



# Board of Directors Meeting Packet

September 19, 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: December 5, 2024  
at 2:00 pm**

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*OCWCOG strives to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To request an accommodation or for inquiries about accessibility 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**

**September 19, 2024**

**2:00 – 4:00 pm**

1400 Queen Avenue 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 Angelykah Light at 541.405.8420 or [alight@ocwcog.org](mailto:alight@ocwcog.org) no later than noon on Wednesday, September 18, 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 July 18, 2024 ([Page 5](#))
- b. Financial Committee Report ([Page 10](#))

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

4. **Cascades West Economic Development District (CWEDD)** (*Community and Economic Development Director Jaclyn Disney*)  
(2:15 pm – 2:20 pm)

CWEDD Bylaw updates ([Page 35](#))

**ACTION: Motion to approve the CWEDD Bylaw changes.**

5. **Program Highlight Veteran Services (VSO)** (Veterans Service Officer Mark Lapinskas and Veterans Service Officer Kari Startin)  
(2:20 pm – 2:35 pm)

VSO Summary Document ([Page 39](#))

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

6. **OCWCOG Program Updates**

(2:35 pm – 2:40 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 40](#))  
Community and Economic Development Director Jaclyn Disney ([Page 43](#))  
Chief Information Officer Jason Sele ([Page 47](#))

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

7. **Subcommittee Reports**

(2:40 pm – 2:45 pm)

Cascades West Area Commission on Transportation (CWACT) ([Page 48](#))  
Cascades West Economic Development District (CWEDD) ([Page 50](#))  
Transportation Brokerage Advisory Committee (TBAC) ([Page 52](#))  
Loan Program Advisory Committee (LPAC) ([Page 53](#))  
Disability Services Advisory Council (DSAC) and Senior Services Advisory Council (SSAC)([Page 54](#))

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

8. **Legislative Breakfast** (*Executive Director Ryan Vogt*)

(2:45 pm – 3:00 pm)

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

9. **Executive Director Update** (*Executive Director Ryan Vogt*)  
(3:00 pm – 3:10 pm)

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

10. **Executive Session** (*Human Resources Manager Ryan Schulze*)  
(3:10 pm – 3:40 pm)

Per ORS 192.660(2)(i) - to review and evaluate the employment -related performance of the chief executive officer

*Resume Public Meeting*

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

12. **Adjournment**  
(3:45 pm)



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING MINUTES  
July 18, 2024  
Via Zoom Video and Audio Conferencing**

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

**Attendees:** **Chair** Claire Hall, Lincon County; **Vice Chair** Sherrie Sprenger, Linn County; **Treasurer** Pat Malone, Benton County; Mayor Jan Kaplin, Newport; Mayor Charles Maughn, Corvallis; Councilor Joseph Parsons, Sodaville; Councilor Riley Hogland, Lincoln City; and Member Bonnie Peterson, Confederated Tribe of Siletz Indians.

**Absent:** Mayor Chas Jones, Philomath; Mayor Rod Cross, Toledo; Mayor Alex Johnson II, Albany; Mayor Scott Cowan, Millersburg; Councilor Jeremy Romer, Halsey; Councilor Rick Booth, Waldport; Councilor Joyce King, Depoe Bay; Councilor Jeanni Cuthbertson, Monroe; Commissioner Gil Sylvia, Port of Newport; Councilor Mike Caughey, Harrisburg; Councilor Carol Korn, Tangent; and Councilor Joshua Thorstad, Sweet Home.

**Staff:** Executive Director Ryan Vogt; Community and Economic Development (CED) Director Jaclyn Disney; Finance Director Marit Nelson, Senior and Disability Services (SDS) Director Randi Moore; Technology Services (TS) Director Jason Sele; Community Services Programs (CSP) Supervisor Alicia Lucke; Program Supervisor Lauren Fontanarosa; Union President Brittany Kosydar; Executive Assistant Angelykah Light.

**Public:** City Manager Molly Mcquire, City of Sodaville

**1. Welcome and Introductions**

The Oregon Cascades West Council of Governments (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on July 18, 2024, at 2:03 pm Via Teams Video and Audio Conferencing, and in-person attendees. The Board of Directors welcomed Board member Councilor Joseph Parsons of Sodaville.

**2. Public Comment**

No Public Comment

**3. Consent Calendar**

Consent Calendar items could not be approved when voted on initially. Quorum was not met.

- a. Approve meeting minutes from April 16, 2024 (Page 5)
- b. Financial Report YTD June 2024 (Page 10)

**4. Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC)**

SDS Director Moore read the memo providing a brief explanation of the SSAC and DSAC. The memo requested the Board of Directors approve SSAC and DSAC membership renewals and the updates made to the DSAC Bylaws.

Membership reappointments and Bylaw updates could not be approved when voted on initially. Quorum was not met.

**5. Americans with Disabilities Act Proclamation**

SDS Director Moore read the July 2024, Americans with Disabilities Act Proclamation on behalf of OCWCOG. The Americans with Disabilities Act proclamation states OCWCOG will formally recognize July 2024 as Americans with Disabilities month. The proclamation could not be voted on initially. Quorum was not met.

**6. Oregon Project Independence Medicaid (OPIM) Update**

Program Supervisor Lauren Fontanarosa provided an update on OPIM.

Councilor Parsons and Program Supervisor Fontanarosa briefly discussed there are just under 200 consumers receiving this program service currently.

Treasurer Malone, Program Supervisor Fontanarosa and SDS Director Moore discussed the Medicaid asset limit for consumers and the larger asset margin provided to consumers of OPIM which may benefit seniors who wish to age in their homes without the need for a nursing home model.

It was identified at 2:24pm that Quorum had not been met.

**7. Transportation Brokerage Advisory Committee (TBAC)**

CED Director Disney read the TBAC memo requesting the Board of Directors' approval to update the Bylaws. The motion could not be approved. Quorum was not met.

**8. OCWCOG Program Updates**

**9. Subcommittee Reports**

Chair Hall referred to the Subcommittee reports and the Program updates provided in the meeting packet. Time for questions regarding the information provided was given. With no questions, the Board of Directors proceeded to the next agenda item.

**10. Community Services Consortium (CSC) Update**

HR Manager Schulze provided an update on the CSC and OCWCOG subcommittee. The subcommittee met to decide on a model to present to both boards of OCWCOG and CSC. The subcommittee voted to present a model with one Executive Director over both Agencies and two deputy directors- one to oversee each agency. The proposal has been taken to the CSC

Board and was unanimously approved. The Board of Directors for OCWCOG may vote to except or reject this proposal. Motion could not be made. Quorum was not met.

#### **11. Bargaining and Board of Directors Responsibilities**

HR Director Schulze informed the Board of Directors that OCWCOG will be bargaining with the SEIU Union. Bargaining will be conducted regarding a new payroll software implementation and a change in payroll occurrence. Currently OCWCOG staff are paid once a month. The change imposed would be biweekly, or twice monthly.

HR Manger Schulze reminded the Board of Directors that they can listen to concerns from Union Members but to remain mindful of their responses. Conversations regarding bargaining topics may be perceived as bargaining away from the table and could become difficult to manage and navigate.

Councilor Riley Hoagland of Lincoln City joined the meeting via Teams at 2:32pm. With the addition of Councilor Hoagland's attendance, quorum was met.

The Board of Directors decided to revisit the prior agenda item and vote on the recommendation of the Subcommittee.

HR Manager Shulze provided an additional explanation of the Model presented by the subcommittee to both OCWCOG and CSC Board of Directors.

Councilor Parson requested explanation of additional history that led to the subcommittee's recommendation. Councilor Parsons asked the clarify the significance of the new position over both agencies and whether the budgets support an additional position.

HR Manager Schulze provided a summary of the history and events that led to the consideration of this change. Due to legal and financial obstacles, full merger is not what is proposed currently. Partnership and efficiencies are being explored with contracted services between both agencies. The subcommittee recommends a single director to promote working together more seamlessly in administrative functions. Similar to HR or IT, the position would be employed through one agency and contracted to the other.

Treasurer Malone stated the consideration of this came from the multiple areas of overlap identified in the agencies' geography, consumers, and services.

Executive Director Vogt stated there was a group in the past that worked to better align OCWCOG and CSC but with COVID and various other obstacles the group dissolved. However, CSC Director Pegge McGuire and Executive Director Vogt have continued to meet regularly to align the functions of both agencies over the years resulting in joint software purchasing and joint policies for both orgs. IT and HR currently serve both agencies, and soon the Communications Officer role will be serving both. OCWCOG and CSC are also cohoused in the Corvallis office location.

Member Bonnie Peterson joined the Meeting via Teams at 2:39 pm.

Mayor Kaplin asked Executive Director Vogt to explain the way additional services may come together or future plans for such unions.

HR Manager Schulze explained that some efforts have already been underway. SDS programs and CSC programs have been working closely to provide services to consumers even job shadowing across both agencies. The proposal from the subcommittee could welcome a enhancement in the already existing partnership.

CSP Supervisor Lucke added the experience of being cohoused in the Corvallis office. OCWCOG help with the VSO, and CSC manages homeless veterans. One location provides access to both services. Having both groups in the same physical location allows a larger opportunity to share client information on shared cases.

Treasurer Pat Malone moved to approve the subcommittees recommendation of one Executive Director and each agency having a deputy Director. Mayor Kaplin seconded the motion. With no opposed the motion was approved.

The Board of Directors decided to revisit the prior agenda items request approval.

**\*Approval of the consent calendar items including the meeting minutes from April and the June Financial report.**

Treasurer Malone moved to approve the consent calendar items. Mayor Kaplin seconded the motion. With no objections, the consent calendar items were approved.

**\*Approval of updated DSAC Bylaws and membership renewal for SSAC and DSAC members.**

Councilor Parsons moved to approve the reappointments for the SSAC and DSAC members and approve the DSAC updated Bylaws. Mayor Kaplin seconded the motion. With no objections, the DSAC and SSAC items were approved.

**\*Approval of the Americans with Disabilities Act Proclamation.**

Riley Hogland moved to approve the ADA proclamation. Member Peterson seconded the motion. With no objections, the ADA Proclamation was approved.

**\*Approval of TBAC beginning the Bylaw revision process.**

CED Director Disney read the TBAC memo to the Board of Directors. The memo requests the approval of the Board of Directors for TBAC to start the Bylaw revision process. Once the updates have been made the TBAC Bylaws will be brought back to the Board of Directors for approval.

Treasurer Malone moved to approve the TBAC Bylaws update process. Councilor Hoagland seconded the motion. With no objections, the TBAC update process was approved.

**At this time the Board of Directors reconvened agenda item 11- Bargaining and expectations of the board.**

HR Manager Schulze summarized the bargaining information provided earlier. The current payroll system process has been identified to have a potential for liability. He reminded the board we have entered into bargaining. In the past the union has approached the board.

Members can listen, but topics or specific questions should be directed back to the bargaining team. Any conversation items that are not held at the bargaining table can be viewed as improper bargaining and an unfair labor practice. We provided the update to remind members of the rule and keep them informed of the situation.

Member Peterson asked if bargaining happens for singular issues for if it can open up to others that arise.

HR Manager Schulze stated the issue could touch on other topics, but they have to be related.

