



Board of Directors' Meeting Packet

June 25, 2020 at 10:00 am

Videoconference Information:

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

Meeting ID: 581 313 5120

Phone Number: 669.900.9128

**Next OCWCOG Board of Directors'
Meeting:
September 17, 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.



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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS' AGENDA
June 25, 2020
10:00 – 11:00 am**

Zoom Video Conference
<https://zoom.us/j/5813135120>
Meeting ID: 581-313-5120
Phone Number: (346) 248-7799

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

NOTE: Please contact Kathleen Codinha, at 541.967.8720 or AdminGA@ocwcog.org, no later than noon on Tuesday, June 23rd to confirm your attendance.

1. **Welcome and Introductions** (Chair Biff Traber)
(10:00 – 10:05 am)

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

Floor will be open to the public for comment.

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

- a. Approval of Previous Board of Directors' Meeting Minutes from May 21, 2020 (Page 5).
- b. Approval of DSAC and SSAC newly elected leaders and memberships (Page 14).
- c. Approval of EDA Grant and Work Plan. (Page 15).

4. **Executive Director Update** (Chair Biff Traber)
(10:15 – 10:25 am)

Introduce Ryan Vogt as newly appointed Executive Director.

ACTION: No action, information only.

5. **Discussion Regarding FY2019-2020 Supplemental Budget** (Finance Director Sue Forty)
(10:25 – 10:40 am)

Finance Director Forty will discuss the *FY2019-2020 Supplemental Budget* (Page 38)

ACTION: Motion to approve and adopt the FY2019-2020 Supplemental Budget and adopt Resolution #2020-06-01 (Page 43).

6. **Board of Directors' Endorsement of Americans With Disabilities Act (ADA) Day**
(Chair Biff Traber / Senior and Disability Services Director Randi Moore)
(10:40 – 10:45 am)

July 26, 2020 is the 30th Anniversary of ADA and will be declared as *Americans with Disabilities* Awareness Day. SDS Director will present a proclamation recognizing *Americans with Disabilities* to the Board for adoption (Page 44).

ACTION: Motion to approve the endorsement of July 26, 2020 as *Americans with Disabilities* Awareness Day and email members to encourage them to do the same.

7. **OCWCOG Program Updates** (All Program Directors)

(10:45 – 10:55 am)

Staff will be available to answer questions on program updates. (Page 46)

ACTION: Information only, no action needed.

8. **Other Business** (Chair Biff Traber)

(10:55 – 11:00 am)

9. **Adjournment** (Chair Biff Traber)

(11:00 am)

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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS 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 Rod Cross, Toledo; Mayor Sharon Konopa, Albany; Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Mayor Biff Traber, Corvallis; Councilor Judy Casper, Lincoln City; Councilor Max Glenn, Yachats; Councilor Chas Jones, Philomath; Commissioner Gil Sylvania, Port of Newport

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

Public: City Manager Chris Workman, Philomath; City Councilor Jan Napack, Corvallis; Pam Linn, Siletz Tribe, Auditor, Kori Sarrett

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Committee Meeting was called to order by Chair Mayor Biff Traber on May 21, 2020 at 2:00 pm via Zoom Video and Audio Conferencing.

1. Welcome and Introductions

Chair Mayor Biff Traber welcomed everyone and asked everyone to introduce themselves.

2. Public Comment

No comment.

3. Consent Calendar

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

4. Presentation of the Fiscal Year (FY) 2018-2019 Annual Financial Audit

Auditor Kori Sarrett had not joined the meeting so this item was switched with number 5.

With the completion of the FY 2018-2019 Annual Financial Audit, Auditor Kori Sarrett reported three findings but stated the opinion on the Financial Statement and Federal Compliance were both unmodified. The findings were unrelated to Oregon regulations and due to the large total dollar amounts; they were isolated events that Finance has corrected. The auditors felt these findings might be related to the personnel changes over the past year and a half, while at the same time the Federal Government changed rules regarding some of the calculations. There was no concern that these findings would be repeated.

The way in which several lending programs expenditures for the Federal Awards Audit was calculated changed with new uniform guidance went into effect. Last year the auditors were allowed to assist with new changes, but this year they weren't allowed and the new employee didn't know the guideline had been changed. It was a one million dollar difference between the number given and what the actual calculated expenditure should have been.

The second findings was an omission of the newest lending program.

The third finding was two occurrences of an invoice that didn't get included in June FY 2019 and should have, which was over \$70,000. The other occurrence was a prepaid journal entry that didn't get included as part of the year end close and was also about \$70,000. The numbers were understated by approximately \$140,000. These two occurrences were not considered a systemic issue, but because they were both large dollar amounts, needed to be included in the findings. The auditors have no concern this will ever happen again.

Director Sue Forty shared how these findings were remedied so they won't happen again. Once the Uniformed Guidance was determined in November, Director Forty and her staff went to a two day guidance training seminar in December. Also, the Micro Lending Programs are tracked in Liquid Planner and there is a field to track Catalog of Federal Domestic Assistance (CFDA) numbers to report to Closed-End Fund Association (CEFA). The box was not filled in and it got missed in Liquid Planner. When the report was run to review revenue and expenditures for the Micro Lending Program, it was not on the list and did not make the original CEFA. This has been remedied by having new procedures and protocols in place. The Contracts team also log them on a separate document to use to double check that all programs have been included. The accounts payables staff was directed by a Program Director to record the expense in the wrong year as well as the prepaid expense. There is a new audit directive for bi-weekly reviews once the audit is scheduled and no vacations can be taken the week before the audit.

Councilor Chas Jones asked why these findings weren't brought before the Board of Directors when it was discovered in November instead of waiting until this meeting, six months later. Director Forty stated the Board was notified last November but not with specifics. She further commented that if the Board would like to be informed immediately after any finding, that practice will be put in place. Until this last audit, there haven't been any findings to report on. Auditor Kori Sarrett suggested that a member of the Finance Committee could be briefed at the time of any finding, and they would be responsible for reporting to the Board of Directors. Chair Mayor Traber agreed with that recommendation and reminded everyone that the Executive Director position started transitioning back in November and early December. OCWCOG has been going through a number of changes and challenges these past six months.

Mayor Sharon Konopa moved to approve and adopt the FY 2018-2019 Annual Financial Audit as presented; Commissioner Malone seconded the motion. With no further discussions it was voted upon and passed unanimously. Auditor Kori Sarrett left the meeting.

5. Discussion to Replace Dann Cutter on the Executive Committee

The next order of business was to take nominations for the position of Vice Chair to fill the vacancy on the Executive Committee that Mayor Dann Cutter left when he became City Manager of Waldport last month. In preparation for this meeting, a link to the Bylaws was sent to refer to the

process of selecting candidates' mid-term. Chair Mayor Traber apologized for the outdated version that was sent and asked to reference the current version emailed that morning. The older version doesn't affect the key process, but the current version establishes how a County selects their At-Large position mid-term.

Chair Mayor Traber opened the floor for nominations, including self-nominations and stated the process would be to identify all candidates. A vote would be taken to determine who will become Vice Chair and co-interim Executive Director.

The requirement in the Bylaws, Section 3:3, states that the Officers need to be from different counties. The current vacancy was filled by a Lincoln County person but that clause does not rule out the Treasurer being nominated and becoming Vice Chair, which would lead to a vacancy in the Treasurer position. The Vice Chair position needs to be filled from a different county than the Chair (so a nomination could not be for someone in Benton County). Mayor Traber suggested either Commissioner Hall from Lincoln County or Mayor Konopa from Linn County because of their long term experience with OCWCOG.

Chair Mayor Traber asked for questions and with none forthcoming, opened the floor for nominations.

Councilor Max Glenn nominated Commissioner Hall, which she graciously accepted. Mayor Rod Cross seconded the motion.

Chair Mayor Traber asked if there were any other nominations and said he had spoken with both Commissioner Hall and Mayor Konopa to gauge their interest in taking this position. Both were agreeable. He asked the floor again if there were any other nominations, and with no response closed nominations and put the motion to elect Commissioner Hall as Vice Chair and Co-Interim Executive Director to a vote. The vote passed unanimously to replace the vacant seat of Vice Chair by Commissioner Hall.

With Commissioner Hall being voted in as Vice Chair, her former At-Large position for Lincoln County needed to be replaced. Paragraph 5.2 of the current Bylaws describes the process for a mid-term election. A caucus of the Board members from Lincoln County was needed to select their At-Large member. It further states a notice isn't required for that election, but recommends 30 days. Chair Mayor Traber informed everyone that a special Board meeting in June will be scheduled to deal with the Supplemental Budget for FY 2020-2021, so the decision could be made whether to decide impromptu or add this to the agenda in June. The decision was up to the Lincoln County members.

The Executive Committee has six members: The Chair, Vice Chair, Treasurer, and three At-Large representatives with Mayor Jim Lepin representing Linn County, Commissioner Malone representing Benton County, and Commissioner Hall representing Lincoln County which now needs to be filled.

Councilor Glenn asked both Mayor Dean Sawyer and Mayor Cross if they would be interested in becoming the Lincoln County At-Large representative. Mayor Cross was not interested, but Mayor Sawyer was. With that, Councilor Glenn nominated Mayor Sawyer for the At-Large

position, representing Lincoln County for the Executive Committee. Mayor Cross seconded the motion. With a caucus of the Lincoln County members consisting of Judy Casper, Mayor Cross, Councilor Glenn, Mayor Sawyer, and Port of Newport Commission Gil Silvia, a vote was taken and passed unanimously to vote Mayor Sawyer as the new At-Large member.

6. Fiscal Year (FY) 2020-2021 Annual Work Program and Budget Review

Director Forty stated there was very little change to the format or budget process for the Fiscal Year (FY) 2020-2021 Annual Work Program and Budget Review with the exceptions from *COVID-19* consequences.

The Agency is employing 188.17 Full Time Employees (FTE); last year's annual budget the number was 165.2 FTE, resulting in 23 additional staff.

There have been minor changes in expenditures. There was a small rent increase of two cents per square foot bringing the rent up to \$1.22 per square foot in the Albany building, and \$1.12 per square foot for the Toledo building. All essential needs for maintenance or construction was taken into consideration in determining the charge for rent to the Programs. It is a not for profit Agency and only has the carry over required by the reserve policies as well as any on-going projects. The plan is to implement a reserve of two cents per square foot, per month, for the next seven years to defray the cost for a new roof in Albany. This will be implemented next year because the roof in Albany was repaired but needs to be totally replaced. Bids came in at approximately \$150,000 because there are many layers that have been added over time to patch the roof and they all need to be removed before replacing the roof.

There is a carry-forward in the budget of \$1.1M. Some staff were not replaced due to the current flux in management. It's also difficult to find qualified staff in some programs, the majority of open positions are in Senior and Disability Services (SDS). Job posting are always posted internally to promote from within; but then an Eligibility Manager becomes a Case Manager, leaving that position vacant. There is an additional \$4.4M in revenue this year for SDS as well as some planning projects in Community Economic Development (CED) that were budgeted for this year.

After opening the floor for questions, Mayor Cross asked how OCWCOG will be able to adjust if what he heard that morning out of Salem regarding the budgeted forecast is correct since that is where the majority of funds come from.

