



Budget Committee Meeting Packet

January 20, 2022
11:30 am - 12:30 pm

Zoom Video Conference
[*Click Here to Join*](#)

**Next Budget Committee Meeting:
April 7, 2022 at 11:30 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 adminGA@ocwcog.org, forty-eight (48) hours prior to the meeting.



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BUDGET COMMITTEE AGENDA**

**January 20, 2022
11:30am – 12:30 pm**

Zoom Video Conference

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Meeting ID: 899 5748 2466

Passcode: 934664

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

1. **Welcome and Introductions** (Chair, Commissioner Pat Malone)
(11:30 – 11:35 am)

2. **Public Comment** (Chair, Commissioner Pat Malone)
(11:35 – 11:40 am)

Floor will be open to the public for comment.

3. **Consent Calendar** (Chair, Commissioner Pat Malone)
(11:40 – 11:45 am)

Review of the May 20, 2021 Budget Committee minutes. ([Page 3](#))

ACTION: Motion to approve Consent Calendar items.

4. **Present and Discuss FY2021-2022 Supplemental Budget** (Finance Director Marit Nelson)
(11:45 am – 12:05 pm)

FY2021-2022 Supplemental Budget memo. ([Page 5](#))

Review of Resolution 2022-01-01, Adoption of Supplemental Budget for FY 2021-2022. ([Page 7](#))

Budget Summary and Charts for Supplemental. ([Page 8](#))

ACTION: Motion to approve and send to the Board of Directors for review, approval, and adoption.

5. **Budget Calendar FY 2022-2023** (Finance Director Marit Nelson)
(12:05 – 12:10 pm)

Review of the Budget Calendar for fiscal year 2022-2023. ([Page 35](#))

ACTION: Information only, no action needed.

6. **Other Business** (Chair, Commissioner Pat Malone)
(12:10 – 12:15 pm)

7. **Adjournment** (Chair, Commissioner Pat Malone)
(12:15 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BUDGET COMMITTEE MINUTES
May 20, 2021
Via Zoom Video and Audio Conferencing**

Attendees: Commissioner Claire Hall, Lincoln County; **CHAIR:** Commissioner Pat Malone, Benton County, Commissioner Sherrie Sprenger, Linn County; Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Councilor Alan Rowe, Adair Village.

Absent: Commissioner Roger Nygquist, CWACTION; Jan Molnar-Fitzgerald, DSAC; Saleem Noorani, SSAC; Britny Chandler, TBAC.

Staff: Executive Director, Ryan Vogt; Finance Director, Sue Forty; Community and Economic Development Director, Jenny Glass; Technical Services, John Haytas; Senior and Disabilities Director, Randi Moore; Executive Assistant, Kathleen Codinha

1. Welcome and Introductions

The Oregon Cascades West Council of Governments' (OCWCOG) Budget Committee Meeting was called to order by Chair, Commissioner Pat Malone on May 20, 2021 at 11:33 am via Zoom Video and Audio Conferencing.

2. Public Comment

No comment.

3. Approval of Previous Meeting Minutes

Mayor Jim Lepin moved to approve the meeting minutes from the March 18, 2021 Budget Committee Meeting. Commissioner Claire Hall seconded the motion. With no objections, the minutes were voted upon and approved.

4. Presentation and discussion of the draft FY 2021-2022 Work Program and Budget

Finance Director, Sue Forty, reported there were very few changes from draft to final with the exception of additional funds that were awarded to their Metropolitan Planning Organization (MPO).

In the Board meeting later in the day, additional reserves were on the agenda to be discussed, voted on, and potentially adopted. With those changes, a special meeting of the Budget Committee would most likely be called to discuss the supplemental budget or transfer resolutions.

Community and Economic Director, Jenny Glass, said the dollars received on behalf of the MPO's were pass-through and meant to get out to the community in the form of transportation and infrastructure. Nick Meltzer, Transportation Manager, is working with Albany Area Metropolitan Planning Organization (AAMPO) and Corvallis Area Metropolitan Planning Organization (CAMPO) to determine what projects will be funded with those dollars.

On page 17 of the packet, Finance Director Forty said the numbers reflect this fiscal year as having the largest budget we've ever had at \$51M, with almost \$16M being carry forward. Community and Economic Development (CED) will have more finite dollars that will be spent on MPO's. Due to some organizational restructuring, there will be some programmatic funds that will be transferred out of Oregon Project Independence (*OPI*) and Older Americans Act (*OAA*) from Senior and Disability Services (*SDS*) to the Community Service Programs (*CSP*).

SDS and CSP Director, Randi Moore, said two years ago, the legislature, added \$5M locally to increase the bandwidth of Adult Protective Services (*APS*) case managers, but clawed back approximately \$500K. They have fully funded the money back into the biannual Medicaid budget, which is \$31M. It's a significant increase for *APS*, case management, clerical support, and supervisory roles. That information will be included in the supplemental Work Plan and Budget.

There will also be transfer resolutions next fiscal year: the IRS sent a follow up letter stating OCWCOG does not qualify for *COVID* relief, and the funds previously given to us by them would need to be repaid. They have since been transferred back to the government.

Commissioner Malone inquired what the timing is for Finance Director Forty's replacement. (She is retiring next year.) The job posting will be posted mid-June, with interviews in the July to August timeframe.

Commissioner Malone entertained a motion to send the draft FY 2021-2022 Work Plan and Budget to the full Board. Councilor Alan Rowe so moved, and Mayor Jim Lepin seconded it. A vote was taken, and it passed unanimously.

5. Other Business

September 16th, there could be a special meeting to present a supplemental budget.

6. Adjournment

Chair Malone adjourned the meeting at 11:54 p.m.

Meeting minutes taken by Kathleen Codinha.



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MEMORANDUM

DATE: January 20, 2022
TO: OCWCOG Board of Directors and Budget Committee
FROM: Finance Director, Marit Nelson
RE: **Fiscal Year 2021-2022 Supplemental Budget**

After the budget was adopted on May 20, 2021, Oregon Cascades West Council of Governments (OCWCOG) experienced staffing changes, program development opportunities, and implemented reserve policies requiring the budget be amended to reflect more accurately where funds were being received and utilized.

Each program manager has reviewed and updated their staffing, making corrections to meet goals and objectives. Additionally, reserve accounts per the adopted reserve policy, have been established and transfers budgeted based off updated fiscal year end (FYE) 2021 account balances. OCWCOG Finance Department has also finalized its closing process for FYE 2021 allowing for adjustments to beginning fund balances. These values help the program managers more accurately plan for the remaining months of the fiscal year as well as the budget cycle starting soon for FY 2022-23. Please see additional details below:

Within General Administration, Tech Services, and Non-Departmental, OCWCOG is realigning the FTEs in the Finance and Tech Services departments to more accurately reflect actual position assignments. Due to position vacancies realized in the first half of the year, dollars are being reallocated from Personal Services to Contracts to reflect actual and expected use. Additionally, adjustments have been made to fund reserves per the adopted reserve policy and create opportunities to meet technology upgrades that were not adequately planned for last year.

Community and Economic Development (CED) programs are making adjustments to right-size the revenue sources for planning services. This includes a decrease of revenue from our planning contracts with local jurisdictions and increasing our planning revenue from the Economic Development Administration. Staffing changes have caused planning personnel expenses to decrease while the contract expenses increased because of our micro-grant program for economic recovery across the region. There is also new funding for Ride Line to deliver rides for Samaritan Advantage Health Plan (Medicare) clients. Additionally, Albany Area Metropolitan Planning Organization added the Albany Bus Barn project which increases the contract expense line.

Senior and Disability Service (SDS) experienced a significant increase in Medicaid funding for the 21-23 biennium which is reflected in this update. Increased funding is meant to be used to increase staffing. Specifically, Adult Protective Services (APS) and

Case Management growth is expected. The opportunity to adjust the budget at this time also allows the programs to right-size some areas of expense which are out of alignment with current trends in spending, such as the contracts line which was over budget based on temp agency contracts we had developed to counterbalance staffing and hiring shortages.

The Community Service Program (CSP) received RSVP carryforward dollars late in FY21 from AmeriCorps Seniors due to the COVID-19 pandemic. Funds are designated to bolster capacity building and volunteer outreach and recruitment, thereby increasing personnel, advertising and printing costs. Volunteer travel is trending less than projected with Foster Grandparents, due to volunteers opting for remote assignments during quarters one and two. The Veterans program is adjusting revenue in accordance with ODVA standards to show contractual carryforward. Additionally, Special Contracts recently entered into an IGA for a Bias Response system feasibility project with the City of Corvallis. 50% of the revenue scheduled to post to FY22 with the remaining planned for budget year 2022-23.

Following this adjustment, we do not expect additional changes to the FY 2021-22 budget. The budgeting process for FY 2022-23 will begin in the immediate future and new lines of funding and program adjustment can be built into the next document.