**12. Executive Director Update**

Executive Director Vogt thanked the members of the board for their attendance and informed the board of the vacancy of the OCWCOG communications officer role. Coverage for this role may be provided in a contractual agreement with CSC. There has also been a transition in the CED transportation department. The CED position is in the process of recruitment, but the position will be expanding to planning services and grant writing services. The Ride Line group had grown and we are experiencing some new regulations from our IHN (Intercommunity Health Network) provider, so the need for additional supports have been identified. OCWCOG is also working to hire a program manager for Ride Line. COG Annual BBQ is coming up on August 22<sup>nd</sup> at Philomath Park all Board of Directors Members are welcome to join.

**13. Other Business**

No other business was discussed.

**14. Adjournment**

Chair Hall adjourned the meeting at 3:01pm.

*Meeting minutes taken by Angelykah Light*



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## MEMORANDUM

**DATE:** September 19, 2024  
**TO:** OCWCOG Finance Committee  
**FROM:** Marit Nelson, Finance Director  
**RE:** **OCWCOG Financial Update**

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Please find attached the OCWCOG financial snapshot as well as the agency Revenue and Expense Statement for the period ending June 2024. These are pre-audit and unadjusted for the 2024 fiscal year end close. We have allowed for transactions to be entered for 60 days post-June 30 and feel all expenditures have been captured. For the next few weeks, we will be working on detail account review, balancing and reconciling accounts and finalizing audit schedules for RedW Auditing. Our audit is currently scheduled to begin on October 21<sup>st</sup>.

Total accrued revenues for FYE, including internal services fees, beginning fund balances and interfund transfers are ~\$71,080,000. True, incoming dues, contracts and program revenues are \$44,390,000. It is my expectation that we will have some adjustments to that total as we finalize our fiscal year end transactions for accounts receivable and bad debt. Because we did some straddling of systems when we moved from Springbrook to NetSuite, we will be double checking those accruals and receipts from June and July 2023 to ensure that they were not also accounted for in the previous system.

Personal Services costs for the fiscal year totaled \$21,765,000. In June 2024, we processed checks for 229 employees. Our professional services line including Ride Line providers, legal, marketing and insurance services total \$15,370,000. Total expenditures including our capital purchases and interfund transfers are ~\$50,103,000. Current estimated totals for beginning fund balances in FY2025 are ~\$20,977,000.

October is expected to be a busy month in the Finance Department. The NetSuite payroll module is expected to go live and our first live payroll run will be issued on October 15<sup>th</sup>. Staff are currently providing training on timecard entry and reviewing our process to implement a pay period change from monthly to semi-monthly. Additionally, as mentioned previously, our audit is scheduled to begin on October 21<sup>st</sup>. We are anxious to see if the processes we put in place over the course of the past year will help us to gather information for their review more quickly. I anticipate a few stumbling blocks but look forward to learning more about our system and ways to use it more effectively.

Please feel free to reach out to me with any questions or additional details you may wish to receive.

	<b>FY 2024 Budget</b>	<b>Unadjusted FYE 2024</b>	<b>Percentage</b>
Dues	363,315	348,929	96%
State Contracts	18,442,146	21,061,276	114%
Donations	173,646	168,684	97%
Coordinated Care	14,000,000	13,600,961	97%
<b>Total Income (all line items)</b>	<b>\$ 65,726,383</b>	<b>\$71,080,330</b>	<b>108%</b>
<b>Total Payroll Expense</b>	<b>\$ 22,270,532</b>	<b>\$21,765,063</b>	<b>98%</b>
Professional Services	19,340,477	15,370,557	80%
Internal Service Charges	3,102,559	3,176,853	100%
Maintenance & Utilities	183,900	220,079	120%
Supplies (Meetings, Office)	165,300	160,224	97%
Travel / Training	306,500	364,853	119%
<b>Total Expense (all line items)</b>	<b>\$54,958,423</b>	<b>50,103,025</b>	<b>91%</b>

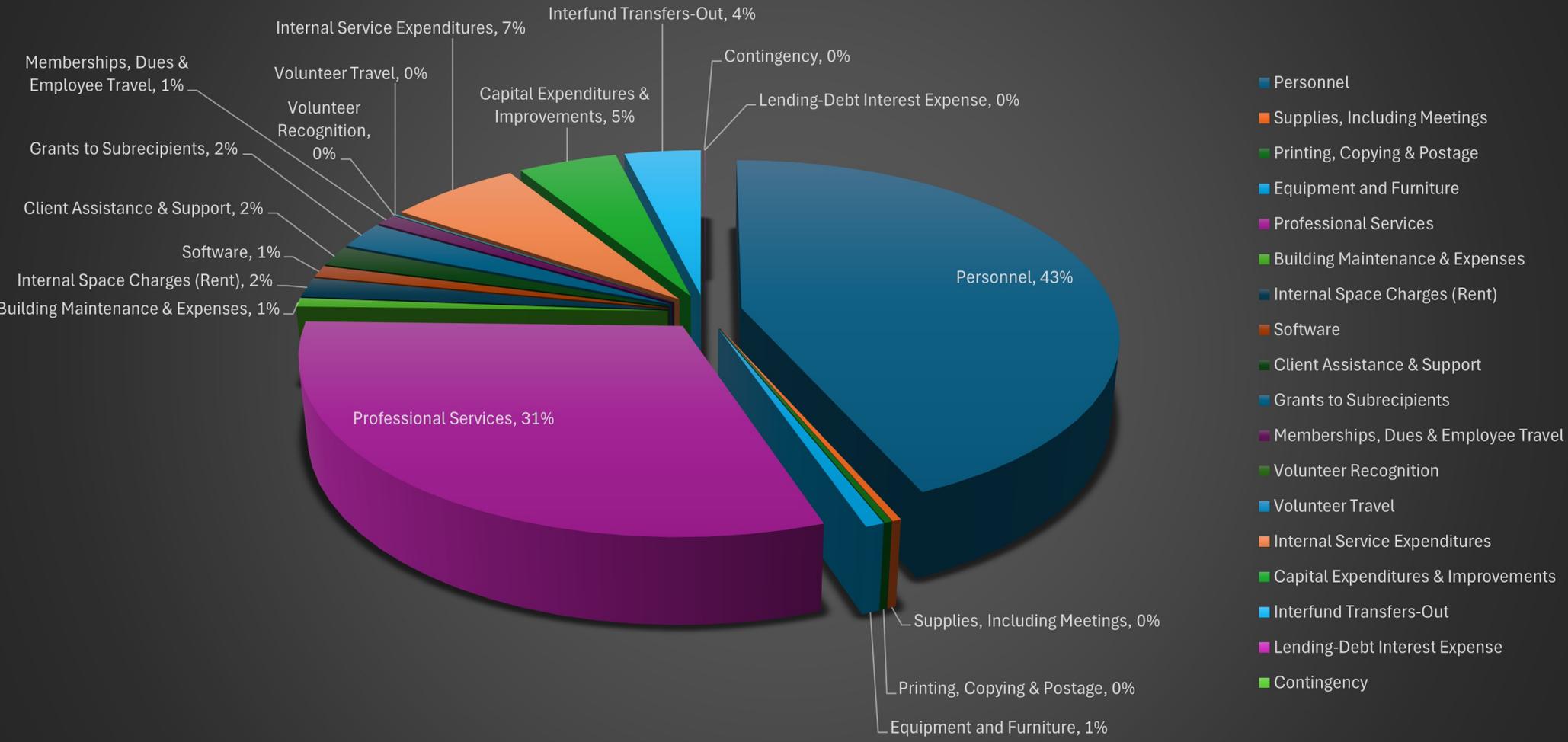
## ***FY End 2024 Financial Summary***

<b>Beginning Balance</b>	<b>(20,526,965)</b>
<b>Dues</b>	<b>(348,929)</b>
<b>Federal Revenue</b>	<b>(606,589)</b>
<b>State Revenue</b>	<b>(34,662,237)</b>
<b>Contracts and Local Revenues</b>	<b>(1,577,674)</b>
<b>Program Revenue &amp; Fees</b>	<b>(5,731,017)</b>
<b>Donations</b>	<b>(168,684)</b>
<b>Matching Revenue</b>	<b>(103,264)</b>
<b>Internal Service Revenue</b>	<b>(4,232,458)</b>
<b>Interfund Transfers (In)</b>	<b>(1,931,183)</b>
<b>Interest, Including Lending Programs</b>	<b>(1,017,712)</b>
<b>Other Revenue/Miscellaneous</b>	<b>(173,619)</b>
<i>Total Revenues</i>	<i>(71,080,330)</i>

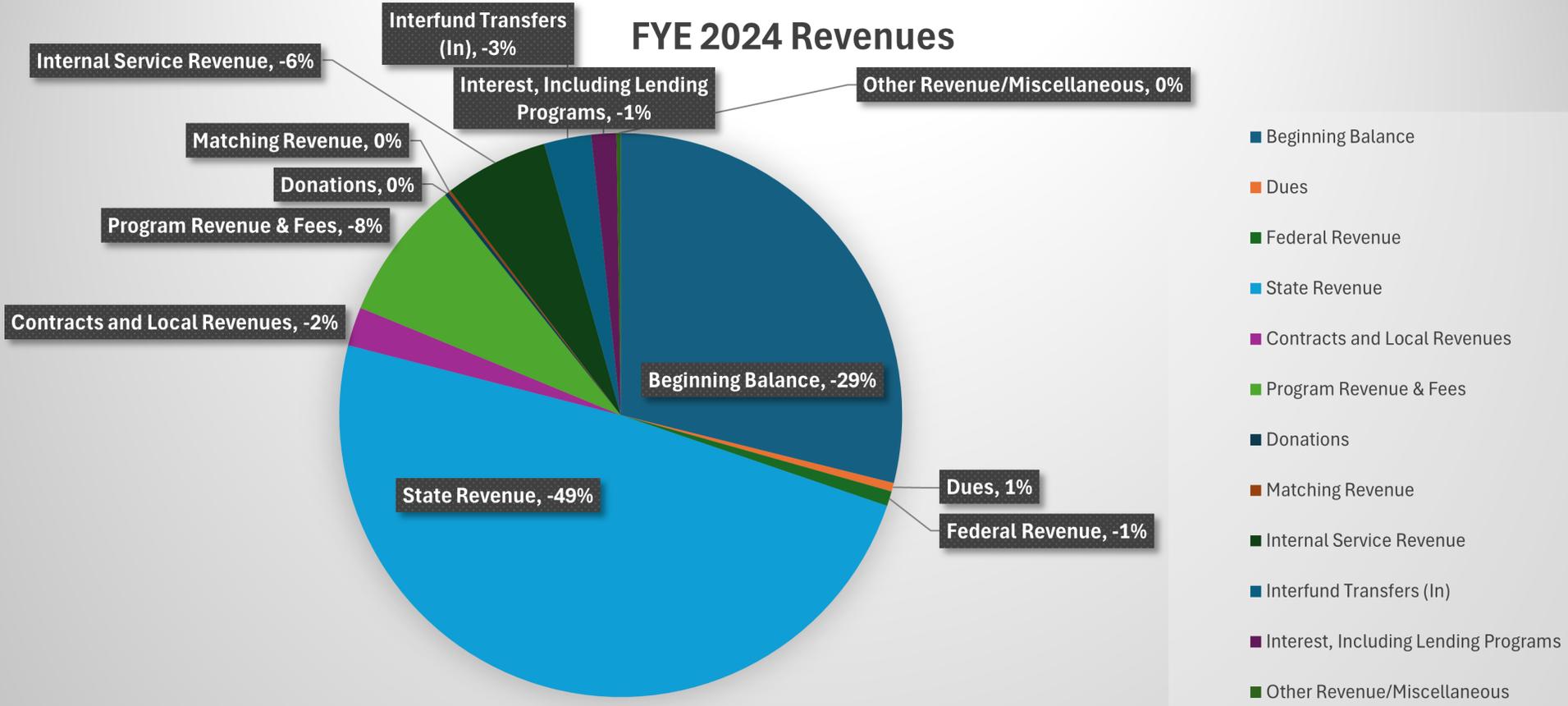
<b>Personnel</b>	<b>21,765,063</b>
<b>Supplies, Including Meetings</b>	<b>160,224</b>
<b>Printing, Copying &amp; Postage</b>	<b>140,126</b>
<b>Equipment and Furniture</b>	<b>343,931</b>
<b>Professional Services</b>	<b>15,370,557</b>
<b>Building Maintenance &amp; Expenses</b>	<b>405,391</b>
<b>Internal Space Charges (Rent)</b>	<b>899,704</b>
<b>Software</b>	<b>539,409</b>
<b>Client Assistance &amp; Support</b>	<b>923,945</b>
<b>Grants to Subrecipients</b>	<b>1,221,549</b>
<b>Memberships, Dues &amp; Employee Travel</b>	<b>522,035</b>
<b>Volunteer Recognition</b>	<b>15,103</b>
<b>Volunteer Travel</b>	<b>52,903</b>
<b>Internal Service Expenditures</b>	<b>3,302,594</b>
<b>Capital Expenditures &amp; Improvements</b>	<b>2,501,513</b>
<b>Interfund Transfers-Out</b>	<b>1,931,183</b>
<b>Lending-Debt Interest Expense</b>	<b>7,793</b>
<b>Contingency</b>	<b>-</b>
<i>Total Expenditures</i>	<i>50,103,025</i>

