*)
(2:55 – 3:10 p.m.)

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

ACTION: Information and discussion only.

8. **Projects of Regional Interest**
(3:10 – 3:25 p.m.)

Board members are invited to present topics that may be of interest to other jurisdictions. Emphasis should be on issues of regional significance. This month's topic is housing, with regard to Accessory Dwelling Units.

9. **Other Business**
(3:25 p.m. – 3:30 p.m.)

10. **Adjournment**
(3:30 p.m.)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MINUTES
December 7, 2017**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; Councilor Bob Elliott, Lebanon; Councilor Dann Cutter, Waldport; Councilor Mike Caughey, Harrisburg; Commissioner John Lindsey, Linn County; Mayor Jim Lepin, Millersburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Dean Sawyer, Newport; Councilor Diane Gerson, Sweet Home; and Mayor Billie Jo Smith, Toledo.

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

VIDEO: Commissioner Bill Hall, Lincoln County; and Councilor Susan Wahlke, Lincoln City.

GUESTS: Councilor Mike Neddeau, Brownsville; City Administrator Scott McDowell, Brownsville.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Sharon Konopa at 2:03 p.m. on December 7, 2017 at the Cascades West Center in Albany.

1. Welcome and Introductions

Chair Konopa welcomed attendees and introductions were made.

2. Public Comment

No public comment.

3. Consent Calendar

Mayor Jim Lepin motioned to approve the Consent Calendar as presented, Mayor Billie Jo Smith seconded. Motion passed unanimously.

Consent Calendar items approved were as follows:

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

4. Adjourn into Executive Session

The Board moved into Executive Session for the following provisions under the Oregon Meeting Law, ORS 192.660(d) - Labor negotiations, at 2:06 p.m.

5. Reconvene into Regular Session

The Board reconvened into regular session at 2:26 p.m. City Administrator Scott McDowell joined the meeting at this time.

Councilor Bob Elliott motioned to approve the 2017-2019 Collective Bargaining Agreement between OCWCOG and SEIU 503 Local, OPEU. Councilor Dann Cutter seconded, motion passed unanimously.

Executive Director Fred Abousleman thanked the Union for their work in bargaining.

6. Non-Represented Staff Compensation and Benefits Proposal

Executive Director Abousleman stated that non-represented staff requests the same compensation package as the Union received, as is traditionally given.

Councilor Cutter asked whether there have been any staff comparisons completed for non-represented staff classifications. Executive Director Abousleman stated that OCWCOG is beginning that process.

Councilor Cutter asked for a timeline. Deputy Director Lydia George stated that OCWCOG is working with the Local Government Personnel Institute (LGPI), with the first meeting scheduled for Monday, December 18th.

Chair Konopa stated that the City of Albany has recently approved a similar study, and would like City staff to speak with OCWCOG regarding potential collaboration and cost-saving. Councilor Cutter suggested looking at other agencies that have recently completed similar studies, in order to avoid duplication of work.

Mayor Biff Traber motioned to approve the recommended compensation and benefits package for non-represented staff, Commissioner Anne Schuster seconded. Motion passed unanimously.

7. OCWCOG Budget Committee and Process for Fiscal Year (FY) 2018-2019

Finance Director Sue Forty directed the Board to the Budget Calendar provided, and stated that Budget Committee members need to be selected for the coming year. Chair Konopa reminded the Board that current Budget Committee members are the same as Finance Committee Members (the OCWCOG Executive Committee, plus Chairs of the Board's Standing Committees), and recommended no changes in the Budget Committee roster.

Councilor Cutter motioned to approve Budget Committee members as recommended by the Chair, Councilor Elliott seconded. Motion passed unanimously.

Commissioner Bill Hall motioned to approve the proposed schedule for the *FY 2018-2019 Work Program and Budget*, Mayor Lepin seconded. Motion passed unanimously.

8. Senior and Disability Services (SDS) Structure

Executive Director Abousleman stated that the current structure of SDS has many programs under one umbrella that do not necessarily fit together. He stated that OCWCOG hired Community Services Program (CSP) Manager Jennifer Moore to oversee CSP programs, such as *Meals on Wheels (MOW)*, the *Retired and Senior Volunteer Program (RSVP)*, *Money Management*, the Veterans Services Office, and other programs or projects that may have some interplay with Community and Economic Development (CED). Executive Director Abousleman stated that former SDS Program Manager Randi Moore has now been elevated to the Director level, and oversees Medicaid programs such as Case Management, Eligibility, and Adult Protective Services.

Executive Director Abousleman stated that the goal is to create a third OCWCOG program, in order to have clearer delineation. Programs would be SDS, CSP, and CED. The Board would need to approve the new program's creation. Executive Director Abousleman stated that CSP would not have costs associated with its creation, but would need to be separated in the budget. He stated that today's goal is to have a discussion regarding the creation of

CSP, with the intention that OCWCOG staff will approach the Board at a future meeting to ratify the new program.

Executive Director Abousleman stated that leadership consistently finds SDS too large to be under one Director. Additionally, the smallest programs often take the most time. SDS still needs a Director to maintain the core budget structure of Medicaid programs, but also needs a leader to oversee the CSP programs.

Commissioner Schuster asked whether the program title would be CSP. Executive Director Abousleman stated that the title may change; as of now, CSP is a working placeholder.

Councilor Cutter asked about long-term strategic planning, and whether the Board could see a five-year plan for programs now under SDS. Executive Director Abousleman stated that strategic planning has occurred, with CSP Manager Moore's primary goal to grow *MOW* and fill the funding gap. SDS Director Moore's goal will be to sustain a potentially unstable Medicaid budget, and explore new avenues of revenue that may be more consistent. Executive Director Abousleman stated that many of CED's programs are similar to consulting, and are not structured in the same way as SDS and CSP programs.

Commissioner Schuster stated she liked the idea of a five-year plan. Councilor Cutter said he would also like to see goals for growth, and potential new positions. Councilor Cutter noted that he understands a five-year plan will likely not survive five years in its entirety, but stated it would be good to have a sense of how OCWCOG wants to grow, while providing a frame of reference for future decisions.

Executive Director Abousleman stated that when he was hired, he presented the Board with a five-year plan. He stated that within that plan, about half has survived to this point. Executive Director Abousleman stated that the bulk of his plan was pertaining to operations, with regard to increasing efficiencies. Main programmatic focuses were in Finance, Human Resources, and Technology Services; ideas included how to grow programs and increase funding opportunities by contracting with members for services. Executive Director Abousleman stated that he could review this five-year plan, and bring it back to the Board for discussion.

Mayor Smith clarified that two OCWCOG programs will become three, with the Board to look at budget ramifications. She asked whether this would create a new position at the Director level. Executive Director Abousleman stated that OCWCOG is working to have as close to net zero financial impact as possible. He stated that there would be one more Director, but there will also be a reduction in other positions to help compensate for this addition.

9. Celebrate Linn, Benton, Lincoln (CelebrateLBL) Debrief

Executive Director Abousleman stated that *CelebrateLBL* was a great event, and asked for feedback from the Board. He recalled previous conversations about restructuring award categories, which could be done for next year's event. He stated that the event was nearly even with regard to the budget; *MOW* received donations, but the event's expenses were not entirely covered by sponsorships. Executive Director Abousleman stated that when approached by OCWCOG staff, many potential sponsors had already allocated their philanthropic funds for the year.

Executive Director Abousleman stated that *CelebrateLBL* occurred the same night as other events, although when originally scheduled, no competing events were found. He stated that for next year's event, September and October are being considered, leaving six to seven months to plan, get a location, and launch the event. He stated that costs would change by location and venue.

