



# Board of Directors Meeting Packet

September 21, 2023  
2:00 pm - 4:00 pm

Attend In Person at

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:  
December 7, 2023 at 2:00 pm**

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*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](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS' AGENDA  
September 21, 2023  
2:00 – 4:00 pm**

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 Leah Snodgrass at 541.967.8720 or [lsnodgrass@ocwcog.org](mailto:lsnodgrass@ocwcog.org) no later than noon on Wednesday, September 20, 2023, to confirm your attendance.

**REVISED**

- 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 July 20, 2023. ([Page 4](#))
  - b) Approve revised meeting minutes from June 2, 2023. ([Page 16](#))
  - c) Approve revised meeting minutes from May 18, 2023. ([Page 17](#))
  - d) Financial Report, YTD June 30, 2023. ([Page 22](#))

**ACTION:      Motion to approve Consent Calendar items.**

- 4. Department of Land Conservation and Development Technical Assistance Grant**  
(*Community and Economic Development Planner Justin Peterson*)  
(2:15 pm – 2:25 pm)

Memo to the Board regarding DLCD TA Grant. ([Page 29](#))  
Resolution 2023-09-01, Authorizing Oregon Cascades West Council of Governments – Department of Land Conversation and Development TA Grant Submittal. ([Page 30](#))

**ACTION: Motion to approve Resolution 2023-09-01, Authorizing Oregon Cascades West Council of Governments – Department of Land Conversation and Development TA Grant Submittal.**

5. **Executive Session** (*Human Resources Manager Ryan Schulze*)

(2:25 pm – 2:50 pm)

Per ORS 192.660(2)(d) an Executive Session will be called to discuss Bargaining.

6. **OCWCOG Program Updates**

(2:50 pm – 3:00 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 31](#))

Community and Economic Development ([Page 35](#))

Technology Services Director Jason Sele ([Page 38](#))

**ACTION: Information only, no action needed.**

7. **Executive Director Update** (*Human Resources Manager Ryan Schulze*)

(3:00pm – 3:10 pm)

Presented by HR Manager Schulze filling in for Executive Director Ryan Vogt.

**ACTION: Information only, no action needed.**

8. **Other Business** (*Chair Claire Hall*)

(3:10 pm – 3:15 pm)

9. **Adjournment** (*Chair Claire Hall*)

(3:15 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**  
**BOARD OF DIRECTORS COMMITTEE MINUTES**  
**July 20, 2023**  
**Via Zoom Video and Audio Conferencing**

**Attendees:** **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Alex Johnson II, Albany; Mayor Charles Maughan, Corvallis; Councilor Rick Booth, Waldport; Councilor Joyce King, Depoe Bay; and Councilor Adina Olivares, Sodaville.

**Absent:** **Chair**, Commissioner Claire Hall, Lincoln County; Commissioner Gil Sylvia, Port of Newport; Mayor Scott Cowan, Millersburg; Mayor Chas Jones, Philomath; Mayor Rod Cross, Toledo; Councilor Mike Caughey, Harrisburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Riley Hoagland, Lincoln City; Councilor Carol Korn, Tangent; Councilor Jeremy Romer, Halsey; Councilor Joshua Thorstad, Sweet Home; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians.

**Staff:** **Executive Director** Ryan Vogt; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Human Resources (HR) Manager Ryan Schulze; Community Services Program (CSP) Manager Alicia Lucke; Community and Economic Development (CED) Transportation Program Manager Nick Meltzer; Business Officer Tiffani Baker; Communications Officer Meg Walker, and Executive Assistant Leah Snodgrass.

**Public:** Jan Molnar; Steve Uerlings; Eugene Plukchi; Crystal Mohamed; Antonia Sims; Ashlee McPheeters; Jody Warner; Hannah Stark; Blake Anthony Morse; Tina Barton; Sherry Kroll; Rachel Mattison; Katina McClure; Kaela Robinson; Mandi Craig; and Heather Wullenwaber.

**1. Welcome and Introductions**

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Vice Chair Sprenger filling in for Chair Hall on July 20, 2023, at 2:01 pm via Teams Video and Audio Conferencing, and in-person attendees. Board members and staff in attendance introduced themselves.

**2. Public Comment**

Public comment from Antonia Sims transcribed:

*"My name is Antonia Sims. I work out of the Toledo office as a Case Manager for the last four (4) years and we are amazing. We do the best work, and we love our work. So with that said, thank you. We're reaching out to you as your case management team that provides Senior and Disability Services to Lincoln County. While previously much of our work was administrative, we find the landscape has changed over the last four years. We're providing more intensive case management, collaborating with community partners while providing more wrap around supports with an increasingly complex population. That is expected to reach forty-two percent (42%) of total Lincoln County population by 2024. We continue to show up and perform critical work every day that provides essential benefits and services to the most vulnerable Oregonians in our communities.*

*The agency budget is healthy, but staff wages have stagnated. As the cost of living increases, more public service employees are struggling to make ends meet. This has caused turnover, chronic staff shortages with heavier caseloads, which has a direct impact on Oregonian served. We have staff members serving right now in the case management unit going into credit card debt at high interest rates to buy groceries and facing the possibility of homelessness due to lack of sustainable wages with increased cost of living. Some of us are working an additional full-time job to supplement our income, while others are working one to two part time jobs to*

*supplement income. Choosing to work as a public servant should not mean settling for subpar wages. We want to be paid fairly and treated respectfully, we're not expendable and we're not easily replaced. We're essential. It is not adequate to just tell us we're appreciated. We like you to show us that we're appreciated and that the work we do is valued. Invest in us so we can attract and retain dedicated public servants to ensure the best possible services to Oregonians and our communities. COG staff practice human service excellence and honor our agency values for Oregonians and our communities. You have some of the most talented and dedicated staff members, so please consider this when evaluating wages and benefits. We have already lost some experienced staff members which has weakened us. We are rebuilding, but our resolve collaboration with each other, and ongoing training will not reach this loss for some time. Turnover will add to this imbalance. Thank you for taking the time to hear this and we trust our voices will not go unheard by our Board, who shares the same values. I'm so happy to be here. Thank you guys."*

Public comment from Jody Warner transcribed:

*"Hi everybody. Uh, that's hard to follow. My name's Jody Warner. I'm also in the case management unit for Senior and Disability Services and I've been with the COG for the past five (5) years. When I first came on to the COG, I was asked by Fred why I wanted to work with seniors and I was a little intimidated by him, so I answered, I want to make a difference. And I mean that, that was why I wanted to work here. When I chose social services as my field in college, I knew I wasn't going to make big bucks. I wasn't going to have all the shiny new toys. My desire was to be able to build a career where I could comfortably provide for my family and be able to serve members of my community, so I could make a difference. I can't speak for all of my colleagues here at the COG, but I imagine the majority of them feel the same. We do this work because what we do matters. Our country has seen a lot of big changes in the past few years and our communities clearly have not been left untouched. The demographics of our consumers has had a major shift and gone are the days where we were just serving sweet little eighty (80) year old ladies.*

*Today, a large portion of our consumers are facing homelessness, food shortages, severe mental health conditions, and are in constant crisis mode. We have seen a program that was never intended to address these crisis situations become relied upon by community partners and consumers alike to fill that need. Workers in every department are feeling the strain as we do our best to assist our consumers with the tools we have, but we know we don't have the manpower or tools to address these issues properly, and it's begun to weigh on us heavily, causing several to even leave their jobs. When I was hired, it was drilled into my head that case management was not the same thing as social work, and we were not intended to be crisis support. But with the changes over the past few years, we are definitely doing the work associated with that title.*

*I know the Board's not able to change the demographic of our consumers, but I'm asking that you reconsider the proposed two point five percent (2.5%) COLA rates. COG workers are already feeling the strain of not being able to provide the type of service we want for our consumers. But as one colleague stated to me, how am I supposed to be able to give 100% at my job when I am also worried about how I'm going to be feeding my kids tonight? Your workers are facing the same worries about food insecurity and housing, and it does make it difficult for us to give everything we can to our jobs. The State passed a proposed six point five (6.5) and six point five five percent (6.55%) tentative COLA raise over the next two years, and in order for the COG to remain competitive, we should at least be matching that. I implore you to show that your workers in the trenches matter. That our families matter and that our experience is worth holding on to, and reconsider the proposed budget. Not because we're trying to make big bucks, but because we deserve to be able to be paid a wage that accounts for our education, experience and sacrifice we put into our jobs every day. Because at the end of the day, your employees shouldn't have to worry about the same issues your consumers do. Thank you very much for letting us talk today."*

Public comment from Mandi Craig transcribed:

*"My name is Mandy Craig and I have been at the COG for 17 years. I have been through lots of leadership, and I've been in three different positions. Now Lead In-Home Assistant, and I have been an officer in the past and so I'm an avid reader of Board minutes. And so I want to make sure that it is expressed that staff make the COG work. It's not a one man show, staff make the COG work. We do essential jobs that provide critical public services to our communities, like my coworkers have mentioned. We care deeply about the services that we provide for the people of Oregon, and we take pride in our work. As essential workers, we are asking for respect and recognition of the work we do."*

*Staff needs your support Board. We are in bargaining now, and while the Board has set a placeholder of two point five percent (2.5%) COLA's per staff each year for the next two years, that is not enough to reflect the high cost of living and ensure wages don't fall significantly behind inflation. You will see that the two point five percent (2.5%) over two (2) years has remained pretty close in the amounts over several bargaining sessions over the last eight (8) years. The Council has seen a steady increase of revenue over the last several years, contributing to a healthy fund balance."*

