



Executive Committee Meeting Packet

April 28, 2022
9:00 am - 11:00 am

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

**Next Executive Committee
Meeting: June 23, 2022 at 9:00 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 lsnodgrass@ocwcog.org, forty-eight (48) hours prior to the meeting.



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

April 28, 2022

9:00 – 11:00 am

Zoom Video Conference

[Join Zoom Meeting](#)

Meeting ID: 824 6068 0665

Passcode: 581629

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

NOTE: Please contact Leah Snodgrass at 541.967.8720 or lsnodgrass@ocwcog.org, no later than noon on Wednesday, April 27th, to confirm your attendance.

1. **Welcome/Call to Order** (*Chair, Commissioner Claire Hall*)
(9:00 – 9:05 am)

Introductions

2. **Consent Calendar** (*Chair Claire Hall*)
(9:05 – 9:10 am)

Approval of Executive Committee meeting minutes for October 28, 2021 ([Page 4](#)).

ACTION: Motion to approve Consent Calendar items.

3. **Executive Director Performance Review** (*executive session) (*Executive Director Ryan Vogt*)
(9:10 – 9:20 am)

ACTION: Information only.

4. **Executive Director Update** (*Executive Director, Ryan Vogt*)
(9:20 – 9:35 am)

Year End County Reports: Benton County ([Page 8](#))
Lincoln County ([Page 18](#))
Linn County ([Page 26](#))

ACTION: Information only.

5. **Strategic Planning Update** (*Executive Director, Ryan Vogt*)
(9:35 – 9:45 am)

ACTION: Information only.

6. **Cybersecurity Insurance** (*Technology Services Director, Jason Sele*)
(9:45 – 9:55 am)

Future policy changes ([Page 34](#))

ACTION: Information only.

7. **Differential Policy** (*Human Resources Manager, Ryan Schulze*)
(9:55 -10:10 am)

Review and approve the Differential Policy ([Page 36](#))

ACTION: Motion to approve Differential Policy.

8. **Other Business** (*Chair, Commissioner Claire Hall*)
(10:10 – 10:15 am)

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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING MINUTES
Via Zoom Audio / Video Conference
October 28, 2021**

MEMBERS: **Chair**, Commissioner Claire Hall, Lincoln County, **Vice-Chair**, Mayor Jim Lepin, City of Millersburg; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Sherrie Sprenger, Linn County; Councilor Alan Rowe, Adair Village

STAFF: **Executive Director**, Ryan Vogt; Finance Director, Sue Forty; Community Economics Development Director Jenny Glass; Senior, Disability and Community Services Director, Randi Moore; Human Resource Manager, Ryan Schulze; Veterans Services Officer, Molly Murphey; and Executive Assistant, Leah Snodgrass.

ABSENT: Mayor Dean Sawyer, City of Newport

PUBLIC: None

1. Call to Order

Chair Hall called the October 28, 2021, meeting of the Oregon Cascades West Council of Governments' (COG) Executive Committee to order at 9:01 am via Zoom®.

2. Approval of Consent Calendar

Chair Hall asked for a motion to approve the Consent Calendar. Treasurer Malone moved to approve; Vice Chair Lepin seconded it. A vote was taken and passed unanimously.

3. Veteran's Day Proclamation

Veterans Service Officer Murphey read the following proclamation:

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

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

The Officers at Oregon Cascades West Council of Governments particularly extends its heartfelt gratitude and good will to the Oregon National Guard members and the personnel of all armed services who are currently serving overseas and who have been mobilized locally to assist with the fight against Covid-19. These people have earned the respect and admiration of a grateful Nation.

THEREFORE, BE IT PROCLAIMED that the Officers at Oregon Cascades West Council of Governments proclaim November 11, 2021, as the day set aside for honoring our veterans and their families and for holding activities in observance of their contribution to our community, our state, and our Nation."

Chair Hall asked for comments from the Board. Vice Chair Lepin moved to approve the Proclamation. Treasurer Malone seconded it. A vote was taken and passed unanimously.

Veterans Service Officer Murphy left at 9:09 am.

4. Executive Session: Bargaining

An Executive Session pursuant to ORS 192.660 was called at 9:05 am to review certain topics being discussed at the Bargaining Sessions between SEIU 503 and Management. At 9:35 am, Chair Hall closed the executive session, and reconvened the public session.

5. Executive Director Update

Executive Director Vogt reported the Governor's mandatory vaccine proclamation and the Oregon Health authority's interpretation of healthcare setting, did apply to our Senior and Disability staff. After an evaluation was performed, it was determined around 80 staff personnel fell under the mandate. Executive Director Vogt was happy to announce they have not lost any of those 80 staff people, because they have come into compliance by receiving the vaccine or have an approved medical or religious exemption. Hiring people has been a challenge and forcibly losing personnel could have created complications within the organization.

All COG staff have been informed about the anticipation of the presidential mandate waiting to be signed. The goal is to be ahead of the situation, so the remainder of staff personnel can have time to make a decision regarding their vaccine status for themselves. There are still many unanswered questions about the presidential mandate. For instance, for personnel who are not vaccinated, will agencies be responsible for doing the testing? Will there be enough testing available?

There was a vaccine conversation at one of the meal sites involving volunteer staff. The volunteers wanted COG to take a stronger stance on the matter by extending the vaccine mandate to all of COG's staff and volunteers. It has been decided COG will stay within the boundaries of the mandate requirements, and will not require more from COG personnel or volunteers at this time. This decision has come from several conversations as a group on how to proceed, and it was this group's support [the Board] to stay within the boundaries of what was being expected, which is where we remain today.

Educational information has been provided to COG staff, and it is understood there will still be those who will not get vaccinated, because of the legal implications for the ADA. All precautions are being taken for the safety of everyone. That includes requiring everybody in the office to wear a mask, even if they are behind closed doors.

Executive Director Vogt reported on the laborious process of evaluating and selecting the new Office Suite solution. Several years ago the agency made a determination to move forward with Office 365. After some additional review prior to Executive Director Vogt's arrival to the organization, it was believed the evaluation process may have been insufficient and could cause procurement problems. A more intentional process was facilitated by an outside contractor, evaluating multiple options for the next Office Suite.

After extensive work, the subcommittee came forward with the recommendation to select Microsoft Office 365. The decision to choose Office 365 was formally made two weeks ago, and the work has already begun. Vice Chair Lepin and his staff at the City of Millersburg elected to be part of a pilot for email migration. Vice Chair Lepin and approximately seventeen Millersburg staff personnel authorized COG to migrate them over to the new email system, which has fixed a recent mobile application problem.

Executive Director Vogt thanked Vice Chair Lepin and his staff for allowing the COG Tech Services Team to implement the change. There is excitement about the amount of work that was done in less than a week, and it goes to show how much the Tech Services Team has progressed over these last couple of years.

Vice Chair Lepin stated he and his staff had been struggling for some time with server related issues. He expressed appreciation for all the staff involved in implementing the switch, and was surprised how well the roll over went. Vice Chair Lepin said it is easy to use, and is much more versatile. Millersburg staff is still training on the new Suite, and should be done by the end of the week. Vice Chair Lepin stated when the implementation of Office 365 is complete with COG, it would be a good selling point for the other communities to utilize this service.

Executive Director Vogt reported on some key staffing positions within COG. The Tech Services Director position is currently in the interview process. The first round of interviews were conducted, and the second round of interviews are being scheduled. The top candidate will be evaluated next week, but if that candidate is not a good match, then COG will continue the search. The position will remain open until filled.

The Finance Director, Sue Forty, is scheduled to retire soon. After a selection process to fill this position, COG has an accepted offer from Marit Nelson as the new Finance Director. Marit Nelson is currently a Chief Financial Officer for a fire district up in the northern part of Oregon, and has been for a number of years. Marit Nelson will be starting in the later part of November, and will have some time to work side by side with Financial Director Forty. Financial Director Forty has been very giving of her time and commitment to the agency to make sure this transition goes smoothly.

