



# **Board of Directors Meeting Packet**

**March 21, 2019; 2:00 pm**

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

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

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS AGENDA  
March 21, 2019  
2:00 pm**

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.***

**NOTE:** Please contact Janet Hughes, [jhughes@ocwcog.org](mailto:jhughes@ocwcog.org), no later than noon on Tuesday, March 19th to confirm your attendance.

1. **Welcome and Introductions** (Chair Biff Traber)  
(2:00 – 2:05 pm)

2. **Public Comment** (Chair Biff Traber)  
(2:05 – 2:10 pm)

Floor will be open to the public for comment.

3. **Consent Calendar** (Chair Biff Traber)  
(2:10 – 2:15 pm)

- a. Approval of Previous Board of Directors Meeting Minutes (Page 5).
- b. Financial Update (Page 11, Page 13).
- c. Appointment of Disability Services Advisory Council Chair for 2019-2020 (Page 17).
- d. Appointment of Cascades West Area Commission on Transportation (CWACT) members for 2019-2020 (Page 18).

**ACTION: Motion to approve Consent Calendar.**

4. **Presentation of the Draft FY2019-2020 Work Program & Budget** (Executive Director Fred Abousleman)  
(2:15 – 2:30 pm)

The draft *FY2019-2020 Work Program & Budget* (separate attachment) will be reviewed and discussed. The Board of Directors will formally adopt the *FY2019-2020 Work Program & Budget* at the May Board of Directors meeting.

**ACTION: Review and discussion of the draft FY2019-2020 Work Program & Budget.**

5. **OCWCOG Program Updates** (*All Program Directors*)  
(2:30 – 2:45 pm)

Staff will be available to answer any questions from the Board of Directors on program updates (Community and Economic Development Program - Page 21; Community Services Program - Page 23; and Senior and Disability Services Program - Page 25).

**ACTION: Information only, no action needed.**

6. **Topic of Regional Interest: Shared Services** (*Chair Biff Traber*)  
(2:45 – 3:10 pm)

Board members are invited to discuss the topic of Shared Services.

7. **Other Business** (*Chair Biff Traber*)  
(3:10 – 3:15 pm)

8. **Adjournment** (*Chair Biff Traber*)  
(3:15 pm)

***The meeting locations are wheelchair accessible. If you need special assistance please contact Oregon Cascades West Council of Governments at 541-967-8720 or [jhughes@ocwcoq.org](mailto:jhughes@ocwcoq.org), forty-eight (48) hours prior to the meeting.***

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MINUTES  
January 17, 2019**

**MEMBERS:** Mayor Sharon Konopa, Albany; Mayor Biff Traber, Corvallis; Mayor Jim Lepin, Millersburg; Councilor Debbie Nuber, Scio; Councilor Diane Gerson, Sweet Home; Mayor Don Ware, Brownsville; Commissioner Will Tucker, Linn County; Councilor Wayne Rieskamp, Lebanon; and Mayor Dean Sawyer, Newport.

**VIDEO:** Mayor Dann Cutter, Waldport; Commissioner Stewart Lamerdin, Port of Newport; Councilor Judy Casper, Lincoln City; and Mayor Rod Cross, Toledo.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddock-Hughes; Finance Director Sue Forty; Community and Economic Development Director Phil Warnock; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; Technology Services Manager Brian Chytka; Union Representative Ashley Bogue; and Administrative Assistant Janet Hughes.

**VIDEO  
CONFERENCE:** Eligibility Supervisor Dawn John.

**GUESTS:** None.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors' Meeting was called to order by Chair Sharon Konopa at 2:04 pm at the Cascades West Center in Albany.

**1. Welcome and Introductions**

Introductions were made.

**2. Public Comment**

No public comment.

**3. Election of New OCWCOG Executive Committee**

The election of OCWCOG's new Executive Committee was held. The 2019 – 2020 Executive Committee Members are:

- Chair, Mayor Biff Traber (Benton County)
- Vice Chair, Mayor Dann Cutter (Lincoln County)
- Treasurer, Mayor Sharon Konopa (Linn County)
- At-Large Representatives: Commissioner Claire Hall (Lincoln County); Mayor Jim Lepin (Linn County) and a TBD Representative from Benton County.

There were not enough Board Members present from Benton County to caucus and select an At-Large Representative for the Executive Committee. This will be done via email.

Mayor Traber accepted the nomination with the understanding that he would need to leave the meetings at 3:30 on months that he had Council meetings, unless the Board meetings could be moved up a half hour. The consensus of the Executive Committee was to finish meetings on those days early.

Mayor Jim Lepin motioned for the Executive Committee, as detailed in the minutes, to be elected. Mayor Don Ware seconded. Motion pass unanimously.

Executive Director Fred Abousleman presented outgoing Chair Konopa with a bouquet of flowers in appreciation of her service as Chair.

Mayor Biff Traber called the OCWCOG Board of Directors' Meeting to order as the newly elected Chair at 2:21 p.m.

**4. Appointment of Budget Committee**

The Budget Committee members are the Finance Committee members.

Councilor Diane Gerson motioned to appoint the Budget Committee. Mayor Cutter seconded. Motion passed unanimously.

**5. 2019-2020 Work Program and Budget Calendar**

Mayor Traber asked if anyone had questions on the *2019-2020 Work Program & Budget Calendar*. There were no questions.

Mayor Konopa made the motion to accept the *2019-2020 Work Program & Budget Calendar*. Mayor Ware seconded the motion. Motion passed unanimously.

**6. Consent Calendar**

Mayor Lepin noted on page 11, under "Biosolids Disposal," the second bullet needs to reflect that the \$700,000 cost is the annual cost for sludge disposal for the Albany / Millersburg waste water treatment plant and not just Millersburg.

Mayor Ware made the motion to accept the December 6, 2018 meeting minutes, as amended, and the Financial Update. Mayor Lepin seconded. Motion passed unanimously.

**7. Creation of Special Subcommittee on the Future of OCWCOG Buildings and Facilities**

Executive Director Abousleman explained that OCWCOG has three buildings and 11 meal site locations. The Albany building needs work and some of the meal site locations need improvements. The Albany building was built in 1970. The Toledo site has lots of life left. Executive Director Abousleman went on to note that he is not sure what the organization needs, if the Albany building (specifically) is fit for an upgrade or if it is time to look at a new building. The staff is outgrowing the Albany building, for instance, the *RideLine* Call Center needs a bigger area.

Mayor Lepin said he thought staff and the Board had this conversation a couple years ago and about the outcome of that conversation. Executive Director Abousleman replied that it was shelved because they didn't know enough of what they wanted, needed, or envisioned.

