



## **Finance Committee Meeting Packet**

**December 5, 2019 at 1:00 pm**

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

**Next Finance Committee Meeting:  
January 16, 2020 at 1:00 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 [adminGA@ocwcog.org](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*

*This page is intentionally left blank.*



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE AGENDA  
December 5, 2019; 1:00 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.***

1. **Minutes of Previous Meetings** (*Treasurer Sharon Konopa*)  
(1:00 – 1:05 pm)

Review of the September 19, 2019 Finance Committee minutes (Page 5).

**ACTION: Motion to approve the minutes of the September 19, 2019 Finance Committee meeting.**

2. **Financial Reports** (*Finance Director Sue Forty*)  
(1:05 – 1:10 pm)

The Finance Director will review the Financial Reports and respond to questions (Page 6, Page 8).

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

3. **2020-2021 Work Program and Budget Calendar and Process** (*Finance Director Sue Forty*)  
(1:10 – 1:20 pm)

The Finance Director will discuss process and calendar for OCWCOG's 2020-2021 Work Program and Budget (Page 12).

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

4. **Discussion of 2019-2020 Budget Transfer Resolution** (*Finance Director Sue Forty*)  
(1:20 – 1:25 pm)

Staff will present 2019-2020 Budget Transfer Resolution for Finance Committee members to review and discuss. Resolution details a budget transfer due to personnel expense (Page 13). Board of Directors will approve adoption of Resolution.

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

**5. Public Employees Retirement System (PERS) Incentive Fund Discussion**

*(Finance Director Sue Forty)*

(1:25 – 1:35 pm)

Finance Director Forty will present PERS Incentive Fund for Finance Committee members to review and discuss (Page 14).

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

**6. Collective Bargaining Update** *(Executive Director Fred Abousleman)*

(1:35 – 1:45 pm)

The Executive Director will present an update to the Board of Directors regarding two items: 1) Collective Bargaining Agreement (CBA) will include a cost-of-living-adjustment (COLA) and one-time payment that was bargained; and 2) COLA and one-time payments for non-represented employees (Page 15).

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

**7. CPI-U Data Update and Membership Dues** *(Executive Director Fred Abousleman)*

(1:45 – 1:50 pm)

The Executive Director will discuss changes to Consumer Price Index for All Urban Consumers (CPI-U) data, which OCWCOG has used to calculate membership dues in the past.

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

**8. Other Business**

(1:50 – 1:55 pm)

**9. Adjournment**

(1:55 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 [adminGA@ocwcog.org](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.***

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE MEETING MINUTES  
AGENDA  
September 19, 2019**

**MEMBERS:** Commissioner Pat Malone, Benton County; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; and Mayor Biff Traber, City of Corvallis

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddox-Hughes; Finance Director Sue Forty; Finance Manager Martha Jirovec; Senior and Disability Services (SDS) Director Randi Moore; Community Services Program (CSP) Director Jennifer Moore; Technology Services Manager Brian Chytka; Human Resources Manager Ryan Schulze; Community and Economic Development (CED) Director Phil Warnock; and CED Executive Administrative Assistant Emma Chavez.

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee Meeting was called to order by Treasurer Sharon Konopa at 11:20 am on Thursday, September 19, 2019 at the Cascades West Center in Albany.

**1. Approval of Previous Meeting Minutes**

Commissioner Pat Malone motioned to approve the July 18, 2019 meeting minutes. Mayor Biff Traber seconded. Motion passed unanimously.

**2. Finance Reports**

OCWCOG Finance Director Sue Forty introduced Martha Jirovec as the new Finance Manager. Finance Director Forty went on to note that the report is the final year-end report and asked if the Finance Committee had any questions.

Treasurer Konopa questioned if there was anything to highlight from pages eight or nine. Finance Director Forty advised that there was not; that the numbers are the same as they have been throughout the year. There were no further questions.

**3. Other Business**

There was no other business to discuss.

**4. Adjournment**

Meeting adjourned at 11:35 am.