Since most of the funds do come from those State contracts and the majority of them are specific to the SDS Program, Director Randi Moore addressed that question. She agreed that the State revenue forecast is worrisome but added The Older Americans Act (OAA) is a federally funded program and as such, is relatively stable. There are funds of \$600,000 from the *CARES ACT*. A stipulation of accepting the *COVID-19* relief from the State means you can't do any adverse effect against Medicaid consumers. The SDS Program has been very cautious in funding and spending and do have some carry forward that can be used. The State is also getting more flexible about carrying forward funds bi-annually which translates to an opportunity of using *COVID-19* funds while retaining regular funds as a nest egg. In addition, as an area agency on aging, as opposed to an Aging and Peoples with Disability (APD) office, the OCWCOG has more flexibility how funding is used. OCWCOG has a couple of funding sources such as OAA and Medicaid compared

to an APD office which only has a Medicaid budget that is very restrictive of how they must use those funds. SDS Director Moore is watching it closely and has slowed down on hiring recently.

Councilor Judy Casper asked for clarification on the rules with Medicaid and not being able to do adverse effects. Director Moore explained that when accepting *COVID-19* funding from the Federal Government, Oregon established rules and restrictions in favor of consumers, so even if their income increased, or they didn't get paperwork done, a recipient of that specific funding would not be allowed to have services reduced, cut or charged more. When it comes to a State Medicaid cut, they can't tell people they're all going to have their services reduced because that would go against the guidelines the Federal Government put in place specifically for the *COVID-19* funding.

With no further questions, Mayor Konopa moved to approve and adopt the FY 2020-2021 Annual Work Program and Budget, and adopt Resolution 2020-05-04 Agency Budget for FY 2020-2021. Commissioner Hall seconded the motion. There was no further discussion so a vote was taken and passed unanimously.

7. Discussion Regarding FY2019-2020 Supplemental Budget

Director Forty said she had planned for a supplemental budget review during this meeting but wasn't prepared in time due to issues caused by *COVID-19* and other transitional staffing matters. A Special Budget Committee Meeting and a Special Board of Director Meeting will be scheduled in June. The idea is to capture as many items in the supplemental so only one is needed. She assured the Board that there is plenty appropriation to spend money. A Doodle Poll will be sent out to determine which days and times are best for the majority to hold these meetings consecutively. Additionally, because of more changes this year that will affect the beginning of next year's budget, the FY 2021 will also have a supplemental budget in September. More about the revenue forecast will be known after the first quarter, as well as the ability to appropriate any *COVID-19* expenditures that happen after the beginning of the fiscal year. The Budget will need to be reworked. Another line item that will be reflected is the Deputy Director position was deleted and replaced by the Technology Services and Operations Director.

There were no questions and Mayor Traber pointed out this was for information only.

8. Management Salary Study Findings

Human Resources Manager Ryan Schulze directed everyone to page 21 in the packets to a Memorandum of the Management Salary Study. Pages 24 through 32 summarizes the background and actual work. The Memorandum describes how the salary survey was done and the organizations used for comparators. The first step was finding similar classifications to OCWCOG's as possible, and then getting a total for their compensation package to establish the market value, and finally determining what percentage of that market value our compensation comes to. The Board of Directors previously stated through the OCWCOG Compensation Philosophy that total compensation should be plus or minus five percent of the market compensation. As Human Resource Manager Schulze shared his screen, he noted the chart at the top of page 22 and explained that each line item compares where the Agency compensation rate is at in comparison to the market. Many of the salaries are quite low as a percentage of market value. The recommendation to fix the stated numbers without have a significant impact to the budget this next fiscal year is to drop steps at the bottom of the range, add steps to the top,

and then redistribute across the salary scale. It could be necessary to drop up to three steps at the bottom, while adding that steps or a percentage to the top of the scale and then redistributing across the salary scale. Doing it this way would keep everyone at their current salary and allow them to receive whatever step they are due at their next review. This would postpone a large monetary hit to the Agency, and allow staff to get future steps not currently available to them.

The recommendations on page 23 demonstrates the strategy and what that effect would be. 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%.

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.

Prior to the meeting, this strategy was delivered and agreed upon by the Program Directors, Interim Executive Director Mayor Traber, and Finance Director Forty that it's a good short term solution with minimal cost to the Agency.

The classification with Program Directors needs a longer term strategy to reevaluate the entire compensation class structure. As it is, the classifications are so generic it's difficult to recognize the diversity of work being performed within the same classification, but different programs. This recommendation doesn't capture everything and may benefit some more than others. It may under represent what some employees are doing within the same classification.

There should be a long term strategy to review and update all positions, then organize those positions by work level, skill, effort required and responsibility to create job families. From there job descriptions with specific levels would be created. An example would be Supervisor Level 1, 2, 3 and Manager Level 1, 2, 3 and so forth, giving more of a career ladder and the ability to acknowledge and recognize specific work done by managers. Then the OCWCOG compensation philosophy would be applied by identifying better market comparators and assigning appropriate salary scales. That would be a long term project of three to five years. In years past, the non-represented staff made sacrifices by not accepting Cost of Living Adjustments (COLA) and not advancing their wages when represented staff received COLAs. That created compression and falling below the market. If we want to attract and retain quality staff, it's imperative to make some changes now.

Since there is a possibility of merging with Community Services Consortium (CSC), timing needs to be considered. If implemented now, how would this be used as a model to merge two organizations? Or should this be postponed and done with CSC?

Councilor Jones asked if there are opportunities beyond what is on the pay schedule, such as longevity, that is not tied to the pay schedule.

Human Resources Manager Schulze explained that longevity steps were adopted this past year but they are not a full step. Each step is 1.5% over the current step. If an employee has worked

longer than eight consecutive years and been topped out for more than one year, they would be eligible for longevity steps, up to five steps, for each step.

Councilor Jones stated the City of Philomath budget adopted longevity step increases. He suggested that the longevity step increases should be adopted at the same time as the Salary Survey recommendations. He went on to say the possible maximum pay and full range for any position should be calculated and adopted. Right now there is a lack of transparency by not including the full range with longevity pay on the pay schedule.

Chair Mayor Traber agreed and said it would be something to work toward. He then recommended two steps: the first is to adopt the adjustment to the current step to make them consistent with the market, and the second would be to kick off a more detailed study including longevity steps.

Councilor Jones said he was not comfortable voting for a change without longevity pay included that reflects the total pay range.

Finance Director Forty asked Human Resources Manager Schulze if any State agencies with longevity pay were used when calculating maximum salaries. In other words, when doing this study, was it comparing apples to apples?

Human Resources Manager Schulze said not everyone has longevity steps for comparison and even if they did, were not always provided with their pay schedule. He emphasized that this is a guideline to get within an acceptable range and then another study for longevity will be conducted.

Mayor Cross asked if the study was based on total compensation or salary, which Human Resources Manager Schulze reiterated was done on total compensation and pointed their attention to the study which shows dollar amounts for insurance contribution, PERS, and cell phone stipends.

Commissioner Will Tucker said he looked at some of the comparables listed, and knowing some of the staff in Lebanon, questioned whether the comparison was apples to apples, and if this study is close enough. He was also concerned about the integration and impact of CSC and not comfortable voting in favor of this until that is known.

Human Resources Manager Schulze said it's difficult to line up duties. The real challenge was reaching out to organizations and using their information to match to our duties to get closest to our classifications.

Chair Mayor Traber reminded everyone that the vote was to implement add/drop changes to the steps which don't change salaries until they get to their anniversary. A longer term study will be done and comparisons for a potential merge with CSC.

Mayor Konopa motioned to approve and adopt the Management Salary Study as a guideline for any salary adjustments for management. Mayor Sawyer seconded the motion.

Mayor Cross said he wants to know that a long term study won't get delayed too long; this same issue was discussed 15 years ago.

Councilor Jones and Commissioner Tucker do not agree with moving forward with accepting the Management Salary Study without modifying it to include longevity steps.

Chair Mayor Traber asked Kathleen Codinha to take a roll call to vote. The vote passed: nine yes, two no.

9. **Executive Director Position Recruitment Update**

At 3:08 pm, Chair Mayor Traber called an Executive Session pursuant to ORS 192.660 to discuss confidential matters concerning the recruitment for the Executive Director position. All attendees not on the Full Board were moved into a virtual waiting room.

At 3:40 pm, the Full Board came out of Executive Session.

Chair Mayor Traber asked if there were any motions on his recommendations during the Executive Session to continue forward with a modified offer to the preferred candidate that was discussed in February and March. Councilor Jones motioned to extend a modified offer to the preferred candidate for the position of Executive Director; Mayor Sawyer seconded the motion. A vote was taken and it passed unanimously.

After the vote, Chair Mayor Traber stated if the candidate doesn't accept the modified offer, the second recommendation would be to begin the recruiting process with an outside firm. In the interim, Finance Director Forty and Human Resources Manager would be appointed co-Executive Directors. Commissioner Malone made a motion to have Finance Director Forty and Human Resources Manager Schulze share an interim co-Executive Director role if the preferred candidate declines the offer as Executive Director and immediately begin recruitment with an external firm. Mayor Lepin seconded the motion.

Councilor Jones inquired if there was money in the budget to hire an external firm to search for an Executive Director. Finance Director Forty noted there are savings available due to the absence of an Executive Director and a transfer resolution could be done to move funds out of personnel and payroll lines to an expense line.

With no other questions a vote was taken on the second motion by Commissioner Malone and passed unanimously.

10. **Discussion of Employee Handbook and Purchasing and Contracts Policy**

Mayor Cross and Councilor Glen left the meeting at 3:45 pm.

Human Resources Manager Schulze said the significant changes to the policies in the Employee Handbook were to the structure, while keeping most of the content intact. Some changes were to the Employee Conduct and the Americans with Disabilities Act (ADA) and accommodations. The updated version is much clearer for staff to comprehend.

There were no questions on the Employee Handbook so Chair Mayor Traber opened the floor to Finance Director Forty to explain the Purchasing and Contracts Policy. She began by saying that

the Agency has never had a Purchasing and Contracts Policy. The Agency has two contract coordinators that are extremely experienced in Oregon contract rules and laws. OCWCOG used that opportunity to draw from their knowledge and experience to bring stability to the processes and practices. Once written, it was edited by the Agency's lawyer, Jim Brewer. The key point is staff were making purchases of whatever they wanted. Employees were not aware there is a cooperative agreement with the State of Oregon that allows smarter purchases due to quantity, price, and quicker. The new policy states if something is \$5,000 or more, employees must go through the contracts procurement process so they can look for cooperative agreements.

Councilor Casper motioned to approve and adopt the Purchasing and Contract Policy, and Commissioner Hall seconded the motion. A vote was taken and passed unanimously.

11. Discussion of OCWCOG's Annual CelebrateLBL Event

The question being brought to the Board is whether or not to host *CelebrateLBL* this year. To open discussions, Chair Mayor Traber said it's an important event for the community but there is so much change within the Agency, with the impact that *COVID-19* has made, and with the vacant position of an Executive Director, he recommends postponing the event for this year only. It's an important event to have because it provides a spotlight on the region and brings good publicity to the Agency.

Commissioner Malone motioned to postpone *CelebrateLBL* until after the first of the year. Mayor Konopa seconded. A vote was taken and passed unanimously.

