



# Executive Committee Meeting Packet

**October 22, 2020 at 9:00 am**

Zoom Video Conference:

<https://zoom.us/j/97242995349>

Meeting ID: 972 4299 5349

Password: 032735

Phone Number:

2532158782,,97242995349#

**Next OCWCOG  
Executive Committee  
Meeting: TBD**

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*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.*



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

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA  
October 22, 2020  
9:00 – 11:00 am**

Zoom Video Conference  
<https://zoom.us/j/97242995349>  
Meeting ID: 972 4299 5349  
Passcode: 032735  
Phone Number: +1 253 215 8782,,97242995349

***An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.***

1. **Welcome and Introductions** (Chair Biff Traber)  
(9:00 – 9:05 am)

2. **Approval of Minutes from previous meetings** (Chair Biff Traber)  
(9:05 – 9:10 am)

- Approval of August 27, 2020 Executive Committee meeting minutes (Page 4).

**ACTION: Motion to approve the minutes from August 27, 2020 Executive Committee meeting.**

3. **Approval of Consent Calendar items** (Chair Biff Traber)  
(9:10 – 9:15 am)

- Veterans Day Proclamation (Page 8)

**ACTION: Motion to approve Consent Agenda items.**

4. **Executive Director Update** (Executive Director, Ryan Vogt)  
(9:15 – 9:35 am)

- OCWCOG Bylaws: Discussions of Nominating Committee in preparation for upcoming elections and end of term for some committee members.
- Results of DEI Survey from City Managers meeting. (Page 9)
- CSC/OCWCOG Update

**ACTION: Discussions.**

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

5. **Program Updates** (Program Directors)  
(9:35 – 10:05 am)

- Human Resources Manager, Ryan Schulze: Recruiting Status for CED Director, Communications Specialist, and Funding Assistant.
- Transportation Manager, Nick Meltzer (Page 14)
- Seniors and Disability Services Director, Randi Moore (Page 16)
- Finance Director, Sue Forty
- Technology and Facilities Director, John Haytas

**ACTION: No action, information only.**

6. **Other Business** (Chair Biff Traber)  
(10:05 – 10:15 am)

- Discuss date to meet or cancel December's meeting. Possible dates are December 3<sup>rd</sup> or December 10<sup>th</sup>.

**ACTION: Decision to meet or cancel.**

7. **Adjournment**  
(10:15 am)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
Via Zoom Audio / Video Conference  
August 27, 2020**

**MEMBERS:** **Vice-Chair**, Commissioner Claire Hall, Lincoln County; Commissioner Pat Malone, Benton County; **Secretary**, Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; Mayor Dean Sawyer, City of Newport, and **Chair**, Mayor Biff Traber, City of Corvallis.

**STAFF:** Executive Director, Ryan Vogt; Finance Director, Sue Forty; Technology and Services Operations Director, John Haytas; Human Resource Manager, Ryan Schulze; Senior and Disabilities Services Director, Randi Moore; Transportation Manager, Nick Meltzer; and Executive Assistant, Kathleen Codinha.

**PUBLIC:** None

Chair Biff Traber called the August 27, 2020 meeting of the Oregon Cascades West Council of Governments' (COG) Executive Committee to order at 9:04 am via Zoom®.

**1. Welcome and Introductions**

After calling the meeting to order, Chair Traber asked Mayor Dean Sawyer to introduce himself since this was his first time sitting as an At-Large member of the Executive Committee.

**2. Approval of Minutes from previous meeting**

Chair Traber called for a motion to approve the minutes from the Executive Committee meeting on June 25, 2020. Mayor Jim Lepin moved to approve the minutes and was seconded by Commissioner Pat Malone. A vote was taken and passed unanimously.

**3. Approval of Consent Calendar Items**

Before asking for an approval, Chair Traber commented how pleased he was with the Board nominations for the Cascades West Community Development Corporation (CDC).

Chair Traber asked for a motion to accept the Consent Calendar items as presented; Commissioner Pat Malone motioned to approve the Consent Calendar items and Commissioner Claire Hall seconded the motion. A vote was taken and passed unanimously.