*Meeting minutes taken by Emma Chavez.*



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

## MEMORANDUM

**DATE:** December 5, 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 October 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>FY2020 Budget</b>	<b>October YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	312,424.00	209,719.30	67.13%	80.20%
Contracts	2,129,144.19	607,331.41	28.52%	27.50%
Grants	297,547.00	32,086.42	11.50%	20.89%
Donations	275,075.00	48,639.02	17.68%	8.20%
State Revenue	1,767,748.81	404,804.03	22.90%	12.04%
Federal Revenue	13,172,333.00	3,239,101.00	24.59%	20.39%
Coordinated Care	8,241,572.00	2,512,792.46	30.49%	27.14%
<b>Total Income (all line items)</b>	<b>40,131,121.40</b>	<b>8,392,031.03</b>	<b>20.91%</b>	<b>17.78%</b>
<b>Total Payroll Expense</b>	<b>16,301,769.00</b>	<b>4,626,019.10</b>	<b>28.38%</b>	<b>29.94%</b>
Contract Expense	9,669,136.00	3,811,876.51	39.42%	36.36%
Indirect Expense	2,243,660.00	747,886.68	33.33%	33.33%
Maintenance & Repair	83,320.00	24,105.17	28.93%	22.52%
Supplies	119,400.00	32,456.09	27.18%	34.62%
Telephone	169,615.00	47,112.16	27.78%	35.93%
Travel / Training	334,300.00	126,301.08	37.78%	32.42%
<b>Total Expense (all line items)</b>	<b>41,131,121.40</b>	<b>10,436,347.52</b>	<b>26.01%</b>	<b>23.45%</b>
<b>Net Gain / (Loss)</b>		<b>(2,044,316.49)</b>		

### **Fiscal Year (FY) 2019-2020 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2019-2020 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. Member dues are a once a year billing. Some 2019-20120 dues have not been received from members.
- c. Contract revenue is on track.
- d. Grant revenue is down. Staff are researching additional grant opportunities and applying as they come available.
- e. Donations revenue is down. *Meals on Wheels* program is working on several direct mail campaigns that should bolster this revenue.
- 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.
- 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.

### **FY2019-2020 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 October 31, 2019, there were seven vacant positions that are being actively recruited.
- b. Contract expense is a bit high, there are several contracts that are one-time payments that are paid at the beginning of the Fiscal Year, and this will level out as we move through the year.
- 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 on budget.
- e. The organization continues to monitor the implementation of the centralized purchasing program. Supply costs are on budget.
- f. Telephone, Training are all on budget. Travel is up slightly and will be monitored accordingly.

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

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended October 31, 2019

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 33.34%

Acct No	Description	Budget	YTD Bal	YTD %	
000725	Beg Bal-Restrict for Contracts	\$ 1,598,448.61	\$ -	0.00%	Will add beginning balances once the annual audit is complete.
000735	Beg Bal-Restricted Reconcile	\$ 1,337,886.00	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 2,196,293.79	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 25,000.00	\$ -	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,342,700.00	\$ -	0.00%	
000750	Beg Bal-Unrestricted	\$ 2,734,363.00	\$ -	0.00%	
000801	Dues	\$ 312,424.00	\$ 231,382.60	74.06%	Dues are a once a year activity. Most members have paid their dues.
000802	Fees For Service	\$ 92,550.00	\$ 32,132.01	34.72%	
000803	Internal Transfer	\$ 2,248,661.00	\$ 749,251.89	33.32%	
000804	Miscellaneous Revenue	\$ -	\$ 8,620.73	0.00%	
000805	Contract Revenue	\$ 2,129,144.19	\$ 607,331.41	28.52%	
000806	Grant Revenue	\$ 279,000.00	\$ 32,086.42	11.50%	Researching opportunity and writing new grants as they are available.
000807	Donations	\$ 275,075.00	\$ 48,639.02	17.68%	
000808	Interest Revenue	\$ 264,000.00	\$ 133,591.10	50.60%	Direct mail campaign was just sent.
000809	Transfers In	\$ 80,000.00	\$ 21,666.72	27.08%	
000812	Sponsorship	\$ 25,000.00	\$ 24,400.00	97.60%	One-time revenues.
000819	Special Event Revenue	\$ 3,000.00	\$ 17,745.22	591.51%	
000820	Program Meals Revenue	\$ 156,000.00	\$ 61,561.34	39.46%	CelebrateLBL and Tapas and Treasures.
000822	Loan Packaging Fees	\$ -	\$ 540.00	0.00%	
000823	Program Income	\$ 637,922.00	\$ 208,545.07	32.69%	
000824	Match	\$ 83,500.00	\$ 18,415.82	22.05%	
000826	Borrowers Fees	\$ 2,000.00	\$ 60.18	3.01%	No loans have been funded yet this year.
000828	Service Fees	\$ 6,500.00	\$ 2,038.00	31.35%	
000829	Program Administration	\$ 120,000.00	\$ 37,326.01	31.11%	
000840	Veterans	\$ 106,476.00	\$ -	0.00%	Researching payment with Benton County.
000841	Oregon Project Independence	\$ 986,000.00	\$ 266,999.47	27.08%	
000843	ODOT	\$ 675,272.81	\$ 137,804.56	20.41%	Projects are ramping up.
000846	Coordinated Care	\$ 8,241,572.00	\$ 2,512,792.46	30.49%	
000860	Economic Development Admin	\$ 75,000.00	\$ -	0.00%	Payment arrives in November.
000862	Older Americans Act	\$ 1,082,538.00	\$ 293,695.26	27.13%	
000863	Title XIX	\$ 10,872,734.00	\$ 2,745,019.04	25.25%	Billing one month behind.
000864	Federal Senior Meals	\$ 370,500.00	\$ 155,635.56	42.01%	
000865	USDA	\$ 111,280.00	\$ 26,766.00	24.05%	Billing one month behind.
000867	Federal Match	\$ 392,781.00	\$ 14,772.14	3.76%	