*We ask that you designate some reserve funds and vacancy savings to invest in pay increases for staff. The wage study being presented to the Board of Directors today does not reflect the Union contracts from competing organizations, which are increasing wages for this year and next. For example, our fellow workers for APD and the State of Oregon have set a tentative agreement for six point five (6.5) cost of living increase this year, and a six point five five percent (6.55%) COLA for next year. They tentatively agreed upon a budget that they had, and they went back to the State and asked for more money so that they could honor their employees by giving them cost of living increases that they know are vital. So, while the study looks like the COG has competitive wages, we are actually now falling behind. No one who is working full time should have to live in poverty. Far too many public service sector workers are eligible for State services like Medicaid and food stamps. Thank you."*

Public comment from Blake Anthony Morse transcribed:

*"Good afternoon everyone. My name is Blake Anthony Morse. I'm an IHA for the senior and disability side of things. I'll admit that I'm relatively new here, but I can say that I've seen a great share of extra burden be placed on our workers due to not having adequate support. I see at least five weekly emails about our Case Managers needing to work harder and do more. I can tell you that in my little area, we fill another position that is not even at our COG but is at other COGs. There are two ways to make sure that your workers feel respected, to pay them what they need to survive and make them feel good for their work, and to make sure that the sweat that they spend working is well rewarded. That is all I have to say. Thank you."*

Public comment from Tina Barton transcribed:

*"My name is Tina Barton, I am a Case Aide and I have been here for almost four (4) years, and I'm also the Chief Steward for SEIU. So, it's giving me a perspective to get to hear from employees on two different levels, and we've had employees coming to us to talk about the two point five (2.5). Two of our new employees shared that just recently, their rent has been increased over this year eight percent (8%) and they're a little terrified that this isn't even going to come close to being able to meet their needs. There's three other people that said the same thing. We didn't go searching for more, but I just kind of wanted to throw that out there, that this is a big concern for new people, and seasoned people. It's kind of an agency wide thing."*

*I did want to say to you, I am actually asking the Board to reconsider the proposed budget to be focused toward the people who are in the field doing the jobs regardless of the workforce crisis, the high vacancies and the high workloads. We believe that the staff that have stayed and the staff that have recently joined the COG deserve to not just survive but to thrive. That's all I want to say. Thank you guys, and thank you so much for letting us come today."*



(Comment cards from staff were left with the Board to read.)

Public comment from Crystal Mohamed transcribed:

*"Hello, my name is Crystal Mohammed. I have been honored to be with the COG for about nine (9) years. I started off at reception and finagled my way up to financial eligibility, which is amazing. The reason that I'm here, just like my fellow COG peoples is to kind of try to advocate and to let you know a little bit of our stories.*

*As I stated I am a Financial Eligibility Specialist, so we get to speak to Oregonians regarding their snap benefits, medical benefits, and long term care services. We speak to auth-reps, all kinds of individuals. A typical day in the office for us is like completing a walk in that may come in or appointment, so we can fix their stuff. Because of this, the high level of emotion that they come in with makes it very important for us to be mentally able to comfort and reassure them, to make sure that they're OK with what's going on. Especially with the public health emergency unwinding, a lot of people are losing their medical, a lot of people are losing their snap benefits because a lot of things are being put back into place that wasn't before. So we are dealing with a lot of people in crisis, a lot of the time.*

*I know that we've recently just hired a lot of Case Managers and I think that's great, and I look forward to working with them more and more. It's hard though, because they're currently in training, so it makes it difficult for us, as Financial Eligibility Specialists when they send stuff and they're not fully trained and we kind of have to make sure that we're giving grace because that's what you should do when somebody's new, right? It just kind of makes it a little bit harder on us when we're doing the financial aspects because some things don't get communicated correctly, and then we have to bear the burden of those things not being communicated correctly and we have to feel the pressure of that. Which is OK because that's what we do, and I personally and as well as a couple other people have been out to community events. So that way we can be there in the way that we can talk to our people face to face on our days off. I've done it a few times on Saturdays where I've spent my day at a community resource fair, because it's nice to see my people.*

*I'm sure you've been to the stores lately. I personally have noticed a significant increase in not only food items, personal care items, gas and other various things. And although I'm grateful to be working with the people I do and helping our community, it has been very difficult to keep up with the rising cost of things just on the essential items for my family and myself. Just to be above poverty level, I personally have to go do Door Dash and Uber eats and all that kind of stuff, just so I can make sure that my family is provided for. And although my wage is great, I'm not complaining in a sense, it's making it very hard. Not just for me, but my daughter also works here, she's a Case Aid, and she just recently had to move back home because it is so high in cost to live out there, which is ridiculous.*

*All I'm doing today is just coming to you guys in hopes to let you know that I know you guys know the State's percentages. I don't have to go over that with you again, but it equates to the thirteen percent (13%) essentially, when you get to the bottom line. And I'm just asking that you really look into that because it's important for your staff to thrive and not just survive. It makes it hard to come in when you are worried about your bills, when you are worried about what's going to happen. I hope this doesn't come off in a negative form, but public records show that our Administrator received and is proposed to receive a significant increase in wages, and all I'm asking is that I hope that you see that our work and what we deal with mentally, physically and emotionally, you value just as much as you value his work as well.*

*That's all I want to say. Thank you so much for your time and I really appreciate you listening with an open heart and open ears. Thank you."*

Crystal Mohamed also submitted a letter to the Board and asked that it be included in the minutes. Below is a copy of her letter with no alterations:

*“Hello, I am Crystal Mohamed, I have been with COG for about 9 years and have valued every moment of it.*

*Financial Eligibility Specialist – We speak to Oregonian’s regarding their SNAP/Medical/Service benefits.*

*A typical day in the office for us, is completing any walk in that may come in the office to inquire or fix their cases, we speak to a multitude of people with various mental and emotional capacities and that can make it difficult to communicate as well as digest all the emotions. Due to this fact, it is imperative that we are mentally able to comfort and reassure our Oregonians of this next chapter of their lives.*

*Although there has been a big hiring of Case Managers and I understand they are currently in training, due to how long it was before we were staffed upstairs, most of our Oregonians suffered due to the backlog of intake work. Because of this, now that there is a bit more Case Managers, the eligibility unit is having a hard time keeping up with the workload while at the same time making sure to give grace that is needed during the training of the new hires.*

*I am sure you have been to the stores lately, I personally have noticed a significant increase in not only food items, personal care need items, as well as gas and other various things. Although I am grateful to be working with the people I do and helping our community, it has been difficult to keep up with the rising cost of just the essential items to keep myself and family just above poverty level. My adult daughter, who works here as a Case Aid, had to move back home because costs are SO HIGH, she is not able to afford it on her own. I am speaking here today in hopes of making you understand that a COLA of no less than 13% is needed to help your Staff thrive and not just survive. Public records show that our Administrator received and is proposed to receive a significant increase in wages, I am hoping that you will see our work just as valuable as you see his.*

*Thank you for your time, open heart, and open ears.”*

### **3. Consent Calendar**

Commissioner Malone moved to approve Consent Calendar items which include the meeting minutes from May 18, 2023, and June 2, 2023, the Financial Report Year to Date May 2023, Senior Services Advisor Council (SSAC) Membership Application, and Transportation Brokerage Advisory Committee (TBAC) Membership Approval, with changes to the “Absent” list (Mayor Biff Traber is listed when it should be Mayor Charles Maughan). Mayor Johnson seconded the motion. Mayor Maughan abstained. The Consent Calendar items were voted upon and approved with changes.

### **4. July Month Proclamation**

Disability Services Advisory Committee (DSAC) Chair Jan Molnar-Fitzgerald read the Americans with Disabilities Act (ADA) Proclamation as provided in the meeting packet starting on page twenty-two (22).

Treasurer Malone pointed out an error in the proclamation included in the packet. First line of the fifth paragraph should read “33<sup>rd</sup> Anniversary” not the 30<sup>th</sup>. DSAC Chair Molnar-Fitzgerald stated she received an amended copy and read the correct version. Executive Director Vogt said he would make sure the correct version was signed.

Mayor Johnson moved to approve the ADA Proclamation. Treasurer Malone seconded the motion. The proclamation was voted upon and approved with no objections.



## **5. Senior Services Foundation**

Senior Services Foundation (SFS) President Steve Uerlings stated the foundation was formed August 27, 1996. SFS President Uerlings has been on the foundation since March 2015, and then installed as President in 2016. The purpose of the foundation has recently been amended. SFS President Uerlings read the amendment: *“The purpose of the Oregon Cascades West Senior Services Foundation is to advocate, fundraise, and financially support services provided to senior adults and/or persons with disabilities to enhance their health, independence and wellbeing in Linn, Benton, and Lincoln counties of Oregon.”*

The purpose was changed to support the function of being an outlet for OCWCOG to solicit donations, write grants, and receive money from other non-profits to fund senior services like Meals on Wheels, RSVP, and the Senior Companion Program.

SFS President Uerling stated the SFS members are primarily volunteers from the community. The Executive Director prior to Ryan Vogt wanted Board representation on the foundation because many of the funds were going to outside (of OCWCOG) senior service programs, so he made the Executive Committee also serve on SFS. The foundation went dormant for a few years but is trying to start back up.