Executive Director Abousleman continued that if there were Members that had an interest in working with OCWCOG staff, for instance combining bids or working with the same contractors, OCWCOG is very open to the conversation. The organization needs a new roof and is going out for bids for contractors. Does anyone else need a new roof that we could go out for bids together? Executive Director Abousleman noted that a roof is just one of the renovations that is coming.

Chair Traber commented that Corvallis may be looking at new quarters for the Justice Department and that City Hall is looking to expand. There may be opportunity there.

Chair Traber noted that a last month's Board meeting, Councilor Cutter, Commissioner Hall, and Mayor Konopa were named to this Subcommittee. He asked if anyone else was interested in joining the Subcommittee. Councilor Wayne Rieskamp and Mayor Rod Cross volunteered to be added to the Subcommittee.

Mayor Konopa agreed to Chairing the Subcommittee.

Chair Traber motioned for the appointment of Councilor Rieskamp and Mayor Cross to the Special Subcommittee on the Future of OCWCOG Buildings and Facilities, including Mayor Konopa's Chairmanship. Commissioner Hall seconded. Motion passed unanimously.

#### **8. Selection of Association Bylaws Subcommittee**

Chair Traber noted that the OCWCOG Bylaws need updating. Executive Director Abousleman said that the Bylaws were last examined in 2010, and that there are some streamlining or changes to some processes that may be useful to the Board.

Chair Traber noted that the following Board members were named to the Subcommittee last month: Mayor Cutter, Commissioner Hall, and Mayor Konopa. He asked for additional volunteers. Councilor Gerson and Mayor Lepin volunteered.

Mayor Konopa motioned for the appointment of Councilor Gerson and Mayor Lepin to the Association Bylaws Subcommittee. Commissioner Will Tucker seconded. Motion passed unanimously.

#### **9. 2019 Member Dues**

Executive Director Abousleman presented the 2019 OCWCOG membership dues. He stated that the Federal Government shutdown was not affecting OCWCOG yet. OCWCOG's membership dues account for 1% of its budget, and uses membership dues to match by Federal and State dollars.

Executive Director Abousleman noted that membership dues are based on Portland CPI-U. He noted that the Region is growing, but that none of the money collected from dues goes into OCWCOG's general operating budget.

Mayor Lepin commented that he thought his population was larger than noted on the spreadsheet, and was amicable to higher dues. Executive Director Abousleman stated that the population is based on 2017 population, but would be happy to talk with the Mayor after the meeting to research further.

Mayor Ware motioned to accept the 2019 Member Dues as presented. Councilor Gerson seconded. Motion passed unanimously.

Executive Director Abousleman reminded the Board about the Special Projects Fund. He noted that any member may present any project idea before the Board for the common good of the Region. OCWCOG is working on a housing assessment project that the Board approved use of the funds (\$25,000 in \$5,000 increments). After each increment has been spent, OCWCOG will present a report of findings to receive the next increment.

Mayor Konopa stated that there had been another submission for the Special Projects Fund, but that did not pan out.

Executive Director Abousleman explained the *Board Orientation Books* that were handed out; these are specifically for the new Board Members, who might not be familiar with OCWCOG and include the following:

- Board Directory;
- Power and Duties of the OCWCOG Board of Directors;
- OCWCOG Bylaws;
- OCWCOG Articles of Agreement;
- ORS Chapter 190;
- OCWCOG Relationships and Affiliations;
- OCWCOG Acronym List;
- OCWCOG Board of Directors' Meeting Schedule;
- *OCWCOG Legislative Issue Areas*;
- *directionCOG*; and
- *2018-2019 Work Program and Budget*.

Executive Director Abousleman commented that OCWCOG was formed in 1975, has 160 staff members, and runs more than 175 programs across its three Departments – Senior and Disability Services; Community and Economic Development; and Community Services Program. He encouraged the new Board members to ask questions of staff and himself, and during the meeting and outside, to get to know their organization.

## **10. OCWCOG Program Updates**

Community and Economic Development –

- Community and Economic Development (CED) Director Phil Warnock introduced two new members of the planning team – Dana Nichols and Stephanie Nappa. He's excited about the capacity and additional work these team members will add to CED's portfolio, including additional transportation work and Coastal city planning processes.
- CED received an *Inclusive Transportation Planning* grant. Director Warnock stated that from this grant, the team was able to develop a *Levels of Inclusion* graphic, which allowed the team to determine what type of participation planners could expect from members of the community.
- CED's GIS staff is available to assist and serve communities to modernize or expand their information system in the GIS environment.

Community Services Program –

- Community Services Program (CSP) Director Jennifer Moore noted that there was one staff member out on medical leave in Veterans Services, but the rest of the team was able to maintain the consistent level of service. For instance, over the last six quarters, the Benton County Veterans Services Office has had \$3 million in recovery, which means \$44 million back to Veterans over the last four years. CSP has hired a new Veterans Service Officer, Wendy Morris, who will start in February.
- CSP Director Moore stated that Clayton Homes has donated to *Meals on Wheels* every year for the past five years. This year, Clayton Homes has made their largest donation yet - \$1,000. They have pledged to double this amount next year.



Councilor Judy Casper asked how the Federal Government shutdown has affected OCWCOG programs. CSP Director Moore said not much. Sixty percent of OCWCOG programs are paid for via third party payers, and four out of six of OCWCOG staff are volunteers, so for now, the shutdown hasn't affected OCWCOG's programs.

Senior and Disability Services –

- Senior and Disability Services (SDS) Director Randi Moore agreed with CSP Director Moore, that Medicaid is stabilized with no interruptions because of the Federal Government shutdown, as funding for Medicaid comes out of a different pot of money. *Long-Term Support Services* are fine too, as they are not affected by the Federal Government shutdown either.
- The *Supplemental Nutrition Assistance Program (SNAP)*, however, is affected. *SNAP* funds for February are being deployed early (January 21st). Applications submitted after January 15th will more than likely not be processed until after the shutdown is over. *SNAP* funds for March are in question, if the shutdown is not over.

Commissioner Tucker commented on how bad the February crunch is not just for those receiving *SNAP* benefits, but also those who receive housing vouchers. He detailed what was being done in Linn County for those who receive housing vouchers. He noted that Linn County is reaching out to others next week about how to meet the needs of these constituents.

Executive Director Abousleman noted that OCWCOG's *Aging and Disability Resource Connection (ADRC)* is a good resource for those across the Region (and State). The *ADRC* Call Center has a wealth of information and often refers calls to other programs (within or outside of OCWCOG) that should be able to help.