**1. Executive Director Update**

OCWCOG Executive Director, Ryan Vogt remarked that he has been with the COG for over a month and is exercising one of his pre-employment commitments by conducting a listening tour. In addition to interacting with much of the staff, he has been meeting with elected officials and City Managers in the community either by Zoom video conferencing or traveling to meet them at their location; Toledo, Waldport, Philomath, Newport, Lebanon, and Brownsville. He was pleased how candid and open they were while expressing their concerns in regards to the level of service from the Agency. He further expressed how important it has been to hear what their particular needs and desires are before setting a long term vision of who we are and where we're going. Most feedback has been positive while others have not been shy about suggesting opportunities the COG should be examining and explained how we've not been the best service provider. Executive Director Vogt has been taking notes of all areas for improvement and will continue reaching out; his door remains open and is not "a one and done".

Executive Director Vogt also went on to say it's been a bumpy month: stepping in while *COVID* is in full swing has had its challenges. Furthermore, learning about the various Programs, especially the Community Economic Development (CED) portion is a steep learning curve. He commented the staff and leadership team have been phenomenal and made his first month transition much easier.

The next topic Executive Director Vogt touched upon was Technology Services. It's widely known that the COG's Internet Technology systems have been on life support. Late last week IT an emergency decision by the leadership team was made to shut down a majority of our computer operations last Friday so Technology Services and Operations Director (TSOD) John Haytas and his team could install a brand new firewall. Most of the work went very well.

Executive Director Vogt is looking forward to speaking at the next Board meeting in September to talk about some exciting opportunities for additional investment and potential grant rewards for CED.

Commissioner Pat Malone said that he attends quite a few COG meetings and has been pleased to see Executive Director Vogt in many of those meetings. He appreciates how Mr. Vogt is immersing himself in learning about the COG by attending those meetings because there are so many moving parts.

## **2. IT Build**

TSOD John Haytas gave an update on the recent firewall rebuild.

The Technical Services team is going on two weeks without a break due to firewall and Virtual Private Network (VPN) issues. The established priority was starting at a fundamental and foundational place for infrastructure, which was the firewall. In the upcoming weeks, the next issue to address will be updating the VPN, followed by the Document Management System (DMS), and Dynamic Hardware Configuration Protocol (DHCP). The DMS is basically the telephone book in which all computers and machines identify themselves on the network and the DHCP is what is used to configure those devices on the network. All three of those devices are fundamental to providing a stable network infrastructure platform and mandatory for telework. These three areas of low-level modernization is in preparation for a much larger, and comprehensive network modernization effort.

John shared his screen and showed some "before" pictures of the first and second floor access distribution rack which was covered in cables. The servers shown are really old legacy machine which will be replaced because they no longer work. The next thing he pointed out was the legacy telephone system that was not in use. All of that equipment has since been removed.

Any kind of cable, whether fiber or copper requires a certain bend radius to function well. Many of the legacy cables were pinched, making it difficult to get network traffic through those cables. John pointed out several baling wires and duct tape to hold the systems together. There were other pictures that showed a huge pile of cables that were pulled out to allow the new cables to function at full capacity. They have taken approximately 1500 pounds to a recycling center to get reimbursed for the copper in the cables.

John showed pictures of the new firewall that was installed over the past weekend. The systems in Toledo and Corvallis have reported being much faster and stable since the install. He screen

shared another software application to demonstrate how the dashboard has a lot more features than the previous firewall system had.

John emphasized that the work done on the firewall doesn't fix all the issues. This is a long process and much more work needs to be done. The next step is to work on the VPN to provide a stable connection for teleworkers which is the vast majority of staff.

