



Executive Committee Meeting Packet

June 25, 2020 at 9:00 am

Zoom Video Conference:

<https://zoom.us/j/5813135120>

Meeting ID: 581 313 5120

Phone Number: 669-900-9128

**Next OCWCOG
Executive Committee Meeting:
August 27, 2020,**

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, forty-eight (48) hours prior to the meeting.



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE AGENDA
June 25, 2020
9:00 – 10:00 pm**

Zoom Video Conference
<https://zoom.us/j/5813135120>
Meeting ID: 581-313-5120
Phone Number: (669) 900-9128

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 the Special Session, May 21, 2020 Executive Committee meeting minutes (Page 5).

ACTION: Motion to approve the minutes of the Special Session, May 21, 2020 Executive Committee meeting.

3. **Executive Director Update** (*Chair Biff Traber*)
(9:10 – 9:20 am)

ACTION: No action, information only.

4. **Open Technology Positions Update** (*TSOD John Haytas*)
(9:20 – 9:25 am)

ACTION: No action, information only.

5. **Update on FEMA and CARES Act** (*Program Directors*)
(9:25 – 9:35 am)

ACTION: No action, information only.

6. **Program Updates** (Program Directors) (Page 8)
(9:35 – 9:50 am)

ACTION: No action, information only.

7. **Other Business** (Chair Biff Traber)
(9:50 – 9:55 am)

ACTION: No action, information only.

8. **Adjournment**
(9:55 am)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
SPECIAL SESSION OF THE EXECUTIVE COMMITTEE MINUTES
May 21, 2020
Via Zoom Video and Audio Conferencing**

Attendees: Commissioner Claire Hall, Lincoln County; Commissioner Pat Malone, Benton County; Commissioner Will Tucker, Linn County; Mayor Sharon Konopa, Albany; Mayor Jim Lepin, Millersburg; Mayor Biff Traber, Corvallis; Councilor Judy Casper, Linn County

Staff: Finance Director, Sue Forty; Technical Services and Operations Director, John Haytas; Senior and Disability Services Director, Randi Moore; Human Resources Manager, Ryan Schulze; Executive Assistant, Kathleen Codinha

The Oregon Cascades West Council of Governments' (OCWCOG) Special Session of the Executive Committee Meeting was called to order by Chair Mayor Biff Traber on May 21, 2020 at 1:17 pm via Zoom Video and Audio Conferencing.

1. Minutes of Previous Meeting

Consideration for the April 23, 2020 Executive Committee Meeting Minutes: Mayor Sharon Konopa motioned to approve; Mayor Jim Lepin seconded. A vote was taken and passed unanimously.

2. Review Management Salary Study Findings

Human Resources Manager, Ryan Schulze summarized the Management Salary Study Findings by sharing his screen and beginning with the Memo to the Board on page 11 of the packet. The companies listed were used for comparable total compensation of non-represented positions to determine what percentage of the market average OCWCOG is currently at. The table on page 12 gives a representative of some of the positions that are lower than market average. The only non-represented position that wasn't low is the Program Director. The OCWCOG's classifications are so generic, it's difficult to find accurate comparisons based on the actual duties. The Program Supervisors duties are vastly different so using classifications alone don't necessarily reflect the duties of each position correctly.

Still referring to the chart on page 12, OCWCOG's classifications versus the market value illustrate that many are quite low. Because of this, recommendations have been outlined after consulting with Finance Director Sue Forty and interim Executive Director, Mayor Biff Traber. An effective method to cost considerations would be to drop steps at the bottom from certain classifications and add a step at the top so there is no initial cost to the organization unless they are at the bottom step and would be moved up immediately. Others would remain at their current step until their anniversary and then move up a step. This process gives them more steps to look forward to in the long run and helps push out the cost implications to the Agency. Where there is a large disparity in compensation, some positions would require a drop of up to three steps at the bottom and adding a higher percentage to the top and then redistributing the steps across that range.

