



Board of Directors Meeting Packet

May 18, 2023
2:00 pm - 4:00 pm

Attend In Person at Two Locations:

Cascades West Albany Center, 1400 Queen Avenue SE, Albany, OR 97322

Cascade West Toledo Center, 203 N Main Street, Toledo, OR 97391

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Board of Directors Meeting:
July 20, 2023 at 2:00 pm**

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



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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS' AGENDA
May 18, 2023
2:00 – 4:00 pm**

Cascades West Albany Center
1400 Queen Avenue SE
Albany, OR 97322

Cascade West Toledo Center
203 N Main Street
Toledo, OR 97391

[Join Teams Meeting](#)

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

NOTE: Please contact Ashlyn Muzechenko at 541.223.5120 or amuzchenko@ocwcog.org no later than noon on Wednesday, March 15, 2023, to confirm your attendance.

1. Welcome and Introductions (Chair Claire Hall)
(2:00 pm – 2:05 pm)

2. Public Comment (Chair Claire Hall)
(2:05 pm – 2:10 pm)

The floor will be open to the public for comment.

3. Consent Calendar (Chair Claire Hall)
(2:10 pm – 2:15 pm)

- a) Approve meeting minutes from January 19, 2023. ([Page 5](#))
- b) Approve meeting minutes from March 16, 2023. ([Page 17](#))
- c) Financial Report, YTD December 2022. ([Page 21](#))
- d) CWACT Membership Application. ([Page 25](#))

ACTION: Motion to approve Consent Calendar items.

4. May Month Proclamations (Senior and Disability Services Director Randi Moore)
(2:15 pm – 2:20 pm)

Military Appreciation Month Proclamation presented by Veteran Service Officer Mark Lapinskas. ([Page 27](#))

ACTION: Motion to approve Military Appreciation Month Proclamation.

Older American's Month Proclamation presented by SSAC Chair Mitzi Naucner. ([Page 28](#))

ACTION: Motion to approve Older American's Month Proclamation.

5. **Membership Dues** (*Finance Director Marit Nelson*)
(2:20 pm – 2:30 pm)

Presented by Finance Director Nelson. ([Page 29](#))

ACTION: Motion to approve Membership Dues.

6. **Fiscal Year 2023-20254 Annual Work Program and Budget Review** (*Finance Director Marit Nelson and Finance Committee Chair Commissioner Pat Malone*)
(2:30 – 2:45 pm)

Fiscal Year (FY) 2022-2023 Annual Work Program and Budget Documents. ([Page 32](#))
Resolution 2022-05-01, Agency Budget for FY2022-2023. ([Page 127](#))

ACTION: Motion to approve and adopt the FY2023-2024 Annual Work Program and Budget and Agency Budget for FY2023-2024.

7. **OCWCOG Bylaws** (*Executive Director Ryan Vogt*)
(2:45 pm – 2:50 pm)

Adoption of revised OCWCOG Bylaws. ([Page 128](#))

ACTION: Motion to adopt Bylaws.

8. **CWACT Bylaws** (*Executive Director Ryan Vogt*)
(2:50 pm – 2:55 pm)

Adoption of revised CWACT Bylaws. ([Page 134](#))

ACTION: Motion to adopt Bylaws.

9. **SSAC Bylaws** (*Executive Director Ryan Vogt*)
(2:55 pm – 3:00 pm)

Adoption of revised SSAC Bylaws. ([Page 144](#))

ACTION: Motion to adopt Bylaws.

10. **DSAC Bylaws** (*Executive Director Ryan Vogt*)
(3:00 pm – 3:05 pm)

Adoption of revised DSAC Bylaws. ([Page 150](#))

ACTION: Motion to adopt Bylaws.

11. **Strategic Planning** (*Executive Director Ryan Vogt*)
(3:05 pm – 3:15 pm)

Update on Strategic Task Milestones. ([Page 156](#))

ACTION: Information only, no action needed.

12. OCWCOG Program Updates

(3:15 – 3:25 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 157](#))

Community and Economic Development ([Page 160](#))

Technology Services Director Jason Sele ([Page 163](#))

Enterprise Software System Selection & Implementation ([Page 164](#))

ACTION: Information only, no action needed.

13. Executive Director Update (*Executive Director Ryan Vogt*)

(3:25 pm – 3:35 pm)

ACTION: Information only, no action needed.

14. Other Business (*Chair Claire Hall*)

(3:35 – 3:40 pm)

15. Executive Session (*Chair, Commissioner Claire Hall*)

(3:40 – 3:55 pm)

16. Adjournment (*Chair Claire Hall*)

(4:00 pm)

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
January 19, 2023
Via Zoom Video and Audio Conferencing

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Alex Johnson II, Albany; Mayor Chas Jones, Philomath; Mayor Charles Maughan, Corvallis; Mayor Dean Sawyer, Newport; Councilor Rick Booth, Waldport; Councilor Mike Caughey, Harrisburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Riley Hoagland, Lincoln City; and Councilor Adina Olivares, Sodaville.

Absent: Commissioner Gil Sylvia, Port of Newport; Mayor Scott Cowan, Millersburg; Mayor Rod Cross, Toledo; Mayor Leslie Vaaler, Yachats; Councilor Joyce King, Depoe Bay; Councilor Carol Korn, Tangent; Councilor Wayne Rieskamp, Lebanon; Councilor Jeremy Romer, Halsey; Councilor Angelita Sanchez, Sweet Home; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians.

Staff: **Executive Director** Ryan Vogt; Senior, Disability and Community Services (SDCS) Program Director Randi Moore; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Senior and Disability Services (SDS) Program Manager Rachel Sine; Accounting Supervisor Brett Tieszen; Communications Officer Meg Walker, Executive Assistant Leah Snodgrass; Human Resources Assistant Leigh Matthews Bock; and Ashley Bogue Union Representative.

Public: None.

1. Welcome and Introductions

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on January 19, 2023, at 2:00 pm via Teams Video and Audio Conferencing, and in-person attendees. Everyone in attendance introduced themselves.

2. Public Comment

There were no public comments.

3. Consent Calendar

Commissioner Malone moved to approve Consent Calendar items "a" and "b" which include the meeting minutes from December 8, 2022, and the Financial Report Year to Date December 2022. Mayor Sawyer seconded the motion. With no objections, Consent Calendar items "a" and "b" were voted upon and approved.

Mayor Johnson moved to approve Consent Calendar item "c" which include Bank Signing Resolution 2023-01-01. Commissioner Malone seconded the motion. With no objections, Consent Calendar item "c" was voted upon and approved.

4. Executive Committee Confirmation

Executive Director Vogt reminded the Board that the Articles of Agreement and the OCWCOG Bylaws indicate each odd numbered year, the Board needs to elect who will serve on the Executive Committee. There are three officers, Chair, Vice Chair and Treasurer, plus three at large positions. The Articles of Agreement and Bylaws both allow for people in the officer roles to serve two (2) consecutive terms. At large members do not have restrictions on how long they serve in that role.

Currently Chair Hall has been Chair for two years, a complete term. Vice Chair Sprenger is in her first term and has been in this role under six (6) months, filling in behind Mayor Lepin who retired. Treasurer Malone has also been in his role for one complete term. Executive Director Vogt has previously checked with them about their willingness to serve a second term in their roles, which they all agreed to do so and confirmed there are no concerns about them moving forward in their roles.

Chair Hall asked the Board if there are any nominations for Chair, Vice Chair, and Treasurer, no nominations were offered.

Mayor Jones moved to approve the reelection for the officer positions as Chair Clair Hall, Vice Chair Sherrie Sprenger, and Treasurer Pat Malone. Mayor Sawyer seconded the motion. With no objections, the Board officer positions were voted upon and approved.

Executive Director Vogt stated the At-Large positions are put forward by the delegate counties and so the only move here would be clarification if any of these positions are going to change. Executive Director Vogt asked Mayor Johnson, Mayor Jones, and Mayor Sawyer if they have concerns about staying in their positions? All three (3) Mayor's agreed to stay in the At-Large positions.


Treasurer Malone moved to approve the reelection for the At-Large positions as Mayor Johnson, Mayor Jones, and Mayor Sawyer. Councilor Caughey seconded the motion. With no objections, the At-Large positions were voted upon and approved.


5. Termination of Federal Public Health Emergency Assistance

SDS Program Manger Sine stated her presentation is to help prepare for some big shifts coming regarding special allowances and policies that have been permitted for the last three (3) years since March 2020 due to the COVID pandemic emergency declaration. OCWCOG recently received notice this month about the policies coming to an end and what can be expected moving forward. SDS Program Manager Sine shared her screen and presented the following PowerPoint:




What We Know Now

 Emergency SNAP Allotments will end February 2023. March will be the first month that these emergency allotments will not be issued to households and only regular SNAP benefit amounts will be issued.

 The recent 2023 Omnibus Appropriations Bill separated Medicaid continuous enrollment from the Public Health Emergency (effective March 31, 2023).

April 1, 2023- Medicaid renewals and disenrollment will be reinstated.

 States have 14 months to complete the renewal and disenrollment process for ineligible Medicaid recipients.

Since March 2020 households receiving SNAP benefits have been receiving extra allotments called Emergency Allotments. February 2023 will be the last month emergency allotments will be issued.

Emergency allotments differ from individual households because of size and award amounts. The cuts to household benefits can range from ninety-five to hundreds of dollars a month.

These emergency allotments have provided Oregonians over \$70 million extra food benefits per month. A total of 1.9 billion in additional benefits for food since March 2020.

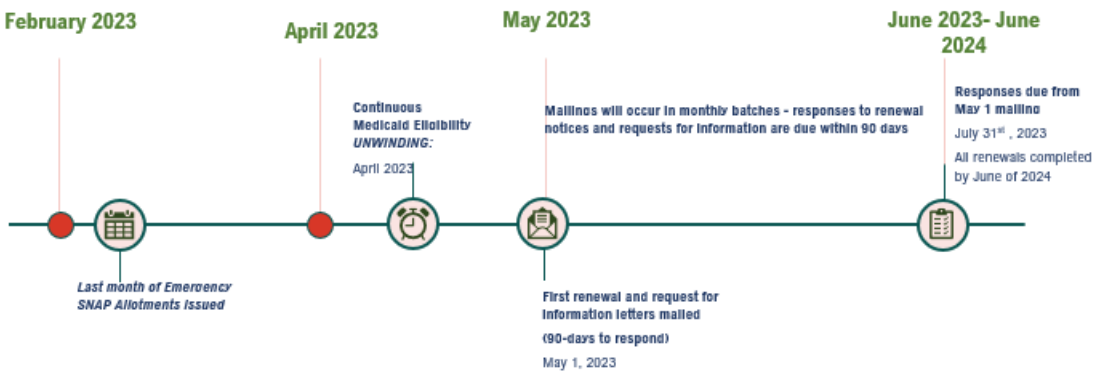
This is a federal decision and Oregon Department of Human Services will not be able to supplement SNAP allotments any longer.



Unwinding Medicaid Continuous Enrollment:

- Centers for Medicare and Medicaid (CMS) announced on January 5th that Medicaid continuous enrollment is no longer linked to the COVID-19 Public Health Emergency.
- 2023 Omnibus Appropriations Bill outlines that states should resume Medicaid disenrollment effective April 1, 2023.
- States will have 14 months to complete their renewal and disenrollment processes.
- Individuals will receive a 60-day notice of disenrollment on their case and will have 90 days to respond to renewal requests.
- The renewal process will occur in a phased approach during the 14- month timeframe with the most vulnerable populations being implemented last.

Timeline



Preparations underway

1

Operational Planning to ensure our teams are ready: providing trainings, resources, and communications.

2

Courtesy Notices and announcements to community: courtesy notices and mailing to consumers, community partners, local area resources, and food retailers.

3

Monitoring and anticipating shifts in workload: additional assistance at reception and phone coverage.

Mayor Johnson asked if there is an estimate on how many it would affect. SDS Program Manager Sine answered that OCWCOG does not yet. The majority of the region's benefits that will be affected is SNAP and it is estimated at about 28,000 recipients.

Mayor Maughan asked if people will still get the eligible benefits? SDS Program Manager Sine answered yes, just not the extra emergency benefit from Covid.

Councilor Olivares asked when will Medicaid end? SDS Program Manager Sine answered around February they will start announcements. It will be phased process with a sixty (60) day advance notice and allowing ninety (90) days to renew. Councilor Olivares asked if there is any idea of how many people will be affected. SDS Program Manager Sine said she does not know but thinks everyone will be going through a redetermination process. Councilor Olivares asked if people will be offered different levels of Medicaid or if they will not have anything? SDS Program Manager Sine answered that there will be options for consumers.

SDS Program Manager Sine reminded the Board that this is a federal direction, and there is no way locally to control the process. OCWCOG is trying to be proactive in getting information out to those that will be impacted as quickly as possible.

Executive Director Vogt asked for those that must reapply for Medicaid, during their ninety (90) day renewal process, will they be without benefits? SDS Program Manager Sine answered that their benefits will continue until a determination has been made. There will also be a sixty (60) day unenrollment process. There is more time to prepare for changes to Medicaid versus SNAP.

SDCS Program Director Moore informed the Board that SDS Program Manager Sine and her team have been calling grocery stores informing them of the change and how it can be traumatic for some people and how they could be at the receiving end of the frustration. OCWCOG is providing flyers to be placed at check stands as an additional way to get this information out. Also contacting food pantries to let them know they may see an increase in the amount of people they will serve.

SDCS Program Director Moore acknowledged that this change will also be an increase in work and frustrated consumers for OCWCOG staff. OCWCOG has been working on de-escalation training and handing out more kudos.

SDS Program Manager Sine will get informational flyers (in English and Spanish) out to all the Board members for them to share with their colleagues and community, and invited them to reach out to her if they have any areas they think OCWCOG has missed in spreading the information.

6. Year in Review

Communications Officer Walker presented the following PowerPoint regarding the 2022 Year in Review:



Leadership

- ▶ New Board Members in 2022
 - ▶ Mayor Scott Cowan (Millersburg)
 - ▶ Councilor Adina Oliveras (Sodaville)
 - ▶ Councilor Jeanni Cuthbertson (Monroe)
 - ▶ Councilor Jeremy Romer (Halsey)
- ▶ Executive Committee Changes
 - ▶ Mayor Jim Lepin retired in the summer
 - ▶ Commissioner Sherrie Sprenger moved from the At-Large position to the Vice-Chair Position
 - ▶ Mayor Alex Johnson II joined in the At-Large position



Internal Success

- ▶ Returned to in-person meetings with a new hybrid option
- ▶ Published RFP for new Ride Line Software
- ▶ Hosted our first American Red Cross Blood Drive in honor of Lee Lazaro
- ▶ Officially launched the Enterprise software implementation plan and project in a joint venture with Community Services Consortium
- ▶ Published a joint DEI Work RFP with CSC and are in negotiations with successful bidders
- ▶ Transitioned to Teams Phone System



Internal Success

- ▶ Held in-person All Staff Meeting for the first time in 4 years
- ▶ Added 47 new employees to our OCWCOG family
- ▶ Hired a Communications Officer (Meg Walker)
- ▶ Hired an Accounting Supervisor (Brett Tieszen)
- ▶ Had 15 internal promotions/transfers
- ▶ Increased employee recognition with our COG Stars program
- ▶ New Mission and Vision Statements
- ▶ Staff developed our new set of agency Values
- ▶ Completion of our three year Strategic Plan
- ▶ Updated management tools for OCWCOG managers
- ▶ Re-opened several congregate meal sites
- ▶ Ride Line driver saved the life of a client who was unresponsive at home
- ▶ Case manager Kaela Fuller saved the life of a consumer



Partnerships & Collaboration

- ▶ Community Services Consortium (CSC)
 - ▶ Streamlined better support for consumers by cross-referencing data
 - ▶ Joint effort with CSC allowed those applying for the Supplemental Nutrition Assistance Program (SNAP) to have streamlined access to utility assistance
 - ▶ Took significant steps towards co-housing
- ▶ Lane Council of Governments (LCOG)
 - ▶ Made the first steps towards new Unity Lending
 - ▶ Visited all rural cities in the OCWCOG region and Lane County to connect with them on available Rural Capacity Funds
- ▶ Member Government City Council Meetings
- ▶ New Member Agency
 - ▶ Sodaville



Success Community Service Programs

- ▶ Senior Health Insurance Benefits Assistance (SHIBA)
 - ▶ Volunteers served 1,598 consumers in Linn, Benton & Lincoln County
 - ▶ Staff went above and beyond fielding calls from clients with questions regarding Medicare benefits at the Corvallis Clinic
- ▶ Meals on Wheels provided 207,882 meals across the region
- ▶ Stand By Me (\$BM)
 - ▶ Received a \$32,400 grant from the Oregon Community Foundation
 - ▶ Served a total of 25 clients resulting in a total of over \$41,920 in savings
- ▶ Benton County Veteran Service Office
 - ▶ Had 117 claims awarded
 - ▶ Aided in bringing back the Veteran's Stand Down
- ▶ Conducted Bias Response Feasibility Study with Zilo International



Success Senior and Disability Services

- ▶ The joint Senior and Disability Services Advisory Councils dispersed \$107,000 in grant funds to 9 local agencies
- ▶ Eligibility Services completed a Program Management Evaluation and received exceptionally high scores
- ▶ Adult Protective Services (APS) increased outreach and awareness with local law enforcement agencies and District Attorney offices
 - ▶ APS coordinated training with Corvallis Police Department to conduct an overview training for all shifts, enhancing their relationship with local law enforcement
- ▶ Hosted our first Housing Symposium, bringing together local leaders and decision makers to discuss gaps and barriers to services



Success

Community & Economic Development

- ▶ Albany Area Metropolitan Planning Organization
 - ▶ Provided project management, administration, and public engagement for the Albany Transit System Implementation Plan
 - ▶ Completed drafting the Albany Area Bicycle and Pedestrian Plan
- ▶ Corvallis Area Metropolitan Planning Organization
 - ▶ Adopted the 2043 CAMPO Regional Transportation Plan, resulting in savings of over \$150,000
 - ▶ Provided letters of support for various member projects and local priorities
 - ▶ Oregon Transportation Commission
 - ▶ Corvallis Transit System
 - ▶ Mobility Hub Design



Success

Community & Economic Development

- ▶ Mobility Hubs
 - ▶ Completed 30% design for Mobility Hubs at Oregon State University and Linn Benton Community College
 - ▶ Applied for a \$3 million STIF Discretionary Grant to construct both Mobility Hubs
- ▶ Cascades West Ride
 - ▶ Transit partners saved hundreds of hours of staff time with real-time bus information via the Transit App and CW Ride website
- ▶ Cascades West Ride Line
 - ▶ Averaged 14,000 trips per month
 - ▶ Answered a total of 84,500 calls
 - ▶ 3,868,739 total miles traveled



Success

Community & Economic Development

- ▶ Completion of the Lincoln County Brownfields project
- ▶ Cascades West Regional Consortium
 - ▶ Completed Phase 1 of the Wetland Mitigation Feasibility Study
- ▶ Cascades West Economic Development District (CWEDD)
 - ▶ Wrote childcare grant with Corvallis/Benton Economic Development Office for \$139,000
 - ▶ Took over \$300,000 Broadband Feasibility Study grant
 - ▶ Received a \$86,045 Rural Capacity Fund
 - ▶ Completed CARES grants in July, which provided \$171,616 to 23 projects in our cities and economic development offices



Success

Cascades West Business Lending

- ▶ 7 businesses paid off the remaining balances of their Small Business Loans, 3 were early payoffs
- ▶ Provided \$759,000 in new Small Business Loans to 5 recipients
- ▶ Currently have \$2,535,139 in loan funds in our communities
- ▶ Moved loan servicing to CCD, a Certified Development Company
- ▶ Began showcasing our Small Business Loan success stories in new marketing materials



There were no comments or questions from the Board regarding the Year in Review.

Councilor Cuthbertson joined the meeting at approximately 2:51 pm.

7. **Review and Adopt Supplemental Budget Resolution 2023-01-02**

Finance Director Nelson summarized the Supplemental Budget memo, Budget Summary, and Resolution 2023-01-02 starting on page twenty-three (23) of the Board Meeting Packet. Finance Director Nelson explained the Budget Committee did approve the Supplemental Budget to be sent to the full Board of Directors for adoption.

Mayor Johnson moved to approve the Supplemental Budget including Resolution 2023-01-02. Commissioner Malone seconded the motion. With no objections, the Supplemental Budget including Resolution 2023-01-02 was voted upon, approved, and adopted.

8. Preliminary Appraisal Report

Finance Director Nelson reported that CityCounty Insurance Services (CIS) do a property value approximation year over year based on current trends in the area. Once every five years they do onsite visits at all the OCWCOG office locations via a third-party agency, "HCA" Asset Management. HCA does a walk through and provides an assessment of what they feel the true values are. Based on current conditions in our areas for the items listed in the report, CIS will use this information as a basis for our values going forward for our property insurance liability insurance replacement values. Any changes in value will come in effect when OCWCOG renews its policy. This information will also be used when putting together the budget for the next fiscal year. This report starts on page thirty-eight (38) of the Board meeting packet.

Treasurer Malone asked if there were any surprises in the report? Finance Director Nelson answered that the assessment does not seem out of alignment with the market and that she did not see any red flags.

Mayor Johnson asked if it included materials and machines. Finance Director Nelson answered that they do consider contents within the property.

Executive Director Vogt added it is important for the Board to have the opportunity to review this information because OCWCOG owns two (2) of the three (3) buildings. Executive Director Vogt wants to make sure the Board is always apprised of the valuations.

9. Salary Study

Executive Director Vogt directed the Board's attention to the memo supplied by HR Manager Schulze included in the Board meeting packet starting on page fifty-four (54) and summarized its contents. Executive Director Vogt stated that the impact of the salary study is unknown until OCWCOG receives the results. This could impact bargaining and future financing decisions that the Board will be asked to make decisions on.

Councilor Caughey stated his organization has gone through this process and the employees were very happy about the process. They have implemented a policy to do a salary study every three years, so that staff don't go underpaid for long periods of time.

Executive Director Vogt stated that OCWCOG intends on having a process to stay on top of the salary market that will continue after this large-scale salary study. OCWCOG is hopeful that this process will help the current system become less complicated to use in the future. Retention of staff is important to OCWCOG.

10. Enterprise Solutions Software Update

TS Director Sele reported that one of the big projects that OCWCOG started looking at last year was an Enterprise Software Solution and that Community Services Consortium (CSC) was going to be part of the process. About mid-August a Request for Proposal (RFP) was sent out and OCWCOG received six (6) proposals. After OCWCOG along with CSC reviewed the proposals, top vendors were selected and asked to come in and perform demonstrations in December. After the demonstrations OCWCOG and CSC came to a consensus of choosing two software products that will work for both HR and Finance/Payroll environments, which is Oracle NetSuite for Finance and Ceridian Dayforce, for HR and Payroll. Both systems work well together and have done implementations together with other agencies.

TS Director Sele is currently working on getting contracts together with the two software companies. TS Director Sele is hoping to start implementing the new software solutions around the start of the new fiscal year. OCWCOG set aside \$200,000 as a reserve for this fiscal year with

the intent to do another 200,000 for next year. This budgeted amount is close to the estimated implementation cost and the estimated \$250,000 per year licensing fee for both agencies (\$125,000 per year each agency) for both systems. OCWCOG currently pays about \$60,000 per year on its current software licensing for HR and Finance. TS Director Sele understands there is a cost increase for the new software solution, but it will create many efficiencies that will save OCWCOG money.

Mayor Johnson asked if OCWCOG and CSC will have an opportunity to try the system before it goes live? TS Director Sele answered yes. There is a very detailed implementation process and part of it includes training and “playing” with the new software systems before they go live. Executive Director Vogt added there is a real expectation of an added twenty-five percent (25%) increase in work leading up to the implementation, but all staff that are involved are energized about the change and optimistic about making the increased work happen.

11. OCWCOG Program Updates

Senior & Disability Services (SDS) and Community Service Programs (CSP)

A Program Update memo is included in the meeting packet starting on page fifty-six (56). SDCS Program Director Moore did not present her update.

Technology Services (TS)

A Program Update memo is included in the meeting packet starting on page fifty-nine (59). TS Director Sele did not present an update.

Human Resources (HR)

A Program Update memo is included in the meeting packet starting on page sixty-two (62). HR Manager Schulze did not present an update.

Chair Hall asked the Board if they had any questions for the Program Directors regarding updates, and there was no comment.

12. Executive Director Update

Executive Director Vogt reminded the Board to complete the membership update survey that was emailed to them. It helps OCWCOG know of any changes to elected officials and who will be the Member Representative for OCWCOG.

Executive Director Vogt reported that he hopes to have Bylaw updates in front of the Board next month. Executive Director Vogt acknowledged that the membership portion in the various committees is something that the Board is interested in.

Executive Director Vogt reminded the Board of the Orientation meeting on March 9, 2023, from 2:00 pm to 4:00 pm for new members. It will be an opportunity to meet the directors, learn about the various departments, and is a great platform for questions and answers. This event is not just for new Board Members, it is open for everyone and he encouraged seasoned Board members to attend to build relationships and have a refresher. Be on the lookout for an invite.

Executive Director Vogt reported that an RFP was released for a Diversity, Equity, and Inclusion (DEI) contractor to serve OCWCOG and CSC. MGT is the successful DEI contract bidder, and OCWCOG is still in the process of completing the contract. MGT will be focusing its efforts internally, before trying to tackle how OCWCOG can support the region as a leader in this area.

The DEI contractor will start with assessments with both OCWCOG and CSC, and based on their findings, they will put together a plan and measurable milestones, along with a training

package for both agencies. They will help reinforce OCWCOG's DEI Committee and reevaluate policies. MGT will be contracted for two and a half years.

Councilor Hoagland asked if there will be opportunities for member cities to learn along the way with OCWCOG, and not wait two and a half years for the opportunity? Executive Director Vogt answered that it is unknown when OCWCOG can provide that support but is happy to share OCWCOG's journey through the process. Executive Director Vogt stated if there are open seats when training starts, that he would extend the invitation.

13. Other Business

No other business was discussed.

14. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 3:39 p.m.

Meeting minutes taken by Leah Snodgrass

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES**

March 16, 2023

Hybrid Meeting via Microsoft Teams and the Albany ABC Conference Room

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Alex Johnson II, Albany; Councilor Jeanni Cuthbertson, Monroe; Councilor Adina Olivares, Sodaville; Councilor Riley Hoagland, Lincoln City; and Mayor Dean Sawyer, Newport.

Absent: **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; Mayor Greg Holland, Waldport; Mayor Chas Jones, Philomath; Mayor Leslie Vaaler, Yachats; Councilor Joyce King, Depoe Bay; Councilor Carol Korn, Tangent; Councilor Wayne Rieskamp, Lebanon; Commissioner Gil Sylvia, Port of Newport; Mayor Scott Cowan, Millersburg; Mayor Rod Cross, Toledo; Mayor Biff Traber, Corvallis; Mayor Don Ware, Brownsville; Councilor Mike Caughey, Harrisburg; Councilor Angelita Sanchez, Sweet Home; Councilor Jeremy Romer, Halsey; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians.

Staff: **Executive Director** Ryan Vogt; Senior, Disability and Community Services (SDCS) Program Director Randi Moore; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Human Resources (HR) Manager Ryan Schulze; Community Service Program (CSP) Manager Alicia Lucke; Union President Ashley Bogue; Communications Officer Meg Walker; Economic Development Administration (EDA) Planner Justin Peterson; and Administrative Assistant Ashlyn Muzechenko.

Public: Founder and Chief Executive Officer Milena Zilo with Zilo International Group LLC.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on March 16, 2023, at 2:04 pm via Teams Video and Audio Conferencing and in person attendance.

1. Welcome and Introductions

Chair Hall welcomed everyone and however there was not a quorum, so the meeting began as an informal information only meeting.

2. Public Comment

There were no public comments.

3. Consent Calendar

There was not a quorum, so the meeting began as an informal information only meeting. Thus, the consent calendar could not be approved.

4. EDA Planning Grant Resolution

There was not a quorum so the meeting began as an informal information only meeting.

5. Bias Response Update

Community Service Program (CSP) Alicia Lucke introduced Zilo presenter Milena Zilo and the final product of the Bias Response Update.

Zilo presenter Milano noted the final report was posted to the website where community members could provide public comments.

Milena Zilo noted that there is a hotline for reporting as well as resources available for victims on the website.

The first recommendation as to hire one FTE as a support liaison for the Tri-County to the hotline. Second, invest in training education. Third, support and expand community-based responses and partnerships. Fourth, Prioritize cultural barriers and language access. Fifth promote allyship between the different communities in the regions. Finally, sixth, endorse public awareness campaigns.

Zilo presenter Milena shared that the number one recommendation would be hiring a full-time employee to provide local knowledge within the community where the bias incidents occur, contribute to the development and growth of educational programs and educational programs and data collection. Work with grassroots and other community-based programs.

CSP Manager Alicia Lucke asked about the number of existing employees that the Bias Hot Line has.

Milena noted the hot line started from one person, however there is now about 10 people who work there but they are very much at capacity.

CSP Manager Alicia Lucke asked if the region agrees to act will the person be receiving the bias response calls, but the answer would be no since the data will be retrieved through the regular call-in ways. Lucke noted that having someone closer to home to troubleshoot and solve continuously problematic issues is what the goal is.

Pat Malone asked if Zilo's roll is complete or what their roll will be moving forward.

Milena Zilo noted that there is still working being done with grammatic checks as well as dealing and with feedback and applying comments. Milena also added that the contract was extended to work with Alicia's team and hold events over the course of the new contract to bring back to the community and highlight on different members.

CSP Manager Alicia Lucke noted there were funds left in the contact and since there was a heavy connection to the community to pilot a few of the ideas through the group events such as community story telling. Lucke noted that the contract is set to sunset toward the end of June 2023.

Pat Malone asked about promotions of the Hot Line.

Milena noted that there will be work done with marketing to get the word out regarding the Hot Line for Bias Response.

Commissioner Pat Malone added that moving towards a 3-digit number for a hot line would make it easier for those to reach out too. For example, the mental health movement moving from a 1-800 number to just "988". Malone noted it is important to define what they are doing.

Milena Zilo noted that the Hot Line can provide services in over 300 languages.

6. Membership Dues

There was not a quorum, so the meeting began as an informal information only meeting.

7. OCWCOG Bylaws

There was not a quorum so the meeting began as an informal information only meeting.

8. In Person Meeting Locations

There was not a quorum, so the meeting began as an informal information only meeting.

9. OCWCOG Program Updates

Chair Claire Hall moved to the program updates for OCWCOG. The Following programs provided updates for the Board of Directors.

- *Senior & Disability Services (SDS) and Community Service Programs (CSP)*
- *Community and Economic Development (CED)*
- *Technology Services (TS)*
- *Human Resources (HR)*

10. Executive Director Update

Executive Director Ryan Vogt shared that the Board formally endorsed moving forward with the contract for the Tri-county area. Vogt noted the next step is to bring a discussion towards to Oregon Cascades West Council of Governments Executive Committee next month to engage the Board in deciding which suggestions they will be choosing and how those objectives can be completed.

Executive Director Ryan Vogt added that CED administrative assistant Ashlyn Muzechenko will be taking over for Leah Snodgrass for the next 6 months. Executive Director Vogt shared the Meg Walker, OCWCOG Communications Officer will also be assisting with Leah's duties while she is out on maternity leave.

Executive Director Ryan Vogt noted that there is still a worthy debate towards in-person meetings and the next question that will be brought to the next OCWCOG Executive meeting is should both COG offices be available, or should there be a rotation cycle.

Executive Director noted that the Board Orientation was canceled as there was only two confirmed attendees. There will be a doodle poll to find out a better time to reschedule it to.

Mayor Alex Johnson II noted that it should be asked of staff to give more lead time, more than 1 week as a notice for the orientation meetings.

Commissioner Pat Malone noted that theoretically it is possible to meet at the Kalapuya meeting room in Corvallis as well to have a more central location for all members.

Executive Director Ryan Vogt shared that the 2022 annual report for OCWCOG has been completed and it contains reports for each individual member agency as well. Executive Director Vogt noted that he would be willing able and wanting to meet with city councils or Meg to get to know the member jurisdictions better throughout the whole region as the experience is extremely valuable.

Adina Olivares asked if the report is summarizing what the OCWCOG has done for Sodaville over the last year as a highlight.

11. Other Business

There was no other business presented to the Board of Directors.

12. Adjournment

With no further discussions, Chair Hall adjourned the information only meeting at 3:44 p.m.

The next regularly scheduled OCWCOG Board of Directors meeting is scheduled for May 18, 2023.