12. Board of Directors' Endorsement of Older Americans Month

These Proclamations were not on the Consent Calendar because the Veterans Service Officer was going to read the Military Appreciation Month Proclamation. He was unable to make the meeting because an invitation wasn't sent in time and he had a conflicting schedule. Therefore, Commissioner Hall motioned to accept and endorse May as the Older American Month and the Military Appreciation Month Proclamations. Commissioner Malone seconded the motion. A vote was taken and this passed unanimously.

13. Board of Directors' Endorsement of Military Appreciation Month

See above.

14. OCWCOG Program Update

There were no updates or questions.

15. Other Business

None.

16. Adjournment

Chair Mayor Traber adjourned the meeting at 3:57 p.m.

Meeting minutes taken by Kathleen Codinha.

MEMORANDUM

DATE: June 25, 2020
TO: OCWCOG Board of Directors
FROM: Randi Moore, Senior and Disability Services (SDS) Director
RE: **Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Newly Elected Leaders and Membership Renewals.**

In June 2020, the Senior Services Advisory Council (SSAC) met and elected the following individuals to leadership positions for the 2020-2021 term:

- Saleem Noorani, SSAC Chair; and
- Anne Brett, SSAC Vice-Chair.

The SSAC subsequently approved the recommendation of renewal of membership for the following individuals:

- Catherine Skiens, Linn County;
- Mitzi Naucler, Linn County;
- Anne Brett, Benton County;
- Robynn Pease, Benton County;
- Lee Strandberg, Benton County; and
- Doris Lamb, Lincoln County.

In June 2020, the Disability Services Advisory Council (DSAC) met and reelected the following individuals to leadership positions for the 2020-2021 term:

- Jan Molnar-Fitzgerald, DSAC Chair; and
- Lee Lazaro, DSAC Vice-Chair.

At their June meeting, DSAC also approved the recommendation of renewal of membership for the following individuals:

- Edythe James, Linn County;
- Clark Brean, Linn County;
- Lee Lazaro, Benton County;
- Mike Volpe, Benton County; and
- Jan Molnar-Fitzgerald, Lincoln County.

The SSAC and DSAC request the approval of renewal of membership by the OCWCOG Board of Directors for the aforementioned individuals.

Senior and Disability Services Advisory Council members take an active role in advocating for the needs of seniors and people with disabilities, and provides advice regarding policies, quality of services, and other important issues. SSAC and DSAC currently are seeking members who reside or are employed in Linn, Benton, or Lincoln Counties.

M E M O R A N D U M

DATE: June 25, 2020

TO: Oregon Cascades West COG Board

FROM: Sandra Easdale, Business Lending Officer

**RE: Economic Development Administration – New Administrative Plan
for new Grant Award**

The Coronavirus Aid, Relief, and Economic Security Act (CARES) has made funding available to the Economic Development Administration for economic development assistance programs to help communities prevent, prepare for, and respond to coronavirus. Oregon Cascades West Council of Governments has applied for a CARES Act Supplemental EDA Award and expects to receive funds in July, 2020. Prior to disbursing funds, an approved Administrative Plan must be developed. Attached you will find an updated plan which allows more flexibilities in lending policies and procedures in order to give businesses better access to funds.

The LPAC reviewed and recommends the adoption of the attached Administrative Plan to OCWCOG Board of Directors.

ACTION REQUESTED: Approval of the New EDA Administrative Plan

**OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS**

**REVOLVING LOAN FUND
ADMINISTRATIVE PLAN**

FOR:

Grant Award # _____

07-2020

I. PROGRAM ELEMENTS

A. Overview and Goals

The overall goal of the new proposed Revolving Loan Program is to make it easier for businesses to alleviate sudden and severe economic dislocation caused by the coronavirus (COVID-19) pandemic, to provide permanent resources to support economic resiliency, and to further the loan-term economic adjustment objections of the region served by this award.

The RLF program makes it easier for businesses to succeed in the service area. This aspect of the program is extremely valuable to Lincoln and Linn Counties because there has been an historic dependence on very cyclical industries. Downturns, particularly in the primary and secondary wood products industries, have been very disruptive to the local labor market in recent years. The ability to provide low interest subordinate financing is a significant marketing tool in the endeavor to expand and diversify the economic base of the market area.

The Cascades West Economic Development District's annual Comprehensive Economic Development Strategy has identified a lack of capital at reasonable rates and terms as an ongoing barrier to economic development and business expansion in the area.

The RLF will address the following goals:

1. The diversification of the Lincoln and Linn County manufacturing, value added wood products, fisheries, natural resource industries and tourism economies.
2. Encourage development of employment in manufacturing.
3. Encourage development of essential commercial projects.

B. Identification of Service Area's Financing Problems

In early 2009, the U.S. economy was in the midst of a recession sparked by the collapse of a housing bubble. Companies were slashing jobs. The unemployment rate was surging. Auto sales in January 2009 had reached a 26-year low.

Employers cut 794,000 jobs in January 2009 and 4.5 million from November 2008 through April 2009.

Home prices plunged 19 percent in the 12 months that ended in January 2009. Eventually, they fell by a third overall before bottoming in late 2011.

Perhaps the clearest barometer of the economy was soaring unemployment. The unemployment rate was 7.8 percent in January 2009, just below the current 7.9 percent. But only two months later, in March 2009, it was nearly a full point higher — 8.7 percent. By October, it had peaked at 10 percent.

The recovery has been slow. Consumers have been wary about spending after piling up debt in the mid-2000s. Local governments, squeezed by tight budgets, have cut 560,000 jobs in four

years. And until recently, an anemic housing market discouraged the home construction that in past economic recoveries had powered growth.

Now, companies are hiring modestly but steadily. Employers added an average of 181,000 jobs a month in 2012 and 175,000 in 2011. Still, unemployment remains far higher than the 5 percent to 6 percent that economists regard as normal.

Commercial banks are the primary source of capital for businesses in the service area. Several state chartered community banks serve the market area, with regional and national banks active with deposits and large commercial transactions. The state chartered community banks primarily serve rural areas. Many of the regional and national banks have down-sized or eliminated their commercial banking centers from the service area, with most maintaining a presence in the larger Cities. While the economy in recent years has been generally strong, the commercial banking industry within the state of Oregon has seen significant fluctuations in the availability of credit. The result has been the ease of credit for a while in many of the areas, particularly rural communities. Then, when the lending environment changes or mergers and acquisitions occur in the banking industry, conservative lending policies are re-established, tightening credit, many times abruptly in those rural communities. The nature of these changes causes instability in the capital markets available to small businesses, especially those located in rural communities within the service area.

Another significant issue has been the centralization of credit decisions in the larger institutions. In the past, commercial credit decisions were vested in the branch management more able to identify and meet the financing needs of small businesses in the service area. Small business owners could develop a borrowing relationship with the branch banker and through successful operation and debt repayment, establish a good credit history and instill lender confidence. The centralization has diminished the importance of the relationship between the business owner and the loan officer, and along with it, the importance of the loan officer's detailed knowledge of a particular business' opportunities.

The loan packaging activity conducted by OCWCOG in the past has provided an opportunity to observe banks' commercial activity and the financing problems confronted by small businesses attempting to start up or expand their operations. It is observed that reasonable financing is generally available to small businesses within this service area. The availability of reasonable credit has been sufficient to act as an incentive for expansion and investment for qualifying creditworthy firms. However, there continues to be demand for loan terms, particularly for expansion projects, that go beyond the ability of commercial lenders in the market place from small businesses that are creditworthy but unable to qualify for bank financing.

Though SBA 504 financing is available, through CCD Business Development Corporation this program disallows working-capital uses and is also available only for long-term fixed asset projects, such as heavy equipment and/or real estate. The Oregon Business Development Fund, offered by the Oregon Economic & Community Development Department, provides for some limited amount of working capital and short-term capital equipment financing but is currently highly limited to wholesale and manufacturing companies. Other programs are now available

that provide working capital; however, demand for patient working capital still outstrips supply of funds in those programs, being primarily the COG's USDA IRP and OCWCOG BIF program.

The RLF program assists in addressing the problem of business capital availability within the service area by providing an incentive for private lender participation. This subordinated financing feature leverages a commercial lender's capital, putting the private sector funds into productive use within the service area. The increased availability of subordinate debt capital, with reduced risk to the lender, promotes consideration of more reasonable interest rates and terms by the participating lender and mitigates risk so that the projects are seen to fruition. The fixed rate nature of the subordinate financing also serves to stabilize the overall financing cost, thereby providing an otherwise missing stimulus for economic expansion that will result in increased job opportunities.

C. Business Development Strategy and Targeting Criteria

The targeting criteria for the RLF of Linn and Lincoln Counties include four standards.

First, the RLF will be an equally available service throughout the two-county area and such other areas as may receive EDA approval for expansion in the future. If competition for funding necessitates it, geographic considerations will be utilized to allocate accessibility to the RLF.

Second, loan packaging will be targeted toward private entities in the manufacturing sector located in Lincoln and Linn Counties, which are primarily dependent upon timber, fisheries, and agriculture and tourism industries. In recent years, the high tech and software industries are growing in the services area. Historical changes in national economic activities in the lumber and wood products industry produced devastating and long-term economic down turns in the area. Consequently, a manufacturing sector profile of the area reveals that the depth and breadth of manufacturing does not reflect the diversity of the state or national profiles. In order to combat these cyclical effects, the RLF will primarily focus on diversifying the manufacturing sector.

Third, lending will be targeted to secondary wood products manufacturing; renewable resource industries, including agriculture, fisheries, and tourism. While the wood products industry has suffered significant decline over the past 35 years it has been targeted as one of the service area's key industries. Tourism has become one of the major industries in the state of Oregon, and Lincoln and Linn Counties have the natural aquatic and other physical attractions that are basic to tourism development.

Fourth, the EDA RLF will target commercial enterprises that provide vitally needed services to the local communities. This target area, along with the others that have been identified, will focus primarily on existing businesses rather than start ups and will also be geared towards fixed asset financing that will allow small business enterprises to expand through the acquisition or renovation of real property. A commercial project may be funded only if it provides substantial employment and long-term economic benefits to the area. As a general rule, manufacturing projects will take precedence over commercial projects due to their relative high employment per dollar ratio and the economic diversification, which they provide.

Although it is not anticipated that significant changes will occur in the area's economic composition in the short run, should a vital shift happen, a subsequent realignment of criteria may be instituted with EDA approval.

D. Standards for the RLF Portfolio

Eligible applicants include private, for-profit firms, including corporations, partnerships and sole proprietorships, cooperatives and private non-profit organizations organized for the conduct of business.

1. Conflicts of interest.

(a) General

It is EDA's and the Department's policy to maintain the highest standards of conduct to prevent conflicts of interest in connection with the award of Investment Assistance or its use for reimbursement or payment of costs (e.g., procurement of goods or services) by or to the Recipient. A conflict of interest generally exists when an Interested Party participates in a matter that has a direct and predictable effect on the Interested Party's personal or financial interests. A conflict may also exist where there is an appearance that an Interested Party's objectivity in performing his or her responsibilities under the Project is impaired. For example, an appearance of impairment of objectivity may result from an organizational conflict where, because of other activities or relationships with other persons or entities, an Interested Party is unable to render impartial assistance, services or advice to the Recipient, a participant in the Project or to the Federal government. Additionally, a conflict of interest may result from non-financial gain to an Interested Party, such as benefit to reputation or prestige in a professional field.

(b) Prohibition on direct or indirect financial or personal benefits.