SFS President Uerlings is asking for more public officials to be on the foundation board, and would like to see more involvement from Lincoln County. The Foundation wants to start looking at campaigns for fundraising. Last year, with the fiscal year ending in June, SFS received \$16,000 of undesignated donations, \$4,000 of designated donations, \$23,000 in grants, and a \$5,000 contribution to the endowment.

SFS’s next meeting is October 10, 2023, at 2:00 pm, and is hoping for new members. SFS is setting a 2024 goal to increase fundraising activity.

Vice Chair Sprenger suggested that SFS President Uerling send an email to the public officials that serve on OCWCOG Board, because that helps her remember and make sure to respond.

Mayor Johnson also suggested providing literature because open enrollment for elections start in October. Also, Mayor Johnson said when he sits down with his senior clients, it would be nice to give them a packet of donation sources. SFS President Uerling is unsure if SFS has a brochure that is up to date, but he will get together with CSP Manager Lucke and make sure one gets generated.

## **6. Executive Committee Lincoln County At-Large Position**

Executive Director Vogt reminded the Board there is an At-Large position vacancy on the Executive Committee for Lincoln County. Board members who are from Lincoln County get to decide who will fill the vacancy. Councilor Rick Booth from Waldport has expressed interest, as well as Councilor Riley Hoagland from Lincoln City.

Councilor Booth said when he sees the opportunity to serve, it is always something he reaches for and that is why he put his name forward.

Since there were only two Board members present from Lincoln County, Councilor Booth and Councilor King, it was decided to continue the process out of the Board meeting so that more Lincoln County Board members can weigh in on the nomination. This may be done by email, or another meeting with only Lincoln County Board members. Executive Director Vogt said he will strive to have the position filled by the next Executive Committee meeting so the new Lincoln County At-Large position person can attend.

## **7. Mobility Hub Grant**

CED Transportation Program Manager Meltzer shared his screen and presented the slide show as included in the meeting packet starting on page twenty-three (23), regarding the \$2.4 million grant to construct next summer.

Treasurer Malone asked what the estimated completion date is? CED Transportation Program Manager Meltzer answered that there should only be one construction season.

Mayor Johnson asked if there is a fee for the transit system. CED Transportation Program Manager Meltzer answered that Corvallis is fareless and has been for a long time. Albany recently decided to go fareless, and the Loop is fareless. The Linn Shuttle charges a dollar (\$1.00) and the Coast to Valley charges four dollars (\$4.00).

## **8. Salary Study Findings**

HR Manager Schulze introduced HR Consultant Eugene Plukchi with HR Genuine LLC. HR Genuine LLC was contracted with OCWCOG to preform a salary study, and that study can be found in the meeting packet starting on page thirty-six (36).

Mr. Plukchi gave a review of the process he used to preform the study. In January, he began by compiling the data that is necessary for the study. Mr. Plukchi started by collecting job descriptions and making sure they were updated with OCWCOG's staff's help so that he could do comparisons accurately. He then collected comparable data from the market, including job information, pay, and benefits.

Mr. Plukchi reported the study shows that OCWCOG's market is competitive. Percentage wise, total compensation figures are above one hundred percent (100%). For salary only, OCWCOG is competitive but when compared to the market it falls at about ninety-six percent (96%). Mr. Plukchi stated that when someone applies for a position, they are looking at the salary pay.

Mr. Plukchi stated the Senior and Disability Services division was found to be the best in terms of market competitiveness, and it is above market average. Followed by the Community and Economic Development Unit, then the Community Services Program, then General Administration, and then IT. But all divisions overall were one hundred percent (100%) and above market average.

Mr. Plukchi reported that out of the fifty-two (52) surveyed positions regarding total compensation, there were only two (2) positions that were slightly below the market average, Veteran Services Officer due to a change in the essential duties of the job and Application Support Analyst in General Administration. Looking at salary, only fifteen (15) or approximately thirty percent (30%) were found to be below market. Five (5) of those misaligned by more than ten percent (10%) below the market average. However, when you add the total compensation, it brings those up to be within the market.

Mr. Plukchi stated OCWCOG's strength is in what it pays for benefits, OCWCOG's benefits are rich and diverse, and are approximately seventeen and a half percent (17.5%) higher than market average.

Vice Chair Sprenger asked for more clarification on Mr. Plukchi's methodology, how he gathered information and compared it to give the Board a sense of security. Mr. Plukchi stated his methodology is outlined on page seven (7) in the salary study. In short Mr. Plukchi found comparator agencies and matched them by terms of duties, essential functions and minimum

qualifications. Then Mr. Plukchi looks at the salary minimum, midpoint, then the highest point. Then he looked at benefits for a certain combination that would be common among all comparators. He did comparisons for salary only, salary and health insurance, and salary, healthcare and retirement funds.

Executive Director Vogt stated this salary study has been given to the Union for review. Mr. Plukchi will be presenting at the next bargaining session and will be available for questions then as well. Executive Director Vogt informed the Board that this salary study does not include Cost Of Living Adjustment (COLA) comparisons, only the pay scale at the time the study was performed.

Councilor Olivares asked if all the staff are eligible for benefits or are many part-time and not eligible? Mr. Plukchi answered that the comparators he used are benefit eligible. HR Manager Shulze added the majority of OCWCOG's staff are fulltime and benefit eligible.

#### **9. Corvallis Building Funding**

Finance Director Nelson summarized her memo included in the meeting packet starting on page one hundred thirty-five (135). In order to fund the purchase of the new Corvallis office building, a supplemental budget needed to be created. Adjusting rent income, beginning fund balance, increasing materials and services, increasing capital purchases, and then shifting those funds out of operating contingency into what is considered the materials and services line item. The supplemental budget documents were reviewed by the Budget Committee and approved to move forward for the Board of Directors to adopt.

Finance Director Nelson added that the purchase of the Corvallis office space should be finalized on August 25, 2023.

Mayor Johnson moved to approve the Supplemental Budget and adopt Resolution 2023-07-01. Treasurer Malone seconded the motion. The Supplemental Budget and Resolution 2023-07-01 was voted upon and approved with no objections.

#### **10. Strategic Planning Update**

Communications Officer Walker presented an update on where the Strategic Planning process is with the milestones after wrapping up another quarter. Communications Officer Walker shared the following slides:

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

## Strategic Plan Update

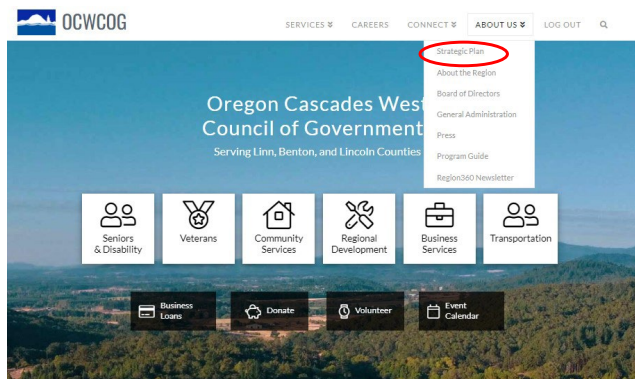


# End of June Milestones



- 30 Tasks Completed
- 12 Tasks Near Completion
- 3 Tasks Need Progress

## View Current Progress



Oregon Cascades West Council of Governments (OCWCOG) developed a three-year Strategic Plan to move the organization forward with intention and focus. This Strategic Plan represents extensive feedback from partners, member agencies, elected officials, board members, and staff.

During the planning process, the agency refreshed our Mission and Vision statements, and developed a set of agency Values to hold ourselves accountable to. These Values were created entirely by the incredible staff of OCWCOG who serve the region every day.

We look forward to serving with you as we work together to strengthen the region!

[Download the Plan](#)

As an agency we have developed Strategic Milestones for 2023 to keep our Strategic Priorities moving forward. Strategic Milestones will be evaluated at the end of each quarter and categorized as green (completed), yellow (nearing completion), or red (still in progress or on hold).

### SECOND QUARTER MILESTONE UPDATE

- Community Viability
- Organizational Excellence
- Partnerships & Collaboration
- Diversity, Equity & Inclusion
- Expansion & Innovation

## Strategic Priority PARTNERSHIPS & COLLABORATION

Goal	Task	MARCH 30	JUNE 30	SEPTEMBER 30	DECEMBER 30
Deliver and align with key State agency partner services	Continue advisory share with BSA&T agencies		Continued advisory share with BSA&T agencies	Continued advisory share with BSA&T agencies	Continued advisory share with BSA&T agencies
	State Board and	Secure the address match data report per agreement	Finalize study to be completed	Finalize study to be completed	Finalize study to be completed
	SP in housing meetings	Continued efforts with agency housing	Trigger more staff in person housing and service meetings	Trigger more staff in person housing and service meetings	Trigger more staff in person housing and service meetings
	Charge leader	Support all staff with needs conversations about O&M	Continued support with needs conversations about O&M	Continued support with needs conversations about O&M	Continued support with needs conversations about O&M
	Continue work with O&M	Continue work with O&M	Continue work with O&M	Continue work with O&M	Continue work with O&M
Expand engagement with non-profit organizations	Track current outreach and engagement with non-profit organizations	Continue to track outreach and engagement with non-profit organizations	Continue to track outreach and engagement with non-profit organizations	Continue to track outreach and engagement with non-profit organizations	Continue to track outreach and engagement with non-profit organizations
Further alignment and systems improvement with CSC	Cooperating for regional funding with CSC	Cooperating for regional funding with CSC	Cooperating for regional funding with CSC	Cooperating for regional funding with CSC	Cooperating for regional funding with CSC
	Continue work with O&M and utility assistance partnership	Continue work with O&M and utility assistance partnership	Continue work with O&M and utility assistance partnership	Continue work with O&M and utility assistance partnership	Continue work with O&M and utility assistance partnership
	Continue our joint food security projects	Continue our joint food security projects	Continue our joint food security projects	Continue our joint food security projects	Continue our joint food security projects
	Continue deep research including with CSC	Continue deep research including with CSC	Continue deep research including with CSC	Continue deep research including with CSC	Continue deep research including with CSC
Strong engagement of Board and member governments	Real-time Board Communication	Real-time Board Communication	Real-time Board Communication	Real-time Board Communication	Real-time Board Communication
	Adopt member government meetings	Adopt member government meetings	Adopt member government meetings	Adopt member government meetings	Adopt member government meetings
	Board/Board members experience other activities	Board/Board members experience other activities	Board/Board members experience other activities	Board/Board members experience other activities	Board/Board members experience other activities

Goal	Task	MARCH 30	JUNE 30
New Compelling Mission, Vision, and Values	Mission, Vision, and Values are on all public facing materials and websites	OCWOG website About us updated, list of digital footprint created	Updated external digital areas with Mission, Vision, and Values

# Questions?



There were no questions for Communications Officer Walker.