Thank you for your time and feedback. If you have questions or need additional clarification, please feel free to let me know.

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OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION# 2022-01-01

Adoption of Supplemental Budget for Fiscal Year 2021-2022

WHEREAS, the Board of Directors adopted a fiscal year 2021-2022 budget at the May 20, 2021 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 2021-2022 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 2021-2022	SUPPLEMENTAL Change for 2021-2022	NEW ADOPTED 2021-2022
Beginning Fund Balance	15,901,044	-685,678	15,215,366
State Revenue	2,090,206	127,105	2,217,311
Federal Revenue	18,220,052	-722,455	17,497,597
Local Revenue	1,205,482	-41,920	1,163,562
Program Revenue	14,012,923	6,061,210	20,074,133
Total Revenue	51,429,707	4,738,262	56,167,969
EXPENDITURES			
Personnel	19,851,638	-12,146	19,839,492
Materials and Services	31,513,579	4,740,408	36,253,987
Leasehold	0	10,000	10,000
Principal Payments	43,333		43,333
Interest Payments	21,157		21,157
Total Expenditures	51,429,707	4,738,262	56,167,969
Balance	0	0	0

ADOPTED this 20th day of January 2022 at Albany, Oregon.

Chair

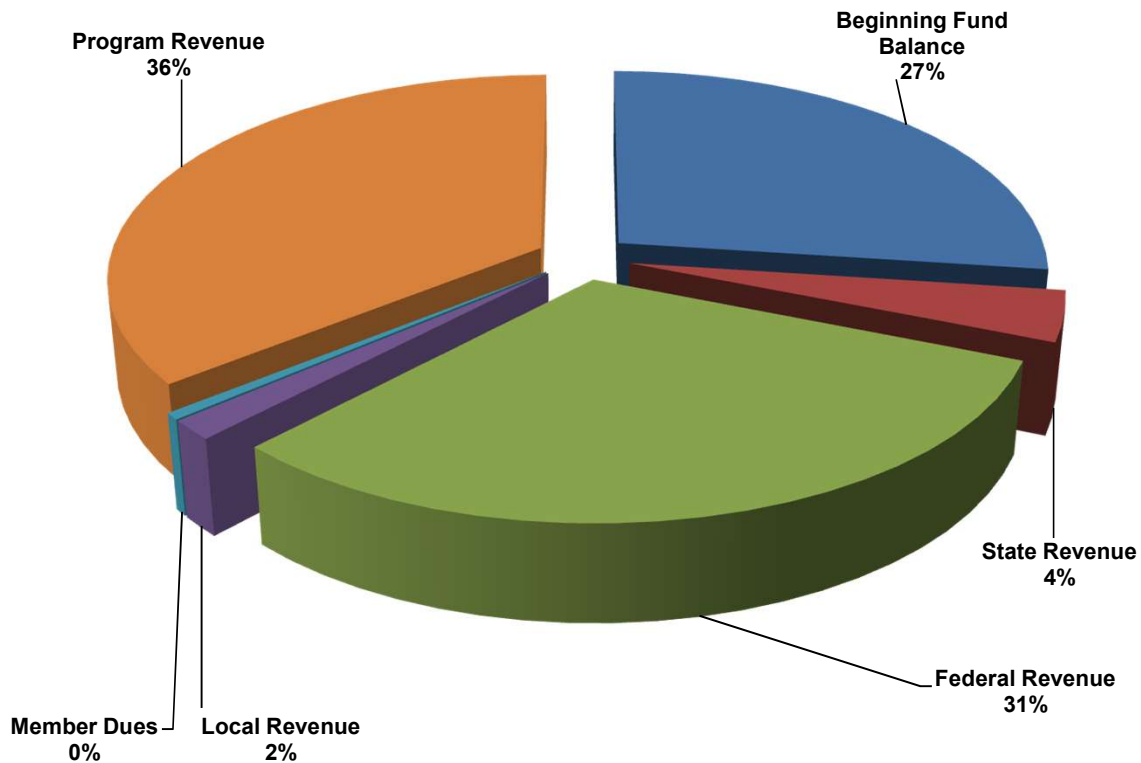
Ryan Vogt, Executive Director

AGENCY CONSOLIDATED

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY

Beginning Fund Balance	15,215,366
State Revenue	2,217,311
Federal Revenue	17,497,597
Local Revenue	1,163,562
Program Revenue	20,074,133
TOTAL REVENUE	56,167,969
Personnel	11,405,579
Fringe Benefits	1,067,164
Insurance Benefits	3,439,490
Leave Benefits	686,714
PERS Benefits	3,240,545
TOTAL PERSONNEL	19,839,492
Materials & Supplies	36,253,987
Leasehold Improvements	10,000
Interest Payments	21,157
Principal Payments	43,333
TOTAL MATERIALS & SUPPLIES	36,328,477
GAIN / (LOSS)	-

Agency Revenue Chart FY 2021-2022

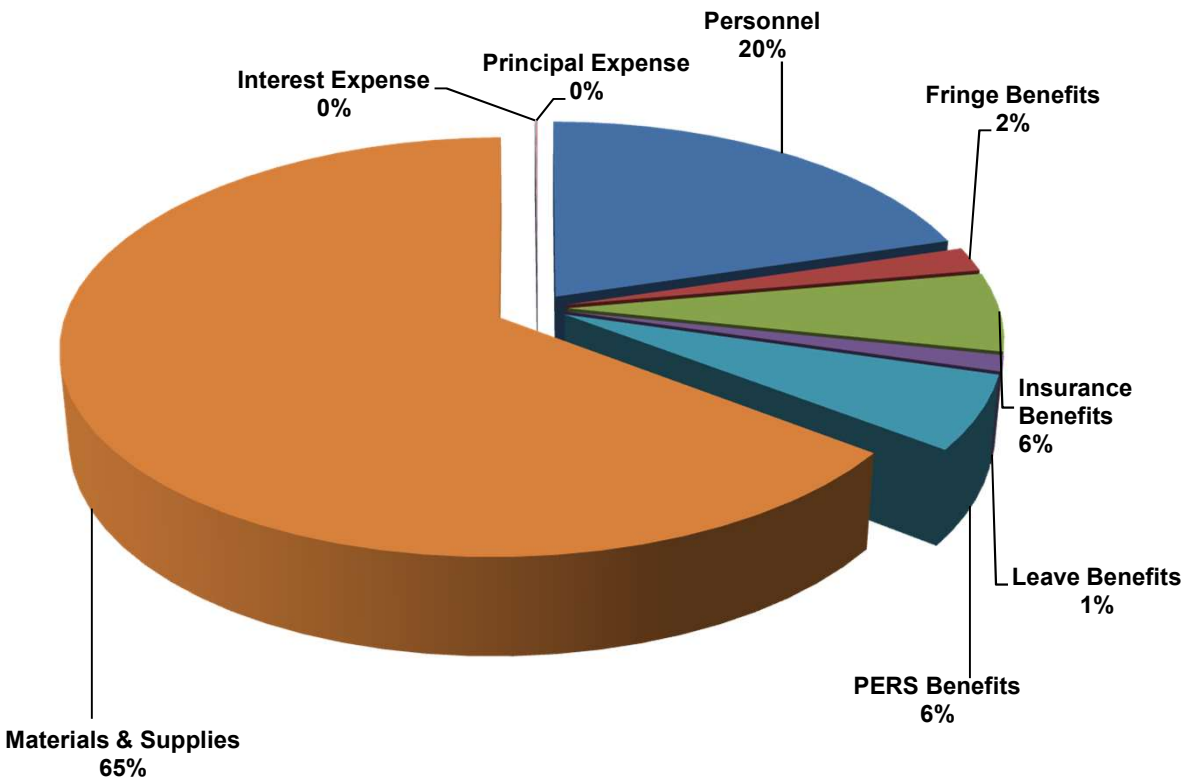


* Federal contracts including funds passed through the State Government

State Revenue	Federal Revenue
ODOT OPI Veterans	Economic Development Administration Environmental Protection Agency Federal Contracts Federal Match Older American Act Senior Meals XIX Siletz Revenue Title XIX USDA
Local Revenue	Program Revenue
Interest Revenue Donations Dues Fee for Service Grant Revenue Sponsorships	Contracts Revenue Coordinated Care Indirect Income Loan Fees/Borrowers Fees Loan Packaging Fees Match Miscellaneous Revenue Program Administration Program Income Program Meals Revenue Rent Income Service Fees Transfers In/Internal Transfers