Chair Konopa stated that she was very pleased with *CelebrateLBL*, thought it was well-organized, and noted that it ended on time. Commissioner John Lindsey clarified that Oregon State University did not provide a discount for the venue. Executive Director Abousleman confirmed this. Councilor Susan Wahlke stated that she was pleased with the event, but noted that in the Press Releases, Chinook Winds was not recognized as a donor, though they contributed to the silent auction. Commissioner Schuster stated that CH2M Hill will discount their venue if the event is sponsored by a department within the University. Mayor Lepin stated that it was nice to interact with OCWCOG staff away from the office, and stated that staff did well.

Mayor Smith stated that she liked the event, but would like to see more prestige associated with the awards. She stated that she would like to see more impressive media releases, and would appreciate visuals during awards, demonstrating nominee contributions to their communities. She stated that as the awards become more important, the recognition given should reflect that importance. Chair Konopa responded that with regard to media, press releases were provided, but the media ultimately decides what they publish.

Executive Director Abousleman stated that he would consider Mayor Smith's suggestions for the next round of award nominees.

10. City/County Managers/Administrators Advocacy

Commissioner Bill Hall left the meeting.

Executive Director Abousleman stated that OCWCOG hosts monthly meetings with City/County Managers/Administrators. Recently, more conversations have occurred regarding collaboration with legislative advocacy. He stated that historically, OCWCOG has purposely not been a strong advocacy organization; however, a proposal has been created by City/County Managers/Administrators with the intent of providing the Board information on issues of Regional importance that may be worth addressing. Potential topics include recreational immunity, transportation, or getting more money into cities and counties.

Executive Director Abousleman stated that the proposal was brought to the OCWCOG Executive Committee, which directed representatives to present their proposal to the Board. Executive Director Abousleman introduced Brownsville City Administrator McDowell.

City Administrator McDowell stated that at monthly meetings, attendees discuss challenges to their jurisdictions from administrative and legislative standpoints. He stated that meetings typically include discussion and commiserating, but not action. City/County Managers/Administrators have been wondering what actions can be taken, and have come up with a concept to present.

City Administrator McDowell stated that when Measure 71 passed, causing the Legislature to meet yearly, this posed challenges with the increased volume of legislation. He stated that lobbying on legislative issues is often done by special interest groups, with jurisdictions sometimes not hearing about potential legislation until it is too late to act.

City Administrator McDowell stated that currently the League of Oregon Cities (LOC) and Association of Oregon Counties (AOC) advocate on behalf of members. OCWCOG could provide an additional conduit for relationship-building and influence. He emphasized the need for growing partnerships, which would provide an increased level of expertise.

City Administrator McDowell stated that OCWCOG could annually or semiannually invite State Representatives to share local issues and challenges. He stated that all three Counties acting together would have a broader reach than a single jurisdiction. He suggested the creation of a special subcommittee, which would act as a bridge between the Board and local City/County Managers/Administrators.

City Administrator McDowell stated that LOC has been looking for a different approach, and suggested OCWCOG could drive a new model. He stated that a meeting could occur between OCWCOG, AOC, and LOC, so they could be a part of the process.

City Administrator McDowell stated that Executive Director Abousleman's advocacy skills are under-utilized, and added that OCWCOG and jurisdiction staff could be doing more. He stated that a unified voice would be more effective, with the goal that in the future, all Councils of Government could work through AOC and LOC. He stated that smaller jurisdictions do not have staff for advocacy, and are busiest during the legislative session. This proposal would allow smaller jurisdictions to gain a voice in the legislative process.

Commissioner Schuster asked how everyone would be brought together to share information. City Administrator McDowell stated that collective meetings with Representatives would be planned, with an agenda of topics to discuss.

Commissioner Schuster asked what role the City/County Managers/Administrators would play in the process. City Administrator McDowell stated that they would be responsible for talking to their Councils, and bringing forward issues of importance for discussion at monthly meetings. He suggested that potential topics could be specific to our Region, such as wetlands. City/County Managers/Administrators would then discuss the issue, and craft a succinct proposal for Board consideration.

Commissioner Lindsey asked what currently prevents City/County Managers/Administrators from talking to legislators, and expressed concern that this proposal would be creating a political organization. He stated that with all jurisdictions within the tri-County Region, there is great political diversity. He also expressed concern that this proposal would create a need for more time commitment.

Chair Konopa clarified that her understanding of the proposal was not to create a political group, but a collective gathering to work through local issues, and determine if there is consensus to advocate collaboratively.

Commissioner Lindsey asked what LOC is doing with advocacy. Chair Konopa stated that LOC often acts on behalf of the largest cities, meaning the Portland area drives many decisions. This leaves our Region out. Chair Konopa stated that our Region needs to have more of a voice, and collaboration could be more effective than what jurisdictions are doing now. She stated that single jurisdictions do not necessarily know what others are doing regarding proposed legislation, or whether it is effective.

Commissioner Schuster stated that she saw value in the information sharing aspect, as the Board would be more informed on legislative issues.

Councilor Mike Caughey stated that recently, Harrisburg worked in collaboration with other small Cities to create a template for contracting with the Linn County Sheriff for law enforcement. This gave smaller jurisdictions, who previously did not have a say in what the contract looked like, the opportunity to have a larger voice when combined with other Cities. Councilor Caughey stated that what City Administrator McDowell has proposed is essentially that same process, but on a larger scale.

Chair Konopa stated that the upcoming legislative session is short, providing a good opportunity to test the proposal. If it becomes too time-consuming, the process does not need to continue.

Mayor Traber expressed agreement that the Region needs a voice, and stated that he sees the most potential in picking issues specific to our Region, such as wetlands. This would reduce duplication of efforts by LOC and AOC.

Commissioner Lindsey stated that based on fees paid to various organizations which provide lobbying, Linn County spends \$140,000-\$150,000 annually. This proposal adds another lobbying group, which costs money. Chair Konopa responded that there are 240 cities in AOC, which cannot have a unified voice. Therefore, issues AOC takes on are driven by larger areas. Corvallis is only the 10th largest City in Oregon, Albany is 11th.

Commissioner Lindsey stated that when you start a process without defined direction, the end result may not be what was intended. He expressed hope that City/County Managers/Administrators would also feel comfortable contacting County Commissioners if they needed support. City Administrator McDowell responded that he finds the Linn County Commissioner's Office effective, but believes that collectively, the Region could provide a stronger voice.

City Administrator McDowell stated that larger jurisdictions, such as Corvallis, have a group that briefs their City Council on legislation at each Council session. City Administrator McDowell stated that Brownsville is not a large enough jurisdiction to do that. He stated that cities large enough to have that capacity guide policy.

Executive Director Abousleman stated that OCWCOG would be opposed to creating an advocacy organization.

Commissioner Lindsey stated that he would not be opposed to the convening of regular meetings, nor to having a regular convening of Legislators.

Mayor Traber left the meeting.

Chair Konopa expressed wanting to make sure that City/County Managers/Administrators consult with their Council or Commissioners, and would truly be representing the voice of that jurisdiction.

Commissioner Lindsey motioned to have Executive Director Abousleman develop a system to convene regular meetings with State Legislators, regarding Regional advocacy issues. Mayor Lepin seconded, motion passed unanimously.

City Administrator McDowell left the meeting.

11. Program Update Question and Answers

CSP Manager Moore stated that *MOW* has several job vacancies, which are in the process of being filled. She also stated that in a few weeks, CSP programs will begin grant writing to raise revenue.

SDS Director Moore stated that Measure 101, the provider tax referendum, will be on the ballot January 23rd. She stated that OCWCOG is not taking a position on the referendum, however the provider tax is an integral part of SDS funding. SDS Director Moore stated that the Senior Services Advisory Council and Disability Services Advisory Council members are currently working on revitalizing the Advisory Councils. Current efforts are on a Care Planning Committee, which has not been active in the past five years. SDS Director Moore added that another step in Advisory Council engagement is providing some assessment training with council members, so they have a better understanding of what conditions may qualify someone for services.