### **3. Update on Supplemental Budget related items; FEMA, CARES Act, IT Budget**

Finance Director Sue Forty provided the Supplemental Budget update, pointing out specific line items:

- All Programs have changed due to shifting the In-direct employees because of hiring John Haytas as TSOD instead of hiring a Deputy Director. In General Administration, Finance Director Forty was able to reduce some In-directs and recalculate other line items to get a better path moving forward.
- Another change was adding money to replace some infrastructure to Technology. In the Supplemental Budget a transfer was taken out of the Building Fund Reserve of \$150,000 and transferred in to Technology. If not done this way, there would have been over a million dollars in In-direct which is not supportive for grants. Having a one-time expense is better than carrying that within the In-Direct budget.
- COG has received \$47,000 from CARES/FEMA that has been put back into the budget.
- Meals on Wheels (MOW) has only received \$2,800.
- There have been some expenses filed monthly with Older Americans Act (OAA) and Oregon Project Independence Report to recover costs.
- COG has billed FEMA for COVID-19 related expenses (through the FMLA that has been paid out to employees and billed to the IRS) and is waiting for reimbursement in the amount of \$57,000. This was done through Quarterly tax reports.
- The CARES/FEMA has not been reimbursed, nor is there a complete authorization because they've been changing the rules. There have also been approximately \$22,000 of teleworking expenses that have not been reimbursed including Personal Protective Equipment (PPE) and other supplies purchased.
- Another open item is the Essential Worker pay of about \$68,000 that has not been reimbursed yet because there are not clear instructions. The COG also needs to pass certain markers before submitting claims. These particular funds are harder to redeem because we are a local government and not a government agency or private sector; there are more challenges to getting these funds from FEMA/CARES.

When the Supplemental Budget is presented at the Board meeting next month, you will note that all the financial pages will have been replaced. There have been many changes to the In-Direct, which then changes many other pages. The whole front section of the Work Program and Budget will be replaced.

TSOD John Haytas commented that there will also be an incremental cost savings in Technology Services as a result of the Network Modernization. An example is a cost savings off \$500 per month for shutting down one of the lines to Toledo.

Chair Traber asked Finance Director Forty if someone on her staff has been reaching out to the other Council of Governments to compare notes on how best to apply and receive funding from FEMA/CARES Act. Finance Director Forty relayed one of her staff, Martha Jirovec, has been reading all the new rules and regulations as they come out, as well as keeping in touch with Lane

COG, but not Mid-Willamette Valley COG due to some changes there. With changing rules, new avenues become available and it's critical for smaller organizations to work together.

#### **4. Program Updates**

Transportation Manager Nick Meltzer said two new staff members have joined since the last meeting; Holly Hamilton lives in Waldport and works there one and a half days a week, and works in Yachats two days of the week. Catherine Rohan works out of the Albany office and is the new Metro Planning Officer.

Seniors and Disabilities Services (SDS) Director Randi Moore talked about Stand by Me (*\$BM*) because there has been a lot of progress made in these past couple of months. The first set of coaches went through training in the beginning of August and have been involved in bi-weekly coaching huddles. By October, there will be three coaches embedded in the community to provide financial coaching. Last January connections were made from USDA and they are saying *\$BM* is a project they would like to support with grants. The goal now is to stabilize the workforce and at the beginning of the year a push for more grant writing will be made to keep adding to the number of coaches.

SDS Director Moore shared her screen and showed Executive Director Vogt handing out lunches to the Retired and Senior Volunteer Program (RSVP) volunteers in appreciation of their service. This was a drive-thru-the-parking-lot event: 22 cars filled with volunteers stayed in their car while mask-wearing staff handed out lunches and gave words of appreciation for their time and efforts.

Chair Traber said the *\$BM* satisfaction scale for Benton County had been rather low and asked if that had changed. SDS Director Moore said a report was provided to Benton County in July, and the decision had been made not to invoice Benton County until progress was made. The Commissioners agreed that notable progress had been made and billing will be sent for final payments. Those funds to *\$BM* will be supporting families with a half time coach. Commissioner Malone added that the program had been sluggish for a variety of reasons, but sees it is on track and pleased with the tangible progress.

#### **5. Other Business**

Transportation Manager Nick Meltzer said last Tuesday, August 25<sup>th</sup>, Linn Benton Loop celebrated its 40<sup>th</sup> Anniversary providing transit service between Albany and Corvallis. Commissioner Malone said the current challenges will be supply and demand. He wondered how many students will be on campus and how much service will be required? What does the fleet consist of? If smaller buses, will they be able to handle the demand?

There are new buses coming next spring. Another component is keeping everyone safe with social distancing. Ridership is down significantly but people using transit may not have other options so having that service is more important than ever.