On Monday, November 1, 2021, the new Communications Officer starts. Treasurer Malone was part of this position's selection process. The Senior Leadership Team has been circulating a list of tasks for the new Communications Officer that is rapidly growing.

Executive Director Vogt provided an update on the Bias Incident Response System. Executive Director Vogt has been working with Corvallis City Manager Mark Sheppard on an Intergovernmental Agreement (IGA). The plan is to start soliciting contractor work soon. The IGA just made it through legal review and has come back with some correction suggestions. There is forward momentum happening, and another update will be given at the next Full Board meeting.

6. December Meeting Reschedule

Executive Director Vogt pointed out the traditional cadence of Board meetings. The meetings are scheduled for the fourth Thursday of the month, and around this time of year, they tend to interfere with the Thanksgiving and Christmas holidays. Historically, the November Full Board meeting was moved to the second week in December, and the Executive Committee meeting in December was cancelled. In reflection of the past, it is proposed to reschedule the Full Board of Directors meeting, which would also include the Finance Committee meeting, from its current November 18th schedule, to December 9th, and cancel the Executive Committee meeting in December. Subsequently, at the next Full Board meeting, next year's adopted calendar will take into consideration the adjustment around the holidays, so this problem is not repeated next year.

Chair Hall asked for a motion to approve the meeting reschedule. Vice Chair Jim Lepin moved to approve; Councilor Rowe seconded it. A vote was taken and passed unanimously.

Councilor Rowe reminded the committee he will no longer be a Councilor for Adair Village and attending the meetings in that capacity after December 2021.

7. Evaluate Structure and Bylaws of Subcommittees

Executive Director Vogt summarized his memo included in the Executive Committee packet. He reported the Articles of Agreement and bylaws for the Board created numerous subcommittees. Each subcommittee is supposed to have their own bylaws. Not all the bylaws look the same, and some subcommittees do not have bylaws.

Executive Director Vogt asked for the Executive Committee's support to approach the Full Board with a recommendation for cleaning up the subcommittee's bylaws. Depending on the interest of the Full Board, COG staff could do some work and come forward with a proposal of what the cleanup would look like, or the Full Board could be engaged on determining who should be on these various committees.

Treasurer Malone stated he believed it is a worthy effort, because when there are bylaws that do not agree with other subcommittees, it should be cleaned up. Treasurer Malone recognized how many meetings come with being a member on the Executive Committee, and thinks it might make it easier and more appealing to recruit and sustain positions if the meeting load is not so heavy. Treasurer Malone liked the idea of COG staff taking lead of the effort and is in favor of advancing this concept to the Full Board.

Vice Chair Lepin added that he questions whether he belongs on some of the subcommittees, because he may not be as qualified with expertise, as other members on the Full Board might be. Vice Chair Lepin thinks it will be beneficial to look at the process on who gets elected to be a subcommittee member.

Councilor Rowe stated he agrees the groups need consistency and to be organized. He also agrees to move forward with reviewing the subcommittees.

8. Covid Update

Human Resources (HR) Manager Schultz reported on how the vaccine mandate affected various COG staff personnel. HR Manager Schultz was happy to reveal no staff personnel were lost because of the mandate. COG management continues to monitor the next federal mandate closely to be prepared and respond appropriately for when that gets approved. COG is reaching out to its HRIS vendor to see if there is a program they are building into the system in anticipation of needing to track vaccine status. The hope is to avoid having to create yet another database that COG staff have to enter new employees into. In terms of actual Covid updates, at this point, there is not any new news to share.

Treasurer Malone stated he agreed with a statement made earlier about following the mandates that are required, rather than getting ahead of state and federal Covid guidance. It should be encouraged to get the vaccine, wear masks, and make healthy choices. Treasurer Malone reported that Benton County had 270 County personnel that were affected by the mandate, and had around three personnel that were not in compliance. Treasurer Malone commended HR Manager Shultz for being on the right track with the Covid mandate.

9. Adjournment

Chair Hall adjourned at 10:08 am.

Meeting minutes taken by Leah Snodgrass.



Oregon Cascades West Council of Governments
and Benton County
Annual Report

January 2022
Edition 1 - 2021

This report covers the many ways in which OCWCOG has impacted your community over that last year.

A Message from the Executive Director

I am proud and excited to provide the first ever, Oregon Cascades West Council of Governments' (OCWCOG) year-end County reports. The Council of Governments (COG) impacts many people throughout the Linn/Benton/Lincoln Region by our various services like delivering hot meals and a warm smile to a family in need, providing small business loans to improve the vibrancy and livability of our communities, or orchestrating multi-million dollar transportation initiatives.

In the next few pages, you will see highlights of the work we do and how that has affected your County over this last year. The report is not exhaustive, but merely a snapshot of the great work which is being authorized and championed by 19 cities, 3 Counties, the Siletz Tribe, and the Port of Newport in the Linn/Benton/Lincoln Region.

The work captured in this report is being carried out by approximately 200 staff in every corner of the Region. These dedicated individuals care deeply about the area and everyone living in it. They are committed to making the Region a more livable, safe, and prosperous area for generations to come. As you know, 2021 was extremely challenging in numerous ways and many of our staff have adapted to delivering services from their homes, in an ongoing response to the COVID pandemic. We have adjusted other programs and processes to provide continuous services safely to many of our consumers, where in-person contact was still required.

Here at the COG, we are always looking to improve and better serve the people of our Region. Last year we went beyond our normal practices and explored alternative funding opportunities to enhance and expand services. We have begun participating in regional conversations regarding housing solutions, and are leading an effort to explore a Regional Bias Incident Response system.

I am grateful for the support of our staff, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.



Ryan Vogt
Executive Director



Senior and Disability Services

The Senior and Disability Services (SDS) department is committed to providing services and supports to keep older adults and people with disabilities independent, safe, secure, and healthy in your communities. SDS staff provide case management, and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

- Approximately 218 Benton County residents received these vital services in their home on any given day.
- Another 176 residents received these services daily in one of 22 longterm care facilities. These care facilities include: Assisted Living, Memory Care, Adult Foster Homes that serve older adults and people with physical disabilities, and one nursing facility.



Eligibility

Eligibility workers processed 6,957 applications for Food and Medical benefits in Linn, Benton, and Lincoln Counties in 2021.

Adult Protective Services

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

- APS screeners received 767 calls of concern about the safety and health of these citizens in Benton County. These calls led to:
 - 145 community APS investigations.
 - 173 facility APS investigations.

Aging and Disability Resource Connection

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information and assistance on issues affecting older adults and people with disabilities regardless of their income.

- Call center agents answered 246 calls from Benton County residents requesting information and assistance in 2021.



Community Service Programs

OCWCOG's Community Services Program (CSP) Department served Benton County this past year through various programming, including:

Meals On Wheels: Meals on Wheels serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced lunch, MOW provides a daily well-check and social connection, thereby assisting limited-income, low-mobility clients to remain safe and independent in the home of their own choosing, for as long as possible while avoiding premature placement in a facility.

In 2021 a total of 39,349 meals were served in Benton to include:

- 37,415 home delivered meals, delivered to the porches of our homebound clients;
- 1,165 congregate meals, served “grab and go” style during the COVID-19 pandemic out of the Corvallis Elks meal site; and,
- 769 “blizzard boxes”, which contain 5 emergency shelf stable meals.

Meals on Wheels was awarded a \$13,000 District Grant from the Rotary Club of Corvallis. A multi-club grant, the Rotary Club of Corvallis partnered with Greater Corvallis, Philomath, Albany, and Newport Clubs to obtain matching grant funding from Rotary District 5110. The grant helps support Meals on Wheels in Benton County.



Stand-By-Me (\$BM): Stand By Me-Oregon is a financial empowerment program that replicates \$BM Delaware; a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit ratings, and building savings.

- Coaches in Benton County are housed at Philomath's Strengthening Rural Families, KidCo Head Start, and the Center Against Rape and Domestic Violence (CARDV), with plans to recruit coaches for the Corvallis Community Center in 2022. This program was established from Benton County seed money, and now has a total of 10 trained coaches.
- This program was also the recipient of a 2021 Oregon Community Foundation Grant of \$36,000 to support its Latinx outreach and coaching efforts.