Executive Director Abousleman stated that as information comes in on the shutdown, he is sending updates. These will continue until the Federal Government shutdown is over.

Mayor Konopa congratulated SDS Director Moore on her appointment to the State's Home Care Commission.

## **11. Topics of Regional Interest**

Chair Traber asked if anyone had any Topics of Regional Interest that they would like to discuss.

Coast Guard –

- Commissioner Stewart Lamerdin announced that the U.S. Coast Guard has been paid, despite the Federal Government shutdown. Coast Guard families have also been using Newport's Food Bank, though the Food Bank had to be careful of what and how much they pass out in fundraising, to not step on Coast Guard regulations.
- Commissioner Lamerdin noted that the Coast Guard is carrying out their normal operations, as costs for operations is out of a different budget that is not affected by the Federal Government shutdown. Gas and operational support (including salaries) are affected by this shutdown.
- Commissioner Lamerdin also commented that utility companies have said that they will not be shutting anyone's electricity off during the shutdown.

#### Biosolid Waste in the Region –

- Mayor Lepin stated that this topic has come full circle. OCWCOG and the Region need data to show the need for a Regional solution to biosolid waste. Mayor Lepin knows that CED Director Warnock tried gathering the data needed, but didn't have enough support from the communities.
- Mayor Lepin asked if Board members took the information back to their Councils and discussed this issue.
- Mayor Konopa commented that in Albany, the solution that they were looking at would only cover the needs for Albany and Millersburg. However, the City of Albany would be interested in joining a Regional solution. She noted that as a Region, a solution is needed.
- Councilor Casper asked if there were any Solid Waste Advisory Committees or Commissions within the communities of the Region. Commissioner Tucker answered Linn County does, but not for biosolids.

#### House Bill 2284 –

- Commissioner Lamerdin asked if anyone was familiar with House Bill 2284, which in part, would remove local authority of a government appointed commission. The Commissioner noted that the Port of Newport is strongly opposing it.
- Executive Director Abousleman stated that OCWCOG would help support the Port of Newport in any way needed, including letters to Legislature, pulling information together, or attending hearings.

#### Single Family Zoning Bill –

- Mayor Konopa commented on another bill that is of concern to her and Albany – the State's ban on single family zoning. The Regional Mayors are taking a stand in that the State should not be telling the Mayors' about local zoning laws.
- Commissioner Tucker noted that Rural Regions should not be included; he supported accessory dwelling units (ADU) inside of an urban district.
- The Board had a tremendous discussion around this bill, and the consensus was opposition to the Governor's Single Family Zoning Bill.
- Executive Director Abousleman asked the group what they wanted to address with the bill, as OCWCOG is happy to approach the Oregon Legislature to support their needs.

#### **12. Other Business**

None.

#### **13. Adjournment**

The meeting adjourned at 3:30 pm.

*Minutes recorded by Janet Hughes.*



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**M E M O R A N D U M**

**DATE:** March 21, 2019  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE: OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending January 31, 2019, with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY2019 Budget</b>	<b>January YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	296,303.00	296,302.69	100.00%	99.29%
Contracts	2,337,560.00	924,014.58	39.53%	48.30%
Grants	265,169.00	90,028.50	33.95%	39.20%
Donations	282,000.00	102,638.01	36.40%	70.20%
State Revenue	1,865,511.00	563,143.19	30.19%	34.88%
Federal Revenue	13,128,129.00	6,104,341.33	46.50%	52.20%
Coordinated Care	7,379,243.00	3,442,301.25	46.65%	42.45%
<b>Total Income (all line items)</b>	<b>39,844,382.46</b>	<b>13,729,579.96</b>	<b>34.46%</b>	<b>37.01%</b>
<b>Total Payroll Expense</b>	<b>14,397,620.00</b>	<b>7,595,147.62</b>	<b>52.75%</b>	<b>51.60%</b>
Contract Expense	8,958,393.00	5,565,078.30	62.12%	56.10%
Indirect Expense	2,162,294.00	1,261,338.18	58.33%	58.33%
Maintenance & Repair	128,650.00	55,844.45	43.41%	30.27%
Supplies	132,180.00	78,528.50	59.41%	53.36%
Telephone	152,108.00	92,006.83	60.49%	40.76%
Travel / Training	364,686.00	165,430.81	45.36%	54.97%
<b>Total Expense (all line items)</b>	<b>39,844,382.46</b>	<b>16,226,752.97</b>	<b>40.73%</b>	<b>41.71%</b>
<b>Net Gain / (Loss)</b>		<b>(2,497,173.01)</b>		

## **Fiscal Year (FY) FY2018-2019 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2018-2019 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. Contract revenue is low. Vacant positions and mid-year project start dates have directly reflected reimbursement-based contracts. The supplemental budget increased this by over \$300k, funding to be received over next three years.
- c. The supplemental budget was approved in July 2018 and is reflected in this report. Total Revenue and Total Expenses have been updated and will no longer match the Adopted Budget document FY2018-2019.
- d. Grant revenue is low. It is grant writing season and Staff are working on several requests.
- e. Donations revenue is low. The year-end direct solicitation mailing for *Meals on Wheels* will post in February 2019.
- f. State revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. *OPI* Contact revenue is down due to .875 FTE Case Management vacancy. We have not grown the case load due to these vacancies. These positions have been filled.
- 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. *OAA* Contact revenue is down due to .875 FTE Case Management vacancy. We have not grown the case load due to these vacancies. These positions have been filled.

## **FY2018-2019 Financial Narrative (Personnel and Material & Supplies)**

- a. Personnel Expense is down slightly. 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. As of January 31, 2019, there were nine vacant positions that are being actively recruited.
- b. Contract expense is on budget.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of Staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expenses are low. Budgeted projects are being scheduled.
- e. The organization continues to monitor the implementation of the centralized purchasing program. Supply costs are on budget.
- f. Telephone and Travel are on budget. Training is a little low and will pick up as vacancies are filled and Staff seek additional training opportunities.