***Beginning Balances FY 2025*** **(20,977,305)**

# FYE 2024 Expenditures



# FYE 2024 Revenues



<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
<b>CWCOG GENERAL ADMINISTRATION</b>							
<b>Human Resources</b>							
1011-101-40000	Beginning Balance	(15,979)	(38,898)	-	22,919	243%	
1011-101-42800	Internal service charges revenue	(577,900)	(577,900)	-	(0)	100%	
1011-101-46900	Misc Revenue	-	(134)	-	134		
1011-101-51000	Wages	301,072	293,771	-	7,301	98%	
1011-101-52000	Benefits	193,912	209,861	-	(15,949)	108%	
1011-101-61100	Supplies	1,000	2,014	-	(1,014)	201%	
1011-101-61300	Equipment (non-capitalized)	500	1,843	-	(1,343)	369%	
1011-101-62100	Professional Services	-	20,183	-	(20,183)		Temp Agency costs from Fall quarter
1011-101-62110	Legal services	3,000	1,701	-	1,300	57%	
1011-101-62120	Marketing services	3,000	6,102	-	(3,102)	203%	
1011-101-62210	Printing/copying	1,200	698	-	502	58%	
1011-101-62220	Postage	200	39	-	161	20%	
1011-101-62300	Software	50,800	21,144	-	29,656	42%	
1011-101-62400	Telephone/internet	1,000	103	-	897	10%	
1011-101-62500	Memberships/Dues	3,000	1,268	-	1,732	42%	
1011-101-62600	Travel and training	-	649	-	(649)		
1011-101-62610	Trainers	9,500	2,179	-	7,321	23%	
1011-101-62621	Employee mileage	2,500	2,254	-	246	90%	
1011-101-62710	Rent expense	10,194	9,725	-	469	95%	
1011-101-70000	Capital	13,000	35,750	-	(22,750)	275%	Dayforce Implementation Costs, Offset in Software
<b>Finance</b>							
1011-102-40000	Beginning Balance	(196,520)	(379,458)	-	185,938	193%	
1011-102-42800	Internal service charges revenue	(686,850)	(688,273)	-	1,423	100%	
1011-102-46100	Interest Revenue	(300,000)	(809,659)	-	509,659	270%	Interest rate higher than expected for FY
1011-102-46900	Misc Revenue	-	(8,424)	-	8,424		
1011-102-51000	Wages	469,289	459,057	-	10,232	98%	
1011-102-52000	Benefits	333,574	323,017	-	10,557	97%	
1011-102-61100	Supplies	5,600	3,696	-	1,904	66%	
1011-102-61300	Equipment (non-capitalized)	4,684	7,560	-	(2,876)	161%	
1011-102-62100	Professional Services	100,000	171,602	-	(71,602)	172%	Additional support-software implementation
1011-102-62110	Legal services	-	315	-	(315)		
1011-102-62120	Marketing services	500	132	-	368	26%	
1011-102-62140	Banking services	12,000	8,273	-	3,727	69%	
1011-102-62210	Printing/copying	3,500	404	-	3,096	12%	

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
1011-102-62220	Postage	500	579	-	(79)	116%	
1011-102-62300	Software	68,600	149,835	-	(81,235)	218%	NetSuite Implementation, Terminated Dayforce implementation
1011-102-62400	Telephone/internet	2,000	1,169	-	831	58%	
1011-102-62500	Memberships/Dues	1,000	2,512	-	(1,512)	251%	Finance Memberships, Agency Ethics fees
1011-102-62600	Travel and training	-	67	-	(67)		
1011-102-62610	Trainers	8,500	649	-	7,851	8%	
1011-102-62621	Employee mileage	5,000	388	-	4,612	8%	
1011-102-62623	Other employee travel	-	78	-	(78)		
1011-102-62640	Employee travel meals	-	28	-	(28)		
1011-102-62710	Rent expense	18,623	19,955	-	(1,332)	107%	
1011-102-70000	Capital	-	28,114	-	(28,114)		
1011-102-95000	Contingency	150,000	-	-	150,000		
<b>General Administration</b>							
1011-110-40000	Beginning Balance	(107,000)	(285,896)	-	178,896	267%	
1011-110-42100	Dues	-	(746)	-	746		
1011-110-42800	Internal service charges revenue	(845,000)	(847,939)	-	2,939	100%	
1011-110-43100	Contracts	(66,260)	-	-	(66,260)		
1011-110-43500	Local	-	(49,695)	-	49,695		
1011-110-46900	Misc Revenue	(20,000)	(1,230)	-	(18,770)	6%	
1011-110-51000	Wages	416,753	338,170	-	78,583	81%	
1011-110-52000	Benefits	244,531	236,026	-	8,505	97%	
1011-110-61100	Supplies	31,000	21,792	-	9,208	70%	
1011-110-61200	Supplies: Volunteer recognition	-	458	-	(458)		
1011-110-61300	Equipment (non-capitalized)	3,250	5,715	-	(2,465)	176%	
1011-110-61400	Furniture	3,000	388	-	2,613	13%	
1011-110-62100	Professional Services	195,000	109,421	-	85,579	56%	
1011-110-62110	Legal services	35,000	29,591	-	5,409	85%	
1011-110-62120	Marketing services	3,000	5,677	-	(2,677)	189%	
1011-110-62210	Printing/copying	2,000	623	-	1,377	31%	
1011-110-62220	Postage	300	156	-	144	52%	
1011-110-62300	Software	12,000	3,327	-	8,673	28%	
1011-110-62400	Telephone/internet	2,000	1,291	-	709	65%	
1011-110-62500	Memberships/Dues	6,000	4,544	-	1,456	76%	
1011-110-62600	Travel and training	-	9,291	-	(9,291)		
1011-110-62610	Trainers	21,000	2,990	-	18,010	14%	
1011-110-62621	Employee mileage	1,500	1,993	-	(493)	133%	
1011-110-62640	Employee travel meals	-	233	-	(233)		
1011-110-62650	Employee lodging	-	243	-	(243)		
1011-110-62710	Rent expense	11,926	19,476	-	(7,550)	163%	

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
1011-110-95000	Contingency	50,000	-	-	50,000		
1011-800-40000	Beginning Balance-Special Dues	(80,815)	(83,860)	-	3,045	104%	FY Carryforward, no Special Dues for FY 2024
<b>TECHNOLOGY SERVICES</b>							
<b>Facilities</b>							
1012-104-40000	Beginning Balance	(20,431)	(22,502)	-	2,071	110%	
1012-104-42800	Internal service charges revenue	(57,360)	(40,000)	-	(17,360)	70%	
1012-104-62700	Facility and Utilities	57,360	22,800	-	34,560	40%	
<b>Technology</b>							
1012-105-40000	Beginning Balance	(75,000)	(49,509)	-	(25,491)	66%	
1012-105-42200	Program revenue (including Fees)	-	19,593	-	(19,593)		
1012-105-42800	Internal service charges revenue	(980,000)	(1,081,673)	-	101,673	110%	
1012-105-43100	Contracts	-	(14,925)	-	14,925		
1012-105-43500	Local	-	(14,953)	-	14,953		
1012-105-51000	Wages	481,301	483,194	-	(1,893)	100%	
1012-105-52000	Benefits	268,715	276,254	-	(7,539)	103%	
1012-105-61100	Supplies	2,200	2,728	-	(528)	124%	
1012-105-61300	Equipment (non-capitalized)	65,595	48,615	18,815	(1,835)	74%	
1012-105-61400	Furniture	300	-	-	300		
1012-105-62100	Professional Services	30,000	25,726	-	4,274	86%	
1012-105-62110	Legal services	200	-	-	200		
1012-105-62120	Marketing services	1,000	-	-	1,000		
1012-105-62210	Printing/copying	300	28	-	272	9%	
1012-105-62220	Postage	100	283	-	(183)	283%	
1012-105-62300	Software	133,552	144,069	7,095	(17,612)	108%	
1012-105-62400	Telephone/internet	-	19,678	-	(19,678)		
1012-105-62500	Memberships/Dues	-	1,299	-	(1,299)		
1012-105-62600	Travel and training	-	7,965	-	(7,965)		
1012-105-62610	Trainers	5,000	5,980	-	(980)	120%	
1012-105-62621	Employee mileage	3,000	3,226	-	(226)	108%	
1012-105-62622	Company automobile	-	31	-	(31)		
1012-105-62640	Employee travel meals	-	272	-	(272)		
1012-105-62710	Rent expense	39,737	39,880	-	(143)	100%	
1012-105-62720	Facility maintenance svcs	3,000	-	-	3,000		
1012-105-70000	Capital	21,000	-	-	21,000		
1012-105-77000	Software (multi-year)	-	4,117	118,561	(122,678)		

