



# Board of Directors Meeting Packet

January 18, 2024  
2:00 pm - 4:00 pm

Attend In Person at  
Albany Cascades West Center  
1400 Queen Ave SE, Albany, OR 97322

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Board of Directors  
Meeting: March 21, 2024  
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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(541) 967-8720 • FAX (541) 967-6123

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS' AGENDA  
January 18, 2024  
2:00 – 4:00 pm**

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

**[Join Teams Meeting](#)**

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

**NOTE:** Please contact Meg Walker at 541.223.5120 or [mwalker@ocwcog.org](mailto:mwalker@ocwcog.org) no later than noon on Wednesday, January 17, 2024, 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 December 7, 2023. [\(Page 4\)](#)
- b) Financial Report, YTD November 30, 2023. [\(Page 10\)](#)

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

**4. Community and Economic Development Director Introduction** *(Executive Director Ryan Vogt)*  
(2:15 pm – 2:25 pm)

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

**5. Community Services Consortium Update** *(Executive Director Ryan Vogt)*  
(2:25 pm – 2:40 pm)

Memo to the Board regarding the Community Services Consortium partnership. [\(Page 29\)](#)

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

6. **Strategic Plan Update** (*Project Manager Nick Andrews*)  
(2:40 pm – 2:55 pm)

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

7. **Legislative Advocacy** (*Executive Director Ryan Vogt*)  
(2:55 pm – 3:05 pm)

Memo to the Board regarding legislative advocacy. ([Page 31](#))

**ACTION:** Motion to allow the OCWCOG to spend up to \$10,000 of the “special projects dues,” to provide analysis and recommendations to the Board for legislative advocacy on behalf of the region.

8. **Year in Review** (*Communications Officer Meg Walker*)  
(3:05 pm – 3:20 pm)

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

9. **OCWCOG Program Updates**  
(3:20 pm – 3:30 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 33](#))  
Community and Economic Development ([Page 36](#))  
Technology Services Director Jason Sele ([Page 39](#))

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

10. **Executive Director Update** (*Executive Director Ryan Vogt*)  
(3:30 pm – 3:40 pm)

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

11. **Other Business** (*Chair Claire Hall*)  
(3:40 pm – 3:45 pm)

12. **Adjournment** (*Chair Claire Hall*)  
(3:45 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS COMMITTEE MINUTES  
December 7, 2023  
Via Zoom Video and Audio Conferencing**

**Attendees:** **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Charles Maughan, Corvallis; Mayor Chas Jones, Philomath; Mayor Jan Kaplan, Newport; Councilor Rick Booth, Waldport; Councilor Mike Caughey, Harrisburg; 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 Rod Cross, Toledo; Mayor Alex Johnson II, Albany; Councilor Jeanni Cuthbertson, Monroe; Councilor Riley Hoagland, Lincoln City; Councilor Carol Korn, Tangent; Councilor Jeremy Romer, Halsey; Councilor Joshua Thorstad, Sweet Home; and Secretary Bonnie Petersen, 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) Program Manager Nick Meltzer; Senior and Disability Services Program Manager Rachel Sine; Communications Officer Meg Walker; Executive Assistant Leah Snodgrass; and Union President Brittany Kosydar.

**Public:** None.

**1. Welcome and Introductions**

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Vice Chair Sprenger on December 7, 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**

No public comments.

**3. Consent Calendar**

Mayor Jones moved to approve Consent Calendar items which include the meeting minutes from September 21, 2023, special meeting minutes from October 26, 2023, the Financial Report Year to Date September 30, 2023, and the 2024 Meeting Schedule. Treasurer Malone seconded the motion. With no objections, the Consent Calendar items were voted upon and approved.

**4. Purchasing and Contracts Policy Update**

Finance Director Nelson summarized her memo starting on page twenty-seven (27) in the meeting packet.

Vice Chair Sprenger asked if there should be a first and second reading of the policy change so the Board can have an opportunity to digest and talk about it?

CSP Manager Lucke answered that it was stated on their AmeriCorps form that the policy change would be decided at this meeting. CSP Manager Lucke will need to contact the assigned Monitoring Officer to ask for an extension of time.

Vice Chair Sprenger asked for clarification that there was only the additional language added to the last page and that there were no other changes? Finance Director Nelson answered that was correct.

Treasurer Malone moved to approve the Purchasing and Contracts Policy Update. Councilor Caughey seconded the motion. With no objections, the Purchasing and Contracts Policy Update was voted upon and approved.

## **5. Bias Response Recommendations**

Executive Director Vogt reminded the Board about the Bias Response progress from the beginning. Executive Director Vogt summarized his memo starting on page forty-seven (47).

Councilor Olivares stated with Sodaville being a small community, there is not a lot of diversity and doesn't think there is a need for Sodaville but thinks having something available for the surrounding communities is great. Councilor Olivares thinks there is real uniqueness to each community and is not sure if a regional approach attends to that.

Councilor Caughey stated that there is some diversity in his community but is not aware of any problems. There have been discussions at his council meetings about this subject and it was decided it wasn't a problem and didn't want to make one. Councilor Caughey said that if there is an issue in his city or organization that it would be nice to have a place for someone to go.

Councilor Booth stated he agrees, and Waldport is in alignment with both Sodaville and Harrisburg. Waldport does not have any problems with Biases but does speak of diversity and inclusion all the time.

Mayor Jones reminded everyone that diversity is much more than race. It includes religion, veteran status, the rich or poor, educated or uneducated. Diversity is the breadth of everything a community comes with. Mayor Jones agrees that the other communities are valid in not having issues and acknowledges that Philomath doesn't have a lot of racial diversity. The complaints Mayor Jones hears are from different experiences. Mayor Jones said his council would be in favor of a regional approach.

Mayor Maughan stated that Corvallis is very diverse in race, economics, and politics. Mayor Maughan is starting to feel and see the anger that is developing between people and is unfortunately resulting in violence more often than not. Mayor Maughan thinks it is important to take action and plan ahead for the future because he feels things are getting worse, not better.

Councilor King acknowledged that all the Board's communities are of different sizes and have different strengths. Councilor King thinks one thing that could give us a lot of strength is to have regional input, to where everyone can learn from each other and collectively have a stronger voice.

Regarding number four (4) on Zilo's list, 'Prioritize cultural barriers and language access', Treasurer Malone thinks this is something we can do with the existing structure and doesn't think it is time to have one of OCWCOG's staff to advance the efforts yet.

Mayor Kaplan had microphone issues and sent a chat message stating the main issue that has risen in his community is around sexual orientation and that it is unclear to Mayor Kaplan what a regional approach would do?

Vice Chair Sprenger stated the Diversity, Equity, and Inclusion (DEI) and Bias Response work is incredibly important. One issue is not less important than the other. Vice Chair Sprenger sees an angry society and is unsure if a bias response team or process addresses the overreaching anger that is prevalent. Vice Chair Sprenger restated the question for the Board, is the regional approach including the three (3) counties the best approach, and is OCWCOG best positioned? Vice Chair Sprenger answered with no disrespect, that she doesn't feel OCWCOG is prepared to do this work, at least right now. Vice Chair Sprenger is still trying to decide if Linn County would benefit from a regional approach because there were parts of Linn County that did not have a robust attendance in the community conversations.

Vice Chair Sprenger said she would like to see OCWCOG take the majority of the recommendations provided by Zilo and build them into "our lens" moving forward. Whether that is building them into decisions, forming a committee, or delivering them in a program. Vice Chair Sprenger also thinks cities and counties can embrace some of those recommendations too.

Councilor Olivares wanted to clarify her statement and said that Sodaville is diverse by the very nature of being human, no two are the same, but was speaking to the degree of bias based on population density.

Treasure Malone asked if the Board votes to take a regional approach, what does that mean, what would OCWCOG be doing? Executive Director Vogt answered, if the Board wished to support a regional response, that it would be pointed toward the recommendations about having OCWCOG assist in training and education curriculum, and supporting and expanding community-based responses and partnerships. Executive Director Vogt agrees with Vice Chair Sprenger that OCWCOG is not quite ready to be an effective leader for the region in this subject area. If the Board wants OCWCOG to take on this effort, it would be recognizing that it would not be an existing staff person engaging in the efforts, OCWCOG would need to bring someone in who has the experience in taking these topics and advancing them at a larger community.

Councilor Caughey stated that OCWCOG is moving in the direction of educating themselves and setting up internal procedures, that OCWCOG is not in a position to "take on the world". Councilor Caughey said once OCWCOG has gone through its process internally he could see in the future if the need is still obvious, OCWCOG could step in with confidence to handle bias related problems, instead of taking it on without the background.

Vice Chair Sprenger stated she can sense concern about embracing the delivery of this work (not the idea of it). Vice Chair Sprenger asked if OCWCOG can produce a statement on principals around DEI work to raise the level of awareness and intentionality.

Executive Director Vogt stated he will continue to update the Board on the ongoing action planning with OCWCOG's DEI consultant, MGT, which will help produce actionable steps as an organization towards education and adoption of tools and decision making.

Councilor Olivares suggested a decision tree algorithm. It would help with ques to think of certain items, versus visiting the whole process every time.

Treasurer Malone stated he thinks the Board wants to continue together in this process and suggests pausing the Zilo recommendation of hiring one full time employee (FTE) as a support/liason for the Tri-County to the Hotline. Implement the rest of the suggested recommendations when possible. Give more time for the internal process and time to see if the Hotline is functional and successful. Treasurer Malone suggests revisiting this in six (6) months

or less, to confirm the efforts have forward movement and there is improvement on what OCWCOG already does. Treasurer Malone does not wish to make a motion at this time.

Mayor Kaplan commented that there needs to be clarification on the FTE position. Would it be a resource for policy development? A response to bias incidents? Technical assistance to local governments? Mayor Kaplan doesn't think a decision should be made until the position is defined.

Executive Director Vogt acknowledges there is some push/pull around additional information, which OCWCOG is happy to deliver, we just need vision from the Board. OCWCOG does not want to assert what we think is right for the region, OCWCOG is fundamentally built as a responsive agency.

No motion was made regarding adopting a regional approach to bias response and education for all member entities and have OCWCOG lead that work.