000868	Environmental Protection Agency	\$	200,000.00	\$	-	0.00%	Project has not started as of October 31, 2019.
000869	Siletz Revenue	\$	12,500.00	\$	3,213.00	25.70%	
000870	Federal Contracts	\$	55,000.00	\$	-	0.00%	
	<b>REVENUE</b>	<b>\$</b>	<b>40,131,121.40</b>	<b>\$</b>	<b>8,392,031.03</b>	<b>20.91%</b>	FLAP grant just ramping up working with Federal Lands to determine project delivery.
000410	Leave Benefits	\$	545,158.00	\$	174,424.93	32.00%	
000420	Fringe Benefits	\$	899,854.00	\$	264,263.66	29.37%	
000421	Insurance Benefits	\$	2,953,268.00	\$	749,870.67	25.39%	
000425	PERS Benefits	\$	2,349,139.00	\$	658,004.45	28.01%	
000430	PERS Reserve	\$	89,372.00	\$	25,246.32	28.25%	
0001ED	Executive Director	\$	139,646.00	\$	42,428.51	30.38%	
0004DD	Deputy Director	\$	101,789.00	\$	31,026.00	30.48%	
0004PD	Program Director	\$	326,976.00	\$	99,155.96	30.33%	
0004SD	Services Director	\$	79,806.00	\$	25,656.00	32.15%	
0010PM	Program Manager	\$	146,454.00	\$	14,143.01	9.66%	Retired staff returned, working limited hours, until program vacancies are filled.
0013PS	Program Supervisor	\$	698,058.00	\$	234,761.05	33.63%	
0019CA	Clerical Assistant	\$	16,672.00	\$	-	0.00%	This position was hired at a Clerical Specialist.
0019PM	Personnel Manager	\$	85,130.00	\$	28,768.61	33.79%	
0019TM	Technology Services Manager	\$	87,556.00	\$	26,666.00	30.46%	
0046CM	Case Manager	\$	2,215,083.00	\$	661,302.31	29.85%	
0053CC	Contracts Coordinator	\$	78,953.00	\$	24,662.08	31.24%	
0055CS	Clerical Supervisor	\$	55,712.00	\$	17,034.75	30.58%	
0058AP	Assistant Planner	\$	95,844.00	\$	55,774.40	58.19%	This position was originally budgeted as a planner.
0060AS	Accounting Specialist	\$	97,800.00	\$	35,747.09	36.55%	
0064ES	Eligibility Specialist	\$	1,072,254.00	\$	339,822.30	31.69%	
0064IR	Information & Referral	\$	-	\$	10,701.84	0.00%	Staff reclassified after budget was adopted. Budgeted as Transportation Brokerage Specialist.
0064MM	Money Management Coordinator	\$	43,287.00	\$	3,723.00	8.60%	Position recently filled.
0067EA	Executive Assistant	\$	51,324.00	\$	20,238.53	39.43%	
0070AC	Accounting Clerk II	\$	45,024.00	\$	14,413.40	32.01%	
0076AA	Administrative Assistant	\$	408,395.00	\$	116,567.16	28.54%	
0085CS	Clerical Specialist	\$	290,801.00	\$	79,934.92	27.49%	
0085TS	Technology Support Specialist	\$	-	\$	13,399.96	0.00%	Budgeted as a Workstation Support Specialist.
0085WS	Workstation Support Specialist	\$	81,875.00	\$	-	0.00%	Hired at a Technology Support Specialist.
013CDP	CED Planner II	\$	-	\$	594.65	0.00%	
013SLO	Senior Loan Officer	\$	78,069.00	\$	22,006.40	28.19%	
013TSM	Transportation Manager	\$	81,834.00	\$	-	0.00%	Vacant position.
025NSS	Network Support Specialist	\$	79,206.00	\$	65,631.61	82.86%	
031CDP	CED Planner	\$	290,198.00	\$	62,956.71	21.69%	
034APS	Adult Protective Services Spec	\$	424,240.00	\$	148,731.75	35.06%	
037DTC	Diversion & Transition Coordinator	\$	197,131.00	\$	60,583.14	30.73%	
037LCM	Lead Case Manager	\$	300,959.00	\$	34,684.43	11.52%	