#### **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 one hundred forty-six (146). CSP Manager Lucke directed the Board to a story that was included in the update about a Lincoln County Case Manager making a difference in an emergency situation.

CSP Manager Lucke reported that after the final report was produced from the Bias Response initiative, there were funds left over. That money will be used to pilot some of the ideas from the initiative. One of the ideas was public awareness, particularly community storytelling. There were a handful of people who were interviewed that represented the different cultures in our region.

##### *Community and Economic Development (CED)*

A Program Update memo is included in the meeting packet starting on page one hundred and fifty-one (151). Executive Director Vogt reported that OCWCOG is still looking for a CED Director. A survey will be sent out to the Board and to community partners for input on the direction they would like to see CED go.

##### *Technology Services (TS)*

A Program Update memo is included in the meeting packet starting on page one hundred fifty-five (155). TS Director Sele reported that he has been heavily involved with Community Services Consortium (CSC) for the last ninety (90) days. Some of the recent accomplishments are getting a help desk ticket system installed, an asset tracking tool, and Teams training rollout. These tasks are close to what OCWCOG has done, which helps with the collaboration between the two agencies.

Vice Chair Sprenger 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 thanked the Board for their investment and support in moving forward with the DEI work so that OCWCOG staff can work better with each other and so consumers can feel welcome and come to our doors in their authentic way.

There is an OCWCOG Staff BBQ event scheduled for August 17, 2023, at Philomath City Park. Executive Director Vogt invited all the Board members to attend. Vice Chair Sprenger requested that an email invite be sent.

Executive Director Vogt reported that OCWCOG has a Project Manager starting August 1, 2023. OCWCOG is also working on getting some grant writers in house as soon as possible with some funds that have become available for this work.

#### **13. Other Business**

Mayor Johnson stated Albany broke ground on their tiny village off of Waverly Drive. Twenty-seven (27) tiny homes and a community building. It is the first one in Albany so there is excitement around it. Mayor Johnson stated there will be a new hotel coming to downtown Albany also.

#### **14. Adjournment**

With no further discussions, Vice Chair Sprenger adjourned the meeting at 3:46 p.m.



*Meeting minutes taken by Leah Snodgrass*

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS  
SPECIAL SESSION MINUTES  
June 02, 2023 REVISED  
Virtual Meeting via Microsoft Teams Technologies**

*\*Revision made September 21, 2023, to these minutes was only to Attendees and Absent member list, to record correct Board member's names.*

**Attendees:** **Chair**, Commissioner Claire Hall, Lincoln County; **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Gil Sylvia, Port of Newport; Mayor Rod Cross, Toledo; Mayor Chas Jones, Philomath; Mayor Dean Sawyer, Newport; Councilor Mike Caughey, Harrisburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Riley Hoagland, Lincoln City; Councilor Joyce King, Depoe Bay; and Councilor Adina Olivares, Sodaville.

**Absent:** Mayor Scott Cowan, Millersburg; Mayor Alex Johnson II, Albany; Mayor Charles Maughan, Corvallis; Councilor Rick Booth, Waldport; Councilor Carol Korn, Tangent; Councilor Wayne Rieskamp, Lebanon; Councilor Jeremy Romer, Halsey; Councilor Joshua Thorstad, 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; Human Resources (HR) Manager Ryan Schulze; and Administrative Assistant Ashlyn Muzechenko.

**1. Welcome and Introductions**

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Special Meeting was called to order by Chair Hall on June 02, 2023, at 2:01 pm via Teams Video Conferencing. Chair Hall welcomed everyone and confirmed a quorum was reached for voting purposes, and everyone in attendance introduced themselves.

**2. Public Comment**

There were no public comments.

**3. Executive Session**

*The group moved into an Executive session under ORS 192 660 2e.*

**4. Real Property**

Mayor Jones moved to authorize Executive Director Vogt to act on behalf of OCWCOG with respect to negotiating the purchase of a commercial property in Corvallis. Mayor Cross Seconded. The motion passed unanimously.

**5. Adjournment**

With no further discussions, Chair Hall adjourned the OCWCOG Board of Directors meeting at 2:33 p.m.

The next regularly scheduled OCWCOG Board of Directors meeting is scheduled for July 20, 2023.

*Meeting minutes taken by Ashlyn Muzechenko*

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS COMMITTEE MINUTES  
May 18, 2023 REVISED  
Hybrid Meeting via Microsoft Teams and the Albany ABC Conference Room**

*\*Revision made September 21, 2023, to these minutes was only to Attendees and Absent member list, to record correct Board member's names.*

**Attendees:** **Chair**, Commissioner Claire Hall, Lincoln County; **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Gil Sylvia, Port of Newport; Mayor Alex Johnson II, Albany; Mayor Rod Cross, Toledo; Mayor Dean Sawyer, Newport; Councilor Rick Booth, Waldport; Councilor Jeanni Cuthbertson, Monroe; Councilor Riley Hoagland, Lincoln City; Councilor Joyce King, Depoe Bay; and Councilor Adina Olivares, Sodaville.

**Absent:** Mayor Scott Cowan, Millersburg; Mayor Chas Jones, Philomath; Mayor Charles Maughan, Corvallis; Councilor Mike Caughey, Harrisburg; Councilor Carol Korn, Tangent; Councilor Wayne Rieskamp, Lebanon; Councilor Jeremy Romer, Halsey; Councilor Joshua Thorstad, 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; Human Resources (HR) Manager Ryan Schulze; Communications Officer Meg Walker; Veterans Service Officer (VSO) Mark Lapinskas; Union President Ashley Bogue; and Administrative Assistant Ashlyn Muzechenko.

**Public:** SSAC Chair, Mitzi Naucner.

*The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on May 18, 2023, at 2:02 pm via Teams Video and Audio Conferencing and in-person attendance.*

**1. Welcome and Introductions**

Chair Hall welcomed everyone and confirmed a quorum was reached for voting purposes.

**2. Public Comment**

There were no public comments.

**3. Consent Calendar**

Vice Chair Sprenger moved to approve the Consent Calendar items which include the meeting minutes from January 19, 2023, meeting and minutes from March 16, 2022, the Financial Report Year to Date December 2022, and the CWACT Membership Application. Treasurer Malone seconded the motion. With no objections, the Consent Calendar items were voted upon and approved.

**4. May Month Proclamation**

SDCS Director Moore introduced the proclamations that are coming before the board today.

VSO Lapinskas introduced himself, presented the Military Appreciation Month Proclamation, and gave a summary of the history of Military Appreciation Month which is the full month of May.

Councilor Booth made a motion to approve the Military Appreciate Month Proclamation. Treasurer Malone seconded. The motion carried unanimously.

SSAC Chair Naucier introduced herself, presented the Older American's Month Proclamation, and gave a summary regarding the history of this proclamation.

Treasurer Malone moved to approve the Older American's Month Proclamation. Councilor Olivares seconded. The motion carried unanimously.

## **5. Membership Dues**

Finance Director Nelson presented the Membership Dues Update to the Board members as well as a summary of the member dues standard process which includes pulling data from PSU for population data for the full year.

Finance Director Nelson stated that in order to combat inflation this year, OCWCOG decided to propose a one-time change to the member dues percentage rate. Finance Director Nelson reminded the Board that in March 2023 the maximum cost for member dues was sent out to all the member jurisdictions.

Finance Director Nelson shared the proposed alternative with the board which is for this year doing a one-time adjustment by not doing any special dues. This maintains the integrity of the calculations, but withholds growing the special dues fund for the coming year for any special projects.

Councilor Olivares asked for clarification regarding what the special dues are. Finance Director Nelson answered they are for match and general administration purposes.

Executive Director Vogt said it is a rolling fund for the Board to conduct special projects that are needed. For instance, the strategic plan has an innovation element where the board has discussed possibly investing in legislative advocacy on behalf of rural committees.

Mayor Cross stated according to PSU numbers Toledo won't grow another person for the next 20 years.

Mayor Sawyer moved to approve the membership dues as presented with the one-time removal of special project dues with alternative solutions for this year. Treasurer Malone seconded the motion and it passed unanimously.

## **6. Fiscal Year 2023-2025 Annual Work Program and Budget Review**

Finance Director Nelson Shared the FY 2023 – 2025 Annual Work Program and Budget Review. Nelson stated the Budget Committee approved to send this budget up to the Board of Directors.