Human Resources Manager Schulze continued with examples of recommendations, starting with the table on page 13. The Veteran Service Officer would be a simple one step add/drop which would put the low end at 100% and the high end at 99%.

In the past, the Board has adopted the premise that all salaries should be within plus or 5% of what the market value is. Continuing with examples of recommendations, the Clerical Supervisor would require a two-step add/drop. By dropping two steps at the bottom and adding two steps at the top, the low end of the salary range would be at 99% of the market average and 99% at the top. He continued noting the recommendations for the other six positions in the chart.

Many of the Agency's classifications are too generic and don't accurately reflect what duties are being performed. A long term restructure is recommended to accurately reflect position responsibilities. To achieve this, a review and update for all non-represented position descriptions needs to take place, and then organize them by the type of work, skill level, effort, and responsibility into job families. Job classifications that have distinct levels need to be developed. An example would be Supervisor 1, Supervisor 2, and Supervisor 3 to acknowledge the different level of work being done. This would also be done for Program Managers & Program Directors. The OCWCOG compensation philosophy would need to be applied to identify where these classifications fall in the market norms to develop salary scales that would be appropriate.

In the past, non-represented staff made a lot of sacrifices by not accepting Cost-of-Living Adjustments (COLA), and freezing their wages at the same time represented staff took increases, creating compressions. Fortunately, the OCWCOG have dedicated staff that care more about the organization than their paycheck, but trying to attract and retain staff to replace these positions will be more difficult. In terms of a long term compensation restructure, a potential merger with Community Services Consortium (CSC) needs to be taken into consideration as we move forward.

Chair Mayor Traber reiterated the recommendation is in two steps: the first is to implement the step changes to improve salary structure going forward without incurring immediate notable expenses, and the second part would be to embark on a more in-depth study. He believes the recommended action is important to maintain and recruit senior staff.

Human Resource Manager Schulze reiterated this wouldn't impact the budget immediately, but intentionally push all increases a little over time with each additional step increases as they come up.

Mayor Lepin said it was really good work and motioned for the Management Salary Study Findings to use as guidance for any salary adjustment for management and to move to the Board of Directors for consideration. Commissioner Pat Malone seconded the motion. With no further discussions, Chair Mayor Traber took a vote and it passed unanimously.

3. Executive Director Position Recruitment Update

Chair Mayor Traber called an Executive Session, pursuant to ORS 192.660 at 1:32 pm to privately discuss the Executive Director recruitment with senior staff.

The Executive Session ended at 1:45 pm.

4. Discussion to Replace Dann Cutter on the Executive Committee

Chair Mayor Traber brought up the last topic of replacing the Vice Chair position that Mayor Dann Cutter previously held. He wanted to make sure everyone knew what the options were according to the Bylaws; in particular, the Board of Directors elects the Vice Chair. He noted the link in the package to the Bylaws were of an outdated version in 2000; the current version dated May, 2011 was emailed this morning.

Regarding the task at hand of filling the Vice Chair position, the older bylaws in paragraph 4.5 were not affected and are the same as the current version. The Board must maintain the requirement that each of the officers need to be from the three different counties. It doesn't specifically mention rotation. Also, if an election leaves the At-Large position open, for whatever reason the At-Large Representative from the county cannot serve (the updated paragraph 5.2 in the current version of the Bylaws) the portion of the Board that represents that county would caucus and identify a new At-Large representative. It also stated a notice was not required but recommended to give a 30 days. In the next Board of Directors meeting, a Vice Chair election will take place, preferable someone with experience with OCWCOG. If the Board elects someone currently holding one position, that position would need to be filled. Both Commissioner Claire Hall and Mayor Konopa have expressed interest in filling the Vice Chair position.

5. Other Business

No other business.

6. Adjournment

Chair Mayor Traber adjourned the meeting at 1:51 p.m.

Meeting minutes taken by Kathleen Codinha.