Money Management for Seniors: This program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe; and is offered free of charge to eligible individuals.

- There were 18 Benton County seniors or people with disabilities who were served in 2021.
 - 7 were assisted as Bill Pay clients who receive assistance in budgeting and check writing
 - 11 used the program for Representative Payee services. A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.



AmeriCorps Seniors - Foster Grandparent Program: National Service Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.

- In Benton County, Foster Grandparent volunteers served 17 total local youth through its mentoring and tutoring Program, chiefly online, due to the pandemic. Students from both Philomath Elementary School and College Hill Alternative High School were supported in person in 2021.

AmeriCorps Seniors – RSVP: Retired and Senior Volunteer Program (RSVP) is America’s largest volunteer network for people age 55 and over. RSVP volunteers choose how, where, and how often they want to serve. Volunteer community duty station opportunities include food pantry assistance, SHIBA Medicare counseling, money management coaching, meal delivery, reading with youth, tax preparation, gleaners, and more.

The most active RSVP program, The Senior Health Insurance Benefit Assistance Program (SHIBA), is administered by OCWCOG on behalf of the State of Oregon. This Program educates local residents on Medicare benefits elections. SHIBA counselors provide one-on-one free counseling as well as “New to Medicare” Seminar classes. Volunteers are certified by the State and serve both remotely and at the Corvallis Community Center.

- Last year, SHIBA volunteers served 526 Benton County residents.

AmeriCorps Seniors - Senior Companion Program: Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers.

- In 2021, 6 volunteers provided 704 rides for local homebound seniors to complete important tasks such as to get to the store or doctor. The rides were provided to seniors residing in Corvallis, Adair Village, Philomath and Monroe. These clients were not eligible for Ride Line, and are screened and referred by in-house Options Counselors.



Oregon Project Independence: Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal prep, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

- There was approximately 26 Benton County residents that benefited from this program in 2021.

These community-facing programs were provided thanks to braided funding from federal, state and city contracts and grants, as well as supports from Samaritan Health Services Social Accountability Grants, Trust Management Services, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation.

Benton County Veterans' Service Office

The Benton County Veterans' Service Office (VSO) assists veterans and veteran families with submitting claims for Veterans' Affairs (VA) benefits, including compensation, pension, survivor's benefits, and VA Healthcare. Our Veterans' Service Officers advocate on behalf of the claimant to ensure all benefits for which the claimant is eligible, are received. A few things that happened in VSO for the year 2021 are:

Our Veterans' Service Officers completed 574 appointments with veterans. These appointments were conducted over the phone, as our office remained closed due to COVID19. These appointments ranged from discussing eligibility, to filing for benefits. Our services include assisting surviving spouses and families in applying for benefits, assisting veterans and dependents with education benefits, applying for VA healthcare, appealing VA decisions, and filing for compensation or pension benefits. Our Officers don't stop there, they also help veterans navigate through the VA Healthcare Community Care program, and through general community resources such as housing assistance, home loans, crisis navigation, financial assistance, and COVID19 resources.



- Our office assisted veterans and surviving spouses file 205 claims in 2021. These claims included applying for the VA Disability Compensation Program and VA Income Based Pension Program. We also assisted surviving spouses with applying for VA Survivors Income Based Pension Program, VA Dependency and Indemnity Compensation (DIC), and VA Burial Benefits. In 2021, our county had 111 claims awarded to veterans and their surviving spouses.. Those claims brought in a total of \$192,242 in new monetary awards for veterans and surviving spouses. Additionally, a total of another \$655,512 was awarded in retroactive funds (money owed to them dating back to their original filing date).



- VSO was awarded a \$4,000 Suicide Prevention grant from the Oregon Department of Veterans' Affairs. With these funds, our office is sponsoring courses in Mental Health First Aid for Adults, and Mental Health First Aid for Veterans and Military Families. Our office also organized a Cold Weather Gear handout event in December for unhoused veterans in Benton County.

Community and Economic Development (CED)

Transportation Services and Planning

Transportation is the largest program area within Community and Economic Development (CED), and provides an array of services including:

Cascades West Ride Line: The Ride Line program is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. For the year 2021 Ride Line has made an incredible impact in Benton County by:

- Providing 27,662 rides for 1,303 people.
- These rides put over \$1,026,000 back into Benton County.
- Planning the expansion of Ride Line to Medicare consumers through benefits with the Samaritan Advantage Health Plan. This project will launch in 2022.

Corvallis Area Metropolitan Planning Organization (CAMPO): CAMPO's role is to coordinate transportation planning efforts in the Corvallis Urbanized Area and to serve as a forum for cooperative decision-making. CAMPO works closely with the Oregon Department of Transportation (ODOT), and assists in coordinating regional transit, facilitates public participation in transportation planning, and oversees specialized projects. Some of the 2021 accomplishments for CAMPO were:

- Obtaining stimulus funds awards in the amount of \$1,025,840, which is being passed through to local projects:
 - Benton County Projects:
 - Gas tax shortage/replacement Irish Bend, Fern Road, 53rd/County Club
 - Traffic Impact Assessment 53rd/County Club
 - City of Corvallis/Oregon State University Projects;
 - 35th/Campus Crossing Improvements
 - 11th Street Bikeway
 - Monroe Ave/Kings
 - City of Philomath Projects:
 - 11th Street Bike/Ped Improvements
 - Willow Lane/Cedar Street Multi-use Path
 - Adair Village Projects:
 - Future Trail investment
- Prepared the CAMPO 20-year Regional Transportation Plan for adoption in early 2022. Unique to this RTP is a "corridor analysis" in which planning is focused on regional connections between member communities.
- CAMPO multi-modal count program –Developed reports capturing the number of people walking and riding bikes on the Eric E. Austin multi-use path in south Corvallis.
- Provided in-kind match for both a Corvallis Bikeshare Study, and an e-bike Pilot Program, which is a partnership with Corvallis/Benton County Economic Development.
- Worked on the Adair Village Trails Plan with an anticipated completion in early summer 2022.



Cascades West Area Commission on Transportation (CWACTION): provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Region. The CWACTION is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and ODOT on State transportation plans and policies. In 2021, CWACTION provided input on multiple State funding programs including recommendations for funding priorities in the Statewide Transportation Improvement Program (STIP), reviewed applications for the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Program, and provided feedback on ODOT's "Leverage" funds that were added to ODOT projects within the region.



Transportation Options Program: This program provides outreach, education, and carpool/vanpool matching services for commuters living or working in the Region. The program connects commuters within the Region and beyond, to major cities such as Eugene, Salem, and Portland. Our program administered a challenge for bike month in May with 42 participants across Linn, Benton, and Lincoln Counties traveling over 2,400 miles, saving over 2,000 lbs of CO2, and burning 200,000 calories! 33 participants received safety related prizes. Staff participated at in-person tabling events at the OSU Beaver Fair and Linn Benton Community College Welcome Day engaging over 100 people. The annual Get There Challenge in October had statewide participation of over 1,400 participants and 13 prize winners from our region.

Corvallis Bikeshare Plan: You may know this program as *Pedal Corvallis*. This project is in the system design phase after a pilot project was launched in 2016 producing an average of 400 trips a month over a four year period. The project was awarded a \$25,000 Transportation Options Innovation grant to conduct the Corvallis Bikeshare study.

Other grants received from STIF to assist in transportation improvement efforts in Benton County are:

- \$280,000 to do the Mobility Hub design work for LBCC and OSU Hubs.
- \$150,000 to update the Human Services Coordinated Plans for Linn/Benton/Lincoln Counties.
- \$64,280 to build the Regional Transit Access Plan.

Other transportation related projects that impact Benton County are:

- Completion of the Seamless Transportation Project connecting bus service to all three Counties, with real-time bus information and online ticketing.
- Completion of the Highway 99W feasibility study, which evaluated the possibility of providing bus service between Junction City and McMinnville.
- Started the Adair Village Trails Plan.