Meeting “notes” (no quorum was achieved) taken by Ashlyn Muzechenko

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended April 30, 2023

		83.33% Percent of budget to date			Projected FYE 2023
Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants	\$ 15,000	\$ 15,000	100.0%	\$ 15,000
000725	Beg Bal-Restrict for Contracts	\$ 5,498,081	\$ 5,673,890	103.2%	\$ 5,673,890
000740	Beg Bal-Restricted for Other	\$ 3,088,563	\$ 3,621,578	117.3%	\$ 3,621,578
000745	Beg Bal-Restrict Reserve	\$ 5,906,076	\$ 3,662,951	62.0%	\$ 3,662,951
000750	Beg Bal-Unrestricted	\$ 4,617,513	\$ 6,457,377	139.8%	\$ 6,457,377
000801	Dues	\$ 326,083	\$ 316,290	97.0%	\$ 316,290
000813	Special Projects Dues	\$ 16,304	\$ 15,815	97.0%	\$ 15,815
000802	Fees For Service	\$ 131,600	\$ 81,912	62.2%	\$ 98,294
000803	Internal Transfer	\$ 3,102,636	\$ 2,581,364	83.2%	\$ 3,102,636
000804	Miscellaneous Revenue	\$ 25,000	\$ 185,755	743.0%	\$ 26,772
000805	Contract Revenue	\$ 3,906,360	\$ 1,285,665	32.9%	\$ 1,542,798
000806	Grant Revenue	\$ 336,494	\$ 314,602	93.5%	\$ 377,522
000807	Donations	\$ 200,500	\$ 117,264	58.5%	\$ 140,717
000808	Interest Revenue	\$ 455,000	\$ 465,271	102.3%	\$ 558,325
000809	Transfers In	\$ 418,398	\$ 386,096	92.3%	\$ 463,315
000819	Special Event Revenue	\$ 20,000	\$ -	0.0%	\$ -
000820	Program Meals Revenue	\$ 160,000	\$ 179,516	112.2%	\$ 215,419
000823	Program Income	\$ 691,308	\$ 575,033	83.2%	\$ 690,040
000824	Match	\$ 35,600	\$ 66,807	187.7%	\$ 80,168
000826	Borrowers Fees	\$ 7,000	\$ 552	7.9%	\$ 552
000827	Loan Packaging Fees	\$ 7,750	\$ 2,100	27.1%	\$ 2,400
000828	Service Fees	\$ 6,200	\$ 4,751	76.6%	\$ 4,751
000829	Program Administration	\$ 120,000	\$ 84,158	70.1%	\$ 100,990
000840	Veterans	\$ 114,000	\$ 85,622	75.1%	\$ 102,746
000841	Oregon Project Independence	\$ 1,045,000	\$ 475,568	45.5%	\$ 570,682
000842	OEDD/OECD	\$ 120,000	\$ -	0.0%	\$ 60,000
000843	ODOT	\$ 1,465,567	\$ 447,545	30.5%	\$ 537,053
000844	Dept. of Land Conservation Dev	\$ 48,000	\$ 40,689	84.8%	\$ 48,827
000846	Coordinated Care	\$ 9,500,000	\$ 8,694,092	91.5%	\$ 10,432,910
000848	CCO Metrics Income	\$ 305,000	\$ -	0.0%	\$ 305,000
000860	Economic Development Admin	\$ 75,000	\$ 56,250	75.0%	\$ 67,500
000862	Older Americans Act	\$ 1,223,000	\$ 1,161,982	95.0%	\$ 1,394,378
000863	Title XIX	\$ 15,751,799	\$ 10,744,641	68.2%	\$ 13,057,014
000864	Federal Senior Meals	\$ 650,000	\$ 639,511	98.4%	\$ 767,413
000865	USDA	\$ 95,000	\$ 67,959	71.5%	\$ 81,551

000867	Federal Match	\$ 101,000	\$ 66,391	65.7%		\$ 79,669
000869	Siletz Revenue	\$ 10,000	\$ 5,133	51.3%		\$ 6,160
	REVENUE	\$ 59,594,832	\$ 48,579,130	81.5%	On target!	\$ 54,678,505
000410	Leave Benefits	\$ 738,009	\$ 501,278	67.9%		\$ 601,533
000420	Fringe Benefits	\$ 1,075,279	\$ 779,265	72.5%		\$ 935,118
000421	Insurance Benefits	\$ 3,724,429	\$ 2,586,607	69.4%		\$ 3,103,929
000425	PERS Benefits	\$ 3,224,583	\$ 2,313,688	71.8%		\$ 2,776,426
000430	PERS Reserve	\$ 242,484	\$ 81,182	33.5%		\$ 97,418
0001ED	Executive Director	\$ 163,922	\$ 139,820	85.3%		\$ 167,784
0004PD	Program Director	\$ 481,510	\$ 314,015	65.2%		\$ 376,817
0010PM	Program Manager	\$ 286,002	\$ 153,344	53.6%		\$ 184,013
0013PS	Program Supervisor	\$ 918,136	\$ 652,949	71.1%		\$ 783,539
0015QA	QA & Improvement Manager	\$ 51,656	\$ -	0.0%	Open Recruitment	\$ -
0016LO	Loan Officer	\$ 71,368	\$ -	0.0%	Vacant Position	\$ -
0019PM	Personnel Manager	\$ 115,985	\$ 95,708	82.5%		\$ 114,849
0022SA	Senior Accountant	\$ 40,000	\$ 25,855	64.6%		\$ 31,026
0046CM	Case Manager	\$ 2,971,415	\$ 2,100,679	70.7%		\$ 2,520,815
0053CC	Contracts Coordinator	\$ 122,728	\$ 73,669	60.0%		\$ 88,403
0055CS	Clerical Supervisor	\$ 269,074	\$ 227,376	84.5%		\$ 272,851
0058AP	Assistant Planner	\$ 114,927	\$ 77,608	67.5%		\$ 93,130
005PIO	Public Information Officer	\$ 72,747	\$ 62,752	86.3%		\$ 75,303
0060AS	Accounting Specialist	\$ 47,466	\$ 38,115	80.3%		\$ 45,738
0064ES	Eligibility Specialist	\$ 1,437,349	\$ 993,654	69.1%		\$ 1,192,385
0064MM	Money Management Coord	\$ 46,914	\$ 37,520	80.0%		\$ 45,024
0067EA	Executive Assistant	\$ 55,370	\$ 43,766	79.0%		\$ 52,519
0070AC	Accounting Clerk II	\$ 38,000	\$ 29,359	77.3%		\$ 35,231
0076AA	Administrative Assistant	\$ 478,431	\$ 426,446	89.1%		\$ 511,736
0076BO	Business Officer	\$ 68,968	\$ 55,579	80.6%		\$ 66,695
0085CS	Clerical Specialist	\$ 410,426	\$ 266,228	64.9%		\$ 319,473
0085SS	Software Support Specialist	\$ -	\$ 29,094	0.0%		\$ 34,913
0085WS	Workstation Support Specialist	\$ 86,364	\$ 10,097	11.7%		\$ 12,117
013TSM	Transportation Manager	\$ 87,237	\$ 55,154	63.2%		\$ 66,185
025NSS	Network Support Specialist	\$ 204,327	\$ 129,436	63.3%		\$ 155,323
031CDP	CED Planner	\$ 294,291	\$ 198,270	67.4%		\$ 237,924
034APS	Adult Protective Services Spec	\$ 877,727	\$ 635,467	72.4%		\$ 762,560
037DTC	Diversion & Transition Coord	\$ 275,149	\$ 224,516	81.6%		\$ 269,419
037LCM	Lead Case Manager	\$ 214,084	\$ 123,826	57.8%		\$ 148,591
045ISS	Information Support Specialist	\$ 66,371	\$ 42,109	63.4%		\$ 50,530
052ALO	Assistant Loan Officer	\$ 56,895	\$ 45,364	79.7%		\$ 54,437

055VSO	Veterans Service Officer	\$	24,295	\$	24,295	100.0%	\$	29,154
060FMC	Facility Maint. Coordinator	\$	65,930	\$	45,190	68.5%	\$	54,227
061LES	Lead Eligibility Specialist	\$	62,165	\$	50,972	82.0%	\$	61,166
064ADR	ADRC Specialist	\$	180,261	\$	169,725	94.2%	\$	203,670
064ALW	Asst. AFH Licensing Worker	\$	125,240	\$	100,987	80.6%	\$	121,184
067CEA	Confidential Executive Assist	\$	73,025	\$	46,836	64.1%	\$	56,203
073MRW	Medical Resource Worker	\$	152,061	\$	36,368	23.9%	\$	43,641
075LTB	Lead Trans Brokerage Spec.	\$	-	\$	42,252	0.0%	\$	50,702
075TBS	Transportation Brokerage Spec.	\$	342,564	\$	310,837	90.7%	\$	373,005
076CSA	Case Aide	\$	211,618	\$	152,062	71.9%	\$	182,475
076IHA	In Home Assistant	\$	185,100	\$	192,920	104.2%	\$	231,504
082SMC	Senior Meals Coordinator	\$	44,520	\$	63,330	142.3%	\$	75,996
090RSM	Relief Site Manager	\$	39,940	\$	27,239	68.2%	\$	32,687
88MSM3	Meal Site Manager	\$	251,690	\$	177,587	70.6%	\$	213,104

PERSONNEL	\$ 21,188,032	\$ 15,010,397	70.8%	Trending under budget current and FYE projections	\$ 18,012,476
------------------	----------------------	----------------------	-------	--	----------------------

000504	Advertising	\$	37,595	\$	28,610	76.1%	\$	34,332
000506	Auto Expense	\$	17,000	\$	1,422	8.4%	\$	1,706
000510	Bank Charges	\$	13,900	\$	8,895	64.0%	\$	10,674
000513	Board/Comm/Meeting Expense	\$	37,250	\$	23,339	62.7%	\$	28,007
000516	Computer Maintenance	\$	348,400	\$	143,124	41.1%	\$	171,749
000521	Contract Administration	\$	1,500	\$	2,586	172.4%	\$	3,103
000522	Contract Expense	\$	14,378,969	\$	10,684,382	74.3%	\$	12,821,258
000523	CEP Contract	\$	600,000	\$	337,667	56.3%	\$	405,200
000525	Copying	\$	44,465	\$	37,639	84.6%	\$	45,167
000531	Dues and Memberships	\$	78,440	\$	61,051	77.8%	\$	73,261
000532	Equipment Expense	\$	1,000	\$	-	0.0%	\$	-
000533	Finance Indirect	\$	874,506	\$	728,754	83.3%	\$	874,505
000534	Indirect Expense	\$	1,247,625	\$	1,039,688	83.3%	\$	1,247,626
000535	Furniture & Fixtures	\$	119,800	\$	15,022	12.5%	\$	18,026
000537	Insurance	\$	82,604	\$	75,771	91.7%	\$	90,925
000540	Interest Expense	\$	20,000	\$	17,137	85.7%	\$	20,564
000542	Legal Services	\$	105,000	\$	1,540	1.5%	\$	1,848
000543	Licenses and Fees	\$	304,383	\$	217,119	71.3%	\$	260,543
000546	Loan Fees	\$	15,000	\$	667	4.4%	\$	800
000549	Maintenance and Repair	\$	94,000	\$	32,678	34.8%	\$	39,214
000550	Marketing Expense	\$	3,500	\$	-	0.0%	\$	-
000551	Other Operating	\$	-	\$	401	0.0%	\$	481
000553	Loan Admin Exp	\$	150,000	\$	76,642	51.1%	\$	91,970

000555	Postage	\$ 56,511	\$ 35,499	62.8%		\$ 42,599
000558	Printing	\$ 19,250	\$ 11,964	62.2%		\$ 14,357
000561	Rent	\$ 681,669	\$ 595,930	87.4%		\$ 715,116
000564	Resource Reserve	\$ 60,000	\$ 22,237	37.1%		\$ 26,685
000567	Supplies	\$ 77,758	\$ 55,777	71.7%		\$ 66,932
000568	Stipend	\$ 139,008	\$ 55,341	39.8%		\$ 66,409
000570	Technology Indirect	\$ 975,504	\$ 812,992	83.3%		\$ 975,590
000573	Telephone	\$ 182,318	\$ 113,779	62.4%	Transferred phones to Teams	\$ 136,535
000575	Special Event Expense	\$ 20,000	\$ -	0.0%		\$ -
000576	Training	\$ 128,400	\$ 66,524	51.8%		\$ 79,829
000577	Volunteer Recognition	\$ 23,970	\$ 25,530	106.5%		\$ 30,636
000578	Volunteer Travel/Mileage	\$ 53,000	\$ 37,136	70.1%		\$ 44,563
000579	Travel	\$ 131,320	\$ 108,151	82.4%		\$ 129,781
000582	Utilities	\$ 67,677	\$ 48,316	71.4%		\$ 57,979
000584	Janitorial	\$ 97,860	\$ 62,532	63.9%		\$ 75,038

	MATERIALS AND SUPPLIES	\$ 21,289,182	\$ 15,585,842	73.2%	Trending under budget current and FYE projections	\$ 18,703,011
--	-------------------------------	----------------------	----------------------	-------	--	----------------------

000580	Transfers Out	\$ 423,398	\$ 382,000	90.2%		\$ 314,398
000583	Operating Contingency	\$ 10,491,290	\$ -	0.0%		\$ -

	TRANSFERS AND CONTINGENCY	\$ 10,914,688	\$ 382,000	3.5%		\$ 314,398
--	----------------------------------	----------------------	-------------------	------	--	-------------------

000595	Capital Purchase	\$ 951,120	\$ 561,996	59.1%		\$ 820,000
000596	Leasehold Improvement	\$ 66,000	\$ 9,413	14.3%		\$ 25,000
	CAPITAL OUTLAY	\$ 1,017,120	\$ 571,409	56.2%		\$ 845,000

	EXPENSE	\$ 54,409,022	\$ 31,549,648	58.0%	Trending under budget current and FYE projections	\$ 37,874,885	70%
						\$ 3,830,201	



Cascades West Area Commission on Transportation

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

MEMORANDUM

DATE: May 18, 2023

TO: Board of Directors, Oregon Cascades West Council of Governments

FROM: Ryan Vogt, Executive Director

RE: **Cascades West Area Commission on Transportation Full Commission Membership Appointments**

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to communicate and collaborate on local, Regional, and State transportation issues in the Linn, Benton, and Lincoln County regions. CWACT is chartered by the Oregon Transportation Commission (OTC) as an advisory body to provide input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT) regarding transportation plans and policies.

The CWACT is a standing Committee of Oregon Cascades West Council of Governments (OCWCOG). Article II H of the CWACT Bylaws states that the OCWCOG Board of Directors will formally appoint the Members and Alternates of the CWACT. The OCWCOG Board approves the membership of the OCWCOG Transportation Committee, which serves a dual role as the CWACT.

Attached is a list of individuals who were nominated by their jurisdictions to serve on the CWACT as Primary Representatives and Alternates. The Nominees will serve a two-year term that ends on either December 31, 2023, or December 31, 2024.

Staff Recommendation: *Staff recommends the appointment of all Nominees to serve on the CWACT.*

Additional Information: According to Article II A-B of the CWACT Bylaws, each of the following entities is invited annually to nominate one Representative and one Alternate as voting Members of the CWACT. Representatives must be elected officials. Alternates need not be elected officials.

1. All incorporated Cities in the Cascades West Region
2. Linn, Benton, and Lincoln Counties
3. All Port Districts in the Cascades West Region
4. All recognized Tribes in the Cascades West Region

Also, according to Article II D-E, the Board of Commissioners from each County nominates two Private Parties representing business and other transportation interests to be voting members of the CWACT (Private Sector Members).

Attachment: 2023-2024 Membership Roster

2023-2024 CWA CT Membership

Last Name	First Name	Representing	Category	Term Expires
McGregor	Billy	Albany Area MPO	Ex-Officio	Permanent
Stockhoff	Gary	Benton County	Alternate	12/31/2023
Malone	Pat (Vice-Chair)	Benton County	Primary	12/31/2023
Bronstein	Sarah	Benton County – Private Sector	Primary	12/31/2023
Irish	Ron	City of Albany	Alternate	12/31/2023
Montague	Jackie	City of Albany	Primary	12/31/2023
Gesher	Greg	City of Corvallis	Alternate	12/31/2024
Napack	Jan	City of Corvallis	Primary	12/31/2024
Short	Kathy	City of Depoe Bay	Alternate	12/31/2024
Bedingfield	Lindsay	City of Depoe Bay	Primary	12/31/2024
McMillen	Randy	City of Halsey	Primary	12/31/2024
Whitlatch	Ron	City of Lebanon	Alternate	12/31/2024
Michelle	Steinhebel	City of Lebanon	Primary	12/31/2024
Mark	Rick	City of Lincoln City	Primary	12/31/2024
Parson	Mitch	City of Lincoln City	Alternate	12/31/2024
Booth	Janelle	City of Millersburg	Alternate	12/31/2023
Sullivan	John	City of Millersburg	Primary	12/31/2023
Lindner	Lisa	City of Monroe	Alternate	12/31/2024
Cuthbertson	Jeanni	City of Monroe	Primary	12/31/2024
Botello	Beatriz	City of Newport	Alternate	12/31/2023
Kaplan	Jan	City of Newport	Primary	12/31/2023
Lehman	Matt	City of Philomath	Primary	12/31/2024
Sanchez	Angelita	City of Sweet Home	Primary	12/31/2024
Samaneigo	Joe	City of Tangent	Primary	12/31/2024
Kamikawa	Betty	City of Toledo	Primary	12/31/2023
Greg	Holland	City of Waldport	Primary	12/31/2024
O'Shaughnessey	Mary Ellen	City of Yachats	Primary	12/31/2024
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2024
Peterson	Bonnie	Conf. Tribes of Siletz Indians	Primary	12/31/2024
Jacobson	Kaety	Lincoln County	Alternate	12/31/2024
Hall	Claire	Lincoln County	Primary	12/31/2024
Gray	Cody	Lincoln County – Private Sector	Primary	12/31/2022
Sprenger	Sherrie	Linn County	Alternate	12/31/2023
Nyquist	Roger	Linn County	Primary	12/31/2023
Steele	Janet	Linn County – Private Sector	Primary	12/31/2023
Feldmann	James	ODOT	Alternate	Permanent
Crawford	Savannah	ODOT	Primary	Permanent
Chuck	Walter	Port of Newport	Alternate	12/31/2024
Sylvia	Gil	Port of Newport	Primary	12/31/2024



Military Appreciation Month 2023

A PROCLAMATION

Whereas, the United States Congress, in 1999, passed a resolution proclaiming May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all our Armed Services who have served, and are now serving our Nation; and

Whereas, Oregon Cascades West Council of Governments and residents of Linn, Benton, and Lincoln Counties have the deepest gratitude toward all Veterans and service members, and their families, and honors the commitment and courage of the many people of these Counties who are serving, and have served, our Nation; and

Whereas, Oregon Cascades West Council of Governments extends its heartfelt gratitude and good will to service members of the Linn, Benton, and Lincoln Counties, U.S. Army, National Guard, and the personnel of all armed services who have earned the respect and admiration of a grateful Nation.

Now, therefore, Oregon Cascades West Council of Governments proclaim May 2023, as the month set aside in Linn, Benton, and Lincoln Counties for honoring our Veterans, service members, and their families in observance of their contribution to our community, our state, and our Nation.

Adopted and signed this 18th day of May 2023.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Commissioner Claire Hall
Chair, Board of Directors
Oregon Cascades West Council of Governments

Ryan Vogt
Executive Director
Oregon Cascades West Council of Governments



Older Americans Month 2023 PROCLAMATION

Whereas, The region served by Oregon Cascades West Council of governments includes a growing number of older residents who contribute their strength, wisdom, and experience to our community;

Whereas, Oregon Cascades West Council of Governments is committed to helping all individuals live longer, healthier lives in the communities of their choice, embracing the 2023 Older Americans Month theme, “***Aging Unbound***”; and

Whereas, since 1965, the Older Americans Act has provided services that promote and support older adults to remain healthy and independent; support family caregivers, address issues of exploitation, neglect and abuse of older adults, and adapt services to the needs of Native American elders; and

Whereas, we recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging older adults to stay connected through community events, and other activities supporting health and wellness, reducing social isolation; and
- Emphasizing home- and community-based services that support independent living; and
- Providing opportunities for older adults and all community members to work, volunteer, learn and mentor

Therefore, be it hereby proclaimed that May 2023 is Older Americans Month. We encourage all residents to take time this month to connect with older family members, friends, neighbors, and colleagues; acknowledge their valuable contributions, past and present; encourage their ongoing physical, mental, and emotional well-being; and support their choices about how they age in their communities.

Adopted and signed this 18th day of May 2023.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Commissioner Claire Hall
Chair, Board of Directors
Oregon Cascades West Council of Governments

Ryan Vogt
Executive Director
Oregon Cascades West Council of Governments



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

MEMORANDUM

DATE: May 18, 2023
TO: OCWCOG Board of Directors
FROM: Marit Nelson, Finance Director
RE: **OCWCOG Member Dues Calculation 2023-24**

Member dues are used by OCWCOG to match Federal and State grants and contracts which help fund our community programs, projects, and services. For example, as required by State law dues provide match for our Medicaid transfer dollars, allowing us to determine eligibility and provide support to Medicaid clients. As required by Federal law, dues are also used to match funding for our Economic Development District; allowing us to access Federal money for economic development and to develop a five-year Comprehensive Economic Development Strategy for our Region. While member dues are a small portion of the OCWCOG budget, they are very important.

Dues are calculated based on population estimates from the Population Research Center at Portland State University. These numbers are certified and released each December. Additionally, OCWCOG uses the Consumer Price Index- Urban for the Western Region-Seattle to factor local inflation into the annual rates. Inflation over the past year to 18 months has been much higher than in previous years.

Preliminary calculations utilizing our historical methodology indicate population growth of 1.4% for our region as well as 8.9% CPI as of October 2022. These factors increase dues 9.5% overall for OCWCOG. Each member's dues will increase based on their own estimated population change and actual increase will vary.

OCWCOG is sensitive to the various challenges our members are facing with inflation, PERS increases and other local economic factors in the coming fiscal year. While we do not wish to deviate significantly from the approved calculation methodology, we feel discussing the option for a one-time adjustment is important for all to consider.

At the February Executive Board meeting several ideas were contemplated. After much thought and input, it was decided that we would recommend offering a one year pause for special projects funding within General Administration. This maintains the integrity of the overall calculation methodology while consciously deciding to reduce or eliminate special projects planned for in the coming fiscal year.

We are seeking approval of this one-time adjustment to dues calculation for Fiscal Year 2023-24.

	FY 2023 Dues	Pop Estimate 12/15/2022*	General Dues	CED Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 2024 DUES	CHANGE FROM FY 22- 23
Benton County									
Adair Village	\$1,899.39	1,370	\$1,278.58	\$429.68	\$300.00	\$2,008.26	\$100.41	\$2,108.67	\$209.28
Corvallis	\$74,056.87	59,434	\$55,468.15	\$18,640.40	\$4,589.92	\$78,698.47	\$3,934.92	\$82,633.39	\$8,576.52
Monroe	\$1,101.19	723	\$674.76	\$226.76	\$300.00	\$1,201.51	\$60.08	\$1,261.59	\$160.40
Philomath	\$7,589.20	5,653	\$5,275.79	\$1,772.96	\$708.03	\$7,756.78	\$387.84	\$8,144.62	\$555.42
N. Albany **		9,178							
Unincorporated	\$25,334.31	19,236	\$17,952.44	\$6,033.03	\$1,688.45	\$25,673.91	\$1,283.70	\$26,957.61	\$1,623.29
Lincoln County									
Depoe Bay	\$2,189.10	1,566	\$1,461.51	\$491.15	\$300.00	\$2,252.65	\$112.63	\$2,365.29	\$176.18
Lincoln City	\$13,202.96	10,134	\$9,457.79	\$3,178.35	\$1,031.47	\$13,667.60	\$683.38	\$14,350.98	\$1,148.02
Newport	\$13,873.80	10,755	\$10,037.35	\$3,373.11	\$1,076.29	\$14,486.75	\$724.34	\$15,211.09	\$1,337.30
Port of Newport ***	\$4,419.30	10,800		\$3,387.23	\$1,079.54	\$4,466.76	\$223.34	\$4,690.10	\$270.81
Siletz	\$1,816.45	1,247	\$1,163.79	\$391.10	\$300.00	\$1,854.89	\$92.74	\$1,947.64	\$131.19
Siletz Tribes	\$577.50	-	\$250.00	\$0.00	\$300.00	\$550.00	\$27.50	\$577.50	\$0.00
Toledo	\$4,655.85	3,650	\$3,406.45	\$1,144.76	\$300.00	\$4,851.20	\$242.56	\$5,093.76	\$437.91
Waldport	\$3,105.12	2,349	\$2,192.26	\$736.72	\$300.00	\$3,228.98	\$161.45	\$3,390.43	\$285.31
Yachats	\$1,529.14	1,062	\$991.14	\$333.08	\$300.00	\$1,624.21	\$81.21	\$1,705.42	\$176.28
Unincorporated	\$12,726.72	9,527	\$8,891.29	\$2,987.97	\$987.65	\$12,866.92	\$643.35	\$13,510.26	\$783.54
Linn County									
Albany	\$73,542.22	57,322	\$53,497.07	\$17,978.01	\$4,437.48	\$75,912.56	\$3,795.63	\$79,708.19	\$6,165.97
Brownsville	\$2,364.61	1,811	\$1,690.16	\$567.99	\$300.00	\$2,558.14	\$127.91	\$2,686.05	\$321.44
Halsey	\$1,467.83	952	\$888.48	\$298.58	\$300.00	\$1,487.05	\$74.35	\$1,561.41	\$93.57
Harrisburg	\$4,712.35	3,650	\$3,406.45	\$1,144.76	\$300.00	\$4,851.20	\$242.56	\$5,093.76	\$381.41
Lebanon	\$24,795.34	19,662	\$18,350.01	\$6,166.63	\$1,719.19	\$26,235.84	\$1,311.79	\$27,547.63	\$2,752.29
Millersburg	\$4,033.15	3,142	\$2,932.34	\$985.43	\$300.00	\$4,217.78	\$210.89	\$4,428.66	\$395.51
Sodaville	\$747.77	358	\$334.11	\$112.28	\$300.00	\$746.39	\$37.32	\$783.71	\$35.94
Scio	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sweet Home	\$12,980.20	10,097	\$9,423.26	\$3,166.74	\$1,028.80	\$13,618.80	\$680.94	\$14,299.74	\$1,319.53
Tangent	\$1,794.81	1,223	\$1,141.39	\$383.57	\$300.00	\$1,824.96	\$91.25	\$1,916.21	\$121.40
Unincorporated	\$37,589.85	29,831	\$27,840.45	\$9,355.95	\$2,453.19	\$39,649.58	\$1,982.48	\$41,632.06	\$4,042.22
TOTAL	331,357.26	274,732	\$238,005.01	\$83,286.23	\$25,000.00	\$346,291.24	\$17,314.56	\$363,605.80	\$31,500.77

*population estimates from PSU 2022 Report

**Included in City of Albany population estimate, should not be included in Benton Co total

*** Port of Newport population estimate from Port's webpage and is not included in the unincorporated

FY 24 General dues rate: FY23 rate of .857 x Seattle CPI-U of 8.1%

FY 24 CD dues rate: FY23 rate of .288 x Seattle CPI-U 8.1%

Special Regional Projects assessed at 5% of total due

	General Dues	CED Dues	
Prior year	0.857	0.288	30,763
New CPI%	8.90%	8.90%	
Prior Yr * New %	0.076273	0.025632	
TOTAL	0.933	0.314	

Special Dues	5%
--------------	----

	FY 2023 Dues	Pop Estimate 12/15/2022*	General Dues	CED Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 2024 DUES	CHANGE FROM FY 22-23
Benton County									
Adair Village	\$1,899.39	1,370	\$1,278.58	\$429.68	\$300.00	\$2,008.26	\$0.00	\$2,008.26	\$108.87
Corvallis	\$74,056.87	59,434	\$55,468.15	\$18,640.40	\$4,589.92	\$78,698.47	\$0.00	\$78,698.47	\$4,641.60
Monroe	\$1,101.19	723	\$674.76	\$226.76	\$300.00	\$1,201.51	\$0.00	\$1,201.51	\$100.33
Philomath	\$7,589.20	5,653	\$5,275.79	\$1,772.96	\$708.03	\$7,756.78	\$0.00	\$7,756.78	\$167.58
N. Albany **		9,178							
Unincorporated	\$25,334.31	19,236	\$17,952.44	\$6,033.03	\$1,688.45	\$25,673.91	\$0.00	\$25,673.91	\$339.60
Lincoln County									
Depoe Bay	\$2,189.10	1,566	\$1,461.51	\$491.15	\$300.00	\$2,252.65	\$0.00	\$2,252.65	\$63.55
Lincoln City	\$13,202.96	10,134	\$9,457.79	\$3,178.35	\$1,031.47	\$13,667.60	\$0.00	\$13,667.60	\$464.64
Newport	\$13,873.80	10,755	\$10,037.35	\$3,373.11	\$1,076.29	\$14,486.75	\$0.00	\$14,486.75	\$612.96
Port of Newport ***	\$4,419.30	10,800		\$3,387.23	\$1,079.54	\$4,466.76	\$0.00	\$4,466.76	\$47.47
Siletz	\$1,816.45	1,247	\$1,163.79	\$391.10	\$300.00	\$1,854.89	\$0.00	\$1,854.89	\$38.44
Siletz Tribes	\$577.50	-	\$250.00	\$0.00	\$300.00	\$550.00	\$0.00	\$550.00	-\$27.50
Toledo	\$4,655.85	3,650	\$3,406.45	\$1,144.76	\$300.00	\$4,851.20	\$0.00	\$4,851.20	\$195.35
Waldport	\$3,105.12	2,349	\$2,192.26	\$736.72	\$300.00	\$3,228.98	\$0.00	\$3,228.98	\$123.86
Yachats	\$1,529.14	1,062	\$991.14	\$333.08	\$300.00	\$1,624.21	\$0.00	\$1,624.21	\$95.07
Unincorporated	\$12,726.72	9,527	\$8,891.29	\$2,987.97	\$987.65	\$12,866.92	\$0.00	\$12,866.92	\$140.20
Linn County									
Albany	\$73,542.22	57,322	\$53,497.07	\$17,978.01	\$4,437.48	\$75,912.56	\$0.00	\$75,912.56	\$2,370.34
Brownsville	\$2,364.61	1,811	\$1,690.16	\$567.99	\$300.00	\$2,558.14	\$0.00	\$2,558.14	\$193.53
Halsey	\$1,467.83	952	\$888.48	\$298.58	\$300.00	\$1,487.05	\$0.00	\$1,487.05	\$19.22
Harrisburg	\$4,712.35	3,650	\$3,406.45	\$1,144.76	\$300.00	\$4,851.20	\$0.00	\$4,851.20	\$138.85
Lebanon	\$24,795.34	19,662	\$18,350.01	\$6,166.63	\$1,719.19	\$26,235.84	\$0.00	\$26,235.84	\$1,440.50
Millersburg	\$4,033.15	3,142	\$2,932.34	\$985.43	\$300.00	\$4,217.78	\$0.00	\$4,217.78	\$184.62
Sodaville	\$747.77	358	\$334.11	\$112.28	\$300.00	\$746.39	\$0.00	\$746.39	-\$1.38
Scio	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sweet Home	\$12,980.20	10,097	\$9,423.26	\$3,166.74	\$1,028.80	\$13,618.80	\$0.00	\$13,618.80	\$638.59
Tangent	\$1,794.81	1,223	\$1,141.39	\$383.57	\$300.00	\$1,824.96	\$0.00	\$1,824.96	\$30.16
Unincorporated	\$37,589.85	29,831	\$27,840.45	\$9,355.95	\$2,453.19	\$39,649.58	\$0.00	\$39,649.58	\$2,059.74
TOTAL	331,357.26	274,732	\$238,005.01	\$83,286.23	\$25,000.00	\$346,291.24	\$0.00	\$346,291.24	\$14,186.20

*population estimates from PSU 2022 Report

**Included in City of Albany population estimate, should not be included in Benton Co total

*** Port of Newport population estimate from Port's webpage and is not included in the unincorporated

FY 24 General dues rate: FY23 rate of .857 x Seattle CPI-U of 8.1%

FY 24 CD dues rate: FY23 rate of .288 x Seattle CPI-U 8.1%

Special Regional Projects assessed at 5% of total due

	General Dues	CED Dues
Prior year	0.857	0.288
New CPI%	8.90%	8.90%
Prior Yr * New %	0.076273	0.025632
TOTAL	0.933	0.314

Special Dues	0%
---------------------	-----------

4.28%

30,763



Oregon Cascades West Council of Governments

Fiscal Year 2023-24

Proposed
Budget

Prepared by:
Oregon Cascades West Council of Governments
1400 Queen Avenue SE
Albany, OR 97322
541.967.8720 (p)
541.967.6123 (f)
www.OCWCOG.org
www.StateoftheRegion.org

Table of Contents

Overview of OCWCOG Programs and Funding	5
Agency Revenue and Expense Charts	10
Agency and Department Budgets	
Agency Budget	12
Consolidated OCWCOG	13
Consolidated General Administration	18
Consolidated Community & Economic Development	21
Consolidated Business Lending	25
Consolidated Senior and Disability Services	28
Consolidated Community Services Program	31
Consolidated Technology Services	35
Consolidated Non-Departmental	38
Consolidated Reserves	40
General Administration	42
Budget and Work Program	45
General Management	
Financial Management	
Human Resource Management	
Technology Services Budget and Work Program	49
Facilities Management Budget and Work Program	53
Reserves	57
Community and Economic Development	60
Budget and Work Program	63
Community Development & Land Use Planning	65
Economic Development	66
Small Business Lending	69
Transportation Planning and Programming	67
Transportation Brokerage Services	68
Senior and Disability Services	73
Budget and Work Program	76
Program Administration, Quality Assurance & Training	78

Medicaid, Case Management & Adult Foster Homes	79
Adult Protective Services	80
 Community Services Program	 81
Budget and Work Program	84
AmeriCorps for Seniors: Foster Grandparents, RSVP, Senior Companion	85
Benton County Veteran Services	87
Meals on Wheels	88
Older American Act Programs and Oregon Project Independence	89
Financial Wellness: Money Management, Stand By Me and Elder Justice	90
 OCWCOG's Boards and Committees	 91
Acronym List	93

Overview of OCWCOG Programs and Funding for Fiscal Year (FY) 2023-24

Role of the Oregon Cascades West Council of Governments:

Oregon Cascades West Council of Governments (OCWCOG) is a volunteer, member organization created by local governments and districts within Linn, Benton, and Lincoln Counties, the Confederated Tribes of Siletz Indians, and the Port of Newport. Oregon law (ORS 190.010) authorizes OCWCOG to carry out, on behalf of its members, programs serving their residents, businesses, institutions, and agencies individually or as part of a regional solution. Only the authority of the member local governments, and their willingness to delegate their authority to OCWCOG, limits the range of services that OCWCOG can provide.

Program Areas:

General Administration

- Purpose and Intent
 - Oversee the finances, budget, physical infrastructure, information technology, human resources, and other administrative tasks to ensure the sustainability, viability, and growth of the agency, as well as members through service requests.
 - Responsible for overall vision, strategic planning and agency direction.
 - Provide consultative and technical assistance in the areas of Finance, Human Resources, and Technology to members.
 - Provide all internal human resources, technology, facilities, finance, and general agency management. OCWCOG contracts with private attorneys for legal services.
 - Assist member governments with personnel, technology, finance, and general administration matters.
- Geographic Service Area
 - General Administration staff provides services in all OCWCOG offices and to all OCWCOG staff.
 - By member request, General Administration staff provides services within its tri-County Region of Linn, Benton, and Lincoln Counties.

Community and Economic Development

- Purpose and Intent
 - Support member jurisdictions improve livability, transportation access and economic development
 - Administer and staff state and federally authorized regional economic development, planning and grant programs.
 - Implement regional priorities through Comprehensive Economic Development Strategy.
 - Assist local governments with goal setting, project development, grant writing and planning.
 - Assist local governments with infrastructure improvements.
- Geographic Service Area

- The federally-designated Cascades West Economic Development District (CWEDD) serves Benton, Lane, Lincoln, and Linn Counties.

Cascades West Business Lending

- Purpose and Intent
 - Deliver professional commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs.
 - Assist new and expanding businesses in obtaining needed capital.
- Geographic Service Area
 - *Cascades West Business Lending (CWBL)* staff serves clients and commercial lenders primarily within Linn, Benton, and Lincoln Counties, though in some instances can offer its lending services Statewide.

Transportation

- Purpose and Intent
 - Administer State and federally authorized region-wide and sub-regional transportation planning programs.
 - Administer the non-emergent medical ride brokerage, *Cascades West Ride Line*, arranging transportation for Medicaid and other clients.
 - Area elected officials and OCWCOG Staff participate in Statewide and multi-state efforts to gain resources and policy changes to improve the Region's transportation system.
- Geographic Service Area
 - The Cascades West Area Commission on Transportation (CWACT) serves Linn, Benton, and Lincoln Counties.
 - The Corvallis Area Metropolitan Planning Organization (CAMPO) serves Adair Village, Corvallis, Philomath, and a portion of Benton County.
 - The Albany Area Metropolitan Planning Organization (AAMPO) serves Albany, Millersburg, Tangent; portions of Linn and Benton Counties; and the City of Jefferson, which is in Marion County.
 - *Cascades West Ride Line* services Linn, Benton, and Lincoln County residents, and health care providers within the Region.
 - Statewide and multi-state coalitions include the Oregon Metropolitan Planning Organization Consortium (OMPOC).

Senior and Disability Services

- Purpose and Intent
 - Staff federal and State long-term care programs (Medicaid [Title XIX], *Supplemental Nutrition Assistance Program [SNAP]* benefits, and *Oregon Project Independence [OPI]*). Assist qualified clients in finding and maintaining the least restrictive living situation consistent with their physical and mental health.
 - Staff federally-designated Area Agency on Aging (AAA), including programs such as the *Aging and Disability Resource Connection (ADRC)*, which provides information and assistance that allows seniors and persons with disabilities to access needed resources.

- Geographic Service Area
 - All services are provided in OCWCOG's tri-County Region. Principle offices are in Albany, Corvallis, and Toledo.

Community Services Program

- Purpose and Intent
 - Provide nutritious meals through *Meals on Wheels (MOW)*.
 - Assist seniors and retired persons to serve their communities through volunteering with OCWCOG's Senior Corps Programs including *Foster Grandparent Program (FGP)*, *Retired Senior and Volunteer Program (RSVP)*, and *Senior Companion Program (SCP)*; and *Money Management Program (MMP)*.
 - Assist veterans in Benton County with obtaining all benefits they are entitled to receive.
- Geographic Service Area
 - All services, except Veterans Services, are provided in OCWCOG's tri-County Region. Principle offices are in Albany, Corvallis, and Toledo.
 - Benton County contracts with OCWCOG to staff its Veterans Services Office (VSO). Lincoln and Linn Counties provide their own Veterans Services staff.

Governance, Administration, and Programs of OCWCOG:

A Board of Directors (Board), consisting of a local elected representative from each member government, governs OCWCOG. No member or class of members has more authority than another, regardless of size of population or type of government. The Board meets bi-monthly.