Agency Expense Chart

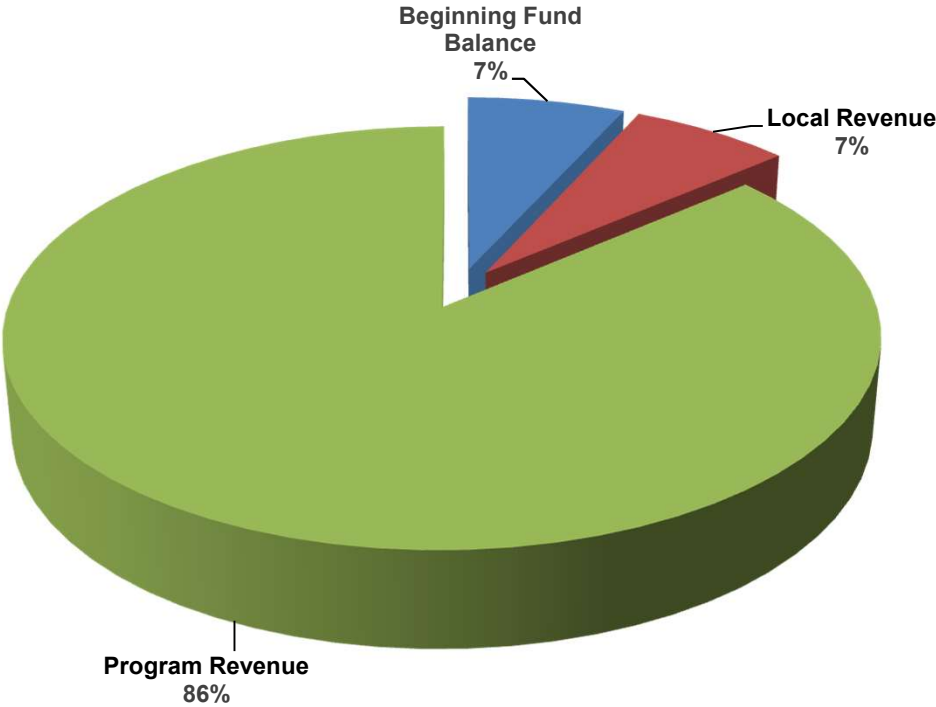
FY 2021-2022



GENERAL ADMINISTRATION

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	139,940
State Revenue	-
Federal Revenue	-
Local Revenue	142,494
Program Revenue	1,766,229
TOTAL REVENUE	2,048,663
Personnel	746,623
Fringe Benefits	79,576
Insurance Benefits	217,262
Leave Benefits	42,942
PERS Benefits	225,371
TOTAL PERSONNEL	1,311,774
Materials & Supplies	736,889
Principal Expense	-
Interest Expense	-
TOTAL MATERIALS & SUPPLIES	736,889
GAIN / (LOSS)	-

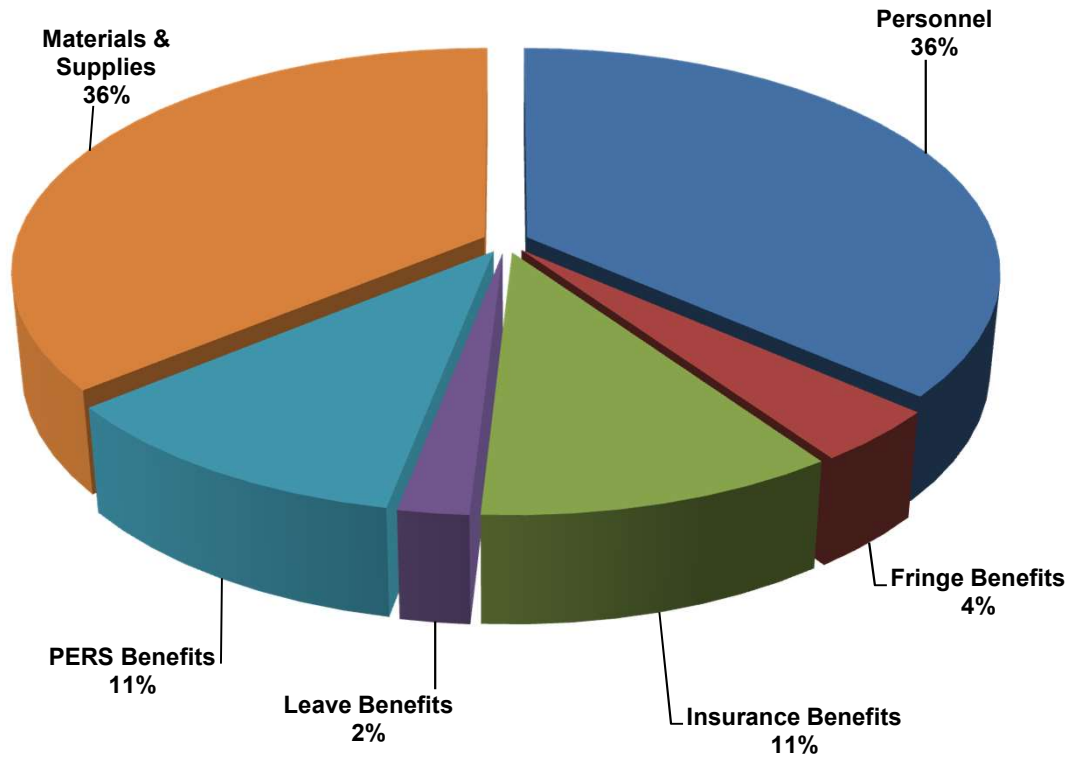
General Administration Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Local Revenue	Program Revenue
Interest Revenue	Contracts Revenue
	Indirect Income
	Transfers In
	Special Project Dues

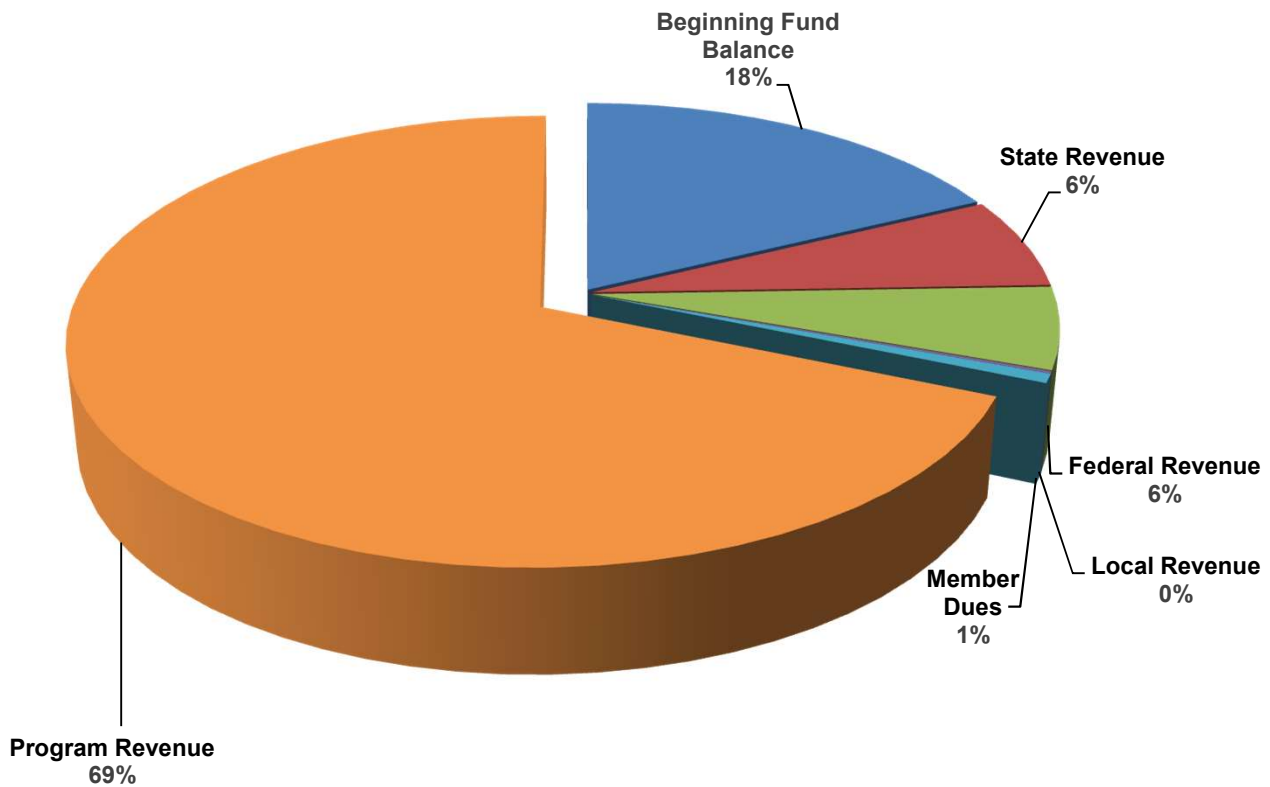
General Administration Expense Chart FY 2021-2022