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

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended January 31, 2019

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 58.33%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 1,746.00	\$ -	0.00%	Beginning Balances will be populated after Annual Audit is complete.
000725	Beg Bal-Restrict for Contracts	\$ 1,719,599.00	\$ -	0.00%	
000735	Beg Bal-Restricted Reconcile	\$ 1,532,985.00	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 2,541,186.46	\$ -	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ -	0.00%	
000750	Beg Bal-Unrestricted	\$ 2,583,432.00	\$ -	0.00%	
000801	Dues	\$ 296,303.00	\$ 296,302.69	100.00%	
000802	Fees For Service	\$ 84,000.00	\$ 52,657.71	62.69%	
000803	Internal Transfer	\$ 2,153,610.00	\$ 1,263,185.61	58.65%	
000804	Miscellaneous Revenue	\$ 3,500.00	\$ 15,810.77	451.74%	
000805	Contract Revenue	\$ 2,337,560.00	\$ 924,014.58	39.53%	This budget line was increased by over \$300,000 based on the approved supplemental budget and will be used over the next three years.
000806	Grant Revenue	\$ 265,169.00	\$ 90,028.50	33.95%	It is grant writing season, staff are working on several requests.
000807	Donations	\$ 282,000.00	\$ 102,638.01	36.40%	
000808	Interest Revenue	\$ 232,211.00	\$ 194,802.98	83.89%	
000809	Transfers In	\$ 103,671.00	\$ 30,416.62	29.34%	The majority of transfers are done at year-end.
000812	Sponsorship	\$ 25,000.00	\$ 13,166.00	52.66%	
000819	Special Event Revenue	\$ -	\$ 22,221.10	0.00%	This account was created for special event expense.
000820	Program Meals Revenue	\$ 153,804.00	\$ 97,909.86	63.66%	
000822	Loan Packaging Fees	\$ 15,000.00	\$ 2,400.00	16.00%	Limited loans so far this year.
000823	Program Income	\$ 657,153.00	\$ 388,381.74	59.10%	
000824	Match	\$ 114,465.00	\$ 51,355.70	44.87%	Approved supplemental budget for <i>RSVP</i> matching funds, will be used for new award for <i>Senior Companion Program</i> next fiscal year.
000826	Borrowers Fees	\$ 1,500.00	\$ 1,016.27	67.75%	
000828	Service Fees	\$ 5,550.00	\$ 4,006.22	72.18%	
000829	Program Administration	\$ 132,055.00	\$ 69,479.83	52.61%	
000840	Veterans	\$ 105,166.00	\$ 26,619.12	25.31%	2nd quarter has been billed and will reflect in next report.
000841	Oregon Project Independence	\$ 1,120,978.00	\$ 393,393.26	35.09%	<i>OPI</i> is a reimbursement based program; positions have been filled and will reflect higher revenue next report.
000843	ODOT	\$ 639,367.00	\$ 143,130.81	22.39%	AAMPO & CAMPO had some staffing vacancies, revenue is reimbursement based.
000846	Coordinated Care	\$ 7,379,243.00	\$ 3,442,301.25	46.65%	
000860	Economic Development Admin	\$ 75,000.00	\$ 37,500.00	50.00%	
000862	Older Americans Act	\$ 1,150,854.00	\$ 551,999.00	47.96%	This is reimbursement based; vacant positions have been filled and should reflect higher revenue with next report.
000863	Title XIX	\$ 10,645,542.00	\$ 5,201,387.55	48.86%	
000864	Federal Senior Meals	\$ 388,072.00	\$ 190,132.20	48.99%	
000865	USDA	\$ 111,280.00	\$ 55,868.00	50.20%	

000867	Federal Match	\$	497,381.00	\$	60,137.58	12.09%	Program Match - Veterans match billed quarterly, Title XIX billed at year end.
000868	Environmental Protection Agenc	\$	200,000.00	\$	-	0.00%	
000869	Siletz Revenue	\$	5,000.00	\$	7,317.00	146.34%	Additional Tribal meals being served, budget adjustment may be needed.
000870	Federal Contracts	\$	55,000.00	\$	-	0.00%	
	<b>REVENUE</b>	<b>\$</b>	<b>39,844,382.46</b>	<b>\$</b>	<b>13,729,579.96</b>	<b>34.46%</b>	
000410	Leave Benefits	\$	492,088.00	\$	287,984.32	58.52%	
000420	Fringe Benefits	\$	804,599.00	\$	442,423.92	54.99%	
000421	Insurance Benefits	\$	2,724,808.00	\$	1,352,880.97	49.65%	
000425	PERS Benefits	\$	1,746,252.00	\$	910,434.81	52.14%	
000430	PERS Reserve	\$	92,039.00	\$	43,141.15	46.87%	
0001ED	Executive Director	\$	135,316.00	\$	82,367.61	60.87%	
0004DD	Deputy Director	\$	91,123.00	\$	60,530.57	66.43%	
0004PD	Program Director	\$	294,835.00	\$	172,633.78	58.55%	
0004SD	Services Director	\$	71,753.00	\$	45,098.61	62.85%	
0010PM	Program Manager	\$	66,278.00	\$	53,087.47	80.10%	Retired staff returned, working limited hours until program vacancies are filled.
0013PS	RSVP Supervisor	\$	610,808.00	\$	336,344.05	55.07%	
0016LO	Loan Officer	\$	71,603.00	\$	36,866.90	51.49%	
0019CA	Clerical Assistant	\$	32,342.00	\$	-	0.00%	Vacant position - being recruited now.
0019PM	Personnel Manager	\$	90,194.00	\$	36,087.07	40.01%	
0019TM	Technology Services Manager	\$	82,845.00	\$	49,193.53	59.38%	
0046CM	Case Manager	\$	1,915,810.00	\$	1,023,992.71	53.45%	
0053CC	Contracts Coordinator	\$	83,266.00	\$	36,077.68	43.33%	
0055CS	Clerical Supervisor	\$	51,347.00	\$	31,507.85	61.36%	
0058AP	Assistant Planner	\$	-	\$	19,329.66	0.00%	
0060AS	Accounting Specialist	\$	52,303.00	\$	28,360.13	54.22%	
0064ES	Eligibility Specialist	\$	1,024,702.00	\$	569,524.49	55.58%	
0064MM	Money Management Coord	\$	-	\$	11,497.36	0.00%	
0067EA	Executive Assistant	\$	50,028.00	\$	30,030.71	60.03%	
0070AC	Accounting Clerk II	\$	38,510.00	\$	24,606.25	63.90%	
0076AA	Administrative Assistant	\$	406,804.00	\$	182,604.78	44.89%	
0085CS	Clerical Specialist	\$	285,716.00	\$	110,173.80	38.56%	
0085WS	Workstation Support Specialist	\$	51,141.00	\$	29,875.19	58.42%	
013CDP	CED Planner II	\$	193,302.00	\$	24,913.42	12.89%	Position has vacated and hired at planner classification.
013MDR	MPO Director	\$	-	\$	2,427.42	0.00%	
013TSM	Transportation Manager	\$	79,207.00	\$	-	0.00%	Vacant position - being recruited now.
025NSS	Network Support Specialist	\$	77,178.00	\$	44,883.06	58.16%	
031CDP	CED Planner	\$	185,896.00	\$	101,367.12	54.53%	
034APS	Adult Protective Services Spec	\$	402,982.00	\$	234,929.77	58.30%	
037DTC	Diversion & Transition Coord	\$	189,222.00	\$	106,941.03	56.52%	
037LCM	Lead Case Manager	\$	271,626.00	\$	130,474.28	48.03%	
045ISS	Information Support Specialist	\$	64,774.00	\$	37,882.04	58.48%	