MEMORANDUM

DATE: June 25, 2020
TO: OCWCOG Board
FROM: Nick Meltzer, Transportation Programs Manager
RE: **CED Program Update**

The Community and Economic Development Department (CED) remains busy amongst *COVID-19* and is maintaining progress on all of our projects, with remote work and meeting protocols continuing through summer. A summary of project and program highlights is provided below.

Seamless Transit Project

Website design for the Seamless Transit Project is underway, with launch expected by the end of July. This website will centralize transit information for all providers in Lincoln, Benton and Linn Counties.

Metropolitan Planning Organizations

New work programs for both the Corvallis Area and Albany Area MPOs begin on July 1st. In the Albany area, upcoming projects include a Regional Active Transportation Plan, assisting in the City of Jefferson's Transportation System Plan update, and working with the City of Albany on transit enhancements. In the Corvallis area, the Public Participation Plan is expected to be updated, bicycle and pedestrian counts will begin, and staff will host a training on short term pop-up street improvements, also known as Tactical Urbanism.

Highway 99 Transit Feasibility Study

Initial results of the Highway 99W Transit Feasibility Study show demand for transit between Junction City and McMinnville. Staff will bring a more formal presentation to the Board in July.

Economic Development:

Staff successfully submitted a non-competitive technical assistance grant to the Economic Development Administration. The grant will bring nearly \$400,000 of CARES Act money to the region to assist in regional economic recovery and resilience efforts. Announcement of the award is expected in the coming weeks.

CWEDD:

The Cascades West Economic Development District (CWEDD) is collaborating with Oregon Regional Solutions to host a webinar series this summer on how cities, state agencies, and local businesses can collaborate to maintain services while allowing for distancing measures. The first webinar will be next week, and discuss "Street Cafes."

Call Summary

Selected Parameters

From: 05/01/2020 **To:** 05/31/2020
I & R Agency: Oregon Cascades West Council of Governments (OCWCOG)
I & R Agent: All

Unduplicated Consumers 534	Total Number Of Calls 632	Incomplete 2	Complete 630	% Complete 100
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Caller

	Total	Percent
Agency	255	40
Caregiver	8	1
Community Gatekeeper	0	0
Consumer with disability	87	14
Family Member	125	20
Friend/Neighbor	22	3
Other	10	2
Senior Consumer	105	17
Unknown	19	3
Veteran	1	0

Method of Contact

	Total	Percent
E-mail	154	24
Fax	2	0
In Person	9	1
Interpreter	0	0
Mail	2	0
Other	0	0
Phone	442	70
Return Call	9	1
Text	0	0
TTY/Relay	0	0
Unknown	14	2

Type of Call

	Total	Percent
Assistance	118	19
Information	79	12
Referral	434	69
Unspecified	1	0

Referral Source

	Total	Percent
1-855-OREADRC	2	0
211info	1	0
911/Emergency Services	1	0
AARP	0	0
Access Technologies, Inc	0	0
ADRC	6	1
Alternative Residential	0	0
APD Office	38	6
Attorney/ Legal Service	1	0
Brochure	0	0
COVID-19 Contact Tracer	1	0
Faith Based Organization	2	0
Family Member	20	3
Former Medicaid Consumer	6	1
Former OPI Consumer	0	0
Friend/Neighbor	30	5
HCBS Social Service	65	10
Hospital	39	6
Independent Living Center	1	0
In-home Care Agency	22	3
Internet website	17	3
Law Enforcement	2	0
Library	0	0
MD/Health Professional	45	7
MDS Section Q	0	0
Newspaper	0	0
Nursing Facility/ICF_MR	11	2
OHP	50	8
Oregon Medicare Savings	2	0
Other	5	1
Property Tax Deferral	0	0
Radio	0	0
Rapid Needs Assessment	0	0
Self	142	22
Senior Center	4	1