Executive Director Vogt added that the Board will receive regular updates on OCWCOG's internal DEI growth and education, and if the Board has a desire in the future to reopen the conversation about something more external we could entertain that motion then.

## **6. Enterprise Solutions Update**

TS Director Sele reminded the Board that a year ago OCWCOG was in the request for proposal (RFP) process for enterprise solutions. Oracle NetSuite For Government was selected for Finance and Ceridian Dayforce for HR and payroll. In July OCWCOG went live with NetSuite For Government, which is a new product for Oracle and OCWCOG was the second customer of this new software. Knowing it is a new product there is an understanding that there will be challenges to work through. An area that is taking more time to define and develop is the finance reports.

Three (3) months after NetSuite went live, Ceridian Dayforce design planning began. Problems have been discovered in the payroll portion of the program with classes, step changes, and some of the government funding requirements. Those were not identified earlier on in the demo of the product. This issue generated discussions on where there should be consideration of a different program, so OCWCOG delayed any further implementation. Recently Oracle announced they now have a payroll solution. It was decided to keep HR with Ceridian Dayforce, and pull-the-plug with the payroll portion of Ceridian.

OCWCOG and Community Services Consortium (CSC) are currently doing a deep dive analysis to see if Oracle will fit our payroll needs, but still contemplating if it is the right solution. The decision to discontinue with Ceridian Dayforce for payroll cost some money for breaking the contract, but if Oracle is the solution selected for payroll, the cost of the product is small enough that over a period of five (5) years it will end up being a wash. Also choosing Oracle for payroll it should be easy to integrate in with the finance module.

Treasurer Malone asked what the timeline is on making a decision for the payroll solution? TS Director Sele answered that there is no timeline yet while they are testing the demo, and he wants to get through HR's implementation before starting another project and adding too many changes at once.

TS Director Sele added that the Meals on Wheels (MOW) program also has a new software program, and that there are a number of new software implementations going on all at the same time.



TS Director Sele stated that CSC is eager to move forward with a new payroll solution, because they are completely manual so having an automated system is huge for them.

Councilor Olivares asked that since OCWCOG is part of the first generation of NetSuite For Government if OCWCOG is able to negotiate the configurability with it? TS Director Sele answered yes, and two things really stand out, their project management skills and the “white glove treatment”. Oracle has given more time than normal and has been utilizing information from OCWCOG to help build out the For Government features. On the other hand, it has also spent more time trying to build things like reports, versus picking it from a menu. TS Director Sele stated the development team is very quick at turning things around. OCWCOG could have a request and it would be available in the program two (2) weeks later.

## **7. 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 forty-nine (49). SDCS Program staff did not present their update.

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

A Program Update memo is included in the meeting packet starting on page fifty-four (54). CED staff did not present this update.

### *Technology Services (TS)*

A Program Update memo is included in the meeting packet starting on page fifty-seven (57). TS Director Sele did not present an update.

### *Human Resources (HR)*

A Program Update memo is included in the meeting packet starting on page fifty-eight (58). HR Manager Schulze did not present an update.

## **8. Executive Director Update**

Executive Director Vogt reported that on Monday, OCWCOG and CSC will be attending an engagement activity with DEI consultants MGT, in creating the action planning for the organization’s DEI approach. By the end of December there should be a greater level of clarity about what the action steps are going to be over the next couple of years.

The Senior Leadership Team (SLT) is working through what the agency’s high-level goals are for the next year. At January’s Board meeting, there will be a presentation to clarify where the major levels of investment will be to move the organization forward to meet OCWCOG’s strategic priorities.

On December 18, 2023, there will be second round interviews for the Community and Economic Development (CED) Director position. There are three candidates that made it to the second round process. Also, Executive Assistant Leah Snodgrass will be moving to a new position within the agency, and this will be her last Board meeting.

Executive Director Vogt stated that OCWCOG is thankful for the members of the Board, and grateful for what each member brings to the table to empower and guide the agency.

Treasurer Malone asked for an update on the Corvallis building. Executive Director Vogt answered that the Corvallis office is open and seeing people by appointment only at this time. In January CSC will begin to move their staff in. With the new Board meeting schedule there will



be rotations for meetings at the Corvallis building. There is still a plan to have a ribbon cutting at the building, which could potentially happen during the first Board meeting there.

**9. Other Business**

No other business was discussed.

**10. Adjournment**

With no further discussions, Vice Chair Sprenger adjourned the meeting at 3:29 p.m.

*Meeting minutes taken by Leah Snodgrass*



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## MEMORANDUM

**DATE:** January 18, 2024  
**TO:** OCWCOG Finance Committee  
**FROM:** Marit Nelson, Finance Director  
**RE:** **OCWCOG Financial Update**

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Please find attached the financial snapshot as well as the agency Revenue and Expense Statement for the period ending November 30, 2023.

We are still working with the NetSuite Project Development team to create properly formatted reports. However, at our meeting in December, the feedback I received indicated that having some additional detail was appreciated, so I have chosen to maintain that format for now. The next hurdle we face is finding a detailed import of payroll information that matches our new chart of accounts and grants/projects tracking module. Currently, we are still using our previous payroll system and marrying the expense summaries into our general ledger. This does create an additional time burden, but as the programming catches up to our expectations, we will see improvements.

November gets us 41.7% of the way through the fiscal year.

Revenues are steadily flowing into the agency. Our Title XIX contract was signed in October and billings with retroactive adjustments from July to current have been sent as of the end of December. Most of our first quarter billings have been received as well, just in time for this quarter's to go out. New MPO funding for both Albany Area and Corvallis Area agencies was received in November and is reflected in the snapshot and detail.

Personal Services expenditures were just under 39% of budgeted for the period. As expected, the implementation of the new salary schedule brought us within budgeted range from our report in September. We continue to fill vacancies as needed, but we currently have more FTE on staff than I have seen in my tenure. It feels good to be within shouting distance of full budgeted staffing.

Materials & Services expenditures look good for the period as well, trending under budget. We continue to knock out projects in our buildings, including getting the Corvallis office ready for staff and consumers full time. We recently replaced windows in Toledo.

Audit work continues for our finance team. We were able to provide much of the necessary information by mid-December but with the holidays and time off on both sides of the project, we continue to pull information to help the auditors in verifying our transactions. We requested an extension to file from the State in December and received approval.

	<b>FY 2024 Budget</b>	<b>Nov 2023</b>	<b>Percentage</b>
Dues	363,315	349,046	96%
Contract Revenue	2,160,963	269,972	12.5%
Donations	173,646	41,611	13%
Coordinated Care	14,000,000	5,458,931	39%
<b>Total Income (all line items)</b>	<b>\$ 65,726,383</b>	<b>19,299,604</b>	<b>29.4%</b>
<b>Total Payroll Expense</b>	<b>\$ 22,270,532</b>	<b>\$8,661,299</b>	<b>39%</b>
Professional Services	19,340,477	6,563,504	34%
Internal Service Charges	3,102,559	1,235,258	40%
Maintenance & Repair	183,900	60,107	33%
Supplies (Meetings, Office)	139,300	56,077	40%
Utilities	198,856	63,282	32%
Travel / Training	306,500	133,414	44%
<b>Total Expense (all line items)</b>	<b>\$54,958,423</b>	<b>\$20,138,665</b>	<b>37%</b>

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**MEMBER GOVERNMENTS — COUNTIES:** Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Millersburg, Monroe, Newport, Philomath, Siletz, Sodaville, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians and Port of Newport

<u>FQA</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes-Thru 11/30/2023 41.7%</u>
<b>CWCOG GENERAL ADMINISTRATION</b>							
	<i><b>Human Resources</b></i>						
1011-101-42800	Internal service charges revenue	(577,900)	(240,792)	-	(337,108)	41.7%	
1011-101-46900	Misc Revenue	-	(134)	-	134		
1011-101-51000	Wages	301,072	111,938	-	189,134	37.2%	
1011-101-52000	Benefits	193,912	88,768	-	105,144	45.8%	Overall Personnel Total under 41.7%
1011-101-61100	Supplies	1,000	1,194	-	(194)	119.4%	One time additional expense
1011-101-61300	Equipment (non-capitalized)	500	-	-	500	0.0%	
1011-101-62100	Professional Services	-	12,187	-	(12,187)		Temp Services for additional support
1011-101-62110	Legal services	3,000	-	-	3,000	0.0%	
1011-101-62120	Marketing services	3,000	2,148	-	852	71.6%	Recruitments
1011-101-62130	Insurance services	-	300	-	(300)		
1011-101-62210	Printing/copying	1,200	316	-	884	26.4%	
1011-101-62220	Postage	200	3	-	197	1.3%	
1011-101-62300	Software	50,800	2,620	-	48,180	5.2%	
1011-101-62400	Telephone/internet	1,000	37	-	963	3.7%	
1011-101-62500	Memberships/Dues	3,000	1,000	-	2,000	33.3%	
1011-101-62600	Travel and training	-	649	-	(649)		
1011-101-62610	Trainers	9,500	100	-	9,400	1.1%	
1011-101-62621	Employee mileage	2,500	825	-	1,675	33.0%	
1011-101-62710	Rent expense	10,194	4,248	-	5,947	41.7%	
1011-101-70000	Capital	13,000	-	-	13,000	0.0%	
	<i><b>Finance</b></i>						
1011-102-42800	Internal service charges revenue	(686,850)	(229,899)	-	(456,951)	33.5%	
1011-102-46100	Interest Revenue	(300,000)	(283,848)	-	(16,152)	94.6%	Interest rate higher than budgeted
1011-102-46900	Misc Revenue	-	(1,290)	-	1,290		
1011-102-51000	Wages	469,289	184,016	-	285,273	39.2%	
1011-102-52000	Benefits	333,574	132,672	-	200,902	39.8%	
1011-102-61100	Supplies	5,600	1,153	-	4,447	20.6%	
1011-102-61300	Equipment (non-capitalized)	4,684	-	-	4,684	0.0%	
1011-102-62100	Professional Services	100,000	59,918	-	40,082	59.9%	Additional support needed for implementations
1011-102-62120	Marketing services	500	32	-	468	6.4%	
1011-102-62140	Banking services	12,000	4,387	-	7,613	36.6%	
1011-102-62210	Printing/copying	3,500	259	-	3,241	7.4%	
1011-102-62220	Postage	500	205	-	295	41.1%	
1011-102-62300	Software	68,600	986	-	67,614	1.4%	
1011-102-62400	Telephone/internet	2,000	564	-	1,436	28.2%	
1011-102-62500	Memberships/Dues	1,000	290	-	710	29.0%	
1011-102-62600	Travel and training	-	67	-	(67)		