045ISS	Information Support Specialist	\$	66,606.00	\$	23,662.95	35.53%	
055VSO	Veterans Service Officer	\$	47,419.00	\$	3,711.00	7.83%	Vacant position final interviews week of November 18, 2019.
060FMC	Facility Maint. Coordinator	\$	60,201.00	\$	14,565.05	24.19%	
061LES	Lead Eligibility Specialist	\$	49,572.00	\$	16,462.96	33.21%	
064ADR	ADRC Specialist	\$	238,247.00	\$	52,799.04	22.16%	
064ALW	Asst. AFH Licensing Worker	\$	108,256.00	\$	31,820.60	29.39%	
067CEA	Confidential Executive Assist	\$	106,692.00	\$	31,312.58	29.35%	
073MRW	Medical Resource Worker	\$	-	\$	9,791.13	0.00%	Staff reclassified after budget was adopted. Budgeted as Transportation Brokerage Specialist.
075LTB	Lead Trans Brokerage Spec.	\$	45,558.00	\$	14,041.38	30.82%	
075TBS	Transportation Brokerage Spec.	\$	426,599.00	\$	89,933.80	21.08%	Three staff reclassified after budget was adopted.
076IHA	In Home Assistant	\$	312,468.00	\$	87,849.95	28.11%	
082SMC	Senior Meals Coordinator	\$	38,148.00	\$	11,718.40	30.72%	
090RSM	Relief Site Manager	\$	25,000.00	\$	7,256.29	29.03%	
099EXH	Extra Hire	\$	77,972.00	\$	8,672.39	11.12%	
88MSM3	Meal Site Manager 3	\$	192,164.00	\$	59,495.98	30.96%	
	<b>PERSONNEL</b>	<b>\$</b>	<b>16,301,769.00</b>	<b>\$</b>	<b>4,626,019.10</b>	<b>28.38%</b>	
							<b>Expenses year-to-date over budget</b>
000504	Advertising	\$	12,750.00	\$	3,058.17	23.99%	
000506	Auto Expense	\$	12,500.00	\$	4,853.18	38.83%	
000510	Bank Charges	\$	19,645.00	\$	3,942.82	20.07%	
000513	Board/Comm/Meeting Expense	\$	38,150.00	\$	9,191.32	24.09%	
000516	Computer Maintenance	\$	127,146.00	\$	39,958.18	31.43%	
000521	Contract Administration	\$	2,500.00	\$	749.00	29.96%	
000522	Contract Expense	\$	9,669,136.00	\$	3,811,876.51	39.42%	
000523	Admin Contract Expense	\$	325,000.00	\$	145,043.99	44.63%	Homecare Worker (CEP Contract).
000525	Copying	\$	76,000.00	\$	23,666.52	31.14%	
000531	Dues and Memberships	\$	77,500.00	\$	11,548.09	14.90%	
000532	Equipment Expense	\$	1,500.00	\$	-	0.00%	
000533	Finance Indirect	\$	512,117.00	\$	170,705.64	33.33%	
000534	Indirect Expense	\$	1,047,719.00	\$	349,239.64	33.33%	
000535	Furniture & Fixtures	\$	115,000.00	\$	2,990.26	2.60%	
000537	Insurance	\$	66,250.00	\$	68,617.70	103.57%	One-time expense.
000540	Interest Expense	\$	17,500.00	\$	18,810.52	107.49%	Most licenses are annual and are paid at the beginning of the year.
000542	Legal Services	\$	29,000.00	\$	19,650.00	67.76%	
000543	Licenses and Fees	\$	120,669.00	\$	54,667.35	45.30%	Most licenses are annual and are paid at the beginning of the year.
000546	Loan Fees	\$	1,350.00	\$	140.72	10.42%	
000549	Maintenance and Repair	\$	83,320.00	\$	24,105.17	28.93%	
000550	Marketing Expense	\$	3,250.00	\$	4,016.42	123.58%	Safe Routes to School and Get There campaigns
000551	Taxes	\$	3,500.00	\$	-	0.00%	
000553	Loan Admin Expense	\$	120,000.00	\$	35,706.01	29.76%	
000555	Postage	\$	60,950.00	\$	15,327.65	25.15%	