Unduplicated Consumers	Total Number Of Calls
534	632

Incomplete	Complete	% Complete
2	630	100

Type of Referral	
	Total
Medicaid	289
Non-Public	38
Options Counseling	67
Other Public	269

Referral Source		
	Total	Percent

Senior Farmers Market	0	0
SHIBA	0	0
Social Security or SSA	8	1
Social Worker	29	5
Special Marketing Initiative	0	0
Television	0	0
Unknown	16	3
Veteran Services	3	0

M E M O R A N D U M

DATE: June 25, 2020
TO: OCWCOG Board of Directors
FROM: Randi Moore, Senior and Disability Services (SDS) Director
RE: SDS and CSP Program Updates

Programmatic Ups and Downs Related to COVID-19

Aging and Disability Resource Connection (ADRC)

Calls to our Information and Referral Call Center increased in March and April, with agents answering approximately 900 calls monthly. This is a significant increase from previous averages which were more in line with what we received in February – 766 calls.

The increased calls resulted in increased referrals, with the Eligibility Unit and Meals on Wheels team seeing the most significant jumps.

In May, calls to the ADRC returned to more normal pre-*COVID-19* levels.

Meals on Wheels

Meals on Wheels has seen an exceptional turn out of community members wanting to volunteer which is helpful given a certain number of ongoing volunteers decided to stay home for their personal safety.

Additionally, donations to the MOW program have increased.

All meal sites are doing their best to maintain social distancing and volunteers and staff are wearing masks and gloves.

Independent of what counties are doing in regards to reopening, Area Agencies on Aging (AAA) are being more cautious and waiting for guidance from Department of Human Services (DHS) before opening congregate dining rooms. At this time, it is not anticipated to happen until Phase 3.

The number of meals referrals received spiked in April and the program delivered 2,000+ additional meals than in previous months. (Linn County 700, Lincoln County 850, and Benton County 470).

The referrals numbers have now returned to normal with number of meals being delivered plateauing at close to the usual 2,000 per month number.

The MOW Program Supervisor is writing an increased amount of grants to offset additional purchases including: a freezer, additional delivery bags, 5,000 freezer meals stored locally and shelf stable meals.

Case Management

Case managers are going into their third month successfully working from home and are continuing to be able to meet the needs of consumers.

Despite dealing with the precautions brought about by the *COVID-19* crisis, we have still been able to successfully recruit for and hire to fill vacant case manager positions. What a time to start a new job!

The State is very cautious about resuming face to face visits given the vulnerable populations we serve.

Case management is one unit where referral numbers have dropped during the last 3-4 months, with many consumers choosing to rely on other natural supports like family rather than opening their home to paid caregivers.

Senior Corps

RSVP Senior Health Insurance Benefits Assistance (*SHIBA*) Program remains operational, serving clients in the region via tele-counsel.

Counselors meet once a month with COG staff via Zoom to triage complex cases, touch base with peers, and brainstorm how to better serve Medicare clients over the phone.

Senior Companion volunteers keep in weekly contact with their 80+ homebound seniors in the region over the phone and work with Senior Corps staff to find resources for identified needs such as food insecurity, barriers to getting prescriptions filled, and social isolation.

Eligibility Unit

Pre-COVID-19: The Eligibility team received an average of approximately 160-170 total requests for Medical and/or Supplemental Nutrition Assistance Program (SNAP) benefits monthly, and an average of approximately 40 online Food benefit applications per month.

April: The team received a total of 314 requests for Medical and SNAP benefits in April 2020, and 160 online applications for food benefits were received.

May: Numbers of referrals have returned back down to pre-*COVID* norms.

Because of policy changes made at State level, the team has gotten much closer to the “same day/next day” processing timeframes that is our goal. The Eligibility unit is processing the majority of work received by the office within one week. The exception being applications that we have to wait for other paperwork or verification by the consumer.

Eligibility Transformation (ET) which was put on hold because of *COVID-19* is now being rebooted with pilot areas being brought on board in July and our area in November. More info to come as that process unfolds!



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