Community Development

The Community Development program seeks to improve the quality of life for residents in Benton County. OCWCOG has professional staff to assist communities, especially smaller communities, with specialized tasks. Here are some of the projects Community Development has worked on in Benton County:

- Providing Geographic Information Systems (GIS) services to Philomath.
- Providing staffing to the Cascades West Regional Consortium and helped secure a \$130,000 grant from Business Oregon to fund a wetlands mitigation bank feasibility study.
- Secured technical assistance from Department of Land Conservation and Development to develop a Regional Housing Toolkit, working with Philomath on their housing development planning goals.

Economic Development

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDS). OCWCOG supports local economic development initiatives through research, grant writing, convening, project development and management, and technical assistance.

Coronavirus Aid, Relief, and Economic Security (CARES) Grants: CARES funding is designed to assist partners with responding to the specific recovery needs in the unique communities across the district. Eligible applicants included City and County governments in the Region to support economic resiliency and recovery. In Benton County three CARES micro-grants were awarded:

- \$10,000 was awarded to the City of Monroe for an Economic Development Plan. This grant will cover costs related to hiring a consultant to assist in the creation, decision-making, and implementation of Monroe's first ever strategic 5-year Economic Development Plan.
- \$4,270 was awarded to the City of Corvallis for a County Business Portal. This comprehensive portal will be available in both English and Spanish providing tools and information relevant to industry and city. It will provide business start-up information as well as links to resources for disaster preparedness, hiring employees and obtaining capital.. In addition, the site will devote a section to listing available commercial property and buildable lands inventories.
- \$7,450 was awarded to City of Corvallis to upgrade the Corvallis Chamber conference room. Improvements were made to the Chamber's conference room in order to provide necessary accommodations for the local business community.



Cascade West Business Lending: Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities, and promote a stable and diversified economy in the tri-County Region. CWBL delivers expert commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. Our team provides administrative services, technical assistance, and professional lending services through contractual partnerships to local government and non-profit organizations, who offer economic development oriented commercial loans. Our Small Business Lending program currently has over \$3.45 million in loans throughout our tri-county region

- In Benton County we funded a \$576,000 loan to a veterinary clinic in Corvallis.

Technology Service Contracts

OCWCOG Business Services provides Information Technology (IT) services and supports to member agencies. In Benton County, we have agreements to provide support to:

- Philomath Fire & Rescue
- Adair Village





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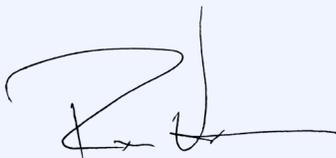
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The work captured in this report is being carried out by approximately 200 staff in every corner of the Region. These dedicated individuals care deeply about the area and everyone living in it. They are committed to making the Region a more livable, safe, and prosperous area for generations to come. As you know, 2021 was extremely challenging in numerous ways and many of our staff have adapted to delivering services from their homes, in an ongoing response to the COVID pandemic. We have adjusted other programs and processes to provide continuous services safely to many of our consumers, where in-person contact was still required.

Here at the COG, we are always looking to improve and better serve the people of our Region. Last year we went beyond our normal practices and explored alternative funding opportunities to enhance and expand services. We have begun participating in regional conversations regarding housing solutions, and are leading an effort to explore a Regional Bias Incident Response system.

I am grateful for the support of our staff, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.



Ryan Vogt
Executive Director



Senior and Disability Services

The Senior and Disability Services (SDS) department is committed to providing services and supports to keep older adults and people with disabilities independent, safe, secure, and healthy in your communities. SDS staff provide case management, and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

- Approximately 398 Lincoln County residents received these vital services in their home on any given day.
- Another 162 residents received these services daily in one of 45 longterm care facilities. These care facilities include: Assisted Living, Memory Care, Adult Foster Homes that serve older adults and people with physical disabilities, and one nursing facility.



Eligibility

Eligibility workers processed 6,957 applications for Food and Medical benefits in Linn, Benton, and Lincoln Counties in 2021.

Adult Protective Services

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

- APS screeners received 828 calls of concern about the safety and health of these citizens in Lincoln County. These calls led to:
 - 233 community APS investigations.
 - 90 facility APS investigations.

Aging and Disability Resource Connection

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information and assistance on issues affecting older adults and people with disabilities regardless of their income.

- Call center agents answered 248 calls from Lincoln County residents requesting information and assistance in 2021.



Community Service Programs

In Lincoln County, Community Service Program (CSP) staff and volunteers supported programming at: 60+ Center, SMART Reading Program- Ocean Lake Elementary School, and Lincoln County Head Start. Programming was supported by various federal, state and city contracts and grants, as well as Samaritan Health Services Social Accountability Grants, Trust Management Services, Siletz Tribal Charitable Contribution Fund, Lincoln County Transit, and the Oregon Community Foundation. The CSP Department served Lincoln County this past year through various programming, including:

Meals On Wheels: Meals on Wheels serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced lunch, MOW provides a daily well-check and social connection, thereby assisting limited-income, low-mobility clients to remain safe and independent in the home of their own choosing, for as long as possible while avoiding premature placement in a facility.

In 2021 a total of 60,678 meals were served in Lincoln to include:

- 54,180 home delivered meals, delivered to the porches of our homebound clients.
- 4,507 congregate meals, served “grab and go” style during the COVID-19 pandemic.
- 1,991 “blizzard boxes”, which contain 5 emergency shelf stable meals.

Meals on Wheels was awarded a \$13,000 District Grant from the Rotary Club of Corvallis. A multi-club grant, the Rotary Club of Corvallis partnered with Greater Corvallis, Philomath, Albany, and Newport Clubs to obtain matching grant funding from Rotary District 5110. The grant helps support Meals on Wheels in Lincoln County.



Stand-By-Me (\$BM): Stand By Me-Oregon is a financial empowerment program that replicates \$BM Delaware; a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit ratings, and building savings.

- Lincoln County’s Community Services Consortium’s (CSC) Head Start program is trained to commence coaching in 2022.
- Thanks to a \$36,000 grant from The Oregon Community Foundation, \$Stand By Me financial coaches received specialized training from DevNW on obtaining and improving credit, creating savings, decreasing debt, student loans and home buying. We now offer coaching in English and Spanish.

Money Management for Seniors: This program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe; and is offered free of charge to eligible individuals.

- There were 6 Lincoln County seniors or people with disabilities who were served in 2021.
 - 3 were assisted as Bill Pay clients who receive assistance in budgeting and check writing.
 - 3 used the program for Representative Payee services. A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.



AmeriCorps Seniors - Foster Grandparent Program: National Service Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.

- In Lincoln County, 5 Foster Grandparent volunteers served local youth through its mentoring and tutoring Program, chiefly online, due to the pandemic.
- Lincoln County currently serves students from SMART Reading, Ocean Lake Elementary School (Lincoln City) and Crestview Heights Elementary School (Waldport).

AmeriCorps Seniors – RSVP: Retired and Senior Volunteer Program (RSVP) is America’s largest volunteer network for people age 55 and over. RSVP volunteers choose how, where, and how often they want to serve. Volunteer community duty station opportunities include food pantry assistance, SHIBA Medicare counseling, money management coaching, meal delivery, reading with youth, tax preparation, gleaners, and more.

The most active RSVP program, The Senior Health Insurance Benefit Assistance Program (SHIBA), is administered by OCWCOG on behalf of the State of Oregon. This program educates local residents on Medicare benefits elections. SHIBA counselors provide one-on-one free counseling as well as “New to Medicare” Seminar classes. Volunteers are certified by the State and serve both remotely and plan to return to in person at the Avery Building.

- Last year, SHIBA volunteers served 482 Lincoln County residents.

AmeriCorps Seniors - Senior Companion Program:

Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers.