Chair Traber asked if the Loop receives any of the CARES Act funding. Mr. Meltzer said the Loop has enough funding to run throughout the year and the City of Albany received CARES dollars and the City of Albany graciously offered to backfill Loop requirements if needed.

#### **6. Adjournment**

Chair Traber adjourned at 9:58 am.

*Meeting minutes taken by Kathleen Codinha.*

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*Meeting minutes taken by Kathleen Codinha.*

**BEFORE THE EXECUTIVE COMMITTEE OF  
OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FOR THE STATE OF OREGON**

**In the Matter of Proclaiming            )**  
**November 11 as Veteran’s Day        )**  
**)**

**The United States Congress has provided that November 11 of each year shall be set aside as a public holiday to honor veterans; with respect for and in recognition of the contributions our service men and women have made, we urge all Americans to recognize the valor and sacrifice of our veterans; and**

**The Officers at Oregon Cascades West Council of Governments and residents of Linn, Benton, and Lincoln Counties have the deepest gratitude toward all veterans and honors the commitment and courage of the many people who have served in the armed forces; and**

**The Officers at Oregon Cascades West Council of Governments particularly extends its heartfelt gratitude and good will to the Oregon National Guard members and the personnel of all armed services currently serving in the Middle East and elsewhere who have earned the respect and admiration of a grateful Nation.**

**Now, THEREFORE, the Officers at Oregon Cascades West Council of Governments proclaim November 11, 2020, as the day set aside for honoring our veterans and their families and for holding activities in observance of their contribution to our community, our state, and our Nation.**

**Adopted and signed this 22nd day of October, 2020.**

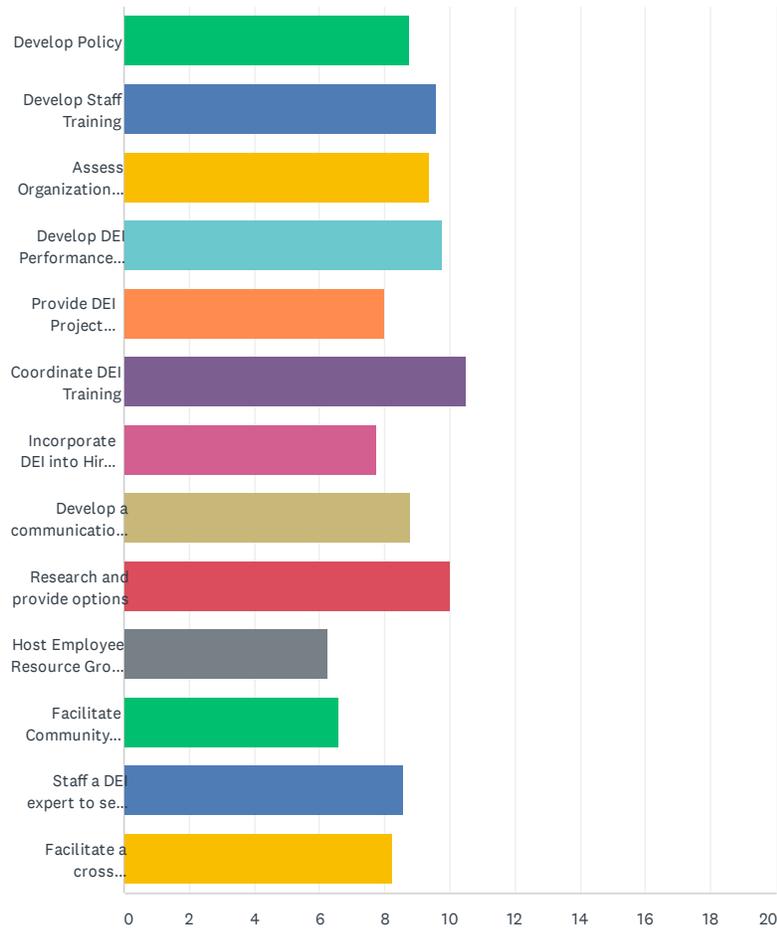
**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

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

\_\_\_\_\_  
Ryan Vogt, Executive Director

Q1 What, if any role should OCWCOG play in coordinating, leading, or facilitation of Diversity, Equity, and Inclusion (DEI) work? From the list below, please rank your top five in order of interest, with 1 as your highest priority. If you have no interest, please skip to question #2 and check the box.