<u>FQA</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumb</u>	<u>Available</u>	<u>% Used</u>	<u>Notes--FYE 2024 6/30/2024</u>
<b>BUSINESS SERVICES</b>							
<i>Human Resources</i>							
1013-101-42200	Program revenue (including Fees)	-	(211,489)	-	211,489		Contract Services with CSC
1013-101-43500	Local	-	(390)	-	390		
1013-101-51000	Wages	-	99,593	-	(99,593)		
1013-101-52000	Benefits	-	70,014	-	(70,014)		
1013-101-61300	Equipment (non-capitalized)	-	1,843	-	(1,843)		
1013-101-62110	Legal services	-	914	-	(914)		
1013-101-62220	Postage	-	390	-	(390)		
1013-101-62300	Software	-	1,454	-	(1,454)		
<i>Technology</i>							
1013-105-40000	Beginning Balance	-	(31,869)	-	31,869		
1013-105-42200	Program revenue (including Fees)	(196,180)	(223,820)	-	27,640	114%	Contract Services: Sweet Home, CSC, etc.
1013-105-43500	Local	-	(299,105)	-	299,105		
1013-105-51000	Wages	116,880	118,012	-	(1,132)	101%	
1013-105-52000	Benefits	-	87,114	-	(87,114)		
1013-105-61300	Equipment (non-capitalized)	53,000	58,509	11,389	(16,898)	110%	
1013-105-62100	Professional Services	-	4,079	4,944	(9,023)		
1013-105-62220	Postage	-	257	-	(257)		
1013-105-62300	Software	23,000	30,917	930	(8,847)	134%	
1013-105-62610	Trainers	-	4,485	-	(4,485)		
1013-105-62621	Employee mileage	3,300	853	-	2,447	26%	
1013-105-77000	Software (multi-year)	-	5,057	-	(5,057)		
<b>FACILITIES SERVICES</b>							
<i>Facilities Maintenance</i>							
1014-104-40000	Beginning Balance	(3,218,208)	(3,190,785)	-	(27,423)	99%	
1014-104-42800	Internal service charges revenue	(807,297)	(857,228)	-	49,931	106%	
1014-104-44100	Rents	-	(94,164)	-	(94,164)		
1014-104-46900	Misc Revenue	(23,463)	(1,700)	-	(21,763)	7%	
1014-104-47000	Gain/Loss on sale of capital	-	(237)	-	237		
1014-104-51000	Wages	112,056	103,183	-	8,873	92%	

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
1014-104-52000	Benefits	61,494	73,507	-	(12,013)	120%	
1014-104-61100	Supplies	11,000	15,146	-	(4,146)	138%	
1014-104-61300	Equipment (non-capitalized)	4,684	1,890	6,429	(3,635)	40%	
1014-104-61400	Furniture	-	18,123	1,328	(19,451)		
1014-104-62100	Professional Services	136,200	90,402	-	45,798	66%	
1014-104-62110	Legal services	-	245	-	(245)		
1014-104-62120	Marketing services	-	96	-	(96)		
1014-104-62130	Insurance services	110,000	109,828	-	172	100%	
1014-104-62210	Printing/copying	165	2,249	-	(2,084)	1363%	
1014-104-62220	Postage	240	113	-	127	47%	
1014-104-62300	Software	900	969	-	(69)	108%	
1014-104-62400	Telephone/internet	584	34	-	550	6%	
1014-104-62500	Memberships/Dues	-	27,250	-	(27,250)		
1014-104-62610	Trainers	2,000	-	-	2,000		
1014-104-62621	Employee mileage	5,000	5,741	-	(741)	115%	
1014-104-62622	Company automobile	-	1,194	-	(1,194)		
1014-104-62700	Facility and Utilities	81,000	55,750	-	25,250	69%	
1014-104-62720	Facility maintenance svcs	75,000	88,323	9,975	(23,298)	118%	
1014-104-62721	Janitorial Service	85,000	62,267	-	22,733	73%	
1014-104-62731	Electricity	-	40,718	-	(40,718)		
1014-104-70000	Capital	2,531,925	2,225,334	-	306,591	88%	
1014-104-71000	Equipment	-	55,740	-	(55,740)		
1014-104-95000	Contingency	700,000	-	-	700,000		
1014-104-98800	Transfer to fund 8000 (COG) or 8100 (CSC)	65,000	65,000	-	-	100%	
<b>Facilities Equipment</b>							
1014-110-40000	Beginning Balance	(205,587)	(210,988)	-	5,401	103%	
1014-110-42800	Internal service charges revenue	(46,200)	(34,857)	-	34,857	75%	
1014-110-46900	Misc Revenue	-	(150)	-	150		
1014-110-62210	Printing/copying	46,200	42,993	-	3,207	93%	
<b>S&amp;DS</b>							
<b>Senior &amp; Disabled Services</b>							
2020-300-40000	Beginning Balance	(1,510,650)	(1,492,875)	-	(17,775)	99%	
2020-300-42100	Dues	(238,000)	(238,005)	-	5	100%	
2020-300-43400	State	(234,739)	(54,173)	-	(180,566)	23%	
2020-300-43500	Local	-	(11,314)	-	11,314		
2020-300-46700	Matching Contributions	(40,000)	(49,981)	-	9,981	125%	

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2020-300-46900	Misc Revenue	(4,461)	-	-	(4,461)		
2020-300-48238	Transfer from fund 2038	-	(14,397)	-	14,397		
2020-300-51000	Wages	191,680	154,589	-	37,091	81%	
2020-300-52000	Benefits	109,439	93,322	-	16,117	85%	
2020-300-61100	Supplies	3,000	2,115	-	885	70%	
2020-300-61300	Equipment (non-capitalized)	-	5,180	-	(5,180)		
2020-300-61400	Furniture	3,000	-	1,925	1,075		
2020-300-62100	Professional Services	-	10,763	-	(10,763)		Grant Writing Consultant
2020-300-62110	Legal services	60,000	15,756	-	44,244	26%	
2020-300-62120	Marketing services	1,000	-	-	1,000		
2020-300-62210	Printing/copying	500	46	-	454	9%	
2020-300-62300	Software	4,000	969	5,840	(2,809)	24%	
2020-300-62400	Telephone/internet	1,500	-	-	1,500		
2020-300-62500	Memberships/Dues	60,000	53,107	-	6,893	89%	
2020-300-62600	Travel and training	-	14,721	-	(14,721)		
2020-300-62610	Trainers	15,000	6,804	-	8,196	45%	
2020-300-62621	Employee mileage	1,200	-	-	1,200		
2020-300-62623	Other employee travel	-	749	-	(749)		
2020-300-62710	Rent expense	44,212	225,239	-	(181,027)	509%	Off set by savings in 2021
2020-300-62800	Internal service charges expenditure	28,367	-	-	28,367		
2020-300-67000	Resource Reserves	40,000	60,500	-	(20,500)	151%	
2020-300-98229	Transfer to fund 2029	-	163,445	-	(163,445)		
2020-300-98233	Transfer to fund 2033	-	70,564	-	(70,564)		
2020-300-99000	Other Financing Uses	14,000	-	-	14,000		
<b>TITLE XIX</b>							
2021-300-40000	Beginning Balance	(3,436,217)	(5,253,872)	-	1,817,655	153%	
2021-300-42200	Program revenue (including Fees)	(238,173)	-	-	(238,173)		
2021-300-43300	FedInd	-	-	-	-		
2021-300-43400	State	(14,756,600)	(16,294,380)	-	1,537,780	110%	
2021-300-43500	Local	-	(3,266)	-	3,266		
2021-300-51000	Wages	7,978,825	7,451,597	-	527,228	93%	
2021-300-52000	Benefits	5,028,410	5,337,646	-	(309,236)	106%	
2021-300-61100	Supplies	41,500	63,749	-	(22,249)	154%	
2021-300-61300	Equipment (non-capitalized)	-	125,415	-	(125,415)		
2021-300-61400	Furniture	21,500	7,088	-	14,413	33%	
2021-300-62100	Professional Services	20,000	42,637	-	(22,637)	213%	Temp Agency Costs
2021-300-62110	Legal services	-	108	-	(108)		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2021-300-62120	Marketing services	2,300	2,139	-	161	93%	
2021-300-62210	Printing/copying	38,300	31,974	-	6,326	83%	
2021-300-62220	Postage	38,000	29,629	-	8,371	78%	
2021-300-62300	Software	63,745	73,387	-	(9,642)	115%	
2021-300-62400	Telephone/internet	90,000	37,958	-	52,042	42%	
2021-300-62500	Memberships/Dues	-	200	-	(200)		
2021-300-62600	Travel and training	-	50,298	-	(50,298)		
2021-300-62610	Trainers	14,000	5,038	-	8,962	36%	
2021-300-62621	Employee mileage	77,000	121,188	-	(44,188)	157%	
2021-300-62623	Other employee travel	-	780	-	(780)		
2021-300-62640	Employee travel meals	-	101	-	(101)		
2021-300-62700	Facility and Utilities	-	22,501	-	(22,501)		
2021-300-62710	Rent expense	493,559	376,019	-	117,540	76%	
2021-300-62720	Facility maintenance svcs	1,000	-	-	1,000		
2021-300-62721	Janitorial Service	3,000	405	-	2,595	14%	
2021-300-62800	Internal service charges expenditure	2,041,899	2,151,518	-	(109,619)	105%	
<b>OAA</b>							
2022-300-40000	Beginning Balance	(37,489)	(113,907)	-	76,418	304%	
2022-300-42200	Program revenue (including Fees)	(9,000)	-	-	(9,000)		
2022-300-43300	FedInd	-	-	-	-		
2022-300-43400	State	(720,000)	(1,190,471)	-	470,471	165%	
2022-300-46210	Donations Received: Money	-	(284)	-	284		
2022-300-46900	Misc Revenue	(12,607)	-	-	(12,607)		
2022-300-51000	Wages	167,814	202,769	-	(34,955)	121%	
2022-300-52000	Benefits	100,196	138,072	-	(37,876)	138%	
2022-300-61100	Supplies	3,565	584	-	2,981	16%	
2022-300-61300	Equipment (non-capitalized)	594	-	-	594		
2022-300-62100	Professional Services	169,416	53,419	-	115,997	32%	
2022-300-62120	Marketing services	297	2,470	-	(2,173)	832%	
2022-300-62150	Grants to subrecipients	-	164,552	-	(164,552)		OAA Funds to Senior Centers
2022-300-62210	Printing/copying	684	377	-	307	55%	
2022-300-62220	Postage	238	6	-	232	3%	
2022-300-62300	Software	936	1,454	-	(518)	155%	
2022-300-62400	Telephone/internet	1,337	73	-	1,264	5%	
2022-300-62600	Travel and training	-	4,481	-	(4,481)		
2022-300-62610	Trainers	1,188	-	-	1,188		
2022-300-62621	Employee mileage	2,674	2,178	-	496	81%	
2022-300-62700	Facility and Utilities	-	431	-	(431)		
2022-300-62710	Rent expense	6,601	8,978	-	(2,377)	136%	