1011-102-62610	Trainers	8,500	450	-	8,050	5.3%
1011-102-62621	Employee mileage	5,000	214	-	4,786	4.3%
1011-102-62622	Company automobile	-	230	-	(230)	
1011-102-62623	Other employee travel	-	78	-	(78)	
1011-102-62640	Employee travel meals	-	28	-	(28)	
1011-102-62710	Rent expense	18,623	7,760	-	10,863	41.7%
1011-102-95000	Contingency	150,000	-	-	150,000	0.0%
<b>General Administration</b>						
1011-110-42100	Dues	-	(746)	-	746	
1011-110-42800	Internal service charges revenue	(845,000)	(354,541)	-	(490,459)	42.0%
1011-110-43100	Contracts	(66,260)	-	-	(66,260)	0.0%
1011-110-43500	Local	-	(33,130)	-	33,130	
1011-110-46900	Misc Revenue	(20,000)	(1,029)	-	(18,971)	5.2%
1011-110-51000	Wages	416,753	141,942	-	274,811	34.1% Vacant/reduced FTE in department
1011-110-52000	Benefits	244,531	98,617	-	145,914	40.3%
1011-110-61100	Supplies	31,000	3,559	-	27,441	11.5%
1011-110-61300	Equipment (non-capitalized)	3,250	-	-	3,250	0.0%
1011-110-61400	Furniture	3,000	388	-	2,613	12.9%
1011-110-62100	Professional Services	195,000	72,703	-	122,297	37.3%
1011-110-62110	Legal services	35,000	29,000	-	6,000	82.9%
1011-110-62120	Marketing services	3,000	3,727	-	(727)	124.2% Meeting notices, banners, outreach materials
1011-110-62210	Printing/copying	2,000	63	-	1,937	3.2%
1011-110-62220	Postage	300	18	-	282	5.9%
1011-110-62300	Software	12,000	961	-	11,039	8.0%
1011-110-62400	Telephone/internet	2,000	385	-	1,615	19.3%
1011-110-62500	Memberships/Dues	6,000	3,035	-	2,965	50.6% Annual renewals happening at beginning of year
1011-110-62600	Travel and training	-	1,849	-	(1,849)	
1011-110-62610	Trainers	21,000	-	-	21,000	0.0%
1011-110-62621	Employee mileage	1,500	970	-	530	64.6% Allocation of Training/Mileage to take place
1011-110-62640	Employee travel meals	-	233	-	(233)	
1011-110-62710	Rent expense	11,926	6,501	-	5,425	54.5%
1011-110-62900	Miscellaneous Expenses	-	41,632	-	(41,632)	Refund of double payment of dues
1011-110-95000	Contingency	50,000	-	-	50,000	0.0%
<b>TECHNOLOGY SERVICES</b>						
<b>Facilities</b>						
1012-104-42800	Internal service charges revenue	(57,360)	-	-	(57,360)	0.0%
1012-104-62700	Facility and Utilities	57,360	9,500	-	47,860	16.6%
<b>Technology</b>						
1012-105-42200	Program revenue (including Fees)	-	17,144	-	(17,144)	
1012-105-42800	Internal service charges revenue	(980,000)	(439,568)	-	(540,432)	44.9%
1012-105-43100	Contracts	-	(14,925)	-	14,925	

1012-105-43400	State	-	(2,728)	-	2,728	
1012-105-43500	Local	-	(15,461)	-	15,461	
1012-105-51000	Wages	481,301	206,750	-	274,551	43.0%
1012-105-52000	Benefits	268,715	120,854	-	147,861	45.0% Generating revenue in Business Services
1012-105-61100	Supplies	2,200	1,407	178	615	72.1%
1012-105-61300	Equipment (non-capitalized)	65,595	97,137	103,075	(134,617)	305.2% Computer replacement allocations
1012-105-61400	Furniture	300	-	-	300	0.0%
1012-105-62100	Professional Services	30,000	-	127	29,873	0.4%
1012-105-62110	Legal services	200	-	-	200	0.0%
1012-105-62120	Marketing services	1,000	-	-	1,000	0.0%
1012-105-62210	Printing/copying	300	16	-	284	5.4%
1012-105-62220	Postage	100	5	-	95	5.0%
1012-105-62300	Software	133,552	92,131	14,326	27,095	79.7% Annual license fees
1012-105-62400	Telephone/internet	-	553	-	(553)	
1012-105-62600	Travel and training	-	7,965	-	(7,965)	
1012-105-62610	Trainers	5,000	-	-	5,000	0.0%
1012-105-62621	Employee mileage	3,000	1,260	-	1,740	42.0%
1012-105-62640	Employee travel meals	-	42	-	(42)	
1012-105-62710	Rent expense	39,737	16,557	-	23,180	41.7%
1012-105-62720	Facility maintenance svcs	3,000	-	-	3,000	0.0%
1012-105-70000	Capital	21,000	-	-	21,000	0.0%
1012-105-77000	Software (multi-year)	-	-	112,212	(112,212)	

#### BUSINESS SERVICES

##### *Human Resources*

1013-101-42200	Program revenue (including Fees)	-	(1,596)	-	1,596	
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##### *Technology*

1013-105-42200	Program revenue (including Fees)	(196,180)	(55,209)	-	(140,971)	28.1%
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1013-105-51000	Wages	116,880	-	-	116,880	0.0%
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1013-105-61300	Equipment (non-capitalized)	53,000	37,868	7,400	7,732	85.4% Billable as requested by contract
1013-105-62100	Professional Services	-	1,973	1,021	(2,993)	
1013-105-62220	Postage	-	223	-	(223)	
1013-105-62300	Software	23,000	1,097	94	21,809	5.2%
1013-105-62621	Employee mileage	3,300	119	-	3,181	3.6%
1013-105-77000	Software (multi-year)	-	4,475	-	(4,475)	

#### FACILITIES SERVICES

##### *Facilities Maintenance*

1014-104-42800	Internal service charges revenue	(46,200)	(366,694)	-	320,494	793.7% Corrections for Rent/Indirect
1014-104-44100	Rents	(807,297)	(17,516)	-	(789,781)	2.2% Corrections for Rent/Indirect
1014-104-46900	Misc Revenue	(23,463)	-	-	(23,463)	0.0%

1014-104-47000	Gain/Loss on sale of capital	-	(237)	-	237	
1014-104-51000	Wages	112,056	34,277	-	77,779	30.6% FTE filled 1/3/2024
1014-104-52000	Benefits	61,494	20,895	-	40,599	34.0% FTE filled 1/3/2024
1014-104-61100	Supplies	11,000	7,616	-	3,384	69.2%
1014-104-61300	Equipment (non-capitalized)	4,684	-	-	4,684	0.0%
1014-104-61400	Furniture	-	7,550	-	(7,550)	
1014-104-62100	Professional Services	136,200	45,114	-	91,086	33.1%
1014-104-62120	Marketing services	-	96	-	(96)	
1014-104-62130	Insurance services	110,000	42,069	-	67,931	38.2%
1014-104-62210	Printing/copying	165	4,560	-	(4,395)	2763.8%
1014-104-62220	Postage	240	14	-	226	5.8%
1014-104-62300	Software	900	-	-	900	0.0%
1014-104-62400	Telephone/internet	584	12	-	572	2.1%
1014-104-62610	Trainers	2,000	-	-	2,000	0.0%
1014-104-62621	Employee mileage	5,000	2,145	-	2,855	42.9%
1014-104-62622	Company automobile	-	656	-	(656)	
1014-104-62700	Facility and Utilities	81,000	15,999	-	65,001	19.8%
1014-104-62720	Facility maintenance svcs	75,000	20,388	9,975	44,637	40.5%
1014-104-62721	Janitorial Service	85,000	18,594	-	66,406	21.9%
1014-104-62731	Electricity	-	17,206	-	(17,206)	
1014-104-62732	Water/sewer	-	407	-	(407)	
1014-104-70000	Capital	2,531,925	2,205,384	-	326,541	87.1%
1014-104-95000	Contingency	700,000	-	-	700,000	0.0%
1014-104-98800	Transfer to fund 8000 (COG)	65,000	-	-	65,000	0.0%

## S&DS

### Senior & Disabled Services

2020-300-42100	Dues	(238,000)	(238,005)	-	238,005	100.0%
2020-300-42200	Program revenue (including Fees)	-	(4,320)	-	4,320	
2020-300-43200	FedDir	-	(100)	-	100	
2020-300-43300	FedInd	(234,739)	-	-	(234,739)	0.0%
2020-300-43400	State	-	(34,129)	-	34,129	
2020-300-43500	Local	-	(6,469)	-	6,469	
2020-300-46200	Donations	-	(200)	-	200	
2020-300-46700	Matching Contributions	(40,000)	-	-	(40,000)	0.0%
2020-300-46900	Misc Revenue	(4,461)	-	-	(4,461)	0.0%
2020-300-51000	Wages	191,680	73,114	-	118,566	38.1%
2020-300-52000	Benefits	109,439	46,710	-	62,729	42.7%
2020-300-61100	Supplies	3,000	75	-	2,925	2.5%