Answered: 19 Skipped: 5

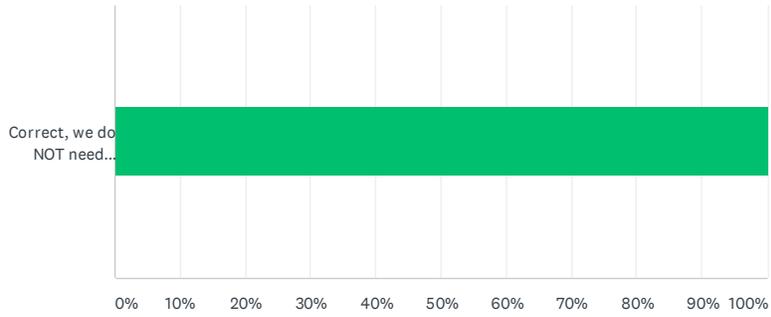


	1	2	3	4	5	6	7	8	9	10	11	12	13
Develop Policy	18.18% 2	9.09% 1	0.00% 0	27.27% 3	18.18% 2	0.00% 0	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	9.09% 1
Develop Staff Training	20.00% 2	20.00% 2	0.00% 0	20.00% 2	10.00% 1	0.00% 0	10.00% 1	10.00% 1	0.00% 0	10.00% 1	0.00% 0	0.00% 0	0.00% 0
Assess Organizational DEI Competency	12.50% 1	0.00% 0	25.00% 2	12.50% 1	12.50% 1	25.00% 2	0.00% 0	0.00% 0	12.50% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Develop DEI Performance Measures	25.00% 2	25.00% 2	0.00% 0	12.50% 1	0.00% 0	12.50% 1	12.50% 1	0.00% 0	0.00% 0	0.00% 0	12.50% 1	0.00% 0	0.00% 0
Provide DEI Project Management	9.09% 1	18.18% 2	9.09% 1	9.09% 1	0.00% 0	18.18% 2	9.09% 1	0.00% 0	0.00% 0	0.00% 0	9.09% 1	18.18% 2	0.00% 0
Coordinate DEI Training	8.33% 1	33.33% 4	16.67% 2	16.67% 2	8.33% 1	8.33% 1	0.00% 0	8.33% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Incorporate DEI into Hiring Practices	0.00% 0	9.09% 1	9.09% 1	18.18% 2	9.09% 1	0.00% 0	27.27% 3	9.09% 1	9.09% 1	0.00% 0	0.00% 0	0.00% 0	9.09% 1
Develop a communication strategy to share local DEI efforts across the region	0.00% 0	15.38% 2	15.38% 2	7.69% 1	30.77% 4	0.00% 0	0.00% 0	15.38% 2	15.38% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0
Research and provide options	25.00% 3	25.00% 3	16.67% 2	0.00% 0	8.33% 1	0.00% 0	0.00% 0	8.33% 1	0.00% 0	16.67% 2	0.00% 0	0.00% 0	0.00% 0
Host Employee Resource Groups across communities	0.00% 0	0.00% 0	0.00% 0	12.50% 1	12.50% 1	12.50% 1	0.00% 0	12.50% 1	12.50% 1	37.50% 3	0.00% 0	0.00% 0	0.00% 0
Facilitate Community Relations Strategy	9.09% 1	0.00% 0	18.18% 2	0.00% 0	18.18% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	45.45% 5	0.00% 0	0.00% 0
Staff a DEI expert to serve as a regional resource	33.33% 4	8.33% 1	8.33% 1	0.00% 0	16.67% 2	0.00% 0	0.00% 0	0.00% 0	8.33% 1	0.00% 0	0.00% 0	16.67% 2	8.33% 1
Facilitate a cross jurisdictional work group to identify common values, priorities, and potential initiatives	15.38% 2	7.69% 1	30.77% 4	15.38% 2	0.00% 0	7.69% 1	23.08% 3						