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2022-300-62800	Internal service charges expenditure	35,236	35,410	-	(174)	100%	
2022-300-64400	Client Assist: Support services	-	87,191	-	(87,191)		
2022-300-95000	Contingency	14,854	-	-	14,854		
<b>OPI</b>							
2023-300-40000	Beginning Balance	(87,475)	(269,506)	-	182,031	308%	
2023-300-42200	Program revenue (including Fees)	-	(4,142)	-	4,142		
2023-300-43100	Contracts	-	(463,996)	-	463,996		Health Care Worker & Pilot Program
2023-300-43300	FedInd		-	-	-		
2023-300-43400	State	(1,703,541)	(800,555)	-	(902,986)	47%	
2023-300-46210	Donations Received: Money	-	(1,139)	-	1,139		
2023-300-51000	Wages	397,053	473,127	-	(76,074)	119%	
2023-300-52000	Benefits	237,066	322,167	-	(85,101)	136%	
2023-300-61100	Supplies	8,435	73	-	8,362	1%	
2023-300-61300	Equipment (non-capitalized)	1,406	1,890	-	(484)	134%	
2023-300-62100	Professional Services	400,845	-	-	400,845		
2023-300-62120	Marketing services	703	-	-	703		
2023-300-62210	Printing/copying	1,616	7	-	1,609	0%	
2023-300-62220	Postage	562	519	-	43	92%	
2023-300-62300	Software	2,214	2,423	-	(209)	109%	
2023-300-62400	Telephone/internet	3,163	64	-	3,099	2%	
2023-300-62600	Travel and training	-	4,830	-	(4,830)		
2023-300-62610	Trainers	2,812	-	-	2,812		
2023-300-62621	Employee mileage	6,326	7,309	-	(983)	116%	
2023-300-62700	Facility and Utilities	-	1,324	-	(1,324)		
2023-300-62710	Rent expense	15,617	19,785	-	(4,168)	127%	
2023-300-62800	Internal service charges expenditure	83,373	105,656	-	(22,283)	127%	
2023-300-64300	Client Assist: Program wages	-	463,996	-	(463,996)		Previously Accounted for in Prof Services
2023-300-64400	Client Assist: Support services	-	204,588	-	(204,588)		Previously Accounted for in Prof Services
2023-300-95000	Contingency	35,146	-	-	35,146		
<b>MEALS ON WHEELS</b>							
2024-300-40000	Beginning Balance	(242,898)	(86,618)	-	(156,280)	36%	
2024-300-42200	Program revenue (including Fees)	(240,000)	(931,550)	-	691,550	388%	Reallocation/corrections with budget
2024-000-42200	Program revenue (including Fees)		(1,486)	-	1,486		
2024-300-43200	FedDir	(87,000)	-	-	(87,000)		
2024-300-43300	FedInd		(11,741)	-	(11,741)		
2024-300-43400	State	(1,654,000)	(1,232,144)	-	(421,856)	74%	
2024-300-43500	Local	-	(39,889)	-	39,889		
2024-300-46200	Donations	-	(500)	-	500		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2024-300-46210	Donations Received: Money	(168,646)	(132,753)	-	(35,893)	79%	
2024-300-46240	Donations Received: Private Grants	(90,000)	(16,800)	-	(73,200)	19%	
2024-300-46700	Matching Contributions	(8,064)	(3,299)	-	(4,765)	41%	
2024-300-46900	Misc Revenue	(20,462)	(825)	-	(19,637)	4%	
2024-300-51000	Wages	543,078	525,167	-	17,911	97%	
2024-300-52000	Benefits	318,991	345,797	-	(26,806)	108%	
2024-300-61100	Supplies	8,500	13,030	133	(4,663)	153%	
2024-300-61200	Supplies: Volunteer recognition	13,000	1,483	-	11,517	11%	
2024-300-61300	Equipment (non-capitalized)	2,342	6,505	-	(4,163)	278%	
2024-300-62100	Professional Services	1,200,000	2,125,279	-	(925,279)	177%	Increasing utilization at meal sites/delivery, program build
2024-300-62120	Marketing services	2,000	2,381	-	(381)	119%	
2024-300-62130	Insurance services	2,000	913	-	1,087	46%	
2024-300-62140	Banking services	1,000	561	-	439	56%	
2024-300-62210	Printing/copying	7,500	7,892	-	(392)	105%	
2024-300-62220	Postage	1,200	840	-	360	70%	
2024-300-62300	Software	7,750	10,663	-	(2,913)	138%	
2024-300-62400	Telephone/internet	15,000	15,680	-	(680)	105%	
2024-300-62500	Memberships/Dues	1,200	2,935	-	(1,735)	245%	
2024-300-62600	Travel and training	-	6,539	-	(6,539)		
2024-300-62610	Trainers	5,000	1,051	-	3,949	21%	
2024-300-62621	Employee mileage	-	20,301	-	(20,301)		
2024-300-62622	Company automobile	12,000	56,807	-	(44,807)	473%	
2024-300-62623	Other employee travel	16,000	-	-	16,000		
2024-300-62630	Volunteer travel	24,000	16,212	-	7,788	68%	
2024-300-62640	Employee travel meals	-	9	-	(9)		
2024-300-62650	Employee lodging	-	2,114	-	(2,114)		
2024-300-62700	Facility and Utilities	-	4,551	-	(4,551)		
2024-300-62710	Rent expense	44,171	45,994	-	(1,823)	104%	
2024-300-62720	Facility maintenance svcs	3,200	11,197	-	(7,997)	350%	
2024-300-62800	Internal service charges expenditure	206,305	221,186	-	(14,881)	107%	
2024-300-77000	Software (multi-year)	-	18,634	-	(18,634)		

**SPECIAL CONTRACTS SDS**

Allocations moved to Fund 2039-CSP

2029-300-40000	Beginning Balance	(152,664)	(13,037)	-	(139,627)	9%	
2029-300-43300	FedInd	(125,000)	-	-	(125,000)		
2029-300-43400	State	-	(360,187)	-	360,187		
2029-300-43500	Local	-	(96,098)	-	96,098		
2029-300-46900	Misc Revenue	(30,000)	-	-	(30,000)		
2029-300-48221	Transfer from fund 2021	-	(163,445)	-	163,445		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2029-300-51000	Wages	-	167,588	-	(167,588)		
2029-300-52000	Benefits	-	160,123	-	(160,123)		
2029-300-61100	Supplies	-	14,763	-	(14,763)		
2029-300-61300	Equipment (non-capitalized)	141,000	-	-	141,000		
2029-300-62100	Professional Services	-	350	-	(350)		
2029-300-62210	Printing/copying	-	27	-	(27)		
2029-300-62220	Postage	-	83	-	(83)		
2029-300-62300	Software	-	4,368	-	(4,368)		
2029-300-62621	Employee mileage	-	5,211	-	(5,211)		
2029-300-62700	Facility and Utilities	-	514	-	(514)		
2029-300-62710	Rent expense	-	6,009	-	(6,009)		
2029-300-62800	Internal service charges expenditure	-	83,954	-	(83,954)		
2029-300-95000	Contingency	11,907	-	-	11,907		

**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)		
2031-300-46210	Donations Received: Money	(5,000)	-	-	(5,000)		
2031-300-46240	Donations Received: Private Grants	(46,126)	-	-	(46,126)		
2031-300-46700	Matching Contributions	(30,000)	-	-	(30,000)		
2031-300-46900	Misc Revenue	(6,943)	-	-	(6,943)		
2031-300-51000	Wages	231,090	-	-	231,090		
2031-300-52000	Benefits	158,044	-	-	158,044		
2031-300-61100	Supplies	5,500	-	-	5,500		
2031-300-61200	Supplies: Volunteer recognition	13,000	-	-	13,000		
2031-300-61300	Equipment (non-capitalized)	2,342	-	-	2,342		
2031-300-62120	Marketing services	1,000	-	-	1,000		
2031-300-62130	Insurance services	2,982	-	-	2,982		
2031-300-62210	Printing/copying	1,800	-	-	1,800		
2031-300-62220	Postage	1,400	-	-	1,400		
2031-300-62300	Software	1,800	-	-	1,800		
2031-300-62400	Telephone/internet	2,500	-	-	2,500		
2031-300-62610	Trainers	7,500	-	-	7,500		
2031-300-62621	Employee mileage	4,000	-	-	4,000		
2031-300-62630	Volunteer travel	30,000	-	-	30,000		
2031-300-62710	Rent expense	14,040	-	-	14,040		
2031-300-62720	Facility maintenance svcs	500	-	-	500		
2031-300-62800	Internal service charges expenditure	58,110	-	-	58,110		

Total Budget Allocated to Fund 2032-2034

<u>FQA</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumb</u>	<u>Available</u>	<u>% Used</u>	<u>Notes--FYE 2024 6/30/2024</u>
<b>FOSTER GRANDPARENTS</b>							
2032-300-43200	FedDir	-	(167,251)	-	167,251		
2032-300-43500	Local	-	(6,000)	-	6,000		
2032-300-51000	Wages	-	39,559	-	(39,559)		
2032-300-52000	Benefits	-	29,443	-	(29,443)		
2032-300-61200	Supplies: Volunteer recognition	-	6,392	-	(6,392)		
2032-300-62100	Professional Services	-	257	-	(257)		
2032-300-62120	Marketing services	-	550	-	(550)		
2032-300-62130	Insurance services	-	1,000	-	(1,000)		
2032-300-62210	Printing/copying	-	157	-	(157)		
2032-300-62300	Software	-	969	-	(969)		
2032-300-62500	Memberships/Dues	-	550	-	(550)		
2032-300-62600	Travel and training	-	29	-	(29)		
2032-300-62610	Trainers	-	2,110	-	(2,110)		
2032-300-62621	Employee mileage	-	1,121	-	(1,121)		
2032-300-62623	Other employee travel	-	750	-	(750)		
2032-300-62630	Volunteer travel	-	12,623	-	(12,623)		
2032-300-62640	Employee travel meals	-	545	-	(545)		
2032-300-62650	Employee lodging	-	2,057	-	(2,057)		
2032-300-62800	Internal service charges expenditure	-	9,292	-	(9,292)		
2032-300-64300	Client Assist: Program wages	150,000	70,344	-	79,656	47%	
<b>RSVP</b>							
2033-300-40000	Beginning Balance	(30,280)	(27,543)	-	(2,737)	91%	
2033-300-42200	Program revenue (including Fees)	-	(2,350)	-	2,350		
2033-300-43200	FedDir	-	(205,380)	-	205,380		
2033-300-43300	FedInd	-	(2,250)	-	2,250		
2033-300-43400	State	-	(46,690)	-	46,690		
2033-300-43500	Local	-	(18,000)	-	18,000		
2033-300-46100	Interest Revenue	-	(373)	-	373		
2033-300-46210	Donations Received: Money	-	(718)	-	718		
2033-300-48221	Transfer from fund 2021	-	(70,564)	-	70,564		
2033-300-51000	Wages	-	128,325	-	(128,325)		
2033-300-52000	Benefits	-	96,750	-	(96,750)		
2033-300-61100	Supplies	-	1,869	-	(1,869)		
2033-300-61200	Supplies: Volunteer recognition	-	5,643	-	(5,643)		
2033-300-61300	Equipment (non-capitalized)	-	2,012	-	(2,012)		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2033-300-62100	Professional Services	-	9,135	-	(9,135)		
2033-300-62120	Marketing services	-	7,151	-	(7,151)		
2033-300-62130	Insurance services	-	289	-	(289)		
2033-300-62140	Banking services	-	1,084	-	(1,084)		
2033-300-62210	Printing/copying	-	2,725	-	(2,725)		
2033-300-62220	Postage	-	2,247	-	(2,247)		
2033-300-62300	Software	-	16,149	-	(16,149)		
2033-300-62400	Telephone/internet	-	112	-	(112)		
2033-300-62600	Travel and training	-	1,377	-	(1,377)		
2033-300-62610	Trainers	-	2,990	-	(2,990)		
2033-300-62621	Employee mileage	-	2,467	-	(2,467)		
2033-300-62622	Company automobile	-	61	-	(61)		
2033-300-62623	Other employee travel	-	1,906	-	(1,906)		
2033-300-62630	Volunteer travel	-	3,191	-	(3,191)		
2033-300-62640	Employee travel meals	-	26	-	(26)		
2033-300-62650	Employee lodging	-	483	-	(483)		
2033-300-62700	Facility and Utilities	-	655	-	(655)		
2033-300-62710	Rent expense	-	14,286	-	(14,286)		
2033-300-62800	Internal service charges expenditure	-	42,607	-	(42,607)		