052ALO	Assistant Loan Officer	\$	28,015.00	\$	-	0.00%	Vacant position.
055SMS	Senior Meals Supervisor	\$	58,228.00	\$	28,661.43	49.22%	
055VSO	Veterans Service Officer	\$	49,510.00	\$	-	0.00%	Position recently filled.
060FMC	Facility Maint. Coordinator	\$	42,713.00	\$	28,120.57	65.84%	
061LES	Lead Eligibility Specialist	\$	31,987.00	\$	26,426.60	82.62%	STEPS coordinator hired at higher level than budgeted.
064ADR	ADRC Specialist	\$	226,610.00	\$	128,016.86	56.49%	
064ALW	License & Monitoring Spec	\$	73,480.00	\$	56,658.71	77.11%	
067CEA	Confidential Executive Assist	\$	91,940.00	\$	62,122.71	67.57%	
075LTB	Lead Trans Brokerage Spec.	\$	44,589.00	\$	24,862.53	55.76%	
075TBS	Transportation Brokerage Spec.	\$	415,042.00	\$	205,731.14	49.57%	
076CAA	Conf. Administrative Assistant	\$	-	\$	-	0.00%	
076IHA	In Home Assistant	\$	153,297.00	\$	99,631.73	64.99%	
082SMC	Senior Meals Coordinator	\$	44,389.00	\$	50,419.64	113.59%	Employee working out of class to cover critical work.
090RSM	Relief Site Manager	\$	18,917.00	\$	12,797.94	67.65%	
099EXH	Extra Hire	\$	93,426.00	\$	69,412.00	74.30%	
88MSM3	Meal Site Manager 3	\$	194,780.00	\$	111,812.25	57.40%	
	<b>PERSONNEL</b>	<b>\$</b>	<b>14,397,620.00</b>	<b>\$</b>	<b>7,595,147.62</b>	<b>52.75%</b>	
							<a href="#">Expenses year-to-date over budget</a>
000504	Advertising	\$	19,850.00	\$	5,961.19	30.03%	
000506	Auto Expense	\$	12,500.00	\$	6,371.72	50.97%	
000510	Bank Charges	\$	17,700.00	\$	7,012.13	39.62%	
000513	Board/Comm/Meeting Expense	\$	41,050.00	\$	12,513.08	30.48%	
000516	Computer Maintenance	\$	132,970.00	\$	133,944.72	<b>100.73%</b>	Financial software one-time payment paid at beginning of FY2018-2019 and contracted equipment for member cities billed out by Tech.
000521	Contract Administration	\$	2,500.00	\$	1,042.00	41.68%	
000522	Contract Expense	\$	8,958,393.00	\$	5,565,078.30	62.12%	
000523	Admin Contract Expense	\$	500,000.00	\$	227,133.32	45.43%	
000525	Copying	\$	79,170.00	\$	38,195.79	48.25%	
000531	Dues and Memberships	\$	46,975.00	\$	29,122.22	62.00%	Some annual dues and memberships are paid at the beginning of the Fiscal Year.
000532	Equipment Expense	\$	3,800.00	\$	-	0.00%	
000533	Finance Indirect	\$	508,384.00	\$	296,557.36	58.33%	
000534	Indirect Expense	\$	1,007,183.00	\$	587,523.40	58.33%	
000535	Furniture & Fixtures	\$	17,400.00	\$	8,545.38	49.11%	
000537	Insurance	\$	64,977.00	\$	58,603.97	<b>90.19%</b>	One-time payment at the beginning of the Fiscal Year.
000540	Interest Expense	\$	17,620.00	\$	8,731.69	49.56%	USDA RDF loan payments.
000541	Loan Legal Expense	\$	2,000.00	\$	-	0.00%	
000542	Legal Services	\$	16,650.00	\$	10,242.00	61.51%	
000543	Licenses and Fees	\$	72,925.00	\$	55,013.64	<b>75.44%</b>	Annual service agreements and technology software agreements paid at beginning of year.
000546	Loan Fees	\$	1,000.00	\$	1,856.62	<b>185.66%</b>	Refunded excess loan payoff to borrower.
000549	Maintenance and Repair	\$	128,650.00	\$	55,844.45	43.41%	

000550	Marketing Expense	\$	5,750.00	\$	531.91	9.25%	
000551	Taxes	\$	3,500.00	\$	-	0.00%	
000553	Loan Admin Exp	\$	132,055.00	\$	69,479.83	52.61%	
000555	Postage	\$	63,100.00	\$	33,799.24	53.56%	
000558	Printing	\$	12,955.00	\$	6,122.15	47.26%	
000561	Rent	\$	656,745.00	\$	388,141.73	59.10%	
000564	Resource Reserve	\$	351,081.00	\$	30,068.79	8.56%	Match for all programs; not used until end of Fiscal Year.
000567	Supplies	\$	132,180.00	\$	78,528.50	59.41%	
000568	Stipend	\$	145,584.00	\$	57,382.61	39.42%	
000570	Technology Indirect	\$	646,727.00	\$	377,257.42	58.33%	
000573	Telephone	\$	152,108.00	\$	92,006.83	60.49%	
000575	Special Event Expense	\$	-	\$	13,157.33	0.00%	Special event expenditure ( <i>CelebrateLBL</i> and <i>Tapas and Treasures</i> ).
000576	Training	\$	118,086.00	\$	45,217.00	38.29%	
000577	Volunteer Recognition	\$	27,750.00	\$	10,463.17	37.71%	
000578	Meal Delivery Travel	\$	98,750.00	\$	36,080.06	36.54%	
000579	Travel	\$	147,850.00	\$	84,133.75	56.90%	
000580	Transfers Out	\$	70,000.00	\$	10,000.00	14.29%	
000582	Utilities	\$	70,000.00	\$	38,555.26	55.08%	
000583	Operating Contingency	\$	4,265,591.46	\$	-	0.00%	
000584	Janitorial	\$	53,692.00	\$	42,647.83	79.43%	New janitorial staff hired at price higher than budgeted amount.
000585	Unappropriated EFB for future	\$	5,479,491.00	\$	-	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>24,284,692.46</b>	<b>\$</b>	<b>8,522,866.39</b>	<b>35.10%</b>	
000595	Capital Purchase	\$	7,000.00	\$	35,092.29	501.32%	Replace two Heat Pumps, 50% down payment.
000596	Leasehold Improvement	\$	1,091,737.00	\$	20,000.00	1.83%	
	<b>CAPITAL OUTLAY</b>	<b>\$</b>	<b>1,098,737.00</b>	<b>\$</b>	<b>55,092.29</b>	<b>5.01%</b>	
000598	Principal Payment	\$	43,333.00	\$	43,333.33	100.00%	
000599	Interest Expense	\$	20,000.00	\$	10,313.34	51.57%	
	<b>DEBT SERVICES</b>		<b>63333</b>		<b>53646.67</b>	<b>84.71%</b>	
	<b>EXPENSES</b>	<b>\$</b>	<b>39,844,382.46</b>	<b>\$</b>	<b>16,226,752.97</b>	<b>40.73%</b>	
	<b>NET GAIN/(LOSS)</b>	<b>\$</b>	<b>(39,039,783.46)</b>	<b>\$</b>	<b>(2,497,173.01)</b>		