(1) An Interested Party shall not receive any direct or indirect financial or personal benefits in connection with the award of Investment Assistance or its use for payment or reimbursement of costs by or to the Recipient.

(2) An Interested Party shall also not, directly or indirectly, solicit or accept any gift, gratuity, favor, entertainment or other benefit having monetary value, for himself or herself or for another person or entity, from any person or organization which has obtained or seeks to obtain Investment Assistance from EDA.

(3) Costs incurred in violation of any conflicts of interest rules contained in this chapter or in violation of any assurances by the Recipient may be denied reimbursement.

(c) Special rules for Revolving Loan Fund (“RLF”) Grants.

(1) An Interested Party of a Recipient of an RLF Grant shall not receive, directly or indirectly, any personal or financial benefits resulting from the disbursement of RLF loans;

(2) A Recipient of an RLF Grant shall also not lend RLF funds to an Interested Party; and

(3) Former board members of a Recipient of an RLF Grant and members of his or her Immediate Family shall not receive a loan from such RLF for a period of two (2) years from the date that the board member last served on the RLF's board of directors.

[71 FR 56675, Sept. 27, 2006, as amended at 73 FR 62866, Oct. 22, 2008; 79 FR 76129, Dec. 19, 2014]

Ineligible applicants are entities and organizations other than those described above.

1. Eligible Projects and Activities

Generally, RLF financing will be available to support the start-up or expansion of businesses in Lincoln and Linn Counties. Activities that may be undertaken include the following:

- Acquisition and assembly of land, for commercial, industrial and related uses.
- Acquisition of machinery, equipment, furniture and fixtures.
- Acquisition of abandoned properties with redevelopment potential.
- Development of real estate, including redevelopment and rehabilitation of historical buildings for industrial or commercial use.
- Other investments that will accelerate recycling of land and facilities for job creating activity, such as assistance to firms to locate and expand in such facilities.
- Working capital needs.

2. Ineligible Projects and Activities

- Projects involving the relocation of any firm from one area to another in such a manner as to cause unemployment at the location where such work previously was performed.
- Projects that is not located within Lincoln or Linn Counties.
- Projects that is not consistent with:
 - (a) The Cascades West Economic Development District's Annual Community and Economic Development Strategy update, or
 - (b) Relevant city or county comprehensive plans.
 - Projects that will not provide more than temporary alleviation of unemployment or underemployment within the area of project impact.
 - Projects for which funds are judged to be otherwise available from private lenders or other public agencies at terms which will permit the accomplishment of the project.
 - Projects on which there is not reasonable assurance of repayment of the proposed loan(s).
 - Projects that would create a conflict-of-interest for any current or former OCWCOG Board member, loan committee member, or employee, or people related to them by blood, marriage or law.

3. Eligible Costs

- Land costs, including engineering, legal, grading, testing, site mapping, related costs associated with acquisition and preparation of land.
- Building costs, including real estate, engineering, architectural, legal, and related costs associated with acquisition, construction, and rehabilitation of buildings.
- Machinery and equipment costs, including delivery installation, engineering, architectural, legal, insurance, and related costs associated with acquisition and installation of machinery and equipment.
- Other costs contributing directly to the value of the project fixed assets, such as sales and uses taxes and interest on interim construction financing.
- Adequate contingency reserves.
- Working and start-up capital.
- Infrastructure costs.
- Refinancing of loans made by other lenders under limited conditions.

4. Ineligible Costs

- Costs incurred prior to OCWCOG's acceptance of the loan application.
- Acquisition of equity in private businesses.
- Subsidy of interest payments on loans.
- The equity contribution required of borrowers participating in other Federal Loan Programs.

5. Loan Criteria

The standards described below apply to the performance of the Revolving Loan Fund as a whole. The selection of a business as a recipient of a Revolving Loan Fund loan will be based on its ability to meet the loan portfolio standards. Individual loans may vary significantly from the loan portfolio standards. In a case where a significant economic benefit is available through assisting a particular business, less than specified performance on one or any of these standards may be acceptable.

(a) Job/Cost Ratio

The portfolio average cost per job will not exceed \$50,000.

(a) Activities to be Financed

Loans from the RLF will be available to private small businesses for the purposes of start up, expansion or maintenance of existing operations. For the purposes of the RLF program, the definition of a small business will be that used by the U.S. Small Business Administration. The RLF program will be targeted primarily towards manufacturing and other industrial operations. Secondary targeting of RLF loans will be toward tourism and recreation facilities, agriculture support and service activities, and commercial activities vital to their communities.

(b) Other Economic Objectives/Benefits

Other elements that will receive consideration in the selection of loans for the RLF program are:

- Linkages with the area's existing economy that would permit a business to absorb displaced or underemployed skill workers in the area labor force.
- Companies whose markets appear to indicate the opportunity for significant expansion of production and employment over the short term.
- Significant opportunities for the development and/or expansion of minority or female-owned and operated small business concerns.

The standards for the RLF may be revised if the area's needs change in the future and with EDA's approval.

To ensure that RLF funds will not merely substitute for available private capital, borrowers will be required to sign a statement that they had sought to borrow from other lenders under similar terms as those provided by the RLF and had been declined. The RLF staff will substantiate these when in question and will contact lenders to ascertain possible participation with RLF involvement. RLF staff will also determine the need for the RLF loan and document this in the Loan write-up pursuant to the EDA RLF Standard Term and Conditions, and its successors.

E. Financing Policies

1. Lending Limits

Loans made under the terms of the RLF program will normally have a minimum loan size of \$5,000, and a maximum loan size of \$242,000 or 25% of RLF base capital, whichever is greater. Additionally, no one borrower, company, organization, entity or affiliated group will have credit outstanding from the Revolving Loan Fund in excess of this amount at one time.

2. Repayment Terms

Loan terms will generally not exceed the full useful life of the assets being financed. However, shorter-term loans will be encouraged in order to accelerate the reuse of RLF dollars. Repayment will normally be accomplished in equal monthly installments, including principal and interest over the life of the loan, except that up to six months of payment may be interest only if found necessary to make the project viable. Except in cases of loan renegotiation, fully amortizing repayment terms will generally be adhered to. RLF loan terms will normally equal the loan term of the participating private lender.

The term of a fixed asset loan will ordinarily not be greater than the average useful life of the fixed assets in the project, and in no case be made for a term of more than 15 years. The term of a working capital loan will not ordinarily exceed five years. An attempt will be made to shorten working capital loan terms to three years and fixed asset loan terms to five to seven years (where feasible) in order to accelerate the velocity of RLF dollars.

3. Interest Rates and Fees

OCWCOG may make loans to eligible borrowers at interest rates and under conditions determined by the OCWCOG to be appropriate in achieving the goals of the RLF. The minimum interest rate OCWCOG may charge is four (4) percentage points below the lesser of the current money center prime interest rate quoted in the *Wall Street Journal*, or the maximum interest rate allowed under State law. In no event shall the interest rate be less than the lower of four (4) percent or 75 percent of the prime interest rate listed in the *Wall Street Journal*, as per EDA requirements.

OCWCOG will make loans to eligible borrowers at interest rates between 3.5% and 10% as long as these interest rates meet the criteria stated in 13 CFR stated above. The interest rate will be determined by the strength of the borrower's credit review.

Should the prime interest rate listed in the *Wall Street Journal* exceed fourteen (14) percent, the minimum RLF interest rate is not required to be raised above ten (10) percent if doing so compromises the ability of the RLF Recipient to implement its financing strategy.

In the event of a technical or payment default on a note, the interest rate may be increased to 2.5% over the initial note rate for the remaining term of the loan.

Interest rates will be fixed over the life of the loan, except that a rate review will ordinarily be conducted after a period of one year. If the promised number of jobs has not been created by the business within the first year, the OCWCOG Loan staff shall have discretion to raise the loan rate to a market rate. This will ordinarily be done only when the OCWCOG Loan staff has reason to believe the borrower has not acted in good faith in making job creation estimates or managing the general and administrative expenses of their business.

A per payment servicing fee of \$12.00 will be assessed on all loans with ACH payment processing, a requirement of the loan program. In the event the borrower cancels their ACH payment authorization or is canceled by OCWCOG or the bank of account due to rejected item activity, the per payment servicing fee will increase to a total of \$55.00. Payoffs are excluded from this assessment, may be processed with a check or wire transfer and are subject only to the \$12.00 servicing fee.

In the event a payment is returned due to non-sufficient funds a \$25.00 rejected item fee will be assessed per occurrence. Unpaid servicing and NSF fees shall accrue and be added to all payoffs.

4. Special Financing Techniques

Loans will generally be made on a subordinated basis. This approach will lower the risk for commercial lenders and act as an incentive to encourage their participation. However, the RLF will secure 1st lien positions in specific collateral where risk considerations warrant protection of RLF investments.

5. Equity and Collateral Requirements

An applicant's pro-forma balance sheets (combining business and personal when appropriate), including the proposed project and financing, will generally not exceed a 6:1, or be within the upper quartile of the RMA Industry Average range of debt-to-equity ratio, unless additional adequate security is provided (such as guarantees, other business assets, personal assets). For purposes of this paragraph, debt means total liabilities of a business.

Security will be required, as necessary, to adequately collateralize RLF loans. In the case of fixed asset loans, security usually will be liens on the assets financed. Working capital loans will normally be secured by receivables, inventory and fixed assets. Assignments of lease will also be perfected; security usually will be liens on the assets financed. Liens upon other non-project assets of the applicant may also serve to secure loans. It will also be general policy to require personal guarantees by the applicant's principals, secured, as appropriate, dependent upon the likelihood of repayment through liquidation of the assets upon a default, so as to benefit the service area by better assurances of recapitalization and further loan activity.

6. Restructuring or Modifying Loans

Terms and conditions of existing loans may be modified from time to time, as deemed appropriate, particularly to preserve the assets of the business and value of loan collateral should there be a problem with loan repayment. In general, restructuring a loan will be accomplished in a manner that will produce a reasonable likelihood of repayment, given a current and complete reassessment of conditions. RLF loans will be restructured only where it improves a borrower's ability to repay.

8. Use of Interest and Fees from Activity

1. *General requirements.* RLF Income must be placed into the RLF Capital base for the purpose of making loans or paying for eligible and reasonable administrative costs associated with the RLF's operations. RLF Income may fund administrative costs, provided:

- (a) Such RLF Income and the administrative costs are incurred in the same twelve-month (12) reporting period;
- (b) RLF Income that is not used for administrative costs during the twelve-month (12) reporting period is made available for lending activities;
- (c) RLF Income shall not be withdrawn from the RLF Capital base in a subsequent reporting period for any purpose other than lending without the prior written consent of EDA.

When charging costs against RLF Income, RLF Recipients (OCWCOG) must comply with applicable OMB cost principles and RLF audit Guidelines. See 13CFR 307.12 (§ 307.12 Revolving Loan Fund Income)

Other sources of funds may be made available for relending and administrative expenses. These funds may include: loan fees, interest on deposits or temporary investments from recycled funds or profits on sale or liquidation of RLF loans.

9. Fees and Charges

There will normally be a \$500 application fee, creditable towards a loan fee. For loans between \$5,000 to \$150,000 the loan fee is 2%. Loans between \$150,001 and \$242,000 the loan fee is 1.5%. Loan fees will be charged to successful applicants at closing. Additionally, borrowers will pay for any direct costs incurred in loan processing and closing, such as recording fees, attorney fees, escrow fees, etc.