000558	Printing	\$	15,775.00	\$	5,372.89	34.06%	
000561	Rent	\$	652,251.00	\$	217,960.53	33.42%	
000564	Resource Reserve	\$	327,781.00	\$	14,831.45	4.52%	
000567	Supplies	\$	119,400.00	\$	32,456.09	27.18%	
000568	Stipend	\$	145,584.00	\$	26,681.54	18.33%	
000570	Technology Indirect	\$	683,824.00	\$	227,941.40	33.33%	
000573	Telephone	\$	169,615.00	\$	47,112.16	27.78%	
000575	Special Event Expense	\$	14,000.00	\$	7,642.48	54.59%	Special event expenditure ( <i>Celebrate LBL/ Tapas and Treasures</i> ).
000576	Training	\$	123,550.00	\$	43,074.68	34.86%	
000577	Volunteer Recognition	\$	16,500.00	\$	5,587.99	33.87%	
000578	Meal Delivery Travel	\$	67,750.00	\$	21,793.98	32.17%	
000579	Travel	\$	143,000.00	\$	61,432.42	42.96%	
000580	Transfers Out	\$	35,000.00	\$	10,000.00	28.57%	
000582	Utilities	\$	66,000.00	\$	20,180.05	30.58%	
000583	Operating Contingency	\$	3,682,655.40	\$	-	0.00%	
000584	Janitorial	\$	77,567.00	\$	25,649.40	33.07%	
000585	Unappropriated EFB for future	\$	4,410,815.00	\$	-	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>23,293,519.40</b>	<b>\$</b>	<b>5,585,581.92</b>	<b>23.98%</b>	
000595	Capital Purchase	\$	55,000.00	\$	52,255.16	95.01%	New office furniture for reconfiguration of staff work space.
000596	Leasehold Improvement	\$	419,500.00	\$	152,621.00	36.38%	
	<b>CAPITAL OUTLAY</b>	<b>\$</b>	<b>474,500.00</b>	<b>\$</b>	<b>204,876.16</b>	<b>43.18%</b>	
000598	Principal Payment	\$	43,333.00	\$	-	0.00%	
000599	Interest Expense	\$	18,000.00	\$	3,867.50	21.49%	
	<b>DEBT SERVICES</b>	<b>\$</b>	<b>61,333.00</b>	<b>\$</b>	<b>3,867.50</b>	<b>6.31%</b>	
	<b>EXPENSE</b>	<b>\$</b>	<b>40,131,121.40</b>	<b>\$</b>	<b>10,420,344.68</b>	<b>25.97%</b>	
	<b>NET GAIN/(LOSS)</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>(2,028,313.65)</b>		



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

---

## MEMORANDUM

**DATE:** December 5, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Sue Forty, Finance Director  
**RE:** ***FY 2020-2021 Work Program and Budget Schedule***

---

Below is the recommended schedule to follow regarding the development of the *FY 2020-2021 Work Program and Budget*.