Commissioner Schuster asked what the impact will be to SDS programs if the provider tax does not pass. SDS Director Moore stated that at present, concerns would be for services outside of Medicaid, as the Governor's recommendation is to keep the Affordable Care Act expansion stable. SDS Director Moore stated that this would mean backfilling \$210 million in

order to have a balanced budget. She stated that cuts to General Fund programs are likely, such as Oregon Project Independence (OPI), the OPI Pilot, and other non-Medicaid programs.

Executive Director Abousleman stated that the Medicaid program was up-funded, so while the program would not receive cuts from previous levels, the up-funding would be lost.

CED Program Manager Brenda Mainord stated that CED is recruiting for a Transportation Manager, which would take over much of the AAMPO Coordinator job duties, as that position has not yet been filled. CED Program Manager Mainord stated that *Ride Line* is now fully staffed.

Commissioner Schuster stated that a \$100,000 Federal Emergency Management Agency grant was approved for economic resilience.

Mayor Smith and Councilor Dean Sawyer left the meeting.

12. Other Business

Commissioner Schuster suggested housing be the Topic of Regional Interest at the January Board meeting. She suggested accessory dwelling units (ADUs) as a more specific topic related to housing.

Mayor Lepin asked whether OCWCOG is still working on solutions for wastewater solids. Executive Director Abousleman replied that this is still an ongoing project. Mayor Lepin stated that the audience for this topic may be growing. Executive Director Abousleman responded that the current goal of the project is only to present findings, and potentially briefly explore some potential solutions. He added that the Board will need to decide what to do with the information.

Councilor Cutter stated that for January's Topic of Regional Interest, it may be prudent to have a narrow topic, such as ADUs. He suggested discussing changes in housing legislation, and stated that there are deep issues around housing that can get confusing.

Commissioner Schuster stated that Oregon Housing Community Services is putting together a profile for every community, with regard to how much housing they have, and what is needed.

Chair Konopa stated that some housing laws, which may fit a larger area like Portland, may not be a good fit for our Region. Councilor Cutter agreed regarding Regional differences, and stated that vacation rentals are problematic in some coastal areas, but not others.

Commissioner Lindsey stated that density is often brought up with housing, and stated that he values the City of Lebanon's new housing development that has larger lot sizes within City limits. Commissioner Schuster asked how many acres the development comprises. Commissioner Lindsey estimated 160 acres.

Councilor Jeanni Cuthbertson asked whether jurisdictions should all compile a list of their top interests. Chair Konopa stated that each jurisdiction could bring a list if they choose.

13. Adjournment

Chair Konopa adjourned the meeting at 3:54 p.m.

Minutes recorded by Jennifer Kelley.



Senior and Disability Services

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

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



Area Agency on Aging

MEMORANDUM

DATE: January 18, 2018
TO: OCWCOG Board of Directors
FROM: Jennifer Moore, Community Services Program (CSP) Manager
RE: **Senior Meals Name Change**

OCWCOG's *Senior Meals* 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, *Senior Meals* 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.

At the December 7th Board of Directors meeting, the Board approved changing the *Senior Meals Advisory Council's* name to *Meals on Wheels Advisory Council*. The current Board-adopted Work Program identifies the meals program as *Senior Meals*; therefore, we are requesting to change the name of the *Senior Meals* program to the *Meals on Wheels* program prior to the adoption of the FY2018-19 Work Program and Budget, in order to move forward with planned branding efforts.

ACTION: **Motion to approve the name change of the *Senior Meals* program to the *Meals on Wheels* program.**

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION #18-01-01
Authorizing Signing and Endorsing Checks and Other Instruments

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

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

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

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

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

Sharon Konopa
Chair

Date

Fred Abousleman
Executive Director

Date

Vote: Yes ____ No ____ Abstention _____



2018 Board of Directors Meeting Schedule

Location:

Cascades West Center
1400 Queen Avenue SE, Albany
Upstairs Conference Room

Video conferencing available at the Toledo Cascades West Center

Thursday

2:00—4:00 p.m.

January 18

March 15

May 17

July 19

September 20

December 6*

*November meeting change due to the Association of Oregon Counties' Annual Conference and Thanksgiving.



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M E M O R A N D U M

DATE: January 18, 2018
TO: OCWCOG Board of Directors
FROM: Sue Forty, Finance Director
RE: **OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending November 30, 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	November YTD	Percentage YTD	Prior Year YTD
Dues	281,205.00	279,203.86	99.29%	103.79%
Contracts	2,713,797.00	519,631.06	19.15%	31.82%
Grants	245,955.00	81,703.75	33.22%	54.50%
Donations	222,982.00	92,850.51	41.64%	37.88%
State Revenue	1,240,203.00	300,751.78	24.25%	25.43%
Federal Revenue	11,806,284.00	4,067,666.64	34.45%	33.04%
Coordinated Care	7,267,487.00	2,198,549.77	30.25%	36.31%
Total Income (all line items)	36,739,228.00	9,036,824.00	24.60%	27.45%
Total Payroll Expense	14,045,992.00	4,779,691.59	34.03%	35.63%
Contract Expense	9,203,892.00	3,795,667.09	41.24%	42.73%
Indirect Expense	2,052,862.00	855,359.91	41.67%	41.61%
Maintenance & Repair	248,145.00	71,728.36	28.91%	21.90%
Supplies	100,750.00	39,428.46	39.13%	34.28%
Telephone	223,936.00	68,209.16	30.46%	34.28%
Travel / Training	263,550.00	99,974.62	37.93%	38.88%
Total Expense (all line items)	36,739,228.00	10,638,798.44	28.96%	30.60%
Net Gain / (Loss)		(1,601,974.44)		

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, as the majority of contracts are billed quarterly. Some scheduled contract dates have been pushed back. Revenue for contracts should be reflected next quarter.
- d. Grant revenue is on budget.
- e. Donations revenue is on budget. OCWCOG is working on increasing community awareness about the needs of the programs.
- 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 will be adjusted to reflect true costs at the end of the year.

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 funding is utilized 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, and as a result, supply costs are low.
- 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 Sue Forty or Finance Manager Janet Cline.

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended November 30, 2017

Revenues year-to-date are under budget

Revenues year-to-date over budget

Percent of budget to date 41.67%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 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	99.29%	Some special dues are still outstanding.
000802	Fees For Service	\$ 115,775.00	\$ 38,405.61	33.17%	
000803	Internal Transfer	\$ 2,057,863.00	\$ 856,876.99	41.64%	
000804	Miscellaneous Revenue	\$ -	\$ 196.50	0.00%	
000804	Miscellaneous Revenue	\$ 1,015.00	\$ 22,867.26	2252.93%	Employee Settlement
000805	Contract Revenue	\$ 2,713,797.00	\$ 519,631.06	19.15%	Most contracts are billed quarterly.
000806	Grant Revenue	\$ 245,955.00	\$ 81,703.75	33.22%	
000807	Donations	\$ 222,982.00	\$ 92,850.51	41.64%	
000808	Interest Revenue	\$ 215,205.00	\$ 111,905.14	52.00%	
000809	Transfers In	\$ 189,292.00	\$ 24,583.35	12.99%	
000812	Sponsorship	\$ 26,500.00	\$ 9,250.00	34.91%	
000819	Special Event Revenue	\$ -	\$ 9,595.92	0.00%	This account was created for the <i>CelebrateLBL</i> event expense.
000820	Program Meals Revenue	\$ 165,000.00	\$ 64,693.25	39.21%	
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	\$ 267,564.12	42.55%	
000824	Regional Revenue	\$ 205,588.00	\$ 82,664.03	40.21%	
000826	Borrowers Fees	\$ 1,500.00	\$ 221.78	14.79%	Lending department is closing on loans, fees have not yet been received.
000828	Service Fees	\$ 5,000.00	\$ 2,036.00	40.72%	
000840	Veterans	\$ 55,000.00	\$ -	0.00%	Oregon Department of Veteran's Affairs funding has not been received.
000841	Oregon Project Independence	\$ 575,000.00	\$ 187,169.38	32.55%	State contract payments are a month behind.
000843	ODOT	\$ 610,203.00	\$ 113,582.40	18.61%	This is a quarterly payment.
000846	Coordinated Care	\$ 7,267,487.00	\$ 2,198,549.77	30.25%	
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	\$ 305,531.00	29.07%	State contract payments are a month behind.
000863	Title XIX	\$ 9,956,008.00	\$ 3,542,723.38	35.58%	
000864	Federal Senior Meals	\$ 378,000.00	\$ 113,106.24	29.92%	The Federal Senior Meal payments are a month behind.