2020-300-61300	Equipment (non-capitalized)	-	267	-	(267)	
2020-300-61400	Furniture	3,000	-	-	3,000	0.0%
2020-300-62100	Professional Services	-	9,075	-	(9,075)	
2020-300-62110	Legal services	60,000	-	-	60,000	0.0%
2020-300-62120	Marketing services	1,000	-	-	1,000	0.0%
2020-300-62210	Printing/copying	500	-	-	500	0.0%
2020-300-62300	Software	4,000	9,414	-	(5,414)	235.4%
2020-300-62400	Telephone/internet	1,500	-	-	1,500	0.0%
2020-300-62500	Memberships/Dues	60,000	-	-	60,000	0.0%
2020-300-62600	Travel and training	-	409	-	(409)	
2020-300-62610	Trainers	15,000	2,650	-	12,350	17.7%
2020-300-62621	Employee mileage	1,200	-	-	1,200	0.0%
2020-300-62623	Other employee travel	-	64	-	(64)	
2020-300-62710	Rent expense	44,212	187,699	-	(143,487)	424.5% Allocation to other funds (2021-2023)
2020-300-62800	Internal service charges expenditure	28,367	-	-	28,367	0.0%
2020-300-67000	Resource Reserves	40,000	-	-	40,000	0.0%
2020-300-99000	Other Financing Uses	14,000	-	-	14,000	0.0%
<b>TITLE XIX</b>						
2021-300-42200	Program revenue (including Fees)	(238,173)	(24,194)	-	(213,979)	10.2%
2021-300-43300	FedInd	-	-	-	-	0.0%
2021-300-43400	State	(14,756,600)	(6,881,664)	-	(7,874,936)	46.6%
2021-300-51000	Wages	7,978,825	2,960,306	-	5,018,519	37.1%
2021-300-52000	Benefits	5,028,410	2,150,146	-	2,878,264	42.8%
2021-300-61100	Supplies	41,500	23,936	-	17,564	57.7%
2021-300-61200	Supplies: Volunteer recognition	-	30	-	(30)	
2021-300-61400	Furniture	21,500	7,088	-	14,413	33.0%
2021-300-62100	Professional Services	20,000	37,350	-	(17,350)	186.8% Temp Agency Costs offset by wages
2021-300-62120	Marketing services	2,300	2,139	-	161	93.0%
2021-300-62210	Printing/copying	38,300	12,332	-	25,968	32.2%
2021-300-62220	Postage	38,000	9,953	-	28,047	26.2%
2021-300-62300	Software	63,745	250	-	63,495	0.4%
2021-300-62400	Telephone/internet	90,000	11,129	-	78,871	12.4%
2021-300-62500	Memberships/Dues	-	6,150	-	(6,150)	
2021-300-62600	Travel and training	-	9,192	-	(9,192)	
2021-300-62610	Trainers	14,000	495	-	13,505	3.5%
2021-300-62621	Employee mileage	77,000	33,522	-	43,478	43.5%
2021-300-62623	Other employee travel	-	66	-	(66)	
2021-300-62650	Employee lodging	-	3,155	-	(3,155)	
2021-300-62700	Facility and Utilities	-	7,436	-	(7,436)	
2021-300-62710	Rent expense	493,559	88,010	-	405,549	17.8%
2021-300-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%
2021-300-62721	Janitorial Service	3,000	405	-	2,595	13.5%

2021-300-62800	Internal service charges expenditure	2,041,899	824,259	-	1,217,640	40.4%
2021-300-64300	Client Assist: Program wages	-	(599)	-	599	
2021-300-67000	Resource Reserves	-	10,517	-	(10,517)	
<b>OAA</b>						
2022-300-42200	Program revenue (including Fees)	(9,000)	-	-	(9,000)	0.0%
2022-300-43300	FedInd	-	-	-	-	0.0%
2022-300-43400	State	(720,000)	(211,987)	-	(508,013)	29.4%
2022-300-46210	Donations Received: Money	-	(631)	-	631	
2022-300-46900	Misc Revenue	(12,607)	-	-	(12,607)	0.0%
2022-300-51000	Wages	167,814	92,996	-	74,818	55.4%
2022-300-52000	Benefits	100,196	55,806	-	44,390	55.7%
2022-300-61100	Supplies	3,565	283	-	3,282	7.9%
2022-300-61300	Equipment (non-capitalized)	594	-	-	594	0.0%
2022-300-62100	Professional Services	169,416	52,221	-	117,195	30.8%
2022-300-62120	Marketing services	297	1,720	-	(1,423)	579.1%
2022-300-62150	Grants to subrecipients	-	103,755	-	(103,755)	OAA Fund to Senior Centers
2022-300-62210	Printing/copying	684	374	-	310	54.7%
2022-300-62220	Postage	238	-	-	238	0.0%
2022-300-62300	Software	936	-	-	936	0.0%
2022-300-62400	Telephone/internet	1,337	50	-	1,287	3.7%
2022-300-62600	Travel and training	-	533	-	(533)	
2022-300-62610	Trainers	1,188	-	-	1,188	0.0%
2022-300-62621	Employee mileage	2,674	651	-	2,023	24.3%
2022-300-62623	Other employee travel	-	457	-	(457)	
2022-300-62640	Employee travel meals	-	595	-	(595)	
2022-300-62650	Employee lodging	-	3,080	-	(3,080)	
2022-300-62710	Rent expense	6,601	-	-	6,601	0.0%
2022-300-62800	Internal service charges expenditure	35,236	-	-	35,236	0.0%
2022-300-64300	Client Assist: Program wages	-	599	-	(599)	
2022-300-64400	Client Assist: Support services	-	10,609	-	(10,609)	
2022-300-95000	Contingency	14,854	-	-	14,854	0.0%
<b>OPI</b>						
2023-300-42200	Program revenue (including Fees)	-	(17)	-	17	
2023-300-43100	Contracts	-	(166,390)	-	166,390	Health Care Worker & Pilot program
2023-300-43300	FedInd	-	-	-	-	0.0%
2023-300-43400	State	(1,703,541)	(127,137)	-	(1,576,404)	7.5%
2023-300-46210	Donations Received: Money	-	(2,330)	-	2,330	
2023-300-51000	Wages	397,053	216,990	-	180,063	54.7%
2023-300-52000	Benefits	237,066	130,213	-	106,853	54.9%

2023-300-61100	Supplies	8,435	-	-	8,435	0.0%
2023-300-61300	Equipment (non-capitalized)	1,406	-	-	1,406	0.0%
2023-300-62100	Professional Services	400,845	176,346	-	224,499	44.0%
2023-300-62120	Marketing services	703	-	-	703	0.0%
2023-300-62210	Printing/copying	1,616	0	-	1,616	0.0%
2023-300-62220	Postage	562	97	-	465	17.2%
2023-300-62300	Software	2,214	-	-	2,214	0.0%
2023-300-62400	Telephone/internet	3,163	-	-	3,163	0.0%
2023-300-62600	Travel and training	-	3,982	-	(3,982)	
2023-300-62610	Trainers	2,812	-	-	2,812	0.0%
2023-300-62621	Employee mileage	6,326	5,148	-	1,178	81.4%
2023-300-62650	Employee lodging	-	848	-	(848)	
2023-300-62700	Facility and Utilities	-	634	-	(634)	
2023-300-62710	Rent expense	15,617	9,258	-	6,359	59.3%
2023-300-62800	Internal service charges expenditure	83,373	47,223	-	36,150	56.6%
2023-300-64400	Client Assist: Support services	-	28,298	-	(28,298)	
2023-300-95000	Contingency	35,146	-	-	35,146	0.0%

#### MEALS ON WHEELS

2024-300-42200	Program revenue (including Fees)	(240,000)	(471,208)	-	231,208	196.3%	Reallocation/corrections with budget
2024-300-42800	Internal service charges revenue	-	(2,000)	-	2,000		
2024-300-43100	Contracts	-	(11,741)	-	11,741		
2024-300-43200	FedDir	(87,000)	-	-	(87,000)	0.0%	
2024-300-43300	FedInd	-	-	-	-	0.0%	
2024-300-43400	State	(1,654,000)	(406,805)	-	(1,247,195)	24.6%	
2024-300-43500	Local	-	(2,000)	-	2,000		
2024-300-46200	Donations	-	(1,062)	-	1,062		
2024-300-46210	Donations Received: Money	(168,646)	(26,416)	-	(142,230)	15.7%	
2024-300-46240	Donations Received: Private Grants	(90,000)	-	-	(90,000)	0.0%	
2024-300-46700	Matching Contributions	(8,064)	-	-	(8,064)	0.0%	
2024-300-46900	Misc Revenue	(20,462)	-	-	(20,462)	0.0%	
2024-300-51000	Wages	543,078	208,898	-	334,180	38.5%	
2024-300-52000	Benefits	318,991	141,945	-	177,046	44.5%	
2024-300-61100	Supplies	8,500	3,254	-	5,246	38.3%	
2024-300-61200	Supplies: Volunteer recognition	13,000	120	-	12,880	0.9%	
2024-300-61300	Equipment (non-capitalized)	2,342	1,908	-	434	81.5%	
2024-300-62100	Professional Services	1,200,000	726,121	-	473,879	60.5%	
2024-300-62120	Marketing services	2,000	381	-	1,619	19.0%	
2024-300-62130	Insurance services	2,000	913	-	1,087	45.7%	
2024-300-62140	Banking services	1,000	131	-	869	13.1%	
2024-300-62210	Printing/copying	7,500	4,332	-	3,168	57.8%	
2024-300-62220	Postage	1,200	198	-	1,002	16.5%	

2024-300-62300	Software	7,750	-	-	7,750	0.0%
2024-300-62400	Telephone/internet	15,000	5,835	-	9,165	38.9%
2024-300-62500	Memberships/Dues	1,200	803	-	398	66.9%
2024-300-62600	Travel and training	-	4,163	-	(4,163)	
2024-300-62610	Trainers	5,000	-	-	5,000	0.0%
2024-300-62621	Employee mileage	-	8,895	-	(8,895)	
2024-300-62622	Company automobile	12,000	804	-	11,196	6.7%
2024-300-62623	Other employee travel	16,000	-	-	16,000	0.0%
2024-300-62630	Volunteer travel	24,000	5,776	-	18,224	24.1%
2024-300-62650	Employee lodging	-	1,456	-	(1,456)	
2024-300-62700	Facility and Utilities	-	1,624	-	(1,624)	
2024-300-62710	Rent expense	44,171	18,631	-	25,540	42.2%
2024-300-62720	Facility maintenance svcs	3,200	4,600	-	(1,400)	143.7%
2024-300-62800	Internal service charges expenditure	206,305	82,139	-	124,166	39.8%