The Board hires an Executive Director who is delegated all operational and contracting authority. However, the Board retains budget approval authority, including the setting of pay levels, benefits amounts, and approves the labor contract with the Service Employees International Union (SEIU), which represents the majority of OCWCOG's employees. The Executive Director makes recommendations to the Board regarding these matters prior to Board action.

The Board has an Executive Committee and a Finance Committee. The Executive Committee meets bi-monthly with OCWCOG management to discuss and advise on administrative and operational issues, in between meetings of the full Board. The Finance Committee consists of the full Executive Committee and OCWCOG standing sub-committee chairs. The Finance Committee meets bi-monthly to review financial statements and budget to actual figures. Historically, the Finance Committee has also served as the Budget Committee, which is a committee required by State law. OCWCOG is required to follow a budgeting process similar to that specified for Oregon local governments.

In addition, there are several standing advisory bodies for specific programs. It is at the advisory body level that most deliberation regarding programs occurs. Whereas the Board primarily focuses on the overall structure and finances of OCWCOG. The Board is, nevertheless, the final policy authority for all programs that are the direct responsibility of OCWCOG.

OCWCOG provides staff by contract to several regional bodies and local governments. In these cases, the Board's role is limited to deciding if OCWCOG should provide staffing for the other agency. No member may independently require that OCWCOG operate a program on its behalf without the approval of the OCWCOG Board. However, members may ask for OCWCOG assistance with that members' specific project or program, as long as the general area of assistance is described herein. Given that general authority, OCWCOG staff may occasionally contract with a specific member to provide such a service, without that specific project being included in this document.

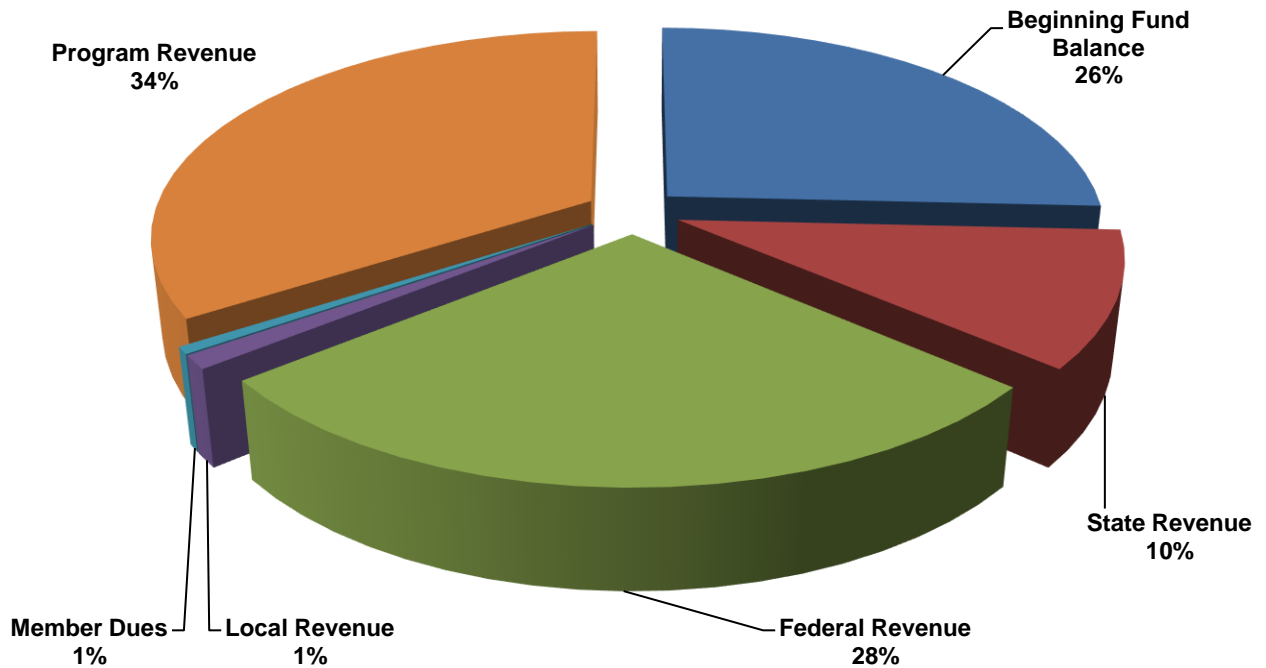
All work of OCWCOG staff is presented in this document. Consequently, this document can be correctly read as an authorizing document, directing the Executive Director to carry out programs and functions on behalf of the members consistent with this document.

OCWCOG Funding:

Each member is assessed dues annually. Dues are assessed as General, Transportation, and Community Development. The General dues are allocated to each program area as described in the annually adopted budget. OCWCOG annual dues rates are adopted each year and are equal to approximately 1% of the total agency revenue. By law, ORS 190.010 entities may not establish a tax base as a source of revenue. Consequently, the General dues are the only general-purpose funding of the agency and, therefore, the only funds that the Board can redirect to different programs. Dues are used to provide required matching funds to gain State and federal program funding.

The vast majority of revenue is in the form of payment for contracted services through federal, State, and local contracts.

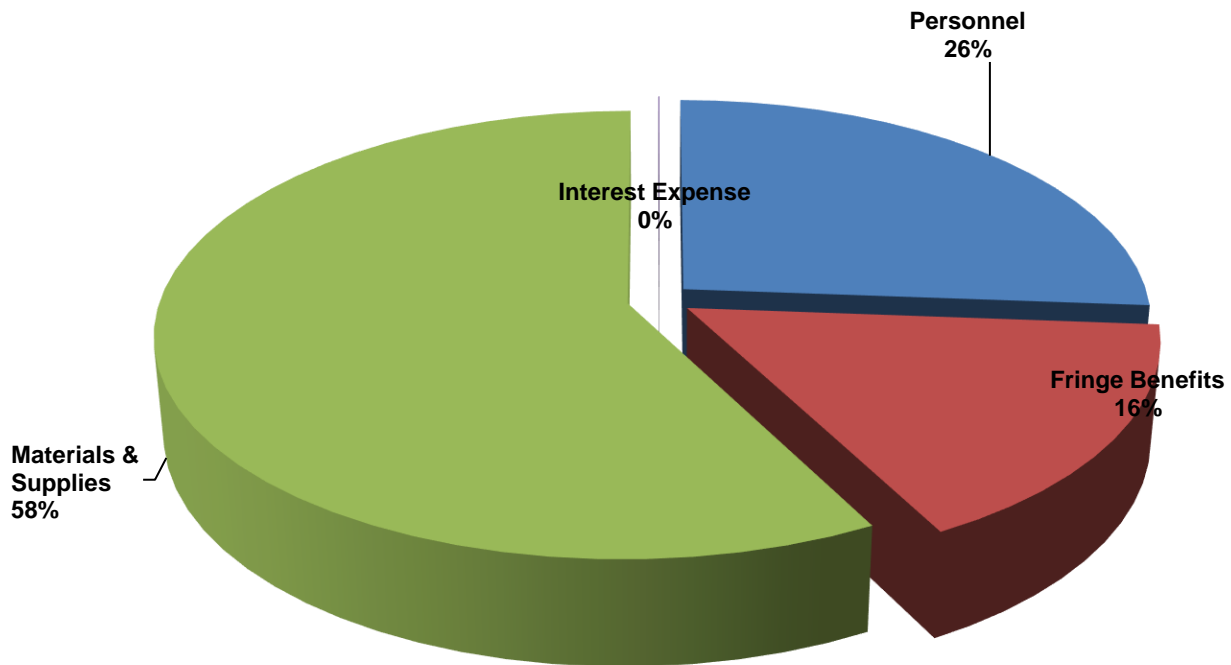
Agency Revenue Chart FY 2023-24



* Federal contracts including funds passed through the State Government

State Revenue	Federal Revenue
ODOT/PI 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 2023-24



Personnel Expense Assumptions

COLA	2.50%
Medical Insurance Rate	3.50%
FICA/Medicare	7.65%
Other Insurances	2.05%
PERS T1/T2 rate	27.34%
PERS OPSRP rate	22.14%
PERS IAP rate	6.00%
PERS reserve rate	2.00%
H.S.A. 1	1,500.00
H.S.A. 2	3,000.00

AGENCY CONSOLIDATED

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY

Beginning Fund Balance	16,876,903
State Revenue	6,869,084
Federal Revenue	18,387,339
Local Revenue	1,068,064
Program Revenue	22,336,413

TOTAL REVENUE	65,537,803
----------------------	-------------------

Personnel	13,780,477
Fringe Benefits	8,490,055

TOTAL PERSONNEL	22,270,532
------------------------	-------------------

Materials & Supplies	30,363,741
Interest Expense	22,000
Principal Payment	-

TOTAL MATERIALS & SUPPLIES	30,385,741
---------------------------------------	-------------------

Unappropriated Ending Balance	12,881,529
--------------------------------------	-------------------

Oregon Cascades West Council of Governments

Agency

Consolidated Budget FY 2023-24

2021-22 Actual	2022-23 Adopted	Description	2024 Proposed	General Admin Consolidated	CED Consolidated	Lending Consolidated	SDS Consolidated	CSP Consolidated	Tech Consolidated	Non-Departmental Consolidated	Reserve Consolidated
3,413,426	5,498,081	Beg Bal - Restricted for Contracts	3,959,346	0	3,774,620	0	17,315	167,411	0	0	0
79,248	15,000	Beg Bal-Restricted for Grants	38,280	8,000	0	0	0	30,280	0	0	0
3,496,220	3,088,563	Beg Bal-Restricted for Other	3,005,050	0	0	538,071	0	242,898	0	2,224,081	0
923,000	5,906,070	Beg Bal-Restricted for Reserve	5,842,258	195,794	0	0	2,211,222	0	0	0	3,435,242
6,863,224	4,617,513	Beg Bal-Unrestricted	3,835,449	0	99,938	0	3,418,902	146,464	95,431	74,714	0
0	0	Beg Bal-Restricted Reconcile	196,520	196,520	0	0	0	0	0	0	0
4,124	7,000	Borrowers Fees	4,000	0	0	4,000	0	0	0	0	0
3,521,053	3,906,360	Contract Revenue	2,160,963	66,260	564,025	49,500	0	1,284,998	196,180	0	0
9,259,580	9,500,000	Coordinated Care	14,000,000	0	14,000,000	0	0	0	0	0	0
180,000	305,000	CCO Metrics Income	0	0	0	0	0	0	0	0	0
0	48,000	Dept of Land Conserv Dev	50,000	0	50,000	0	0	0	0	0	0
173,754	200,500	Donations	173,646	0	0	0	0	173,646	0	0	0
314,787	326,083	Dues	363,315	17,315	108,000	0	238,000	0	0	0	0
15,418	16,304	Dues Special Projects	0		0	0	0	0	0	0	0
303,371	75,000	Economic Development Administration	75,000	0	75,000	0	0	0	0	0	0
164,307	0	Environmental Protection Agency	250,000	0	250,000	0	0	0	0	0	0
26,683	101,000	Federal Match	84,000	0	0	0	40,000	44,000	0	0	0
110,739	131,600	Fee for Service	124,560	0	12,000	0	0	9,000	57,360	46,200	0
526,930	336,494	Grant Revenue	365,126	0	225,000	0	0	140,126	0	0	0
2,572,114	3,097,636	Indirect Income	3,089,750	2,109,750	0	0	0	0	980,000	0	0
220,333	455,000	Interest Revenue	430,000	300,000	0	130,000	0	0	0	0	0
465	5,000	Internal Transfer	27,405	0	0	0	0	27,405	0	0	0
6,110	750	Loan Fees	6,000	0	0	6,000	0	0	0	0	0

0	7,000	Loan Packaging Fees	0	0	0	0	0	0	0	0	0
30,156	35,600	Match Revenue	630,000	0	600,000	0	0	30,000	0	0	0
0	120,000	Oregon Business Developmt Dept	0	0	0	0	0	0	0	0	0
5,778	25,000	Miscellaneous Revenue	294,608	0	7,564	0	238,173	25,408	0	23,463	0
892,467	1,465,567	ODOT	3,571,433	0	3,571,433	0	0	0	0	0	0
1,218,097	1,223,000	Older American Act	1,420,000	0	0	0	0	1,420,000	0	0	0
891,302	1,045,000	Oregon Project Independence	1,848,541	0	0	0	0	1,848,541	0	0	0
87,038	120,000	Program Administration	150,000	0	0	150,000	0	0	0	0	0
217,032	160,000	Program Meals Revenue	240,000	0	0	0	0	240,000	0	0	0
711,966	691,308	Rent Income	787,297	0	0	0	0	0	0	787,297	0
642,989	650,000	Senior Meals XIX	650,000	0	0	0	0	650,000	0	0	0
7,862	10,000	Siletz Revenue	8,064		0	0	0	8,064	0	0	0
5,512	6,200	Service Fees	5,920		0	5,920	0	0	0	0	0
0	20,000	Special Event Revenue	20,000	20,000	0	0	0	0	0	0	0
14,982,025	15,751,799	Title XIX	15,905,339	0	630,000	0	15,116,339	159,000	0	0	0
3,462,951	418,398	Transfers In	1,724,819	0	1,626,388	0	34,461	63,970	0	0	0
102,955	95,000	USDA	87,000	0	0	0	0	87,000	0	0	0
114,489	114,000	Veterans	114,112	0	0	0	0	114,112	0	0	0
55,547,507	59,594,826	REVENUE	65,537,803	2,913,639	25,593,969	883,491	21,314,412	6,912,323	1,328,971	3,155,755	3,435,242
613,545	738,009	Leave Benefits	0	0	0	0	0	0	0	0	0
903,343	1,075,279	Fringe Benefits	8,501,352	772,017	1,031,357	41,000	5,137,849	1,188,920	268,715	61,494	0
2,827,883	3,724,429	Insurance Benefits	0	0	0	0	0	0	0	0	0
2,616,512	3,224,583	PERS Benefits	0	0	0	0	0	0	0	0	0
78,662	206,118	PERS Reserve	0	0	0	0	0	0	0	0	0
154,090	163,922	Executive Director	186,588	186,588	0	0	0	0	0	0	0
49,312	38,000	Accounting Clerk II	46,879	46,879	0	0	0	0	0	0	0
46,568	47,466	Accounting Specialist	51,750	51,750	0	0	0	0	0	0	0
347,419	474,127	Administrative Assistant	628,581	47,072	198,601	2,200	220,483	160,224	0	0	0
170,084	180,261	ADRC Specialist	334,097	0	0	0	190,233	143,864	0	0	0
764,443	877,727	Adult Protective Services Spec	946,016	0	0	0	946,016	0	0	0	0
116,511	125,240	AFH Licensing Worker	147,878	0	0	0	147,878	0	0	0	0
47,485	56,895	Assist. Loan Officer	70,000	0	0	70,000	0	0	0	0	0
154,059	114,927	Assistant Planner	169,115	0	169,115	0	0	0	0	0	0
74,388	102,728	Assistant VCO	127,371	0	0	0	0	127,371	0	0	0
61,444	68,968	Business Officer	77,713	77,713	0	0	0	0	0	0	0
0	211,618	Case Aide	311,855	0	0	0	311,855	0	0	0	0

2,219,794	2,971,415	Case Manager	3,104,016	0	0	0	2,906,781	197,235	0	0	0
199,144	294,291	CED Planner	374,996	0	374,996	0	0	0	0	0	0
278,045	410,426	Clerical Specialist	385,782	0	0	0	288,923	96,858	0	0	0
191,611	207,778	Clerical Supervisor	245,751	82,444	159,107	4,200	0	0	0	0	0
8,152	61,296	Clerical Support Supervisor	78,049	0	0	0	78,049	0	0	0	0
44,307	73,025	Conf. Executive Assistant	73,368	73,368	0	0	0	0	0	0	0
100,173	122,728	Contracts Coordinator	122,590	122,590	0	0	0	0	0	0	0
0	0	Data Analyst	31,439	31,439	0	0	0	0	0	0	0
1,103,989	1,375,291	Eligibility Specialist	1,350,663	0	0	0	1,228,621	122,042	0	0	0
52,708	55,370	Executive Assistant	59,280	0	0	0	29,640	29,640	0	0	0
50,850	65,930	Facility Maint. Coordinator	96,824	0	0	0	0	0	0	96,824	0
0	0	GIS Planner	7,977	0	0	0	7,977	0	0	0	0
335,787	185,100	In Home Assistant	205,903	0	0	0	205,903	0	0	0	0
195,948	275,149	Diversio n & Transition Coord	321,443	0	0	0	321,443	0	0	0	0
80,919	66,371	Information Support Specialist	67,532	0	0	0	0	0	67,532	0	0
189,155	214,084	Lead Case Manager	157,830	0	0	0	157,830	0	0	0	0
55,697	62,165	Lead Eligibility Specialist	66,499	0	0	0	0	66,499	0	0	0
46,740	0	Lead Trans Brokerage Spec.	57,157	0	57,157	0	0	0	0	0	0
0	71,368	Loan Officer	0	0	0	0	0	0	0	0	0
0	155,503	Meal Site Manager 1	0	0	0	0	0	0	0	0	0
197,131	96,187	Meal Site Manager 3	258,784	0	0	0	0	258,784	0	0	0
40,940	152,061	Medical Resource Worker	51,513	0	51,513	0	0	0	0	0	0
43,485	46,914	Money Management Coordinator	53,612	0	0	0	0	53,612	0	0	0
103,615	204,327	Network Support Specialist	226,314	0	0	0	0	0	226,314	0	0
107,012	115,985	Personnel Manager	125,284	125,284	0	0	0	0	0	0	0
420,084	481,510	Program Director	586,546	123,005	122,853	0	154,063	0	171,393	15,232	0
82,130	337,658	Program Manager	352,587	0	0	0	113,499	239,089	0	0	0
773,809	918,136	Program Supervisor	968,085	0	0	0	704,863	263,221	0	0	0
0	0	Project Manager	61,922	61,922	0	0	0	0	0	0	0
17,556	72,747	Public Information Officer	79,067	79,067	0	0	0	0	0	0	0
20,596	39,940	Relief Site Manager	11,888	0	0	0	0	11,888	0	0	0
0	40,000	Senior Accountant	77,993	77,993	0	0	0	0	0	0	0
65,297	0	Senior Loan Officer	0	0	0	0	0	0	0	0	0
39,647	44,520	Senior Meals Coordinator	90,066	0	0	0	0	90,066	0	0	0
44,707	0	Senior Meals Supervisor	0	0	0	0	0	0	0	0	0
0	0	Software Support Specialist	0	0	0	0	0	0	0	0	0
0	0	Technology Support Specialist	0	0	0	0	0	0	0	0	0

50,086	87,237	Transportation Manager	96,780	0	96,780	0	0	0	0	0	0
285,367	342,564	Transportation Brokerage Spec.	514,409	0	514,409	0	0	0	0	0	0
52,401	24,295	Veterans Service Officer	0	0	0	0	0	0	0	0	0
59,518	86,364	Workstation Support Specialist	132,942	0	0	0	0	132,942	0	0	0
106,584	0	Extra Hire	176,448		20,000	0	156,448	0	0	0	0
					0	0	0	0	0	0	0
16,688,731	21,188,032	PERSONNEL	22,270,532	1,959,131	2,795,889	117,400	13,308,353	3,049,313	866,896	173,550	0
54,190	37,595	Advertising	21,600	6,500	4,000	1,300	3,300	5,500	1,000	0	0
1,668	17,000	Auto Expense	17,000	0	0	0	0	17,000	0	0	0
12,205	13,900	Bank Charges	18,332	12,000	1,000	4,332	0	1,000	0	0	0
6,983	37,250	Board/Comm/Meeting Expense	39,600	31,100	4,000	0	2,500	2,000	0	0	0
6,764	15,000	Borrowers Fees Expense	4,100	0	0	4,100	0	0	0	0	0
467,647	600,000	CEP Contract	320,261	0	0	0	0	320,261	0	0	0
		Computer									
192,592	348,400	Maintenance/Equipment	324,993	8,434	32,428	1,000	141,000	18,852	118,595	4,684	0
2,194	1,500	Contract Administration	4,000	0	4,000	0	0	0	0	0	0
10,776,906	14,378,969	Contract Expense	19,325,477	325,000	17,323,254	35,000	20,000	1,471,023	30,000	121,200	0
37,791	44,465	Copying	53,515	4,700	7,900	1,000	33,500	6,050	200	165	0
61,055	78,440	Dues and Memberships	77,300	10,000	5,500	0	60,000	1,800	0	0	0
0	1,000	Equipment Expense	0	0	0	0	0	0	0	0	0
565,130	874,506	Finance Indirect	689,697	0	110,869	4,204	460,219	114,405	0	0	0
15,765	119,800	Furniture & Fixtures	32,800	3,000	5,000	0	24,500	0	300	0	0
1,191,607	1,247,625	Indirect Expense	1,428,799	0	229,682	8,709	953,405	237,003	0	0	0
10,747	20,000	Interest Expense	22,000	0	0	22,000	0	0	0	0	0
74,660	82,604	Insurance	105,482	0	0	0	0	5,482	0	100,000	0
83,454	97,860	Janitorial	84,800	0	3,200	0	3,000	3,000	0	75,600	0
5,860	105,000	Legal Expense	102,300	38,000	4,000	0	60,000	100	200	0	0
216,363	304,383	Licenses and Fees	560,322	131,400	183,975	3,450	67,745	16,300	156,552	900	0
90,548	150,000	Loan Admin Expense	150,000	0	0	150,000	0	0	0	0	0
0	0	Loan Legal Expense	0	0	0	0	0	0	0	0	0
53,161	94,000	Maintenance and Repair	79,700	0	2,000	0	1,000	8,700	3,000	65,000	0
2,853	3,500	Marketing Expense	1,500	0	1,000	500	0	0	0	0	0
17,185	18,000	Meal Delivery Travel	24,000	0	0	0	0	24,000	0	0	0
42,113	56,512	Postage	54,515	1,000	10,600	600	38,000	3,975	100	240	0
17,091	19,250	Printing	20,500	2,000	5,000	500	5,300	7,600	100	0	0
718,218	681,669	Rent	809,585	40,743	88,757	2,753	537,771	99,824	39,737	0	0
14,070	60,000	Resource Reserve	40,000	0	0	0	40,000	0	0	0	0

103,429	139,008	Stipend	150,000	0	0	0	0	150,000	0	0	0
63,410	77,758	Supplies	99,700	6,500	10,500	500	42,000	27,000	2,200	11,000	0
0	20,000	Special Event Expense	20,000	20,000	0	0	0	0	0	0	0
801,554	975,504	Technology Indirect	984,063	0	158,191	5,998	656,642	163,232	0	0	0
142,233	182,318	Telephone	198,856	5,000	13,712	1,500	91,500	29,200	57,360	584	0
80,568	128,400	Training	161,500	39,000	63,000	1,500	29,000	22,000	5,000	2,000	0
89,440	131,320	Travel	144,500	9,000	14,000	500	78,200	32,000	6,300	4,500	0
3,057,621	466,398	Transfers Out	1,696,777	0	1,617,777	0	14,000	0	0	65,000	0
55,693	67,677	Utilities	75,000	0	0	0	0	0	0	75,000	0
22,742	35,000	Volunteer Travel	30,000	0	0	0	0	30,000	0	0	0
31,044	23,970	Volunteer Recognition	26,000	0	0	0	0	26,000	0	0	0
0	951,120	Capital Purchase	122,000	13,000	0	0	0	0	0	50,000	59,000
81,482	66,000	Leasehold Improvements	201,675	0	0	0	0	0	21,000	180,675	0
1,289	0	Interest Payment	0	0	0	0	0	0	0	0	0
44,623	0	Principal Payment	0	0	0	0	0	0	0	0	0
0	10,491,290	Operating Contingency	2,063,492	200,000	925,026	25,000	11,907	151,559	0	750,000	0
19,313,949	33,263,991	MATERIALS AND EXPENSES	30,385,741	906,377	20,828,371	274,446	3,374,489	2,994,866	441,644	1,506,548	59,000
36,002,680	54,452,023	TOTAL EXPENSES	52,656,273	2,865,508	23,624,260	391,846	16,682,842	6,044,179	1,308,540	1,680,098	59,000
19,544,827	5,142,803	Unappropriated Ending Balance	12,881,529	48,131	1,969,709	491,645	4,631,570	868,144	20,431	1,475,657	3,376,242

Oregon Cascades West Council of Governments

General Administration

Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	GA	HR	Finance	Special Dues
0	0	60,000	60,000	Beg Bal - Restricted for Contracts		8,000	8,000	0	0	0
0	1,714	0	0	Beg Bal-Restricted for Grants		0	0	0	0	0
60,127	137,648	133,267	147,818	Beg Bal-Restricted for Other		195,794	99,000	15,979	0	80,815
20,000	0	200,000	200,000	Beg Bal-Restricted for Reserve		0	0	0	0	0
0	0	0	0	Beg Bal-Unrestricted		196,520	0	0	196,520	0
1,275,131	1,766,229	2,122,131	2,122,131	Indirect Income		2,109,750	845,000	577,900	686,850	0
1,731	4,732	0	12,878	Miscellaneous Revenue		0	0	0	0	0
164,499	(16,300)	0	3	Contract Revenue		66,260	66,260	0	0	0
94,283	91,129	325,000	473,787	Interest Revenue		300,000	0	0	300,000	0
0	0	109,000	109,000	Transfers In		0	0	0	0	0
15,234	15,418	16,304	15,815	Dues Special Projects		17,315	0	0	0	17,315
0	0	20,000	0	Special Event Revenue		20,000	20,000	0	0	0
1,631,006	2,000,568	2,985,702	3,141,432	REVENUE		2,913,639	1,038,260	593,879	1,183,370	98,130
45,035	38,426	54,319	40,906	Leave Benefits		0	0	0	0	0
66,592	74,371	106,502	93,076	Fringe Benefits		772,017	244,531	193,912	333,574	0
184,311	180,169	304,266	259,453	Insurance Benefits		0	0	0	0	0
201,176	206,223	296,264	234,346	PERS Benefits		0	0	0	0	0
4,124	4,454	12,778	5,420	PERS Reserve		0	0	0	0	0

133,155	154,090	163,922	171,384	Executive Director	1.00	186,588	186,588	0	0	0
114,332	109,387	123,080	106,858	Program Director	0.88	123,005	0	0	123,005	0
98,034	107,012	115,985	116,298	Personnel Manager	1.00	125,284	0	125,284	0	0
57,908	61,444	68,968	67,223	Business Officer	1.00	77,713	0	77,713	0	0
18,023	0	73,203	0	Program Manager	-	0	0	0	0	0
15,505	16,186	122,728	102,198	Contracts Coordinator	2.00	122,590	0	0	122,590	0
38,764	42,027	38,000	36,131	Accounting Clerk II	1.00	46,879	0	0	46,879	0
87,179	46,568	47,466	45,928	Accounting Specialist	1.00	51,750	0	0	51,750	0
0	34,516	40,981	38,772	Administrative Assistant	1.00	47,072	0	0	47,072	0
58,627	65,379	71,055	66,667	Clerical Supervisor	1.00	82,444	0	82,444	0	0
42,489	44,307	73,025	62,212	Conf. Executive Assistant	1.38	73,368	57,737	15,631	0	0
8,000	17,556	72,747	75,662	Public Information Officer	1.00	79,067	79,067	0	0	0
11,543	0	40,000	39,647	Senior Accountant	1.00	77,993	0	0	77,993	0
0	0	0	0	Project Manager	1.00	61,922	61,922	0	0	0
0	0	0	0	Data Analyst	0.50	31,439	31,439	0	0	0
1,184,796	1,202,117	1,825,289	1,562,181	PERSONNEL	14.76	1,959,131	661,284	494,985	802,863	0
5,625	6,911	7,500	6,325	Advertising		6,500	3,000	3,000	500	0
9,337	9,670	12,000	9,437	Bank Charges		12,000	0	0	12,000	0
3,261	4,378	25,400	27,853	Board/Comm/Meeting Expense		31,100	30,000	500	600	0
48,842	49,013	62,500	52,400	Computer Maintenance/Equipment		8,434	3,250	500	4,684	0
135,765	165,973	326,713	293,457	Contract Expense		325,000	175,000	0	100,000	50,000

5,880	4,670	4,800	1,949	Copying		4,700	0	1,200	3,500	0
6,093	6,081	10,120	8,397	Dues and Memberships		10,000	6,000	3,000	1,000	0
249	3,029	5,000	3,695	Furniture & Fixtures		3,000	3,000	0	0	0
116	1,720	37,000	1,000	Legal Expense		38,000	35,000	3,000	0	0
18,658	24,932	33,860	29,264	Licenses and Fees		131,400	12,000	50,800	68,600	0
698	661	852	613	Postage		1,000	300	200	500	0
194	1,101	2,250	380	Printing		2,000	2,000	0	0	0
58,237	48,410	39,610	41,283	Rent		40,743	11,926	10,194	18,623	0
5,270	5,459	5,500	3,875	Supplies		6,500	1,000	500	5,000	0
3,360	3,577	4,900	4,470	Telephone		5,000	2,000	1,000	2,000	0
0	0	20,000	0	Special Event Expense		20,000	20,000	0	0	0
1,109	38,367	30,200	27,976	Training		39,000	21,000	9,500	8,500	0
1,311	1,921	9,700	2,894	Travel		9,000	1,500	2,500	5,000	0
0	20,000	309,000	309,000	Transfers Out		0	0	0	0	0
0	0	204,640	0	Operating Contingency		200,000	50,000	0	150,000	0
0	0	0	0	Capital Purchase		13,000		13,000	0	0
304,006	395,871	1,151,545	824,268	MATERIALS AND SUPPLIES		906,377	376,976	98,894	380,507	50,000
1,488,802	1,597,988	2,976,834	2,386,449	TOTAL EXPENSES		2,865,508	1,038,260	593,879	1,183,370	50,000
142,203	402,581			Unappropriated Ending Balance		48,131	0	0	0	48,130

Oregon Cascades West Council of Governments

Community and Economic Development

Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	Planning	CAMPO	Ride Line	AAMPO	Equip	Contracts
1,364,242	2,936,111	5,234,049	5,158,392	Beg Bal - Restricted for Contracts		3,774,620	0	898,736	1,617,777	891,174	169,933	197,000
0	0	0	0	Beg Bal-Restricted for Other		0	0	0	0	0	0	0
391	46,938	99,938	0	Beg Bal-Unrestricted		99,938	99,938	0	0	0	0	0
389,135	10,000	0	0	Beg Bal-Restricted for Reserve		0	0	0	0	0	0	0
112,731	112,785	102,883	100,649	Dues		108,000	108,000	0	0	0	0	0
5,683	17,204	10,000	10,508	Fee for Service		12,000	0	0	12,000	0	0	0
1	262	25,000	24,130	Miscellaneous Revenue		7,564	0	3,782	0	3,782	0	0
250,023	2,300,717	2,515,681	749,906	Contract Revenue		564,025	312,025	0	252,000	0	0	0
20,000	10,375	76,000	95,284	Grant Revenue		225,000	225,000	0	0	0	0	0
0	0	0	0	Transfers In		1,626,388	8,611	0	0	0	0	1,617,777
0	1,796	0	42,600	Match Revenue		600,000	600,000	0	0	0	0	0
0	0	120,000	0	Oregon Business Developmt Dept		0	0	0	0	0	0	0
862,870	892,467	1,465,567	600,866	ODOT		3,571,433	3,005,000	306,993	0	259,441	0	0
8,897,625	9,259,580	9,500,000	9,696,099	Coordinated Care		14,000,000	0	0	14,000,000	0	0	0
0	0	48,000	48,000	Dept of Land Conserv Dev		50,000	50,000	0	0	0	0	0
249,468	303,371	75,000	75,000	Economic Development Admin		75,000	75,000	0	0	0	0	0
285,222	414,040	461,799	562,819	Title XIX		630,000	0	0	630,000	0	0	0
143,750	164,307	0	0	Environmental Protection Agency		250,000	250,000	0	0	0	0	0

0	180,000	305,000	305,000	CCO Metrics Income		0	0	0	0	0	0	0
12,581,141	16,649,954	20,038,917	17,469,253	REVENUE		25,593,969	4,733,574	1,209,511	16,511,777	1,154,397	169,933	1,814,777
61,239	67,358	79,181	66,434	Leave Benefits		0	0	0	0	0	0	0
101,430	109,260	120,715	105,710	Fringe Benefits		1,031,357	265,162	58,562	657,364	50,269	0	0
304,398	294,102	437,778	370,850	Insurance Benefits		0	0	0	0	0	0	0
285,185	325,442	370,874	315,759	PERS Benefits		0	0	0	0	0	0	0
10,548	11,604	27,498	11,200	PERS Reserve		0	0	0	0	0	0	0
52,858	104,828	99,537	55,620	Program Director	1.00	122,853	61,427	6,143	49,141	6,143	0	0
20,625	39,260	0	0	Contracts Coordinator	0.00	0	0	0	0	0	0	0
57,206	126,232	136,723	136,865	Clerical Supervisor	1.95	159,107	29,163	4,166	121,612	4,166	0	0
224,549	154,059	114,927	94,675	Assistant Planner	2.94	169,115	83,643	0	30,541	54,931	0	0
15,417	0	0	0	Information and Referral Spec	0.00	0	0	0	0	0	0	0
58,458	4,981	0	0	Executive Assistant	0.00	0	0	0	0	0	0	0
80,271	107,686	155,023	178,098	Administrative Assistant	3.95	198,601	17,396	10,873	159,459	10,873	0	0
83,014	50,086	87,237	60,730	Transportation Manager	1.00	96,780	38,712	29,034	0	29,034	0	0
204,679	199,144	286,815	243,026	CED Planner	5.43	374,996	285,946	75,490	0	13,560	0	0
37,940	40,940	152,061	43,547	Medical Resource Worker	1.00	51,513	0	0	51,513	0	0	0
45,200	46,740	0	54,101	Lead Trans Brokerage Spec.	1.00	57,157	0	0	57,157	0	0	0
260,471	285,367	342,564	387,887	Transportation Brokerage Spec.	10.75	514,409	0	0	514,409	0	0	0
73	9,028	0	0	Extra Hire	0.00	20,000	0	10,000	0	10,000	0	0
1,903,560	1,976,119	2,410,933	2,124,502	PERSONNEL	29.02	2,795,889	781,449	194,268	1,641,196	178,976	0	0
4,175	4,645	4,600	4,827	Advertising		4,000	1,500	1,000	500	1,000	0	0
245	0	0	0	Auto Expense		0	0	0	0	0	0	0
845	850	1,000	894	Bank Charges		1,000	0	0	1,000	0	0	0

151	554	5,000	1,170	Board/Comm/Meeting Expense		4,000	1,500	1,000	500	1,000	0	0
0	230	0	0	CED Administration			0	0	0	0	0	0
7,698	19,069	26,000	5,452	Computer Maintenance/Equipment		32,428	16,394	1,162	13,710	1,162	0	0
740	2,194	1,500	3,555	Contract Administration		4,000	0	0	4,000	0	0	0
7,199,082	8,675,452	11,956,203	10,545,263	Contract Expense		17,323,254	3,582,500	877,877	12,000,000	862,877	0	0
4,480	4,323	6,250	4,466	Copying		7,900	1,900	500	5,000	500	0	0
1,762	2,275	5,800	3,952	Dues and Memberships		5,500	3,000	1,000	500	1000	0	0
149	0	1,000	0	Equipment Expense		0	0	0	0	0	0	0
67,966	86,720	124,058	124,058	Finance Indirect		110,869	27,402	7,070	69,327	7,070	0	0
127,416	182,854	176,986	176,986	Indirect Expense		229,682	56,767	14,647	143,621	14,647	0	0
0	203	87,500	0	Furniture & Fixtures		5,000	0	0	5,000	0	0	0
10,197	716	5,000	840	Legal Expense		4,000	1,000	500	2,000	500	0	0
7,678	15,591	113,000	111,915	Licenses and Fees		183,975	4,695	2,500	174,280	2,500	0	0
0	1,549	3,500	0	Maintenance and Repair		2,000	0	1,000	0	1,000	0	0
555	2,463	3,500	0	Marketing Expense		1,000	0	0	1,000	0	0	0
4,930	5,294	6,250	7,542	Postage		10,600	100	250	10,000	250	0	0
1,616	1,774	3,500	1,860	Printing		5,000	1,000	500	3,000	500	0	0
84,264	84,292	83,109	81,896	Rent		88,757	19,388	8,374	55,786	5,209	0	0
5,168	8,149	12,000	8,767	Supplies		10,500	2,000	500	7,500	500	0	0
120,575	122,999	138,383	138,383	Technology Indirect		158,191	39,098	10,088	98,917	10,088	0	0
16,925	16,325	22,850	15,281	Telephone		13,712	2,394	700	10,000	618	0	0
10,243	10,935	27,500	21,050	Training		63,000	10,000	4,000	30,000	4,000	0	15,000
4,705	3,446	16,000	12,626	Travel		14,000	8,000	2,000	2,000	2,000	0	0
2,965	3,510	3,800	3,009	Janitorial		3,200	1,000	2,200	0	0	0	0