## Senior and Disability Services

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### MEMORANDUM

**DATE:** March 21, 2019

**TO:** OCWCOG Board of Directors

**FROM:** Randi Moore, Senior and Disability Services (CED) Director

**RE:** **Appointment of Disability Services Advisory Council (DSAC) Vice Chair to DSAC Chair**

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DSAC Chair Carolyn Fry resigned from DSAC on January 2, 2019, due to moving out of the Tri-County area. Per DSAC Bylaws Article IV, paragraph two, which states “[i]n case of vacancy in the office of Chair, the Vice Chair will be recommended to the OCWCOG Board for appointment as Chair.”

Jan Molnar-Fitzgerald currently holds the office of DSAC Vice Chair, and has held the office of DSAC Chair from July 2017 – June 2018.

**ACTION:** **Motion to recommend the appointment of DSAC Vice Chair Molnar-Fitzgerald to DSAC Chair.**



# Cascades West Area Commission on Transportation

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## MEMORANDUM

**DATE:** March 21, 2019  
**TO:** Board of Directors, Oregon Cascades West Council of Governments  
**FROM:** Phil Warnock, Community and Economic Development (CED) Director  
**RE:** **Cascades West Area Commission on Transportation  
Full Commission Membership Appointments**

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The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to communicate and collaborate on local, Regional, and State transportation issues in the Linn, Benton, and Lincoln County Region. CWACT is chartered by the Oregon Transportation Commission (OTC) as an advisory body to provide input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT), regarding transportation plans and policies.

The CWACT is a standing Committee of the Oregon Cascades West Council of Governments (OCWCOG). Article II H of the CWACT Bylaws states that the OCWCOG Board of Directors will formally appoint the Members and Alternates of the CWACT.

Attached is a list of individuals who were nominated by their jurisdictions to serve on the CWACT as Primary Representatives and Alternates. The Nominees will serve a two-year term that ends on either December 31, 2019 or December 31, 2020.

**Staff Recommendation:** *Staff recommends the appointment of all Nominees to serve on the CWACT.*

**Additional Information:** According to Article II A-B of the CWACT Bylaws, each of the following entities is invited annually to nominate one Representative and one Alternate as voting Members of the CWACT. Representatives must be elected officials. Alternates need not be elected officials.

1. All incorporated Cities in the Cascades West Region
2. Linn, Benton, and Lincoln Counties
3. All Port Districts in the Cascades West Region
4. All recognized Tribes in the Cascades West Region

Also, according to Article II D-E, the Board of Commissioners from each County nominates two Private Parties representing business and other transportation interests to be voting members of the CWACT (Private Sector Members).

The CWACT typically meets from 5:00 to 7:00 pm the last Thursday of every other month at the Cascades West Center, 1400 Queen Avenue SE, Albany OR 97322. Agendas, Bylaws, meeting minutes, and other information is available at [www.OCWCOG.org/Transportation/CWACT](http://www.OCWCOG.org/Transportation/CWACT).

*Attachment: 2019-2020 Membership*

## 2019-2020 CWACT Membership

\* = CWACT Executive Committee Members

Last Name	First Name	Representing	Category	Term Expires
Nichols	Dana	Albany Area MPO	Ex-Officio	Permanent
<b>*Jaramillo</b>	<b>Annabelle (Chair)</b>	<b>Benton County</b>	<b>Primary</b>	<b>12/31/2019</b>
Stockhoff	Gary	Benton County	Alternate	12/31/2019
TBD		City of Adair Village	Primary	12/31/2020
Hare	Pat	City of Adair Village	Alternate	12/31/2020
Olsen	Dick	City of Albany	Primary	12/31/2019
Irish	Ron	City of Albany	Alternate	12/31/2019
Gerber	Carla	City of Brownsville	Primary	12/31/2019
Napack	Jan	City of Corvallis	Primary	12/31/2019
Steckel	Mary	City of Corvallis	Alternate	12/31/2019
Gambino	Robert	City of Depoe Bay	Primary	12/31/2020
Leff	Barbara	City of Depoe Bay	Alternate	12/31/2020
Chamberlain	Greg	City of Halsey	Primary	12/31/2020
Gillson	Jerry	City of Halsey	Alternate	12/31/2020
Keaton	Adam	City of Harrisburg	Primary	12/31/2019
Latta	Brian	City of Harrisburg	Alternate	12/31/2019
Rieskamp	Wayne	City of Lebanon	Primary	12/31/2020
Whitlatch	Ron	City of Lebanon	Alternate	12/31/2020
Anderson	Dick	City of Lincoln City	Primary	12/31/2020
Mark	Rick	City of Lincoln City	Alternate	12/31/2020
Miller	Don	City of Millersburg	Primary	12/31/2019
Cowan	Scott	City of Millersburg	Alternate	12/31/2019
Korousch	Lonnie	City of Monroe	Primary	12/31/2019
Hohnbaum	Rick	City of Monroe	Alternate	12/31/2019
Sawyer	Dean	City of Newport	Primary	12/31/2019
Goebel	Dietmar	City of Newport	Alternate	12/31/2019
Nieman	Eric	City of Philomath	Primary	12/31/2020
Meyer	Tom	City of Scio	Primary	
Eshleman	Dave	City of Siletz	Alternate	12/31/2019
Trask	Dave	City of Sweet Home	Primary	12/31/2020
Mahler	Greg	City of Sweet Home	Alternate	12/31/2020
Trulove	Loel	City of Tangent	Primary	12/31/2020
Jones	Greg	City of Tangent	Alternate	12/31/2020
Smith	Joshua	City of Toledo	Primary	12/31/2019
Dalbey	William	City of Toledo	Alternate	12/31/2019
Woodruff	Susan	City of Waldport	Primary	12/31/2020
Dennis	Harry	City of Waldport	Alternate	12/31/2020
Scott	Dennis	City of Waterloo	Primary	12/31/2020
Cripe	Jim	City of Waterloo	Alternate	12/31/2020
Tooke	Jim	City of Yachats	Primary	12/31/2020
Moore	John	City of Yachats	Alternate	12/31/2020
Kentta	Robert	Conf. Tribes of Siletz Indians	Primary	12/31/2019
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2019
Meltzer	Nick	Corvallis Area MPO	Ex-Officio	Permanent
<b>*Hunt</b>	<b>Doug (Vice-Chair)</b>	<b>Lincoln County</b>	<b>Primary</b>	<b>12/31/2020</b>