COMMUNITY AND ECONOMIC DEVELOPMENT

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	2,993,049
State Revenue	1,112,822
Federal Revenue	1,001,791
Local Revenue	121,241
Program Revenue	11,542,869
TOTAL REVENUE	16,771,772
Personnel	1,317,422
Fringe Benefits	119,623
Insurance Benefits	430,250
Leave Benefits	73,493
PERS Benefits	382,205
TOTAL PERSONNEL	2,322,993
Materials & Supplies	14,448,779
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	14,448,779
GAIN / (LOSS)	-

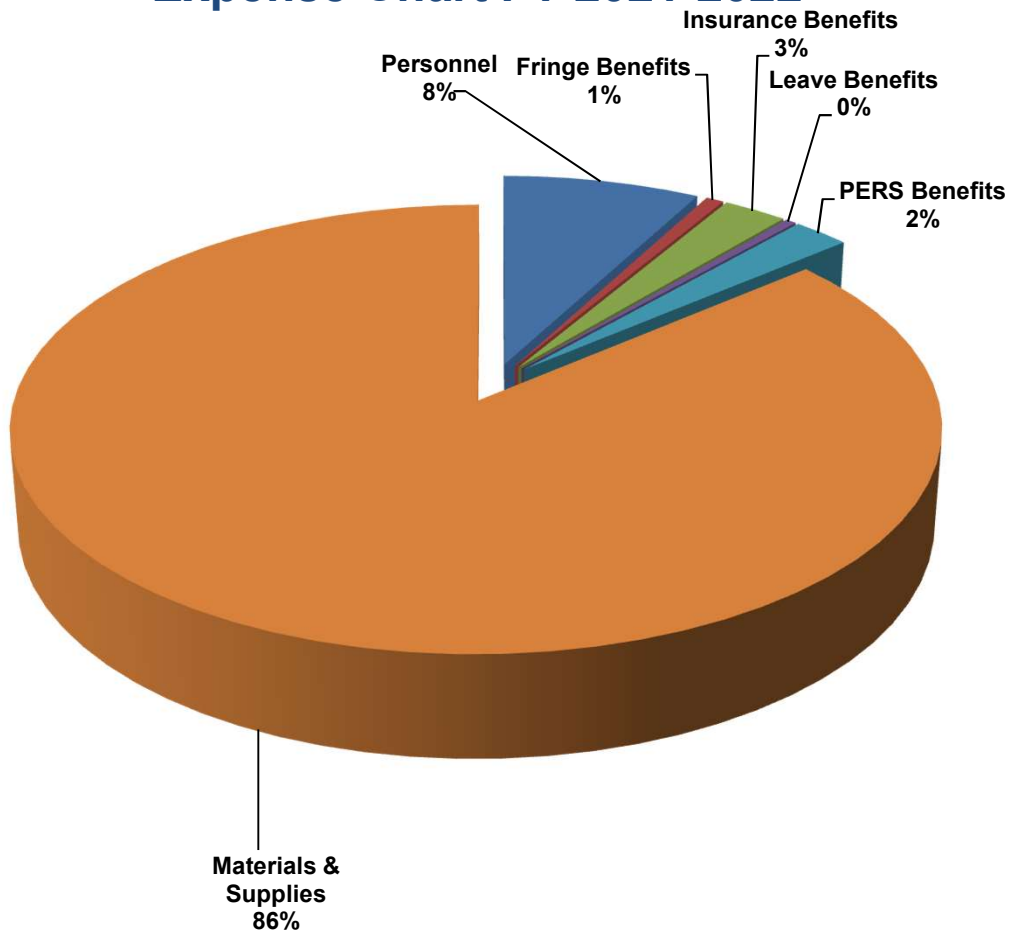
Community and Economic Development Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

State Revenue	Federal Revenue
ODOT	Economic Development Administration Title XIX Federal Contracts Environmental Protection Agency
Local Revenue	Program Revenue
Dues Fee for Service Interest Revenue Sponsorships	Contracts Revenue Coordinated Care Department of Land Conservation Development

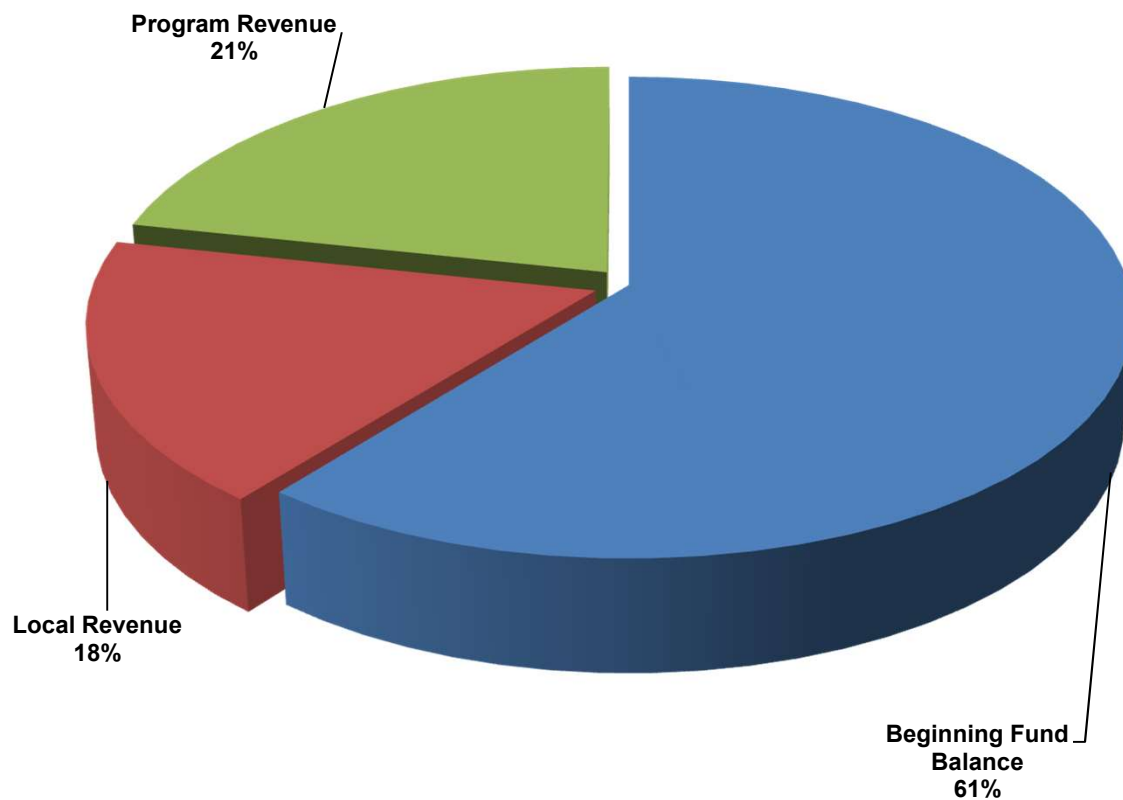
Community and Economic Development Expense Chart FY 2021-2022



BUSINESS LENDING

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	600,079
State Revenue	-
Federal Revenue	41,500
Local Revenue	175,000
Program Revenue	213,872
TOTAL REVENUE	1,030,451
Personnel	131,873
Fringe Benefits	11,578
Insurance Benefits	48,957
Leave Benefits	9,241
PERS Benefits	37,901
TOTAL PERSONNEL	239,550
Materials & Supplies	774,901
Interest Expense	16,000
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	790,901
GAIN / (LOSS)	-

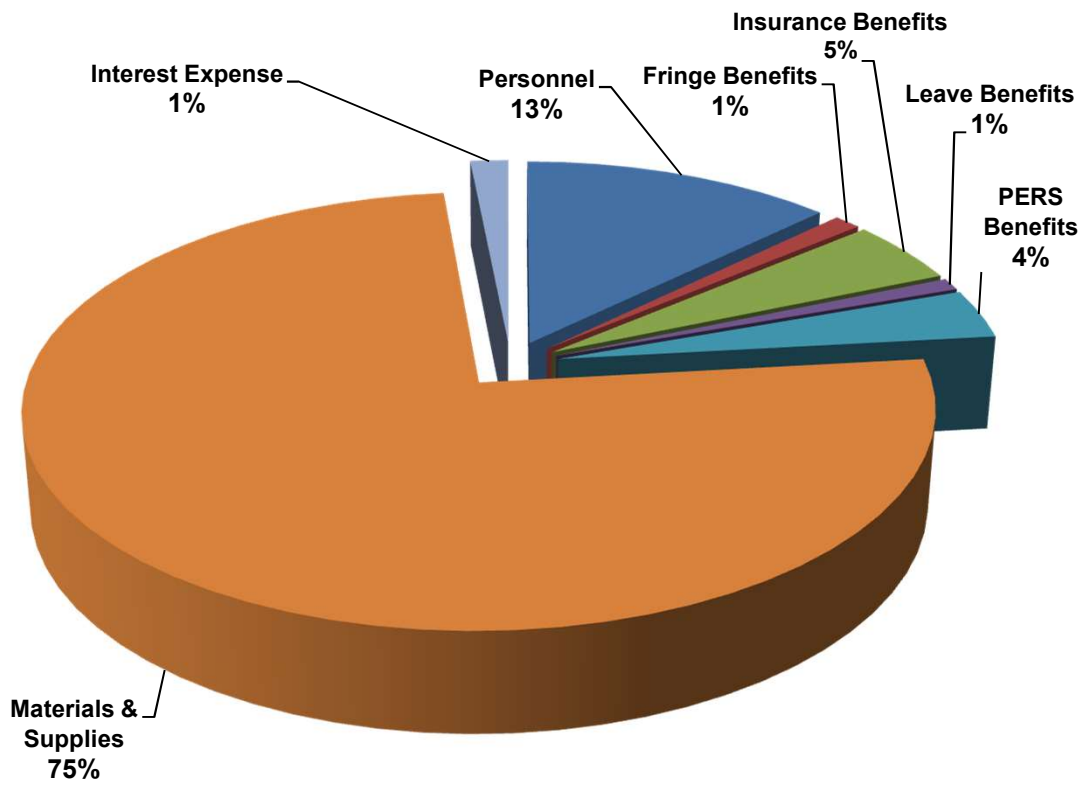
Business Lending Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Local Revenue	Program Revenue
Fee for Service	Borrowers Fees
Interest Revenue	Contracts Revenue
	Loan Fees
Federal	Program Administration
Grant Revenue	Program Income
	Service Fees
	Transfers In