000865	USDA	\$	132,000.00	\$	37,159.00	28.15%	The USDA payments are a month behind.
000867	Federal Match	\$	210,125.00	\$	66,207.02	31.51%	
000869	Siletz Revenue	\$	4,000.00	\$	2,940.00	73.50%	This is a semi-annual payment.
	REVENUE	\$	36,739,227.96	\$	9,036,824.00	24.60%	
000410	Leave Benefits	\$	490,894.00	\$	190,196.20	38.74%	
000420	Fringe Benefits	\$	757,864.00	\$	260,099.58	34.32%	
000421	Insurance Benefits	\$	2,313,029.00	\$	824,129.31	35.63%	
000425	PERS Benefits	\$	2,163,514.00	\$	581,158.01	26.86%	
000430	PERS Reserve	\$	82,377.00	\$	26,983.53	32.76%	
0001ED	Executive Director	\$	132,842.00	\$	55,090.00	41.47%	
0004DD	Deputy Director	\$	108,348.00	\$	36,063.01	33.28%	
0004PD	Program Director	\$	194,670.00	\$	87,734.83	45.07%	
0010PM	Program Manager	\$	364,301.00	\$	102,029.05	28.01%	
0013PS	Program Supervisor	\$	597,146.00	\$	225,044.21	37.69%	
0016LO	Loan Officer	\$	71,603.00	\$	25,447.59	35.54%	
0019CA	Clerical Assistant	\$	30,540.00	\$	7,114.49	23.30%	
0019PM	Personnel Manager	\$	85,796.00	\$	34,358.31	40.05%	
0019TM	Technology Services Manager	\$	74,552.00	\$	32,305.00	43.33%	
0046CM	Case Manager	\$	1,840,663.00	\$	648,240.57	35.22%	
0053CC	Contracts Coordinator	\$	56,030.00	\$	20,768.50	37.07%	
0055CS	Clerical Supervisor	\$	48,425.00	\$	19,570.00	40.41%	
0060AS	Accounting Specialist	\$	51,597.00	\$	18,887.65	36.61%	
0064ES	Eligibility Specialist	\$	1,025,826.00	\$	365,955.93	35.67%	
0067EA	Executive Assistant	\$	49,424.00	\$	14,912.96	30.17%	
0070AC	Accounting Clerk II	\$	37,409.00	\$	15,059.46	40.26%	
0076AA	Administrative Assistant	\$	440,939.00	\$	152,561.79	34.60%	
0085CS	Clerical Specialist	\$	227,456.00	\$	94,308.17	41.46%	
0085WS	Workstation Support Specialist	\$	50,444.00	\$	19,272.33	38.21%	
013CDP	CED Planner II	\$	58,792.00	\$	13,573.44	23.09%	Employee was reclassified.
013MDR	MPO Director	\$	95,855.00	\$	36,096.23	37.66%	
025NSS	Network Support Specialist	\$	76,122.00	\$	31,397.14	41.25%	
031CDP	CED Planner	\$	180,406.00	\$	59,288.76	32.86%	
034APS	Adult Protective Services Spec	\$	345,897.00	\$	123,494.05	35.70%	
037DTC	Diversion & Transition Coord	\$	183,878.00	\$	70,336.05	38.25%	
037LCM	Lead Case Manager	\$	335,339.00	\$	69,212.34	20.64%	
045ISS	Information Support Specialist	\$	63,987.00	\$	26,197.37	40.94%	
052ALO	Assistant Loan Officer	\$	28,015.00	\$	-	0.00%	This is a vacant position.
055VSO	Veterans Service Officer	\$	58,622.00	\$	24,687.90	42.11%	

060FMC	Facility Maint. Coordinator	\$	50,748.00	\$	22,156.18	43.66%
061LES	Lead Eligibility Specialist	\$	32,626.00	\$	10,001.85	30.66%
064ADR	ADRC Specialist	\$	226,027.00	\$	70,191.76	31.05%
064ALW	Licensing & Monitoring Spec	\$	48,653.00	\$	19,155.26	39.37%
067CEA	Confidential Executive Assist	\$	51,569.00	\$	18,765.39	36.39%
075LTB	Lead Trans Brokerage Spec.	\$	43,617.00	\$	16,450.26	37.72%
075TBS	Transportation Brokerage Spec.	\$	424,735.00	\$	139,972.14	32.96%
076CAA	Conf. Administrative Assistant	\$	40,112.00	\$	15,034.62	37.48%
082SMC	Senior Meals Coordinator	\$	43,789.00	\$	12,040.96	27.50%
090RSM	Relief Site Manager	\$	18,917.00	\$	10,117.77	53.49%
099EXH	Extra Hire	\$	149,286.00	\$	61,254.98	41.03%
88MSM3	Meal Site Manager 3	\$	193,311.00	\$	72,976.66	37.75%
	PERSONNEL	\$	14,045,992.00	\$	4,779,691.59	34.03%

Employee settlement

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%
000553	Loan Admin Exp	\$	120,000.00	\$	37,548.40	31.29%

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

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%	
000578	Meal Delivery Travel	\$	35,000.00	\$	14,550.96	41.57%	
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	\$	9,348,587.17	25.45%	
		\$	-	\$	(311,763.17)		



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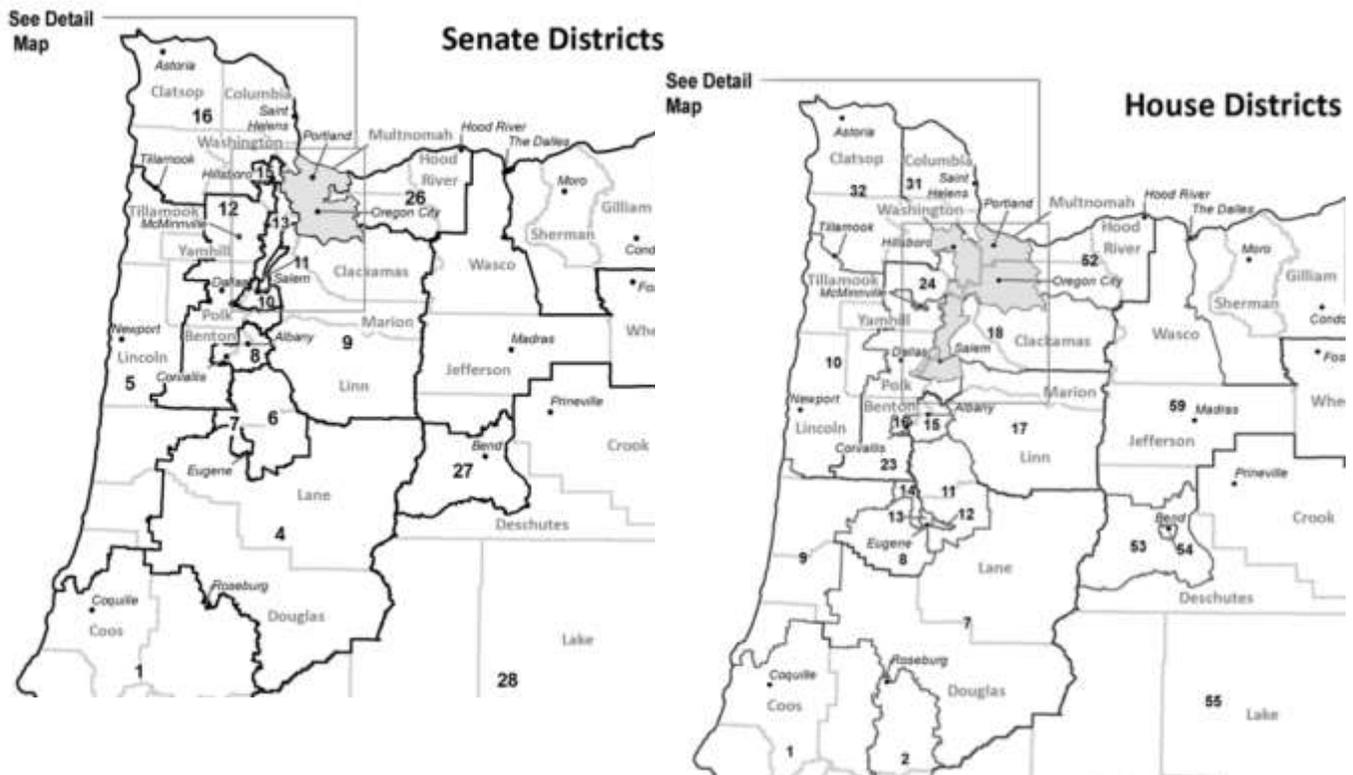
MEMORANDUM