Mayor Cross asked about Fringe Benefits. Finance Director Nelson confirmed it is the total cost for all of the benefits and it is included in a simplified line item.

Treasurer Malone made a motion to approve and adopt the FY2022-2023 Annual Work Program and Budget Documents, Resolution 2022-05-01, and Agency Budget for FY2023-2025 for the fiscal year beginning on July 1, 2023. Mayor Sawyer seconded the motion. The motion carried successfully.

## **7. OCWCOG Bylaws**

Executive Director Vogt shared the OCWCOG revised bylaws with the Board. Executive Director Vogt gave a summary of the history of the bylaws and subcommittees and noted the specific changes that were changed in the bylaws.

Councilor Olivares motioned to adopt the revised OCWCOG Bylaws. Mayor Johnson seconded and the motion was carried unanimously.

**8. Cascades West Area Commission on Transportation (CWACT) Bylaws**

Executive Director Vogt shared the CWACT revised bylaws with the Board. Executive Director Vogt gave a summary of the history of the bylaws and subcommittees and noted the specific changes that were changed in the bylaws.

Treasurer Malone shared insight into CWACT regarding quorum issues and the ACT's purpose.

Mayor Johnson motioned to adopt the revised CWACT Bylaws. Treasurer Malone seconded the motion and it passed unanimously.

**9. Senior Services Advisory Council (SSAC) Bylaws**

SDCS Director Moore shared the SSAC revised bylaws and provided a summary of the bylaw changes from the past three (3) years.

Mayor Cross motioned to adopt the revised SSAC bylaws. Councilor Olivares seconded, and the motion was carried successfully.

**10. Disability Services Advisory Council (DSAC) Bylaws**

SDCS Director Moore shared the DSAC revised bylaws and provided a summary of the bylaw changes from the past three (3) years.

Mayor Johnson motioned to adopt the revised DSAC bylaws. Treasurer Malone seconded, and the motion passed unanimously.

**11. Strategic Planning**

Executive Director Vogt shared an update on the Strategic Plan Milestones. OCWCOG has navigated through the first quarter of milestones which will be handed over to the Project Manager once one is hired. Currently Communications Officer Walker has been pursuing this task.

Executive Director Vogt stated most of the excitement happens during the planning stages of the strategic plan. Over the next couple of years OCWCOG is focusing on articulating milestones that are more realistic and on how to design the success. Milestones were identified and there were milestones that weren't met as well which means that some of the milestones were particularly challenging, and it allows OCWCOG to have a deeper understating about what the strategic plan is and does in order to ensure progress in the right direction.

Executive Director Vogt shared that there will be places where the mark will either be made or missed, but if the mark is missed it is a learning experience which allows the organization to grow. The strategic plan with its goals and milestones will be published for the public to have full transparency into.

Mayor Sawyer Stated if OCWCOG can't meet the milestones to reach out to the Board or member jurisdictions to see if they can help.

Treasurer Malone shared that he appreciates the dedication and direction of this strategic plan and the way the agency is growing.

Mayor Johnson asked about periodic windows of reviews, like if they are every four years? Executive Director Vogt answered that this is a three-year plan, but there is horizon planning done in yearly blocks.

## **12. OCWCOG Program Updates**

Chair Hall moved to the program updates for OCWCOG.

*Senior & Disability Services (SDS) and Community Service Programs (CSP)*  
The SDS and CSP updates were provided in the packet.

*Community and Economic Development (CED)*

*Technology Services (TS)*

*Human Resources (HR)*

## **13. Executive Director Update**

Executive Director Vogt stated OCWCOG continues to recruit for key positions such as the CED Director with first round interviews hopefully being scheduled in late May to early June.

Executive Director Vogt reported that many of the grants that OCWCOG pursues ask a number of demographic questions and increasingly the grants ask about demographics of the Board itself. Executive Director Vogt said there will be a voluntary survey for self-identification that will be confidential and used for grant information only.

Executive Director Vogt stated OCWCOG has had two in-person meeting locations, one in Toledo and the other in Albany. Since there haven't been any in-person Board members attending in Toledo, Executive Director Vogt asked the Board if they wish to continue to have Toledo as an option to attend in person or another idea is to alternate between the two locations and still allow hybrid attendance?

Mayor Cross and Councilor Booth liked the idea of rotating the meeting location.

Treasurer Malone stated if it isn't used, other options should be considered. Treasurer Malone said he is in favor of rotating meetings, however maybe not every meeting.

Chair Hall noted that other boards have been exclusively remote. However, the meetings are mostly all virtual and others will have in-person meetings with one in each of the three counties.

Vice Chair Sprenger said she was in favor of the rotating meetings with a hybrid format. Councilor Olivares agreed.

## **14. Other Business**

There was no other business presented to the board members.

## **15. Executive Session**

The Board moved into Executive Session under ORS 192. 6660.Sub2.6E at 2:56 pm. The Executive Session was adjourned at 3:35 pm.

## **16. Adjournment**



With no further discussions, Chair Hall adjourned the OCWCOG Board of Directors meeting at 3:36 p.m.

The next regularly scheduled OCWCOG Board of Directors meeting is scheduled for July 20, 2023.

*Meeting minutes taken by Ashlyn Muzechenko*



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## MEMORANDUM

**DATE:** September 21, 2023  
**TO:** OCWCOG Finance Committee  
**FROM:** Marit Nelson, Finance Director  
**RE:** **OCWCOG Financial Update**

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Please find our snapshot, and Consolidated Revenue and Expense Statement, based on pre-audit financials for Fiscal Year ending June 30, 2023. These values include most fiscal year end accruals and closing entries in preparation for the audit.

Overall, our income ended slightly above budget as we accrued our June 30 billings and grant funding requests. Excluding interfund transfers between programs, our revenue was 102% of budget. With a handful of fiscal year end closing entries yet to finalize, I do not see that value changing very much. Last year (FY 2022), OCWCOG wrapped up at 99.8% of budget, so a slight increase but still on target from a budgeting standpoint.

Personnel Expenses are currently landing at 87% of budget. There are still a handful of FYE accruals to complete for audit. I have an expectation that we will be landing within 1-2% of where we currently are when the audit has closed. This is what we were projecting our trend to be, and when compared to FY 2022 (84%), we are moving closer to that goal of more accurately budgeting our staffing.

The Materials and Supplies budget (minus Capital and Contingency) has landed at approximately 93% of budget. That is right on target for where we thought we would be before final accruals and payments were entered. Last year (FY 2022) we were down slightly at 86.5%.

In Capital Expense, as noted throughout the year, we incurred payments for software implementations in Finance, Human Resources, and Ride Line. Capital costs for HVAC, back-up generator and were also completed. Some unspent funds for on-going projects, like our software implementations and HVAC installations, will be captured in FY 2024.

In the current fiscal year, we are working through the details of our new finance system, NetSuite for Government. Through that system, we have been able to send out dues invoices and submit July billing statements for those reimbursable funds in the past month. Payments are made to our vendors each week, and we have been enjoying the ability to attach information to our vendor records electronically, rather than needing to rely so heavily on paper and printing. One of our biggest hurdles is the ability to effectively import our monthly payroll information. It takes a little database help from Tech and consolidating effort in Excel to create a file that is small enough to load. As our budget is roughly 40% personnel expenses, it's key to get this information in correctly and with enough detail.

Thank you for your support and patience as we work through this major implementation. Please let me know if you have any questions.

	<b>FY 2023 Budget</b>	<b>June 2023</b>	<b>Percentage</b>	
Dues	342,387	332,683	97%	
Contract Revenue	3,906,360	1,884,629	48%	
Grant Revenue	336,494	405,123	120%	
Donations	200,500	166,770	83%	
State Revenue	2,792,567	2,168,207	78%	
Federal Revenue	17,904,799	19,038,506	106%	
Coordinated Care	9,500,000	11,238,880	118%	
<b>Total Income (all line items)</b>	<b>\$ 59,594,832</b>	<b>\$61,718,737</b>	<b>103%</b>	
<b>Total Payroll Expense</b>	<b>\$ 21,188,032</b>	<b>\$ 18,384,947</b>	<b>87%</b>	
Contract Expense	14,378,969	13,606,191	95%	
Indirect Expense	3,097,635	3,097,635	100%	
Maintenance & Repair	191,860	124,048	65%	
Supplies & Postage	134,269	119,746	89%	
Telephone	182,318	131,738	72%	
Travel / Training	312,720	327,572	105%	
<b>Total Expense (all line items)</b>	<b>\$ 54,452,022</b>	<b>\$40,283,117</b>	<b>74%</b>	