#### **SPECIAL CONTRACTS SDS**

2029-300-42100	Dues	-	(2,008)	-	2,008	
2029-300-42200	Program revenue (including Fees)	-	(4,320)	-	4,320	
2029-300-43100	Contracts	-	10,351	-	(10,351)	
2029-300-43300	FedInd	(125,000)	-	-	(125,000)	0.0%
2029-300-43400	State	-	(20,086)	-	20,086	
2029-300-43500	Local	-	(94,591)	-	94,591	
2029-300-46900	Misc Revenue	(30,000)	-	-	(30,000)	0.0%
2029-300-61100	Supplies	-	13	-	(13)	
2029-300-61300	Equipment (non-capitalized)	141,000	-	-	141,000	0.0%
2029-300-62621	Employee mileage	-	23	-	(23)	
2029-300-95000	Contingency	11,907	-	-	11,907	0.0%

#### **COMMUNITY SERVICES**

2030-300-61100	Supplies	-	20	-	(20)	
2030-300-61300	Equipment (non-capitalized)	-	4,442	-	(4,442)	
2030-300-62120	Marketing services	-	30	-	(30)	

#### **AMERICORP SENIORS**

2031-300-43200	FedDir	(567,258)	-	-	(567,258)	0.0%
2031-300-46210	Donations Received: Money	(5,000)	-	-	(5,000)	0.0%
2031-300-46240	Donations Received: Private Grants	(46,126)	-	-	(46,126)	0.0%
2031-300-46700	Matching Contributions	(30,000)	-	-	(30,000)	0.0%
2031-300-46900	Misc Revenue	(6,943)	-	-	(6,943)	0.0%
2031-300-51000	Wages	231,090	86,355	-	144,735	37.4%
2031-300-52000	Benefits	158,044	64,282	-	93,762	40.7%
2031-300-61100	Supplies	5,500	-	-	5,500	0.0%
2031-300-61200	Supplies: Volunteer recognition	13,000	-	-	13,000	0.0%

2031-300-61300	Equipment (non-capitalized)	2,342	-	-	2,342	0.0%
2031-300-62120	Marketing services	1,000	-	-	1,000	0.0%
2031-300-62130	Insurance services	2,982	-	-	2,982	0.0%
2031-300-62210	Printing/copying	1,800	-	-	1,800	0.0%
2031-300-62220	Postage	1,400	-	-	1,400	0.0%
2031-300-62300	Software	1,800	-	-	1,800	0.0%
2031-300-62400	Telephone/internet	2,500	-	-	2,500	0.0%
2031-300-62610	Trainers	7,500	-	-	7,500	0.0%
2031-300-62621	Employee mileage	4,000	-	-	4,000	0.0%
2031-300-62630	Volunteer travel	30,000	-	-	30,000	0.0%
2031-300-62710	Rent expense	14,040	-	-	14,040	0.0%
2031-300-62720	Facility maintenance svcs	500	-	-	500	0.0%
2031-300-62800	Internal service charges expenditure	58,110	-	-	58,110	0.0%

#### FOSTER GRANDPARENTS

2032-300-42200	Program revenue (including Fees)	-	(32,146)	-	32,146	
2032-300-61200	Supplies: Volunteer recognition	-	2,010	-	(2,010)	
2032-300-62100	Professional Services	-	63	-	(63)	
2032-300-62130	Insurance services	-	1,000	-	(1,000)	
2032-300-62500	Memberships/Dues	-	550	-	(550)	
2032-300-62600	Travel and training	-	29	-	(29)	
2032-300-62621	Employee mileage	-	61	-	(61)	
2032-300-62630	Volunteer travel	-	4,769	-	(4,769)	
2032-300-62640	Employee travel meals	-	31	-	(31)	
2032-300-62800	Internal service charges expenditure	-	4,376	-	(4,376)	
2032-300-64300	Client Assist: Program wages	150,000	21,789	-	128,211	14.5%

#### RSVP

2033-300-42200	Program revenue (including Fees)	-	(38,272)	-	38,272	
2033-300-43400	State	-	(11,500)	-	11,500	
2033-300-43500	Local	-	(1,000)	-	1,000	
2033-300-46100	Interest Revenue	-	(204)	-	204	
2033-300-46210	Donations Received: Money	-	(40)	-	40	
2033-300-61100	Supplies	-	931	-	(931)	
2033-300-61200	Supplies: Volunteer recognition	-	1,898	-	(1,898)	
2033-300-61300	Equipment (non-capitalized)	-	370	-	(370)	
2033-300-62100	Professional Services	-	3,510	-	(3,510)	
2033-300-62120	Marketing services	-	2,484	-	(2,484)	
2033-300-62130	Insurance services	-	289	-	(289)	
2033-300-62140	Banking services	-	463	-	(463)	
2033-300-62210	Printing/copying	-	929	-	(929)	
2033-300-62220	Postage	-	1,215	-	(1,215)	
2033-300-62300	Software	-	300	-	(300)	
2033-300-62400	Telephone/internet	-	41	-	(41)	

2033-300-62600	Travel and training	-	1,377	-	(1,377)
2033-300-62621	Employee mileage	-	934	-	(934)
2033-300-62622	Company automobile	-	31	-	(31)
2033-300-62623	Other employee travel	-	4	-	(4)
2033-300-62630	Volunteer travel	-	1,141	-	(1,141)
2033-300-62700	Facility and Utilities	-	233	-	(233)
2033-300-62710	Rent expense	-	5,850	-	(5,850)
2033-300-62800	Internal service charges expenditure	-	16,581	-	(16,581)

#### SENIOR COMPANIONS

2034-300-42200	Program revenue (including Fees)	-	(30,171)	-	30,171
2034-300-46210	Donations Received: Money	-	(300)	-	300
2034-300-61100	Supplies	-	343	-	(343)
2034-300-61200	Supplies: Volunteer recognition	-	229	-	(229)
2034-300-62100	Professional Services	-	141	-	(141)
2034-300-62130	Insurance services	-	800	-	(800)
2034-300-62621	Employee mileage	-	1,037	-	(1,037)
2034-300-62630	Volunteer travel	-	7,639	-	(7,639)
2034-300-62800	Internal service charges expenditure	-	2,179	-	(2,179)
2034-300-64300	Client Assist: Program wages	-	11,506	-	(11,506)

#### VETERANS

2038-300-42200	Program revenue (including Fees)	(207,500)	(109,119)	-	(98,381)	52.6%
2038-300-43100	Contracts	-	(84,500)	-	84,500	
2038-300-43300	FedInd	-	-	-	-	0.0%
2038-300-43400	State	(114,112)	(10,789)	-	(103,323)	9.5%
2038-300-46240	Donations Received: Private Grants	(4,000)	-	-	(4,000)	0.0%
2038-300-46700	Matching Contributions	(44,000)	-	-	(44,000)	0.0%
2038-300-46900	Misc Revenue	(70,564)	-	-	(70,564)	0.0%
2038-300-51000	Wages	204,881	84,107	-	120,774	41.1%
2038-300-52000	Benefits	137,866	63,313	-	74,553	45.9%
2038-300-61100	Supplies	2,000	986	-	1,014	49.3%
2038-300-61300	Equipment (non-capitalized)	7,026	214	-	6,812	3.0%
2038-300-62100	Professional Services	500	142	-	358	28.4%
2038-300-62110	Legal services	100	-	-	100	0.0%
2038-300-62120	Marketing services	1,000	-	-	1,000	0.0%
2038-300-62210	Printing/copying	850	593	-	257	69.7%
2038-300-62220	Postage	75	22	-	53	29.3%
2038-300-62300	Software	1,350	-	-	1,350	0.0%
2038-300-62400	Telephone/internet	5,000	-	-	5,000	0.0%
2038-300-62500	Memberships/Dues	600	100	-	500	16.7%
2038-300-62610	Trainers	5,000	220	-	4,780	4.4%
2038-300-62621	Employee mileage	500	1,412	-	(912)	282.4%

2038-300-62640	Employee travel meals	-	345	-	(345)	
2038-300-62650	Employee lodging	-	1,431	-	(1,431)	
2038-300-62700	Facility and Utilities	-	140	-	(140)	
2038-300-62710	Rent expense	16,742	3,689	-	13,053	22.0%
2038-300-62721	Janitorial Service	3,000	510	-	2,490	17.0%
2038-300-62800	Internal service charges expenditure	47,279	18,824	-	28,455	39.8%
2038-300-95000	Contingency	21,155	-	-	21,155	0.0%

#### **SPECIAL CONTRACTS CSP**

2039-300-42200	Program revenue (including Fees)	-	(22,075)	-	22,075	
2039-300-43100	Contracts	(510,240)	-	-	(510,240)	0.0%
2039-300-43400	State	-	(15,304)	-	15,304	
2039-300-43500	Local	-	(33,500)	-	33,500	
2039-300-46900	Misc Revenue	(6,206)	-	-	(6,206)	0.0%
2039-300-51000	Wages	316,477	71,689	-	244,788	22.7%
2039-300-52000	Benefits	236,757	69,720	-	167,037	29.4%
2039-300-61100	Supplies	1,000	14	-	986	1.4%
2039-300-61300	Equipment (non-capitalized)	5,142	-	-	5,142	0.0%
2039-300-62100	Professional Services	20,523	6,000	-	14,523	29.2%
2039-300-62120	Marketing services	500	450	-	50	90.1%
2039-300-62130	Insurance services	500	-	-	500	0.0%
2039-300-62210	Printing/copying	1,200	28	-	1,172	2.3%
2039-300-62220	Postage	500	4	-	496	0.7%
2039-300-62300	Software	2,250	-	-	2,250	0.0%
2039-300-62400	Telephone/internet	2,200	65	-	2,135	3.0%
2039-300-62610	Trainers	500	-	-	500	0.0%
2039-300-62621	Employee mileage	2,500	1,702	-	798	68.1%
2039-300-62640	Employee travel meals	-	6	-	(6)	
2039-300-62700	Facility and Utilities	-	190	-	(190)	
2039-300-62710	Rent expense	2,653	1,105	-	1,548	41.7%
2039-300-62800	Internal service charges expenditure	84,337	33,578	-	50,759	39.8%
2039-300-95000	Contingency	13,571	-	-	13,571	0.0%