	1	2	3	4	5	6	7	8	9	10	11	12	13	TOTAL	SCORE
Coordinate DEI Training	8.33% 1	33.33% 4	16.67% 2	16.67% 2	8.33% 1	8.33% 1	0.00% 0	8.33% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	12	10.50
Research and provide options	25.00% 3	25.00% 3	16.67% 2	0.00% 0	8.33% 1	0.00% 0	0.00% 0	8.33% 1	0.00% 0	16.67% 2	0.00% 0	0.00% 0	0.00% 0	12	10.00
Develop DEI Performance Measures	25.00% 2	25.00% 2	0.00% 0	12.50% 1	0.00% 0	12.50% 1	12.50% 1	0.00% 0	0.00% 0	0.00% 0	12.50% 1	0.00% 0	0.00% 0	8	9.75
Develop Staff Training	20.00% 2	20.00% 2	0.00% 0	20.00% 2	10.00% 1	0.00% 0	10.00% 1	10.00% 1	0.00% 0	10.00% 1	0.00% 0	0.00% 0	0.00% 0	10	9.60
Assess Organizational DEI Competency	12.50% 1	0.00% 0	25.00% 2	12.50% 1	12.50% 1	25.00% 2	0.00% 0	0.00% 0	12.50% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	8	9.38
Develop a communication strategy to share local DEI efforts across the region	0.00% 0	15.38% 2	15.38% 2	7.69% 1	30.77% 4	0.00% 0	0.00% 0	15.38% 2	15.38% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	13	8.77
Develop Policy	18.18% 2	9.09% 1	0.00% 0	27.27% 3	18.18% 2	0.00% 0	9.09% 1	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	9.09% 1	11	8.73
Staff a DEI expert to serve as a regional resource	33.33% 4	8.33% 1	8.33% 1	0.00% 0	16.67% 2	0.00% 0	0.00% 0	0.00% 0	8.33% 1	0.00% 0	0.00% 0	16.67% 2	8.33% 1	12	8.68
Facilitate a cross jurisdictional work group to identify common values, priorities, and potential initiatives	15.38% 2	7.69% 1	30.77% 4	15.38% 2	0.00% 0	7.69% 1	23.08% 3	13	8.23						
Provide DEI Project Management	9.09% 1	18.18% 2	9.09% 1	9.09% 1	0.00% 0	18.18% 2	9.09% 1	0.00% 0	0.00% 0	0.00% 0	9.09% 1	18.18% 2	0.00% 0	11	8.00
Incorporate DEI into Hiring Practices	0.00% 0	9.09% 1	9.09% 1	18.18% 2	9.09% 1	0.00% 0	27.27% 3	9.09% 1	9.09% 1	0.00% 0	0.00% 0	0.00% 0	9.09% 1	11	7.73
Facilitate Community Relations Strategy	9.09% 1	0.00% 0	18.18% 2	0.00% 0	18.18% 2	0.00% 0	0.00% 0	0.00% 0	0.00% 0	9.09% 1	45.45% 5	0.00% 0	0.00% 0	11	6.66
Host Employee Resource Groups across communities	0.00% 0	0.00% 0	0.00% 0	12.50% 1	12.50% 1	12.50% 1	0.00% 0	12.50% 1	12.50% 1	37.50% 3	0.00% 0	0.00% 0	0.00% 0	8	6.25

### Q2 We are working on DEI internally and do not require COG Support.

Answered: 6 Skipped: 18



ANSWER CHOICES	RESPONSES
Correct, we do NOT need support.	100.00% 6
Total Respondents: 6	