10. Cooperation with Other Financing Programs

RLF loans will be used to fill gaps in the financing that exist for a wide range of business development purposes. This will be accomplished in a complementary manner to other public and private sources. Either directly or through an established relationship, businesses in the service area will be provided assistance in all local, state, and federal programs, including but not limited to the following:

- Certain city financing programs established by HUD-CDBG.
- Oregon Community Development Program (HUD-CDBG funds), administered by the State Intergovernmental Relations Division.
- SBA 504 long-term subordinated fixed asset loans
- Oregon Business Development Fund, administered by the State Economic Development Department
- Industrial Revenue Bonds, available from the State Economic Development and Port authorities.
- SBA 7(a), bank issued-SBA guaranteed business loans

F. Related Activities

1. Technical and Management Assistance

OCWCOG has established cooperative-working relationships with the Small Business Development Centers at Linn-Benton Community College and Lane Community College, respectively. Courses in financial management, marketing, personnel management, and others are available, as well as are one-to-one consultations with successful business persons.

Technical assistance is also available to loan recipients from the SBA, S.C.O.R.E., and from the business development finance personnel with the Council of Governments. These individuals are available for consultation not only on available financing but also on questions where appropriate referrals can be made to other individuals or agencies that can provide suitable materials or educational services.

2. Loan Packaging

OCWCOG staff is responsible for loan packaging under the RLF. The staff also has responsibility for loan services for the SBA 504 program, the SBA 7(a) loan guarantee, the Oregon Business Development Fund, the OCWCOG Business Investment Fund Program, the OCWCOG Rural Development Funds and all other government guaranteed or direct loan programs.

3. Linking Jobs with the Long-Term Unemployed

The primary vehicle that will be used for ensuring that the long-term unemployed will be linked with the jobs created through the RLF program will be the Employment and Training initiative programs operating in Lincoln and Linn Counties. The programs provide not only training and displaced worker assistance but also can design testing programs specific to an industry's worker needs. Loan recipients in the RLF will be provided with a description of the services and financial benefits of participation in the various employment initiatives available and will be referred to the programs available in their areas.

G. RLF Loan Selection Criteria

Loans will be made on a first come first served basis and will be available to businesses in the eligible area, if:

1. Staff can demonstrate credit worthiness based upon the financing policies of the plan;
2. The project is consistent with the business development strategy; and
3. The loan will meet program goals to facilitate in the creation of higher paying, higher skilled, private sector jobs diversify and strengthen the economy and stimulate private investment. Priority will be given to those projects that provide the highest economic stimulus relative to program goals.
4. The loan is consistent with the goal of maintaining a diversified portfolio.

H. Performance Assessment

The portfolio goals will be monitored at the time of reporting to EDA. If priorities and targets are not being met, more frequent monitoring will be implemented. This will be accomplished by utilizing the current database software that is used to generate the EDA report.

The EDA Administrative Plan will be reviewed annually as part of the annual certification. Changes will be made to the plan as appropriate to ensure the plan is consistent with the area's current economic development strategy and that the RLF is operating in accordance with the policies and procedures contained in the approved plan. (Refer to Section VIII.D "Annual Plan Certification").

II. ADMINISTRATIVE ELEMENTS

A. Loan Administration Board

Oregon Cascades West Council of Governments Inc. is an ORS 190 Intergovernmental Cooperation that operates in Benton, Lincoln, and Linn Counties. The Board of Directors will provide oversight and establish policy for the RLF program through their Loan Program Advisory Committee and appoint a Loan Review Subcommittee (LRS) to approve loans submitted by the OCWCOG Loan staff. The OCWCOG Executive Director will give final approval of the applications. The OCWCOG Loan staff will make recommendations regarding major servicing and foreclosure and report actions to the LPAC members.

The Loan Review Subcommittee (LRS) will include members representing a cross section of the leadership of the approved LTED Title IX eligible areas including members with financing experience. A LRS member with commercial lending experience will participate in all loan approval decisions. The services of private legal counsel will be available to the Loan staff and the LRS as needed. The legal counsel will not be a LRS member.

B. Staff Capacity

The economic development staff of OCWCOG currently package small business loans for the SBA 504 program, the SBA 7(a) Guarantee Program, the Lincoln County Revolving Loan Funds, the OCWCOG Business Investment Fund, the respective USDA IRP funds and all other government guaranteed loan programs in the service area. Staff is experienced in the analysis of business financial statements and cash flow, debt service, collateral and documentation requirements. Staff has also been responsible for interviewing small business prospects, assessing their needs and eligibility, and assisting them in structuring reasonable request to various public and private financing sources.

The staff available to assist the loan committee in RLF administration includes the OCWCOG Loan staff including Community and Economic Development Director, Loan Officer and Assistant Loan Officer. All of the required skills for RLF operation and administration are represented in this staff, assisted as appropriate by an outside attorney.

The primary activities of the staff with respect to the Revolving Loan Fund program are as follows:

- Publicize RLF objectives and availability in Lincoln and Linn Counties.
- Screen all applicants, inviting promising candidates to submit preliminary information.
- Based on preliminary data, invite qualified candidates to submit detailed applications. Decline ineligible or businesses that do not meet the acceptable underwriting criteria for the RLF program.

- Work with applicants to help them prepare complete application; do loan and credit review and make final recommendations to LRS. For approved loans, ensure proper documentation, compliance with all appropriate regulations, timely loan closing and implementation of project.
- Monitor ongoing operations of loan recipients; provide ongoing technical and management consulting assistance and recommend loan revisions as appropriate.
- Perform routine loan servicing and accounting.
- Perform loan collections with attorney, including asset liquidation.
- Provide monthly financial reports for the RLF, including individual account status.

The OCWCOG Loan Officer will make the recommendations called for or implied in this list of activities, based upon information received regarding the loan and borrowers with consideration given to the recommendations of the staff members who have been assigned to work with a particular applicant. OCWCOG is responsible for loan administration of the RLF Program.

Any Loan Review Subcommittee (LRS) member, staff person or professional associated with the RLF shall reveal to the LRS any business relationship (example - CPA) with a loan applicant in order to avoid any possible conflict of interest or appearance of conflict of interest. No officer, employee, or member of the LRS or of the RLF Recipient's Board of Directors, or other Board (hereinafter referred to as "other board") that advises, approves, recommends or otherwise participates in decisions concerning loans or the use of RLF grant funds, or person related to the officer, another employee, or any member of the Board by immediate family, law, or business arrangement, may receive any benefits resulting from the use of the RLF loan or grant funds. In addition the RLF Recipient may not lend RLF funds to an employee of the RLF Recipient or any member of the RLF Recipient's Board of Directors, or a member of any other board. Immediate family is defined as parents, grandparents, siblings, children and grandchildren, but does not include more distant relatives, including cousins, unless they live in the same household. A benefit or loan may be conferred if the officer, employee, or board member affected first discloses to the RLF Recipient on the public record the proposed or potential benefit involved is not so substantial as to reflect adversely upon or affect the integrity of the RLF Recipient's decision process or the services of the officer, employee or board member.

No officer, employee or board member of the RLF Recipient must not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment or any other form of monetary value, for himself or for another person, from any person or organization seeking to obtain a loan or any portion of the grant funds.

Former board members and/or officers are ineligible to apply for or receive an RLF loan for a period of two (2) years from the date of termination of his/her services.

In the event representatives from the financial community on the LRS have a separate financial interest (excluding regular checking and savings accounts) in a loan applicant, such member will not participate in loan deliberations.

C. Loan Selection and Approval Process

The loan selection and approval process includes four stages as follows:

1. Marketing

First, prospective borrowers learn of the availability of loans through a variety of means. There has been media coverage of the OCWCOG RLF Program. Second, many area bankers are aware of the loan program, and recommend it to their clients when appropriate. Area bankers will be notified of the availability of RLF funds on a routine basis to ensure the market place is aware of the programs. Third, staff makes numerous public appearances to inform local chambers of commerce, downtown groups and other development organizations of the availability and extent of the programs through the areas. Fourth, staff develops promotional materials on all OCWCOG lending programs and will do so for the RLF.

2. Application

Normal and prudent lending standards are used in evaluating the strength and ability-to-repay of both companies and individuals. However, the loans will be made in some cases where, in OCWCOG's judgment, the employment and other benefit potential (and the quality of business planning) outweigh risks that more conservative lenders would likely avoid. This would apply, for example, to viable business startups, which are routinely excluded from consideration by most members of the private financial community.

Procedure and flow are as follows:

- Preliminary discussion with staff representatives for eligibility and rough fit with RLF loan criteria. If another lending program is more appropriate, the staff will work with the prospective borrower on an application for that program.
- Decision by staff representative to invite preliminary written information or decline loan request at this point. If negative, inform applicant reasons for decline. If positive, review preliminary information needs with applicant and provide counseling regarding the applicant's business plan, if appropriate.
- If positive, review preliminary information needs with applicant; provide counseling regarding applicant's business plan, if appropriate.
- Preparation and submission by applicant or preliminary information and supporting documents by applicant.
- Applicant submits formal application and principals authorize credit checks.

Review of application and required documents as follows:

- Three years of business financial statements/tax returns and personal returns with all schedules. (IRS Form 4506 may be required)
- Interim financial statements and personal financial statements on each principal owning 20% or more of the business. These statements must be current within 90 days of the application date. Personal financial statements may also be required of key personnel if deemed critical to our credit decision.
- Business Plan with 2 years financial projections, generally to include:
 - 1) Projected balance sheet and income statement;
 - 2) Other as may be necessary to adequately assess the application.
- Proof of hazard, liability and workman's compensation insurance. Life insurance may be required for principal equity owners.
- Accounts receivable and accounts payable aging schedules dated the same date as the interim financial statements.
- Schedule of debts to include:
 - 1) Original amount of debt;
 - 2) Current balance;
 - 3) Payment amount(s);
 - 4) Interest rate;
 - 5) Collateral;
 - 6) Payment status.

Minimum loan requests for the RLF will normally be \$5,000 and the maximum loan request will be \$242,000.

- Decision by the OCWCOG Loan staff to invite formal application or decline loan request at this point. If negative, provide a written explanation or reasons for decline. If positive, inform applicant and schedule application conference, if needed.
- Application conference; review with Applicant in detail the RLF application packet. The applicant must complete all Exhibits and schedules.
- Environmental review or assessment by staff or other representative.
- Applicant will be asked to submit any other supporting documents that will support the prudent lending standards of the RLF program and will verify equity requirements.

3. Loan Write-up and Loan Approval Procedures and flow are as follows:

- Review by staff for completeness and regulatory compliance; submission of additional information by Applicant, as appropriate.
- Acceptance of formal Application by Loan staff.
- Detailed review by Loan staff. No loan will be recommended for approval without the determination that there is a reasonable assurance of repayment. Loan write-up will include:
 - 1) Public benefit (i.e. job creation/saved and community revitalization).
 - 2) Projects are only eligible if located in Linn or Lincoln Counties and will become due and payable if moved to another county.

- 3) No relocation from one commuting location to another will be approved prior to funding or after.
- 4) All construction projects with public access will provide access to the handicapped as required by law (ADA).
- 5) Recommendation for approval and conditions of approval.