0	417,080	5,000	0	Transfers Out		1,617,777	0	0	1,617,777	0	0	0
0	0	4,343,695	0	Operating Contingency		925,026	172,488	78,375	615,163	59,000	0	0
0	0	400,000	304,000	Capital Purchase		0	0	0	0	0	0	0
0	0	45,000	0	Leasehold Improvements		0	0	0	0	0	0	0
7,684,532	9,673,493	17,627,984	11,577,792	MATERIALS AND SUPPLIES		20,828,371	3,952,126	1,015,243	14,870,581	975,421	0	15,000
9,588,092	11,649,612	20,038,917	13,702,294	TOTAL EXPENSES		23,624,260	4,733,575	1,209,511	16,511,777	1,154,397	0	15,000
2,993,049	5,000,342	0	0	Unappropriated Ending Balance		1,969,709	0	0	0	0	169,933	1,799,777

Oregon Cascades West Council of Governments
Business Lending
Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	Admin	Loan Fund
26,559	43,930	0	0	Beg Bal-Unrestricted		0	0	0
545,391	720,654	509,000	509,000	Beg Bal-Restricted for Other		538,071	13,726	524,345
0	175	0	0	Miscellaneous Revenue		0	0	0
43,648	55,450	113,000	38,673	Contract Revenue		49,500	49,500	0
176,500	386,062	0	80,000	Grant Revenue		0	0	0
156,604	129,188	130,000	158,592	Interest Revenue		130,000	0	130,000
0	0	79,398	20,000	Transfers In		0	0	0
3,360	6,110	750	1,200	Loan Fees		6,000	0	6,000
0	0	0	900	Loan Processing Revenue		0	0	0
5,100	4,124	7,000	537	Borrowers Fees		4,000	0	4,000
0	0	7,000	0	Loan Packaging Fees		0	0	0
4,502	5,512	6,200	4,309	Service Fees		5,920	1,620	4,300
109,173	87,038	120,000	145,454	Program Administration		150,000	150,000	0
1,070,837	1,438,243	972,348	958,665	REVENUE		883,491	214,846	668,645
9,889	8,189	8,352	1,892	Leave Benefits		0	0	0
8,338	12,175	13,279	5,848	Fringe Benefits		41,000	41,000	0
24,071	28,015	40,967	19,505	Insurance Benefits		0	0	0

21,240	31,013	40,441	18,396	PERS Benefits		0	0	0
857	1,139	3,025	688	PERS Reserve		0	0	0
1,879	0	11,195	2,116	Program Director	0.00	0	0	0
				Clerical Supervisor	0.05	4,200	4,200	0
0	2,291	0	0	Contracts Coordinator	0.00	0	0	0
0	0	7,476	0	CED Planner	0.00	0	0	0
0	0	0	0	Administrative Assistant	0.05	2,200	2,200	0
77,459	65,297	0	0	Senior Loan Officer	0.00	0	0	0
0	0	71,368	0	Loan Officer	0.00	0	0	0
11,355	47,485	56,895	53,417	Assist. Loan Officer	1.00	70,000	70,000	0
155,088	195,605	252,998	101,862	PERSONNEL	1.10	117,400	117,400	0
0	0	0	291	Advertising		1,300	1,300	0
623	791	900	3,489	Bank Charges		4,332	3,332	1,000
244	1,154	0	0	Computer Maintenance/Equipment		1,000	1,000	0
5,596	6,764	15,000	1,093	Borrowers Fees Expense		4,100	100	4,000
608	1,588	28,520	60,680	Contract Expense		35,000	35,000	0
1,002	1,024	0	471	Copying		1,000	1,000	0
0	28	0	0	Dues and Memberships		0	0	0
1,555	6,107	11,242	11,242	Finance Indirect		4,204	4,204	0
3,518	12,877	16,039	16,039	Indirect Expense		8,709	8,709	0
0	0	3,000	0	Furniture & Fixtures		0	0	0
15,594	10,747	20,000	21,933	Interest Expense		22,000	0	22,000
109,992	90,548	150,000	157,607	Loan Admin Expense		150,000	0	150,000

2,200	2,956	6,000	2,727	Licenses and Fees		3,450	3,450	0
128	390	0	0	Marketing Expense		500	500	0
429	408	0	506	Postage		600	600	0
0	0	0	252	Printing		500	500	0
2,617	5,368	6,704	6,704	Rent		2,753	2,753	0
458	375	0	360	Supplies		500	500	0
4,246	8,662	12,541	12,541	Technology Indirect		5,998	5,998	0
476	951	1,000	1,325	Telephone		1,500	1,500	0
429	0	0	1,239	Training		1,500	1,500	0
1,449	0	0	233	Travel		500	500	0
0	0	79,398	20,000	Transfers Out		0	0	0
0	0	0	0	Operating Contingency		25,000	25,000	0
151,165	150,737	350,344	318,732	MATERIALS AND SUPPLIES		274,446	97,446	177,000
306,254	346,342	603,342	420,594	TOTAL EXPENSES		391,846	214,846	177,000
764,584	1,091,901	369,006	538,071	Unappropriated Ending Balance		491,645	0	491,645

Oregon Cascades West Council of Governments

Senior & Disability Services

Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	Admin	Albany XIX	Toledo XIX	Equipment	CAC
25,102	25,209	15,288	15,816	Beg Bal - Restricted for Contracts		17,315	0	0	0	0	17,315
1,337,886	0	0	0	Beg Bal-Restricted Reconcile		0	0	0	0	0	0
1,987,421	0	2,083,270	2,061,848	Beg Bal-Restricted for Reserve		2,211,222	2,211,222	0	0	0	0
3,142,559	6,579,745	3,930,754	3,925,019	Beg Bal-Unrestricted		3,418,902	0	3,305,373	85,622	27,907	0
191,946	202,001	223,200	215,448	Dues		238,000	0	148,750	89,250	0	0
10	0	0	0	Miscellaneous Revenue		238,173	0	184,255	53,919	0	0
292,244	101,922	100,000	0	Contract Revenue		0	0	0	0	0	0
10,000	0	30,000	30,000	Transfers In		34,461	4,461	0	0	0	30,000
11,912,354	14,422,452	15,150,000	14,481,269	Title XIX		15,116,339	234,739	11,567,616	3,188,984	125,000	0
300,017	12,473	60,000	44,474	Federal Match		40,000	40,000	0	0	0	0
19,199,539	21,343,801	21,592,512	20,773,874	REVENUE		21,314,412	2,490,422	15,205,994	3,417,775	152,907	47,315
397,816	410,506	485,006	405,337	Leave Benefits		0	0	0	0	0	0
515,803	560,206	661,656	559,602	Fringe Benefits		5,137,849	109,439	4,024,835	1,003,575	0	0
1,869,353	1,872,848	2,279,704	2,281,463	Insurance Benefits		0	0	0	0	0	0
1,449,220	1,648,760	2,003,931	1,761,921	PERS Benefits		0	0	0	0	0	0
56,591	59,044	152,882	61,827	PERS Reserve		0	0	0	0	0	0
64,099	117,698	134,903	70,141	Program Director	1.00	154,063	154,063	0	0	0	0
0	0	150,000	86,633	Program Manager	1.00	113,499	0	79,449	34,050	0	0
658,272	705,859	768,627	582,100	Program Supervisor	8.00	704,863	0	544,862	160,002	0	0
182,807	191,917	204,717	232,957	Administrative Assistant	4.00	220,483	0	163,591	56,893	0	0

98,598	92,305	101,921	79,233	ADRC Specialist	3.50	190,233	0	160,320	29,913	0	0
653,654	764,443	877,727	784,711	Adult Protective Services Spec	13.00	946,016	0	878,436	67,580	0	0
107,941	116,511	125,240	124,573	AFH Licensing Worker	2.00	147,878	0	147,878	0	0	0
1,928,806	2,067,726	2,766,620	2,738,953	Case Manager	43.11	2,906,781	0	2,099,922	806,859	0	0
0	8,152	61,296	69,156	Clerical Support Supervisor	1.00	78,049	0	54,634	23,415	0	0
0	0	211,618	184,251	Case Aide	7.00	311,855	0	263,206	48,649	0	0
265,859	215,710	322,941	251,277	Clerical Specialist	7.00	288,923	0	214,423	74,501	0	0
14,711	26,996	0	0	Contracts Coordinator	0.00	0	0	0	0	0	0
179,093	195,948	275,149	276,722	Diversion & Transition Coord	4.00	321,443	0	254,027	67,417	0	0
1,042,705	1,017,714	1,216,484	1,003,683	Eligibility Specialist	20.00	1,228,621	0	992,060	236,561	0	0
24,046	23,863	27,706	27,129	Executive Assistant	0.50	29,640	29,640	0	0	0	0
0	0	0	2,492	GIS Planner	0.15	7,977	7,977	0	0	0	0
333,001	335,787	185,100	235,558	In Home Assistant	4.00	205,903	0	145,463	60,440	0	0
204,552	189,155	214,084	149,212	Lead Case Manager	2.00	157,830	0	157,830	0	0	0
0	97,556	0	0	Extra Hire	-	156,448	0	123,122	33,326	0	0
10,046,928	10,718,705	13,227,312	11,968,931	PERSONNEL	121.26	13,308,353	301,118	10,304,057	2,703,178	0	0
545	410	7,300	960	Advertising		3,300	1,000	2,000	300	0	0
371	196	5,500	222	Board/Comm/Meeting Expense		2,500	1,000	1,000	500	0	0
46,687	52,120	143,800	96,951	Computer Maintenance/Equipment		141,000	0	0	0	141,000	0
201,058	175,542	210,000	33,381	Contract Expense		20,000	0	20,000	0	0	0
21,840	23,517	24,000	26,844	Copying		33,500	500	24,000	9,000	0	0
42,386	50,890	60,000	55,198	Dues and Memberships		60,000	60,000	0	0	0	0

109	0	0	0	Equipment Expense		0	0	0	0	0	0
321,764	380,316	606,107	606,107	Finance Indirect		460,219	6,306	354,164	99,749	0	0
594,859	801,916	864,712	864,712	Indirect Expense		953,405	13,064	733,698	206,643	0	0
2,943	12,533	22,000	1,275	Furniture & Fixtures		24,500	3,000	15,000	6,500	0	0
176	176	0	0	Insurance		0	0	0	0	0	0
23,890	3,326	61,500	0	Legal Expense		60,000	60,000	0	0	0	0
4,558	47,530	35,000	34,000	Licenses and Fees		67,745	4,000	52,000	11,745	0	0
918	937	1,000	883	Maintenance and Repair		1,000	0	0	1,000	0	0
33,425	30,144	43,000	29,708	Postage		38,000	0	29,000	9,000	0	0
3,091	1,896	3,000	3,682	Printing		5,300	0	5,000	300	0	0
431,466	451,257	450,007	446,080	Rent		537,771	44,212	332,021	161,538	0	0
2,042	2,430	3,000	2,083	Janitorial		3,000	0	3,000	0	0	0
144,006	14,070	60,000	44,474	Resource Reserve		40,000	40,000	0	0	0	0
1,840	1,360	1,200	120	Stipend		0	0	0	0	0	0
20,272	22,183	30,000	28,677	Supplies		42,000	2,000	25,000	15,000	0	0
550,645	539,422	676,109	676,109	Technology Indirect		656,642	8,997	505,323	142,322	0	0
78,769	74,556	85,668	69,016	Telephone		91,500	1,500	70,000	20,000	0	0
3,250	12,259	35,200	24,766	Training		29,000	15,000	10,000	4,000	0	0
6,747	57,888	65,000	82,256	Travel		78,200	1,200	50,000	27,000	0	0
10,000	1,865,541	30,000	30,000	Transfers Out		14,000	14,000	0	0	0	0
0	0	4,842,097	0	Operating Contingency		11,907	0	0	0	11,907	0
2,547,657	4,622,414	8,365,200	3,157,504	MATERIALS AND SUPPLIES		3,374,489	275,779	2,231,206	714,597	152,907	0
12,594,585	15,341,118	21,592,512	15,126,435	TOTAL EXPENSES		16,682,842	576,897	12,535,263	3,417,775	152,907	0
6,604,954	6,002,683	0	0	Unappropriated Ending Balance		4,631,570	1,913,525	2,670,730	0	0	47,315

Oregon Cascades West Council of Governments

Community Service Programs

Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	RSVP	Veterans	Meals on Wheels	OPI-OAA	Special Contracts & Grants	Meals Reserve
0	77,535	15,000	15,000	Beg Bal-Restricted for Grants		30,280	30,280	0	0	0	0	0
77,864	452,106	188,744	330,989	Beg Bal - Restricted for Contracts		167,411	0	14,747	0	0	152,664	0
426,287	706,758	435,355	532,237	Beg Bal-Restricted for Other		242,898	0	0	166,065	0	0	76,833
25,000	158,000	0	0	Beg Bal-Restricted for Reserve		0	0	0	0	0	0	0
0	23,404	421,204	456,808	Beg Bal-Unrestricted		146,464	0	0	0	124,964	21,500	0
15,431	21,557	36,500	8,211	Fee for Service		9,000	0	0	0	9,000	0	0
4,322	465	5,000	0	Internal Transfer		27,405	6,943	0	20,462	0	0	0
651	10	0	0	Miscellaneous Revenue		25,408	0	6,594	0	12,607	6,206	0
945,540	1,068,776	1,080,069	1,109,941	Contract Revenue		1,284,998	567,258	207,500	0	0	510,240	0
124,730	130,493	260,494	262,555	Grant Revenue		140,126	46,126	4,000	90,000	0	0	0
233,726	173,754	200,500	153,879	Donations		173,646	5,000	0	168,646	0	0	0
18	16	0	147	Interest Revenue		0	0	0	0	0	0	0
0	0	0	0	Transfers In		63,970	0	63,970	0	0	0	0
177,173	217,032	160,000	240,158	Program Meals Revenue		240,000	0	0	240,000	0	0	0
47,066	28,360	35,600	42,814	Match Revenue		30,000	30,000	0	0	0	0	0
100,992	114,489	114,000	114,122	Veterans		114,112	0	114,112	0	0	0	0
191,430	891,302	1,045,000	639,319	Oregon Project Independence		1,848,541	0	0	145,000	1,703,541	0	0

1,121,235	1,218,097	1,223,000	1,406,820	Older American Act		1,420,000	0	0	700,000	720,000	0	0
130,648	145,533	140,000	157,253	Title XIX		159,000	0	0	159,000	0	0	0
738,404	642,989	650,000	615,657	Senior Meals XIX		650,000	0	0	650,000	0	0	0
83,377	102,955	95,000	87,375	USDA		87,000	0	0	87,000	0	0	0
1,756	14,210	41,000	44,474	Federal Match		44,000	0	44,000	0	0	0	0
7,098	7,862	10,000	8,064	Siletz Revenue		8,064	0	0	8,064	0	0	0
4,452,748	6,195,705	6,156,466	6,225,823	REVENUE		6,912,323	685,607	454,923	2,434,237	2,570,112	690,610	76,833
42,020	67,793	83,589	82,884	Leave Benefits		0	0	0	0	0	0	0
74,554	108,635	124,610	137,840	Fringe Benefits		1,188,920	158,044	137,866	318,991	337,262	236,757	0
216,232	336,459	446,063	486,210	Insurance Benefits		0	0	0	0	0	0	0
186,037	311,862	365,912	369,625	PERS Benefits		0	0	0	0	0	0	0
6,815	11,002	26,423	13,178	PERS Reserve		0	0	0	0	0	0	0
23,522	0	0	0	Program Director		0	0	0	0	0	0	0
11,334	82,130	99,901	111,002	Program Manager	2.05	239,089	61,621	44,815	43,268	83,782	5,602	0
54,531	67,949	149,509	244,352	Program Supervisor	3.00	263,221	0	0	89,940	79,438	93,844	0
54,380	0	0	0	RSVP Supervisor	0.00	0	0	0	0	0	0	0
96,693	13,299	73,406	69,853	Administrative Assistant	3.23	160,224	47,427	32,695	0	80,103	0	0
0	77,779	78,340	110,558	ADRC Specialist	2.50	143,864	0	0	0	84,694	59,170	0
69,129	74,388	0	106,252	Assistant VCO	2.00	127,371	0	127,371	0	0	0	0
0	152,069	204,795	197,517	Case Manager	2.57	197,235	0	0	0	197,235	0	0
60,084	62,336	87,485	80,124	Clerical Specialist	2.00	96,858	0	0	49,131	0	47,727	0
3,606	15,439	0	0	Contracts Coordinator	0.00	0	0	0	0	0	0	0
15,077	86,275	220,865	109,061	Eligibility Specialist	2.00	122,042	122,042	0	0	0	0	0
0	23,863	27,664	27,128	Executive Assistant	0.50	29,640	0	0	0	29,640	0	0
0	55,697	62,165	59,858	Lead Eligibility Specialist	1.00	66,499	0	0	0	9,975	56,524	0

46,548	43,485	46,914	47,720	Money Management Coordinator	1.00	53,612	0	0	0	0	53,612	0
0	0	155,503	0	Meal Site Manager 1	0.00	0	0	0	0	0	0	0
193,432	197,131	96,187	217,557	Meal Site Manager 3	5.70	258,784	0	0	258,784	0	0	0
12,821	20,596	39,940	39,283	Relief Site Manager	1.00	11,888	0	0	11,888	0	0	0
8,919	44,707	0	0	Senior Meals Supervisor	0.00	0	0	0	0	0	0	0
37,454	39,647	44,520	77,708	Senior Meals Coordinator	2.00	90,066	0	0	90,066	0	0	0
0	0	0	0	Technology Support Spec.	0.00	0	0	0	0	0	0	0
0	393	0	1,521	Transportation Manager	0.00	0	0	0	0	0	0	0
52,773	52,401	24,295	24,295	Veterans Service Officer	0.00	0	0	0	0	0	0	0
0	0	0	0	Extra Hire	0.00	0	0	0	0	0	0	0
1,265,961	1,945,335	2,458,086	2,613,526	PERSONNEL	30.554	3,049,313	389,134	342,747	862,069	902,129	553,234	0
14,588	41,809	17,195	13,019	Advertising		5,500	1,000	1,000	2,000	1,000	500	0
15,255	1,668	17,000	2,352	Auto Expense		17,000	0	0	12,000	0	0	5,000
702	894	0	802	Bank Charges		1,000	0	0	1,000	0	0	0
60	1,855	1,350	2,422	Board/Comm/Meeting Expense		2,000	500	500	500	0	500	0
				Computer								
2,954	18,270	15,500	10,600	Maintenance/Equipment		18,852	2,342	7,026	2,342	2,000	5,142	0
1,487,374	1,550,501	1,657,913	1,550,110	Contract Expense		1,471,023	0	500	1,200,000	250,000	20,523	0
0	467,647	600,000	369,235	CEP Contract		320,261	0	0	0	320,261	0	0
4,670	3,121	8,615	3,565	Copying		6,050	1,800	750	1,000	1,800	700	0
1,280	1,780	2,520	1,150	Dues and Memberships		1,800	0	600	1,200	0	0	0
40,029	91,987	133,099	133,100	Finance Indirect		114,405	12,918	10,510	45,862	26,367	18,748	0
79,116	193,960	189,888	189,888	Indirect Expense		237,003	26,761	21,773	95,008	54,622	38,839	0
567	0	500	0	Furniture & Fixtures		0	0	0	0	0	0	0
2,718	4,872	5,200	1,506	Insurance		5,482	2,982	0	2,000	0	500	0

191	98	1,500	148	Legal Expense		100	0	100	0	0	0	0
14,202	27,125	60,000	56,075	Licenses and Fees		16,300	1,800	1,350	7,750	3,150	2,250	0
15,944	8,734	21,000	4,225	Maintenance and Repair		8,700	500	0	3,200	0	0	5,000
0	0	0	0	Marketing Expense		0	0	0	0	0	0	0
3,351	5,507	5,984	3,472	Postage		3,975	1,400	75	1,200	800	500	0
3,659	12,302	10,400	8,428	Printing		7,600	0	100	6,500	500	500	0
78,202	97,265	71,672	102,205	Rent		99,824	14,040	16,742	44,171	22,218	2,653	0
58,323	14,778	13,683	26,671	Supplies		27,000	5,000	1,500	8,000	12,000	500	0
156,356	102,069	137,808	75,000	Stipend		150,000	150,000	0	0	0	0	0
81,048	130,471	148,471	148,471	Technology Indirect		163,232	18,431	14,996	65,435	37,620	26,750	0
20,856	23,889	30,400	24,748	Telephone		29,200	2,500	5,000	15,000	4,500	2,200	0
0	0	0	0	Special Event		0	0	0	0	0	0	0
3,348	17,009	23,500	26,752	Training		22,000	7,500	5,000	5,000	4,000	500	0
33,793	31,044	23,970	37,012	Volunteer Recognition		26,000	13,000	0	13,000	0	0	0
18,483	17,185	18,000	21,623	Meal Delivery Travel		24,000	0	0	24,000	0	0	0
5,338	22,742	35,000	28,908	Volunteer Travel		30,000	30,000	0	0	0	0	0
8,083	22,037	30,500	35,015	Travel		32,000	4,000	500	16,000	9,000	2,500	0
2,573	3,060	3,060	2,623	Janitorial		3,000	0	3,000	0	0	0	0
0	0	0	0	Transfers Out		0	0	0	0	0	0	0
0	0	268,532	0	Operating Contingency		151,559	0	21,155	0	50,000	13,571	66,833
0	0	146,120	146,119	Capital Purchase		0	0	0	0	0	0	0
2,153,062	2,913,682	3,698,380	3,025,244	MATERIALS AND SUPPLIES		2,994,866	296,474	112,177	1,572,168	799,838	137,376	76,833
3,419,023	4,859,017	6,156,466	5,638,770	TOTAL EXPENSES		6,044,179	685,608	454,924	2,434,237	1,701,967	690,610	76,833
1,033,725	1,336,689	0	0	Unappropriated Ending Balance		868,144	0	0	0	868,145	0	0

Oregon Cascades West Council of Governments

Technology Services

Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	Technology Services	Contracts	Communications
62,000	86,208	90,903	73,492	Beg Bal-Unrestricted		95,431	75,000	0	20,431
37,001	35,000	35,000	35,000	Fee for Service		57,360	0	0	57,360
786,233	805,885	975,505	975,505	Indirect Income		980,000	980,000	0	0
696	0	0	150	Miscellaneous Revenue		0	0	0	0
35,392	10,487	97,610	2,500	Contract Revenue		196,180	0	196,180	0
0	0	0	0	Transfers In		0	0	0	0
921,322	937,580	1,199,018	1,086,647	REVENUE		1,328,971	1,055,000	196,180	77,791
17,504	18,311	24,438	20,704	Leave Benefits		0	0	0	0
26,721	31,065	41,254	31,437	Fringe Benefits		268,715	268,715	0	0
92,657	95,394	135,983	111,142	Insurance Benefits		0	0	0	0
65,416	73,200	125,640	96,042	PERS Benefits		0	0	0	0
2,477	2,628	9,400	3,566	PERS Reserve		0	0	0	0
71,656	58,563	112,795	119,272	Program Director	1.00	171,393	124,293	47,100	0
0	0	0	28,222	Software Support Specialist	0.00	0	0	0	0
0	0	0	0	Technology Support Specialist	0.00	0	0	0	0

103,780	59,518	86,364	0	Workstation Support Specialist	2.00	132,942	111,738	21,204	0
44,301	103,615	204,327	175,944	Network Support Specialist	2.00	226,314	177,738	48,576	0
79,110	80,919	66,371	39,156	Information Support Specialist	1.00	67,532	67,532	0	0
0	0	0	0	Extra Hire		0	0	0	0
503,621	523,212	806,572	625,485	PERSONNEL	6.00	866,896	750,016	116,880	0
40	415	1,000	0	Advertising		1,000	1,000	0	0
0	0	0	0	Board/Comm/Meeting Expense		0	0	0	0
34,824	52,965	98,200	63,752	Computer Maintenance/Equipment		118,595	65,595	53,000	0
68,877	110,249	84,000	71,267	Contract Expense		30,000	30,000	0	0
280	121	550	107	Copying		200	200	0	0
270	0	0	0	Dues and Memberships		0	0	0	0
948	0	0	20	Furniture & Fixtures		300	300	0	0
0	0	0	123	Legal Expense		200	200	0	0
68,159	97,804	53,811	53,811	Licenses and Fees		156,552	133,552	23,000	0
1,031	998	4,000	3,000	Maintenance and Repair		3,000	3,000	0	0
180	34	275	7	Postage		100	100	0	0
56	18	0	0	Printing		100	100	0	0
31,756	31,627	30,567	32,634	Rent		39,737	39,737	0	0
1,814	1,209	3,075	2,147	Supplies		2,200	2,200	0	0
21,442	22,502	36,800	24,381	Telephone		57,360	0	0	57,360
7,329	1,998	10,000	5,024	Training		5,000	5,000	0	0
3,160	1,686	5,200	1,811	Travel		6,300	3,000	3,300	0

0	0	7,826	0	Operating Contingency		0	0	0	0
0	0	0	0	Transfers Out			0	0	0
85,125	0	0	0	Capital Purchase		0	0	0	0
0	9,218	21,000	21,000	Leasehold Improvements		21,000	21,000	0	0
325,291	330,845	356,304	279,084	MATERIAL & SUPPLIES		441,644	304,984	79,300	57,360
828,912	854,057	1,162,876	904,569	TOTAL EXPENSES		1,308,540	1,055,000	196,180	57,360
92,410	83,523	36,142	0	Unappropriated Ending Balance		20,431	0	0	20,431

Oregon Cascades West Council of Governments

Non-Departmental

Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description	FTE	2024 Proposed	Albany	Toledo	Copier
1,831,587	1,931,160	2,010,941	2,069,531	Beg Bal-Restricted for Other		2,224,081	1,981,833	111,375	130,873
715,000	755,000	0	0	Beg Bal-Restricted for Reserve		0	0	0	0
85,450	83,000	74,714	74,714	Beg Bal-Unrestricted		74,714	0	0	74,714
39,496	36,978	50,100	42,045	Fee for Service		46,200	0	0	46,200
1,752	600	0	250	Miscellaneous Revenue		23,463	23,463	0	0
685,686	711,966	691,308	691,223	Rent Income		787,297	613,944	173,353	0
3,358,971	3,518,705	2,827,063	2,877,763	REVENUE		3,155,755	2,619,240	284,728	251,787
3,654	2,962	3,124	3,421	Leave Benefits		0	0	0	0
7,125	7,631	7,263	5,720	Fringe Benefits		61,494	48,382	13,112	0
30,653	20,895	79,668	13,869	Insurance Benefits		0	0	0	0
22,758	20,011	21,521	19,218	PERS Benefits		0	0	0	0
343	395	1,610	137	PERS Reserve		0	0	0	0
26,504	29,607	0	13,208	Program Director	0.11	15,232	12,439	2,793	0
6,719	7,285	0	96	Accounting Clerk II	0.00	0	0	0	0
50,316	50,850	65,930	56,524	Facility Maint. Coordinator	2.00	96,824	75,593	21,231	0

0	0	14,554	0	Program Manager		0	0	0	0
148,072	139,636	193,670	112,193	PERSONNEL	2.11	173,550	136,414	37,136	0
2,185	0	2,400	1,920	Computer Maintenance/Equipment		4,684	2,342	2,342	0
116,889	97,602	115,620	115,832	Contract Expense		121,200	55,000	20,000	46,200
2,587	1,015	250	100	Copying		165	165	0	0
7,274	0	1,800	0	Furniture & Fixtures		0	0	0	0
70,366	69,612	77,404	92,715	Insurance		100,000	75,000	25,000	0
74,788	74,454	88,000	74,376	Janitorial		75,600	63,600	12,000	0
394	425	2,712	1,500	Licenses and Fees		900	450	450	0
35,093	40,943	64,500	38,312	Maintenance and Repair		65,000	40,000	25,000	0
73	65	151	90	Postage		240	240	0	0
0	0	100	0	Printing		0	0	0	0
7,642	11,257	13,500	12,518	Supplies		11,000	11,000	0	0
268	434	700	499	Telephone		584	500	84	0
0	0	2,000	100	Training		2,000	1,000	1,000	0
3,179	2,463	4,920	3,339	Travel		4,500	500	4,000	0
54,507	55,693	67,677	60,409	Utilities		75,000	59,000	16,000	0
43,333	44,623	0	0	Principal Payment		0	0	0	0
5,157	1,289	0	0	Interest Payment		0	0	0	0
0	755,000	43,000	43,000	Transfers Out		65,000	45,000	20,000	0
0	0	824,500	0	Operating Contingency		750,000	750,000	0	0
0	0	155,000	64,900	Capital Purchase		50,000	50,000	0	0
18,004	72,264	0	0	Leasehold Improvements		180,675	148,750	31,925	0

441,739	1,227,137	1,464,234	509,610	MATERIAL & SUPPLIES		1,506,548	1,302,547	157,801	46,200
589,811	1,366,773	1,657,904	621,804	TOTAL EXPENSES		1,680,098	1,438,961	194,937	46,200
2,769,160	2,151,931	1,169,159		Unappropriated Ending Balance		1,475,657	1,180,280	89,791	205,587

Oregon Cascades West Council of Governments

Reserves

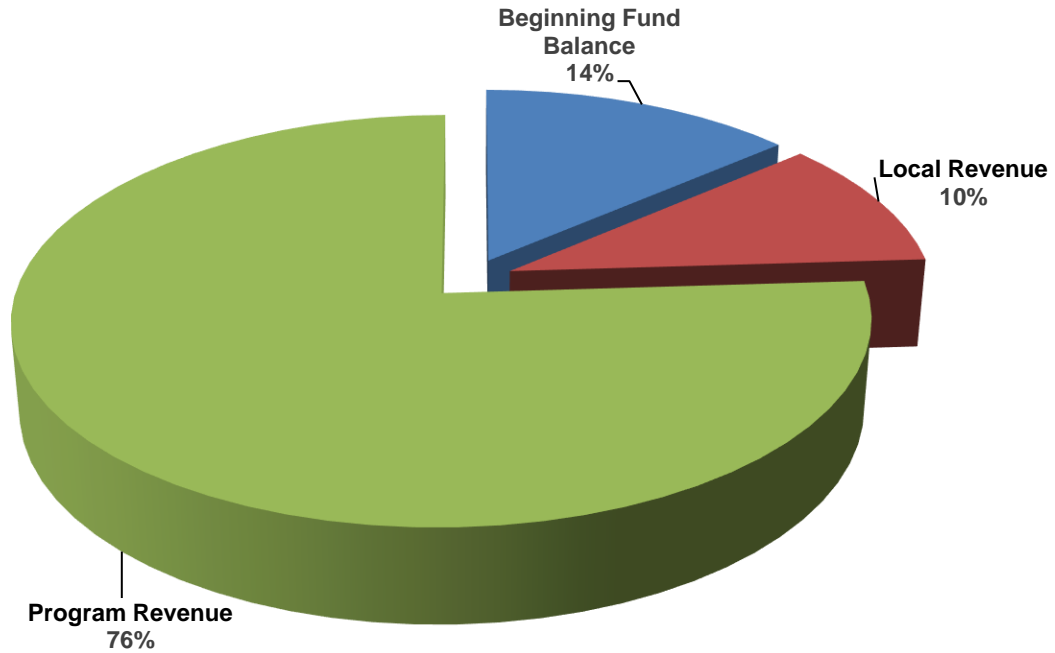
Consolidated Budget FY 2023-24

2020-21 Actual	2021-22 Actual	2022-23 Adopted	FYE 2023 Projected	Description		2024 Proposed	Admin	CED	Lending	SDS	CSP	Non- Departmental
0 0	0 3,462,951	3,622,800 200,000	3,462,951 200,000	Beg Bal-Restricted for Reserve Transfers In		3,435,242 0	59,000 0	389,135 0	27,945 0	1,845,541 0	358,621 0	755,000 0
-	3,462,951	3,822,800	3,662,951	REVENUE		3,435,242	59,000	389,135	27,945	1,845,541	358,621	755,000
0 0	0 0	0 250,000	0 208,000	Transfers Out Capital Purchase		0 59,000	0 59,000	0 0	0 0	0 0	0 0	0 0
-	-	250,000	208,000	MATERIALS AND SUPPLIES		59,000	59,000	0	0	0	0	0
-	-	250,000	208,000	TOTAL EXPENSES		59,000	59,000	0	0	0	0	0
-	3,462,951	3,572,800	3,454,951	Unappropriated Ending Balance		3,376,242	0	389,135	27,945	1,845,541	358,621	755,000

GENERAL ADMINISTRATION

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	400,314
State Revenue	-
Federal Revenue	-
Local Revenue	300,000
Program Revenue	2,213,325
TOTAL REVENUE	2,913,639
Personnel	1,187,114
Fringe Benefits	772,017
TOTAL PERSONNEL	1,959,131
Materials & Supplies	906,377
Principal Expense	-
Interest Expense	-
TOTAL MATERIALS & SUPPLIES	906,377
Unappropriated Ending Balance	48,131

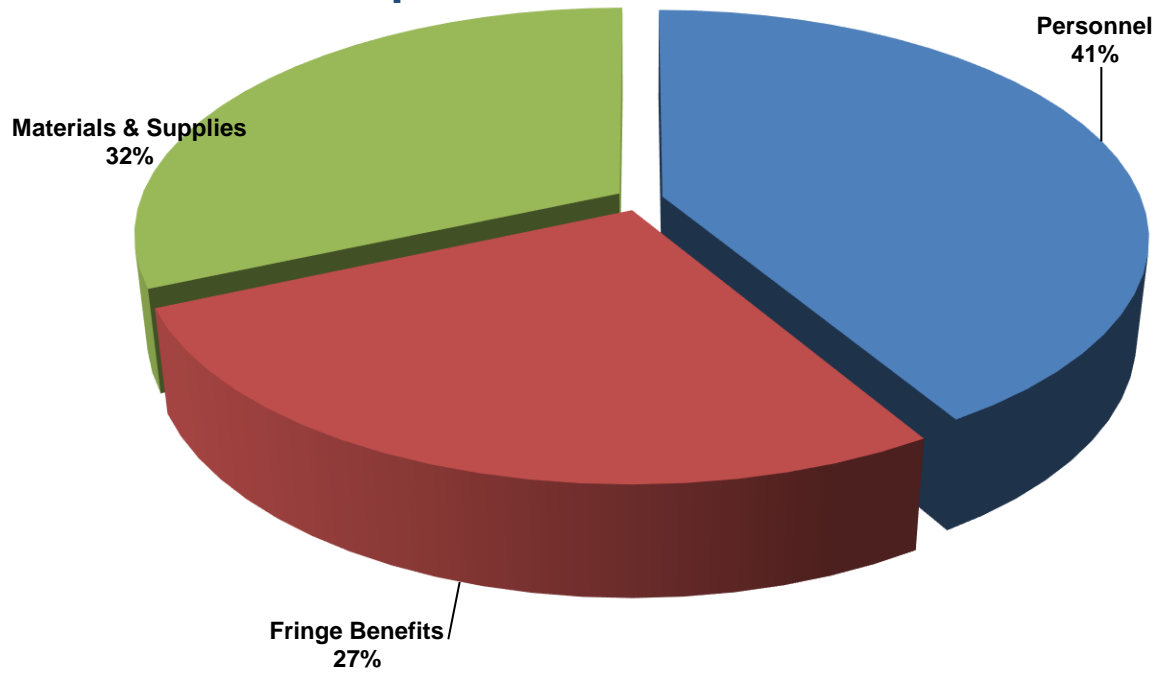
General Administration Revenue Chart FY 2023-24



* 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 2023-24



General Administration Work Program

OCWCOG's General Administration (GA) Department provides overall management of the agency's programs, staff, finances, technology, and facilities. The Department also delivers services and support to OCWCOG's Board of Directors and member jurisdictions. GA is responsible for organizational vision, strategic planning and direction, major communications, advocacy, oversight of program development, and a consolidated work plan to ensure OCWCOG sustainability, viability, and growth.