DATE: January 18, 2018
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **Recommended Guidelines for Legislative Policy Development**

Background

Over the last few years, the Oregon Cascades West Council of Governments (OCWCOG) has been asked to engage in, and place a greater focus on, strengthening its relationship with State and Federal officials, and the education of regional priorities on behalf of member jurisdictions working together.

The OCWCOG Region spans three counties (Linn, Benton, and Lincoln) from the crest of the Cascades to the Pacific Ocean. Within those boundaries there are five Senate (5, 6, 8, 9, 12) and seven House (9, 10, 11, 15, 16, 17, 23) Districts. This large collection of Districts covers a relatively small, but geographically large, population that includes coastal, valley, urban, and rural interests. (Senators and House Representatives are included in this document.)



MEMBER GOVERNMENTS — COUNTIES: Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Lyons, Millersburg, Monroe, Newport, Philomath, Scio, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians and Port of Newport

Parameters may be applied by the OCWCOG Board on setting a policy agenda. OCWCOG may adopt broad policy positions that are based on regional cooperation; educate elected and appointed officials on issue areas; and present a unified voice on regional issues. Policy positions could be on issues such as transportation; economic development; senior and disability services; planning and land use; housing; State or Federal statutes or regulations, or other issues that have broad impact on the Region. Policy positions may become evident in conversations at Board meetings; via input from City and County Managers and Administrators; through quarterly Mayors' meetings; from League of Oregon Cities or Association of Oregon Counties priorities; or other sources. *One of OCWCOG's greatest strengths is the willingness and desire of our diverse communities to work together, through OCWCOG, on issues reflecting our core competencies – the proficiencies of member elected officials and staff; and, in support of member jurisdictions.*

Policy Adoption Process

The OCWCOG Board of Directors may, at its discretion, develop broad policy and educational goals through staff input, input from member jurisdictions, associations, or committees. The goals should support the advancement of the OCWCOG mission and support of member jurisdictions: the creation of a more prosperous, accessible, healthy, livable, and sustainable Region. The focus should be on issues that are specific to our Region, or to assert the specific needs of the Region in a State or Federal matter.

Part of OCWCOG's success over the years has been due to the constructive review and thoughtful input of its standing committees – the Senior Services Advisory Council, the Disability Services Advisory Council, the Meals on Wheels Advisory Council, and the Cascades West Area Commission on Transportation. OCWCOG also has at its disposal four subsidiary agencies from which to draw on expertise – the Oregon Cascades West Area Agency on Aging, the Cascades West Economic Development District, the Albany Area Metropolitan Planning Organization, and the Corvallis Area Metropolitan Planning Organization. The Board can utilize any of its subsidiary agency's expertise and staffing to determine policy positions. The Board may also consider the positions of other Councils of Governments throughout the State, and on issues of Federal importance, the guidance of national associations and Councils of Governments throughout the country. This process will benefit from a more strategic approach as to why, how, and when a policy position is taken.

Available Policy Resources:

- OCWCOG Board Standing Committees: SSAC; DSAC; MOWAC; CWACTION
- OCWCOG Subsidiary Agencies: AAA; CWEDD; AAMPO; CAMPO
- City/County Managers/Administrators
- OCWCOG Staff

The Board has access to a professional staff of City and County Managers and Administrators who meet regularly and may be asked to provide input to policy goals, establish specific positions for consideration, educate legislators and appointed officials, and provide research, history, and guidance on the effects of legislation or other executive action.

Finally, the Board may also ask for consideration of policy from OCWCOG staff, who are versed on the legislation and who have policy experience.

Convening

The Board may, at its discretion, convene the Region's Legislators and leaders to discuss policy, priorities, and strategies in support of member jurisdictions and OCWCOG programs.

Guidelines for Policy Development

With limited exceptions, the constitutional changes enacted through Measure 71 (which changed the sessions from every two years to annually) limit the length of legislative sessions beginning in odd-numbered years to 160 calendar days, and sessions beginning in even-numbered years to 35 calendar days. Under current law, sessions convene on the second Monday in January of all odd years. Even numbered year sessions convene in February. Five-day extensions are allowed by a two-thirds vote in both Houses. In addition, the Legislature may hold an organizational session to swear in newly elected officials, elect legislative leaders, adopt rules, organize and appoint committees, and begin introducing bills.

At the request of the OCWCOG Board of Directors, our Region's City/County Managers/Administrators met to develop policy guidelines for recommendation to the Board, regarding collaborative Legislative advocacy. Key issues of consideration were timeliness, efficiency, and effectiveness of proposed policies. OCWCOG staff worked with City/County Managers/Administrators to develop a suggested process and timeframe for the implementation of said policies, as noted below:

January:

OCWCOG Board to develop and adopt broad issue areas for consideration during the next Legislative session, for advocacy at State and Federal levels. The Board may adopt its own issue areas and/or use guidance from City/County Managers/Administrators, OCWCOG Committees, League of Oregon Cities, Association of Oregon Counties, information from prior Legislative sessions, and other sources.

February – April:

Acting as a Technical Advisory Committee, OCWCOG staff and City/County Managers/Administrators refine and clarify Board-adopted issues. The Board may begin advocacy, or authorize others to advocate on the behalf of the Board.

May – September:

OCWCOG staff and City/County Managers/Administrators continue refining Board-adopted issues, and perform Legislative outreach in conjunction with, or on behalf of the Board.

September:

OCWCOG convenes regional Legislators for a roundtable discussion on Board-adopted Legislative issues.

October – December:

OCWCOG staff and City/County Managers/Administrators prepare broad issues for Board recommendation, and gather information as appropriate, in preparation of the next year's Legislative agenda.

In developing policy positions, unless addressing specific bills, funding issues, Legislative or statutory corrections, Board-adopted policies should pass the following tests:

1. Adhere to OCWCOG's mission of advancing regional principles and goals;
2. Fit within OCWCOG's core programmatic areas: senior services, disabled services, food security, transportation, veteran's services, human services, economic development, planning, and the environment; or, be germane to local government and pertinent to the Region's jurisdictions as a whole.
3. Demonstrate OCWCOG's ability to influence and effectuate a policy decision;
4. Be regional in nature;
5. Help create a collaborative framework for jurisdictions to work together within OCWCOG or independently on issues as appropriate.
6. Be as consistent as possible and supportive of the Oregon League of Cities and Oregon Association of Counties, and other associations or committees OCWCOG is empowered to coordinate with;
7. Be germane to the OCWCOG Region; and
8. Be in the best interest of OCWCOG and/or its members.