December 5, 2019	Board establishes budget calendar, appoints Budget Committee members
March 11, 2020	(Week of) Publish Budget Meeting Notice
March 12, 2020	Proposed Budget distributed (Board Packets, website)
March 19, 2020	Proposed Budget presented to Board
May 11, 2020	(Week of) Publish Budget Hearing Notice
May 14, 2020	Proposed Budget distributed (Board Packets, website)
May 21, 2020	Budget Committee reviews and approves budget Board holds budget hearing, adopts budget, makes appropriations Board adopts work program and budget

## OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

### RESOLUTION # 19-11-05 ADOPTION OF 2019-2020 BUDGET TRANSFER

---

WHEREAS, the Board of Directors adopted a Fiscal Year 2019-2020 budget at the May 16, 2019 Board of Directors' meeting and,

WHEREAS, Oregon Cascades West Council of Governments has determined that the budget for current year requires a transfer in the appropriation levels due to personnel expense.

NOW THEREFORE, BE IT RESOLVED:

That the Oregon Cascades West Council of Governments' Board of Directors does hereby adopt the appropriation transfer listed below:

<b>Technology Services</b>	<b>Budget</b>	<b>Transfer</b>	<b>Adjusted Balance</b>
Personnel	543,171	45,780	588,951
Materials & Supplies	207,654		207,654
Total	750,825	45,780	796,605

<b>Non-Departmental</b>	<b>Budget</b>	<b>Transfer</b>	<b>Adjusted Balance</b>
Personnel	249,038		249,038
Materials & Supplies	3,083,320	-45,780	3,037,540
Total	3,332,359	-45,780	3,286,579

Adopted this 5<sup>th</sup> day of December 2019 at Albany, Oregon.

\_\_\_\_\_  
Biff Traber  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dann Cutter  
Vice-Chair

\_\_\_\_\_  
Date

Vote: Yes \_\_\_\_ No \_\_\_\_ Abstention \_\_\_\_



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

## MEMORANDUM

**DATE:** December 5, 2019  
**TO:** OCWCOG Finance Committee  
**FROM:** Martha Jirovec, Finance Manager  
**RE:** **Proposed Public Employees Retirement System (PERS) Side Account**

Senate Bill 1049 created the Employer Incentive Fund (EIF) to provide a 25% match (up to the greater of 5% of an employer's unfunded actuarial liability (UAL) or \$300,000) on qualifying employer lump-sum payments. When an employer makes a lump-sum payment to prepay part or all of its pension UAL, the money is placed in a special account called a "side account." This account is attributed solely to the employer making the payment and is held separate from other employer reserves.

Employers must apply to receive matching funds. Participation in the EIF is a key opportunity for employers to proactively manage their employer rates over time and increase their actuarial assets. PERS will accept applications from all employers beginning at 10 am on Monday, December 2, 2019. If an application is accepted, cash received before December 31, 2019 will start to reduce an employer's UAL for Fiscal Year (FY) 2021. Funds received after January 1, 2020 will reduce the UAL for FY2022. OCWCOG can request and pay for a new actuarial evaluation to start rate reduction earlier than FY2021.

### Current PERS contribution rates

Retirement Plan	2019-2021 Rates	Projected 2021-2023	Projected 2023-2025	Projected 2025-2027
T1/T2	24.61%	30.02%	30.91%	30.60%
OPSRP	18.52%	23.93%	24.82%	23.89%

### Side Account Contributions and PERS savings

Side Account Contribution	Average Annual interest earned in LGIP (2.45%)	Projected Rate Reduction	Average Annual Savings With Side Account with Current Payroll
\$400,000	\$9,800	0.41 %	\$26,548
\$500,000	\$12,250	0.52%	\$33,670
\$600,000	\$14,700	0.62%	\$40,145

**ACTION: Should OCWCOG contribute to a side account?**  
**If so, what is the amount of contribution?**



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

---

## MEMORANDUM

**DATE:** December 5, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **Collective Bargaining and Staff Compensation Update**

---

The following information is for the Board of Directors review and approval regarding changes to the Collective Bargaining Agreement (CBA) between SEIU Local 503 and OCWCOG. These changes include:

1. Cost-of-living-adjustment (COLA) increase and one-time payment that was bargained; and
2. COLA increase and one-time payment for non-represented employees.