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended June 30, 2023

Unaudited Draft

		100.00% Percent of budget to date		
Acct No	Description	Budget	YTD Bal	
000710	Beg Bal-Restricted for Grants	\$ 15,000	\$ 15,000	100.0%
000725	Beg Bal-Restrict for Contracts	\$ 5,498,081	\$ 5,673,890	103.2%
000740	Beg Bal-Restricted for Other	\$ 3,088,563	\$ 3,640,719	117.9%
000745	Beg Bal-Restrict Reserve	\$ 5,906,076	\$ 3,662,951	62.0%
000750	Beg Bal-Unrestricted	\$ 4,617,513	\$ 6,457,737	139.9%
000801	Dues	\$ 326,083	\$ 316,868	97.2%
000813	Special Projects Dues	\$ 16,304	\$ 15,815	97.0%
000802	Fees For Service	\$ 131,600	\$ 102,380	77.8%
000803	Internal Transfer	\$ 3,102,636	\$ 3,098,091	99.9%
000804	Miscellaneous Revenue	\$ 25,000	\$ 204,905	819.6%
000805	Contract Revenue	\$ 3,906,360	\$ 1,884,629	48.2%
000806	Grant Revenue	\$ 336,494	\$ 405,123	120.4%
000807	Donations	\$ 200,500	\$ 166,770	83.2%
000808	Interest Revenue	\$ 455,000	\$ 678,772	149.2%
000809	Transfers In			361.4%
		\$ 418,398	\$ 1,512,000	Interfund/Interdepartment Transfers to Building
000819	Special Event Revenue	\$ 20,000	\$ -	0.0%
000820	Program Meals Revenue	\$ 160,000	\$ 233,275	145.8%
000823	Program Income	\$ 691,308	\$ 694,702	100.5%
000824	Match	\$ 35,600	\$ 86,157	242.0%
000826	Borrowers Fees	\$ 7,000	\$ 552	7.9%
000827	Loan Packaging Fees	\$ 7,750	\$ 2,100	27.1%
000828	Service Fees	\$ 6,200	\$ 4,552	73.4%
000829	Program Administration	\$ 120,000	\$ 111,159	92.6%
000840	Veterans	\$ 114,000	\$ 114,489	100.4%
000841	Oregon Project Independence	\$ 1,045,000	\$ 712,504	68.2%
000842	OEDD/OECD	\$ 120,000	\$ 31,125	25.9%
000843	ODOT	\$ 1,465,567	\$ 1,269,401	86.6%
000844	Dept. of Land Conservation Dev	\$ 48,000	\$ 40,689	84.8%

000846	Coordinated Care	\$ 9,500,000	\$ 11,238,880	118.3%
000848	CCO Metrics Income	\$ 305,000	\$ 305,000	100.0%
000860	Economic Development Admin	\$ 75,000	\$ 79,588	106.1%
000862	Older Americans Act	\$ 1,223,000	\$ 1,920,327	157.0%
000863	Title XIX	\$ 15,751,799	\$ 16,041,319	101.8%
000864	Federal Senior Meals	\$ 650,000	\$ 802,890	123.5%
000865	USDA	\$ 95,000	\$ 100,529	105.8%
000867	Federal Match	\$ 101,000	\$ 87,425	86.6%
000869	Siletz Revenue	\$ 10,000	\$ 6,429	64.3%

<b>REVENUE</b>	<b>\$ 59,594,832</b>	<b>\$ 61,718,737</b>	<b>103.6%</b>
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000410	Leave Benefits	\$ 738,009	\$ 745,490	101.0%
000420	Fringe Benefits	\$ 1,075,279	\$ 976,798	90.8%
000421	Insurance Benefits	\$ 3,724,429	\$ 3,094,395	83.1%
000425	PERS Benefits	\$ 3,224,583	\$ 2,807,686	87.1%
000430	PERS Reserve	\$ 242,484	\$ 116,023	47.8%
0001ED	Executive Director	\$ 163,922	\$ 167,784	102.4%
0004PD	Program Director	\$ 481,510	\$ 364,079	75.6%
0010PM	Program Manager	\$ 286,002	\$ 191,414	66.9%
0013PS	Program Supervisor	\$ 918,136	\$ 794,363	86.5%
0015QA	QA & Improvement Manager	\$ 51,656	\$ -	0.0%
0016LO	Loan Officer	\$ 71,368	\$ 51,391	72.0%
0019PM	Personnel Manager	\$ 115,985	\$ 113,710	98.0%
0022SA	Senior Accountant	\$ 40,000	\$ 38,194	95.5%
0046CM	Case Manager	\$ 2,971,415	\$ 2,542,709	85.6%
0053CC	Contracts Coordinator	\$ 122,728	\$ 83,601	68.1%
0055CS	Clerical Supervisor	\$ 269,074	\$ 272,590	101.3%
0058AP	Assistant Planner	\$ 114,927	\$ 97,343	84.7%
005PIO	Public Information Officer	\$ 72,747	\$ 74,097	101.9%
0060AS	Accounting Specialist	\$ 47,466	\$ 46,174	97.3%
0064ES	Eligibility Specialist	\$ 1,437,349	\$ 1,184,364	82.4%
0064MM	Money Management Coord	\$ 46,914	\$ 44,148	94.1%
0067EA	Executive Assistant	\$ 55,370	\$ 51,687	93.3%
0070AC	Accounting Clerk II	\$ 38,000	\$ 36,718	96.6%
0076AA	Administrative Assistant	\$ 478,431	\$ 529,900	110.8%

0076BO	Business Officer	\$	68,968	\$	67,665	98.1%
0085CS	Clerical Specialist	\$	410,426	\$	332,296	81.0%
0085SS	Software Support Specialist	\$	-	\$	29,094	0.0%
0085WS	Workstation Support Specialist	\$	86,364	\$	29,833	34.5%
013TSM	Transportation Manager	\$	87,237	\$	70,905	81.3%
025NSS	Network Support Specialist	\$	204,327	\$	156,731	76.7%
031CDP	CED Planner	\$	294,291	\$	246,330	83.7%
034APS	Adult Protective Services Spec	\$	877,727	\$	791,270	90.1%
037DTC	Diversion & Transition Coord	\$	275,149	\$	271,747	98.8%
037LCM	Lead Case Manager	\$	214,084	\$	148,030	69.1%
045ISS	Information Support Specialist	\$	66,371	\$	53,489	80.6%
052ALO	Assistant Loan Officer	\$	56,895	\$	57,488	101.0%
055VSO	Veterans Service Officer	\$	24,295	\$	24,295	100.0%
060FMC	Facility Maint. Coordinator	\$	65,930	\$	54,296	82.4%
061LES	Lead Eligibility Specialist	\$	62,165	\$	60,099	96.7%
064ADR	ADRC Specialist	\$	180,261	\$	212,467	117.9%
064ALW	Asst. AFH Licensing Worker	\$	125,240	\$	119,734	95.6%
067CEA	Confidential Executive Assist	\$	73,025	\$	48,462	66.4%
073MRW	Medical Resource Worker	\$	152,061	\$	44,191	29.1%
075TBS	Transportation Brokerage Spec.	\$	342,564	\$	389,378	113.7%
076CSA	Case Aide	\$	211,618	\$	176,021	83.2%
076IHA	In Home Assistant	\$	185,100	\$	253,225	136.8%
082SMC	Senior Meals Coordinator	\$	44,520	\$	76,621	172.1%
090RSM	Relief Site Manager	\$	39,940	\$	34,718	86.9%
88MSM3	Meal Site Manager	\$	251,690	\$	211,903	84.2%

**PERSONNEL**

<b>\$ 21,188,032</b>	<b>\$ 18,384,947</b>	<b>86.8%</b>
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000504	Advertising	\$	37,595	\$	41,562	110.6%
000506	Auto Expense	\$	17,000	\$	3,214	18.9%
000510	Bank Charges	\$	13,900	\$	13,383	96.3%
000513	Board/Comm/Meeting Expense	\$	37,250	\$	26,773	71.9%
000516	Computer Maintenance	\$	348,400	\$	201,583	57.9%
000521	Contract Administration	\$	1,500	\$	2,586	172.4%
000522	Contract Expense	\$	14,378,969	\$	13,606,191	94.6%
000523	CEP Contract	\$	600,000	\$	412,517	68.8%



000525	Copying	\$ 44,465	\$ 43,691	98.3%
000531	Dues and Memberships	\$ 78,440	\$ 62,897	80.2%
000532	Equipment Expense	\$ 1,000	\$ -	0.0%
000533	Finance Indirect	\$ 874,506	\$ 874,505	100.0%
000534	Indirect Expense	\$ 1,247,625	\$ 1,247,626	100.0%
000535	Furniture & Fixtures	\$ 119,800	\$ 21,668	18.1%
000537	Insurance	\$ 82,604	\$ 97,794	118.4%
000540	Interest Expense	\$ 20,000	\$ 19,660	98.3%
000542	Legal Services	\$ 105,000	\$ 2,803	2.7%
000543	Licenses and Fees	\$ 304,383	\$ 322,039	105.8%
000546	Loan Fees	\$ 15,000	\$ 536	3.6%
000549	Maintenance and Repair	\$ 94,000	\$ 48,568	51.7%
000550	Marketing Expense	\$ 3,500	\$ -	0.0%
000551	Other Operating	\$ -	\$ 401	0.0%
000553	Loan Admin Exp	\$ 150,000	\$ 100,912	67.3%
000555	Postage	\$ 56,511	\$ 45,778	81.0%
000558	Printing	\$ 19,250	\$ 14,335	74.5%
000561	Rent	\$ 681,669	\$ 712,050	104.5%
000564	Resource Reserve	\$ 60,000	\$ 33,196	55.3%
000567	Supplies	\$ 77,758	\$ 73,968	95.1%
000568	Stipend	\$ 139,008	\$ 82,041	59.0%
000570	Technology Indirect	\$ 975,504	\$ 975,576	100.0%
000573	Telephone	\$ 182,318	\$ 131,738	72.3%
000575	Special Event Expense	\$ 20,000	\$ -	0.0%
000576	Training	\$ 128,400	\$ 119,044	92.7%
000577	Volunteer Recognition	\$ 23,970	\$ 30,780	128.4%
000578	Volunteer Travel/Mileage	\$ 53,000	\$ 51,809	97.8%
000579	Travel	\$ 131,320	\$ 156,719	119.3%
000582	Utilities	\$ 67,677	\$ 63,286	93.5%
000584	Janitorial	\$ 97,860	\$ 75,480	77.1%
	<b>MATERIALS AND SUPPLIES</b>	<b>\$ 21,289,182</b>	<b>\$ 19,716,709</b>	<b>92.6%</b>
000580	Transfers Out	\$ 466,398	\$ 1,507,455	323.2%
000583	Operating Contingency	\$ 10,491,290	\$ -	0.0%