General Administration consists of five primary areas: General Management; Financial Services Management; Human Resources Management; Technology Services Management; and Facilities Management (referred to as Non-Departmental). General Administration may also oversee research initiatives, corporate and philanthropic development, and events.

Funding:

Funding to support General Administration is received through in-direct charges, based on the number of staff employed in each OCWCOG-run program. Funding is also provided through contracts for services with member jurisdictions.

Program Area Oversight Committees or Commissions:

- OCWCOG's Board of Directors
- OCWCOG's Executive Committee

Program Contact:

Ryan Vogt
541.924.8465
rvogt@ocwcog.org

General Management

The Executive Director is responsible for oversight of all OCWCOG programs and activities, and communicating with OCWCOG members, and federal, State and local governments regarding current and potential programs. The Executive Director and appointed staff ensure that issues are presented to the OCWCOG Board of Directors (Board) and its adopted policies are implemented. All services overseen by General Management may be provided to support member jurisdictions, as requested.

Funding:

Funding to support General Management is received through in-direct charges, based on the number of staff employed in each OCWCOG run program. Funding is also provided through contracts for services with member jurisdictions.

Goals:

- Continue to improve regional awareness of OCWCOG's program and services, and to facilitate regional activities; through increased visibility and communications.
- Provide a clear vision and direction for agency staff, members, and stakeholders, by operationalizing the agencies' Mission Statement, Vision, Values, and Strategic Plan.
- Continue to build OCWCOG's partnerships and collaboration with Community Services Consortium (CSC), Oregon Department of Human Services (ODHS), local universities and other community partners.
- Increase agency awareness in Diversity, Equity and Inclusion to deliver better services for our member agencies and our regions residents.

Financial Management

OCWCOG's Finance Department is responsible for the consolidated budget of the agency, its programs' financial functions, and ensuring compliance with budget law and Generally Accepted Accounting Principles (GAAP). The Department handles agency payroll, accounts payable and receivables, contracts management, audit, and centralized purchasing. Finance staff advise the Executive Director on fiscal matters, present reports to the OCWCOG Finance and Budget Committees, and research tools, programs, and projects to expedite and maximize financial services and support.

Funding:

Funding to support Financial Management is received through in-direct charges, based on the number of staff employed in each OCWCOG-run program. Funding is also provided through contracts for services with member jurisdictions.

Goals:

- Successfully implement enterprise software solutions in finance and HR/payroll as per the agency's Strategic Priority to Expansion & Innovation
- Continue to support development of Finance Department staff skills and knowledge through continuing education and training opportunities as per the agency's Strategic Priority to Organizational Excellence.
- Support the agency and staff in reaching benchmarks outlined in the Agency's Strategic Plan and make positive contributions to the communities we serve.

Human Resources Management

OCWCOG's Human Resources Department provides consolidated management of all agency and program personnel matters; and manages agency recruitments, onboarding, compensation, job classifications, and employee benefits. The Department develops and recommends to the Executive Director, for OCWCOG Board of Directors, approval of agency-wide personnel policies, and manages agency labor relations, including collective bargaining. All services managed by Human Resources are also available to support member jurisdictions, as requested.

Funding:

Funding to support Human Resource Management is received through indirect charges, based on the number of staff employed in each OCWCOG-run program. Funding is also provided through contracts for services with member jurisdictions.

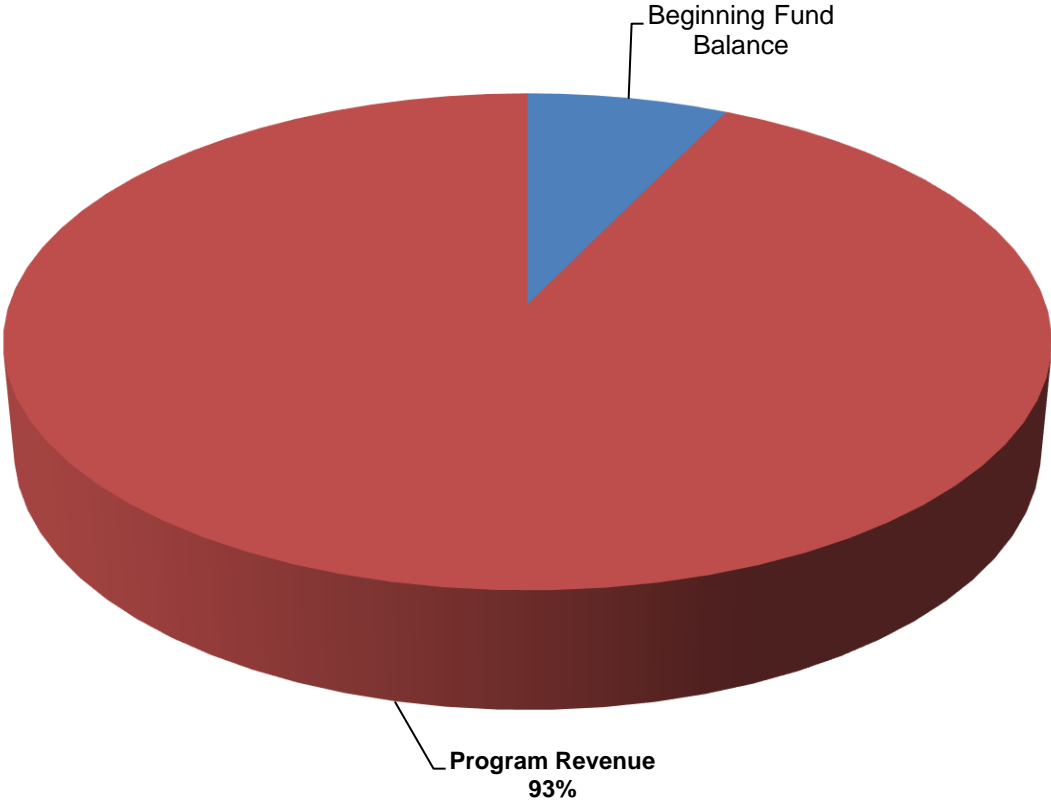
Goals:

- Develop and implement strategies that incorporate OCWCOG Mission, Vision, Values, and Strategic Priorities into HR processes.
- Create opportunities for management development in areas to include labor relations, performance management, coaching and mentoring to better assist managers in becoming successful leaders.
- Support new and ongoing committees and workgroups including:
 - Wellness Committee
 - Safety Committee
 - Labor Management Advisory Committee
 - Diversity Equity and Inclusion Committee
 - Social Committee
 - Health Insurance Committee
- Provide Human Resource expertise and consultation to members at a competitive rate.
- Enhance HR staff skills and knowledge through continuing education.

TECHNOLOGY SERVICES

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	95,431
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	1,233,540
TOTAL REVENUE	1,328,971
Personnel	598,180
Fringe Benefits	268,715
TOTAL PERSONNEL	866,896
Materials & Supplies	441,644
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	441,644
Unappropriated Ending Balance	20,431

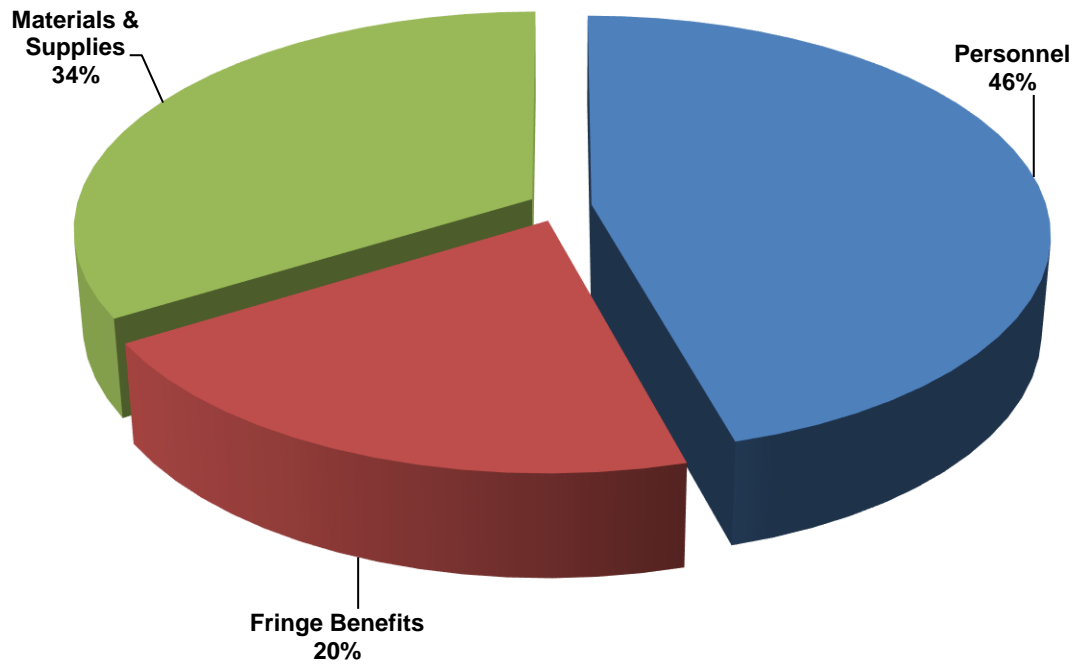
Technology Revenue Chart FY 2023-24



* Federal contracts including funds passed through the State Government

Program Revenue
Contracts Revenue
Indirect Income
Transfers In

Technology Expense Chart FY 2023-24



Technology Services Management

OCWCOG's Technology Services (TS) Department manages information, data security, and telecommunications services for the agency. This includes desktop computers, servers, network infrastructure, phones, video conference, and software systems. TS provides technical support and systems administration. TS advises the Executive and Program Directors on new technology, tools and processes to meet changing requirements and demands in information delivery and security. TS also provides contracted managed information services to member jurisdictions.

Funding:

Funding to support Technology Services Management is received through in-direct charges, based on the number of staff employed in each OCWCOG run program. Funding is also provided through contracts for services with member jurisdictions.

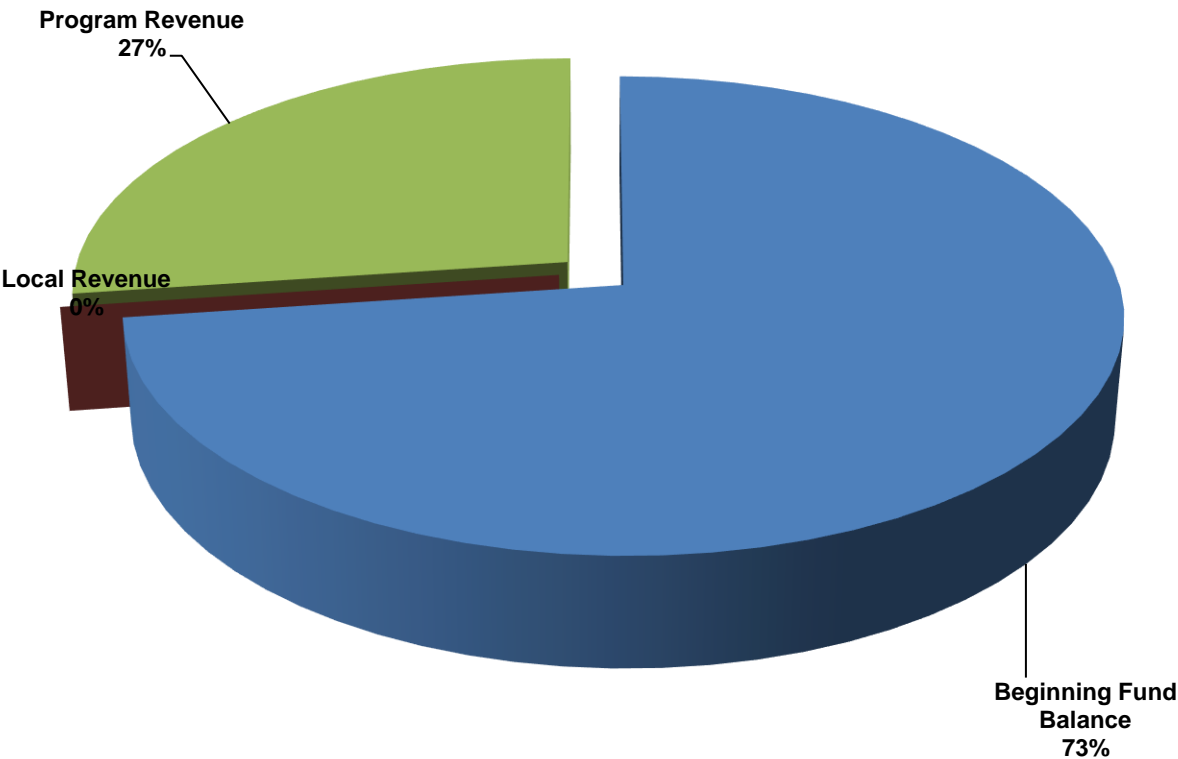
Goals:

- Stabilize and enhance operations.
- Modernize information systems.
- Support program area business needs.
- Leverage cloud services to maximize staff collaboration and service delivery.
- Revitalize and maintain continuity of member managed services.
- Secure network and software systems.

NON-DEPARTMENTAL

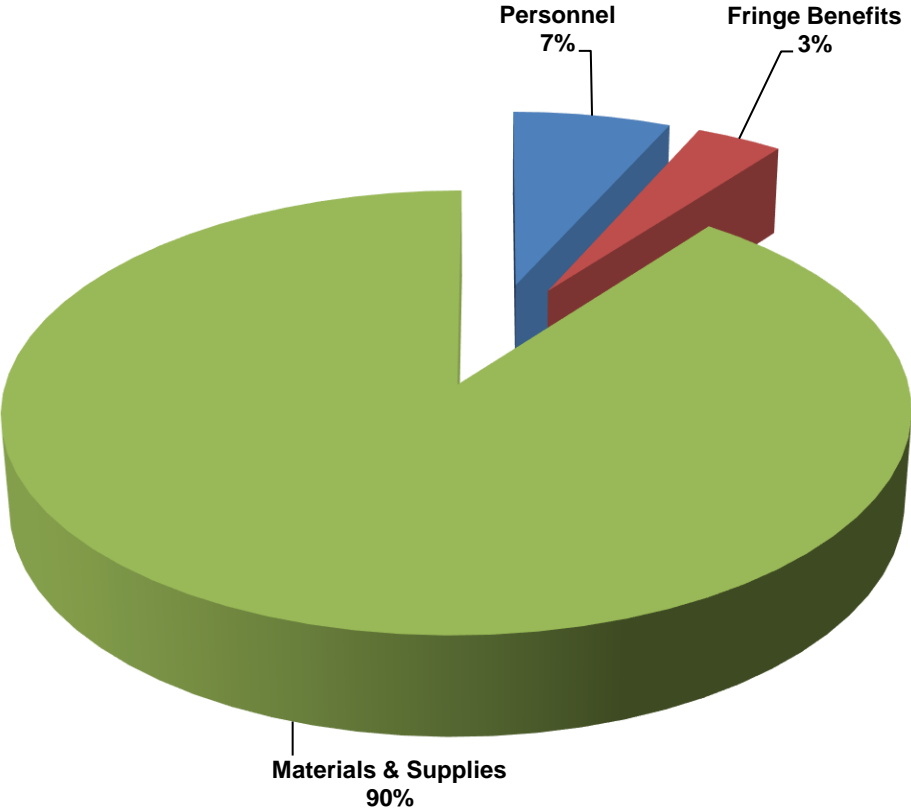
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24BUDGET SUMMARY	
Beginning Fund Balance	2,298,795
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	856,960
TOTAL REVENUE	3,155,755
Personnel	112,056
Fringe Benefits	61,494
TOTAL PERSONNEL	173,550
Materials & Supplies	1,506,548
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	1,506,548
Unappropriated Ending Balance	1,475,657

Non-Departmental Revenue Chart FY 2023-24



Local Revenue	Program Revenue
Fee for Service	Rent Income
Grant Revenue	

**Non-Departmental
Expense Chart FY 2023-24**



Facilities Management (Non-Departmental)

OCWCOG owns buildings in Albany and Toledo and leases a third office space in Corvallis. The Facilities Management Department administers and maintains the Albany and Toledo facilities, including the surrounding grounds, to ensure safe and convenient public access to agency services as well as provide a secure, professional business environment for staff and agency partners. The department also coordinates maintenance and related activities for its Corvallis office.

Funding:

Facilities Management funding consists of board-authorized reserves, an environmental sustainability reserve, and an operational fund calculated as part of a square footage rental rate established for each facility. Ultimately, operational funding is provided through direct cost recovery from each OCWCOG program area based on building occupancy.

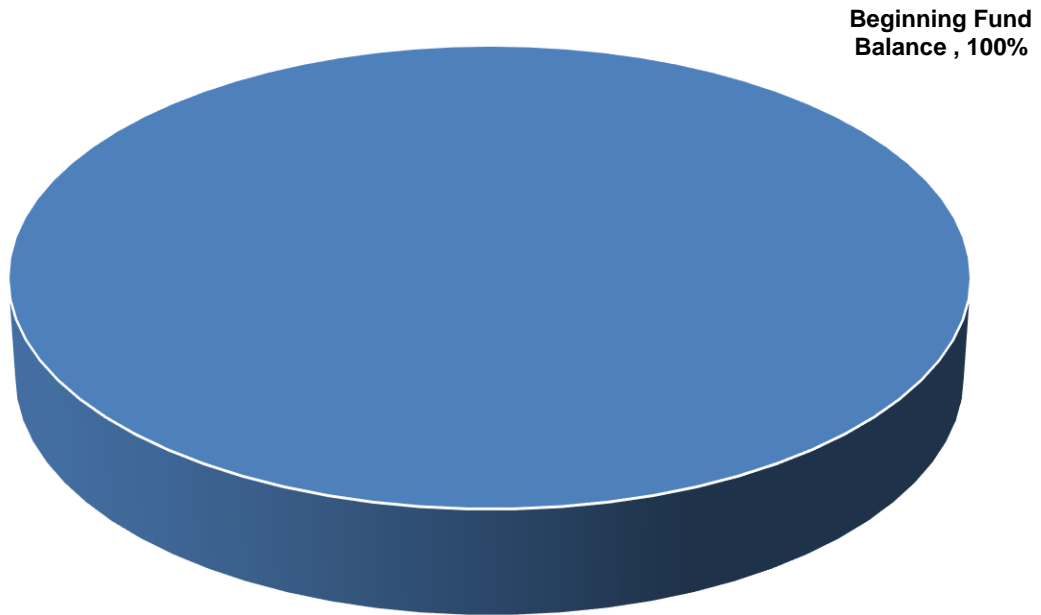
Goals:

- Maintain compliance with state procurement laws and OCWCOG policy. Complete maintenance projects on time and within budget.
- Fold strategic plan priorities for expansion and innovation into the five-year maintenance plan. Continue facilities improvement and capital investment.
- Operate all OCWCOG facilities consistent with program area needs to better serve our consumers and member agencies.

RESERVE BUDGET

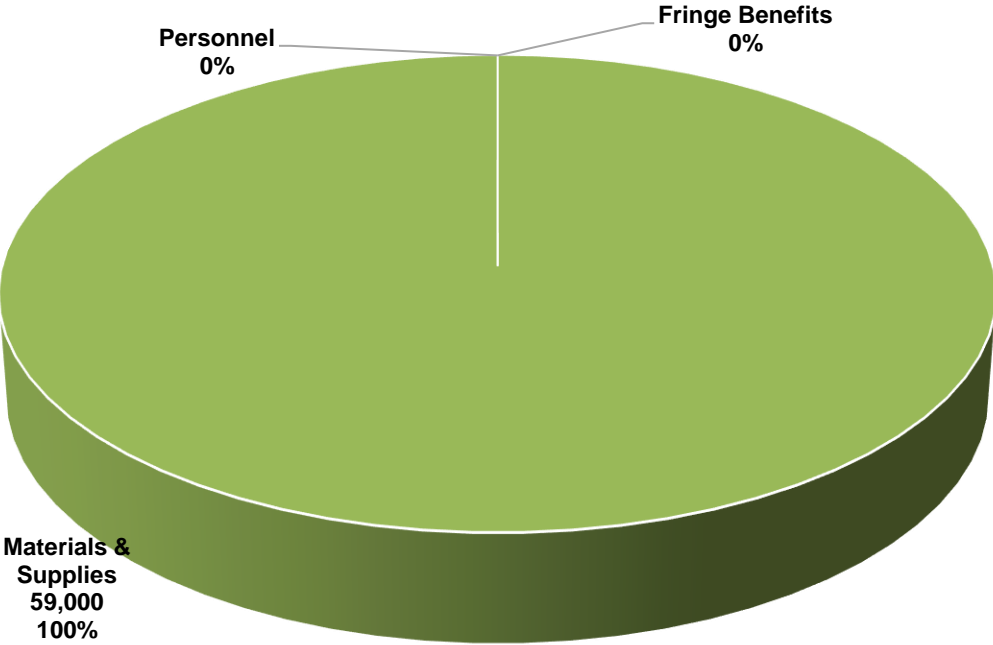
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	3,435,242
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	-
TOTAL REVENUE	3,435,242
Personnel Salaries	-
Fringe Benefits	-
TOTAL PERSONNEL	-
Materials & Supplies	59,000
Principal Expense	-
Interest Expense	-
TOTAL MATERIALS & SUPPLIES	59,000
Unappropriated Ending Balance	3,376,242

Reserves Revenue Chart FY 2023-24



Local Revenue	Program Revenue
	Transfer In

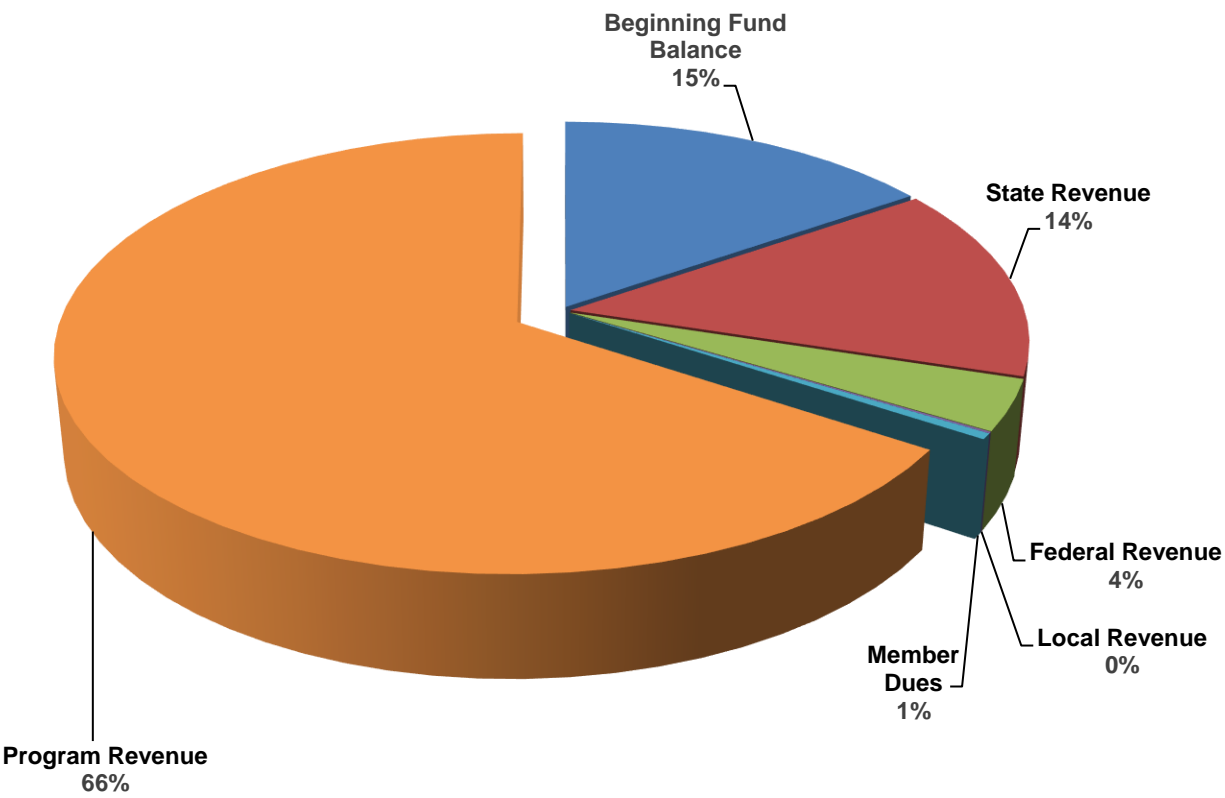
Reserves Expense Chart FY 2023-24



COMMUNITY AND ECONOMIC DEVELOPMENT

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	3,874,558
State Revenue	3,621,433
Federal Revenue	955,000
Local Revenue	600,000
Program Revenue	16,542,978
TOTAL REVENUE	25,593,969
Personnel	1,764,532
Fringe Benefits	1,031,357
TOTAL PERSONNEL	2,795,889
Materials & Supplies	20,828,371
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	20,828,371
Unappropriated Ending Balance	1,969,709

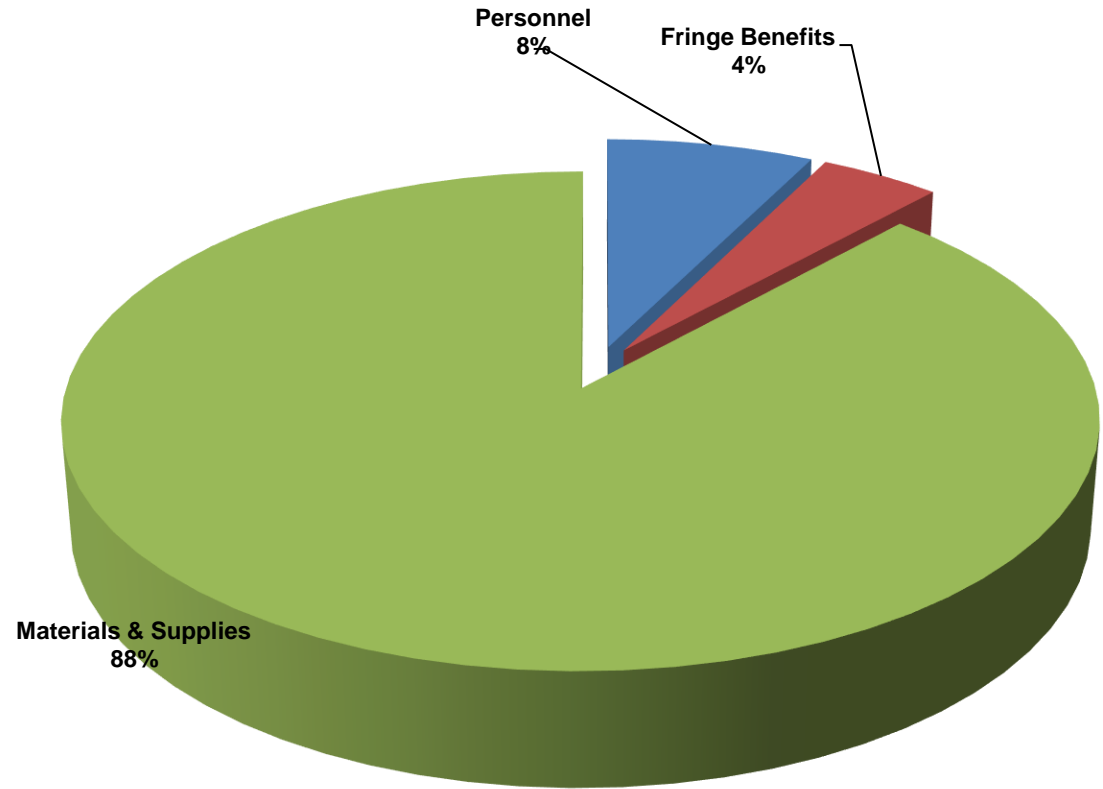
Community and Economic Development Revenue Chart FY 2023-24



* Federal contracts including funds passed through the State Government

State Revenue	Federal Revenue
ODOT Oregon Business Development Dept. of Land Conservation Grant Revenue	Economic Development Administration Title XIX Federal Contracts Environmental Protection Agency
Local Revenue	Program Revenue
Fee for Service Miscellaneous	Contracts Revenue Coordinated Care CCO Metrics Income

Community and Economic Development Expense Chart FY 2023-24



Community and Economic Development Work Program

OCWCOG's Community and Economic Development (CED) Department engages in a variety of programs to support member jurisdictions in improving livability, transportation access and economic development across the region. CED is broadly comprised of five program areas: Community Development & Land Use Planning, Economic Development, Small Business Lending, Transportation Planning and Programming, and Transportation Brokerage Services.

Community Development & Land Use Planning Services:

CED planning staff assist communities with maintaining short-range and long-range land use planning efforts. Services include permit processing, grant writing, grant and project administration, long range plans and public participation.

Planners use Geographic Information Systems (GIS) to maintain a library of GIS data and can produce maps illustrating a variety of aerial imagery and shaded relief imagery; highway conditions and hazards; soils and potential wetland areas; and environmental constraints and hazards.

Economic Development:

CED staff promote coordinated economic development efforts across the region through relationship building, convening, research, grant writing, project development and management, and technical assistance. Regional priorities are set and implemented through the *Cascades West Economic Development District's (CWEDD)* 5-year Comprehensive Economic Development Strategy (CEDs). CWEDD is jointly staffed by OCWCOG and Lane Council of Governments (LCOG) and includes Linn, Benton, Lincoln and Lane counties.

Small Business Lending:

Cascades West Business Lending (CWBL) program delivers professional commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. *CWBL* also provides administrative services, technical assistance, and professional lending services to government and non-profit entities managing economic development loan programs. The combined activities of the contractual and direct loan programs provide small businesses with a single source of non-conventional capital in the Region.

Transportation Planning and Programming:

CED transportation planners administer federal and state programs across the region including: the Albany Area Metropolitan Planning Organization (AAAMPO), the Corvallis Area Metropolitan Planning Organization (CAMPO), Cascades West Transportation Options (CW Ride) and the Cascades West Area Commission on Transportation (CWACT). In addition, the group pursues regionally significant planning and implementation projects that add value to members. Short and long range transportation planning assistance is available to OCWCOG's communities.

Transportation Brokerage Services:

Cascades West Ride Line (Ride Line) brokers non-emergent medical transportation for eligible Oregon Health Plan (OHP), Medicaid and select Medicare clients traveling to and from covered non-emergency medical services. Transportation is provided to eligible clients living in Benton, Lincoln, and Linn Counties who have no other way to get to their medical services.

Program Area Oversight Committees and Commissions:

- Cascades West Economic Development District (CWEDD) Board of Directors
- CWEDD Executive Committee
- Cascades West Area Commission on Transportation (CWACT) Full Commission
- CWACT Executive Committee
- CWACT Technical Advisory Committee
- Albany Area Metropolitan Planning Organization (AAMPO) Policy Board
- AAMPO Technical Advisory Committee
- Corvallis Area Metropolitan Planning Organization (CAMPO) Policy Board
- CAMPO Technical Advisory Committee
- Linn Benton Loop Policy Board
- Linn Benton Loop Technical Advisory Committee
- Transportation Brokerage Advisory Committee (TBAC)
- Loan Program Advisory Committee (LPAC)
- Loan Review Subcommittee (LRS)

Program Contact:

Ryan Vogt

541.924.8465

rvogt@ocwcog.org

Community Development & Land Use Planning

The Community Development & Land Use Planning program assists local governments and partners in planning for strong and resilient communities through short- and long-range planning services.

Goals:

- Provide planning staff to meet demand for services across the region.
- Maintain staffing that allows OCWCOG to be responsive, proactive, and supportive of members.
- Continue efforts on regional wetland issues including finishing the Wetlands Mitigation Bank feasibility study and guiding action on recommendations.
- Advance Brownfield mitigation efforts across the region through opportunities with Environmental Protection Agency funding for Brownfields assessment and clean up.
- Engage in implementation of housing legislation; related to workforce, transportation and economic impacts.
- Provide suite of GIS services and internship matching in coordination with OSU.

Secured & Pending Funding FY 2023-24:

- Direct service planning contracts with cities, counties, ports, and tribes. (Cities of Toledo, Sweet Home and Siletz)
- Staffing of the Cascades West Regional Consortium, an independent non-profit working on wetlands conservation and development
- Contract with Department of Land Conservation and Development for Climate Friendly Communities

Economic Development

The Economic Development Planning program leads collaboration for a more resilient economy in OCWCOG's tri-County Region, and four-County CWEDD. The function of this program is guided by the implementation of the *2020-2025 CEDS*. Technical assistance aims to provide member agencies services, such as assistance in grant writing, project development/management, and funding. Regional economic development efforts will leverage opportunities, build capacity, and respond to private sector feedback on best practices to support workforce development, entrepreneurship, business retention and expansion.

Goals:

- Continue implementation of the 2020-2025 CEDS
 - Leading workgroups in childcare and broadband; participating in workgroups around rural vitality and other topics
 - Supporting member jurisdictions' applications to receive state and federal funding
 - Proactively seeking funding for regional priorities including broadband, childcare and other priorities defined by CWEDD board
- Lead in providing relevant information on economic development resources through website, newsletter, social media and accessible public meetings

Secured & Pending Funding FY 2023-24:

- Economic Development Administration planning grant
- Business Oregon
- Ford Family Foundation
- Direct service contracts with cities, counties, ports, and tribes are possible
- Infrastructure (sewer, water, etc.)
- Pending Legislative allocation through Oregon Economic Development Districts

Transportation Planning & Programming

CED transportation planners provide various services to the region including the major programs listed here as well as direct transportation planning services to the OCWCOG region as requested.

The *Cascades West Area Commission on Transportation* (CWACT) is an advisory body to the Oregon Transportation Commission whose role is to advise, coordinate and plan for all aspects of transportation (surface, marine, air, rail, and safety) within Lincoln, Benton and Linn Counties.

Cascades West Transportation Options (CWTO) provides transportation options outreach, including carpool and vanpool matching services for commuters living or working in Oregon's Benton, Lincoln, and Linn Counties, with connections to major cities such as Eugene, Portland, and Salem. OCWCOG collaborates with Cherriots Rideshare at Salem Keizer Transit District, and Point2point at Lane Transit District to provide regional vanpool and carpool programs under the Get There platform. CWTO also provides travel training for people desiring to use transit and works with employers to develop employee programs that reduce single occupancy vehicle (SOV) use. CWTO also maintains the website Cascades West Ride (CW Ride), which integrates regional travel options into one website.

Albany Area MPO and Corvallis Area MPO (AAMPO & CAMPO) serve as regional planning organizations for the two urbanized areas within Lincoln, Benton and Linn counties. The MPOs receive federal funding to provide coordination and collaboration for the transportation system within their respective boundaries. Each MPO is responsible for developing a Regional Transportation Plan (RTP), which provides a vision and policies to guide development of the transportation network over the next 20 years. The MPOs also develop four-year Transportation Improvement Program, which provides federal funding for locally and regionally significant projects. Both MPOs are heavily involved in local transit planning as well; providing in-kind assistance to the Linn Benton Loop Policy Board and Technical Advisory Committee, a regional transit system in operation for over forty years.