## 2019-2020 CWACT Membership

\* = CWACT Executive Committee Members

Jacobson	Kaety	Lincoln County	Alternate	12/31/2020
<b>*Bain</b>	<b>Bill</b>	<b>Lincoln County – Private Sector</b>	<b>Primary</b>	<b>12/31/2019</b>
<b>*Nyquist</b>	<b>Roger</b>	<b>Linn County</b>	<b>Primary</b>	<b>12/31/2019</b>
Lindsey	John	Linn County	Alternate	12/31/2019
Steele	Janet	Linn County – Private Sector	Primary	12/31/2019
<b>*Huestis</b>	<b>John</b>	<b>ODOT</b>	<b>Primary</b>	<b>Permanent</b>
Feldmann	James	ODOT	Alternate	Permanent
Skamser	Sara	Port of Newport	Primary	12/31/2020
Lackey	Jeff	Port of Newport	Alternate	12/31/2020
Dahl	Zack	Port of Toledo	Primary	12/31/2020
Shoemake	Bud	Port of Toledo	Alternate	12/31/2020



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## MEMORANDUM

**DATE:** March 21, 2019  
**TO:** OCWCOG Board  
**FROM:** Phil Warnock, Community and Economic Development (CED) Director  
**RE:** **CED Program Update**

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### **Albany Area Metropolitan Planning Organization (AAMPO)**

AAMPO has seen many changes over the past few months – new Staff came on board in January 2019; AAMPO prepared the *Federal Fiscal Year 2020 Unified Planning Work Program (UPWP)* and presented it to State and Federal partners on March 1st; is preparing for a joint Technical Advisory Committee (TAC) meeting with CAMPO; and is beginning preparation of the *FY2021-2024 Metropolitan Transportation Improvement Program / State Transportation Improvement Program (MTIP/STIP)*.

Staff recently completed the *Annual Accomplishments Report*, and has begun work with the Department of Land Conservation and Development and ODOT on a Scenario Planning project as part of the *Oregon Sustainable Transportation Initiative*.

Additionally, the AAMPO Technical Advisory Committee has been working towards developing and refining potential project scopes for use of previous year's newly available carryover funds. The Policy Board has continued to process amendments to the *Transportation Improvement Plan* and has provided letters of support for regional transit projects requesting funding through the Statewide Transportation Improvement Fund (STIF).

### **Cascades West Training Center**

In late January, CED launched the *Cascades West Training Center* website. Trainings have been provided for a number of years to brokerage service providers and is now being offered to public transportation providers and volunteers, in addition to Non-Emergent Medical Transportation (NEMT) providers. Trainings are scheduled monthly and cover Community Transportation Association of America's (CTAA) Passenger Assistance Safety and Sensitivity (PASS); the National Safety Council's Defensive Driving; and First Aid, CPR, and Blood Borne Pathogens. Additional trainings can be added to accommodate specific agency needs. Staff is already working with Albany Transit System to set up training for their employees. Public transportation providers may be eligible for reimbursement through the National Rural Transportation Assistance Program (RTAP) administered by the Oregon Department of Transportation (ODOT). For more information, visit [www.OCWCOG/Training](http://www.OCWCOG/Training).

### **Corvallis Area Metropolitan Planning Organization (CAMPO)**

CAMPO had a successful *Unified Planning Work Program (UPWP)* review on March 1st, with State and Federal partners, ODOT, Federal Highway Administration, and Federal Transit Administration. Recommended edits will be made to enhance the *Plan* and it will be brought back to the Policy Board for approval in April. With the completion of local transportation system plans (TSPs), CAMPO decided to embark on developing regional transportation performance measures. While this State requirement is expected to change, the Policy Board recognized the travel challenges facing the Region and the benefits of tracking progress towards reducing reliance on motor vehicles.

A draft of an electric bus study has been completed and is under review by both the Technical Advisory Committee and the Policy Board. In addition, CAMPO is developing a bicycle/pedestrian/vehicle count program, plans to host a bikeway design training, and develop a white paper on emerging technology. Staff is actively working with AAMPO on joint tasks and projects, and will be hosting the joint TAC meeting this spring.

### **Statewide Transportation Improvement Fund (STIF) Discretionary Grants**

The Community and Economic Development (CED) Department submitted two grants as part of the STIF, which is new dedicated money for transit expansion, included in Oregon House Bill 2017 passed in the Oregon legislative in 2017.

The first project involves a feasibility study and proof of concept for operating transit along the 99W Corridor from McMinnville to Junction City. This route would provide service to rural communities currently unserved, as well as connect the three largest metropolitan regions in Oregon (Portland, Salem, Eugene) with regular public transit. As a priority project in the *Benton County Transportation System Plan*, the CED Department is excited to work with our community partners on improving transportation in the Region.

The second project aims to provide a “Seamless Transit Experience,” for residents and visitors across our Lincoln, Benton, and Linn Region. This entails working with the six transit providers to provide real time bus information for all of their buses, development of a mobile ticketing application that can be used across all of the providers, and creating a centralized information portal. In addition, the project proposes to streamline paratransit eligibility, and driver and passenger training for the transit providers in the Region.

We expect to hear about both grants this August.



# Community Services Program

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## MEMORANDUM

**DATE:** March 21, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Jennifer Moore, Community Services Program (CSP) Director  
**RE:** **CSP Program Updates**

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### ***Meals on Wheels (MOW)***

In a previous update, we reported the service delivery trend has been shifting from 80% for home-delivered meals (HDM) and 20% through a dining room (DR) experience to approximately 83% HDM and 17% DR program-wide.