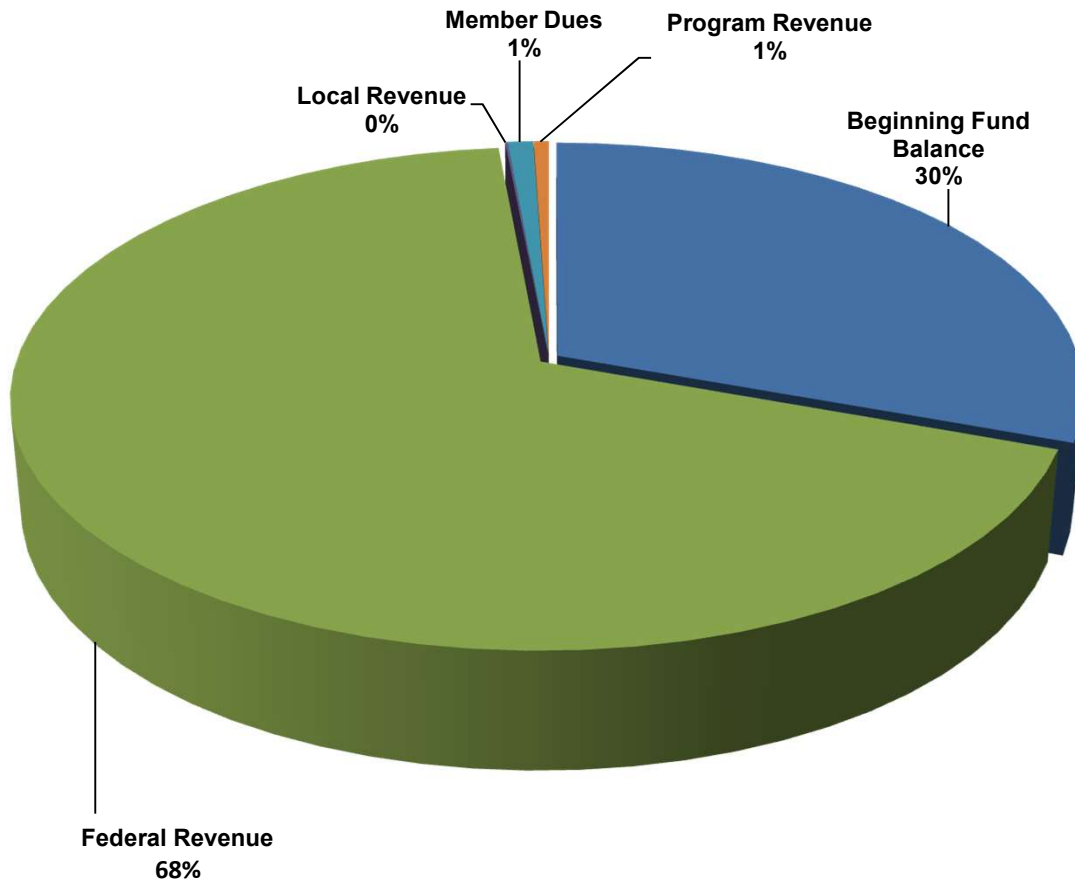
Business Lending Expense Chart FY 2021-2022



SENIOR AND DISABILITY SERVICES

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	6,331,351
State Revenue	-
Federal Revenue	14,112,000
Local Revenue	202,027
Program Revenue	110,000
TOTAL REVENUE	20,755,378
Personnel	7,505,618
Fringe Benefits	665,161
Insurance Benefits	2,193,938
Leave Benefits	461,368
PERS Benefits	2,114,212
TOTAL PERSONNEL	12,940,297
Materials & Supplies	7,815,081
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	7,815,081
GAIN / (LOSS)	-

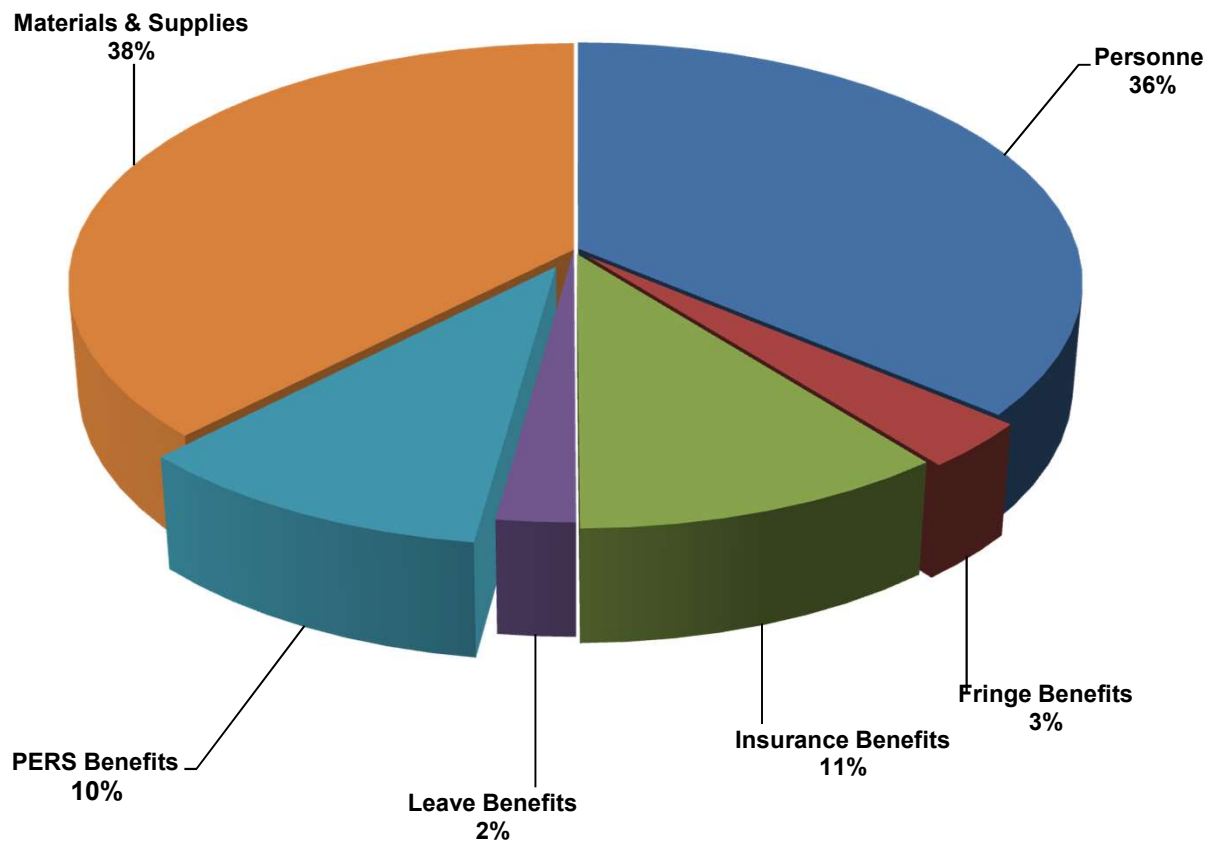
Senior and Disability Services Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Federal Revenue	Program Revenue
Title XIX	Contracts Revenue
Federal Match	Transfers In
Local Revenue	
Dues	