Following the recommended process and timeframe listed above, regional City/County Managers/Administrators, as well as the Senior Services Advisory Council and Disability Services Advisory Council, have developed broad policy areas for consideration as Board-adopted issues for advocacy focus. Recommended policy areas include, but are not limited to:

- *Improving working relationships with the Oregon Department of Transportation (ODOT)*
Local jurisdictions attempting to work with ODOT for capital improvements can face inefficiencies, creating additional costs, delays, and confusion around policy. OCWCOG supports improvements in procedures relating to ODOT, specifically with regard to transparency, data sharing and accuracy, timeliness of processes, cost-effectiveness, and overall efficiencies. This issue area may be more administrative in nature.
- *Housing affordability and availability*
Access to affordable, quality housing is a regional problem with broad impacts, including health and economic stability. OCWCOG supports increased State and Legislative focus in implementing and funding localized policies, to promote increases in affordable, quality housing, with emphasis on low-income and workforce populations.
- *Wetlands*
Wetlands permeate the OCWCOG Region, creating confusion and challenges regarding land development. OCWCOG supports increased clarity, transparency, timeliness, and consistency with regard to working with the US Army Corps of Engineers and the Department of State Lands. OCWCOG supports improvements with regard to analysis of wetlands locations, and policies and procedures for mitigation, while supporting our water, land, and environmental quality. This issue may be more administrative in nature.

- *Impacts of Legislation and State agency actions on small cities and rural counties*
Policy, and the costs associated with implementation, may not be effective for small cities and rural counties. OCWCOG supports procedural changes pertaining to Legislation and State agency actions, in order to improve research and information-gathering practices regarding policy cost implications on small and/or rural communities.
- *Increased emphasis on local control*
Oregon is a diverse State, with varying resources and needs. As such, OCWCOG supports increased local control, autonomy and funding for local jurisdictions, tribes, and special districts in statutory and legislative decision making.
- *Disaster resiliency and planning*
OCWCOG's Region is an economic hub with diverse industries and access needs. Planning for disaster recovery and resiliency is essential to ensuring the wellbeing of residents, and the ability of our Region to recover quickly in a post-disaster environment. OCWCOG supports increased initiatives with regard to disaster resiliency and planning, including localized disbursements of funding for improved effectiveness.
- *Land use planning*
In our geographically diverse State, land use issues vary greatly, as do urban growth needs and annexation issues. OCWCOG supports local control pertaining to land use issues, including annexation processes, and development of urban growth boundaries.
- *Continued and sustainable funding for programs serving seniors and people with disabilities*
OCWCOG supports efficient and effective care for senior and disabled populations as a vital part of community health. Thus, OCWCOG supports continued and consistent funding for Medicaid programs, as well as other cost-saving programs, such as *Oregon Project Independence (OPI)* and the *OPI Pilot*.
- *Improvements in Home Care Worker (HCW) programs*
HCWs continue to be in high-demand. OCWCOG supports investments in systems and supports to improve the quality, safety, and satisfaction of HCWs, by providing improved administrative support, trainings, and timely background checks. This issue may be more administrative in nature.
- *Improving working relationships with the State's Aging and People with Disabilities (APD) program*
Oftentimes agencies working with APD can experience confusion with regard to budgetary allocations, creating problems as individual Area Agencies on Aging attempt to anticipate impacts on their programs. OCWCOG supports improved transparency, and better quality of data regarding funding allocations. This issue may be more administrative in nature.

City/County Managers/Administrators, in conjunction with OCWCOG staff, recommend selecting a maximum of three broad policy issues listed above. By narrowing policy focus to only a few issues, advocacy can be performed with improved clarity and greater emphasis to Legislators.

Senators and Representatives from the OCWCOG Region

<i>Branch</i>	<i>Last Name</i>	<i>First Name</i>	<i>District</i>	<i>Region</i>	<i>Committees</i>	<i>Email</i>
House	McKeown	Caddy	9	South Lincoln County / Coast	Joint Committee on Transportation (Co-Chair); House Interim Committee on Agriculture and Natural Resources; House Interim Committee on Economic Development and Trade	Rep.CaddyMcKeown@state.or.us
House	Gomberg	David	10	Lincoln County to Coast Range	House Interim Committee on Economic Development (Chair); Joint Interim Committee on Ways and Means Subcommittee on Transportation and Economic Development (Co-Chair); Joint Interim Committee on Ways and Means Subcommittee on General Government; Joint Interim Committee on Ways and Means; Joint Emergency Board	Rep.DavidGomberg@state.or.us
House	Barnhart	Phil	11	Linn County	House Interim Committee on Revenue (Chair); Joint Committee on Legislative Administration; Joint Committee on Legislative Counsel; House Interim Committee on Energy and Environment	Rep.PhilBarnhart@state.or.us

House	Olson	Andy	15	Albany	House Interim Committee on Human Services and Housing (Vice-Chair); House Interim Committee on Judiciary (Vice-Chair); Joint Interim Task Force on Testing of Sexual Assault Forensic Evidence Kits; House Interim Committee on Conduct; House Interim Committee on Transportation Policy	Rep.AndyOlson@state.or.us
House	Rayfield	Dan	16	Corvallis	Joint Interim Committee on Ways and Means SubCommittee on Human Services (Co-Chair); Joint Interim Committee on Referendum 301 (Co-Chair); House Interim Committee on Rules (Vice-Chair); House Interim Committee on Ways and Means (Co-Vice-Chair); Joint Emergency Board	Rep.DanRayfield@state.or.us
House	Sprenger	Sherrie	17	NE Linn County; Lebanon; Sweet Home; Mill City; Scio	House Interim Committee on Agriculture and Natural Resources (Vice-Chair); Joint Interim Committee on Legislative Policy and Research; House Interim Committee on Conduct; House Interim Committee on Education; House Interim Committee on Judiciary	Rep.SherrieSprenger@state.or.us

House	Nearman	Mike	23	West Benton County to Coast Range	Joint Committee on Information Management and Technology; Joint Interim Committee on Ways and Means Subcommittee on General Government; Joint Interim Committee on Ways and Means Subcommittee on Transportation and Economic Development; House Interim Committee on Human Services Housing	Rep.MikeNearman@state.or.us
Senate	Roblan	Arnie	5	Lincoln County; Coast	Senate Interim Committee on Education (Chair); Senate Interim Committee on Environment and Natural Resources; Senate Interim Committee on Rules and Executive Appointments; Joint Interim Committee on Ways and Means Subcommittee on Education; Joint Interim Committee on Ways and Means; Joint Interim Special Committee on Public Education Appropriation	Sen.ArnieRoblan@oregonlegislature.gov

Senate	Beyer	Lee	6	South Linn County	Senate Interim Committee on Business and Transportation (Chair); Joint Committee on Transportation (Co-Chair); Senate Interim Committee on Health Care; Senate Interim Committee on Rules and Executive Appointments; Joint Interim Task Force on Health Care Cost Review; Joint Committee on Legislative Administration (Alternate)	Sen.LeeBeyer@oregonlegislature.gov
Senate	Gelser	Sara	8	Corvallis; Albany	Senate Interim Committee on Human Services (Chair); Senate Interim Committee on Education; Senate Interim Committee on Judiciary; Senate Interim Committee on Workforce; Senate Interim Committee on Ways and Means Subcommittee on Human Services; Joint Task Force on Testing of Sexual Assault Forensic Evidence Kits	Sen.SarahGelser@oregonlegislature.gov
Senate	Girod	Fred	9	Rural Linn County	Joint Emergency Board; Joint Committee on Legislative Administration; Senate Interim Committee on Business and Transportation; Joint Interim Committee on Ways and Means; Joint Interim Committee on Ways and Means Subcommittee on Natural Resources; Joint Committee on Transportation	Sen.FredGirod@oregonlegislature.gov