### Q3 Is there anything you would like to add?

Answered: 10 Skipped: 14

#	RESPONSES	DATE
1	shared costs for training	10/14/2020 9:57 AM
2	Shared funding / hosting of DEI community building efforts amongst the region. Let's share the credit amongst all the communities rather than having individual communities push forward with various initiatives. We can all share in the credit and share in the marketing on a single front, which would decrease the burden on everyone.	10/13/2020 3:56 PM
3	My current interest is in community facing efforts not just internal to organizations.	10/5/2020 4:58 PM
4	I feel there are already many training opportunities available through universities, foundations, and even insurance carriers. I would recommend the CWCOG focus is not to duplicate efforts, but fill in where there are gaps. I think many cities/counties either do training or can do training with little cost or effort. It's the "what then" piece that CWCOG could help with. So, everyone took training.....what else should we or could we be doing? How do we know the things we are doing are helping? are the things we are doing best practice? Those are the kinds of questions I think cities and counties struggle with.	10/2/2020 12:38 PM
5	Training materials for Councilors and volunteers would be useful as well as for staff.	10/2/2020 11:47 AM
6	Incorporating DEI into hiring practices falls later in the process to ensure a welcoming work environment is developed that will support the success of DEI measures. Priority 3 above should be broadened beyond jurisdictions to include representatives from under-represented populations (black, Hispanic, tribal, asian, Polynesian, disabled, veteran, etc.) Relating to question 2: CTSI is interested in expanding employment opportunities for its membership, which would be an outcome of DEI measures. So, there is an opportunity for CWCOG to provide support to CTSI, but with a different purpose than presented.	10/1/2020 5:13 PM
7	Thanks for doing this. The feedback I would offer is that it's not clear in some of the items who the entity is. Whose hiring practices, for instance. Also, my strong preference would be that the expertise is there. I'm not clear coordination and other activities would provide value without the expertise.	10/1/2020 2:52 PM
8	COG should not be wasting its time with this. There are very strict statutes in regard to these issues. If you managers cannot figure them out as a, then they obviously are in over your head. Second, This has become a political issue. COG is not the correct place for political issues. I hope COG does not intend to use Linn County's dollars for political agendas. John Lindsey	10/1/2020 1:42 PM
9	I think there is a role for COG in DEI work, as the agency delivers critical services to our constituents. I would like these services to be culturally appropriate, inclusive and equitable to the degree possible. This will require alignment work across the COG geography and leadership.	10/1/2020 12:34 PM
10	Action items are the most needed. Not talking about it but actually rolling up sleeves and digging in.	10/1/2020 12:29 PM



## Community and Economic Development

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

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### MEMORANDUM

**DATE:** October 22, 2020  
**TO:** OCWCOG Board  
**FROM:** Nick Meltzer, Transportation Programs Manager  
**RE:** **CED Program Update**

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It is business as usual for the CED Department this fall. With a full team and lots of projects underway, staff are busy completing deliverables and beginning to think about new project opportunities for fiscal year 2022.

#### **Community and Economic Development**

##### *Shared Planning and Mapping Services*

- Staff planner Justin Peterson successfully wrote a Transportation and Growth Management (TGM) grant for the City of Sweet Home. The project will include a Transportation System Plan update, as well as a refinement plan for their neighborhood along the South Santiam River.
- GIS staff are working with Adair Village to update and translate their utility maps from paper to electronic versions. The new maps will make the information more accessible. Similar work in Philomath has been very well received.

##### *Cascades West Economic Development District (CWEDD)*

- CWEDD received \$381,000 from the CARES Act to help recover from the COVID-19 pandemic. We expect much of this funding to cover the hire of an Economic Recovery Officer for the region, as well as provide local assistance to entities involved in recovery.
- The Comprehensive Economic Development Strategy (CEDS) update process is nearly halfway complete, with a draft document expected in December. Staff expect to host a formal CWEDD Board meeting in November to keep the ultimate approvers of the plan informed on the progress.

## **Transportation:**

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

- AAMPO is beginning work on a Regional Bicycle and Pedestrian Plan; the first of its kind for the MPO. Beginning with Technical Advisory Committee member interviews, the project will develop a vision in goals in November and then begin public engagement in earnest in early 2021.
- An open house for the Salem to Albany Transit Feasibility study is being held on October 22nd. Any interested parties can contact AAMPO staff Catherine Rohan, [crohan@ocwco.org](mailto:crohan@ocwco.org) for more details.

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

- CAMPO staff are attending the Association of MPOs (AMPO with one “A”) conference for the first time in over three years. The conference brings together MPOs from all over the country to discuss emerging topics and best practices.
- An update of CAMPO’s Regional Transportation Plan (RTP) is expected to start later this fall. The plan will update the 2017 RTP and evaluate different scenarios for growth through 2043.