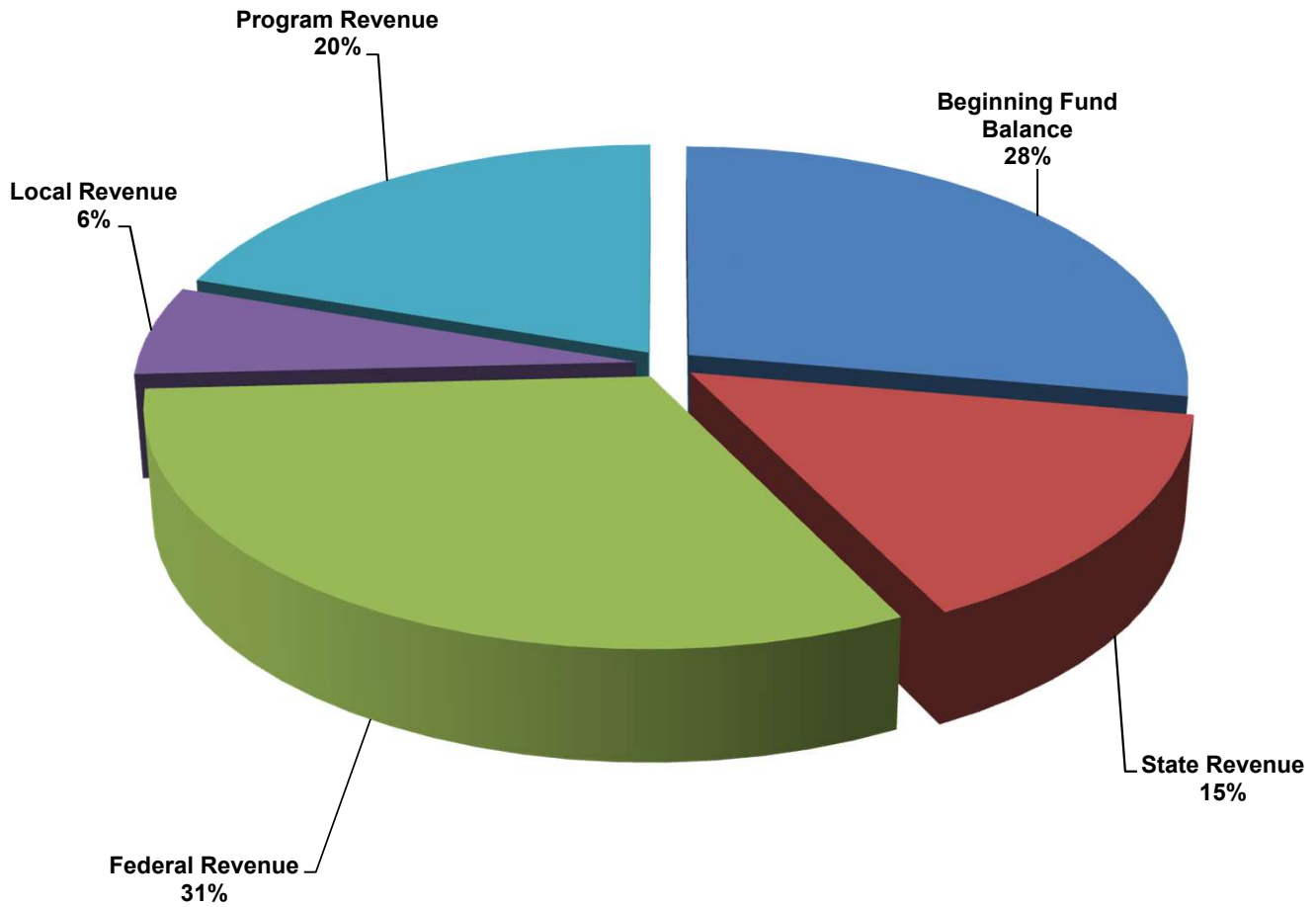
Senior and Disability Services Expense Chart FY 2021-2022



COMMUNITY SERVICES PROGRAM

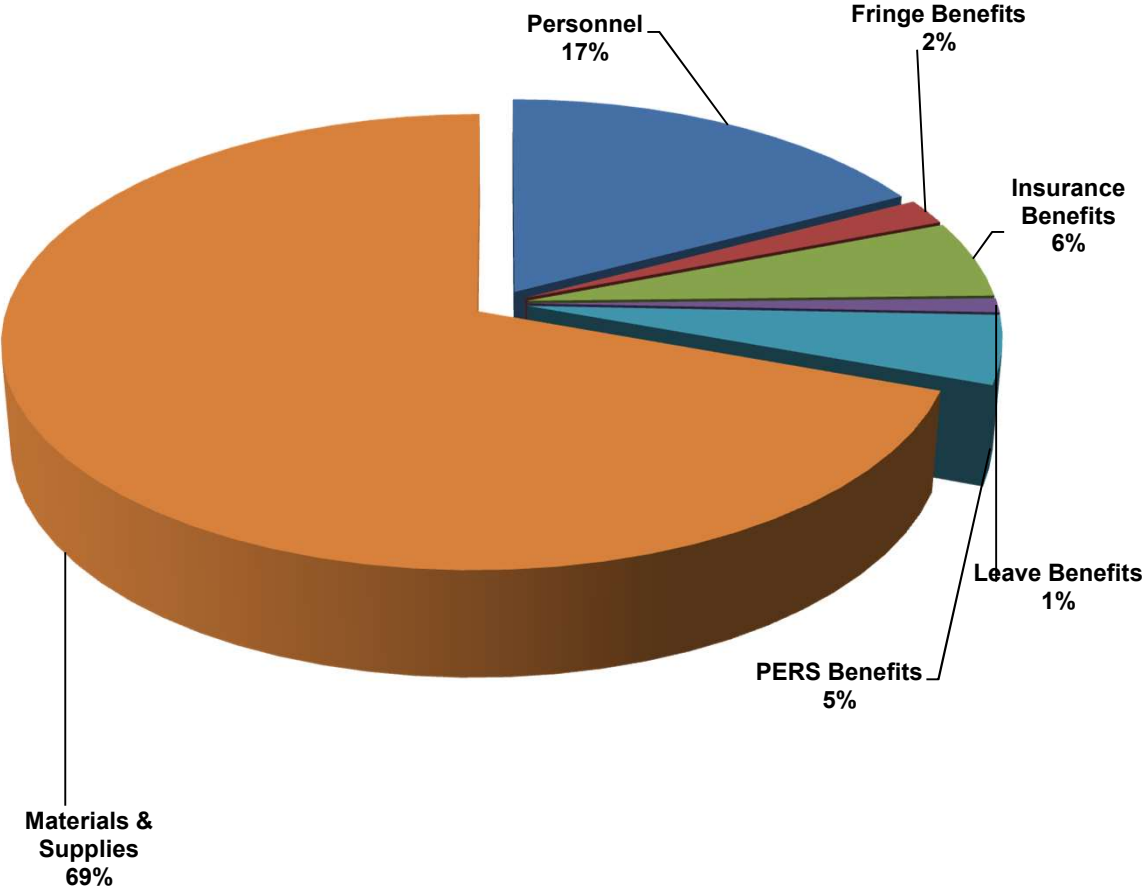
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	2,061,146
State Revenue	1,104,489
Federal Revenue	2,342,306
Local Revenue	447,800
Program Revenue	1,467,883
TOTAL REVENUE	7,423,624
Personnel	1,284,722
Fringe Benefits	135,649
Insurance Benefits	407,752
Leave Benefits	75,013
PERS Benefits	362,445
TOTAL PERSONNEL	2,265,581
Materials & Supplies	5,158,043
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	5,158,043
GAIN / (LOSS)	-

Community Services Program Revenue Chart FY 2021-2022



State Revenue	Federal Revenue
Oregon Project Independence Veterans	Older American Act Title XIX Federal Match Senior Meals XIX Siletz Revenue USDA
Local Revenue	Program Revenue
Donations Dues Fee for Service Grant Revenue Special Event Revenue	Contracts Revenue Match Miscellaneous Revenue Program Income Transfers In