At the Corvallis meal site, located at the Corvallis Chintimini Senior & Community Center, the service split is approximately 91.2% HDM versus 8.8% DR delivery. Homebound clients are served through delivery routes that include Corvallis, Philomath, Adair Village, and outlying rural areas. In the most recent client satisfaction survey of Benton County clients:

- 98% report *MOW* helps them maintain their independence;
- 88% report *MOW* allowed them to remain in their own home;
- 96% report improved general health; and
- The majority of responders are ages 80 and older.

At the Newport meal site, located at the Newport 60+ Activity Center, that service split is approximately 70% HDM versus 30% DR delivery. Homebound clients are served through delivery routes that include Depoe Bay, Newport, Seal Rock, and South Beach, and outlying rural areas. In the most recent client satisfaction survey of clients served from Newport:

- 90% report *MOW* helps them maintain their independence;
- 82% report *MOW* allowed them to remain in their own home;
- 90% report improved general health; and
- The majority of responders are 70 – 89 years of age.

### ***Older Adult Behavioral Health Initiative (OABHI)***

The program recently completed its semi-annual site visit with the State, reviewing local survey data and work to improve client outcomes. Progress against identified goals includes: successful completion of a hosted professional conference in October 2018, and the addition of mental health intervention and complex case consultation in Lincoln County at the NESS Club, an adult day program. A series of Mental Health First Aid (MHFA) trainings are scheduled for OCWCOG staff and CSP volunteers through June 2019.

### ***Senior Corps Programs***

The Corporation for National and Community Service (CNCS) recently sponsored a national study, collecting data from 1,200 first-time *Foster Grandparent Program (FGP)* and *Senior Companion Program (SCP)* volunteers. Volunteers reported significantly higher self-rated health scores, compared to older adults in similar circumstances who do not volunteer. Social isolation is recognized as a critical public health crisis; we know that among older adults, a sense of social connectedness can provide important health benefits. Eighty-eight (88) percent of volunteers who first reported a lack of companionship reported a decrease in feelings of isolation. Additionally, 84% reported improved or stable health after serving as a volunteer in one of the Senior Corps Programs.

### ***Retired & Senior Volunteer Program (RSVP)***

*RSVP* program funding runs on a three-year cycle. OCWVOG's application for the next three-year period, beginning July 1, 2019, has been approved by the Corporation for National and Community Service (CNCS) for a grant award. Per CNCS, the funding amount will be awarded just prior to the start of the funding cycle.

### ***Senior Health Insurance Benefits Assistance (SHIBA)***

During the month of January 2019, *SHIBA* provided free Medicare options counseling to 196 local seniors, with counseling sessions held in all three Counties. Between January and June 2019, *SHIBA* volunteers will teach eight New-to-Medicare seminars at locations in all three Counties.





# Senior and Disability Services

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Area Agency on Aging

## MEMORANDUM

**DATE:** March 21, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Randi Moore, OCWCOG Senior and Disability Services (SDS) Director  
**RE:** **SDS Program Updates**

### **Capitol Hill Visits a Highlight of N4A's Aging Policy Briefing**

The National Association of Area Agencies on Aging (N4A) held its annual Aging Policy Briefing in Washington, DC in early March. It was exciting to spend two days meeting with the more than 150 advocates from around the nation. This year's session was especially relevant given the impending reauthorization of the Older Americans Act (OAA). Both the House and Senate are starting to queue up these conversations.

A reception held the first night of the event was especially relevant to Oregonians as Representative Suzanne Bonamici, who represents Oregon's First Congressional District received N4A's Advocacy in Aging award. This award recognizes advocacy and policy leaders who do important work and championship on behalf of older adults, caregivers, and the network. The Congresswoman has led an effort for several years to circulate a key letter and OAA funding request among her colleagues during the annual appropriations process. This has been instrumental to securing recent funding increases for OAA programs. She also serves an important role on the House Education and Workforce Committee, which has jurisdiction over OAA reauthorization efforts.

On the second day of the event, Oregon Advocates engaged our State delegation including visiting the offices of Representatives Kurt Schrader, Peter DeFazio, and Bonamici. Advocates asked for their engagement in the reauthorization process and their support of increasing OAA funding which allows so many of our community members to continue to age in their own homes independently and safely.

### **Oregon Secretary of State Releases *Follow-Up Report* on 2017 In-Home Program Audit**

In February, the Oregon Secretary of State's office issued a *Follow-Up Report* to an October 2017 audit of Oregon's *In-Home Care Program*. The *In-Home Care Program* utilizes Homecare Workers (HCWs), also known as Consumer Employed Providers (CEPs), to provide services and supports such as bathing, shopping, housekeeping, and medication management to seniors and people with disabilities in their own home.

At the time of the audit in 2017, OCWCOG shared the highlights of the findings, which identified the success or failure of the *In-Home Program* being dependent on the consumer, the case manager, and the HCW all being capable, competent, and supported in their role, but also recognized:

- Some consumers do not receive the support necessary to ensure required employer duties are being performed, which adds to case managers' and HCW responsibilities;
- Case managers are not consistently contacting consumers, or monitoring services consumers receive, due to excessive workloads;
- Agency requirements do not ensure that HCW are prepared to provide the care and assistance consumers need;
- Current data collection and utilization practices, makes it is difficult for the Oregon Office of Aging and People with Disabilities (APD) to determine if consumers are safe and receiving the care and services they need;
- Deficiencies in the program may put consumers' health and well-being at risk, and keep the program from operating as intended; and
- Action needed to be taken by APD to address gaps in program design and oversight in order to improve the safety and wellbeing of participants.

The *Follow-Up Report* regarding the *In-Home Care Program* finds that APD has made progress implementing four of the eleven recommendations that they agreed to, but significant work is needed to implement the remaining seven recommendations. State APD leaders will respond to the *Follow-Up Report* and address concerns about areas that they have not made progress.

According to the Secretary of State, the purpose of the *Follow-Up Report* is to assess the impact of the audit work; promote accountability and transparency within State government; and ensure audit recommendations are implemented and related risks mitigated to the greatest extent possible.

The Care Planning Committee, a joint Committee of Disability and Senior Services Advisory Council members, has been working on ways to support better oversight and quality of the program locally, including learning more about the orientation HCWs go through when they join the workforce; becoming more knowledgeable about program requirements of the *In-Home Care Program*; and providing input to the State HCW training curriculum, which was mandated by the Legislature through HB 1534.

A copy of the Secretary of State audit completed in 2017 can be found here:

<https://sos.oregon.gov/audits/documents/2017-23.pdf>

The *Follow-Up Report* can be found here:

<https://sos.oregon.gov/audits/documents/2019-05.pdf>

*Notes*



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