**SENIOR COMPANIONS**

2034-300-42200	Program revenue (including Fees)	-	(2,320)	-	2,320		
2034-300-43100	Contracts	-	(7,719)	-	7,719		
2034-300-43200	FedDir	-	(115,599)	-	115,599		
2034-300-43500	Local	-	(5,250)	-	5,250		
2034-300-46210	Donations Received: Money	-	(300)	-	300		
2034-300-51000	Wages	-	39,767	-	(39,767)		
2034-300-52000	Benefits	-	31,654	-	(31,654)		
2034-300-61100	Supplies	-	343	-	(343)		
2034-300-61200	Supplies: Volunteer recognition	-	945	-	(945)		
2034-300-62100	Professional Services	-	287	-	(287)		
2034-300-62130	Insurance services	-	800	-	(800)		
2034-300-62210	Printing/copying	-	95	-	(95)		
2034-300-62220	Postage	-	27	-	(27)		
2034-300-62300	Software	-	485	-	(485)		
2034-300-62621	Employee mileage	-	2,186	-	(2,186)		
2034-300-62630	Volunteer travel	-	20,878	-	(20,878)		
2034-300-62800	Internal service charges expenditure	-	7,990	-	(7,990)		
2034-300-64300	Client Assist: Program wages	-	36,384	-	(36,384)		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
<b>VETERANS</b>							
2038-300-40000	Beginning Balance	(14,747)	2,319	-	(17,066)	-16%	
2038-300-43100	Contracts	(207,500)	(257,520)	-	50,020	124%	
2038-300-43300	FedInd		-	-	-		
2038-300-43400	State	(114,112)	-	-	(114,112)		
2038-300-46240	Donations Received: Private Grants	(4,000)	-	-	(4,000)		
2038-300-46700	Matching Contributions	(44,000)	(49,983)	-	5,983	114%	
2038-300-46900	Misc Revenue	(70,564)	-	-	(70,564)		
2038-300-51000	Wages	204,881	157,789	-	47,092	77%	
2038-300-52000	Benefits	137,866	123,936	-	13,930	90%	
2038-300-61100	Supplies	2,000	2,842	-	(842)	142%	
2038-300-61300	Equipment (non-capitalized)	7,026	5,227	-	1,799	74%	
2038-300-62100	Professional Services	500	142	-	358	28%	
2038-300-62110	Legal services	100	-	-	100		
2038-300-62120	Marketing services	1,000	-	-	1,000		
2038-300-62210	Printing/copying	850	2,358	-	(1,508)	277%	
2038-300-62220	Postage	75	77	-	(2)	103%	
2038-300-62300	Software	1,350	1,832	-	(482)	136%	
2038-300-62400	Telephone/internet	5,000	-	-	5,000		
2038-300-62500	Memberships/Dues	600	250	-	350	42%	
2038-300-62610	Trainers	5,000	1,300	-	3,700	26%	
2038-300-62621	Employee mileage	500	1,774	-	(1,274)	355%	
2038-300-62640	Employee travel meals	-	345	-	(345)		
2038-300-62650	Employee lodging	-	1,431	-	(1,431)		
2038-300-62700	Facility and Utilities	-	572	-	(572)		
2038-300-62710	Rent expense	16,742	16,358	-	384	98%	
2038-300-62721	Janitorial Service	3,000	510	-	2,490	17%	
2038-300-62800	Internal service charges expenditure	47,279	56,810	-	(9,531)	120%	
2038-300-95000	Contingency	21,155	-	-	21,155		
2038-300-98220	Transfer to fund 2020	-	14,397	-	(14,397)		
<b>SPECIAL CONTRACTS CSP</b>							
2039-300-40000	Beginning Balance	(21,500)	(34,357)	-	12,857	160%	
2039-300-42200	Program revenue (including Fees)	-	(3,926)	-	3,926		
2039-300-43100	Contracts	(510,240)	-	-	(510,240)		
2039-300-43400	State	-	(2,309)	-	2,309		
2039-300-43500	Local	-	(64,450)	-	64,450		
2039-300-46240	Donations Received: Private Grants	-	(2,000)	-	2,000		
2039-300-46900	Misc Revenue	(6,206)	-	-	(6,206)		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2039-300-51000	Wages	316,477	10,030	-	306,447	3%	Allocations moved to Fund 2029-SDS
2039-300-52000	Benefits	236,757	6,300	-	230,457	3%	
2039-300-61100	Supplies	1,000	85	-	915	8%	
2039-300-61200	Supplies: Volunteer recognition	-	182	-	(182)		
2039-300-61300	Equipment (non-capitalized)	5,142	567	-	4,575	11%	
2039-300-62100	Professional Services	20,523	6,343	-	14,180	31%	
2039-300-62120	Marketing services	500	6,325	-	(5,825)	1265%	
2039-300-62130	Insurance services	500	-	-	500		
2039-300-62210	Printing/copying	1,200	74	-	1,126	6%	
2039-300-62220	Postage	500	4	-	496	1%	
2039-300-62300	Software	2,250	5,280	-	(3,030)	235%	
2039-300-62400	Telephone/internet	2,200	181	-	2,019	8%	
2039-300-62610	Trainers	500	-	-	500		
2039-300-62621	Employee mileage	2,500	1,818	-	682	73%	
2039-300-62622	Company automobile	-	27	-	(27)		
2039-300-62623	Other employee travel	-	6	-	(6)		
2039-300-62640	Employee travel meals	-	11	-	(11)		
2039-300-62700	Facility and Utilities	-	233	-	(233)		
2039-300-62710	Rent expense	2,653	1,428	-	1,225	54%	
2039-300-62800	Internal service charges expenditure	84,337	862	-	83,475	1%	
2039-300-64400	Client Assist: Support services	-	942	-	(942)		
2039-300-95000	Contingency	13,571	-	-	13,571		

**COMMUNITY & ECONOMIC DEVELOPMENT**

**AAMPO**

**CED**

2071-200-40000	Beginning Balance	(891,174)	(996,555)	-	105,381	112%	
2071-200-42200	Program revenue (including Fees)	-	(1,780,945)	-	1,780,945		Fund Exchange & STBG
2071-200-43400	State	(259,441)	(247,609)	-	(11,832)	95%	
2071-200-46900	Misc Revenue	(3,782)	-	-	(3,782)		
2071-200-51000	Wages	128,707	115,501	-	13,207	90%	
2071-200-52000	Benefits	50,269	57,488	-	(7,219)	114%	
2071-200-61100	Supplies	1,500	1,968	-	(468)	131%	
2071-200-61300	Equipment (non-capitalized)	1,162	1,855	-	(693)	160%	
2071-200-62100	Professional Services	862,877	29,753	-	833,124	3%	
2071-200-62110	Legal services	500	-	-	500		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2071-200-62120	Marketing services	1,000	140	-	860	14%	
2071-200-62150	Grants to subrecipients	-	1,009,300	-	(1,009,300)		Cities of Albany & Millersburg COVID Funds
2071-200-62210	Printing/copying	1,000	151	-	849	15%	
2071-200-62220	Postage	250	10	-	240	4%	
2071-200-62300	Software	2,500	832	-	1,668	33%	
2071-200-62400	Telephone/internet	618	34	-	584	6%	
2071-200-62500	Memberships/Dues	1,000	668	-	332	67%	
2071-200-62600	Travel and training	-	3,080	-	(3,080)		
2071-200-62610	Trainers	4,000	235	-	3,765	6%	
2071-200-62621	Employee mileage	2,000	62	-	1,938	3%	
2071-200-62700	Facility and Utilities	-	1,215	-	(1,215)		
2071-200-62710	Rent expense	5,209	5,742	-	(533)	110%	
2071-200-62720	Facility maintenance svcs	1,000	-	-	1,000		
2071-200-62800	Internal service charges expenditure	31,805	31,411	-	394	99%	
2071-200-95000	Contingency	59,000	-	-	59,000		
<b>CAMPO</b>							
2072-200-40000	Beginning Balance	(898,736)	(933,611)	-	34,875	104%	
2072-200-42200	Program revenue (including Fees)	-	(2,178,042)	-	2,178,042		Fund Exchange & STBG
2072-200-43400	State	(306,993)	(265,963)	-	(41,030)	87%	
2072-200-46900	Misc Revenue	(3,782)	-	-	(3,782)		
2072-200-51000	Wages	135,706	126,588	-	9,118	93%	
2072-200-52000	Benefits	58,562	63,692	-	(5,130)	109%	
2072-200-61100	Supplies	1,500	2,143	-	(643)	143%	
2072-200-61300	Equipment (non-capitalized)	1,162	13,950	-	(12,788)	1200%	
2072-200-62100	Professional Services	877,877	40,361	-	837,516	5%	
2072-200-62110	Legal services	500	-	-	500		
2072-200-62120	Marketing services	1,000	296	-	704	30%	
2072-200-62210	Printing/copying	1,000	226	-	774	23%	
2072-200-62220	Postage	250	4	-	246	1%	
2072-200-62300	Software	2,500	1,393	-	1,107	56%	
2072-200-62400	Telephone/internet	700	-	-	700		
2072-200-62500	Memberships/Dues	1,000	700	-	300	700%	
2072-200-62600	Travel and training	-	1,869	-	(1,869)		
2072-200-62610	Trainers	4,000	1,904	-	2,096	48%	
2072-200-62621	Employee mileage	2,000	302	-	1,698	15%	
2072-200-62700	Facility and Utilities	-	1,166	-	(1,166)		
2072-200-62710	Rent expense	8,374	11,513	-	(3,139)	137%	
2072-200-62720	Facility maintenance svcs	1,000	-	-	1,000		
2072-200-62721	Janitorial Service	2,200	420	-	1,780	19%	

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2072-200-62800	Internal service charges expenditure	31,805	31,410	-	395	99%	
2072-200-95000	Contingency	78,375	-	-	78,375		