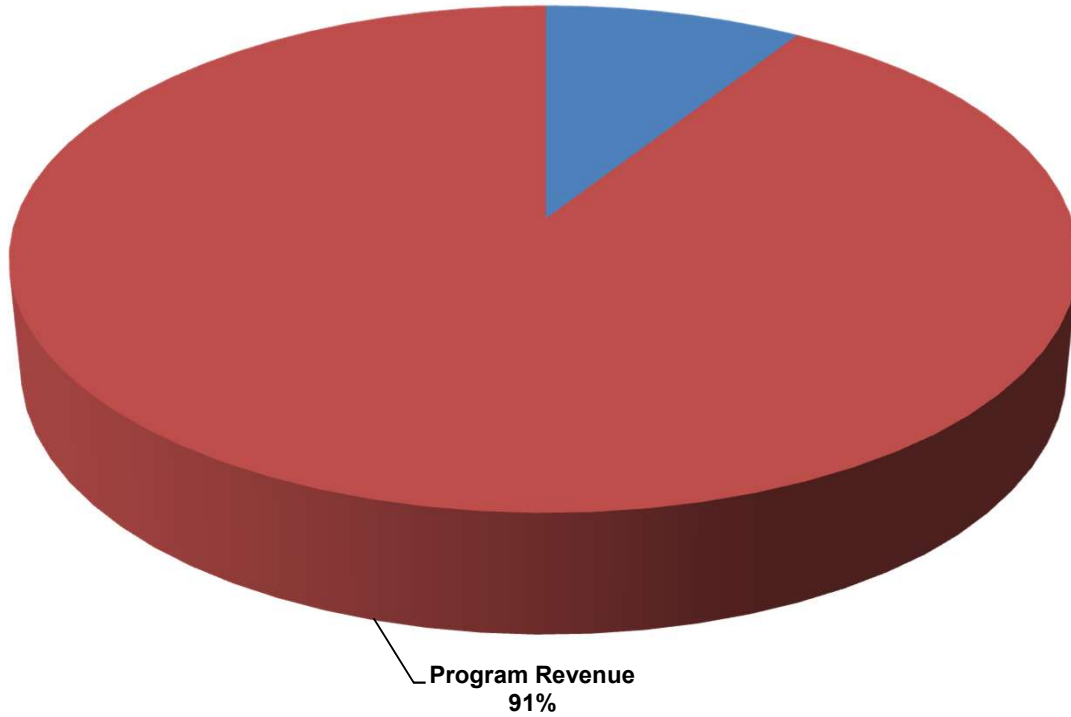
Community Services Program Expense Chart FY 2021-2022



TECHNOLOGY SERVICES

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	86,206
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	865,885
TOTAL REVENUE	952,091
Personnel	324,672
Fringe Benefits	29,480
Insurance Benefits	100,076
Leave Benefits	20,483
PERS Benefits	93,310
TOTAL PERSONNEL	568,021
Materials & Supplies	384,070
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	384,070
GAIN / (LOSS)	-

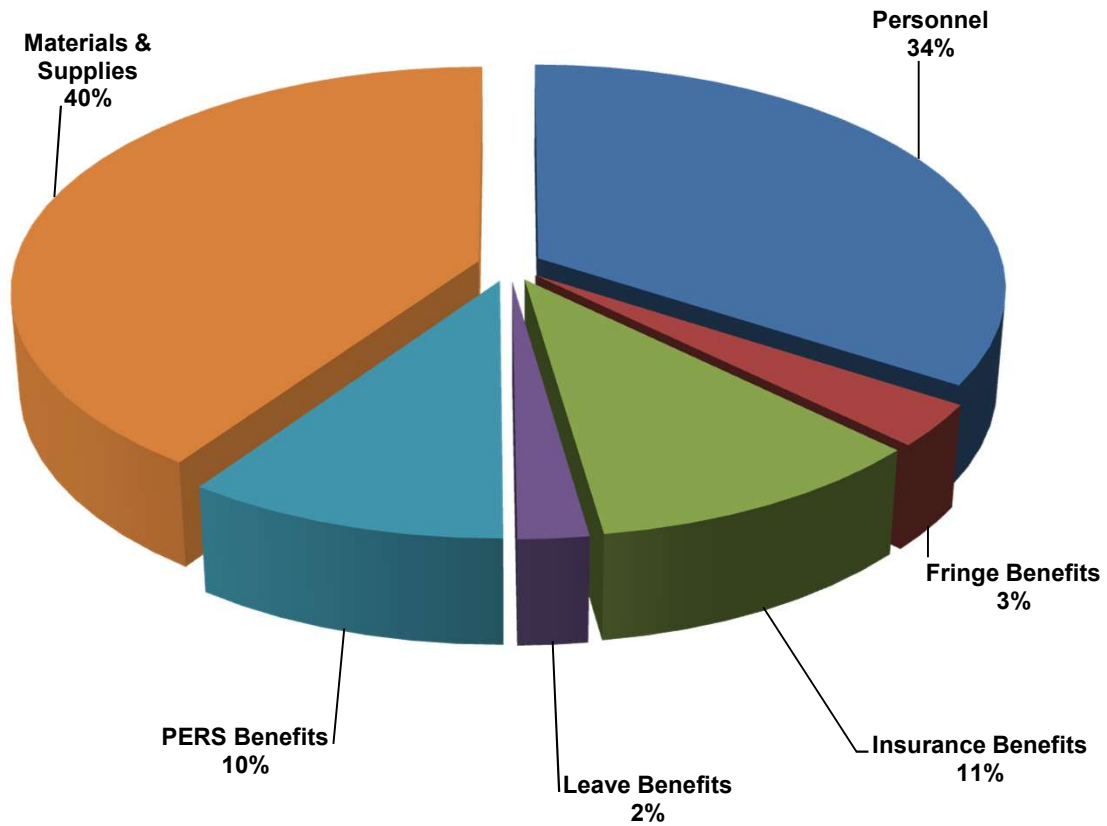
Technology Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Program Revenue
Contracts Revenue
Indirect Income
Transfers In