	<b>TRANSFERS AND CONTINGENCY</b>	<b>\$ 10,957,688</b>	<b>\$ 1,507,455</b>	13.8%
000595	Capital Purchase	\$ 951,120	\$ 664,593	69.9%
000596	Leasehold Improvement	\$ 66,000	\$ 9,413	14.3%
	<b>CAPITAL OUTLAY</b>	<b>\$ 1,017,120</b>	<b>\$ 674,007</b>	66.3%
	<b>EXPENSE</b>	<b>\$ 54,452,022</b>	<b>\$ 40,283,117</b>	74.0%



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## MEMORANDUM

**DATE:** September 21, 2023  
**TO:** OCWCOG Board of Directors  
**FROM:** Justin Peterson, CED Planner  
**RE:** **Department of Land Conservation and Development (DLCD) TA Grant**

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The Cascades West Region is not unique in struggling with economic development challenges. OCWCOG has been working with the Rural Economic Alliance (REAL) on supporting rural economic development efforts.

The Department of Land Conservation and Development (DLCD) has technical assistance money available. The application is due on October 2, 2023. The proposed application fits within the DLCD TA priorities including promoting economic development.

The proposed project will create a preliminary inventory of available commercial and/or industrial buildable land to ensure the region has enough land zoned to provide industrial and commercial opportunities. The project will focus on communities that opt into the effort. The primary focus of the project will be in Linn County and Benton County, and communities under 25,000 in population. Lincoln County cities may opt in if funding allows. The scope includes four tasks 1) Community Outreach to cities, 2) A preliminary inventory of commercial and industrial lands, 3) Development barriers analysis (infrastructure, physical site characteristics, transportation, etc.), and 4) Detailed site profiles for the top three sites in the region based on community outreach and the development barriers analysis.

OCWCOG requests support from the Board of Directors to apply for a DLCD grant and work with a consultant to promote economic development.

*Note: The lead time for DLCD TA grants is minimal. OCWCOG Staff are working with REAL staff and cities to determine the best lead applicant. OCWCOG Staff intend to apply for the grant as the lead applicant or partner with REAL to submit an application.*

*Deliverable if awarded grant: Three detailed site profiles, and a preliminary regional inventory of commercial and industrial land/ development barriers analysis.*

*Attached: Resolution*

## OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

### RESOLUTION # 2023-09-01

*Authorizing Oregon Cascades West Council of Governments – Department of Land Conservation and Development TA Grant Submittal*

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**WHEREAS**, the Department of Land Conservation and Development (DLCD) has invited a Technical assistance grant applications within its 2023-2025 budget year; and

**WHEREAS**, the Board finds that the DLCD TA grant will support a sound and effective program for community and economic development; and

**WHEREAS**, the Board supports partnering with the Rural Economic Alliance (REAL) to apply for the DLCD TA grant;

**NOW THEREFORE**, Oregon Cascades West Council of Governments resolves that:

1. Application for an DLCD TA grant is hereby authorized.
2. The amount of the grant request shall be between 30-50k in State funds.
3. No cash-match has been committed for this project.
4. The Chairperson and/or the Executive Director are authorized and empowered to execute any and all grant documents for application, acceptance, or amendment of this grant.

**ADOPTED** this 21<sup>st</sup> day of September 2023, at Albany, Oregon.

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Claire Hall  
OCWCOG Board Chair

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Ryan Vogt  
OCWCOG Executive Director



# Senior, Disability and Community Services

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Area Agency on Aging

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

## MEMORANDUM

**DATE:** September 21, 2023  
**TO:** OCWCOG Board of Directors  
**FROM:** Randi Moore - Senior, Disability, and Community Services Director  
**RE:** **SDS and CSP Program Updates**

### Community Service Program Updates

#### Stand By Me – Oregon (\$BM-OR)

The Stand By Me – Oregon Program continues to grow the capacity for its financial coaching program around budget creation, debt reduction, increased savings, and credit improvement in the OCWCOG region. **Twenty-six free financial workshops** have been held in 2023 at local community colleges, non-profits, churches, and non-profit agencies in Albany, Corvallis, Lincoln City, Newport, Mill City and virtually **to over 279 residents**, with plans to expand more into rural Linn County in 2024. Classes were held in English, Spanish or Mam, as requested by participants. Thanks to a partnership with Casa Latinos Unidos, **our Latino client base has grown from 8% in 2022 to currently 25%**. We are thrilled with this growth and expect to serve more dual language clients in the upcoming quarter.

To date:

- A total of **90** unique clients have also received ongoing 1:1 coaching, with **72** completing a new budget with their coach and taking action to improve credit/savings and decrease debt.
- A total of **\$291,482** in savings has been recorded.
- A total debt reduction of **\$63,763** has been recorded.

#### OCWCOG Awarded Funding from the Siletz Tribal Charitable Contribution Fund (STCCF)

The STCCF awarded OCWCOG's Retired and Senior Volunteer Program (RSVP) \$2,350 in August to support its Durable Medical Equipment (DME) program for senior residents of Linn, Benton, and Lincoln Counties during fiscal year 2023-2024. The Confederated Tribes of Siletz Indians of Oregon (Siletz Tribe) enacted Ordinance §4.20, Distribution of Net Revenues Ordinance, on July 6, 1999, and a Memorandum of Understanding (MOU) with the State of Oregon on September 4, 1999. With these two actions, the



Siletz Tribal Charitable Contribution Fund (STCCF) and Advisory Board were created. Since its inception, STCCF has distributed more than \$16.3 million in charitable grant awards and has supported RSVP's DME Program for over a decade. These funds are used to support homebound residents who are unable to procure gently used equipment and cannot pay for the much-needed fall prevention equipment. The grant specifically focuses on equipment needed to safely navigate the restroom, as these types of DME are typically not covered by Medicare, and includes grab bars, shower benches, commodes, and more.

### OCWCOG AmeriCorps Seniors 9/11 Day of National Service

AmeriCorps Seniors staff, along with OCWCOG Community Services staff and volunteers hosted its first *September 11th National Day of Service and Remembrance* this year. This year the group decided to host a community park clean up, in honor of the lives and service of those we lost over 20 years ago. Pictured are OCWCOG staff and volunteers at the Jackson Frazier Wetland in Corvallis.



For more information about the National AmeriCorps Day of Service:

<https://americorps.gov/serve/volunteer/911-day>

### OCWCOG Awarded Funding from the Roundhouse Foundation

The Roundhouse Foundation awarded OCWCOG's Community Services Programs \$21,000 in August to support its Behavioral Activation courses to rural senior residents of Linn, Benton, and Lincoln Counties during fiscal year 2023-2024. The Roundhouse Foundation, a private family foundation, is "dedicated to supporting programs that inspire creativity, connect people with each other and their sense of place, and ensure sustainability for the long-term economic success of Oregon's rural communities." As an evidence-based depression treatment approach, Behavioral Activation has been found effective for the alleviation of overt depressive symptoms. In a clinical setting, Behavioral Activation is considered a 3rd wave treatment, utilized after medication and Cognitive Behavioral Therapy (CBT) have been attempted and failed to provide adequate support. The six-week courses will be delivered via videoconferencing by both OCWCOG staff and Older Adult Behavioral Health Initiative specialists in a virtual group setting to ensure professional, real-time sessions with group camaraderie, as well as individualized follow-up coaching. At the end of the final session, an estimated 80% of participants will report successful goal completion and improved mood.

The next six-week session will commence on October 19<sup>th</sup>, 2023; laptops are available for check out and program completion incentives will be offered! For more information, please email [aseniors@ocwcog.org](mailto:aseniors@ocwcog.org) or call 541-924-8440.



## Senior Health Insurance Benefit Assistance (SHIBA)

The SHIBA Program, administered by OCWCOG on behalf of the State of Oregon, educates and advocates for the residents in our region about Medicare. SHIBA counselors provide one-on-one counseling and monthly Medicare classes throughout Linn, Benton, and Lincoln Counties. Annual open enrollment for Medicare is right around the corner and runs October 15 – December 7<sup>th</sup>, 2023. During this period, anyone with Medicare can change their Medicare health plans and prescription drug coverage for the following year to better meet their needs.

A recent client gave kudos to our SHIBA team and volunteers. Come visit us and meet our amazing SHIBA team! We can be reached at 541-812-0849 (Linn/Benton) or 541-574-2684 (Lincoln).

*"Bob and Carolyn were/are outstanding representatives. Working together they helped me navigate what I thought would be impossible on my own. Professional and comfortable to talk to. They listened to my concerns and guided me. I want to say thank you to both. Thank you to both Bob and Carolyn. I am now signed up and ready to have my care well before my birthday month. Honorable mention goes to the Senior Center in Lebanon who gave me the phone number for SHIBA, and especially the folks who returned my calls when they said they would to setup my SHIBA counseling appointment. Outstanding service from everyone. Thank you also to the Sweet Home ELKS Lodge for hosting my SHIBA Medicare session." - Ken S. Lebanon*

## **Senior and Disability Services Updates**

### OCWCOG Eligibility Unit

The OCWCOG Eligibility Unit continues to process and complete work connected to the Public Health Emergency (PHE) Unwinding and tackle new challenges while COVID rules and policies reshape the Eligibility landscape. Most recently, the Eligibility Team worked together to create better work flow systems to respond to Supplemental Nutritional Assistance Program (SNAP) Periodic Reports, which is a new process for both Oregonians and Eligibility Staff related to SNAP renewals during the PHE unwinding timeframes. With the team's dedication and willingness to embrace new processes, we successfully completed every Periodic Report well before expiration timeframes required.

