

**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; 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 18.

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 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 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 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.

Commissioner Lindsey and 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 23. 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.