- In 2021, 7 volunteers completed 159 rides for local homebound seniors residing in Otis, Lincoln City, Gleneden Beach, Newport, and Waldport. These clients were not eligible for Ride Line, and are screened and referred by in-house Options Counselors.
 - Trips included medical appointments (both in-County and in Salem/Corvallis), grocery and errand runs, and food porch drop-offs donated from Salvation Army during the pandemic.



Oregon Project Independence: Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal prep, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

- There was approximately 44 Lincoln County residents that benefited from this program in 2021.

These community-facing programs were provided thanks to braided funding from federal, state and city contracts and grants, as well as supports from Samaritan Health Services Social Accountability Grants, Trust Management Services, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation.

Community and Economic Development (CED)

Transportation Services and Planning

Transportation is the largest program area within Community and Economic Development (CED) department, and provides an array of services including these programs:

Cascades West Ride Line: The Ride Line program is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. For the year 2021 Ride Line has made an incredible impact in Lincoln County by:

- Providing 30,672 rides for 1,496 people.
- These rides put over \$1,861,000 back into Lincoln County.
- Planning the expansion of Ride Line to Medicare consumers through benefits with the Samaritan Advantage Health Plan. This project will launch in 2022.

Cascades West Area Commission on Transportation (CWACT): provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and ODOT on State transportation plans and policies. In 2021, CWACT provided input on multiple State funding programs including recommendations for funding priorities in the Statewide Transportation Improvement Program (STIP), reviewed applications for the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Program, and provided feedback on ODOT's "Leverage" funds that were added to ODOT projects within the region.



Transportation Options Program: This program provides outreach, education, and carpool/vanpool matching services for commuters living or working in the Region. The program connects commuters within the Region and beyond, to major cities such as Eugene, Salem, and Portland. Our program administered a challenge for bike month in May with 42 participants across Linn, Benton, and Lincoln Counties traveling over 2,400 miles, saving over 2,000 lbs of CO2, and burning 200,000 calories! 33 participants received safety related prizes. Staff participated at in-person tabling events at the OSU Beaver Fair and Linn Benton Community College Welcome Day engaging over 100 people. The annual Get There Challenge in October had statewide participation of over 1,400 participants and 13 prize winners from our region.

Other grants received from STIF to assist in transportation improvement efforts in Lincoln County are:

- \$150,000 to update the Human Services Coordinated Plans for Linn/Benton/Lincoln Counties.
- \$64,280 to build the Regional Transit Access Plan.

Other transportation related projects that impact Lincoln County are:

- Completion of the Seamless Transportation Project connecting bus service to all three Counties, with real-time bus information and online ticketing.

Community Development

The Community Development program seeks to improve the quality of life for residents in Lincoln County. OCWCOG has professional staff to assist communities, especially smaller communities, with specialized tasks. Here are some of the projects Community Development has worked on in Lincoln County:

- Providing on-site land use planning services to Toledo.
- Providing staffing to the Cascades West Regional Consortium and helped secure a \$130,000 grant from Business Oregon to fund a wetlands mitigation bank feasibility study.
- Secured technical assistance from Department of Land Conservation and Development to develop a Regional Housing Toolkit, working with Toledo on their housing development planning goals.

Brownfields Project: A Brownfield is a property that is not being used to its full potential because of known or suspected environmental pollution. The Environmental Protection Agency (EPA) Brownfields Community-Wide Assessment Grant is intended to support brownfield redevelopment in developed areas within the Yaquina River watershed: the Cities of Newport and Toledo, and the areas of Lincoln County located near the Yaquina River between the cities.

- A \$600,000 EPA grant that was awarded to assess the 7 brownfield sites in the Yaquina Bay watershed is near completion.
 - Tokyo Slough
 - Confederated Tribes of Siletz Indians' Toledo Mill
 - King Salvage
 - Former Yaquina Fruit Property
 - Rogue Brewery Seawall
 - Lincoln County Commons
 - Oregon Parks and Recreation former Oregon State Police Shooting Range

Economic Development

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDs). OCWCOG supports local economic development initiatives through research, grant writing, convening, project development and management, and technical assistance.

Coronavirus Aid, Relief, and Economic Security (CARES) Grants: CARES funding is designed to assist partners with responding to the specific recovery needs in the unique communities across the district. Eligible applicants included City and County governments in the Region to support economic resiliency and recovery. In Lincoln County three CARES micro-grants were awarded:

- \$10,000 was awarded to the City of Toledo for a murals. These funds will be used for a Mural project that engages community members, including youth and new artists, to create several larger murals in Toledo. In addition, the city will create a professional development pipeline for new artists by providing opportunities to create public art on vacant windows, utility boxes, and other locations that can help artists stair-step into larger murals.
- \$2,950 to the City of Toledo for commercial and industrial property data management. This grant was used for Oregon Prospector research and data entry. Oregon Prospector, managed by Business Oregon, is a robust mapping and property marketing tool for commercial property for sale, buildings for lease, and buildable land inventory throughout the county.
- \$4,800 to the City of Newport for strategic planning. This grant will help develop a regional information tool on the web. This tool will allow multiple organizations to easily share their priority focus areas and active projects. Once this project is established, the is hope that it can be deployed to other communities through the Ford Family Foundation's Community Website Partnership Program.

- \$7,594 to Siletz Public Library for computer system upgrade to provide better security and greater processing ability. Additionally, six new laptops were purchased for classes and activity groups. The new system will be used by adults and youth for workforce support, accessing resources, completing schoolwork, taking college courses, conducting research, playing games, and staying in touch with family and friends.
- \$10,000 to The Port of Newport to replace their financial system. The Port needs to adapt and streamline its processes to save time and money. A new financial system allows the Port to properly cost and price each activity the Port performs.

Cascade West Business Lending: Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities, and promote a stable and diversified economy in the tri-County Region. CWBL delivers expert commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. Our team provides administrative services, technical assistance, and professional lending services through contractual partnerships to local government and non-profit organizations, who offer economic development oriented commercial loans. Our Small Business Lending program currently has over \$3.45 million in loans throughout our tri-county region. In Lincoln County we funded:



- \$240,000 loan for a food cart pod including a main pavilion building with indoor seating and beverage service
- \$111,000 loan for the remodel and modernization of a kitchen gadget shop
- \$28,000 loan to a restaurant in Waldport.
- We also contracted with Lincoln City on a \$250,000 loan to help renovate a non-profit transitional housing facility.

Technology Service Contracts

OCWCOG Business Services provides Information Technology (IT) services and supports to member agencies. In Lincoln County, we have agreements to provide support to:

- Siletz



Oregon Cascades West Council of Governments
and Linn County
Annual Report

January 2022
Edition 1 - 2021

This report covers the many ways in which OCWCOG has impacted your community over that last year.

A Message from the Executive Director

I am proud and excited to provide the first ever, Oregon Cascades West Council of Governments' (OCWCOG) year-end County reports. The Council of Governments (COG) impacts many people throughout the Linn/Benton/Lincoln Region by our various services like delivering hot meals and a warm smile to a family in need, providing small business loans to improve the vibrancy and livability of our communities, or orchestrating multi-million dollar transportation initiatives.

In the next few pages, you will see highlights of the work we do and how that has affected your County over this last year. The report is not exhaustive, but merely a snapshot of the great work which is being authorized and championed by 19 cities, 3 Counties, the Siletz Tribe, and the Port of Newport in the Linn/Benton/Lincoln Region.

The work captured in this report is being carried out by approximately 200 staff in every corner of the Region. These dedicated individuals care deeply about the area and everyone living in it. They are committed to making the Region a more livable, safe, and prosperous area for generations to come. As you know, 2021 was extremely challenging in numerous ways and many of our staff have adapted to delivering services from their homes, in an ongoing response to the COVID pandemic. We have adjusted other programs and processes to provide continuous services safely to many of our consumers, where in-person contact was still required.

Here at the COG, we are always looking to improve and better serve the people of our Region. Last year we went beyond our normal practices and explored alternative funding opportunities to enhance and expand services. We have begun participating in regional conversations regarding housing solutions, and are leading an effort to explore a Regional Bias Incident Response system.