Goals:

- Implement AAMPO & CAMPO Unified Planning Work Programs which set annual priorities
- Facilitate the Linn-Benton Loop Board and support strategic regional transit planning
- Seek Federal and State grant opportunities for local projects and regional priorities
- Provide input and recommendations regarding State plans, policies, and programs
- Provide guidance on regional transportation planning efforts

Secured & Pending Funding FY 2023-24:

- Federal Highway Administration (FHWA) Planning (PL)
- Federal Transit Administration (FTA) 5303
- Oregon Department of Transportation (various)

Transportation Brokerage Services

Cascades West Ride Line (Ride Line) provides Non-Emergent Medical Transportation (NEMT) for eligible clients enrolled in the Oregon Health Plan (OHP) through either Intercommunity Health Network-Coordinated Care Organization (IHN-CCO), and the Oregon Health Authority (OHA), as well as Medicare clients enrolled in select Samaritan Advantage Health Plan's (SAHP). *Ride Line* coordinates the most appropriate and cost-effective rides using a variety of modes of transport, including transit, sedan, wheelchair, stretcher, secured, or mileage reimbursement.

Goals:

- Improve medical service access in coordination with IHN-CCO, OHA and Samaritan.
- Implement new software solution to provide better customer service for scheduling, eligibility, appointment reminders, tracking and reporting

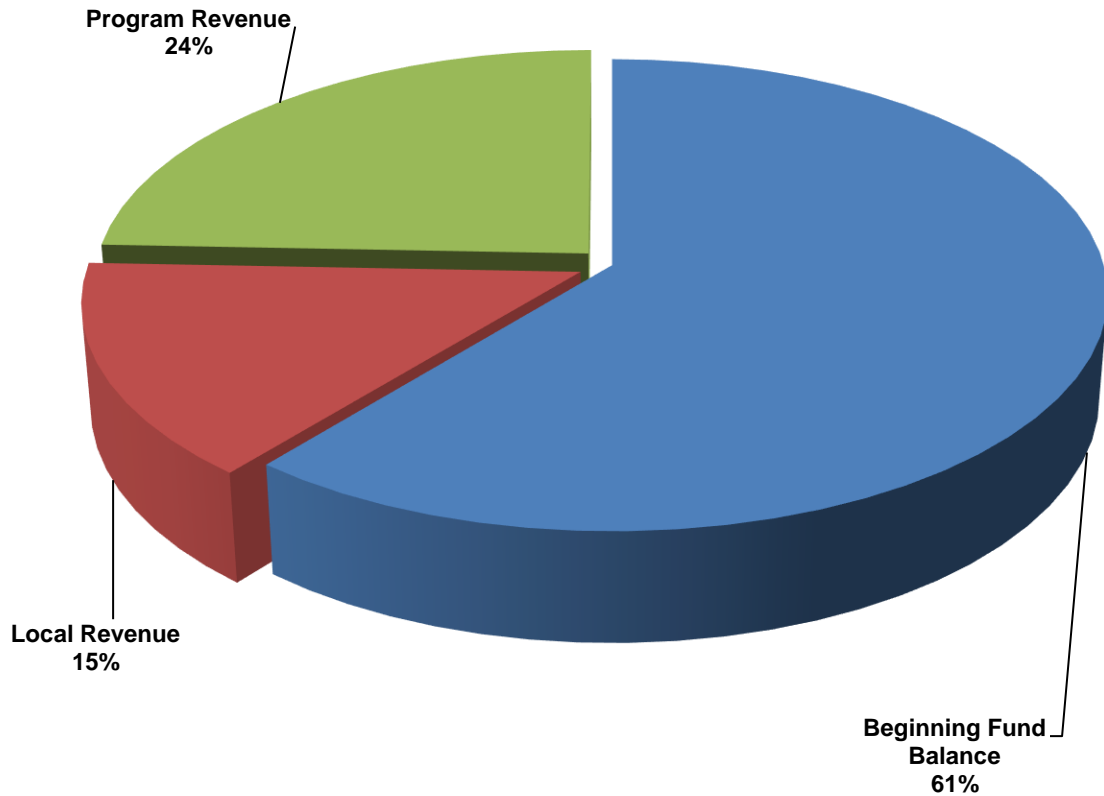
Secured & Pending Funding FY 2022-23:

- IHN-CCO Medicaid
- SAHP Medicare

BUSINESS LENDING

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	538,071
State Revenue	-
Federal Revenue	-
Local Revenue	130,000
Program Revenue	215,420
TOTAL REVENUE	883,491
Personnel	76,400
Fringe Benefits	41,000
TOTAL PERSONNEL	117,400
Materials & Supplies	252,446
Interest Expense	22,000
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	274,446
Unappropriated Ending Balance	491,645

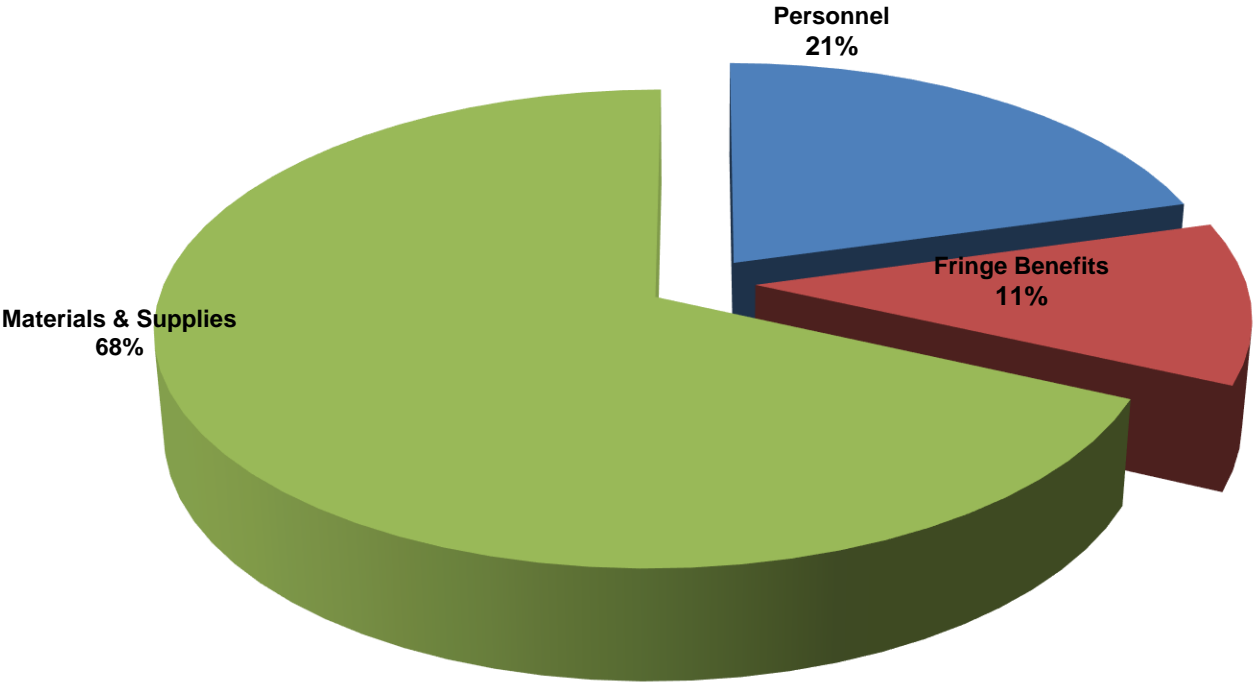
Business Lending Revenue Chart FY 2023-24



* 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 Grant Revenue	Program Administration
	Program Income
	Service Fees
	Transfers In

**Business Lending
Expense Chart FY 2023-24**



Small Business Lending

The *Cascades West Business Lending (CWBL)* program provides small businesses with a single source of non-conventional capital in the Region through professional commercial loan packaging, closing, servicing, and collection services through various direct and indirect loan programs. *CWBL* also provides administrative services, technical assistance, and professional lending services to government and non-profit entities managing economic development loan programs.

Private small businesses rely on *CWBL* for access to capital and technical assistance through various loan programs that aren't readily available from traditional lenders. *CWBL* loan programs provide access to federal, State and local funding to cover gaps in traditional funding, and to provide new and emerging business with funding in partnership with banks and other lending institutions. In addition to the portfolio of lending programs, *CWBL* assists The City of Lincoln City and the Lincoln City Urban Renewal District with management of their business loan programs, which includes packaging, closing, and servicing of loans. *CWBL* also contracts with CCD Business Development Corporation, a Certified Development Company (CDC), to provide SBA 504 loans to businesses throughout Oregon.

Goals:

- Re-capitalization of loan funds.
- CDC relationships, marketing, outreach to new markets, new partners, and new programs are designed to enhance program revenue diversification.
- Establishment of new local/Regional loan programs, as appropriate.
- Develop and implement a new program marketing plan.
- Coordinate with economic development programs and small business development centers (SBDC) to promote OCWCOG loan programs.
- Continuation of a sustainability plan for ongoing revenues and operations.

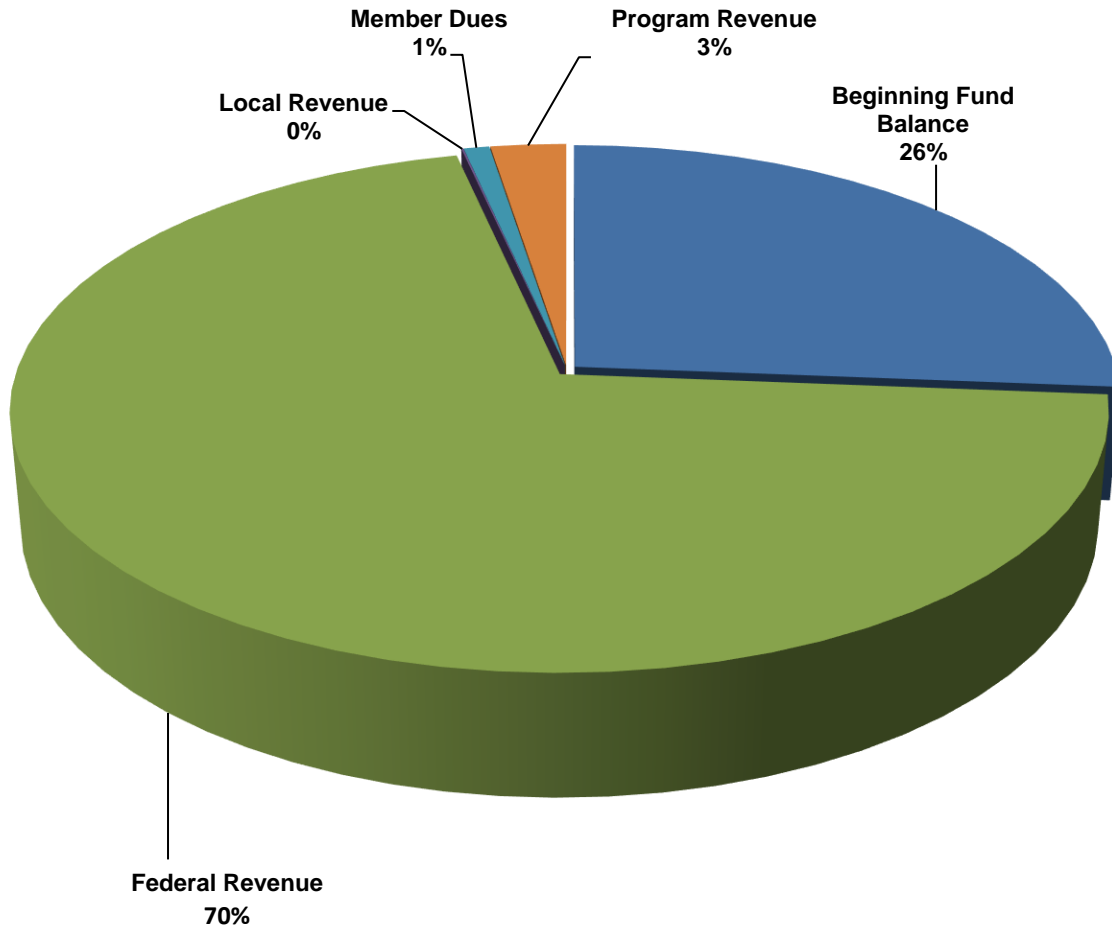
Secured & Pending Funding FY 2022-23:

- Fees on U.S. Small Business Administration (SBA) loans
- Loan program revenue (fees and interest)
- Contracts with other entities for which OCWCOG manages business lending program

SENIOR AND DISABILITY SERVICES

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	5,647,439
State Revenue	-
Federal Revenue	15,116,339
Local Revenue	-
Program Revenue	550,634
TOTAL REVENUE	21,314,412
Personnel	8,170,504
Fringe Benefits	5,137,849
TOTAL PERSONNEL	13,308,353
Materials & Supplies	3,374,489
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	3,374,489
Unappropriated Ending Balance	4,631,570

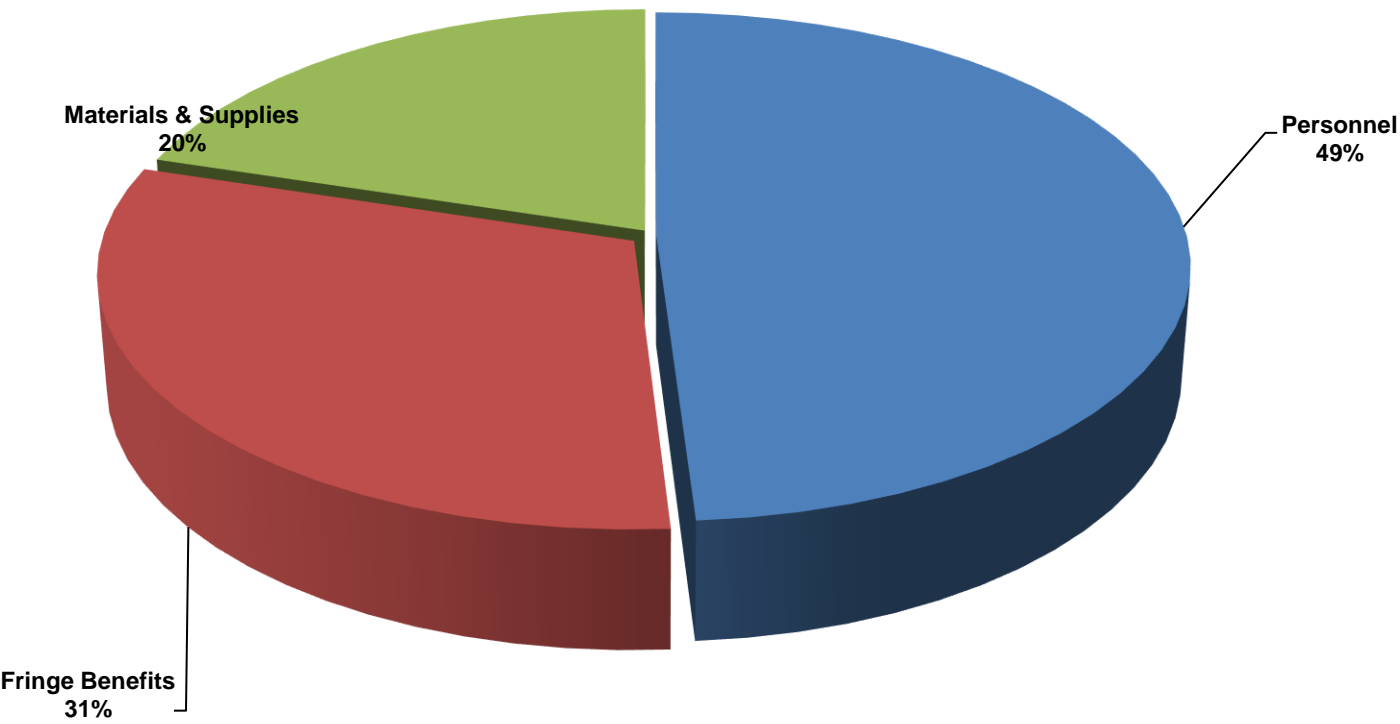
Senior and Disability Services Revenue Chart FY 2023-24



* Federal contracts including funds passed through the State Government

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

**Senior and Disability Services Expense Chart
FY 2023-24**



Senior and Disability Services Work Program

OCWCOG's Senior and Disability Services (SDS) Department manages a variety of Federal, State, and local programs that support advocacy, and promote dignity, independence, and choice for seniors and people with disabilities. SDS coordinates and collaborates with OCWCOG's Community Services Programs (CSP) to provide services that are unique and complementary with others provided by community partners. SDS also continues to strengthen relationships with a variety of public and private entities in our service area, such as Samaritan Health Services, the regional Coordinated Care Organization (CCO), Intercommunity Health Network (IHN), and the County public health departments.

OCWCOG, through a biennial contract with Oregon's Department of Human Services, administers Medicaid, the Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), Employment Related Day Care (ERDC), and Refugee Cash benefits. Consumers of all ages may access any of these services by coming to any OCWCOG office or calling 1- 800-699-9075. Staff also collaborate with Self-Sufficiency offices to provide Temporary Assistance for Domestic Violence Survivors.

Case managers coordinate the Long-Term Services and Supports that people over 65 and adults with physical disabilities receive in their homes or care facilities. In addition, OCWCOG Adult Protective Services Specialists (APSS) investigate reports of abuse of people over 65 and adults over age 18 with disabilities.

As the lead agency of the Aging and Disability Resource Connection (ADRC) of Linn, Benton, and Lincoln Counties, OCWCOG's Information and Referral Specialists provide access to programs administered by SDS and serve as a "no wrong door" entry point to external community resources and programs.

All SDS programs aim to help seniors and people with disabilities stay as independent and safe as possible in their homes and communities. This is not only what most people's goal is as they age, but also is more cost effective, helping reduce the amount of local, State, and Federal funds needed to pay for more costly hospital and nursing facility stays.

Funding:

The majority of SDS funding is disbursed through a contract with the Oregon Department of Human Services (ODHS). This contract allocates State Medicaid dollars and is a pass-through for Older American Act funding that comes from the Federal government. The remainder of SDS funding comes in the form of in-kind match, local income from OCWCOG member government dues, and local contracts.

Program Area Oversight Committees or Commissions:

- Aging and Disability Resource Connection Council
- Senior Services Advisory Council
- Disability Services Advisory Council Issues and Advocacy Committee
- Contract Monitor and Review Committee
- Care Planning Committee

Program Contact:

Randi Moore

rmoore@ocwcog.org

541.924.8438

Program Administration, Quality Assurance, and Training

SDS Program Administration services are provided by the Department Director, Program Supervisor, Quality Assurance/Training team, Contract Procurement, and Administration staff. The function of this unit is to advise OCWCOG's Executive Director and other leadership, manage the Senior Services and Disability Services Advisory Councils (SSAC and DSAC), the ADRC Advisory Council, and support the programs across the agency, including providing comprehensive training for staff and ensuring the quality of customer service provided to our communities and consumers. Public education and advocacy efforts are targeted to assist and inform all citizens of Linn, Benton, and Lincoln Counties regarding developments in the field of aging and disability services.

The SSAC and DSAC meet jointly every other month allowing the Council members to use the alternate months to focus on work supported by the following committees: Issues and Advocacy (IA), Contract Monitor and Review, Membership and Nominating, Care Planning (CPC) and the Meals on Wheels Advisory Committee (MOWAC). The understanding that the Councils and Committees gain about the long-term services and supports administered by OCWCOG helps support advocacy and outreach in our communities.

Funding:

Funding for Program Administration comes from Medicaid and OAA allocations.

Medicaid Benefits, Case Management, and Adult Foster Home Licensing

OCWCOG's SDS staff determine eligibility for Medicaid programs for those in our Tri-County region and State-wide. In addition, SDS administers Medicare Savings Programs (MSP) for older adults and people with physical disabilities. Medicare Savings Programs may pay deductibles, coinsurance, and copayments for those that qualify. SNAP, TANF, ERDC, and refugee benefits are offered for these same individuals, as well as those who are not eligible for Medicaid or MSP. SNAP consumers receive food benefits through the Oregon Trail card and are eligible based on income and household living expenses.

Case Managers complete functional assessments to determine eligibility of Medicaid consumers requesting assistance with Long-Term Services and Supports. Assessments are completed at the time of the request for services, annually, and if there is a change in need level. Once eligible, consumers can receive help managing activities of daily living in a variety of home and community-based facility settings, including nursing facilities. Support programs emphasize consumer choice and maximize independence and cost effectiveness. Consumers and families work with SDS staff to develop a service plan appropriate for each individual's goals, strengths, and preferences.

One long term care option that is available to Medicaid consumers in Linn, Benton, and Lincoln Counties are Adult Foster Homes (AFH). AFHs are small home-like care settings that provide around the clock support for up to five residents. This can include assistance with tasks such as bathing, grooming, dressing, and toileting. Though ultimate authority over AFHs belongs to the State, which can charge fines or even close an AFH that is non-compliant in following State rules. Local AFH licensing staff are responsible for recruitment, licensing, monitoring, and oversight of the homes in the region.

Funding:

A large portion of the funding used to administer Medicaid and other Federal benefit programs like SNAP comes through an Intergovernmental Agreement (IGA) with ODHS. The remaining portion is funded through member dues as Medicaid match.

Adult Protective Services

Adult Protective Service Specialists (APSS) investigate allegations of verbal, sexual, and physical abuse, as well as neglect and financial exploitation. Protective services are provided to those 65 and older, and people with physical disabilities over the age of 18. Investigators work collaboratively with other agencies, such as the State Long-Term Care Ombudsman program, County mental health programs, local law enforcement agencies, and district attorney offices.

APS investigations involve interviewing the alleged victim, the alleged perpetrator, and any other pertinent witnesses. The Investigator makes a determination as to whether the event occurred and if the allegation of wrongdoing is substantiated. In the event of substantiated allegations, APS staff work to intervene and support the safety of the victim. Risk intervention can be provided for persons who are reported “at risk” and continue to be vulnerable. Risk intervention includes continued contact, reassessment, intervention, and the implementation of an individualized plan to reduce the risk of harm.

Staff from OCWCOG’s Adult Protective Services team participate in monthly Multidisciplinary Teams (MDT) in each of OCWCOG’s three counties. MDTs are organized and facilitated by the District Attorney’s office for their jurisdiction and bring together community partners such as law enforcement, fire department and emergency medical technicians (EMTs) and mental health providers to discuss cases that rise to the level of a crime. Time at the meetings is also dedicated to staffing issues involving older adults or people with disabilities in the community, such as a senior living in a home that has become unsafe to live in or no longer meets city building standards.

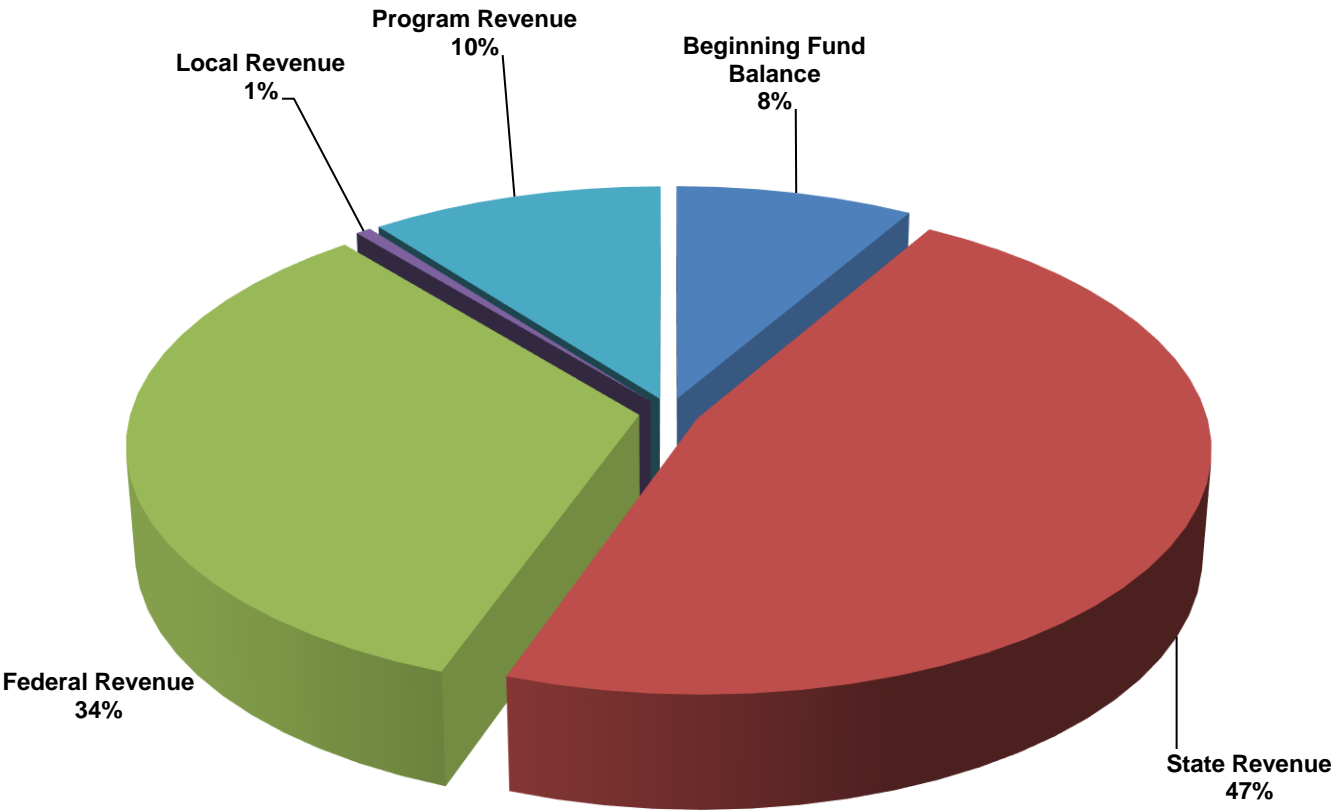
Funding:

APS is funded solely by the Oregon Legislature through a contract with Oregon DHS.

COMMUNITY SERVICES PROGRAM

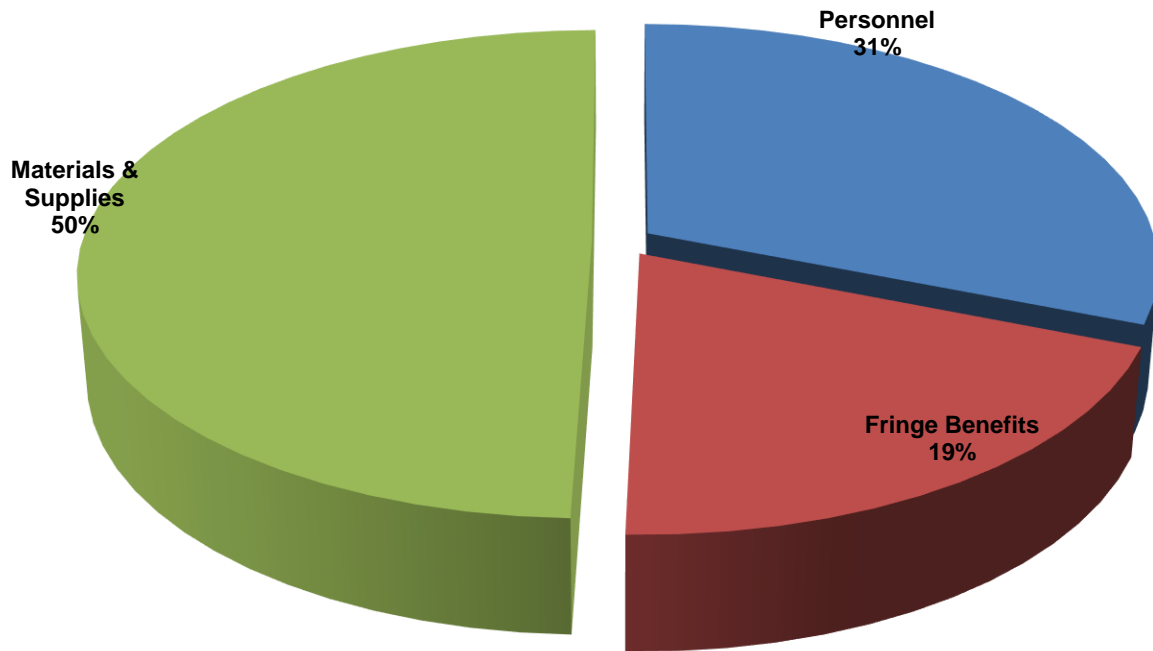
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2023-24 BUDGET SUMMARY	
Beginning Fund Balance	587,053
State Revenue	3,247,651
Federal Revenue	2,316,000
Local Revenue	38,064
Program Revenue	723,555
TOTAL REVENUE	6,912,323
Personnel	1,871,690
Fringe Benefits	1,177,623
TOTAL PERSONNEL	3,049,313
Materials & Supplies	2,994,866
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	2,994,866
Unappropriated Ending Balance	868,144

Community Services Program Revenue Chart FY 2023-24



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

Community Services Program Expense Chart FY 2023-24



Community Services Work Program

Community Services Programs (CSP) support older adults, individuals with disabilities, low-income families and Veterans to maintain their health, wellness, independence, and dignity.

As the lead agency of the Aging and Disability Resource Connection (ADRC) of Linn, Benton, and Lincoln Counties, OCWCOG's Information and Referral Specialists provide "no wrong door" access to a full range of long-term supports and services, many of which are available through OCWCOG's own Community Services Programs. OCWCOG Options Counseling helps consumers or families learn more about these resources and develop an action plan to address individual needs. The suite of CSP Programs highlighted below provides greater access to care, nutrition, respite, financial literacy, social companionship, transportation, and more, all which helps consumers age in place. Information and Referral and Options Counseling, as well as several other CSP services, are available to people of all ages, income, and disability types.

Dedicated community volunteers support CSP in its delivery of services, offering volunteer and advocacy opportunities to area residents. Many OCWCOG volunteers are older adults themselves and benefit from the engagement that comes from being an integral part of the lifesaving programs that help their neighbors. OCWCOG serves as the region's sponsor to the cost-effective AmeriCorps Seniors Programs, whose national mission is to utilize seniors 55+ to "improve lives, strengthen communities, and foster civic engagement through service and volunteering."

Reducing and preventing the abuse of vulnerable adults through outreach, education, and training, including scam prevention and awareness, is one of the most important roles of the CSP staff. Screeners refer complaints that do not meet the scope of the Adult Protective Services (APS) program to other resources and supports which can help stabilize consumers who are at risk. Many of these supports are housed in the CSP unit making cross collaboration between the teams streamlined, decreasing the chance that vulnerable community members fall through the cracks.

All CSP programs work to build and maintain connections in the community, whether that be on a small scale by reducing loneliness for an older adult who has become socially isolated or on a larger scale by bringing together programs and agencies across the region to improve the quality of life of the residents we serve.

Funding:

CSP has a diverse funding stream, including Medicaid, the Older Americans Act (OAA), Oregon Project Independence (OPI), AmeriCorps, and State and County contracts. Programs also receive client donations, conduct private and corporate fundraising, engage in grant-writing, and benefit from in-kind donations.

Program Contact:

Randi Moore

rmoore@ocwcog.org

541-924-8438

AmeriCorps for Seniors: Foster Grandparent Program, Retired and Senior Volunteer Program, and Senior Companion Program

The AmeriCorps for Seniors Programs (formerly known as Senior Corps), in partnership with the Corporation for National and Community Service, connects senior volunteers, aged 55 and over, with the people and organizations that need them most in the region. Volunteers serve as tutors, mentors, counselors, and/or companions to people in need, or contribute their job skills and expertise to community projects and organizations. Volunteers receive guidance and training, so they can make a contribution that suits their talents, interests, and availability. Volunteers are offered volunteer insurance, mileage and meal reimbursements, and recognition for their service. Income-eligible volunteers are offered a tax-exempt stipend.

Retired and Senior Volunteer Program (RSVP): RSVP is America's largest volunteer network for people age 55 and over, matching volunteers with agencies whose primary focus is to assist seniors to age in place. RSVP volunteers primarily serve in local food share and Gleaners programs, as Medicare and Tax-Aide counselors, and as friendly visitor volunteers.

RSVP also operates the Senior Health Insurance Benefits Assistance (SHIBA) program through an Intergovernmental Agreement with the State of Oregon. SHIBA provides training and certification of volunteers who help residents navigate the complexities of Medicare, identify Medicare fraud, and apply for help with Part D costs if eligible

Foster Grandparent Program (FGP): FGP recruits and matches volunteers to children aged five to 18 in Linn, Benton, and Lincoln Counties. The FGP is intergenerational, providing volunteers the opportunity to mentor, nurture, and support children with special or exceptional needs, or who are at an academic, social, or financial disadvantage. OCWCOG has a priority placement of literacy volunteers working with young English Language Learners (ELLs).

Senior Companion Program (SCP): SCP volunteers serve less abled seniors and other adults, helping them maintain independence and age in place. Among other activities, Senior Companions assist with daily living tasks, such as non-medical transportation; provide friendship and companionship; alert doctors and family members to potential problems; and provide respite to family caregivers.

Funding:

Funding for AmeriCorps Programs includes: Federal and State grants, local governments, contracts, partnerships with local community organizations, and in-kind donations. AmeriCorps programs operate within a single team, creating efficiencies in operational costs, while maximizing staff capacity.

Benton County Veteran Services

The Benton County Veterans Service Office (VSO) program serves over 7,000 Veterans and their dependents living in Benton County providing them direction, support, and advocacy. The VSO files claims for U.S. Department of Veterans Affairs entitlements, such as compensation and pension. Also offered is information, referral, and assistance with other entitlements, such as Veterans Administration (VA) medical care, home loan guaranty, education programs, State home loans, and other State and local benefits.

Funding:

OCWCOG holds a contract with Benton County who funds the Veterans program with County general fund dollars, as well as pass through dollars from the Oregon Department of Veterans Affairs (ODVA). In addition, OCWCOG uses Benton County funds to access and leverage Medicaid match dollars, enabling the VSO to link Veterans to Medicaid and other “wraparound” services administered by SDS.

The VSO also receives funding from ODVA made available to all Oregon Counties for Veteran Suicide Awareness and Prevention efforts to raise awareness and publicize available options for mental health assistance and wellness.

Meals on Wheels

Since 1980, the Meals on Wheels (MOW) Program at OCWCOG has offered nutritious meals to aging adults, and adults with disabilities. While providing nutritious meals is the program's top priority, MOW also provides for the health, safety, and socialization of the region's most vulnerable. A volunteer corps of approximately 350 serve in meal site kitchens and as delivery drivers throughout OCWCOG's three county service area.

Home Delivery: Volunteers deliver nutritious meals, specifically formulated for the needs of the elderly to the consumer's front door. For 1,679 homebound clients, who often live alone and have limited resources or ability to care for themselves, this volunteer may be the only person they see each day and provides the opportunity for a daily well-check and socialization, reducing isolation. In FY 2021-2022 Meals on Wheels served a total of 222,873 home-delivered meals.

Dining Room: For those able to travel, 11 meal sites across the tri-County region serve meals in a dining room atmosphere where attendees can socialize and build a community. In FY 2021-2022 Meals on Wheels served 11,999 congregate meals to 190 diners.

Funding:

MOW funding is comprised of local, State, and Federal government funding (Medicaid, OAA, OPI, and U.S. Department of Agriculture [USDA]), client donation, private and corporate fundraising, grant funding, and in-kind donations.

Older American Act Programs and Oregon Project Independence

Older Americans Act (OAA) and Oregon Project Independence (OPI) programs help older adults and people with disabilities to live and thrive in communities of their choice for as long as possible. These programs provide information and assistance, personal and home care services, case management, preventative Evidence-Based Health Promotion programming, legal services, elder abuse prevention, Family Caregiver Support, and Options Counseling.

Small funding increases are represented in this year's budget for OPI because of a new program being launched by the State that allows OCWCOG to capture Medicaid Match funds for consumers on OPI who might be eligible for Medicaid.

Funding:

Funding for OAA programs and OPI come from multiple sources including Federal dollars, State General Funds, local income from program participant fees, in-kind match, Medicaid Match and contracts.

OCWCOG works to find the most cost-efficient way to serve the members of our community and make resources stretch further including contracting with local non-profits, such as local hospice and adult day service agencies to provide respite and caregiver training, or the local YMCA and senior centers to provide evidence-based falls prevention classes.