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MEMORANDUM

DATE: January 18, 2018
TO: OCWCOG Board of Directors
FROM: Fred Abousleman, Executive Director
RE: **OCWCOG Member Dues for Fiscal Year (FY) 2018-2019**

Member dues are used to match Federal and State dollars to fund your community programs, projects, and services. For example, your dues match, as required by State law, our Medicaid transfer dollars, and allow us to determine eligibility and provide support to Medicaid clients. Your dues are also used to match, as required by Federal law, our funding for our Economic Development District, which allows us to access Federal money for economic development and develop a five-year *Comprehensive Economic Development Strategy* for our Region. For every \$1 in dues, OCWCOG leverages over \$100 in Federal, State, and other funds internally, and millions more in access to development, lending, and other direct community impacts for member jurisdictions. Therefore, while member dues are a very small portion of the OCWCOG budget, about 1%, they are very important.

Dues are assessed for three areas: General Dues; Community Development; and, Transportation. General Dues are distributed based by program size and FTE, therefore, the majority of these dues are applied toward match for the Senior and Disability Services program. Community Development dues are assessed for the services that are provided by the OCWCOG's Community and Economic Development program, and the Transportation dues provide the OCWCOG's Community and Economic Development staff increased capacity to work on transportation programs.

At each January Board meeting, a dues rate is set for the next fiscal year. Dues are adjusted annually based upon the current population estimate for each jurisdiction and the Portland Consumer Price Index (CPI-U).

Attached is a table adjusting dues for FY2018-2019, based upon the Portland CPI-U for the first half of 2016 (4.4%) and July 2016 population estimates. The 2016 population estimates are used because that is the most recent Portland State Population Data Center publication that includes detail for cities that straddle two counties (which impacts the City of Albany, and Linn and Benton County population estimates). The adjustments would increase total dues by \$15,136.50.

ACTION: **Motion to recommend to the Board approval of member dues for FY2018-2019**

DRAFT OCWCOG FY2019 DUES

	FY2018 Dues	Pop Estimate	FY2019 DUES				TOTAL FY2019	CHANGE FROM
		7/1/2016*	General Dues	CD Dues	Trans Dues	Special Projects	DUES	FY2018
Benton County								
Adair Village	1,132.89	845	\$648.12	\$217.17	\$250.00	\$55.76	\$1,171.04	\$38.15
Corvallis	61,569.17	58,240	\$44,670.08	\$14,967.68	\$2,337.71	\$3,098.77	\$65,074.24	\$3,505.08
Monroe	901.13	620	\$475.54	\$159.34	\$250.00	\$44.24	\$929.12	\$27.99
Philomath	5,052.23	4,665	\$3,578.06	\$1,198.91	\$250.00	\$251.35	\$5,278.31	\$226.08
N. Albany **	0.00	7,647				\$0.00	\$0.00	\$0.00
Unincorporated	20,808.08	19,303	\$14,805.40	\$4,960.87	\$949.65	\$1,035.80	\$21,751.72	\$943.63
Lincoln County								
Depoe Bay	1,725.17	1,440	\$1,104.48	\$370.08	\$250.00	\$86.23	\$1,810.79	\$85.62
Lincoln City	9,326.57	8,485	\$6,508.00	\$2,180.65	\$558.66	\$462.37	\$9,709.67	\$383.10
Newport	11,121.23	10,190	\$7,815.73	\$2,618.83	\$619.78	\$552.72	\$11,607.06	\$485.83
Port of Newport ***	3,464.66	10,800		\$2,775.60	\$642.88	\$170.92	\$3,589.40	\$124.74
Siletz	1,534.61	1,235	\$947.25	\$317.40	\$250.00	\$75.73	\$1,590.37	\$55.76
Siletz Tribes	525.00		\$250.00		\$250.00	\$25.00	\$525.00	\$0.00
Toledo	3,857.37	3,490	\$2,676.83	\$896.93	\$250.00	\$191.19	\$4,014.95	\$157.57
Waldport	2,399.85	2,080	\$1,595.36	\$534.56	\$250.00	\$119.00	\$2,498.92	\$99.06
Yachats	1,009.29	740	\$567.58	\$190.18	\$250.00	\$50.39	\$1,058.15	\$48.86
Unincorporated	21,232.18	20,075	\$15,397.53	\$5,159.28	\$964.09	\$1,076.04	\$22,596.93	\$1,364.76
Linn County								
Albany	55,455.70	52,540	\$40,298.18	\$13,502.78	\$2,129.63	\$2,796.53	\$58,727.12	\$3,271.41
Brownsville	2,003.28	1,700	\$1,303.90	\$436.90	\$250.00	\$99.54	\$2,090.34	\$87.06
Halsey	1,205.00	915	\$701.81	\$235.16	\$250.00	\$59.35	\$1,246.31	\$41.31
Harrisburg	4,017.03	3,650	\$2,799.55	\$938.05	\$250.00	\$199.38	\$4,186.98	\$169.95
Lebanon	17,076.70	16,435	\$12,605.65	\$4,223.80	\$822.58	\$882.60	\$18,534.62	\$1,457.93
Millersburg	1,931.18	1,730	\$1,326.91	\$444.61	\$250.00	\$101.08	\$2,122.60	\$191.42
Scio	1,138.04	890	\$682.63	\$228.73	\$250.00	\$58.07	\$1,219.43	\$81.39
Sweet Home	9,972.86	9,090	\$6,972.03	\$2,336.13	\$580.67	\$494.44	\$10,383.27	\$410.41
Tangent	1,498.56	1,205	\$924.24	\$309.69	\$250.00	\$74.20	\$1,558.12	\$59.56
Unincorporated	41,208.38	38,413	\$29,462.77	\$9,872.14	\$1,644.35	\$2,048.96	\$43,028.23	\$1,819.84
TOTAL	281,166.18	276,423	\$198,117.59	\$69,075.43	\$15,000.00	\$14,109.65	\$296,302.68	\$15,136.50

*population estimates from PSU 2016 Report

**Included in City of Albany population estimate

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

FY19 General dues rate: FY18 rate of .735 x Portland CPI-U of 4.4% = .767

FY19 CD dues rate: FY18 rate of .246 x Portland CPI-U of 4.4% = .257



Senior and Disability Services

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Area Agency on Aging

MEMORANDUM

DATE: January 18, 2018
TO: OCWCOG Board of Directors
FROM: Randi Moore, Senior and Disability Services (SDS) Director, and Jennifer Moore, Community Services Program (CSP) Manager
RE: **SDS and CSP Program Updates**

SDS – Medicaid

SDS Director Randi Moore

Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Issues and Advocacy Committee Collaborative Meeting

On January 2nd, members of the SSAC/DSAC Issues and Advocacy Committee traveled to Salem and met with their counterparts, the Legislative and Advocacy Committee, at Northwest Senior and Disability Services (NWSDS). The meeting was the first effort toward a more connected advocacy relationship between OCWCOG and NWSDS. NWSDS members shared their operational model, and expressed excitement to visit OCWCOG for another joint meeting.

Many members from both agencies will be attending *Legislative Bootcamp 2018*, an event hosted by the Oregon Association of Area Agencies on Aging and Disabilities. This training is an opportunity for the Council members to learn about the Legislative process, and familiarize themselves with the Capitol prior to the legislative session, when they will be advocating for SDS programs.