#### **COMMUNITY & ECONOMIC DEVELOPMENT**

2070-200-62120	Marketing services	-	380	-	(380)	
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#### **AAMPO**

#### **CED**

2071-200-42200	Program revenue (including Fees)	-	(63,373)	-	63,373	
2071-200-43400	State	(259,441)	(831,035)	-	571,594	320.3% ODOT Transportation Grant
2071-200-46900	Misc Revenue	(3,782)	-	-	(3,782)	0.0%



2071-200-51000	Wages	128,707	44,608	-	84,099	34.7%	
2071-200-52000	Benefits	50,269	22,810	-	27,459	45.4%	
2071-200-61100	Supplies	1,500	341	-	1,159	22.7%	
2071-200-61300	Equipment (non-capitalized)	1,162	394	-	768	33.9%	
2071-200-62100	Professional Services	862,877	466,996	-	395,881	54.1%	Cities of Albany & Millersburg COVID Funds
2071-200-62110	Legal services	500	-	-	500	0.0%	
2071-200-62120	Marketing services	1,000	445	-	555	44.5%	
2071-200-62210	Printing/copying	1,000	80	-	920	8.0%	
2071-200-62220	Postage	250	8	-	242	3.1%	
2071-200-62300	Software	2,500	84	-	2,416	3.4%	
2071-200-62400	Telephone/internet	618	12	-	606	2.0%	
2071-200-62500	Memberships/Dues	1,000	881	-	119	88.1%	
2071-200-62600	Travel and training	-	908	-	(908)		
2071-200-62610	Trainers	4,000	1,185	-	2,815	29.6%	
2071-200-62621	Employee mileage	2,000	36	-	1,964	1.8%	
2071-200-62700	Facility and Utilities	-	855	-	(855)		
2071-200-62710	Rent expense	5,209	2,170	-	3,039	41.7%	
2071-200-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%	
2071-200-62800	Internal service charges expenditure	31,805	12,663	-	19,142	39.8%	
2071-200-95000	Contingency	59,000	-	-	59,000	0.0%	
<b>CAMPO</b>							
2072-200-42200	Program revenue (including Fees)	-	(55,614)	-	55,614		
2072-200-43400	State	(306,993)	(860,750)	-	553,757	280.4%	ODOT Transportation Grant
2072-200-46900	Misc Revenue	(3,782)	-	-	(3,782)	0.0%	
2072-200-51000	Wages	135,706	49,680	-	86,026	36.6%	
2072-200-52000	Benefits	58,562	20,973	-	37,589	35.8%	
2072-200-61100	Supplies	1,500	440	-	1,060	29.3%	
2072-200-61300	Equipment (non-capitalized)	1,162	768	-	394	66.1%	
2072-200-62100	Professional Services	877,877	11,995	-	865,882	1.4%	
2072-200-62110	Legal services	500	-	-	500	0.0%	
2072-200-62120	Marketing services	1,000	-	-	1,000	0.0%	
2072-200-62210	Printing/copying	1,000	63	-	937	6.3%	
2072-200-62220	Postage	250	1	-	249	0.3%	
2072-200-62300	Software	2,500	-	-	2,500	0.0%	
2072-200-62400	Telephone/internet	700	-	-	700	0.0%	
2072-200-62500	Memberships/Dues	1,000	975	-	25	97.5%	
2072-200-62600	Travel and training	-	555	-	(555)		
2072-200-62610	Trainers	4,000	235	-	3,765	5.9%	
2072-200-62621	Employee mileage	2,000	167	-	1,833	8.3%	
2072-200-62700	Facility and Utilities	-	814	-	(814)		

2072-200-62710	Rent expense	8,374	2,542	-	5,832	30.4%
2072-200-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%
2072-200-62721	Janitorial Service	2,200	420	-	1,780	19.1%
2072-200-62800	Internal service charges expenditure	31,805	12,663	-	19,142	39.8%
2072-200-95000	Contingency	78,375	-	-	78,375	0.0%
<b>PLANNING</b>						
2076-200-42200	Program revenue (including Fees)	-	(142,625)	-	142,625	
2076-200-62300	Software	-	354	-	(354)	
<b>TRANSPORTATION PLANNING</b>						
2077-200-42200	Program revenue (including Fees)	-	(116,706)	-	116,706	
2077-200-43100	Contracts	(312,025)	-	-	(312,025)	0.0%
2077-200-43200	FedDir	(375,000)	-	-	(375,000)	0.0%
2077-200-43400	State	(3,005,000)	(14,293)	-	(2,990,707)	0.5%
2077-200-43500	Local	(225,000)	(39,124)	-	(185,876)	17.4%
2077-200-46700	Matching Contributions	(600,000)	-	-	(600,000)	0.0%
2077-200-46900	Misc Revenue	(8,611)	-	-	(8,611)	0.0%
2077-200-51000	Wages	516,287	101,541	-	414,746	19.7%
2077-200-52000	Benefits	265,162	66,681	-	198,481	25.1%
2077-200-61100	Supplies	3,500	767	-	2,733	21.9%
2077-200-61300	Equipment (non-capitalized)	16,394	-	-	16,394	0.0%
2077-200-62100	Professional Services	3,582,500	46,428	-	3,536,072	1.3%
2077-200-62110	Legal services	1,000	-	-	1,000	0.0%
2077-200-62120	Marketing services	1,500	-	-	1,500	0.0%
2077-200-62210	Printing/copying	2,900	-	-	2,900	0.0%
2077-200-62220	Postage	100	-	-	100	0.0%
2077-200-62300	Software	4,695	288	-	4,407	6.1%
2077-200-62400	Telephone/internet	2,394	-	-	2,394	0.0%
2077-200-62500	Memberships/Dues	3,000	250	-	2,750	8.3%
2077-200-62600	Travel and training	-	468	-	(468)	
2077-200-62610	Trainers	10,000	240	-	9,760	2.4%
2077-200-62621	Employee mileage	8,000	313	-	7,687	3.9%
2077-200-62710	Rent expense	19,388	8,078	-	11,310	41.7%
2077-200-62721	Janitorial Service	1,000	-	-	1,000	0.0%
2077-200-62800	Internal service charges expenditure	123,267	-	-	123,267	0.0%
2077-200-95000	Contingency	172,488	-	-	172,488	0.0%
<b>COMMUNITY PLANNING</b>						
2078-200-42100	Dues	(108,000)	(108,286)	-	286	100.3%
2078-200-42200	Program revenue (including Fees)	-	(100,111)	-	100,111	
2078-200-43100	Contracts	-	(2,768)	-	2,768	

2078-200-43200	FedDir	-	(37,500)	-	37,500
2078-200-61100	Supplies	-	314	-	(314)
2078-200-61300	Equipment (non-capitalized)	-	170	-	(170)
2078-200-62100	Professional Services	-	96,891	-	(96,891)
2078-200-62120	Marketing services	-	20	-	(20)
2078-200-62210	Printing/copying	-	199	-	(199)
2078-200-62220	Postage	-	1	-	(1)
2078-200-62300	Software	-	84	-	(84)
2078-200-62400	Telephone/internet	-	116	-	(116)
2078-200-62600	Travel and training	-	1,359	-	(1,359)
2078-200-62610	Trainers	-	4	-	(4)
2078-200-62621	Employee mileage	-	245	-	(245)
2078-200-62700	Facility and Utilities	-	531	-	(531)
2078-200-62710	Rent expense	-	883	-	(883)
2078-200-62721	Janitorial Service	-	165	-	(165)
2078-200-62800	Internal service charges expenditure	-	49,078	-	(49,078)

#### RIDELINE

2081-200-42100	Dues	-	27,833	-	(27,833)	
2081-200-42200	Program revenue (including Fees)	(12,000)	(241,833)	-	229,833	2015.3%
2081-200-43300	FedInd	(630,000)	-	-	(630,000)	0.0%
2081-200-43400	State	(14,000,000)	(5,458,931)	-	(8,541,069)	39.0%
2081-200-43500	Local	(252,000)	-	-	(252,000)	0.0%
2081-200-46900	Misc Revenue	-	(876)	-	876	
2081-200-51000	Wages	983,832	360,573	-	623,259	36.6%
2081-200-52000	Benefits	657,364	282,768	-	374,596	43.0%
2081-200-61100	Supplies	8,000	4,192	-	3,808	52.4%
2081-200-61300	Equipment (non-capitalized)	13,710	-	-	13,710	0.0%
2081-200-61400	Furniture	5,000	-	-	5,000	0.0%
2081-200-62100	Professional Services	12,000,000	4,650,143	-	7,349,857	38.8%
2081-200-62110	Legal services	2,000	-	-	2,000	0.0%
2081-200-62120	Marketing services	1,500	229	-	1,271	15.3%
2081-200-62140	Banking services	1,000	394	-	606	39.4%
2081-200-62210	Printing/copying	8,000	1,413	-	6,587	17.7%
2081-200-62220	Postage	10,000	1,882	-	8,118	18.8%
2081-200-62300	Software	174,280	-	-	174,280	0.0%
2081-200-62400	Telephone/internet	10,000	1,196	-	8,804	12.0%
2081-200-62500	Memberships/Dues	500	1,580	-	(1,080)	316.0%
2081-200-62600	Travel and training	-	2,185	-	(2,185)	
2081-200-62610	Trainers	30,000	345	-	29,655	1.2%
2081-200-62621	Employee mileage	2,000	349	-	1,651	17.5%
2081-200-62700	Facility and Utilities	-	4,701	-	(4,701)	

2081-200-62710	Rent expense	55,786	23,244	-	32,542	41.7%
2081-200-62800	Internal service charges expenditure	311,865	124,167	-	187,699	39.8%
2081-200-67000	Resource Reserves	4,000	-	-	4,000	0.0%

2081-200-95000	Contingency	615,163	-	-	615,163	0.0%
2081-200-98282	Transfer to fund 2082	1,617,777	-	-	1,617,777	0.0%

#### **CED IMPROVEMENT PROJECTS**

2082-200-48281	Transfer from fund 2081	(1,617,777)	-	-	(1,617,777)	0.0%
2082-200-62610	Trainers	15,000	-	-	15,000	0.0%