Money Management for Seniors Program and \$tand By Me Oregon

The Money Management Program (MMP) provides free assistance with personal money management tasks through specially trained volunteers to people over age 60 and adults with a disability. Service is personalized, confidential, and safe. All MMP services are offered free of charge to eligible individuals. Services are provided by trained and supervised volunteers who support the program in the following ways:

Bill-Pay: Volunteers provide one-on-one assistance to individuals who remain in control of their finances, but need ongoing assistance to keep on track. Budgeting, organizing financial papers, paying bills, banking, and help filling out forms are examples of how Bill-Pay volunteers help their clients.

Representative Payee: MMP Coordinators provide one-on-one assistance to individuals who do not have the capacity to manage their Federal benefits, such as Social Security, Social Security Disability Insurance, Veterans, and Railroad Retirement.

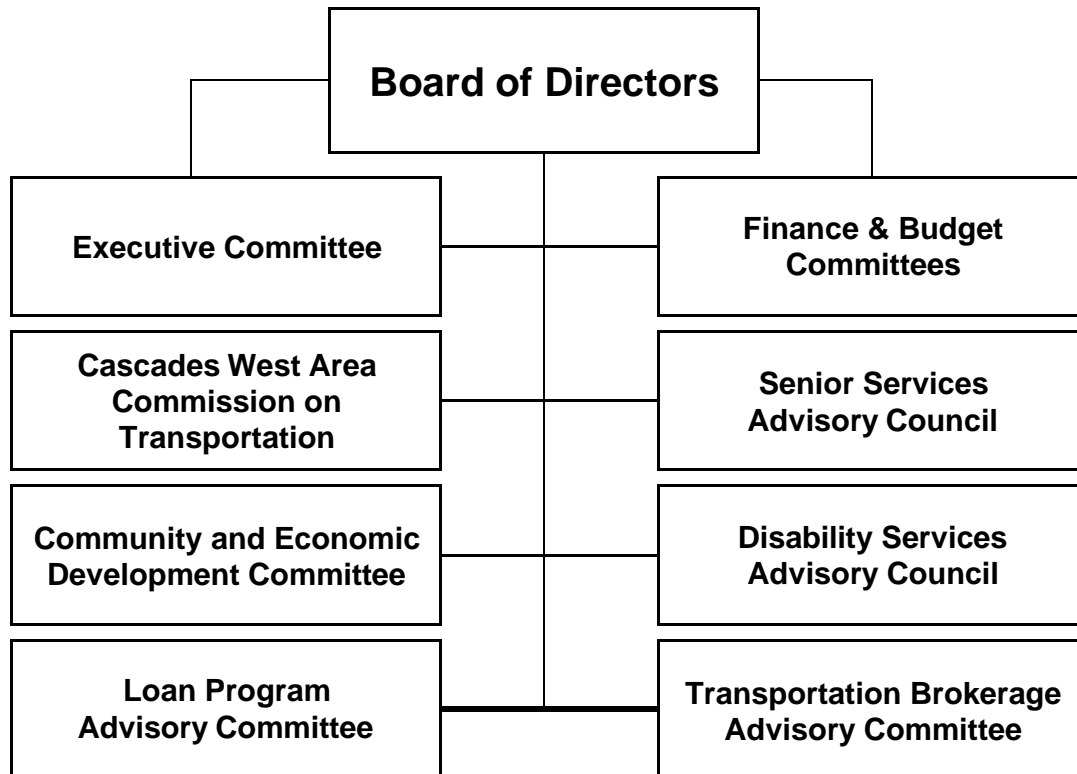
\$tand By Me-Oregon (\$BM-OR) is a financial empowerment program that through coaching and toolkits helps provide financial stability to individuals and families struggling to afford basic needs. Created in Delaware the program focuses on four primary outcomes: budgeting, reducing debt, improving credit ratings, and building savings.

\$BM services are embedded in the community to create employment, financial education, and effective personal financial strategies. The program uses a Collective Impact Model in which coaches from local non-profits are trained specifically on the \$BM financial model, client management, and data collection allowing for flexibility while still maintaining the umbrella structure of the \$BM program regardless of what sector they serve.

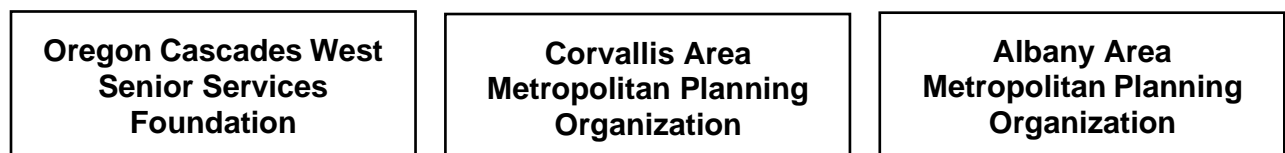
Funding:

Financial Wellness programs come from multiple sources including Federal funding (OAA), State General Funds (OPI), local income, in-kind match, and contracts. Expansion of the impact of this work through more grant writing in the coming year is a goal.

OCWCOG Board and Committees



Independent Bodies Staffed by OCWCOG



This page intentionally left blank.

Acronym List

AAA	Area Agency on Aging	ELL	English Language Learner
AAMPO	Albany Area Metropolitan Planning Organization	EPA	U.S. Environmental Protection Agency
APS	<i>Adult Protective Services</i>	ERDC	Employment Related Day Care
ADRC	<i>Aging and Disability Resource Connection</i>	ESL	English as Second Language
Board	Board of Directors	FEMA	Federal Emergency Management Agency
CAMPO	Corvallis Area Metropolitan Planning Organization	FLAP	Federal Lands Access Program
CCO	Coordinated Care Organizations	FGP	<i>Foster Grandparents Program</i>
CDC	Certified Development Corporation	FHWA	Federal Highway Administration
CED	OCWCOG's Community and Economic Development Prog.	FTA	Federal Transit Administration
CEDS	<i>Comprehensive Economic Development Strategy</i>	FTE	Full-Time Employee
CNCS	Corporation for National and Community Service	FY	Fiscal Year
CPC	OCWCOG's Care Planning Committee	GA	General Administration
CSP	OCWCOG's Community Services Program	GAAP	Generally Accepted Accounting Principles
CWAAA	Cascades West Area Agency on Aging	GIS	Geographic Information Systems
CWACT	Cascades West Area Commission on	HB	Oregon House Bill
CWBL	<i>Cascades West Business Lending</i> Transportation	HCW	Homecare Worker
CWEDD	Cascades West Economic Development District	IA	Issues and Advocacy Committee
DHS	Oregon Department of Human Services	IGA	Intergovernmental Agreement
DOC	U.S. Department of Commerce	IHN	Intercommunity Health Services
DSAC	Disability Services Advisory Council	IHN-CCO	Intercommunity Health Services Coordinated Care Organizations
EDA	U.S. Department of Commerce's Economic Development Administration	ITIL	Information Technology Infrastructure Library
EFB	Ending Fund Balance	MDT	Multi-Disciplinary Teams
EDD	Economic Development District	MMP	<i>Money Management Program</i>
		MOU	Memorandum of understanding
		MOW	<i>Meals on Wheels</i>
		MOWAC	<i>Meals on Wheels</i> Advisory Committee
		MPO	Metropolitan Planning Organization
		MSP	Medicare Savings Program
		NEMT	Non-Emergent Medical Transportation

NWD	No Wrong Door
OAA	Older Americans Act
OABHI	<i>Older Adult Behavioral Health Initiative</i>
OCWCOG	Oregon Cascades West Council of Governments
OMPOC	Oregon Metropolitan Planning Organization Consortium
ODOT	Oregon Department of Transportation
ODVA	Oregon Department of Veterans Affairs
OHA	Oregon Health Authority
OPI	<i>Oregon Project Independence</i>
ORS	Oregon Revised Statutes
OSU	Oregon State University
PEARLS	<i>Program to Encourage Active and Rewarding Lives</i>
PERS	Oregon Public Employees Retirement System
PL	Planning
RFP	Request for Proposal
<i>Ride Line</i>	<i>Cascades West Ride</i>
<i>LineRSVP</i>	<i>Retired Seniors Volunteer Program</i>
<i>RTP</i>	<i>Regional Transportation Plan</i>
SBA	U.S. Small Business Administration

SBDC	Small Business Development Centers
<i>\$BM</i>	<i>\$tand By Me</i>
SCP	<i>Senior Companion Program</i>
SDS	OCWCOG'S Senior and Disability Program
SEIU	Service Employees International Union
SHIBA	<i>Senior Health Insurance Benefits Assistance</i>
SNAP	<i>Supplemental Nutrition Assistance Program</i>
SOP	Standard Operating Procedures
SPR	State Planning and Research
SRTS	<i>Safe Routes to Schools</i>
SSAC	Senior Services Advisory Council
STIP	<i>Statewide Transportation Improvement Program</i>
TDM	Transportation on Demand
TGM	Transportation Growth Management
<i>TIP</i>	<i>Transportation Improvement Plan</i>
Title XIX	Medicaid Program
TNAF	Temporary Assistance for Needy Families
<i>UPWP</i>	<i>Unified Planning Work Program</i>
USDA	U.S. Department of Agriculture
VSO	Veterans Service Office / Officer

Oregon Cascades West Council of Governments

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION# 2023-05-XX

Adoption of Annual Budget for Fiscal Year 2023-24

WHEREAS, the Oregon Cascades West Council of Governments Budget Committee has reviewed and approved on the 18th of May 2023 a Fiscal Year 2023-24 budget and recommended adoption to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed that Budget and had an opportunity to hear public comment on that Budget at the Board meeting on the 18th day of May 2023;

NOW THEREFORE, BE IT RESOLVED:

1. That the Oregon Cascades West Council of Governments Board of Directors does hereby adopt the budget as approved and recommended by the Budget committee and presented by the Chair; and
2. That the following amounts are hereby appropriated for the purposes specified for the Fiscal Year beginning the 1st of July 2023

Personnel	\$22,270,532
Materials & Services	\$30,363,741
Interest Expense	\$ 22,000
Total Appropriation	\$52,656,273

ADOPTED this 18th day of May 2023 at Albany, Oregon.

Chair Board of Directors

Executive Director

Treasurer Board of Directors
Chair Budget Committee



OCWCOG Bylaws

Adopted March 15, 2001
Amended March 18, 2010
Amended December 8, 2022
Amended March 16, 2023

ARTICLE I- Organization

The Oregon Cascades West Council of Governments is an intergovernmental entity established by parties to an intergovernmental agreement under the authority of the State of Oregon's Intergovernmental Cooperation Statutes ORS 190.003 to 190.110 generally, and specifically ORS 190.010 (5), and formalized by Articles of Agreement most recently adopted March 15, 2001.

ARTICLE II- Purpose and Objectives

These Bylaws are adopted by the Oregon Cascades West Council of Governments (OCWCOG) to facilitate the business of OCWCOG and to assist OCWCOG in meeting those purposes set forth in the Articles of Agreement. In the case of any conflict between the Articles of Agreement and these Bylaws, the Articles of Agreement shall prevail.

ARTICLE III- Membership

The OCWCOG Board membership is established according to the Articles of Agreement, Article V, section B through E.

a) OCWCOG Representatives

1. Each member shall be entitled to one representative selected by and from members of its elected governing board to serve on the OCWCOG governing board, hereinafter referred to as "Board";
2. Each member shall be entitled to one alternate to represent the member in the absence of the representative on the governing board and any board or committee of the OCWCOG;

3. The intent of the OCWCOG is to be a forum for elected representatives. However, if no elected official is available for a specific meeting, the representative or chief elected official in the absence of that representative of the member may assign a staff of that unit of local government to attend that meeting. Such appointed representative shall have all rights and responsibilities of the regular representative for that meeting. The delegation shall be made in writing for each meeting, and be presented to the Chair of the meeting; and,
4. Representatives and alternates shall hold office until their successors are appointed by the governing board of the member.

ARTICLE IV- Officers

Pursuant to the Articles of Agreement the officers of the Board shall consist of a Chair, Vice-Chair, and Treasurer elected from among its members.

a) Duties:

1. Chair: The Chair shall preside at all Board meetings, shall appoint the Members and Chairs of all Committees, except as otherwise provided herein, and shall be a non-voting ex-officio Member of all Committees of OCWCOG. The Chair is the sole official spokesperson of the Board on all matters of policy and position, unless this responsibility is delegated, in writing, to another Member of the Board, a Member of a Committee appointed by the Board, or a member of the Staff of OCWCOG;
2. Vice-Chair: In the absence of the Chair, the Vice-Chair shall execute all the powers of the Chair;
3. Treasurer: The Treasurer shall preside at the Finance and Budget Committee meetings. The Treasurer shall review with the Executive Director and Financial Manager the financial statements of the OCWCOG prior to each Board meeting.

b) The Chair, Vice-Chair, and Treasurer shall be residents of different Counties.

c) Election of Officers:

1. An election for Chair, Vice-Chair, and Treasurer shall be held at the January meeting of the Board in odd numbered years.
2. In November or December of each even-numbered year, the Chair shall appoint a Nominating Committee to propose candidates for Chair, Vice-Chair, and Treasurer.
3. Nominations for Chair, Vice-Chair, or Treasurer may be made from the

floor. Candidates receiving at least fifty-one (51%) positive votes of those Members present at the meeting shall be declared elected. Persons elected as Chair, Vice-Chair, or Treasurer may hold these offices for two consecutive two-year terms. At-large Representatives may succeed themselves for any number of terms.

4. Persons nominated for office may not represent a member government located in the same County as the current holder of that office, with the exception of a current office holder who is eligible for re-election to that office. For example: if the current Chair is from Linn County, those nominated to replace the current Chair must not represent a Linn County member government.
5. The Vice-Chair shall complete the unexpired term of the Chair when a vacancy in the office of Chair occurs. A vacancy in either the office of Vice-Chair or Treasurer shall be filled by election at the next regular meeting of the Board.

ARTICLE V- Committees

Pursuant to the Articles of Agreement, the Executive Committee shall be composed of the Chair, Vice-Chair, Treasurer, and three (3) at-large Representatives of Board Members, one from each County.

a) Executive Committee

1. In odd-numbered years at the January meeting, Members shall caucus by County to nominate and elect at-large Representatives. At-large Representatives may succeed themselves for any number of terms. If a County At-large Representative is no longer available to serve on the Executive Committee for any reason, a caucus of that County's members present shall be held at the next regular meeting of the Board to select a new At-large Representative from that County. Since time is of the essence, a notice period is not required for this action, however, when possible, a thirty (30) day notice shall be provided of the need to select a new County At-large Representative.
2. Pursuant to the Articles of Agreement the purpose of the Executive Committee shall be to act on administrative matters on behalf of the Board between meetings of the Board. Administrative matters may include, but not be limited to, review and/or approval of financial matters, contracts, agreements, and grants and program reports presented by Staff. The Executive Committee may also review and comment on lobbying plans presented by OCWCOG Committees, develop Board agendas, and take similar action of a non-policy-making nature.
3. Pursuant to the Articles of Agreement, regular Executive Committee meetings shall be held in the months a regular Board meeting is not

scheduled and a schedule of meetings for the year shall be adopted at the first meeting of the Executive Committee in a calendar year. Pursuant to the Articles of Agreement, special meetings may be called as deemed necessary by the Chair or by any member of the Executive Committee.

4. A quorum shall consist of four (4) members. In the event of a tie vote on any matter, the Executive Committee shall refer the matter to the Board without recommendation.
5. Three members of the Executive Board voting in the affirmative are required to approve a motion of the Executive Board.
6. In the event the Executive Committee wishes to poll the membership on specific issue, it may hold a mail or email poll for this purpose. If sent by mail, members shall be sent poll materials by certified mail and shall have fifteen (15) days to return the poll information.

b) Standing Committees

1. In order to carry out the work of the Board, the standing Committees set forth in section 4 are created by the Board Pursuant to the Articles of Agreement.
2. All standing Committees created by the Board shall facilitate the work of the Board and are advisory to the Board.
3. No Standing Committee may take any action independent of the authority granted in writing to the Committee by the Board, however, should a special circumstance occur requiring immediate action, the Chair of a standing Committee may request the Executive Committee's approval for waving this provision. If such approval is granted, the Standing Committee's Chair shall report on the action taken at the next Full Board meeting. If the Full Board does not concur with the action taken, every effort will be made to reverse the action.
4. Standing Committees are:
 - i. Cascades West Area Commission on Transportation (CWACTION)
 - ii. Senior Service Advisory Committee (SSAC)
 - iii. Disability Services Advisory Committee (DSAC)
 - iv. Finance Committee
 - v. Budget Committee
 - vi. Loan Program Advisory Committee (LPAC)
 - vii. Transportation Brokerage Advisory Committee (TBAC)
5. Each Standing Committee shall develop Bylaws for their operation. Committee Bylaws and any amended thereto must be approved by the

Board to become effective.

6. When deemed appropriate, the Board may create or dissolve a Standing Committee.

c) Special Committees and Task Forces

1. The Board may, from time to time, authorize, and appoint special committees or task forces. Committees and task forces shall exist at the pleasure of the Board and may establish a mission, rules, and/or bylaws for action to be approved by the Board.

ARTICLE VI- Organizational Procedures

- a) Pursuant to the Articles of Agreement the Board shall generally meet at least every other month and a calendar of meetings for the year shall be distributed in January of each year. Regular meetings of the Board shall be held in the Albany office known as Cascades West Center. However, by decision of the Chair or Board, a meeting may be held elsewhere. If the meeting is to be held at another location a notice indicating the location shall be emailed or mailed to each representative at least 20 days in advance of the meeting.
- b) A quorum shall consist of thirty-three percent (33%) of the members of the Board. A quorum is required for official action at any regularly scheduled meeting.
- c) Special meetings may be called by the Chair or by three members of the Board. At least seven (7) calendar days' notice shall be given to the membership for special meetings. A quorum, consisting of a simple majority of the members of the Board, shall be required for official action at special meetings.
- d) Each Representative, alternate or appointed Representative, shall be entitled to one vote on matters before the Board. Proxy voting will not be allowed.
- e) Meetings shall be held in compliance with State public meeting requirements.
- f) Except as otherwise provided in the Bylaws, at least fifty-one percent (51%) of the Representatives must be present, and voting shall be sufficient to decide a question before the Board.
- g) Unless otherwise specified, *Roberts Rules of Order Revised* shall govern the proceedings of the meetings of the Board; the Chair shall have the privilege of determining proper procedures.
- h) If a Representative requests a written ballot vote on any issue before the Board, such request shall be granted.

- i) In all cases, Board meetings shall be held in accordance with the Oregon Public Meetings Law.

ARTICLE VII- Amendments

Amendments to the Bylaws may be made at any meeting of the Board. A copy of the proposed amendment and the reason for the amendment shall be presented to the Chair not less than sixty (60) days prior to the meeting at which the amendment is proposed to be adopted. The Chair shall provide a copy of the proposal to each Representative at least thirty (30) calendar days prior to the meeting. Any amendment to the Bylaws must be approved by a vote equal to one vote greater than fifty-one percent (51%) of the current membership of OCWCOG.



Cascades West Area Commission on Transportation (CWACT) Bylaws

Adopted April 01, 1999
Amended September 20, 2001
Amended January 20, 2005
Reaffirmed at September 15, 2009 OTC Meeting
Revised April 27, 2023

ARTICLE I- Cascades West Area Commission on Transportation

The concerns of the Cascades West Area Commission on Transportation (CWACT) shall include issues that affect the regional transportation system and its links to areas beyond the region. The Commission recognizes that developing and improving the transportation system is a long-term process. Therefore, CWACT strives to build and sustain the census and support for project priorities, plans and policies that benefit the region's transportation system.

ARTICLE II- Purpose and Responsibilities

The Cascades West Area Commission on Transportation (CWACT) is established by the Oregon Cascades West Council of Governments (CWCOG) and is chartered by the Oregon Transportation Commission (OTC) as an advisory body. The CWACT shall carry out the following functions in the Cascades West region, which consists of Linn, Benton, and Lincoln Counties:

- a) Provide a vehicle for the OTC to communicate with the Cascades West region regarding transportation issues.

- b) Provide input, advice, and recommendations to ODOT and the OTC with regard to policies and plans considered by the state.
- c) Provide an avenue for communication with state and federal legislators regarding regional transportation issues.
- d) Advise the CWCOG Board on transportation matters.
- e) Provide a forum for local governments to communicate and collaborate on local, regional, and state transportation issues.
- f) Recommend State transportation Improvement Program (STIP) priorities to the OTC and the CWCOG Board based on state and local transportation plans related to the Area.
- g) Establish and monitor benchmarks for regional transportation improvements.
- h) Communicate and coordinate activities with other regions and organizations, including:
 - 1. Albany Area MPO and Corvallis Area MPO
 - 2. Other ODOT Regions
 - 3. Governor's Economic Revitalization Team
 - 4. Rural Investment board
 - 5. ODOT Advisory Committee
- i) Advocate issues to neighboring regions and outside organizations.
- j) Establish a public process that is consistent with state and federal laws, regulations, and policies.
- k) As applicable, consider all modes and aspects of the Transportation System in formulating recommendations, taking into account the provisions of elements and connections between air, marine, rail, highway, trucking, transit, bicycle, and pedestrian facilities.
- l) Provide documentation to the OTC of the public process and resulting recommendation forwarded by the ACT including alternatives for solutions and outcomes of decisions.
- m) Provide a report to the OTC at least once every two years.

ARTICLE III- Membership

Representation on the CWACT shall be as follows:

- a) Each of the following entities shall be invited to nominate one representative and one alternate as voting members of the CWACT:
 - 1. All incorporated cities in the Cascades West region
 - 2. Linn, Benton, and Lincoln Counties

3. All port districts and intermodal facilities in the Cascades West region
 4. All federally recognized Indian tribes in the Cascades West region.
- b) Representatives from the entities identified in Article II (A) shall be elected officials of that entity. Alternates need not be elected officials.
 - c) Transportation districts and transit districts within the Cascades West region shall each be invited to nominate one representative and one alternate as voting members of the CWACT.
 - d) The Board of Commissioners from each County shall nominate, in consultation with the other voting CWACT members in that county, two (2) private parties representing business and other transportation interests to be voting members of the CWACT.
 - e) The Oregon Department of Transportation (ODOT) Area Manager shall be a voting member of the CWACT.
 - f) Alternates shall be allowed to vote in the absence of the representative if a representative declares a conflict of interest. In no instance will an entity be allowed more than one vote.
 - g) Ex-officio membership (non-voting) may be drawn from the following categories:
 1. State legislators (all legislators that represent portions of the Cascades West Region)
 2. Representatives of other groups that represent regional transportation and the Mid-Willamette valley area commission on transportation.
 3. Representatives of regional groups that have an interest in transportation issues, such as housing advocates and work force quality groups.
 4. Two representatives of alternate modes, such as bicycle or pedestrian (to be appointed by the CWCOG Board)
 5. The Chairs of the CWCOG Senior Services Advisory Council and the CWCCOG Disabilities Services Advisory Council
 6. Special interest groups are invited to participate as particular issues are addressed by the CWACT, such as housing advocates or law enforcement agencies.
 7. The Executive Director of each MPO within the CWACT region.
 - h) The CWCOG Board, according to the CWCOG Articles of Agreement, will formally appoint the members and alternates of the CWACT. The ODOT Area Manager and the state legislatures will be considered members without the necessity of formal appointment.
 - i) The entire voting membership shall serve a term of two years. Approximately fifty percent of the voting members shall be (re)appointed

each year.

- j) Eligible entities, as described in Article II (A), that are not members of the CWACT shall receive a bi-annual invitation to join.
- k) An entity that does not nominate a representative according to Article II (B) shall be notified, in writing, that is no longer a member of the CWACT. The entity will be allowed to re-join the CWACT at the beginning of the next term.
- l) Nominations for representatives and alternate must be submitted by the eligible entities no later than March 31 following the beginning of those entities terms as established under Article II (H) of following an invitation to join.
- m) Terms shall begin on January 1.

ARTICLE IV- Officers and Staffing

- a) Officers shall consist of a Chair and a Chair-Elect, both of which shall be County Commissioners. The Chair and Chair-Elect shall be from different counties, and the positions shall rotate among the commissioners from each of the three counties.
- b) Officers shall serve one-year terms and the Chair-Elect shall assume the office of chair upon completion of a one-year term as Chair-Elect.
- c) The Chair shall preside at all CWACT meetings and shall be an ex-officio member of all committees. The Chair may vote on any item before the CWACT; however, she/he may not if her/his vote would create a tie. The chair is the official spokesperson for the CWACT unless this responsibility is specifically delegates. The CWACT Chair shall appoint chairs of all committees.
- d) In the absence of the Chair, the Chair-Elect shall execute all the functions of the Chair. In the event that the Chair cannot complete her/his full term, the Chair-Elect shall assume the office of Chair and serve the remainder of the term and a new Chair-Elect selected.
- e) No person shall serve as Chair or Chair-Elect for a period of more than twenty-three (23) consecutive months.
- f) Terms for all officers shall begin on January 1.
- g) The CWCOG and ODOT will provide staff support for the CWACT.

ARTICLE V- Committees

a) Executive Committee

1. An Executive Committee shall consist of one County Commissioner from each County, the ODOT Area Manager and one additional representative from each County. The Executive Committee shall include the Chair and Chair-Elect. The additional representative of each county shall be selected annually by representatives of that County at a regularly scheduled meeting of the ACT.
2. A quorum for the Executive Committee shall be a majority of the members and there shall be at least one representative from each County present.
3. Alternates may serve on the Executive Committee if the representative is not able to attend a meeting and if the representative so decides.
4. The Executive Committee shall meet as called by the chair to
 - Act on behalf of the full CWACT between meetings
 - Take needed timely action on issues within the context of decisions or positions previously taken by the full CWACT. However, the Executive Committee shall refrain from action on items that can wait for a regular CWACT meeting, and refrain from making decisions regarding project priorities.
 - Take action in situations determined by the Chair to be emergencies.
 - Be responsible for routine housekeeping duties, such as determining the context of agendas.
5. Meetings of the Executive Committee shall be conducted in compliance with the Oregon public Meetings Law as described in ORS192.610 through ORS192.690.
6. Decisions and recommendations of the Executive Committee will be communicated to the membership of the CWACT. When possible that communication shall be in writing via a memorandum.

b) Technical Committee

1. A Technical Committee shall be formed as a standing committee of the CWACT, and it shall:
 - Act at the direction of the CWACT and provide information, advice, and recommendations to the CWACT.

- Identify issues and make the CWACT aware of those.
2. Each entity that is a voting member of the CWACT shall be invited to nominate a representative to the Technical Committee. Members of the Technical Committee need not be elected officials.
 3. The Chair of the technical Committee shall serve as an ex-officio member of the ACT.

ARTICLE VI- Organizational Procedures

- a) The CWACT shall meet quarterly or as necessary to fulfill its responsibilities. Meeting locations will be determined by the membership.
- b) For the purpose of conducting official business, a quorum shall exist when either:
 1. Representatives from fifty-one (51) percent (%) of the voting members are in attendance; or
 2. The following representatives are present:
 - Two of three county commissioners
 - Two additional representatives from each county, whether cities, ports, private sector members, or CTSI representatives
- c) Decisions shall be reached by a consensus process whenever possible. If it is not possible to obtain concurrence of all voting members present, a seventy-five (75) percent (%) concurrence of the voting members present shall be necessary for approval.
- d) Prior to participating in the process of updating the State Transportation Improvement Program (STIP), the members shall establish a specific procedure to be used. That procedure shall at least describe the role of the Technical Committee, public outreach efforts, a timeline, and a description of the decision-making process the CWACT will use to establish regional STIP priorities.
- e) Recommendations to the CWCOG Board to repeal, amend, add to, or replace these bylaws may be made by a simple majority (51 percent) of voting members. Such changes shall be presented at a meeting of the CWACT and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the CWCOG Board for action at their next meeting. Members can submit their votes electronically.
- f) The CWCOG Board may initiate a change in these bylaws. Such a change shall be presented at a meeting of the Board. If it receives a positive, majority vote, it shall be referred to the CWACT for comment.

Subsequently, it shall be presented for adoption by the Board with the comment of the CWACT. A seventy-five percent vote of the CWCOG Board is required to adopt the proposed change.

- g) Robert's Rules of Order Revised will serve as the parliamentary authority for the operation of the CWACT in all cases not covered by these bylaws. The CWACT may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these bylaws.
- h) The Chair may call special meetings for any purpose or purposes. Notice of time and place of any special meeting shall be given to each member, either personally or by personal mail or electronic mail, at least three days prior to such meetings. Notice shall state the purpose of the meeting. The public shall be notified of special meetings by posting a meeting notice on the CWACT worldwide website.
- i) If representatives have not appointed a member nor alternate by the first official meeting of the calendar year, that representative will be removed from CWACT membership for the remainder of the calendar year. They can still attend and provide comments as an ex-officio member. The members will be allowed to re-join the CWACT at the beginning of the next calendar year. If the discontinued member was a private sector representative, the relevant county may immediately appoint a new representative to fill out the term of the discontinued member.
- j) Only representatives or alternates that have been appointed to the CWACT according to Article II (G) shall be allowed to participate in any consensus process or voting process. All entities described under Article II (A) are entitled to attend CWACT meetings and participate in meeting discussions.
- k) Meetings of the CWACT shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS192.610 through ORS192.690.
- l) The CWACT will encourage and support public involvement by implementing the methods outlined in Attachment A of the Policy on Formation and Operation of Area Commissions on Transportation, adopted by the Oregon Transportation Commission on June 18, 2003.
- m) Each CWACT member shall be given a copy of these bylaws and subsequent amendments.

ARTICLE VII- Amendments

Attachment A: Public Involvement

ACT meetings will comply with the meetings of the Oregon Public Meetings Laws, ORS 192.610 to 192.690. "Meeting" means the convening of a governing body of a public body for which a quorum is required to make a decision or deliberate toward a decision on any matter." ORS 192.610(5). Meetings include information-gathering sessions, working lunches and electronic meetings. All ACT meetings will be open to public attendance and

any members of the public may attend any meeting of the ACT.

a) Minimum Requirements for Regularly Scheduled Meetings

1. The ACT will conduct all meetings in accordance with the following minimum requirements and will strive to meet the preferred standards. The regular meeting requirements will be supplemented with the methods found in Table 1 of the meeting falls into the following additional categories:
 - Developing project priorities for Draft STOP using approved criteria
 - Draft STIP public hearing
 - Special meetings
 - Electronic meetings
2. Meeting Notice
 - Advance notice to interested persons and stakeholder groups on ACT mailing list and to new media which have requested notice.
 - Notices must include time, place, agenda (principal subjects), and name of person and telephone number (including TTY number) at the public body to contact to make a request for an interpreter for the hearing impaired or for other communication aids.
 - A good faith effort must be made to provide an interpreter for hearing-impaired people on receipt of proper notice. ORS 192.630(5).
3. Meeting Materials
 - For decision items, distribute information to everyone in attendance at the meeting.
 - Provide time on the agenda for general public comment.
4. Meeting Schedule
 - If regularly scheduled meetings are not possible, the minimum standard is to provide extra public notification by following the preferred mother of meeting notification.
5. Meeting Location
 - Meets accessibility requirements of the Americans with Disabilities Act (ADA)
 - No meeting may be held in buildings where discrimination (race, sex, age, national origin, color,

creed, disability) is practiced. ORS 192.630 (3).

- Generally held within the geographic boundaries of the ACT's jurisdiction. Training sessions may be held anywhere.
- Contains adequate seating facilities to encourage attendance by the general public.

6. Meeting Minutes – Minutes shall be prepared for all ACT meetings. Minutes must include at least:

- Members present.
- All motions, proposals and resolutions proposals and their dispositions.
- Results of all votes/decisions. Secret ballots prohibited.
- Substance of all discussion
- Reference of all documents discussed (confidentiality of records exempt from disclosure may be protected).
- After each ACT meeting the ACT shall prepare and distribute the minutes prior to the next ACT meeting.
- As appropriate to the Area, meeting minutes shall be preserved for a reasonable time.

b) Preferred Standard for Regular Meetings

1. In addition to the minimum requirements, the preferred standard for regular meetings includes:

- Meeting Notice
 - One-week advance notice
 - Notices posted at local public institutions (city hall, library, community center, etc.).
 - Notices posted on ACT website, along with links to meeting agendas, past meeting minutes, technical materials, and documentation.
- Meeting Materials
 - Provide advance agenda one week prior to the meeting, either on the ACT website or through the mail
 - For decision items, provide technical materials and supporting documentation one week prior to the ACT meeting. Materials can be distributed through the ACT website and/or through mail.

- Provide copies of all correspondence received prior to the meeting to the ACT members and the public attending the meeting.
- Meeting Schedule
 - Regular Schedule (e.g., meeting at 1:00pm on the last Thursday of each month).
- Meeting Location
 - Easily accessible by public transportation
- Meeting Minutes
 - Post minutes from the meeting on the ACT website.

c) Executive Sessions

1. The responsibilities of the CWACT do not include work permitted in an executive session (ORS 192.660).

d) Control of Meetings

1. The presiding officer had inherent authority to keep order at meetings – can “reasonably” regulate the use of cameras and tape recorders.
2. No smoking is permitted at any meeting of the ACT.

e) Roles and Responsibilities

1. Roles and Responsibilities of parties engaged in public involvement activities on behalf of ACT will be designated in the joint agreement in Section V. B, Staffing and Financial Support.

f) Public Comment

1. The public shall be provided with opportunities to speak to the merits of the proposals before the ACT and to forward their own proposals. Public commentary may be taken at any time during the ACT meeting. Copies of all correspondence received prior to the meeting shall be available for ACT members and the public at the meeting. The ACT public involvement process shall demonstrate explicit consideration and response to public input during the planning and program development process.



Senior Services Advisory Council Bylaws

Adopted November 22, 1983
Revised September, 1986
Revised June, 1988
Revised January, 1989
Revised March, 1989
Revised December 18, 1989
Revised July 19, 1990
Revised March 28, 1991
Revised September 1992
Revised January 1994
Revised June 1994
Revised May 1996
Revised February 2002
Revised October 2009
Amended December, 2014

ARTICLE I - Organization

The name of the organization is Senior Services Advisory Council (SSAC) of Oregon Cascades West Council of Governments (OCWCOG). All SSAC meetings are open public meetings.

ARTICLE II – Purpose and Objective

SSAC is established by OCWCOG to advise OCWCOG staff and the OCWCOG Board of Directors on matters relating to the development and operation of a comprehensive service delivery system for elderly persons in the OCWCOG's area of jurisdiction and to assist in monitoring the implementation of the Area Plan as defined in the Older Americans Act (OAA) and ORS 410.010-410.990.

- a) SSAC will, when needed or required, conduct appropriate public hearings and will review and recommend appropriate final action to OCWCOG Board of Directors regarding the following:
 - 1. Selection of priority services to be included in the four (4) year Area Plan and reviewed annually;

2. Adoption of standards or specifications for services in the Area Plan;
3. Adoption or modification of the Area Plan;
4. Commencement, termination, or modification of all service activities designed to implement the Area Plan;
5. Annual review of Senior and Disabilities Services (SDS) budget and workplan;
6. Contracts for State and Federal funds for services and facilities affecting the elderly in Linn, Benton, and Lincoln Counties;
7. Improvement of the monitoring and assessment system;
8. Appointment of members to SSAC;
9. Advocacy activities to support appropriate policies, services, and facilities for elderly persons at local, State, and national levels.

b) SSAC will also monitor the progress of direct and contractual services by:

1. Reviewing program reports and comparing actual accomplishments to annual objectives;
2. Participating in on-site assessments of direct and contractual services and assisting in the development of appropriate recommendations to improve services for elderly persons.

ARTICLE III - Membership

Definitions:

- a) Council member - a person whose application for membership has been approved by the Council and the OCWCOG Board of Directors.
- b) Ex officio member - is a member of a body (notably a board, committee, or council) who is part of it by virtue of holding another office. They have all the rights and obligations of the Council/committee that they serve on. This includes the right to discuss, debate, make decisions, and vote. Ex officio members should not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.
- c) At-large (Associate) member – is a person united with another or others in an act, enterprise, or business; a partner or colleague. The Associate members shall have all the rights and privileges of regular members except for the right to vote.
- d) Inactive member – any member who has missed three (3) consecutive meetings in a row.