Incoming Department of Human Services (DHS) Director to Visit OCWCOG

On January 17th, DHS Director Fariborz Pakseresht and Aging and People with Disabilities (APD) Director Ashley Carson-Cottingham will be visiting OCWCOG. State Representative Andy Olson helped arrange the meeting, and will also be in attendance. The visit is an opportunity to inform the new DHS Director about OCWCOG and SDS programs. In addition, we will share perspectives on how working within the DHS system as an Area Agency on Aging is different than working in the State-run APD office, of which he is more familiar.

Meetings with Legislators Prepared Councils for 2018 Legislative Session

Recently the SSAC/DSAC Issues and Advocacy Committee met with three State Legislators – Senator Arnie Roblan, Representative Andy Olson, and Representative Dan Rayfield. These Legislators have historically been allies of SDS and our services. The Committee was able to reconnect with the Legislators, and share SSAC/DSAC priorities for the 2018 Legislative Session, beginning February 5th.

Measure 101 on the Ballot for January 23

Oregon Measure 101, the Health Care Insurance Premiums Tax for Medicaid Referendum, is on the ballot. A “yes” vote supports upholding certain taxes on health insurance and hospital revenues, thus providing funding for the Medicaid expansion by approving sections of House Bill 2391, which the Legislature passed last session. A “no” vote opposes the tax on healthcare and hospital revenue, and repeals the provisions of House bill 2391. Ballots must be submitted by January 23rd.

CSP

CSP Manager Jennifer Moore

Meals on Wheels (MOW)

MOW participates in a three-agency food service consortium, which collaboratively contracts with Bateman Community Living (Bateman) for reduced costs on meals. The consortium is beginning strategic planning sessions with Bateman, in advance of the next Request for Proposal (RFP) cycle. Agenda items for the first discussion include: vehicle options (with/without maintenance included), alternative delivery models, and customizing menus.

Early results from *MOW*'s year-end direct mail solicitation show it has been successful. We have recently implemented an online giving option, and have received our first monthly recurring contribution. Additional information on the donor stewardship and cultivation program will be outlined over the next several months.

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

OCWCOG's Senior Corps Program Supervisor Alicia Lucke participated in a nationwide focus group in Washington, D.C. in January of 2017. The purpose of the focus group was to help identify possible improvements that would streamline Senior Corps' ongoing policy and grants management processes. OCWCOG's *RSVP* and *FGP* provided representation from the Pacific Northwest region; Program Supervisor Lucke was also able to represent a Senior Corps program encompassing both stipend and non-stipend volunteers, and urban and rural project areas.

Results of the focus group were released in December 2017. Highlighted were five areas of improvement for grants operation, including performance measurement, recruitment with retention, incentives, innovation, and expanding partnerships. Input from individual stakeholders will also be used to reduce certain administrative requirements for Senior Corps grantees.

Benton County Veteran's Services Office (VSO)

Previously reported was the addition of two Assistant Veterans Service Officers (AVSO) to the Benton County VSO. Linda McMillan is an Accredited Veteran Service Officer previously employed at the Oregon Department of Veterans Affairs. James Jarrell previously served as a work study in the VSO office, and is progressing quickly with his accreditation, which typically takes two years.



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MEMORANDUM

DATE: January 18, 2018
TO: OCWCOG Board of Directors
FROM: Phil Warnock, Community and Economic Development (CED) Director
RE: **CED Program Update**

Cascades West Area Commission on Transportation (CWACT)

CWACT is currently in the process of updating its membership list for 2018, with Linn County Commissioner Roger Nyquist taking over the position of Chair. The CWACT continues to receive regular updates on House Bill 2017 (HB2017), Oregon's landmark \$5.3 billion transportation funding package passed by the Legislature in summer 2017. The Rulemaking process is currently underway, with regard to how investments will be allocated for transit providers, *Safe Routes to School* infrastructure projects, lottery-funded *ConnectOregon* infrastructure projects, and other recipients.

The Oregon Department of Transportation (ODOT) has received five Pre-Proposals for project funding related to the Mid-Willamette Valley Intermodal Facility (MWVIF). HB2017 identifies \$25 million in funding for the MWVIF. The Pre-Proposal allows ODOT and the Oregon Business Development Department to jointly perform initial evaluations on the ability of project sponsors to deliver and operate proposed MWVIFs. Only those Pre-Proposals found to be qualified will be eligible for Project Plan development funds. Pre-Proposal reviews are expected to be completed this winter.

If ODOT receives more than one qualified MWVIF Pre-Proposal submission, the available Project Plan development funding will be divided equally among qualified candidates. ODOT will enter into an agreement with qualified project sponsors, which will specify the funding to be made available, terms, expectations, and a completion schedule for each Project Plan. The total funding for the development of the Project Plan is limited to 5% of the \$25 million, or a maximum of \$1.25 million.

Corvallis Area Metropolitan Planning Organization (CAMPO)

In collaboration with ODOT, and as required by new federal planning regulations, CAMPO has now adopted its *Transportation Safety Performance Measures*. CAMPO has also developed and adopted its Title VI Program, as required by law. This program ensures equality and protections for underprivileged populations, with regard to benefiting from Federal and State transportation funds.

Cascades West Business Lending (CWBL)

CWBL has funded six loans in this fiscal year, totaling \$2,112,400, with total project amounts of \$6,290,900. The first Rural Microenterprise Assistance Program loan has funded, for a counseling office in Newport. A loan has funded for Out West Farm & Ranch in Philomath, which will help replenish jobs lost when the prior business closed. In addition, two Small Business Administration 504 loans have funded, through OCWCOG's contract with CCD Business Development Corporation.

CWBL has been acknowledged at several Chamber of Commerce events. At one event in Lebanon, Oregon State Credit Union specifically acknowledged OCWCOG's partnership as vital in assisting a business to purchase the real estate at their current business location.

Cascades West Economic Development District (CWEDD)

OCWCOG has entered into agreements with the University of Oregon's Community Service Center (CSC) and ECONorthwest, to conduct executive surveys relating to business and economic development issues and opportunities. ECONorthwest and CSC will jointly develop the interview framework. CSC will supervise two graduate research assistants in performing 10-15 executive interviews. Interviews will solicit input from key private sector industry leaders, with focus on regional economic development issues and opportunities.

Results of the interviews will be analyzed by CSC and ECONorthwest. ECONorthwest will further compare results with other recent studies, surveys, and the Oregon Business Council, which conducted a regional visit last year. Results will be presented to the regional group. OCWCOG is collecting financial support from partners, monitoring contracts and performance, and coordinating the final presentation.

Cascades West Ride Line (CWRL)

In collaboration with InterCommunity Health Network Coordinated Care Organization (IHN-CCO), *CWRL* will soon begin work on a Member Well Care Program. Goals of the program include avoiding hospital re-admittance within 30-days of discharge, and helping members achieve better health outcomes. The program will utilize non-emergent medical transportation for access to a specific set of alternative services. *CWRL* is looking into services that can improve health outcomes in non-traditional ways, by improving social determinants of health. Target individuals will be members with limited or no transportation options.

Pedal Corvallis

The community bikeshare program, *Pedal Corvallis*, marked its first full calendar year of operation. As of January 2nd, the program had:

- 750 All-Time Members, compared with 221 at the start of 2017.
- 4,678 All-Time Trips, compared with 1,090 at the start of 2017.

Past year highlights included Oregon State University (OSU) joining as a sponsor, which brought two bikeshare stations to campus in April. The *Pedal Corvallis* system now has a total of eight stations, 41 bikes, and two adult trikes throughout Corvallis. In the first quarter of 2017, two interns helped with outreach to local community groups and businesses. During the summer staff spearheaded a bilingual outreach program focused on the Garfield area of North Corvallis. The campaign promoted *Pedal Corvallis* to Medicaid members and other neighbors via group rides, direct-mail, and door-to-door canvassing to more than 140 households.



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