2023 Quarterly Report for Quarter 2 (April-June) - Albany and Toledo Financial Eligibility:

<b>Total Individuals on All Active Medical Cases served by COG</b>	30,500		
<b>Linn and Benton Counties</b>	23,443		
<b>Lincoln County</b>	7,056		
<b>Total SNAP recipients served by COG</b>	12,423		
<b>Linn and Benton Counties</b>	9,453		
<b>Lincoln County</b>	2,970		
<b>Total Families Served by Eligibility Unit (activity on individual cases)</b>	<b>April</b> 1,341	<b>May</b> 2,752	<b>June</b> 4,234

## Collaboration and Wildfire Evacuation Planning Engagement

Senior and Disability Services continues to participate in collaboration with Aging and People with Disability Services (APD), the Office of Resilience and Emergency Management (OREM), and local County Emergency Managers to participate in any wildfire evacuation efforts that arise in Linn, Benton, and/or Lincoln counties. Teams most recently responded and made 100% advance contact to Long Term Care Service (LTCS) consumers identified in evacuation zones of the Sweet Home Wiley Fire. Last month SDS took part in Linn County's Community Wildfire Protection Plan (CWPP) update and will be co-presenting on FEMA Region 10's Client Ready Workshop, to share the work completed supporting evacuation efforts and post shelter transitions during the 2020 fire season.



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## MEMORANDUM

**DATE:** September 21, 2023  
**TO:** OCWCOG Board of Directors  
**FROM:** Ryan Vogt, Executive Director  
**RE:** **Community and Economic Development Updates**

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### Community and Economic Development Updates

#### Transportation

##### Corvallis Area Metropolitan Planning Organization (CAMPO)

- Staff volunteered at Corvallis Open Streets, which included deploying bicycle count equipment to understand event attendance.
- The 2024-2027 Metropolitan Transportation Improvement Plan was approved by the governor and begins October 1, 2023.

##### Albany Area Metropolitan Planning Organization (AAMPO)

- The draft Regional Transportation Plan is available for public review after a year long development process. Available on AAMPO's website, it contains proposed projects for regionally significant corridors over the 20 year planning horizon.
- The 2024-2027 Metropolitan Transportation Improvement Plan was approved by the governor and begins October 1, 2023.

##### Cascades West Area Commission on Transportation (CWACT)

- Staff will be releasing a survey to identify regional priority projects for the Cascades West region this fall.
- Staff held a coastal meeting at the end of June, which was hosted by the Lincoln County Commissioners.

##### Cascades West Transportation Options

- Staff are preparing for the Get There Challenge Oct 1 -15 where workplace teams can compete for great local and state prizes by telecommuting or traveling to work via foot, bicycle or bus!

##### Cascades West Ride Line

Cascades West Ride Line provided over 25,000 physical trips during July and August 2023. The majority of these trips were sedan trips over 21,000. The second most utilized mode was Mileage reimbursements at over 8,000 reimbursements.

	<b>Trips</b> (Sedan, Wheelchair, Secure, Stretchers)	<b>Clients</b> (Unique members)	<b>Reimbursement</b> (Mileage, Meals, Lodging)	<b>Clients</b> (Unique members)
Linn County	15,048	1,497	4,787	297
Benton County	5,274	535	1,629	87
Lincoln County	4,985	540	1,909	161
All other counties	305	55	20	4
<b>Regionally</b>	<b>25,612</b>	<b>2,624</b>	<b>8,345</b>	<b>549</b>

During the month of July 2023, 93,731 individuals are eligible for transportation assistance in OCWCOG's tri-county region. Most transportation services are for A&D, physical, and mental health.

### **Oregon Health Plan Enrollment by County - for July 2023**

	<b>IHN- CCO</b>	<b>OHP - FFS</b>	<b>Other CCO's</b>	<b>Total Enrollment by County</b>
Linn County	45,461	4,859	812	<b>51,132</b>
Benton County	20,100	2,341	14	<b>22,455</b>
Lincoln County	17,936	2,201	7	<b>20,144</b>
Total Enrollment by Plan	83,497	9,401	833	93,731

### **Planning**

#### Cascades West Economic Development District (CWEDD)

- OCWCOG continues to serve our rural communities. We actively participate in the Regional Solutions Team meetings and visit our rural communities to hear about their pressing infrastructure needs. We work with DEQ, DLCD, USDA, and Business Oregon on the best way to address these needs. We visited Coburg in August and have Toledo and Junction City scheduled next.
- The Childcare Working Group is currently focused on helping market Growing Care to our three-county region. This program provides training for in-home childcare and offers up to \$15,000 grants.
- Staff is continuing to facilitate our three-county broadband core team meetings. Meetings are currently focused on educating our counties on utilizing the broadband maps that provide unserved/underserved areas, along with cost plans for wireless, fiber, and hybrid models. The feasibility plan is nearing completion.

- OCWCOG has been called into the discussion around Innovation Hubs. Venn Collaborative was hired to complete Phase 1 of Business Oregon's Innovation Hub program. CWEDD will most likely be selected as the governing model for our four-county EDD to apply for Phase 2 of the Innovation Hub. This would position the EDD to add traded sector business and entrepreneurship as a focus to our next CEDS.
- We were not selected for the IEDC Fellow. There were over 500 host site submissions with only 65 selected to move forward. We are pursuing other avenues to address workforce housing and industrial site readiness. Staff is discussing applying for a DLCD TA grant with the CWRC Officers. The grant would allow for a better understanding of the available commercial and industrial lands in the region.

#### Cascades West Regional Consortium (CWRC)

- The CWRC meeting was held on August 15, 2023. Donna Downing with the National Association of Wetland Managers provided information about the Sackett Supreme Court Decision.

#### Linn and Benton Brownfields Grants

- The U.S. Environmental Protection Agency (EPA) selected 7 Oregon projects to receive brownfields funding to expedite the assessment and cleanup of multiple brownfield sites in the state. OCWCOG is the recipient of \$1 million in brownfield funds to support various projects in Linn and Benton Counties. We expect to sign the cooperative agreement by October 2023.

#### **Cascades West Business Lending**

- A loan was approved for All Star Auto Sales and Service, Inc. in Sweet Home to purchase four additional tow trucks to replace their aging ones. Umpqua Bank declined the loan due to the business owner's lack of a personal credit score. The business had existed for 15 years, and the owner had a good amount of personal net worth. He has simply always paid cash for purchases. All Star Auto was enrolled in the Community Lender Loan Loss Reserve Program and was accepted. Lending staff coached the owner on easy ways to build a personal credit score.
- A loan was approved for KL JAMCO LLC, a locksmith company in Corvallis, to purchase an additional locksmith company Albany. Citizens Bank declined the loan based only on the cash flow of the existing business. Lending staff was able to get the loan approved based on the new companies' debt service coverage which was very good. This is a great opportunity for them to expand their footprint and hire additional staff.
- Lending staff is working with a prospect who is in the process of opening a coffee house/bakery/small grocery store, in Gleneden Beach. An additional prospect is looking for an SBA 504 loan to purchase a historic hotel.
- Lending staff recently presented to LBCC's Small Business Development Center staff, Benton County Veterans Service Officers, OCWCOG Stand by Me coaches, and the Albany Hispanic Advisory Committee. A presentation with OCCC's SBDC is scheduled for November.
- Lending staff continues to work with Bankers, Community Leaders, and our Communications Officer to enhance our marketing material and outreach to a broader audience.



## Technology Services

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### MEMORANDUM

**DATE:** September 21, 2023  
**TO:** OCWCOG Board of Directors  
**FROM:** Jason Sele, Technology Services Director  
**RE:** **Technology Services Update**

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#### City Contracts

The IT team has been busy supporting the City of Sweet Home with major updates to their City Hall, Police Station, Library, and Public Works network systems and software. We are modernizing the environment and updating equipment. We've added the Sweet Home Fire District with a new 2-year support agreement and have replaced some computers. We will be updating their server and adding new data storage soon. The City of Depoe Bay has signed on for support and approved a Statement of Work (SOW) to upgrade their server and workstations.

#### Community Services Consortium (CSC) IT Support

We continue to support CSC. I am actively splitting time between OCWCOG and CSC as IT Director and some of the OCWCOG Tech staff have engaged in projects to assist as well. We've had the opportunity to align the technology solutions for the two agencies and staff are collaborating to make decisions that benefit both. CSC has a large data mart project that is ramping up. It requires a big picture approach and may take months to plan since this involves several systems in use across the agency.

#### Enterprise Software Projects

Oracle NetSuite is live. Managers are now entering bills and purchase orders into the system. CSC is in a similar position. After working through much of the Ceridian Dayforce planning, we have intentionally delayed the implementation so Finance can focus more on reports and other wrap up items for NetSuite. Both CSC and OCWCOG have identified some issues with the Dayforce payroll system that merit a review before moving forward. We are both planning to move forward with the HR modules.