I am grateful for the support of our staff, our many community partners, and our active Board of Directors for the support and hard work it takes to provide these services to you.



Ryan Vogt
Executive Director



Senior and Disability Services

The Senior and Disability Services (SDS) department is committed to providing services and supports to keep older adults and people with disabilities independent, safe, secure, and healthy in your communities. SDS staff provide case management, and authorize and coordinate supportive services such as assistance with dressing, bathing, toileting, and grooming.

- Approximately 808 Linn County residents received these vital services in their home on any given day.
- Another 352 residents received these services daily in one of 45 longterm care facilities. These care facilities include: Assisted Living, Memory Care, Adult Foster Homes that serve older adults and people with physical disabilities, and one nursing facility.



Eligibility

Eligibility workers processed 6,957 applications for Food and Medical benefits in Linn, Benton, and Lincoln Counties in 2021.

Adult Protective Services

Adult Protective Services (APS) workers within the Senior and Disability Services department investigate allegations of abuse and/or neglect of seniors and adults with disabilities.

- APS screeners received 1,679 calls of concern about the safety and health of these citizens in Linn County. These calls led to:
 - 469 community APS investigations.
 - 200 facility APS investigations.

Aging and Disability Resource Connection

The Aging and Disability Resource Connection (ADRC) is a free service that offers the public a single point of entry to access resources, information and assistance on issues affecting older adults and people with disabilities regardless of their income.

- Call center agents answered 274 calls from Linn County residents requesting information and assistance in 2021.



Community Service Programs

In Linn County, Community Service Program (CSP) staff and volunteers supported programming at: Albany Senior Center, Lebanon Senior Center, Sweet Home Senior Center, Brownsville Senior Center, Sweet Home Elks, Timber Ridge School, SMART Reading, KidCo Head Start, Sunrise Elementary School, YMCA of the Willamette Valley and Happy Place Childcare. Programming was supported by various federal, state and city contracts and grants, as well as Samaritan Health Services Social Accountability Grants, Trust Management Services, City of Albany Development Block Grant, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation. The CSP Department served Linn County this past year through various programming, including:

Meals On Wheels: Meals on Wheels serves fresh, hot, nutritionally balanced meals to older adults, adults with disabilities, and spouses/life partners who often live alone and have limited resources or ability to care for themselves. Along with a nutritionally balanced lunch, MOW provides a daily well-check and social connection, thereby assisting limited-income, low-mobility clients to remain safe and independent in the home of their own choosing, for as long as possible while avoiding premature placement in a facility.

In 2021 a total of 143,129 meals were served in Linn to include:

- 135,161 home delivered meals, delivered to the porches of our homebound clients.
- 6,438 congregate meals, served “grab and go” style during the COVID-19 pandemic.
- 1,530 “blizzard boxes”, which contain 5 emergency shelf stable meals.

Meals on Wheels was awarded a \$13,000 District Grant from the Rotary Club of Corvallis. A multi-club grant, the Rotary Club of Corvallis partnered with Greater Corvallis, Philomath, Albany, and Newport Clubs to obtain matching grant funding from Rotary District 5110. The grant helps support Meals on Wheels in Linn, County.



Stand-By-Me (\$BM): Stand By Me-Oregon is a financial empowerment program that replicates \$BM Delaware; a proven coaching model that helps provide financial stability to individuals and families. There are four primary outcomes: budgeting, reducing debt, improving credit ratings, and building savings.

- Thanks to a \$36,000 grant from The Oregon Community Foundation, \$Stand By Me financial coaches received specialized training from DevNW on obtaining and improving credit, creating savings, decreasing debt, student loans and home buying. We now offer coaching in English and Spanish.

Money Management for Seniors: This program provides free assistance with personal money management tasks through specially trained volunteers. Service is personalized, confidential, and safe; and is offered free of charge to eligible individuals.

- There were 35 Linn County seniors or people with disabilities who were served in 2021.
 - 7 were assisted as Bill Pay clients who receive assistance in budgeting and check writing.
 - 28 used the program for Representative Payee services. A Representative Payee is someone appointed by the Federal Benefit payers to manage benefit payments on behalf of an incapable beneficiary.



AmeriCorps Seniors - Foster Grandparent Program: National Service Foster Grandparent volunteers, sponsored by OCWCOG, tutor and mentor local youth ages 3-18 in public schools, after school, and through various literacy programs.

- In Linn County, 20 Foster Grandparent volunteers served an estimated 55 local youth through its mentoring and tutoring Program, chiefly online, due to the pandemic.
- Linn County boasts the largest corps of volunteers in the OCWCOG region and currently serves students from Timber Ridge School, SMART Reading, KidCo Head Start, South Shore Elementary, Sunrise Elementary School, YMCA of the Willamette Valley, Albany Boys and Girls Club, Boys and Girls Club of the Greater Santiam, and Happy Place Childcare.

AmeriCorps Seniors – RSVP: Retired and Senior Volunteer Program (RSVP) is America’s largest volunteer network for people age 55 and over. RSVP volunteers choose how, where, and how often they want to serve. Volunteer community duty station opportunities include food pantry assistance, SHIBA Medicare counseling, money management coaching, meal delivery, reading with youth, tax preparation, gleaners, and more.

The most active RSVP program, The Senior Health Insurance Benefit Assistance Program (SHIBA), is administered by OCWCOG on behalf of the State of Oregon. This Program educates local residents on Medicare benefits elections. SHIBA counselors provide one-on-one free counseling as well as “New to Medicare” Seminar classes. Volunteers are certified by the State and serve both remotely and at the OCWCOG, Sweet Home Elks, Lebanon and Albany Senior Centers.

- Last year, SHIBA volunteers served 511 Linn County residents.

AmeriCorps Seniors - Senior Companion Program:

Senior Companion volunteers provide assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping or paying bills. Through this program, volunteers keep seniors independent longer and provide respite to family caregivers.

- In 2021, 8 volunteers completed 1082 rides for local homebound seniors residing in Albany, Lebanon and Sweet Home. These clients were not eligible for Ride Line, and are screened and referred by in-house Options Counselors.



Oregon Project Independence: Oregon Project Independence (OPI) is a program providing assistance that supports daily activities of living which can be provided by home care workers or in-home care agencies. Examples of in-home assistance includes help with dressing, meal prep, bathing, shopping, and housekeeping. OPI is an alternative to Medicaid and offers up to 20 hours a month of in-home assistance.

- There was approximately 110 Linn County residents that benefited from this program in 2021.

These community-facing programs were provided thanks to braided funding from federal, state and city contracts and grants, as well as supports from Samaritan Health Services Social Accountability Grants, Trust Management Services, Siletz Tribal Charitable Contribution Fund, and the Oregon Community Foundation.

Community and Economic Development (CED)

Transportation Services and Planning

Transportation is the largest program area within Community and Economic Development (CED), and provides an array of services including these programs:

Cascades West Ride Line: The Ride Line program is the region's Non-Emergent Medical Transportation (NEMT) for physical, dental, drug and alcohol, and mental health treatment. For the year 2021 Ride Line has made an incredible impact in Linn County by:

- Providing 88,219 rides for 3,480 people.
- These rides put over \$3,074,000 back into Linn County.
- Planning the expansion of Ride Line to Medicare consumers through benefits with the Samaritan Advantage Health Plan. This project will launch in 2022.

Albany Area Metropolitan Planning Organization (AAMPO): AAMPO's role is to coordinate transportation planning efforts in the greater Albany area and to serve as a forum for cooperative decision-making. AAMPO works closely with the Oregon Department of Transportation (ODOT), and assists in coordinating regional transit, facilitates public participation in transportation planning, and oversees specialized projects. Some of the 2021 accomplishments for AAMPO were:

- Began the AAMPO Bicycle/Pedestrian Plan.
- Stimulus funds awarded in the amount of \$850,000 is being passed through to these local projects:
 - \$100,000 for Millersburg's Woods Road shared use path design and right-of-way acquisition.
 - \$350,000 for Albany's Queen Avenue rehabilitation.
 - \$150,000 for Benton County's Gibson Hill Road modernization.
 - \$175,000 for Tangent and Linn County's Old Oak Drive/Old Oak Road improvements. around Tangent Elementary School
 - \$75,000 for a yet to be determined project in Jefferson. Most likely a new pedestrian crossing identified in the city's forthcoming Transportation System Plan.