### *Pedal Corvallis*

- A public survey is expected to launch by November for the updated bikeshare system in Corvallis. OCWCOG staff are working closely with City of Corvallis staff to spread the word through public information channels.

### *99W Transit Feasibility Study*

- The draft report is being submitted to OCWCOG staff for review, with finalization expected in November. Broadly, transit is feasible along 99W between Junction City and McMinnville, however it becomes an issue of cost and how much agencies are willing to subsidize the service. OCWCOG expects to work with partners along the corridor to determine a long term solution in the coming months.

### *Seamless Transit Experience*

- This project explores how to coordinate traveler information, bus arrival times and mobile ticketing across the seven transit agencies in OCWCOG’s region. The centralized website will be launched this month, and the automatic vehicle location (AVL) vendor has begun their work. Final negotiations with the mobile ticketing vendor are underway, with a contract expected by the end of October.



# Senior and Disability Services

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

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



Area Agency on Aging

## MEMORANDUM

**DATE:** October 22, 2020

**TO:** OCWCOG Executive Committee

**FROM:** Randi Moore, Senior, Disability, and Community Services Director

**RE:** Program Update – Eligibility Transformation

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I've been reporting out for more than a year about the upcoming implementation of Eligibility Transformation, one of the biggest programmatic changes to ever be undertaken by the State in managing benefits for Oregonians. Finally the wait is over!

“ONE - go live” for Wave 1 is coming November 2<sup>nd</sup>. This includes our District (Linn, Benton, Lincoln counties), as well as Northwest Senior and Disability Services, Lane Council of Governments, and the majority of the other districts around the State with the exception of large urban areas such as Multnomah County which will roll out in a couple of months.

When our districts go live all financial eligibility will be administered via the new ONE system. Our Eligibility staff will use this system to determine eligibility for our current programs as well as (SSP) Self Sufficiency Programs: ERDC (Employment Related Day Care), TANF (Temporary Assistance for Needy Families), and providing assistance for TA-DVS applicants (Temporary Assistance for Domestic Violence Survivors). SSP offices will also be able to determine eligibility for these same programs.

The implementation of the ONE system will allow for Oregonians to have more options available to them when applying for benefits as well as for ongoing management of their case:

- An Oregonian can walk into any Area Agency on Aging (AAA), Aging and People with Disabilities (APD), or Self Sufficiency Program (SSP) office in Oregon and apply for any benefit. This will allow people to access benefits and services wherever they are, regardless of their residential address.
- With the implementation of ONE comes the Applicant Portal – a website Oregonians can use to apply for any benefit online, if that is their preference.
- Additionally, Oregonians will have the option to utilize the newly created Virtual Eligibility Centers via the ONE Customer Service Phone Line, which will allow them to apply for any of these benefits over the phone with an Eligibility worker.

It's important to note that Oregonians can access offices as they do today and we anticipate many of our consumers will continue to access benefits and services through our AAA offices.

ONE Store Front Office Pilot in Grants Pass (APD/SSP) went live on August 3<sup>rd</sup> and we have been able to identify lessons learned in order to be prepared when our offices go live in November. Lessons learned and steps we have taken to address them include:

- There is a lot of information for staff to learn and they need sufficient time to complete their training and prepare for the new processes coming. Leadership has ensured that training time was built in for staff and have developed plans with our training team to provide ongoing training to support these teams.
- Leadership and staff need to be familiar with operational processes that will be utilized statewide. Leadership has been reviewing said processes, identifying necessary local processes, and will be training staff on these processes in time for our November go live.
- There is a learning curve associated with these new programs and system, and as such, it is taking longer for staff to complete the work at this time. Since the pilot went live they have already seen an improvement in productivity, showing that staff will need that time to get practice. That being said, we can anticipate that Oregonians in our area may find staff need more time than typical to process their request for benefits. We are ensuring that tools and resources to assist staff will be readily available to make certain they are set up for success.
- Additionally, DHS is providing Site Support during our roll out. Site Support will consist of system, program, and policy experts who will be on call to answer questions and assist staff.

Please wish the Eligibility team well during this stressful transition; we will provide updates regularly on how the process is going.