#### **LENDING SERVICES ADMINISTRATION**

##### ***Lending***

5010-700-42200	Program revenue (including Fees)	(51,120)	(48,505)	-	(2,615)	94.9%
5010-700-42800	Internal service charges revenue	(150,000)	-	-	(150,000)	0.0%
5010-700-46900	Misc Revenue	-	(162)	-	162	

5010-700-51000	Wages	76,400	25,995	-	50,405	34.0%
5010-700-52000	Benefits	41,000	15,767	-	25,233	38.5%

5010-700-61100	Supplies	500	955	-	(455)	191.0%
5010-700-61300	Equipment (non-capitalized)	1,000	-	-	1,000	0.0%
5010-700-62100	Professional Services	35,000	4,075	-	30,925	11.6%
5010-700-62120	Marketing services	1,800	30	-	1,770	1.7%
5010-700-62140	Banking services	3,332	-	-	3,332	0.0%
5010-700-62210	Printing/copying	1,500	84	-	1,416	5.6%
5010-700-62220	Postage	600	28	-	572	4.6%
5010-700-62300	Software	3,450	563	-	2,888	16.3%
5010-700-62400	Telephone/internet	1,500	12	-	1,488	0.8%
5010-700-62600	Travel and training	-	526	-	(526)	
5010-700-62610	Trainers	1,500	-	-	1,500	0.0%
5010-700-62621	Employee mileage	500	-	-	500	0.0%
5010-700-62623	Other employee travel	-	2	-	(2)	
5010-700-62700	Facility and Utilities	-	209	-	(209)	
5010-700-62710	Rent expense	2,753	1,140	-	1,613	41.4%
5010-700-62800	Internal service charges expenditure	18,911	7,529	-	11,382	39.8%
5010-700-64200	Client Assist: Lending programs	100	-	-	100	0.0%

5010-700-95000	Contingency	25,000	-	-	25,000	0.0%
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#### **LENDING PROGRAMS-LOAN DISBURSMENTS**

##### ***BEGRLF***

5021-700-46100	Interest Revenue	-	(61)	-	61	
5021-700-62140	Banking services	-	302	-	(302)	

##### ***RDF 1-3***

5022-700-42200	Program revenue (including Fees)	-	(1,804)	-	1,804	
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5022-700-46100	Interest Revenue	-	(337)	-	337
5022-700-46110	Lending Program Interest revenue	-	(13,242)	-	13,242
5022-700-62100	Professional Services	-	9,602	-	(9,602)
5022-700-92000	Debt Interest	-	6,508	-	(6,508)
<b>RDF 4</b>					
5023-700-42200	Program revenue (including Fees)	-	(36)	-	36
5023-700-46100	Interest Revenue	-	(94)	-	94
5023-700-46110	Lending Program Interest revenue	-	(2,090)	-	2,090
5023-700-62100	Professional Services	-	1,928	-	(1,928)
5023-700-92000	Debt Interest	-	(2,631)	-	2,631
<b>RMAP</b>					
5024-700-46100	Interest Revenue	-	(16)	-	16
5024-700-62100	Professional Services	-	152	-	(152)
5024-700-62140	Banking services	-	616	-	(616)
<b>LINCOLN CO URA</b>					
5025-700-42200	Program revenue (including Fees)	-	(4,943)	-	4,943
5025-700-46100	Interest Revenue	-	(7,130)	-	7,130
5025-700-62100	Professional Services	-	44,186	-	(44,186)
5025-700-62140	Banking services	-	0	-	(0)
5025-700-62210	Printing/copying	-	0	-	(0)
<b>CITY OF LINCOLN CITY</b>					
5026-700-42200	Program revenue (including Fees)	-	(350)	-	350
5026-700-46100	Interest Revenue	-	(2,227)	-	2,227
5026-700-46110	Lending Program Interest revenue	-	(11,095)	-	11,095
5026-700-62140	Banking services	-	0	-	(0)
<b>EDA RLF</b>					
5027-700-42200	Program revenue (including Fees)	-	(6,015)	-	6,015
5027-700-46100	Interest Revenue	-	(10,719)	-	10,719
5027-700-46110	Lending Program Interest revenue	-	(10,176)	-	10,176
5027-700-62100	Professional Services	-	14,236	-	(14,236)
5027-700-62140	Banking services	-	0	-	(0)
<b>EDA RLF CARES</b>					
5028-700-42200	Program revenue (including Fees)	-	(3,180)	-	3,180
5028-700-46100	Interest Revenue	-	(9,666)	-	9,666
5028-700-46110	Lending Program Interest revenue	-	(972)	-	972
5028-700-62140	Banking services	-	0	-	(0)
<b>LINCOLN CO LOAN FUND</b>					
5029-700-42200	Program revenue (including Fees)	-	(120)	-	120
5029-700-46100	Interest Revenue	-	(6,666)	-	6,666
5029-700-46110	Lending Program Interest revenue	-	(5,526)	-	5,526
5029-700-62100	Professional Services	-	12,312	-	(12,312)
5029-700-62140	Banking services	-	0	-	(0)
<b>BIF</b>					
5030-700-46100	Interest Revenue	-	(1,698)	-	1,698
5030-700-62100	Professional Services	-	1,698	-	(1,698)
5030-700-62140	Banking services	-	0	-	(0)

<b>SBA 504</b>				
5032-700-62210	Printing/copying	-	1	- (1)
<b>TOTAL REVENUE</b>			<b>19,299,604</b>	
<b>TOTAL EXPENDITURES</b>			<b>20,138,665</b>	



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## MEMORANDUM

**DATE:** January 18, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Ryan Vogt, Executive Director  
**RE:** **OCWCOG / CSC Collaboration Update**

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This memo is being provided to update the Board of Directors on current collaboration and planning efforts between the Oregon Cascades West Council of Governments (OCWCOG) and the Community Services Consortium (CSC).

### History

The OCWCOG Board of Directors has communicated an interest in OCWCOG and CSC investigating the possibility of collaborating more to identify administrative efficiencies to serve the residents of the Linn, Benton, and Lincoln communities better. Both agencies provide services to many of the same consumers, serve the same geographic region, and have similar missions and complementary programs, especially as it relates to providing a safety net for low-income families. At one point, there was substantial interest by the two Boards in exploring all options for collaboration up to and including a full merger of both agencies. That conversation gained momentum in September of 2019 when the then OCWCOG Director announced his retirement, and the then CSC Director was also planning to leave within a few years. A subcommittee was formed with representatives from both agencies and both Boards to evaluate the feasibility of a merger. The committee released a Request for Proposals (RFP) to procure a contractor to assist with the feasibility study and logistics for combining agencies. Ultimately, in the fall of 2020, the committee decided to pause the conversation of a full merger for 3 reasons:

- COVID had become a worldwide pandemic and created substantial risks to all business operations as it was unclear what impacts and outcomes the pandemic would create.
- The committee believed the cost and scope of the proposed contractor were substantially limiting and would require staff in both agencies to perform most of the work for the contractor.
- The “back of napkin” cost predictions for fully merging the agencies were believed to be a deal breaker; especially when paired with the instability of future funding/operations brought about through COVID.

### Current Situation

For the last 3 ½ years, OCWCOG and CSC have enjoyed an ever-expanding partnership. Since Pegge McGuire became the CSC Director, she and I have been working through strategic elements for operationalizing our partnership into something greater. We meet bi-monthly to



discuss vision and leadership for approaching the collaboration. We are in support of regularly looking for opportunities to better serve our consumers. Our current focus is on streamlining administrative functions and preparing to co-house staff in our Corvallis and Albany offices. We are also looking at how our services cross-connect so we can begin making access easier for our consumers.

Over this last year, both agencies have committed to substantial business and process flattening in order to streamline and build redundancy into our administrative functions. Key elements from 2023 include:

- Joint implementation of the Diversity, Equity, and Inclusion (DEI) contract with MGT. This year we were able to conduct and receive baseline organizational DEI assessments and had a joint agency action planning session to create the strategic DEI implementation strategy for 2024-2025.
- Purchased and implemented a single financial system software (NetSuite by Oracle) for both agencies. We also aligned many budget practices, approval and documentation processes, and chart of accounts coding.
- Purchased and conducted the initial development of a single Human Resources System (Ceridian). Implementation is scheduled for 2024.
- Committed to purchasing a single Payroll System to be used for both agencies. Implementation is planned for 2024.
- OCWCOG's Tech Services department provides a Tech Director and most of the tech services to CSC via contract.
- OCWCOG's Human Resources (HR) department provides the HR Manager and some HR services to CSC via contract.
- CSC has committed to moving their entire Corvallis operations into the new OCWCOG building in Corvallis in January 2024.
- Senior Leadership Teams are scheduled to meet quarterly.
- Communications Officers for both agencies are working to streamline communication work and craft joint internal and external messaging.
- Program Managers, supervisors and staff are engaged in various workgroups to evaluate how we can work more closely together to better serve consumers within our current constraints.

### Next Steps

Pegge McGuire has publicly announced her plan to retire. OCWCOG and CSC have already begun to realize efficiencies for both agencies by combining various administrative functions, processes, and software. This year, we plan to finish the work of combining all administrative functions across the two agencies. We will also continue to evaluate the feasibility of a possible longer-term merger for any future recommendation.



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## MEMORANDUM

**DATE:** January 18, 2024

**TO:** OCWCOG Board of Directors

**FROM:** Ryan Vogt, Executive Director

**RE:** Legislative Advocacy

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This memo is being provided to inquire if the Board of Directors is interested in creating and funding an effort to provide legislative advocacy on behalf of the member agencies in the region.

### Background Information

In December of 2022, the Board of Directors adopted the OCWCOG 2023-2025 Strategic Plan. The plan had been collaboratively designed with participation from staff, managers, partners and board members. The plan formalized 5 Strategic Priority Areas as our driving focus for the next few years. One of the Strategic Priorities is titled "Expansion and Innovation" wherein "we will leverage our role as a convener to understand the region's needs for today and tomorrow. Using the voice of the region, we will implement cutting-edge solutions that are responsive to the needs of the community."