Cascades West Area Commission on Transportation (CWACT): provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and ODOT on State transportation plans and policies. In 2021, CWACT provided input on multiple State funding programs including recommendations for funding priorities in the Statewide Transportation Improvement Program (STIP), reviewed applications for the Statewide Transportation Improvement Fund (STIF) Discretionary Grant Program, and provided feedback on ODOT's "Leverage" funds that were added to ODOT projects within the region.



Transportation Options Program: This program provides outreach, education, and carpool/vanpool matching services for commuters living or working in the Region. The program connects commuters within the Region and beyond, to major cities such as Eugene, Salem, and Portland. Our program administered a challenge for bike month in May with 42 participants across Linn, Benton, and Lincoln Counties traveling over 2,400 miles, saving over 2,000 lbs of CO₂, and burning 200,000 calories! 33 participants received safety related prizes. Staff participated at in-person tabling events at the OSU Beaver Fair and Linn Benton Community College Welcome Day engaging over 100 people. The annual Get There Challenge in October had statewide participation of over 1,400 participants and 13 prize winners from our region.

Other grants received from STIF to assist in transportation improvement efforts in Linn County are:

- \$280,000 to do the Mobility Hub design work for LBCC and OSU Hubs.
- \$150,000 to update the Human Services Coordinated Plans for Linn/Benton/Lincoln Counties.
- \$64,280 to build the Regional Transit Access Plan.

Other transportation related projects that impact Linn County are:

- Completion of the Seamless Transportation Project connecting bus service to all three Counties, with real-time bus information and online ticketing.

Community Development

The Community Development program seeks to improve the quality of life for residents in Linn County. OCWCOG has professional staff to assist communities, especially smaller communities, with specialized tasks. Here are some of the projects Community Development has worked on in Linn County:

- Providing staffing to the Cascades West Regional Consortium and helped secure a \$130,000 grant from Business Oregon to fund a wetlands mitigation bank feasibility study.
- Secured technical assistance from Department of Land Conservation and Development to develop a Regional Housing Toolkit, working with Sweet Home and Harrisburg on their housing development planning goals.

Economic Development

OCWCOG provides staffing for the Cascades West Economic Development District (CWEDD), which creates, adopts and works to implement the priorities of the Region's Comprehensive Economic Development Strategy (CEDs). OCWCOG supports local economic development initiatives through research, grant writing, convening, project development and management, and technical assistance.

Coronavirus Aid, Relief, and Economic Security (CARES) Grants: CARES funding is designed to assist partners with responding to the specific recovery needs in the unique communities across the district. Eligible applicants included City and County governments in the Region to support economic resiliency and recovery. In Linn County three CARES micro-grants were awarded:

- \$10,000 was awarded to the City of Sweet Home for a streetscape project. This grant will be used toward a public plaza, street furniture, signage, pedestrian lighting, public art, and landscaping will be added to create a vibrant downtown. Parking will be made uniform and easier. Additional outdoor spaces will allow more flexibility for local businesses by providing space for dining, pop-up markets, and public events.
- \$10,000 was awarded to Halsey/Mid Valley Partners for branding and website. MVP consists of Lebanon, Sweet Home, Philomath, Adair Village, Brownsville, Harrisburg, Monroe, and Halsey. This grant will help define the geographic boundary, values, and goals for economic resiliency in the MVP region. A website will be created with new branding that unifies all eight cities committed to the partnership, and will serve as a regional resource connecting local businesses to resources for recovery and expansion.
- \$10,000 was awarded to Harrisburg for the Taste of Tri-County and Business Expo. This event rotates between three different cities and three different counties on an annual basis. This event improves collaboration between participating businesses as well as cities and is supportive of business. These funds will allow the purchase of items that enhance the event and lower expenses for the event in the future.
- \$4,000 was awarded to Lebanon for the Annual Art Walk. This event fuses downtown businesses and the art culture bringing locals and out-of-town visitors into Lebanon. The Art Walk jump-starts the downtown economy with popup galleries within businesses and performing artists in City parks. The Art Walk was held in November and creates opportunities for strengthening the economic recovery and resiliency of downtown Lebanon.



Cascade West Business Lending: Cascades West Business Lending (CWBL) efforts aim to encourage new employment opportunities, and promote a stable and diversified economy in the tri-County Region. CWBL delivers expert commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. Our team provides administrative services, technical assistance, and professional lending services through contractual partnerships to local government and non-profit organizations, who offer economic development oriented commercial loans. Our Small Business Lending program currently has over \$3.45 million in loans throughout our tri-county region.

- In Linn County we funded a \$266,000 loan to purchase a building for a new counseling center in Albany.

Technology Service Contracts

OCWCOG Business Services provides Information Technology (IT) services and supports to member agencies. In Linn County, we have agreements to provide support to:

- Brownsville
- Millersburg
- Sweet Home
- Tangent



Technology Services

1400 Queen Ave SE • Suite 204 • Albany, OR 97322
(541) 967-8551 • FAX (541) 967-4651

MEMORANDUM

DATE: April 28, 2022
TO: OCWCOG Executive Committee
FROM: Jason Sele, Technology Services Director
RE: **Cybersecurity Insurance**

Our current cybersecurity insurance is facilitated through CIS Oregon and provided by Markel. Markel is dropping cyber insurance coverage at the end of June 2022 because CIS has been lax in security requirements with member agencies. We currently have \$950,000 of cyber insurance coverage. CIS is offering new insurance options starting July 1, 2022, with three tiers of coverage. Tier 1 provides \$50,000 coverage for free and is available to all agencies. Tier 2 provides \$250,000 and Tier 3 provides \$500,000 to \$1,000,000. Both Tier 2 and 3 have stringent security requirements (listed below) that must be in place before purchasing the higher tier coverage.

Even though we already have multi-factor authentication, endpoint protection, and other items in place we will need to establish new policies, add annual training, perform additional testing, and schedule an assessment before we can purchase the higher tier options. Given the short timeline we will be unable to meet these requirements before our current insurance is dropped. We have asked CIS to consider the challenges to meet these requirements for member agencies and they are in discussions with their insurance broker about a grace period. However, if that is not granted, we may only be able to receive the Tier 1, \$50,000 coverage until we complete the remaining requirements. The most concerning requirement is the annual remote penetration test which can cost \$20,000 and usually identifies vulnerabilities in the network that can require costly upgrades to hardware and expensive security improvements.

Cybersecurity Requirements for CIS Insurance starting July 1, 2022:

REQUIREMENTS (Tiers Two/Three)

CIS has implemented new requirements for members to receive CIS Cyber Coverage at the Tier Two and Tier Three level.

1. Pass "Discovery Assessment" with satisfactory score. The discovery assessment is completed by an independent IT vendor to verify the following cybersecurity measures are in place. The cost will be \$500 paid by the member and arranged by CIS Underwriting.
2. Multi-factor authentication
 - Remote access
 - VPN access only
 - MFA for access
 - Network level authentication enabled
 - Privileged account access

- Laptops
 - Email
3. Endpoint protection, detection, and response product implemented across enterprise with 24/7/365 response (EDR)
 4. Backups:
 - 3 copies; 2 offsite (geo-diverse), 1 onsite (source)
 - At least one copy stored offline or in a cloud service designed for this purpose
 - Tested at least twice a year
 - Protected with antivirus or monitored on a continuous basis
 - Encrypted
 5. Adopt CIS Cybersecurity Policy or similar:
 - Tabletop drill annually
 - Password strategy
 -
 6. Training:
 - CIS Learning Center — Cybersecurity Basics (or similar)
 - Finance staff training on Fraudulent Instruction
 7. Testing: (Reflare provides for a fee)
 - Semi-annual phishing test (CISA provides for free)
 - Annual remote penetration testing (CISA provides for free)
 8. Critical and high severity patches installed within 30 or fewer days
 9. Plan or adequate measures in place to protect end of life software
 10. Have at least \$250,000 of excess crime insurance for fraudulent instruction coverage



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MEMORANDUM

DATE: April 28, 2022
TO: OCWCOG Board Executive Committee
FROM: Ryan Schulze, Human Resources Manger
RE: **Differential Policy Language and Leadwork Letter of Agreement**

BACKGROUND:

OCWCOG has contract language that provides for differential pay when employees perform work above their classification. There has also been a long-standing practice of paying differentials to employees performing work above their classification in non-represented positions without specific policy language to support doing so.