**TRANSPORTATION PLANNING**

Budget Allocation for both 2077 & 2078

2076-200-42200	Program revenue (including Fees)	-	(1,674)	-	1,674		
2077-000-42200	Program revenue (including Fees)	-	4,366	-	(4,366)		
2077-000-43400	State	-	14,293	-	(14,293)		
2077-200-40000	Beginning Balance	-	177,223	-	(177,223)		
2077-200-42100	Dues	(108,000)	(24,400)	-	(83,600)	23%	
2077-200-42200	Program revenue (including Fees)	-	(91,873)	-	91,873		
2077-200-43100	Contracts	(312,025)	-	-	(312,025)		
2077-200-43200	FedDir	(375,000)	-	-	(375,000)		
2077-200-43400	State	(3,005,000)	(581,088)	-	(2,423,912)	19%	
2077-200-43500	Local	(225,000)	(76,520)	-	(148,480)	34%	
2077-200-46700	Matching Contributions	(600,000)	-	-	(600,000)		
2077-200-46900	Misc Revenue	(8,611)	-	-	(8,611)		
2077-200-51000	Wages	516,287	213,545	-	302,742	41%	
2077-200-52000	Benefits	265,162	138,866	-	126,296	52%	
2077-200-61100	Supplies	3,500	1,914	-	1,586	55%	
2077-200-61300	Equipment (non-capitalized)	16,394	1,547	-	14,847	9%	
2077-200-62100	Professional Services	3,582,500	452,757	-	3,129,743	13%	
2077-200-62110	Legal services	1,000	228	-	773	23%	
2077-200-62120	Marketing services	1,500	8,688	-	(7,188)	579%	
2077-200-62210	Printing/copying	2,900	1,165	-	1,735	40%	
2077-200-62220	Postage	100	10	-	90	10%	
2077-200-62300	Software	4,695	3,066	-	1,629	65%	
2077-200-62400	Telephone/internet	2,394	-	-	2,394		
2077-200-62500	Memberships/Dues	3,000	250	-	2,750	8%	
2077-200-62600	Travel and training	-	804	-	(804)		
2077-200-62610	Trainers	10,000	3,230	-	6,770	32%	
2077-200-62621	Employee mileage	8,000	792	-	7,208	10%	
2077-200-62623	Other employee travel	-	5,000	-	(5,000)		
2077-200-62700	Facility and Utilities	-	164	-	(164)		
2077-200-62710	Rent expense	19,388	11,612	-	7,776	60%	
2077-200-62721	Janitorial Service	1,000	-	-	1,000		
2077-200-62800	Internal service charges expenditure	123,267	12,006	-	111,261	10%	
2077-200-95000	Contingency	172,488	-	-	172,488		

**COMMUNITY PLANNING**

These funds will be combined for FY 2025

2078-200-42100	Dues	(108,000)	(83,886)	-	(24,114)	78%	
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<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2078-200-42200	Program revenue (including Fees)	-	(258,444)	-	258,444		
2078-000-42200	Program revenue (including Fees)	-	2,768	-	(2,768)		
2078-200-43100	Contracts	-	(8,768)	-	8,768		
2078-200-43200	FedDir	-	(104,369)	-	104,369		
2078-200-51000	Wages	-	105,352	-	(105,352)		
2078-200-52000	Benefits	-	34,421	-	(34,421)		
2078-200-61100	Supplies	-	1,636	-	(1,636)		
2078-200-61300	Equipment (non-capitalized)	-	3,055	-	(3,055)		
2078-200-62100	Professional Services	-	181,465	-	(181,465)		
2078-200-62110	Legal services	-	731	-	(731)		
2078-200-62120	Marketing services	-	593	-	(593)		
2078-200-62210	Printing/copying	-	688	-	(688)		
2078-200-62220	Postage	-	13	-	(13)		
2078-200-62300	Software	-	84	-	(84)		
2078-200-62400	Telephone/internet	-	323	-	(323)		
2078-200-62500	Memberships/Dues	-	1,950	-	(1,950)		
2078-200-62600	Travel and training	-	1,830	-	(1,830)		
2078-200-62610	Trainers	-	4	-	(4)		
2078-200-62621	Employee mileage	-	1,694	-	(1,694)		
2078-200-62700	Facility and Utilities	-	885	-	(885)		
2078-200-62710	Rent expense	-	6,716	-	(6,716)		
2078-200-62721	Janitorial Service	-	165	-	(165)		
2078-200-62800	Internal service charges expenditure	-	83,486	-	(83,486)		
<b>RIDELINE</b>							
2081-200-40000	Beginning Balance	(1,617,777)	(2,287,847)	-	670,069	141%	
2081-200-42100	Dues	-	(1,891)	-	1,891		
2081-200-42200	Program revenue (including Fees)	(12,000)	(37,130)	-	25,130	309%	
2081-000-42200	Program revenue (including Fees)	-	12,820	-	(12,820)		
2081-200-43300	FedInd	(630,000)	-	-	(630,000)		
2081-200-43400	State	(14,000,000)	(13,600,961)	-	(399,039)	97%	
2081-200-43500	Local	(252,000)	-	-	(252,000)		
2081-200-46900	Misc Revenue	-	(160,876)	-	160,876		
2081-200-51000	Wages	983,832	898,297	-	85,535	91%	
2081-200-52000	Benefits	657,364	693,701	-	(36,337)	106%	
2081-200-61100	Supplies	8,000	7,146	-	854	89%	
2081-200-61300	Equipment (non-capitalized)	13,710	20,529	-	(6,819)	150%	
2081-200-61400	Furniture	5,000	-	-	5,000		
2081-200-62100	Professional Services	12,000,000	11,758,843	-	241,157	98%	
2081-200-62110	Legal services	2,000	-	-	2,000		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
2081-200-62120	Marketing services	1,500	251	-	1,249	17%	
2081-200-62140	Banking services	1,000	951	-	49	95%	
2081-200-62210	Printing/copying	8,000	4,411	-	3,589	55%	
2081-200-62220	Postage	10,000	5,214	-	4,786	52%	
2081-200-62300	Software	174,280	62,117	-	112,163	36%	
2081-200-62400	Telephone/internet	10,000	4,093	-	5,907	41%	
2081-200-62500	Memberships/Dues	500	1,580	-	(1,080)	316%	
2081-200-62600	Travel and training	-	14,111	-	(14,111)		
2081-200-62610	Trainers	30,000	345	-	29,655	1%	
2081-200-62621	Employee mileage	2,000	514	-	1,486	26%	
2081-200-62700	Facility and Utilities	-	7,434	-	(7,434)		
2081-200-62710	Rent expense	55,786	57,704	-	(1,918)	103%	
2081-200-62800	Internal service charges expenditure	311,865	303,258	-	8,607	97%	
2081-200-67000	Resource Reserves	4,000	-	-	4,000		
2081-200-95000	Contingency	615,163	-	-	615,163		
2081-200-98282	Transfer to fund 2082	1,617,777	1,617,777	-	-	100%	Additional transfer to 2082 expected

**CED SPECIAL PROJECTS**

2082-200-40000	Beginning Balance	(111,085)	(134,385)	-	23,300	121%	
2082-200-48281	Transfer from fund 2081	(1,617,777)	(1,617,777)	-	-	100%	
2082-200-62610	Trainers	15,000	-	-	15,000		

**LENDING SERVICES ADMINISTRATION**

***Lending***

5010-700-40000	Beginning Balance	(13,726)	5,347	-	(19,073)	-39%	
5010-700-42200	Program revenue (including Fees)	(51,120)	(24,620)	-	(26,500)	48%	
5010-700-42800	Internal service charges revenue	(150,000)	(104,588)	-	(45,412)	70%	
5010-700-51000	Wages	76,400	70,700	-	5,700	93%	
5010-700-52000	Benefits	41,000	40,624	-	376	99%	
5010-700-61100	Supplies	500	568	-	(68)	114%	
5010-700-61300	Equipment (non-capitalized)	1,000	185	-	816	18%	
5010-700-62100	Professional Services	35,000	11,639	-	23,361	33%	
5010-700-62120	Marketing services	1,800	338	-	1,462	19%	
5010-700-62140	Banking services	3,332	-	-	3,332		
5010-700-62210	Printing/copying	1,500	172	-	1,328	11%	
5010-700-62220	Postage	600	84	-	517	14%	
5010-700-62300	Software	3,450	2,172	-	1,278	63%	
5010-700-62400	Telephone/internet	1,500	34	-	1,466	2%	
5010-700-62600	Travel and training	-	559	-	(559)		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
5010-700-62610	Trainers	1,500	-	-	1,500		
5010-700-62621	Employee mileage	500	518	-	(18)	104%	
5010-700-62700	Facility and Utilities	-	366	-	(366)		
5010-700-62710	Rent expense	2,753	3,285	-	(532)	119%	
5010-700-62800	Internal service charges expenditure	18,911	30,412	-	(11,501)	161%	
5010-700-64200	Client Assist: Lending programs	100	-	-	100		
5010-700-95000	Contingency	25,000	-	-	25,000		

#### **RESERVE FUNDS**

8000-104-48114	Transfer from fund 1014	(65,000)	(65,000)	-	-	100%	
8000-800-40000	Beginning Balance	(3,435,242)	(3,581,186)	-	145,944	104%	
8000-800-71000	Equipment	59,000	128,767	-	(69,767)	218%	

#### **LENDING PROGRAMS-LOAN DISBURSMENTS**

5020-000-42200	Program revenue (including Fees)	-	2,730	-	(2,730)		
5020-700-40000	Beginning Balance	-	(1,192,790)	-	1,192,790		
5021-700-46100	Interest Revenue	-	(125)	-	125		
5021-700-62140	Banking services	-	724	-	(724)		
5022-700-42200	Program revenue (including Fees)	-	(5,284)	-	5,284		
5022-700-46100	Interest Revenue	-	147	-	(147)		
5022-700-46110	Lending Program Interest revenue	-	(36,740)	-	36,740		
5022-700-62100	Professional Services	-	132	-	(132)		
5022-700-62800	Internal service charges expenditure	-	24,571	-	(24,571)		
5022-700-92000	Debt Interest	-	5,162	-	(5,162)		
5023-700-42200	Program revenue (including Fees)	-	(199)	-	199		
5023-700-46100	Interest Revenue	-	(268)	-	268		
5023-700-46110	Lending Program Interest revenue	-	(1,628)	-	1,628		
5023-700-62100	Professional Services	-	278	-	(278)		
5023-700-62800	Internal service charges expenditure	-	1,784	-	(1,784)		
5023-700-92000	Debt Interest	-	2,631	-	(2,631)		
5024-700-46100	Interest Revenue	-	(37)	-	37		
5024-700-62100	Professional Services	-	152	-	(152)		
5024-700-62140	Banking services	-	1,662	-	(1,662)		
5025-700-42200	Program revenue (including Fees)	-	(5,406)	-	5,406		
5025-700-46100	Interest Revenue	-	(18,015)	-	18,015		
5025-700-62100	Professional Services	-	15	-	(15)		
5025-700-62140	Banking services	-	0	-	(0)		
5025-700-62210	Printing/copying	-	1	-	(1)		
5026-700-42200	Program revenue (including Fees)	-	(1,029)	-	1,029		
5026-700-46100	Interest Revenue	-	(6,994)	-	6,994		
5026-700-46110	Lending Program Interest revenue	-	(25,452)	-	25,452		

<b>FQA</b>	<b>Account</b>	<b>Adopted Budget</b>	<b>Actual</b>	<b>Encumb</b>	<b>Available</b>	<b>% Used</b>	<b>Notes--FYE 2024 6/30/2024</b>
5026-700-62140	Banking services	-	0	-	(0)		
5027-700-42200	Program revenue (including Fees)	-	(6,317)	-	6,317		
5027-700-46100	Interest Revenue	-	(22,017)	-	22,017		
5027-700-46110	Lending Program Interest revenue	-	(33,456)	-	33,456		
5027-700-46900	Misc Revenue	-	(18)	-	18		
5027-700-62100	Professional Services	-	1,433	-	(1,433)		
5027-700-62140	Banking services	-	0	-	(0)		
5027-700-62800	Internal service charges expenditure	-	33,929	-	(33,929)		
5028-700-42200	Program revenue (including Fees)	-	(922)	-	922		
5028-700-46100	Interest Revenue	-	(25,792)	-	25,792		
5028-700-46110	Lending Program Interest revenue	-	(1,684)	-	1,684		
5028-700-62140	Banking services	-	0	-	(0)		
5029-700-42200	Program revenue (including Fees)	-	(325)	-	325		
5029-700-46100	Interest Revenue	-	(17,289)	-	17,289		
5029-700-46110	Lending Program Interest revenue	-	(13,989)	-	13,989		
5029-700-62140	Banking services	-	0	-	(0)		
5029-700-62800	Internal service charges expenditure	-	30,704	-	(30,704)		
5030-700-46100	Interest Revenue	-	(4,341)	-	4,341		
5030-700-62140	Banking services	-	0	-	(0)		
5030-700-62800	Internal service charges expenditure	-	4,341	-	(4,341)		
5032-700-62210	Printing/copying	-	1	-	(1)		

# CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT GOVERNING BOARD

## BYLAWS

### I. PURPOSE AND DUTIES

The purpose of the Cascades West Economic Development District Governing Board (District Board) is to serve as the governing body of the Cascades West Economic Development District (District), which is an Economic Development District Organization recognized by the federal U.S. Department of Commerce Economic Development Administration. Purpose and duties of the District are enumerated in its Articles of Agreement.