During several of the work sessions where board members were present, there was mention the OCWCOG had played an active role in legislative advocacy in the past. Curiosity was raised about how/why the agency moved away from that activity and whether this was a topic worth a larger discussion as a future responsibility of the OCWCOG. Additionally, members of the region have commented they don't believe current advocacy efforts through other avenues (League of Oregon Cities, Association of Oregon Counties, etc.) provide a strong enough voice to the issues prevalent in our region.

### Current Situation

The OCWCOG Strategic Objectives for calendar year 2024 have already been prioritized by agency staff, and expanding our services to include legislative advocacy was not identified internally as one of our highest priority items. That being said, should the Board wish to see this happen for the calendar year 2025 and be active for the full legislative session, some work would need to be done this calendar year to:

- Decide on the method for advocacy (in-house or contract).
- Form a regional committee to propose and finalize priority advocacy issues.

- Decide on the funding mechanism to support the effort (which could include increased member dues).

### Next Steps

If the Board wishes OCWCOG to explore and propose a strategy for funding and delivering legislative advocacy, we need direction to do so. At the Board's direction, we would evaluate models and costs to provide advocacy to include "in-house" staff and hiring a lobbyist. We would also propose a cross-regional advisory structure to identify and prioritize items for advocacy. The Board would have the final decision on what topics are supported for advocacy. This exploration could be done with internal staff but would need to happen with some expediency in order to get final decisions timely enough to accomplish work in the 2025 session. This preparatory work also does not have a funding stream but could be accomplished using the agencies' "special projects dues" funds. The effort would likely not exceed a few thousand dollars.

### Motion

Motion to allow the OCWCOG to spend up to \$10,000 of the "special projects dues" to provide analysis and recommendations to the Board for legislative advocacy on behalf of the region.



# Senior, Disability and Community Services

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*Area Agency on Aging*

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## MEMORANDUM

**DATE:** January 18, 2024

**TO:** OCWCOG Board of Directors

**FROM:** **Randi Moore**, Senior, Disability, and Community Services Director

**RE:** **Senior & Disability Services and Community Service Program Updates**

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### Community Service Program Updates

#### Senior Health Insurance Benefits Assistance (SHIBA)

The Oregon Cascades West Council of Governments (OCWCOG) SHIBA program is wrapping up its busy Annual Enrollment Period (AEP) with Linn, Benton, and Lincoln counselors providing free Medicare options to local resident beneficiaries. A focal point of outreach over the last quarter was to the region's rural communities, and we are pleased to share that from 9/1/2023 – 11/30/2023, a total of 410 rural residents of Linn, Benton, and Lincoln Counties were served counseled via tele-counsel or in-person at Corvallis-C3, Sweet Home Elks Lodge, Lebanon Senior Center, or OCWCOG:

- Lincoln County Clients: 265
- Philomath (97370): 10
- Lebanon (97355): 78
- Sweet Home (97386): 30
- Brownsville (97327): 1
- Scio (97374): 9
- Alsea (97324): 3
- Foster (97345): 1
- Halsey (97348): 1
- Jefferson (97352): 2
- Lyons (97358): 4
- Mill City (97360): 2
- Monroe (97456): 4

In addition, the SHIBA team hosted a variety of New to Medicare Seminars to keep up with community demand during benefits election season. Nearly tripling our normal offerings, a total

of eleven community seminars were held during the last quarter: Each seminar contained information on Medicare options, as well as how to detect and report Medicare fraud.

- 9/20/2023 – Corvallis Community Center Open House SHIBA Table, Corvallis – 15 participants
- 9/21/2023 – Medicare Presentations, Mennonite Village, Albany – 27 participants
- 10/6/2023 – Health Fair Table, Mennonite Village, Albany – 50 participants
- 10/12/2023 – Medicare 101 – LBCC Lebanon – 7 participants
- 10/20/2023 – Medicare 101 – Samaritan Center for Health Ed, Newport – 6 participants
- 10/24/2023 – Medicare Information Session – Fitness Over Fifty, Corvallis – 70 participants
- 10/26/2023 – Medicare 101 – LBCC Albany – 9 participants
- 11/14/2023 – Medicare 101 – LBCC Corvallis – 25 participants
- 11/15/2023 – Medicare Information Session - Senior Social Club, Corvallis – 15 participants
- 11/17/2023 – Medicare Information Session – Riverfront Community Center, Albany – 11 participants
- 11/30/2023 – Medicare 101 – Samaritan Center for Health Ed, Newport – 10 participants

For more information on Medicare Fraud and education, please visit <https://www.smpresource.org/>.

## Senior and Disability Services Updates

### Adult Protective Services (APS)

Our local Adult Protective Services Team was recognized by the Central Office as a candidate for a documentary series and film to showcase real stories exploring adult abuse and universal challenges faced by adult protection service heroes. Two potential cases were identified and referred to the production company to be considered.

Adult Protective Services Monthly Data

Month	Complaints	Community Investigations	Facility Investigations	Community Non-Abuse	Facility Non-Abuse
October 2023	334	78	59	137	60
November 2023	301	74	42	131	54

### In-Home Assistance Unit

In October of 2023, we implemented the “In-Home Assistant Worker of the Day”. This assigned one In-Home Assistant to specifically handle Homecare Worker walk- in traffic each day. Their role is to assist current and potential caregivers with assistance in submitting Homecare Worker applications, completing required background checks, and troubleshooting issues with their

payroll. An additional In-Home Assistant was hired at the end of November, which will allow our Lead Worker to focus on Homecare Worker recruitment and retention, attending community events, and implementing new processes and procedures to streamline the application and renewal process.

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**MEMBER GOVERNMENTS** — **COUNTIES:** Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Millersburg, Monroe, Newport, Philomath, Siletz, Sodaville, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians and Port of Newport



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## MEMORANDUM

**DATE:** January 18, 2024  
**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

#### Community and Economic Development Director Hired

The Community and Economic Development (CED) Director position has been filled. Jaclyn Disney started with OCWCOG in early January and brings over 20 years of public and private sector experience to the team.

### Transportation

#### AAMPO and CAMPO Updates

- AAMPO and CAMPO are preparing semi-annual reports while also beginning work on FY25 workplans, of which drafts are due in January.
- The Transit Workforce Study, funded by AAMPO and CAMPO, is nearly complete. It is currently under review, and we expect a final draft in February. The study explores opportunities to increase the transit driver workforce across the Albany-Corvallis area.
- Ongoing work continues in both MPOs, including attending trainings, completing STIP amendments, and attending local advisory and community group meetings.
- With a new Community Outreach Coordinator for the department, the transportation options program is looking to expand outreach to local businesses and community groups related to carpool, vanpool, and transit options.
- The Cascades West Area Commission on Transportation approved their two year workplan in October, setting the stage for their meeting schedule and priorities through 2025.
- Staff are regularly coordinating with state and local partners on opportunities for technical assistance and funding that can add value to our region.

#### Cascades West Ride Line

Cascades West Ride Line provided over 26,000 physical trips across the region from October to December 2023.



	<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	14,596	1,379	6,098	292
Benton County	5,249	518	2,311	84
Lincoln County	6,377	704	2,759	177
All other counties	284	49	183	3
<b>Regionally</b>	<b>26,506</b>	<b>2,650</b>	<b>11,351</b>	<b>556</b>

During the month of November, 93,199 individuals were eligible for transportation assistance in OCWCOG's tri-county region. The majority of transportation services are for A&D, physical, and mental health.

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

	IHN- CCO	OHP - FFS	Other CCO's	<b>Total Enrollment by County</b>
Linn County	45,008	5,054	771	<b>50,833</b>
Benton County	19,858	2,342	18	<b>22,218</b>
Lincoln County	17,919	2,212	17	<b>20,148</b>
Total Enrollment by Plan	82,785	9,608	806	93,199

### **Planning**

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

- The first CWEDD meeting of 2024 is scheduled for February 8th at 9am.
- 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. Port of Newport, Port of Toledo, and the City of Siletz/Confederated Tribes of Siletz Indians are scheduled for January 2024.
- Our three-county Childcare Working Group has also joined the new statewide childcare group led by Workforce Development. We are currently discussing a statewide employer engagement toolkit that is being utilized successfully by Douglas, Klamath, and Lake Counties.
- OCWCOG was granted an extension on the EDA Broadband Grant through June 2024. The Broadband Strategic Plan, along with county maps, has been completed. A capital projects grant for Lincoln & Benton Counties will be written in the Spring of 2024.

### Cascades West Regional Consortium (CWRC)

- The CWRC will be reviewing the Housing Production Advisory Council (HPAC) recommendations at their January 16<sup>th</sup> meeting.
- OCWCOG/CWRC was not awarded the Department of Land Conservation and Development (DLCD) grant as approved by the Board of Directors in Resolution #2023-09-01. The proposed project would have developed a regional commercial and industrial lands inventory, development barriers analysis, and three detailed site profiles. The project would have been a review of commercial and industrial development at a regional level and will be used as a tool for business recruitment.

### **Cascades West Business Lending**

- A new loan was booked under the City of Lincoln City's Economic Development Infrastructure Partners Program, which the OCWCOG Lending Department provides contract services for.
- We are actively working on a new loan for a start-up coffee shop/eatery in Sweet Home.



## Technology Services

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### MEMORANDUM

**DATE:** January 18, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Jason Sele, Technology Services Director  
**RE:** Technology Services Update

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#### 2024 Cybersecurity Grant

We received initial approval for our cybersecurity grant to improve security for the COG, CSC, and several member city locations. However, the items we initially requested are not approved so we are shifting to .GOV domain registrations, security assessments, and other allowed items in this years' grant. We will be able to request firewall equipment for the grant next year. The final application will be submitted by the time of the January board meeting, and I can provide a status update.

#### Enterprise Software Projects

We have chosen to move forward with the NetSuite Employee Center licenses, which allows staff to submit mileage reimbursement requests and enter credit card expenses directly into NetSuite. This will eliminate manual paperwork for staff as well as Finance. We are reviewing the NetSuite Payroll and have lined up a reference call with another Oregon agency that is currently using the system. If it meets our requirements, we will pursue implementation in Fall 2024.