In addition, enclosed is a summary of all changes tentatively agreed to through collective bargaining.

OCWCOG management has elected to recommend to that Board of Directors an adopt a “me too” compensation package for Non-Represented employees.

## Articles Identified for Review

Article #	Article Nam	Requirement	TA Status	Contract Detail	Comments
Article 3	Nondiscrimination	Housekeeping	Completed 7/16/19		Union to add “gender identity”
Article 4	Union Rights	Mandatory Review	TA 8/28		Union wants to put into 2 articles – new Article for dues and data; the other to keep Union Rights in Article 4
Article XX	Union Dues and Data	New discussion	TA 10/7/19		New Article 5, describes process for Union Dues in alignment with HB 2116.
Article 7	Program Areas	Housekeeping	Completed 7/16/19		Management to add CSP (6th program)
Article 14	Limited-Term Appointments	Mandatory Review	Completed 8/15/19		Provides bump rights to internal employees filling Limited Term positions
Article 17	Layoff and Furlough	Housekeeping	Completed 7/16/19		Union – added language to clarify communication
Article 18	Filling of Vacancies	Mandatory Review	Discussion completed 8/15/19		Includes all OCWCOG paid employees for internal posting
Article 27	Wages	Mandatory Review	TA 9/16		2.25 COLA both years, \$1,200 one-time and \$900 one-time
Article 30	Salary Administration	Mandatory Review	TA 9/23		Addition of Longevity Steps
Article 32	Insurance	Mandatory Review	Completed 8/6/19		HDHP, vision, and dental 100% employer covered, 1.5% employee cost share for other plans. Continue same contribution/language for HSA and FSA



Article 34	Longevity Bonus	Housekeeping	TA 9/23		Addition of Longevity steps (1-5) if topped out 1+ year, w/ 8+ years consecutive service. LGS = 1.5% increase over previous step
Article 42	Term of Agreement	Mandatory Review	TA 7/22		9/30/2021, insurance complete prior to open enrollment, wages immediately following
LOA	Telecommuting and/or Telework				Union & Management Request
LOA	Sit-to-Stand		TA 10/21		Provides a sit-to-stand work surface for each employee who requests.

# 2020 OCWCOG Meeting Schedule

<b>EXECUTIVE COMMITTEE</b> <b>Thursdays</b> <b>9:00-11:00 am</b> Albany Upstairs Conf Rm	<b>FINANCE/BUDGET COMMITTEE</b> <b>Thursdays</b> <b>1:00-2:00 pm</b> Albany Upstairs Conf Rm	<b>FULL BOARD OF DIRECTORS</b> <b>Thursdays</b> <b>2:00-4:00 pm</b> Albany Upstairs Conf Rm
	<b>January 16</b>	<b>January 16</b>
<b>February 20</b>		
	<b>March 19***</b>	<b>March 19</b>
<b>April 16</b>		
	<b>May 21***</b>	<b>May 21</b>
<b>June 18</b>		
	<b>July 16</b>	<b>July 16</b>
<b>August 20</b>		
	<b>September 17</b>	<b>September 17</b>
<b>October 15</b>		
<b>December 3**</b>	<b>December 3*</b>	<b>December 3*</b>

\* Full Board and Finance Committee November meeting change due to Association of Oregon Counties Annual Conference and Thanksgiving.

\*\* Executive Committee December meeting change due to holiday week. Special December meeting time will be determined in late November and based on agendas.

\*\*\* Indicates that a Budget and Finance Committee meeting will be held on these dates. Otherwise, only a Finance Committee meeting will take place.

## *Notes*



Cascades West Center  
1400 Queen Avenue, SE Suite 201  
Albany, OR 97322  
541.967.8720