To remedy the gap in policy language, we have created the language being presented to the Executive Committee today for consideration and approval. With approval this language will be stand-alone until it can be added to the OCWCOG Employee Handbook in the next revision.

In creating this language, the agency wishes to address another policy gap. There are circumstances in which an employee, represented, or non-represented may perform duties that are “leadwork” in nature and may not be considered or necessarily qualify as “Work out of Class”.

In past circumstances this has resulted in the creation of new classifications identified as a leadwork classification and is a time-consuming process requiring labor negotiations and board adoption in each circumstance. Further, when we create new higher-level classifications, they carry with them the future costs of COLA’s. There is a limited ability to “spread the wealth” as employees hired into these lead classifications are permanent in that role.

We have created new language in policy that the Union has agreed to through a Letter of Agreement that would provide for a “leadwork” differential. This differential can be assigned to any employee fitting the criteria to be eligible for this differential for short or extended time periods. Adding a Leadwork Differential to policy and contract language provides a different level of flexibility in meeting program needs and offering opportunity for staff development. Staff can be assigned leadwork for a period of time that can be on a rotating basis and therefore allowing for greater individual and team development. This is seen as a win-win by both program and the Union.

ACTION: It is the recommendation of Human Resources and the Senior Leadership team that this policy language and the Letter of Agreement with SEIU be approved for adoption by the Executive Committee on behalf of the OCWCOG Board.

Letter of Agreement

Lead Differential

This Agreement is made and entered into by the SEIU Local 503, Oregon Public Employees Union Local 937, hereinafter referred to as the "Union" and Oregon Cascades West Council of Governments, hereinafter referred to as the "Employer," collectively hereinafter referred to as "the parties."

The parties hereby agree to the following:

A leadwork differential of 5% above the employee's base salary shall be paid to employees who have been formally assigned by their supervisor in writing, "leadwork" duties for a minimum of two consecutive work weeks. To be considered leadwork, the assigned duties must consist of more than 10% of an employee's workload, provided the leadwork duties are not included in the classification specification for the employee's position. The parties agree that leadwork duties do not include supervisory duties.

Leadwork consists of, on a recurring daily basis, the employee having been directed to perform a majority of the following functions:

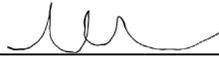
- to orient new employees, if appropriate;
- assign and reassign tasks to accomplish prescribed work efficiently;
- give direction to workers concerning work procedures;
- transmit established standards of performance to workers;
- review work of employees for conformance to standards;
- and provide informal assessment of workers' performance to the supervisor.

Leadwork differential shall not be computed at the rate of time and one-half (1 ½) for the time worked in an overtime or holiday work situation. Leadwork differential shall not apply for voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.

If an employee believes that they are performing the duties that meet the criteria of this policy, but the duties have not been formally assigned in writing, the employee may request the differential with their supervisor. If the request is denied, the employee may notify Human Resources in writing. The Agency will review the duties within fifteen (15) calendar days of the notification. If the Agency determines that leadwork duties were in fact assigned and are appropriate, the leadwork differential will be effective beginning with the day the employee notified the supervisor of the issue. If the Agency determines that the leadwork duties were in fact assigned but should not be continued, the Agency may remove the

duties during the fifteen (15) day review period with no penalty. If the Agency concludes that the duties are not leadwork, the Agency shall notify the employee in writing within fifteen (15) calendar days from receipt of the employee's notification to Human Resources.

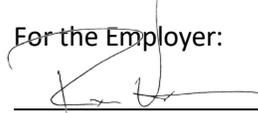
For the Union:



Melissa Unger

Executive Director, SEIU Local 503, OPEU

For the Employer:



04/20/2022

Ryan Vogt

Executive Director, Oregon Cascades West
Council of Governments

OCWCOG wishes to support the growth and professional development of employees at all levels of the organization. To create opportunities for employees to develop their own and support their peers leadership development, it is OCWCOG policy to offer, where appropriate, pay differentials for duties outside of an employee's existing classification.

Leadwork Differential

A leadwork differential of 5% above the employee's base salary shall be paid to employees who have been formally assigned by their supervisor in writing, "leadwork" duties for a minimum of two consecutive work weeks. To be considered leadwork, the assigned duties must consist of more than 10% of an employee's workload, provided the leadwork duties are not included in the classification specification for the employee's position.

Leadwork consists of, on a recurring daily basis, the employee having been directed to perform a majority of the following functions:

- to orient new employees, if appropriate;
- assign and reassign tasks to accomplish prescribed work efficiently;
- give direction to workers concerning work procedures;
- transmit established standards of performance to workers;
- review work of employees for conformance to standards;
- and provide informal assessment of workers' performance to the supervisor.

Leadwork differential shall not be computed at the rate of time and one-half (1 ½) for the time worked in an overtime or holiday work situation. Leadwork differential shall not apply for voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.

If an employee believes that they are performing the duties that meet the criteria of this policy, but the duties have not been formally assigned in writing, the employee may request the differential with their supervisor. If the request is denied, the employee may notify Human Resources in writing. The Agency will review the duties within fifteen (15) calendar days of the notification. If the Agency determines that leadwork duties were in fact assigned and are appropriate, the leadwork differential will be effective beginning with the day the employee notified the supervisor of the issue. If the Agency determines that the leadwork duties were in fact assigned but should not be continued, the Agency may remove the duties during the fifteen (15) day review period with no penalty. If the Agency concludes that the duties are not leadwork, the Agency shall notify the employee in writing within fifteen (15) calendar days from receipt of the employee's notification to Human Resources.

Bilingual Differential

A differential of \$125/month over base rate will be paid to employees in positions which specifically require bilingual skills (i.e., translation to and from English to another foreign language or the use of sign language*) as 10% or more of the duties of their position. The interpretation skills must be assigned and contained in an employee's individual position's position description. In order to be eligible to receive

the differential the employee must pass a skills assessment in the assigned language by an agency approved proctor.

If an employee believes that they are performing the duties that meet the criteria of this policy, but the duties have not been formally assigned in writing, the employee may request the differential with their supervisor. If the request is denied, the employee may notify Human Resources in writing. The Agency will review the duties within fifteen (15) calendar days of the notification. If the Agency determines that bilingual duties were in fact assigned and are appropriate, the employee will be offered the opportunity to test with an approved proctor and the differential will be effective beginning with the day the employee provides a passing test. If the Agency determines that the bilingual duties were in fact assigned but should not be continued, the Agency may remove the duties during the fifteen (15) day review period with no penalty. If the Agency concludes that the employee is not performing bilingual duties, the Agency shall notify the employee in writing within fifteen (15) calendar days from receipt of the employee's notification to Human Resources.

Work Out of Class (WOC) Differential

A WOC differential shall be paid to employees who have been formally assigned duties in a higher classification for at least two consecutive work weeks. To be eligible for WOC the employee must perform substantially all of the duties of the higher classification.

Compensation for WOC shall be at step 1 of the higher salary range. If the employee's current salary is equal to, or above the 1st step the employee will be paid at the next highest step of the higher classification. Such compensation shall be for all hours of work at a higher classification beginning from the first day of the assignment for the full period of the assignment.

WOC differential shall not apply for voluntary training and development purposes which are mutually agreed to in writing between the supervisor and the employee.

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