- The OCWCOG Loan staff will forward acceptable credit write ups with staff recommendations to the LRS.
- The Loan staff will forward LRS recommendation to the OCWCOG Executive Director for approval.
- Loan staff will notify applicant in writing. If declined, include reasons for denial.
- The OCWCOG Loan Program Advisory Committee (LPAC), as appropriate, will hear appeals. The LPAC will hear appeals of staff and review the LRS decision on a case-by-case basis. The OCWCOG LPAC, may remand the case to the LRS for re-examination and new analysis, but may not reverse LRS decisions. Matters, which may be appealed by applicants, are limited to questions of staff interpretation of these policies, but not the policies themselves.

4. Loan Closing

Procedures and flow are as follows:

- Upon loan committee approval, preparation of loan closing documents by staff with attorney consultation as necessary.
- Loan closing by staff.

Disbursement of proceeds will be controlled by OCWCOG to ensure collateral lien positions and funding consistent with uses of proceeds in the application and as follows:

- Standard credit reports on all principals owning 20% or more of the business will be ordered and reviewed, as well as business reports on existing businesses. Adverse credit deficiencies that would cause the underwriter to question the ability and/or willingness of the potential borrower to repay the loan will be deemed a valid reason for declining the request. A summary review of the results of the credit reports will be a part of the Loan Write-up. Costs of the credit reports shall be paid by the borrower regardless of whether the loan request is approved or declined.
- Uniform Commercial Code Lien Search will be conducted whenever personal property is being taken as security (i.e. equipment, furniture, fixtures or business assets) and a UCC search shall be used to ascertain existing liens.
- A real estate title report will be used to determine liens on real property when used as collateral. All liens will be perfected as approved by the Executive Director.
- Appraisal or other normally used valuation reports will be utilized to determine value on existing fixed assets and/or real property. Appraisals will be conducted

by qualified appraisers and shall be paid for by the borrower regardless of approval or decline of the loan.

- Environmental Reviews shall be complying with all laws and statues including state and local environmental review requirements with all applicable Federal, state and local standards. This will be ensured by: 1) a site inspection of the property by a qualified inspector will determine whether a transaction screen, Phase I or Phase II is needed to identify and make recommendations for compliance.

- Standard collateral require that loans be secured to the fullest extent possible to protect the interest of the RLF as a secondary source of repayment. The RLF will obtain a perfected interest in borrower's assets, including outside assets as appropriate. Loans may be secured with the following types of collateral:

- Real Estate
- Machinery & Equipment
- Furniture & Fixtures
- Inventory
- Accounts Receivable
- Stock Pledges
- Patents and other intellectual properties
- Securities
- Intangibles
- Personal and/or corporate guarantees

- Personal guarantees will normally be required by any principal having 20% or more ownership in the borrowing company and may be collateralized by liens and/or property. Appropriate hazard, liability and workers compensation insurance will be required as well as key man life insurance, if warranted by the size and nature of the transaction.

- Require submission of an environment and hazardous waste questionnaire to determine impacts on the environment and compliance with applicable law and regulations in accordance with the intent of the National Environmental Policy Act (NEPA) and Section 316.1 of 13 Code of Federal Regulations Chapter III. Any loan project that would adversely (without mitigation) impact flood plains, wetlands, significant historic or cultural properties, drinking water resources, or non-renewable resources will be declined. Where appropriate, lenders will utilize qualified personnel to review environmental questionnaires for compliance with federal, state and local environmental requirements.

- Filing of liens as available and completion of any remaining legal, regulatory or housekeeping matters, all to be carried out by OCWCOG staff.

The following list of requirements constitutes a checklist which will be incorporated into the closing file and reviewed for completeness by the Loan staff at closing.

The Loan Agreement shall contain covenants that shall require the borrower to comply with the Federal statutory and regulatory requirements that apply to activities carried out with RLF loans. The Loan Agreement shall contain a

provision to protect and hold the Federal government harmless from and against all liabilities that the Government may incur as a result of providing an award to assist (directly or indirectly) in site preparation or construction as well as the renovation or repair of any facility or site. This applies to the extent that such liabilities are incurred because of ground water, surface, soil or other condition caused by operation of the (RLF Recipient) or any of its predecessors on the property. The Loan Agreement shall also include a list of the Federal requirements that apply to RLF borrowers as provided in Part III.B. of the U.S. Department of Commerce Economic Development Administration Revolving Loan Fund Standard Terms and Conditions and its successors.

Collection and Liquidation Plan

10 days late-Missed payment notice mailed

15 days late-Delinquent notice mailed and phone call

30 days late-Delinquent notice and Staff contact to work out modification or devise payment plan

45 days late-Delinquent notice and Staff contact

60 days late-Delinquent notice and site visit, in liquidation status and a detailed liquidation plan submitted for approval

90 days late-Demand letter mailed or delivered and liquidation plan is finalized

120 days late-Implement liquidation plan, write off balance, liquidation of collateral and guarantees enforced when finding of default by the Loan staff with no reasonable prospects for remedy and forward to collection agency.

Loan staff may Develop Loan Restructuring Plan.

D. Loan Servicing

Policies and procedures will be established for managing and servicing the portfolio of the RLF. This will include closely monitoring payment performance, annual review of financial data and employment generation; personal inspections and site visits; and management counseling and/or referral, as appropriate.

In general, the OCWCOG RLF is an "understanding" creditor, willing to be flexible, but serious in the desire to be re-capitalized by loan repayment in order to re-lend to deserving businesses within the service area, thereby generating jobs.

Loan monitoring, such as financial statement review and employment reporting, insurance premium payments, etc., will be established in a tickler system to assure the activity and regularity. Site visits will generally be made annually unless circumstances demand greater frequency particularly in the early years of a loan. In order to assure convenient and timely repayment, it will be the OCWCOG's RLF policy to use the Automatic Clearing House (ACH) system wherever possible, to automatically deduct funds from a borrower's account. This eliminates some payment problems associated with the mailing of checks.

Because early detection of any problems is generally a valuable assistance in correcting them, follow-up communication and monitoring of businesses will continue after loan closing until full repayment. Should payment monitoring indicate a delinquency, a written notice or reminder will be generated and forwarded promptly 15 days after the due date, and if subsequently needed, 30 days after the due date. Thereafter, personal contact will be made, by phone or inspection at the site, for discussion of problems. The follow-up and direction, at this point, will be driven by an assessment of problems after considering all conditions then existing. Counseling will be offered whenever appropriate.

If allowing additional time to bring any payments current becomes inappropriate, modification or revision of the loan agreement will be considered if workable and beneficial to the health of the business and compatible with RLF interests. Modifications will not be approved unless they enhance the borrower's repayment ability without detriment to the RLF fund. The borrower must make a good faith effort under these conditions and not have a hopeless situation. While considering the legitimate special needs of the borrower, the RLF will operate in a manner that also protects its assets. The OCWCOG CED Director shall approve all modification agreements and servicing requests. Should default occur which does not show reasonable prospects for remedy, the RLF will move with assistance from its attorney against the loan collateral and assets of the borrower and guarantors, as appropriate. In any case where delinquency reaches 90 days, a default will be declared by OCWCOG following a finding of default by the OCWCOG CED Director. All defaults shall be promptly reported to the OCWCOG LPAC.

E. Sources of Funding to Cover Administrative Costs

Planned sources of funding for the administrative costs of the RLF program include RLF loan interest, RLF fees, interest on the deposits or temporary investments, profits on sale or liquidation of RLF loans as per 13 CFR §307.12 RLF Income. Other business loan packaging income and activities will assist in defraying the administrative costs of this program.

F. Recapitalization Strategy

As is noted in other sections, all principal repayments of RLF loans, together with other funds generated from RLF activity in excess of amounts used for administrative costs, will provide an ongoing dedicated source of recapitalization for the RLF. New loans will be made with the principal repayment dollars and other recapitalization dollars, as soon as sufficient amounts have accumulated for this purpose.

Funds returned to the RLF as repayments, together with other funds generated by RLF activity, as appropriate, will be invested in interest bearing accounts or other

allowable public investments that are FDIC insured and/or collaterally secured accounts whenever possible.

G. Other Requirements

In general, the OCWCOG will obtain assurances of regulatory compliance before an RLF loan is disbursed, monitor for compliance during the payback period and, in a case of confirmed and irremediable noncompliance, will call the loan. Provisions will be provided in loan agreement to call the loan for non-compliance of any of the following: (including the current Standard Terms & Conditions, and its successor)

I. Non-Discrimination Requirements

No person in the United States shall, on the grounds of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. The Recipient agrees to comply with the non-discrimination statutory provisions below:

a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance;

b. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under federally assisted education programs or activities;

c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§ 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefitting from Federal assistance;

For purpose of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects;

d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance;

e. The Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation;

f. Section 112 of P.L. 92-65 (42 U.S.C. §§ 3123) prohibiting sex discrimination in any program or activity receiving Federal Financial assistance under PWEDA; and

g. Any other applicable non-discrimination law(s).

2. Davis Bacon

In accordance with section 602 of PWEDA, all laborers and mechanics employed by contractors or subcontractors on projects assisted by EDA under PWEDA shall be paid in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a -276a-5). (*See 13 CFR § 316.15*)

H. Amendments

The OCWCOG must update its work plan as necessary in accordance with changing economic conditions in the Region; however, at a minimum OCWCOG must submit an updated plan to EDA every five (5) years.

I. Appeals

The OCWCOG Loan Program Advisory Committee (LPAC), as appropriate, will hear appeals. The LPAC will hear appeals of staff and review the Executive Director's decision on a case-by-case basis. The OCWCOG LPAC, may remand the case to the LRS for re-examination and new analysis, but may not reverse Executive Director decisions. Matters, which may be appealed by applicants, are limited to questions of staff interpretation of these policies, but not the policies themselves.

M E M O R A N D U M

DATE: June 25, 2020
TO: Budget Committee and Board of Directors
FROM: Sue Forty, Finance Director
RE: Fiscal Year 2019-2020 Budget

After the budget supplemental pages were adopted in July of 2019, Oregon Cascades West Council of Governments (OCWCOG) was the recipient of additional funds to enhance service in four (4) program areas:

1 NOTE FOR SDS TITLE XIX FEDERAL FUNDS:

With the rollout of Integrated Eligibility across the State, funds were provided to Area Agency on Aging (AAA) offices to support a successful implementation of the system. This resulted in an increase in contracts revenue of about \$200,000. The funds were designed to hire staff in the role of local area experts for the process and programs. SDS hired an Eligibility Specialist and a Program Supervisor; their salaries and other related costs are now represented.

2 NOTE FOR VETERANS:

The supplemental is to increase contract revenue from Benton County and Oregon Department of Veterans Affairs.

3 NOTE FOR MOW:

- a) The **Older American Act** generated additional funding from Federal *COVID-19* funding specifically to meet the needs of an increase in required services.
- b) **Senior Meals XIX** shows an increase due to a per meal rate increase from \$9.54 per meal to \$11.75 per meal as of April 1, 2020. Meals on Wheels feeds approximately 255 Title XIX clients and with the increase in rate, there will be additional revenue of \$270,881. The Program Supervisor with assistance from the Administrative Assistant have streamlined the billing process which allows for the correct billing for each client.
- c) **Contract Revenue:** Trio Community Food Services, per contract, has invested \$14,000 per year, for the next four years, in the purchase of equipment and vehicles for Meals on Wheels.
- d) **Contract Expenses** were increased due to purchasing Shelf Stable Meals and frozen meals in contingency of an individual site or program closing due to *COVID-19*. Additionally, there have been an increase in clients due to shelter in place orders. All additional revenue will be utilized to meet the increase in demand for meals and to ensure contingency operations are in place.