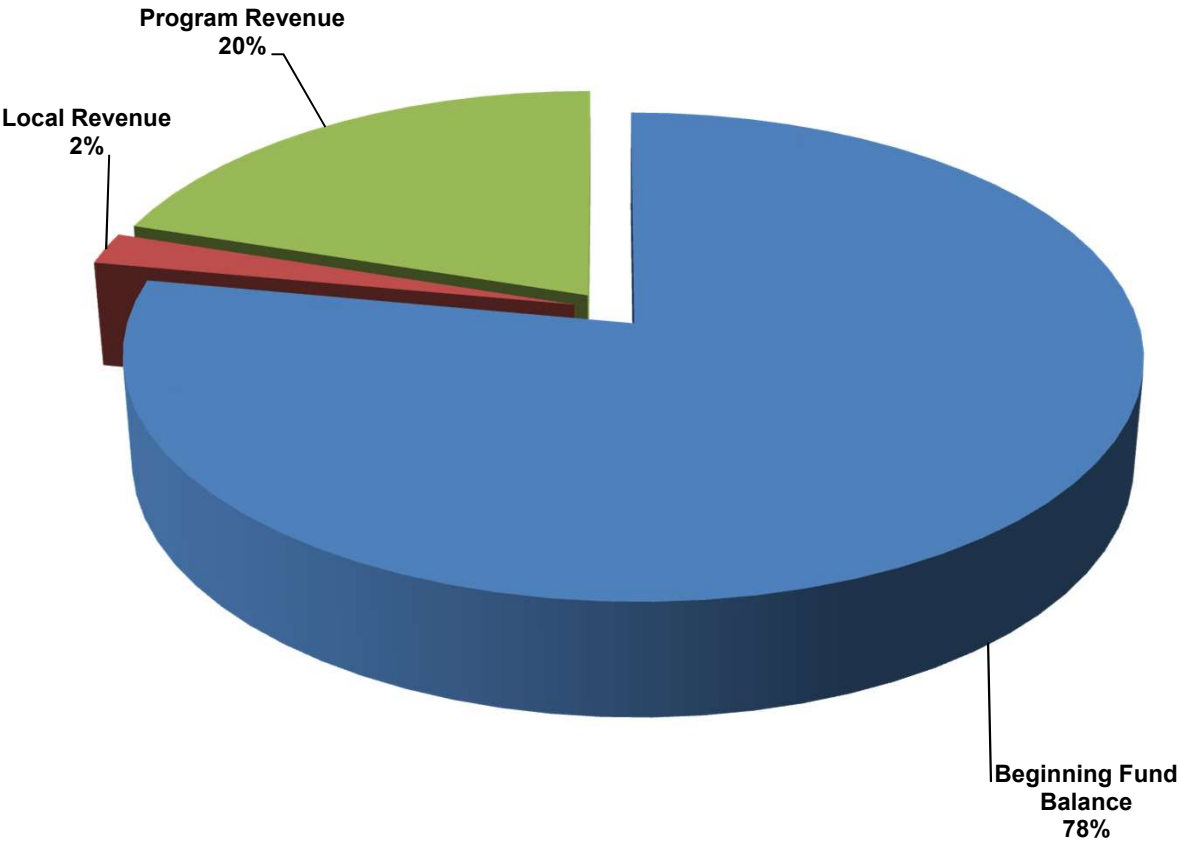
Technology Expense Chart FY 2021-2022



NON-DEPARTMENTAL

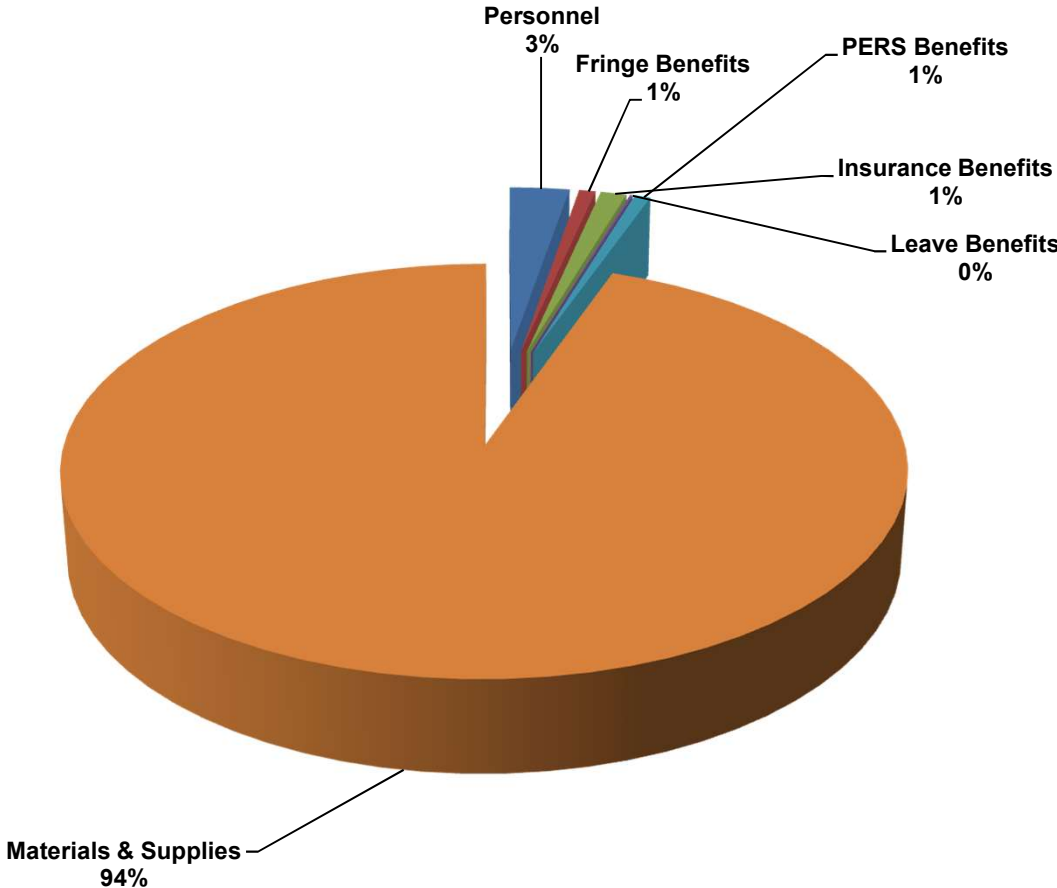
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	2,777,031
State Revenue	-
Federal Revenue	-
Local Revenue	75,000
Program Revenue	711,153
TOTAL REVENUE	3,563,184
Personnel	94,649
Fringe Benefits	26,097
Insurance Benefits	41,255
Leave Benefits	4,174
PERS Benefits	25,101
TOTAL PERSONNEL	191,276
Materials & Supplies	3,323,418
Interest Expense	5,157
Principal Expense	43,333
TOTAL MATERIALS & SUPPLIES	3,371,908
GAIN / (LOSS)	-

Non-Departmental Revenue Chart FY 2021-2022



Local Revenue	Program Revenue
Fee for Service	Rent Income
Grant Revenue	

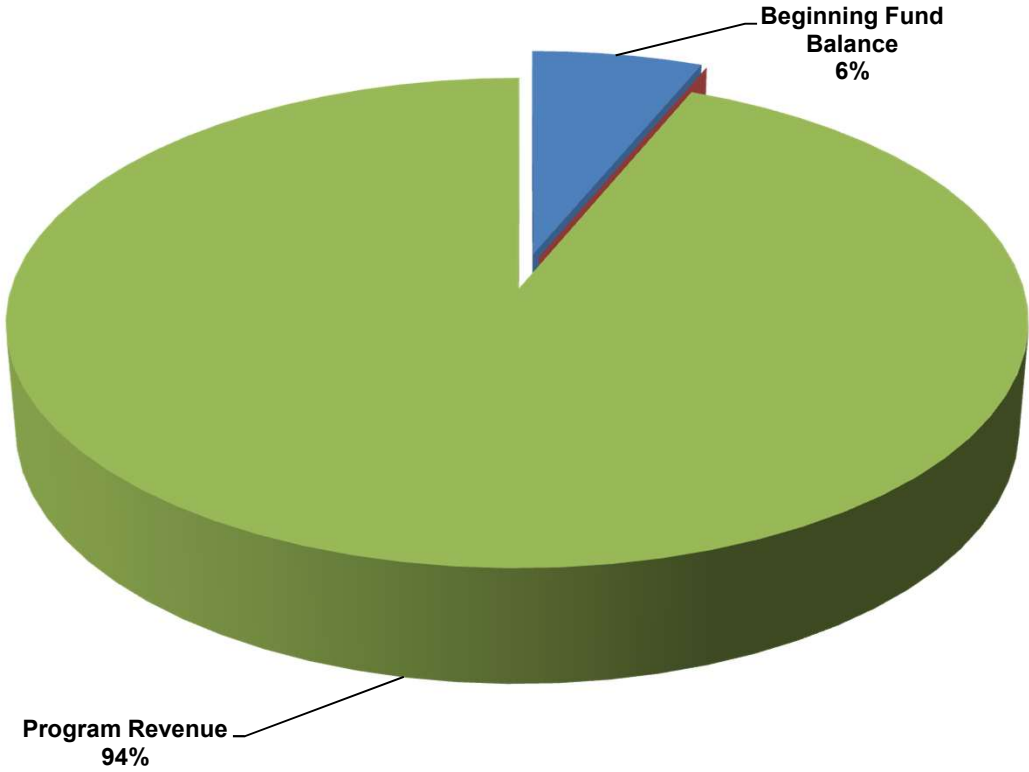
Non-Departmental Expense Chart FY 2021-2022



RESERVES

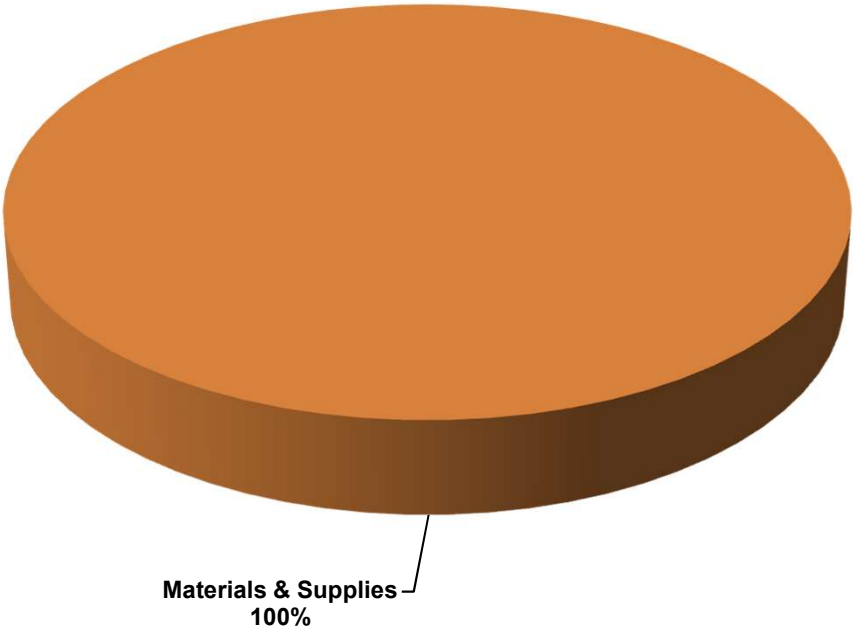
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	226,564
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	3,396,242
TOTAL REVENUE	3,622,806
Personnel	-
Fringe Benefits	-
Insurance Benefits	-
Leave Benefits	-
PERS Benefits	-
TOTAL PERSONNEL	-
Materials & Supplies	3,622,806
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	3,622,806
GAIN / (LOSS)	-

**Reserves
Revenue Chart FY 2021-2022**



Program Revenue
Transfer In

**Reserve
Expense Chart FY 2021-2022**





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MEMORANDUM

DATE: January 20, 2022
TO: OCWCOG Board of Directors
FROM: Marit Nelson, Finance Director
RE: ***FY 2022-2023 Work Program and Budget Schedule***

Below is the recommended schedule to follow regarding the development of the *FY 2022-2023 Work Program and Budget*.

January 20, 2022	Board establishes budget calendar, appoints Budget Committee members
March 17, 2022	(Week of) Publish Budget Meeting Notice
April 7, 2022	Continuation of March 17, 2022 Budget Meeting
May 9, 2022	(Week of) Publish Budget Hearing Notice
May 12, 2022	Proposed Budget distributed (Board Packets, website)
May 19, 2022	Budget Committee reviews and approves budget Board holds budget hearing, adopts budget, makes appropriations Board adopts work program and budget

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