Ideally SSAC shall consist of at least nine (9), and no more than fifteen (15), voting members but may operate with less, with representation as follows:

- a) One (1) member of the OCWCOG Board of Directors who will act as an ex officio member;
- b) At least fifty percent (50%) of the membership shall be aged 60 or older.
- c) Membership shall include older persons with greatest economic or social need; participants in services administered through OCWCOG; representatives of older persons, health care providers and supportive service organizations; local elected officials; and the public.
- d) A maximum of five (5) members may be employees of current contractors of OCWCOG/SDS. Such members shall be clearly identified as contractors and shall have full voting privileges, except in the instance where a possible conflict of interest is identified, in which case they shall not vote.
- e) The term of membership shall be for two (2) years with no term limits. One half of the terms will expire in alternating years, so that SSAC member terms don't all expire in the same year.
- f) Vacancies may be declared by SSAC when a member has three (3) absences in a twelve (12) month period. Extended illness or other major problems may be considered as reasonable excuses for not attending meetings if regular attendance can be expected in the future.

The Joint Membership and Nominating Committee shall recruit and nominate persons to fill vacancies for the remainder of the terms. SSAC will act on nominations and submit recommendations to fill vacancies to OCWCOG Board of Directors. Applicants may be considered for membership after attending no fewer than three (3) of the most recent five (5) SSAC meetings.

ARTICLE IV – Officers

Officers shall consist of a Chairperson and Vice-Chairperson selected from and by the Council's membership for two (2) year terms. Nominations shall be proposed by the Joint Membership and Nominating Committee at the Council's April meeting. In addition, nominations may be made from the floor for either office. Officers shall be voted on at the June meeting and shall assume office July 1st.

In case of vacancy in the office of Chair, the Vice Chair will be recommended to the OCWCOG Board of Directors for appointment as Chair. In case of a vacancy in the office of Vice Chair, the Joint Membership and Nominating Committee shall recommend a replacement SSAC member to the SSAC at the next regular meeting.

An individual may serve in the Chair position for up to two (2) consecutive two (2) year terms. After the second term, that person will fill the role of immediate past Chair on the Joint Executive Committee.

An individual may serve in the Vice Chair position for up to two (2) consecutive two (2) year terms. After the second term, that person will be eligible to serve as Chair if nominated by the SSAC and appointed by OCWCOG Board of Directors.

An individual will be required to have a one (1) year break from either the Chair or Vice Chair position before they can serve in the same position after serving two (2) consecutive terms.

- a) Chairperson - Shall preside at all SSAC meetings and shall be an ex officio member of all subcommittees, except the Joint Membership and Nominating Committee. The Chairperson may vote on any item before the Council; however, in the event the Chairperson's vote results in a tie vote, the Chairperson shall call for a revote on the item and shall refrain from voting in the revote. The Chairperson is the sole official spokesperson for SSAC unless this responsibility is specifically delegated.
- b) Vice-Chairperson - In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson. The Vice Chairperson will have accessibility to the same meetings and trainings as the Chair.
- c) Immediate past Chairperson - In the absence of the Chair and Vice Chair, the Immediate Past Chair shall execute all the functions of the Chairperson.

OCWCOG will provide staff support for SSAC and provide staff to serve as recording secretary for the Council.

ARTICLE V - Committees

The following standing committees are established with memberships and chairmanship, to be appointed by the SSAC and Disability Services Advisory Council (DSAC) Chairpersons, and ratified by the Council, for one (1) year terms, starting September 1st. Chairpersons shall be members of SSAC or DSAC.

- a) Joint Monitoring and Review - Responsible for reviewing contracts for Federal and State funds, making recommendations to SSAC and DSAC on contracts, and assisting staff in monitoring and assessment activities. Advises staff on appropriate procedures to carry out its functions.
- b) Joint Issues and Advocacy - Responsible for reviewing major issues and legislation affecting elderly persons and people with disabilities, making recommendations to SSAC and DSAC on appropriate actions, developing strategies to effectively advocate in the best interests of the elderly and people with disabilities. Represents area of jurisdiction on significant positions adopted by OCWCOG Board of Directors, coordinates advocacy activities with other appropriate local and statewide groups, evaluates strategies, and reports regularly to SSAC and DSAC.
- c) Joint Meals on Wheels - Responsible for keeping informed on the Meals on Wheels program, considering needs and recommendations submitted by the Meals on Wheels Supervisor, making recommendations on nutrition policies, procedures and specifications, assisting in securing funds for the nutrition program, and assisting staff in reviewing, monitoring and assessing Meals on Wheels program contract(s). Any

contractual changes or recommendation for continuation, probation or termination, shall be in consultation with the Joint Monitoring and Review Committee. Serves as a resource to the Advisory Councils on matters pertaining to the Meals on Wheels Program.

Ideally, the Joint Meals on Wheels Advisory Committee shall consist of a minimum of six (6) and a maximum of nine (9) members. The committee Chair may appoint up to four (4) at-large members to help reach the ideal membership, if there is insufficient SSAC/DSAC member representation on the committee.

- d) Joint Executive - Shall include officers and Chairs of the previously listed standing committees. Responsible for providing leadership for SSAC and DSAC and shall act for the Advisory Councils in urgent situations when it is impossible to call a meeting of the entire SSAC and DSAC membership. The Joint Executive Committee shall meet at least once a year for general assessment and planning of SSAC and DSAC activities and, as necessary, at the request of the Chairpersons. An Executive Committee member shall represent the Councils at the OCWCOG Board of Directors meetings to update the Board on what the Councils are doing. This may be assigned on a rotational basis.

Outgoing SSAC and DSAC Chairpersons shall serve in ex officio capacity on the Joint Executive Committee for the remainder of his/her two (2) year term on the Advisory Councils.

- e) Joint Membership and Nominating - Shall ideally consist of six (6) SSAC and DSAC members, at least one (1) from each County, to be appointed by the Chairpersons in September, and to be appointed by the committee Chair. The committee shall conduct on-going recruitment and orientation activities for SSAC and DSAC and monitor monthly attendance. Also responsible for reporting a slate of nominees for members and officers at the April Advisory Council meeting. Shall also recommend nominees to fill vacancies in membership and officer positions.
- f) Joint Care Planning - Responsible for keeping informed about needs and services, advising and assisting staff and the Advisory Councils to develop plans and policies for a comprehensive system of long-term care services for elderly persons and people with disabilities, including identification of needs, recommendations regarding service priorities, services standards/specifications, and funding allocation plans.

Chairs of the Joint Meals on Wheels Advisory Committee, Joint Monitoring and Review Committee, and the Chairs and Vice-Chairs of SSAC and DSAC shall participate in meetings to develop recommendations for service priorities.

To carry out the work of the Council, ad hoc committees, or workgroups, may be created by a majority vote of the membership. The purpose and scope of activity of each committee shall be outlined in writing. Subject to ratification by Council membership, the Chairperson shall appoint ad hoc committee Chairpersons and members from the Council's membership.

Committee Chairpersons will provide periodic written and/or oral reports of their activities to the Advisory Councils and to Council Chairpersons. Committee membership is not limited to members of SSAC and DSAC; Chairpersons may appoint additional at-large members. SSAC and DSAC members shall constitute a majority of each committee. Committee Chairpersons may also obtain assistance from resource persons as needed.

ARTICLE VI – Organizational Procedures

SSAC shall hold meetings as necessary, at least every two (2) months, at a time and place designated by the Chairperson.

Fifty-one percent (51%) of the voting membership of SSAC, excluding inactive members, shall constitute a quorum for the transaction of business and if there is not a quorum than an email vote can take place following the conclusion of the SSAC meeting. Staff shall conduct the email vote process and shall certify the results to Counsel members by email.

Roberts' Rules of Order Revised will serve as the parliamentary authority for the operation of SSAC in all cases not covered by these bylaws. SSAC may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these by-laws.

Each Councilperson shall be permitted one (1) proxy vote per fiscal year.

All meetings of SSAC are subject to the Oregon Public Meeting Act.

Special meetings, for any purpose or purposes, may be called by the Chairperson, or, in the absence of the Chairperson, by the Vice-Chairperson. Notice of time and place of any special meeting shall be given to each member, either personally, by email, or by mail, at least three (3) days prior to such meetings. Notice shall state the purpose of the meeting.

Each SSAC member shall be given a copy of these bylaws and amendments.

ARTICLE VII - Amendments

Recommendations to OCWCOG Board of Directors to repeal, amend, add to, or replace these bylaws may be made by a two-thirds majority vote of the membership. Such changes shall be presented at one meeting of the Advisory Council and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the OCWCOG Board of Directors for action at their next meeting.

The OCWCOG Board of Directors may initiate a change in the bylaws. Such change shall be presented at one meeting of OCWCOG Board of Directors. If it receives a positive, fifty-one percent (51%) majority vote, it shall be referred to the Advisory Council for comment. Subsequently, it shall be presented for adoption by OCWCOG Board of Directors with the comment of the Advisory Council. A simple, positive fifty-one percent (51%) vote of OCWCOG Board of Directors is required to adopt the proposed change.



Disability Services Advisory Council Bylaws

Adopted, July, 1996
Amended December, 2014

ARTICLE I - Organization

The name of the organization is Disability Services Advisory Council (DSAC) of Oregon Cascades West Council of Governments (OCWCOG) as per ORS 410.210. All DSAC meetings are open public meetings.

ARTICLE II – Purpose and Objective

DSAC is established by OCWCOG to advise OCWCOG staff and the OCWCOG Board of Directors on matters relating to the development and operation of a comprehensive service delivery system for the care of people with disabilities in the OCWCOG's area of jurisdiction and to assist in monitoring the implementation of the Area Plan.

- a) DSAC will, when needed or required, conduct appropriate public hearings and will review and recommend appropriate final action to OCWCOG Board of Directors regarding the following:
 - 1. Selection of priority services to be included in the four (4)-year Area Plan and reviewed annually;
 - 2. Adoption of standards or specifications for services in the Area Plan;
 - 3. Adoption or modification of the Area Plan;
 - 4. Commencement, termination, or modification of all service activities designed to implement the Area Plan;
 - 5. Adoption, or modification, of project workplans for DSAC committees;
 - 6. Applications for State and Federal funds for services and facilities affection people with disabilities in Linn, Benton, and Lincoln Counties;
 - 7. Improvement of the monitoring and assessment system;

8. Appointment of members to DSAC;
 9. Advocacy activities to support appropriate policies, services, and facilities for people with disabilities at local, State, and national levels.
- b) DSAC will also monitor the progress of direct and contractual services by:
1. Reviewing program reports and comparing actual accomplishments to annual objectives;
 2. Reviewing financial reports in comparison to approved budgets;
 3. Participating in on-site assessments of direct and contractual services and assisting in the development of appropriate recommendations to improve services for people with disabilities.

ARTICLE III - Membership

Definitions:

- a) Council member - a person whose application for membership has been approved by the Council and the OCWCOG Board of Directors.
- b) Ex officio member - is a member of a body (notably a board, committee, council) who is part of it by virtue of holding another office. They have all the rights and obligations of the Council/committee that they serve on. This includes the right to discuss, debate, make decisions, and vote. Ex officio members should not be included in the count when determining the number needed for a quorum and they should not be counted when determining if a quorum is present.
- c) At large member – is a person united with another or others in an act, enterprise, or business; a partner or colleague. The Associate members shall have all the rights and privileges of regular members except for the right to vote.
- d) Inactive member – any member who has missed three (3) consecutive meetings in a row.

Ideally DSAC shall consist of at least six (6), and no more than 12, voting members but may operate with less, with representation as follows:

- a) One (1) member of the OCWCOG Board of Directors who will act as an ex officio member;
- b) At least fifty-one percent (51%) of the membership shall be people with disabilities;
- c) Membership shall include consumers of Disability Services; participants in services administered through OCWCOG; representatives of people with disabilities, health care providers and supportive service organizations; local elected officials; and the general public;

- d) Vacancies may be declared by DSAC when a member has three (3) absences in a 12-month period. Each situation will be reviewed by the Joint Membership and Nominating Committee and referred back to DSAC for a decision.
- e) A member may be removed from DSAC by a two-thirds vote of the membership. Harassment or misrepresentation to the general public may be reasons for removal.

The Joint Membership and Nominating Committee shall recruit and nominate persons to fill vacancies for the remainder of the terms. DSAC will act on nominations and submit recommendations to fill vacancies to OCWCOG Board of Directors. Applicants may be considered for membership after attending no fewer than three (3) of the most recent five (5) DSAC meetings.

ARTICLE IV – Officers

Officers shall consist of a Chairperson and Vice-Chairperson selected from and by the Council's membership for two (2)-year terms. Nominations shall be proposed by the Joint Membership and Nominating Committee at the Council's April meeting. In addition, nominations may be made from the floor for either office. Officers shall be voted on at the June meeting and shall assume office July 1st.

In case of vacancy in the office of Chair, the Vice Chair will be recommended to the OCWCOG Board of Directors for appointment as Chair. In case of a vacancy in the office of Vice Chair, the Joint Membership and Nominating Committee shall recommend a replacement DSAC member to the DSAC at the next regular meeting.

An individual may serve in the Chair position for up to two (2) consecutive two (2)-year terms. After the second term, she/he will fill the role of immediate past Chair on the Joint Executive Committee.

An individual may serve in the Vice Chair position for up to two (2) consecutive two (2)-year terms. After the second term, she/he will be eligible to serve as Chair if nominated by the DSAC and appointed by OCWCOG Board of Directors.

An individual will be required to have a one (1)-year break from either the Chair or Vice Chair position before they can serve in the same position after serving two (2) consecutive terms.

- a) Chairperson - Shall preside at all DSAC meetings and shall be an ex officio member of all sub-committees, except the Joint Membership and Nominating Committee. The Chairperson may vote on any item before the Council; however, in the event the Chairperson's vote results in a tie vote, the Chairperson shall call for a re-vote on the item and shall refrain from voting in the re-vote. The Chairperson is the sole official spokesperson for DSAC unless this responsibility is specifically delegated to another DSAC member.
- b) Vice-Chairperson - In the absence of the Chairperson, the Vice-Chairperson shall execute all the functions of the Chairperson.
- c) Immediate past Chairperson - In the absence of the Chair and Vice Chair, the Immediate Past Chair shall execute all the functions of the Chairperson.

- d) Vice-Chairperson – The Vice Chairperson will have accessibility to the same meetings and trainings as the Chair.

OCWCOG will provide staff support for DSAC and provide staff to serve as recording secretary for the Council.

ARTICLE V - Committees

The following standing committees are established with memberships and chairmanship, to be appointed by the SSAC and DSAC Chairpersons, and ratified by the Council, for one (1)-year terms, starting September 1st. Chairpersons shall be members of SSAC or DSAC.

- a) Joint Monitoring and Review - Responsible for reviewing contracts for Federal and State funds, making recommendations to SSAC and DSAC on contracts, and assisting staff in monitoring and assessment activities. Advises staff on appropriate procedures to carry out its functions.
- b) Joint Issues and Advocacy - Responsible for reviewing major issues and legislation affecting elderly persons and people with disabilities, making recommendations to SSAC and DSAC on appropriate actions, developing strategies to effectively advocate in the best interests of the elderly and people with disabilities. Represents area of jurisdiction on significant positions adopted by OCWCOG Board of Directors, coordinates advocacy activities with other appropriate local and statewide groups, evaluates strategies, and reports regularly to SSAC and DSAC.
- c) Joint Care Planning - Responsible for keeping informed about needs and services, advising and assisting staff and the Advisory Councils to develop plans and policies for a comprehensive system of long-term care services for elderly persons and people with disabilities, including identification of needs, recommendations regarding service priorities, services standards/specifications, and funding allocation plans.

Chairs of the Joint Meals on Wheels Advisory Committee, Joint Monitoring and Review Committee, and the Chairs and Vice-Chairs of SSAC and DSAC shall participate in meetings to develop recommendations for service priorities.

- d) Joint Meals on Wheels - Responsible for keeping informed on the Meals on Wheels program, considering needs and recommendations submitted by the Meals on Wheels Supervisor, making recommendations on nutrition policies, procedures and specifications, assisting in securing funds for the nutrition program, and assisting staff in reviewing, monitoring and assessing Meals on Wheels program contract(s). Any contractual changes or recommendation for continuation, probation or termination, shall be in consultation with the Joint Monitoring and Review Committee. Serves as a resource to the Advisory Councils on matters pertaining to the Meals on Wheels Program.

Ideally, the Joint Meals on Wheels Advisory Committee shall consist of a minimum of six (6) and a maximum of nine members. The committee Chair may appoint up to four (4) at-large members to help reach the ideal membership, if there is insufficient SSAC/DSAC member representation on the committee.

- e) Joint Executive - Shall include officers and Chairs of the previously listed standing committees. Responsible for providing leadership for SSAC and DSAC and shall act for the Advisory Councils in urgent situations when it is impossible to call a meeting of the entire SSAC-DSAC membership. The Joint Executive Committee shall meet at least once a year for general assessment and planning of SSAC-DSAC activities and, as necessary, at the request of the Chairpersons. An Executive Committee member shall represent the Councils at the OCWCOG Board of Directors meetings to update the Board on what the Councils are doing. This may be assigned on a rotational basis.

Outgoing SSAC and DSAC Chairpersons shall serve in ex officio capacity on the Joint Executive Committee for the remainder of his/her two (2)-year term on the Advisory Councils.

- f) Joint Membership and Nominating - Shall ideally consist of six (6) SSAC-DSAC members, at least one from each County, to be appointed by the Chairpersons in September, and to be appointed by the committee Chair. The committee shall conduct on-going recruitment and orientation activities for SSAC and DSAC and monitor monthly attendance. Also responsible for reporting a slate of nominees for members and officers at the April Advisory Council meeting. Shall also recommend nominees to fill vacancies in membership and officer positions.

To carry out the work of the Council, ad hoc committees, or workgroups, may be created by a majority vote of the membership. The purpose and scope of activity of each committee shall be outlined in writing. Subject to ratification by Council membership, the Chairperson shall appoint ad hoc committee Chairpersons and members from the Council's membership.

Committee Chairpersons will provide periodic written and/or oral reports of their activities to the Advisory Councils and to Council Chairpersons. Committee membership is not limited to members of SSAC/DSAC; Chairpersons may appoint additional at large members. SSAC/DSAC members shall constitute a majority of each committee. Committee Chairpersons may also obtain assistance from resource persons as needed.

ARTICLE VI – Organizational Procedures

DSAC shall hold meetings as necessary, at least every two (2) months, at a time and place designated by the Chairperson.

Fifty-one percent (51%) of the voting membership of DSAC, excluding inactive members, shall constitute a quorum for the transaction of business and if there is not a quorum than an email vote can take place following the conclusion of the DSAC meeting. Staff shall conduct the email vote process and shall certify the results to Counsel members by email.

Roberts' Rules of Order Revised will serve as the parliamentary authority for the operation of DSAC in all cases not covered by these by-laws. DSAC may formulate additional specific standing rules and rules of order to govern the conduct of its meetings provided they do not conflict with these by-laws.

Each Councilperson shall be permitted one proxy vote per fiscal year.

All meetings of DSAC are subject to the Oregon Public Meeting Act.

Special meetings, for any purpose or purposes, may be called by the Chairperson, or, in the absence of the Chairperson, by the Vice-Chairperson. Notice of time and place of any special meeting shall be given to each member, either personally, by e-mail, or by mail, at least three (3) days prior to such meetings. Notice shall state the purpose of the meeting.

Each DSAC member shall be given a copy of these by-laws and amendments.

ARTICLE VII - Amendments

Recommendations to OCWCOG Board of Directors to repeal, amend, add to or replace these by-laws may be made by a two-thirds majority vote of the membership. Such changes shall be presented at one meeting of the Advisory Council and acted upon at a subsequent meeting. A positive vote to change shall be forwarded to the OCWCOG Board of Directors for action at their next meeting.

The OCWCOG Board of Directors may initiate a change in the by-laws. Such change shall be presented at one meeting of OCWCOG Board of Directors. If it receives a positive, majority vote, it shall be referred to the Advisory Council for comment. Subsequently, it shall be presented for adoption by OCWCOG Board of Directors with the comment of the Advisory Council. A simple, positive majority vote of OCWCOG Board of Directors is required to adopt the proposed change.

Strategic Priority	Goal	Task	Milestone Completed by March 30	Notes
Community Visibility	Consumers are aware of available services	Track outreach and messaging	Determine how to capture data using SmartSheets	A joint City Manager Meeting was held but we are not formally capturing issues yet. The National Association of Regional Councils Communications group is working on this as a joint effort but did not have anyone to lead efforts. Meg will help the group organize regular meetings, and a template should be available in May.
	Identify common problems and develop/promote regional solutions	Work with city managers/County Administrators on issues of common interest	Capture Member issues during City Manager meetings	
	New Compelling Mission, Vision, and Values	Mission, Vision, and Values are on all public facing materials and websites	OCWCOG website Updated	
	Strong brand, effective communication and outreach	Cohesive communications plan for tabling events, digital outreach, and community partnerships	Draft Communications Template developed	
		Participation in relevant Chamber related outreach	Identify Chamber membership benefits	
Diversity, Equity & Inclusion	Meaningful engagement of under-represented communities	Tabling events with staff who represent under represented communities Implementation of contract with Casa Latinos through August '23	Minimum of one event recorded in the SmartSheet outreach tool Co-host bilingual financial coaching workshop with Casa Latinos	
Expansion & Innovation	Use data to assess the reach and impact of our programs	Quarterly data reports completed and reviewed to assess reach and impact Track outreach and messaging	Analyze where we can improve in reporting Determine how to capture data using SmartSheets	
Organizational Excellence	Decisive, data informed actions	Quarterly data reports are compiled and reviewed to produce an informed action plan	Analyze where we can improve in reporting	Moving to annual meeting. We have just started the implementation process.
	Enhance teamwork and collaboration among staff	Nominate staff and agency for awards Celebrate COG Stars on a timely basis Hold semi-annual All Staff Meeting	Meet with LMAC on COG Star Awards Regular attendance at LMAC Meetings is a priority Set date for semi-annual All-Staff Meeting	
	Support and empower staff in delivering programs	Clear plans to support implementation and improvements Training plans	Initial assessment of tools available Communicated annual training plan	
Partnerships & Collaboration	Deliver and align with key State agency partner services	State Broadband Project SSP co-housing, meetings Change Leader	Ensure the address match data reports get submitted Continue efforts with in-person shadowing with SSP Engage each SDS work unit in conversation about OEP	Recruitment fell through Orientation was postponed due to scheduling conflicts but is confirmed for April.
	Expand engagement with non-profit organizations	Track current outreach and engagement with non-profit organizations	Determine how to capture data using SmartSheets Boiler plate creation for joint OCWCOG/CSC food delivery programs	
	Further alignment and systems improvement with CSC	Co-applying for regional funding with CSC Continue work with SNAP and utility assistance partnership Continue our joint food security projects	Provide quarterly messaging for staff regarding the SNAP and Utility Assistance Program Reach out to food security networks and reestablish communications	
	Strong engagement of Board and member governments	Continue steps towards co-housing with CSC Host New Board Orientation	Sign a project manager Host New Board Orientation	



Senior, Disability and Community Services

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



Area Agency on Aging

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

MEMORANDUM

DATE: May 18, 2023
TO: OCWCOG Board of Directors
FROM: Randi Moore; Senior, Disability, and Community Services Director
RE: Senior, Disability, and Community Services Updates

Senior and Disability Services Updates

Public Health Emergency Unwinding Update

Oregon Health Plan (OHP) redeterminations that were previously on pause due to the Public Health Emergency have resumed as of April 2023. All OHP members will need to be reviewed for eligibility by mid-2024. Oregonians participating in the renewal process will receive a minimum of 2 reminder mailings. They will be provided 60 days to provide the requested information and a total of 90 days from initial contact to complete all renewal processes without any interruption in current benefits. After the 90-day reconsideration period expires, a new application must be submitted.

Case Managers have received a list of Long-Term Care Services and Support (LTSS) cases, for which the consumer may be at risk of not meeting eligibility criteria and therefore would lose the long-term care assistance they are provided. Workers are contacting everyone to provide advance assistance and outreach to support these identified individuals with their renewals. Linn and Benton Counties have a total of 136 members identified, and Lincoln County has 71 members on the list. The list is broken down by which month the member is scheduled for their renewal, and the specific eligibility criteria of concern are identified to assist with prioritizing outreach efforts and guide conversations.

Below are some resources that can be posted to assist members in preparing for Oregon Health Plan renewals:

[Click here](#) to watch video in English.

[Click here](#) to watch video in Spanish.

Supporting Community Programs – Grants provided to 16 Organizations

Supporting community partners and leveraging local resources is a major component of the Older Americans Act. The focus is to serve the most vulnerable and underserved. The Senior and Disability Services Advisory Councils are pleased to announce the disbursement of \$165,000 in grant funds to thirteen local agencies. These agencies are working to improve the

quality of life of seniors and people with disabilities by providing programs to promote healthy aging, reduce isolation and loneliness, and increase the overall health and wellbeing of the people they serve. The agencies that will receive grant funds for FY 2024 are:

• Albany Helping Hands: Get that van moving (transportation)	\$12,000
• Albany Parks & Rec: Monthly engagement/reduce isolation	\$ 6,000
• Corvallis Community Center: Fitness classes	\$13,329
• Corvallis Daytime Drop In Center	\$15,000
• Dev NW: Focus on Senior & Disabled Dev NW residents (outreach, housing, financial education, +)	\$15,000
• Grace Center: (scholarship programs)	\$10,000
• Lebanon Senior Center: Evidence Based Exercise Programs	\$15,000
• Lebanon Senior Center: I-Pad program	\$10,000
• Lumina Hospice: Transitions Counseling	\$10,000
• Lumina Hospice: Grief Education & Support Group	\$ 6,000
• NESS: Evidence Based Programs & transportation	\$15,000
• Newport 60+: Hotspots (connectivity) for I-pad program	\$ 7,640
• Samaritan Health Education: Tomando Control de su Salud	\$ 5,000
• Synapse Fitness: Evidence Based Program for Parkinson's	\$15,000
• YMCA: Better Bones and Balance – Evidence Based Program	\$10,000

Community Service Program Updates

Benton County Veteran Service Office

A total of 57 claims have been filed since January 2023. These claims included new claims issued, reopening of previously denied issues, applying for VA healthcare, and appealing claims to the Board of Veterans Appeals. VSOs conducted 215 appointments with veterans and their dependents during the reporting period. This included both in-person and phone appointments.

- VA Work Study and Staff participated in Behavioral Activation Training, an evidence-based depression intervention strategy, taught by the Benton County Older Adult Behavioral Health Initiative staff. Plans are in place to pilot this training with local Veterans in the next quarter.
- VSOs attend bi-weekly OACVSO meetings to connect with VSOs from across the state and receive updates from ODVA.
- VSOs continue to attend monthly Vet Net meetings.
- Regular and rolling appointments commenced at the Monroe VFW, Oregon State University, and Community Outreach, Inc.

Stand By Me

The Stand By Me (\$BM) program continues to grow the capacity for its financial coaching program around budget creation, debt reduction, increased savings, and credit improvement in Linn, Benton, and Lincoln Counties. To date, the program has provided free coaching to a total

of 78 unduplicated clients, with 89% taking action on budget creation, 79% taking action to increase savings, and 64% taking action to improve credit.

To date:

- A total of \$202,932 has been saved by 51 unique clients
- A total of \$48,077 of debt has been reduced by 39 unique clients

From January 1 – March 31, 2023, Stand By Me has also accomplished the following:

- Hosted its second three-day \$BM Training at OCWCOG, training five new coaches from Corvallis, Albany, and Lincoln City (January - February).
- Hosted a Financial Workshop with SBM Coach and Casa Latinos Unidos contractor Gabriella Orellana at Garfield Elementary School for seven Spanish-speaking residents, with follow-up coaching offered (March).
- Participated in a variety of outreach events, including:
 - Foster Grandparent training (January)
 - Non-Profit Fair Linn/Benton (January)
 - OSU Business Winter Career Fair (February)
 - OSU Science Pub Corvallis (March)
 - YMCA Living Your Best Life Seminar (March)
 - Linn-Benton Housing Authority Staff presentation (March)

OCWCOG Celebrates Volunteers

In April, OCWCOG hosted the annual RSVP Tax Aide Volunteer Recognition Event in honor of our AARP volunteers who prepared 2022 taxes free of charge. Volunteers prepared 2022 taxes from January to April for residents free of charge at the Lebanon Senior Center, Albany Riverfront Center, Corvallis Community Center, and Philomath Library.

Volunteers were also celebrated during National Volunteer week and AmeriCorps Week. As a thank you for their service to the community, volunteers received special snacks, swag, and hand crafted mugs.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8551 • FAX (541) 967-4651

MEMORANDUM

DATE: May 18, 2023
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: **Community and Economic Development Updates**

Community and Economic Development Updates

The Community and Economic Development Department is still searching for a new Department Director as of the writing of this update.

Transportation

Corvallis Area Metropolitan Planning Organization (CAMPO)

- A new CAMPO Planner, Corum Ketchum, started in April. Corum has experience working at the city level in both economic and community development, and we are excited to have him on board to share his knowledge in regional transportation conversations.
- CAMPO is working with a consultant to develop functional designs for the Philomath Boulevard Corridor between the intersections of 53rd Street and 15th Street in Corvallis. This collaborative process will identify improvements for future grant opportunities.

Albany Area Metropolitan Planning Organization (AAMPO)

- The Technical Advisory Committee (TAC) and Policy Board approved a number of significant items including:
 - 2043 Regional Transportation Plan Goals and Objectives
 - 2043 Regional Transportation Plan Preferred Scenario
 - 2024-2027 STBG Project Allocations
- After a long planning process, AAMPO formally adopted a Bicycle and Pedestrian Plan, the first of its kind in the region. This effort involved significant public outreach, data analysis, and multiple rounds of review and comment. It identifies improvements across AAMPO's region and prioritizes projects for local member use.

Cascades West Area Commission on Transportation (CWACT)

- The Cascades West Area Commission on Transportation approved revisions to the bylaws in an effort to streamline annual membership recruitment and more easily obtain a quorum at meetings.

Cascades West Transportation Options

- May is Bike Month! To join, simply replace one commute or errand trip you would normally take by car with bike transportation, then log your trip at [Get There Oregon](#). Logging bike trips qualifies you to win cool prizes such as one of two turtle-shaped bike tools or one of 18 reflective ankle bands to keep your pant leg out of the chain and maintain visibility to other road users.

Cascades West Ride Line

From February 2023 to April 2023, over 36,000 physical trips were completed by Cascades West Ride Line. The majority of these trips were sedan trips. The second most utilized mode was mileage reimbursements at over 10,000 reimbursements.

	Trips (Sedan, Wheelchair, Secure, Stretchers)	Clients (Unique members)	Reimbursement (Mileage, Meals, Lodging)	Clients (Unique members)
Linn County	22,146	1,790	6,251	319
Benton County	6,950	690	1,986	94
Lincoln County	6,820	672	2,441	184
All other counties	499	84	130	5
Regionally	36,415	3,236	10,808	602

During the month of March 2023, 90,824 individuals were eligible for transportation assistance in OCWCOG's tri-county region.

Oregon Health Plan Enrollment by County - for March 2023

	IHN- CCO	OHP - FFS	Other CCO's	Total Enrollment by County
Linn County	44,325	4,746	844	49,915
Benton County	19,223	2,174	44	21,441
Lincoln County	17,309	2,124	35	19,468
Total Enrollment by Plan	80,857	9,044	923	90,824

Planning

Cascades West Economic Development District (CWEDD)

- Staff submitted the three-year Economic Development Administration (EDA) grant update in January. The update includes the development of a three-year scope of work,

a staffing plan, and other supplemental documents. The grant application was approved in April 2023.

- The City of Albany requested OCWCOG take on the administration of their Community Block Grant Program (CDBG) funds. OCWCOG has agreed to administer the program as a very focused small grant program opportunity for in-home childcare providers in the City of Albany. We awarded 3 grants from this program, 2 of which were to Spanish-speaking businesses.
- Facilitated an EDA Broadband conversation in Lincoln County with city managers, the county administrator, the Tribe, Sequoia, and Solarity to create a common understanding of where the project is in relation to address mapping and next steps.
- Solarity and OCWCOG wrapped up three Broadband Info Sessions on April 5th. There was a webinar held on May 9th to discuss how to create a match for broadband grants.
- OCWCOG has hired Lane Council of Governments (LCOG) to write four grants using our Rural Capacity Fund.
- CWEDD Executive meeting was held on April 27, 2023, and CWEDD full Board meeting was held on May 11, 2023.

Cascades West Regional Consortium (CWRC)

- CWRC meeting was held on April 18, 2023. The group continues to talk about wetland challenges in the region.

Cascades West Business Lending

- Cascades West Business Lending attended the annual Lebanon Biz Expo in April. This was a rewarding day of networking with contacts in the banking industry and receiving new referrals.
- We have submitted a response to a Request for Proposal (RFP) from Business Oregon to apply for up to \$1 million in funding from the Community Lender Loan Loss Reserve Account Program. We have received notice that our proposal was approved and will meet with Business Oregon at the end of May to discuss the remaining steps and the funding amount. This money will supply extra insurance against debt default and will allow us to expand our lending program.



Technology Services

1400 Queen Ave SE • Suite 204 • Albany, OR 97322

(541) 967-8551 • FAX (541) 967-4651

MEMORANDUM

DATE: May 18, 2023
TO: OCWCOG Board of Directors
FROM: Jason Sele, Technology Services Director
RE: **Technology Services Update**

Enterprise Software Projects

Both the Oracle NetSuite and Ceridian Dayforce implementations are on track for their respective go live dates of July 1, 2023, and October 1, 2023. Brett Tieszen is now leading both projects as project manager. The finance teams from Community Services Consortium (CSC) and the Oregon Cascades West Council of Governments (OCWCOG) have collaborated on a shared general ledger account structure. The initial data migration is complete for both systems and stage environments are enabled for testing.

New Hire in Tech

Our final open position for a workstation support specialist has been filled. Kent Fosselman joined in April. Keith Tesdal has filled in as a temp and will be wrapping up this month once Kent is fully trained.

Community Services Consortium IT Support

I am filling in as IT Director for CSC with Joseph Mack on admin leave. As a result, I've spent some time working at CSC with the tech team. We've created a project priority list, established the budget for next year, implemented a help desk ticketing system, and are rolling out an onboarding process for new hires. There are several network and software projects that we will be working on this year with a focus on partnering across the two agencies.



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

MEMORANDUM

DATE: May 18, 2023
TO: OCWCOG Board of Directors
FROM: Finance Director, Marit Nelson
RE: **Enterprise Software System Selection & Implementation**

During the FY 2022-23 budgeting process, the leadership team with OCWCOG determined that a priority for the year would be to explore and implement an enterprise software solution which encompasses finance, human resources and payroll. The goal is to reduce redundant systems, improve efficiency and access new technologies.

The Budget Committee approved, and the Board adopted the budget which included a \$250,000 investment in agency enterprise software expenditures for the fiscal year.

Our process began immediately with the creation of an Enterprise Software team in cooperation with Community Service Consortium. We issued an RFP, received proposals, sat through numerous demonstrations and ultimately chose two software companies which will meet our goals and objectives originally outlined.

Finance: Oracle, NetSuite for Government
HR/Payroll: Ceridian, Dayforce

Total Estimated Implementation Costs: \$265,000
Annual Software Licensing: \$116,000

These costs, while exceeding our original budgeted expectation, will be incurred over two fiscal years. We have accounted for the additional costs in the FY 2023-24 budget document. Additionally, the change in annual licensing fees will be offset somewhat by the termination of current licensing agreements on systems we will cease using.

Work on implementing these systems has already begun in cooperation with CSC. It is our goal to go live with Oracle NetSuite on July 1st and Ceridian Dayforce on October 1st.