- e) **Grant Revenue:** A reduction is reflected due to the inability to find additional grant opportunities, in conjunction with a decrease in funding from usual grantors. To remedy this, the Program Supervisor will search out additional grant funding streams to generate sufficient funding for the program.
- f) **Donations** were reduced most likely from usual funds being diverted to COVID-19.

4. NOTE FOR CED PLANNING ODOT FUNDS:

OCWCOG received a Statewide Transportation Improvement Fund (STIF) discretionary grants for two projects. One is to explore providing a “seamless” experience for transit users across its tri-County Region and the other is for a corridor study to determine feasibility of transit service on Highway 99W.

Currently, seven transit agencies operate across Linn, Benton, and Lincoln Counties, all with different fares, schedules, and routes. While agencies coordinate internally, the goal of this Seamless Transit Project is to provide the same level of coordination to the public, thereby creating a seamless transit experience for the traveler.

The project is divided into two phases. The first phase focuses on expanding services OCWCOG currently offers to Non-Emergent Medical Transportation (NEMT) clients, including transportation drive training and travel training. The second phase involves a centralized information portal, real time bus information availability, and a mobile ticketing application.

OCWCOG is conducting a Highway 99W Transit Feasibility Study to evaluate demand for transit along the HWY 99W corridor from McMinnville to Junction City. Currently there are gaps in transit service along the route this project aims to connect (see map below). In addition to providing or improving transit access to Monroe, Adair Village and Monmouth/Independence, the corridor has potential to connect the three largest metropolitan areas in the State of Oregon with existing transit providers.

The Study originated from the Benton County Transportation System Plan (TSP) and is supported by the Salem-Keizer Transit District Long Range Plan. Connecting smaller, rural communities is also highlighted in the Oregon Public Transportation Plan, and the Regional Chapter of the Lincoln, Benton, and Linn Human Services Coordinated Plan.

The agency feels it is important to have a budget that reflects the most accurate numbers available. This supplemental budget brings the revenue and expenditures for the agency in line with what will actually be received and expensed.

Thank you for your time and assistance. If you have any questions or want clarification, please feel free to give me a call.

2018 Actuals	2019 Adopted	Description	2020 Proposed	General Admin Consolidated	CED Consolidated	Lending Consolidated	SDS Consolidated	CSP Consolidated	Tech Consolidated	Non-Departmental Consolidated
26,834	1,746	Beg Bal-Restricted for Grants	0	0	0	0	0	0	0	0
1,631,161	1,943,336	Beg Bal-Restrict for Contracts	1,794,742	0	1,105,643	0	533,490	155,609	0	0
2,041,269	1,532,985	Beg Bal-Restricted for Reconciliation	1,532,985	0	0	0	1,532,985	0	0	0
2,290,027	2,317,449	Beg Bal-Restricted for Other	2,526,889	50,537	0	501,889	0	55,027	0	1,919,436
2,230,000	2,230,000	Beg Bal-Restricted for Reserve	2,342,700	0	0	0	1,637,700	0	0	705,000
1,424,358	2,583,432	Beg Bal-Unrestricted	2,703,688	0	0	0	2,703,688	0	0	0
10,157	1,500	Borrower Fees	2,000	0	0	2,000	0	0	0	0
2,241,447	2,029,684	Contract Revenue	2,242,474	127,123	335,878	55,000	500,000	1,192,473	32,000	0
7,744,088	7,379,243	Coordinated Care	8,241,572	0	8,241,572	0	0	0	0	0
195,738	282,000	Donations	222,000	0	0	0	0	222,000	0	0
279,204	296,303	Dues	312,424	14,877	110,092	0	187,455	0	0	0
93,750	75,000	Economic Development Administration	75,000	0	75,000	0	0	0	0	0
0	200,000	Environmental Protection Agency	200,000	0	200,000	0	0	0	0	0
0	55,000	Federal Contracts	55,000	0	55,000	0	0	0	0	0
220,896	497,381	Federal Match	392,781	0	0	0	377,781	15,000	0	0
153,882	84,000	Fee for Service	92,550	0	5,000	0	15,000	12,550	0	60,000
165,934	265,169	Grant Revenue	231,172	0	0	0	0	221,172	0	10,000
1,805,216	2,148,610	Indirect Income	2,243,661	1,559,836	0	0	0	0	683,825	0
289,855	232,211	Interest Revenue	264,000	99,000	0	165,000	0	0	0	0
3,919	5,000	Internal Transfer	5,000	0	0	0	0	5,000	0	0
10,907	15,000	Loan Fees	0	0	0	0	0	0	0	0
828,710	132,055	Loan Processing Revenue	0	0	0	0	0	0	0	0
86,797	90,953	Match Revenue	83,500	0	0	0	0	83,500	0	0
47,137	3,500	Miscellaneous Revenue	0	0	0	0	0	0	0	0
528,801	639,367	ODOT	918,310	0	918,310	0	0	0	0	0
894,928	1,150,854	Older American Act	1,317,217	0	0	0	450,000	867,217	0	0
548,836	1,120,978	Oregon Project Independence	986,000	0	0	0	886,000	100,000	0	0
0	0	Program Administration	120,000	0	0	120,000	0	0	0	0
0	15,000	Program Income	0	0	0	0	0	0	0	0
150,288	153,804	Program Meals Revenue	156,000	0	0	0	0	156,000	0	0
638,154	642,153	Rent Income	637,922	0	0	0	0	0	0	637,922
386,611	388,072	Senior Meals XIX	641,381	0	0	0	0	641,381	0	0
5,915	5,550	Service Fees	6,500	0	0	6,500	0	0	0	0
10,350	5,000	Siletz Revenue	12,500	0	0	0	0	12,500	0	0
19,596	0	Special Event Revenue	3,000	0	0	0	0	3,000	0	0
41,990	25,000	Sponsorship	25,000	0	25,000	0	0	0	0	0
10,436,555	10,645,542	Title XIX	12,830,747	0	454,900	0	12,281,847	94,000	0	0
104,758	103,671	Transfer In	80,000	0	0	10,000	10,000	25,000	35,000	0
111,083	111,280	USDA	111,280	0	0	0	0	111,280	0	0
105,166	105,166	Veterans	109,687	0	0	0	0	109,687	0	0
37,104,317	39,512,994	REVENUE	43,519,682	1,851,373	11,526,395	860,389	21,115,946	4,082,396	750,825	3,332,358
518,409	491,240	Leave Benefits	550,459	44,484	63,040	7,952	370,725	38,573	20,277	5,408
633,107	802,912	Fringe Benefits	920,949	79,544	111,054	7,981	577,254	91,437	29,119	24,560
2,297,093	2,724,508	Insurance Benefits	3,032,883	182,756	417,986	25,656	2,062,869	200,159	92,298	51,159
1,434,767	1,742,492	PERS Benefits	2,386,464	202,012	306,707	23,069	1,552,789	191,471	77,576	32,840

2018 Actuals	2019 Adopted	Description	2020 Proposed	General Admin Consolidated	CED Consolidated	Lending Consolidated	SDS Consolidated	CSP Consolidated	Tech Consolidated	Non-Departmental Consolidated
67,555	91,852	PERS Reserve	89,453	7,785	10,901	0	58,858	7,565	3,206	1,138
130,888	135,316	Executive Director	139,646	139,646	0	0	0	0	0	0
101,626	91,123	Deputy Director	101,789	74,695	0	0	0	0	0	27,094
48,496	52,303	Accounting Specialist	97,800	97,800	0	0	0	0	0	0
29,495	38,510	Accounting Clerk II	45,024	34,297	0	0	0	0	0	0
326,043	406,804	Administrative Assistant	350,051	40,288	0	0	216,825	92,938	0	0
181,075	226,610	ADRC Specialist	238,247	0	0	0	238,247	0	0	0
311,626	402,982	Adult Protective Services Specialist	424,240	0	0	0	424,240	0	5,452	5,275
0	26,953	Assistant Loan Officer	0	0	0	0	0	0	0	0
62,595	73,480	Assistant AFH Licensing Worker	108,256	0	0	0	108,256	0	0	0
0	0	Assistant Planner	122,662	0	122,662	0	0	0	0	0
1,684,972	1,915,810	Case Manager	2,335,200	0	0	0	2,335,200	0	0	0
122,374	185,896	CED Planner	290,198	0	290,198	0	0	0	0	0
55,604	193,302	CED Planner II	0	0	0	0	0	0	0	0
7,114	13,594	Clerical Assistant	16,672	0	0	0	0	0	0	0
251,425	285,716	Clerical Specialist	299,146	0	0	0	0	16,672	0	0
47,331	51,347	Clerical Supervisor	55,712	0	55,712	0	272,606	26,540	0	0
39,176	0	Conf. Administrative Assistant	0	0	0	0	0	0	0	0
48,727	91,940	Confidential Executive Assistant	106,692	106,692	0	0	0	0	0	0
52,475	83,266	Contract Coordinator	78,953	17,139	25,763	0	31,151	4,900	0	0
174,881	189,222	Diversion & Transition Coordinator	197,131	0	0	0	197,131	0	0	0
504,288	1,024,702	Eligibility Specialist	1,132,260	0	0	0	1,075,286	56,974	0	0
38,266	50,028	Executive Assistant	76,175	0	51,324	0	24,851	0	0	0
130,836	93,426	Extra Hire	77,972	3,741	0	0	74,231	0	0	0
48,993	42,713	Facility Maintenance Coordinator	0	0	0	0	0	0	0	0
0	0	Facilities Maintenance Worker	41,363	0	0	0	0	0	0	41,363
81,295	153,297	In Home Assistant	312,468	0	0	0	312,468	0	0	0
62,634	64,774	Information Systems Specialist	66,606	0	0	0	0	0	66,606	0
191,811	271,626	Lead Case Manager	300,959	0	0	0	300,959	0	0	0
21,904	31,987	Lead Eligibility Specialist	49,572	0	0	0	49,572	0	0	0
42,080	44,589	Lead Trans Brokerage Specialist	45,558	0	45,558	0	0	0	0	0
68,337	72,629	Loan Officer	0	0	0	0	0	0	0	0
184,279	194,780	Meal Site Manager 3	201,954	0	0	0	0	201,954	0	0
0	0	Money Management Coordinator	43,287	0	0	0	0	43,287	0	0
79,215	0	MPO Director	0	0	0	0	0	0	0	0
73,936	77,178	Network Operations Specialist	79,206	0	0	0	0	0	79,206	0
0	0	Other Personnel Costs	0	0	0	0	0	0	0	0
86,784	90,194	Personnel Manager	85,130	85,130	0	0	0	0	0	0
257,889	294,882	Program Director	326,976	112,262	102,084	12,827	99,803	0	0	0
217,025	66,278	Program Manager	146,454	70,699	0	0	75,755	0	0	0
474,733	540,602	Program Supervisor	761,762	0	0	0	565,949	135,612	0	60,201
20,837	18,917	Relief Site Manager	25,000	0	0	0	0	25,000	0	0
65,055	70,206	RSVP Supervisor	0	0	0	0	0	0	0	0
0	71,753	Services Director	84,506	0	0	0	15,961	68,545	0	0
0	0	Senior Accountant	0	0	0	0	0	0	0	0

2018 Actuals	2019 Adopted	Description	2020 Proposed	General Admin Consolidated	CED Consolidated	Lending Consolidated	SDS Consolidated	GSP Consolidated	Tech Consolidated	Non-Departmental Consolidated
0	0	Senior Loan Officer	78,069	0	0	78,069	0	0	0	0
21,611	58,228	Senior Meals Supervisor	0	0	0	0	0	0	0	0
45,073	44,389	Senior Meals Coordinator	47,916	0	0	0	0	47,916	0	0
79,782	82,845	Technology Manager	87,556	0	0	0	0	0	87,556	0
0	0	Technology Support Specialist	21,395	0	0	0	21,395	0	0	0
356,795	415,042	Transportation Brokerage Specialist	426,599	0	426,599	0	0	0	0	0
0	79,207	Transportation Program Manager	92,923	0	92,923	0	0	0	0	0
31,684	49,510	Veterans Service Officer	47,419	0	0	0	0	47,419	0	0
49,426	51,141	Workstation Support Specialist	81,875	0	0	0	0	0	81,875	0
12,261,421	14,372,101	PERSONNEL	16,728,587	1,298,970	2,122,511	155,554	11,062,381	1,296,962	543,171	249,038
11,894	14,850	Advertising	13,750	1,100	5,150	0	1,600	5,900	0	0
14,414	12,500	Auto Expense	15,500	0	500	0	0	15,000	0	0
0	0	Bad Debt Expense	0	0	0	0	0	0	0	0
12,919	17,700	Bank Charges	19,645	10,500	1,500	7,000	0	645	0	0
19,618	39,050	Board/Comm/Meeting Expense	39,750	26,000	5,450	0	6,750	1,550	0	0
10,408	1,000	Borrowers Fees	1,350	0	0	1,350	0	0	0	0
0	0	CED Administration	0	0	0	0	0	0	0	0
452,347	500,000	CEP Contract	325,000	0	0	0	325,000	0	0	0
92,060	132,970	Computer Maintenance/Equipment	130,746	51,200	17,200	0	35,000	7,346	20,000	0
2,488	2,500	Contract Administration	2,500	0	2,500	0	0	0	0	0
9,103,133	8,957,393	Contract Expense	10,300,404	205,220	7,948,306	200	337,249	1,666,658	52,800	89,971
70,151	76,170	Copying	76,900	8,000	9,500	450	37,000	9,150	500	12,300
50,574	46,925	Dues and Memberships	78,250	19,500	8,900	0	47,000	2,350	500	0
4,367	3,800	Equipment Expense	1,500	0	1,500	0	0	0	0	0
487,217	505,167	Finance Indirect	512,117	0	82,150	3,100	355,259	71,608	0	0
15,359	17,400	Furniture & Fixtures	115,000	7,000	80,000	0	9,500	2,500	4,000	12,000
939,935	1,000,809	Indirect Expense	1,057,030	0	168,067	6,342	726,807	155,814	0	0
19,521	17,620	Interest Expense	17,500	0	0	17,500	0	0	0	0
63,195	63,697	Insurance	66,250	0	0	0	0	3,750	0	62,500
53,311	53,692	Janitorial	77,567	0	0	0	0	3,200	0	74,367
21,666	16,650	Legal Expense	43,000	14,000	3,000	0	20,000	4,000	2,000	0
64,515	72,675	Licenses and Fees	121,169	20,500	12,230	2,200	23,500	15,159	47,180	400
125,623	132,155	Loan Admin Expense	120,000	0	0	120,000	0	0	0	0
0	2,000	Loan Legal Expense	0	0	0	0	0	0	0	0
97,727	128,650	Maintenance and Repairs	86,320	0	2,000	0	2,100	26,500	1,500	54,220
13,723	5,650	Marketing Expense	6,250	0	5,950	300	0	0	0	0
18,143	17,750	Meal Delivery Travel	17,750	0	0	0	0	17,750	0	0
410,909	4,153,105	Operating Contingency	4,966,080	40,414	742,326	0	2,306,343	248,348	0	1,628,649
54,676	63,000	Postage	60,950	775	5,550	250	50,600	3,525	200	50
7,539	10,955	Printing	36,025	1,800	3,550	150	17,000	13,350	150	25
640,987	656,745	Rent	652,251	47,694	74,195	2,545	420,564	78,429	28,824	0
110,448	351,081	Resource Reserve	327,781	0	0	0	327,781	0	0	0
90,880	87,477	Stipend	145,584	0	0	0	1,700	143,884	0	0
104,827	104,518	Supplies	130,400	5,500	11,950	400	54,250	36,000	3,000	19,300
20,949	0	Special Event	14,000	14,000	0	0	0	0	0	0

2018 Actuals	2019 Adopted	Description	2020 Proposed	General Admin Consolidated	CED Consolidated	Lending Consolidated	SDS Consolidated	CSP Consolidated	Tech Consolidated	Non-Departmental Consolidated
3,447	3,500	Taxes	3,500	0	0	0	0	0	0	3,500
591,624	642,634	Technology Indirect	683,824	0	109,692	4,139	474,373	95,620	0	0
154,466	152,108	Telephone	169,616	5,300	19,468	950	75,200	29,898	38,000	800
73,332	113,086	Training	137,050	42,800	25,500	1,000	44,000	16,750	6,000	1,000
148,330	145,850	Travel	169,000	11,100	12,750	1,000	95,000	44,250	3,000	1,900
64,143	70,000	Utilities	66,000	0	0	0	0	0	0	66,000
42,533	25,000	Volunteer Travel	50,000	0	0	0	0	50,000	0	0
15,992	11,500	Volunteer Recognition	16,500	0	0	0	0	16,500	0	0
12,892	20,000	Interest Payment	18,000	0	0	0	0	0	0	18,000
43,333	43,333	Principal Payment	43,333	0	0	0	0	0	0	43,333
14,600	7,000	Capital Purchases	55,000	0	0	0	0	0	0	55,000
0	1,091,737	Leasehold Improvements	419,500	0	45,000	0	200,000	0	0	174,500
87,334	70,000	Transfers Out	35,000	0	0	0	35,000	0	0	0
10,385,347	5,479,491	Unappropriated EFB for future	5,346,454	20,000	0	535,959	4,024,989	0	0	765,505
24,842,897	25,140,893	MATERIALS AND EXPENSES	26,791,095	552,403	9,403,884	704,835	10,053,565	2,785,434	207,654	3,083,320
37,104,318	39,512,994	TOTAL EXPENSES	43,519,682	1,851,373	11,526,395	860,389	21,115,946	4,082,396	750,925	3,332,358
0	0	NET GAIN/LOSS	0	0	0	0	0	0	0	0



RESOLUTION #2020-06-01

Adoption of Supplemental Budget for Fiscal Year 2019-2020

WHEREAS, the Board of Directors adopted a fiscal year 2019-2020 budget at the May 16, 2019 Board Meeting and a Supplemental Budget July 18, 2019 Board meeting; and

WHEREAS, Oregon Cascades West Council of Governments became aware of a condition that had not been ascertained at the time of the preparation of the budget for the current year which requires a change in the fiscal year 2019-2020 budget.

NOW THEREFORE, BE IT RESOLVED:

That the Oregon Cascades West Council of Governments Board of Directors does hereby adopt the supplemental budget listed below:

REVENUE	ADOPTED 2019-2020	SUPPLEMENTAL.2 Change for 2019- 2020	NEW ADOPTED 2019-2020
Beginning Fund Balance	10,901,004		10,901,004
State Revenue	1,767,749	246,248	2,013,997
Federal Revenue	13,172,333	2,463,573	15,635,906
Local Revenue	1,251,049	-100,903	1,150,146
Program Revenue	13,804,629	14,000	13,818,629
Total Revenue	40,896,764	2,622,918	43,519,682
EXPENDITURES			
Personnel	16,325,728	402,859	16,728,587
Materials and Services	24,509,703	2,220,059	26,729,762
Leasehold	0		0
Principal Payments	43,333		43,333
Interest Payments	18,000		18,000
Total Expenditures	40,896,764	2,622,918	43,519,682
Balance	0	0	0

ADOPTED this 25th day of June 2020 at the Oregon Cascades West Council of Governments' Board meeting in Albany, Oregon.

Biff Traber
Co-Chair

Claire Hall
Co-Chair



In the Matter of the 30th Anniversary of the Americans with Disabilities Act

A PROCLAMATION

Whereas, thirty years ago, on July 26, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA), establishing our nation’s comprehensive mandate for the elimination of discrimination against individuals with disabilities; and

Whereas, the ADA is a civil rights law, impacting many facets of daily living, including employment, housing, public facilities and services, education, new construction and modifications, and telecommunications; and

Whereas, the ADA has expanded opportunities by reducing physical and other barriers, changing perceptions, and increasing full participation in community life; and

Whereas, Citizens of [insert name] and the nation will recognize that progress has been made by celebrating the 30th anniversary of the signing of the ADA on July 26, 1990; and

Whereas, while we celebrate the 30th Anniversary of the ADA and the achievements which have been accomplished, we also recognize that the full promise of the ADA can only be reached if we remain committed to continue our efforts to achieve full implementation of the goals of the ADA including the provisions of accessible facilities and services;

Now therefore, [insert name] does hereby proclaim July 26, 2020 to be recognized as Americans with Disabilities Act Awareness Day, celebrating the 30th Anniversary of the ADA, and reaffirming the principles of equality and inclusion for people with disabilities.

Dated this [] day of July, 2020

By _____

OCWCOG Members,

On July 26, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA) to ensure the civil rights of people with disabilities. This legislation established a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. On July 26, 2020, we celebrate the 30th anniversary of the signing of the ADA.

The ADA has expanded opportunities for Americans with disabilities by reducing barriers and changing perceptions, and increasing full participation in community life. However, the full promise of the ADA will only be reached if we remain committed to continue our efforts to fully implement the ADA.

The Oregon Cascades West Council of Governments (OCWCOG) provides services to people with disabilities in Benton, Lincoln, and Linn Counties through long-term services and supports, Oregon Project Independence, the Aging and Disability Resource Connection, Adult Protective Services, Meals on Wheels, Benton County Veterans Services, Money Management, Options Counseling, Rideline medical transportation, legal services, family and caregiver support services, and much more. *OCWCOG is committed to helping all individuals live longer, healthier lives in the communities of their choice for as long as possible, and is committed to enhancing independence, dignity, choice, and individual well-being for all of our constituents.*

At the June 25th, 2020 meeting the OCWCOG Board of Directors, the Board adopted a proclamation recognizing the anniversary of this important piece of legislation and the progress that has been made by reaffirming the principles of equality and inclusion. The OCWCOG Board of Directors encourages each of our member jurisdictions to do the same.

Will your community join in? Click [HERE](#) to access a draft proclamation that you can use in your community.

Please let us know if you plan to sign a proclamation.

Thank you,

Claire Hall
Commissioner, Lincoln County
Co-Interim Executive Director

Biff Traber
Mayor, Corvallis
Co-Interim Executive Director

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
--------------------------------------	-------------------------------------	------------------------	------------------------	--------------------------

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!

This page is intentionally left blank.



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