### II. MEMBERSHIP, TERMS, VACANCIES, AND REMOVAL

- (A) The District shall be governed by a District Board of twenty (20) members, appointed as specified in the District's Articles of Agreement.
- (B) Each District Board member serving as a representative of the Lane Council of Governments (LCOG) Executive Committee or the Oregon Cascades West Council of Governments (OCWCOG) Executive Board shall serve on the Cascades West Economic Development District Governing Board as long as their Council of Governments term lasts. Each District Board member who is a county representative shall be reaffirmed or reappointed, annually.
- (C) County District Board Members are subject to removal if they miss two (2) consecutive District Board meetings. In such an event, the Council of Governments which originally appointed the representative may remove that member from the District Board. The district Governing Board may request the removal, but shall not have the power of removal.
- (D) In order to be eligible for various types of federal Economic Development Administration assistance, including public works and loan guarantee programs, areas must actively participate in the Economic Development District's planning process. County government participation provides for inclusion of its incorporated area. Active participation is defined as being a member of the Council of Governments:

### III. ORGANIZATIONAL PROCEDURES

- (A) The District Board shall meet at least once a year. At least one (1) month notice shall be given to the membership for a regular meeting. Regular meetings shall be held in Benton, Lincoln, Lane, or Linn Counties.

- (B) Additional meetings in person, or electronically, may be called by the Chair with the concurrence of two (2) additional members, or by a majority of the full membership of the District Board.
- (C) Meetings may be held by telephone or other means of electronic communication, and the District Board members may participate in any meeting by telephone or other means of electronic communication with advance notice of 48 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all District Board members and any member of the general public can attend, understand, and either hear or read the comments of all members participating in the meeting.
- (D) Each member shall be entitled to one vote on matters before the District Board.
- (E) A quorum shall consist of a simple majority of the membership of the District Board.
- (F) Except as otherwise provided in these Bylaws, a simple majority of the members present and voting shall be sufficient to decide a question before the District Board.
- (G) Unless otherwise specified, Roberts Rules of Order Revised shall govern the proceedings of the meetings of the Board.

#### **IV. OFFICERS**

- (A) The officers of the District Board shall consist of a Chair and Vice-Chair elected from among the representatives and by the duly appointed representatives on the District Board for one-year terms after March 1st. Officers may be re-elected for up to three consecutive terms.
- (B) A vacancy in the office of Chair of the District shall be filled by the Vice-Chair for the unexpired term. In such an event, a new Vice-Chair shall be elected, at the next regular or special meeting of the District Board and they shall serve the balance of their term of that office.
- (C) Duties of the Chair: The Chair shall have general supervisory and direction powers of the District, shall preside at all District meetings, and shall be a non-voting ex-officio member of all committees of the District. The Chair is the sole official spokesperson of the governing body on all matters of policy and position, unless this responsibility is delegated in writing or electronically, to another member of the governing body, or a member of a board or committee appointed by the governing body.

- (D) Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall execute all the powers of the Chair.

The Chair and Vice-Chair shall not be residents of the same Council of Governments Region.

## V. ELECTION OF OFFICERS

- (A) An annual organizational meeting shall be held by the District Board no later than June 30th of each year during which officers for the coming year will be elected at that meeting
- (B) Nominations may be made from the floor and candidates receiving a simple majority vote of those members present at the annual organizational meeting shall be declared elected.

## VI. COMMITTEES OF THE DISTRICT BOARD

- (A) A Comprehensive Economic Development Strategy Committee for the District will be appointed by the Boards of the Councils of Governments. Federal requirements and balancing membership between the two Council of Governments areas will be considered in appointing the Strategy Committee.
- (8) Executive Committee
  1. Composition: An executive committee shall consist of one representative from each County, and one at large member for a total of five. The board chair, and board vice chair, shall serve as the chair and vice chair respectively, of the executive committee. The representatives of each County shall be selected annually by the CWEDD board.
  2. Duties: The duties of the executive committee will include, but will not be limited to, acting on behalf of the CWEDD board between meetings. Taking action in situations determined by the Chair to be urgent. Be responsible for routine housekeeping duties, such as determining the content of agendas. Taking needed timely action on issues within the context of decisions or positions previously taken by the CWEDD board. However, the executive committee shall refrain from action on items that can wait for a regular CWEDD board meeting, and refrain from making decisions regarding project priorities.
  3. Chair and Vice-Chair: The chair and vice-chair of the board shall serve as the chair and vice chair of the executive committee and will have similar roles and authority as the chair and vice-chair of the board.
  4. Meeting and Quorum: A quorum shall be ~~four~~ three of five members present. Alternates may serve on the executive committee if the representative is not able to attend a meeting and if the representative so decides. The Executive Committee shall meet as called by the Chair or CWEDD Staff. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS 192.610 through ORS 192.690.
  5. Decisions and Recommendations: Decisions and recommendations of the Executive Committee will be communicated to the CWEDD board. When possible that communication shall be in writing via a memorandum.
- (C) In order to carry out work of the District Board, committees may be created by a majority vote of the District Board. The purpose and scope of activity of each committee shall be outlined in writing.
- (D) The Chair may appoint committee chairs and members.

**VII. STAFF AND FINANCES**

- (A) The OCWCOG shall provide staff and administrative services for the Cascades West Economic Development District. The Executive Director of OCWCOG shall be the Executive Director of the Cascades West Economic Development District.
- (B) At the direction of the District Board, the Executive Director is empowered to pursue and enter into such contracts, grants, and agreements as to carry out the planning functions of the district consistent with the adopted Comprehensive Economic Development Strategy (CEDS).
- (C) The District shall be funded by grants, gifts, contracts, and contributions. All revenue shall be deposited with the OCWCOG for use in conducting the Cascades West Economic Development District work program. Cascades West Economic Development District funds so deposited shall be accounted for in a manner that maintains this identity separate from other revenues of OCWCOG; however, they shall be integrated into the OCWCOG normal accounting system and audited as a part of the OCWCOG's annual audit. OCWCOG will provide an annual account summary at the same meeting in which the Chair and Vice Chair will be elected.
- (D) Expenditures shall be authorized, approved and completed as if they were OCWCOG expenditures. The Cascades West Economic Development District shall be assessed its share of OCWCOG indirect costs in the same manner as other programs of OCWCOG.

**VIII. AMENDMENTS**

Amendments to these Bylaws shall be adopted by the Councils of Governments which are parties to the Articles of Agreement establishing the Cascades West Economic Development District. The District Board shall not amend its own bylaws, but may propose amendments for the consideration of the Councils of Governments.

IN WITNESS WHEREOF, the parties hereto have caused these Bylaws to be adopted by motion of their respective governing bodies, signed by the Chief Executive Officer and duly attested to by the respective clerk, recorder, or secretary.

OREGON CASCADES WEST  
COUNCIL OF GOVERNMENTS

LANE COUNCIL OF COUNCIL OF  
GOVERNMENTS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_

\_\_\_\_\_



Benton County Veterans Services  
1121 NW 9th Street • Corvallis, Oregon 97330  
(541) 368-7100 • FAX (541) 758-3127

**DATE:** September 19, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Veterans Service Officers Mark Lapinskas and Kari Startin  
**RE:** Board of Directors Program Highlight

Veterans Service Office Summary for FY 23/24

	Claim apps	Interviews	Outreach	Retro Benefits \$
Q1	37	92	6	\$193,337.37
Q2	72	89	4	\$165,920.01
Q3	63	105	2	\$310,110.81
Q4	64	94	1	\$249,741.03
Total	236	380	13	\$919,109.22

Total Communications (all) 3,700

Phone 1,400

Email 1,500

Forms completed 1,302 approximately

**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, and Yachats **SOVEREIGN NATION:** Confederated Tribes of Siletz Indians **PORT:** Port of Newport



# Senior, Disability and Community Services

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



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

## MEMORANDUM

**DATE:** September 19, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Randi Moore; Senior, Disability, and Community Services Director  
**RE:** **Senior, Disability, and Community Service Program Updates**

### Community Service Program Updates

#### AmeriCorps Seniors staff attend annual grant management training in Baltimore, MD

The OCWCOG AmeriCorps staff traveled to Baltimore the week of August 29<sup>th</sup> to attend the annual Corporation for National and Community Service's grant management training. Topics around volunteer onboarding and recognition, marketing, senior services, intergenerational programming, grants deliverables mapping, risk and compliance were presented from national subject matter experts and fellow grantees. OCWCOG has the distinction of sponsoring all three federal AmeriCorps Seniors Programs: Retired and Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), and the Senior Companion Program (SCP). OCWCOG staff enjoy recruiting and managing over 200 local volunteers 55+ and their special gift of service in Linn, Benton, and Lincoln Counties. Pictured are OCWCOG AmeriCorps Seniors staff Taylor Thorn and Brittany Kosydar, AmeriCorps Seniors Eligibility Specialists.



## Senior and Disability Services Updates

### Oregon Department of Human Services Director Visits Benton County

During in-person and online events earlier this year, Oregon Department of Human Services (ODHS) leadership heard calls from its staff, Area Agency on Aging partners, service providers, and community and faith-based advocates asking that ODHS create more opportunities to provide input on agency strategic planning moving forward. Because of those conversations, Director Fariborz Pakseresht and other ODHS leaders planned visits around the State with a desire to interface with the people the agency works with and serves. Director Pakseresht attended events in Corvallis on August 20th.

On the morning of the 20th, the Director and his management team toured the Corvallis ODHS office on Research Way and spent time meeting with staff to strengthen relationships, better understand the unique landscape of our community, and provide an update on agency initiatives. Staff there were happy to have some of the Director's time and the handful of COG leadership that joined were able to hear common themes that ODHS and OCWCOG share in the form of staff burnout, trouble finding quality applicants, and concerns of fiscal stability with American Rescue Plan funds sunsetting.

In the afternoon, Director Pakseresht met with invited community partners and elected officials at the Corvallis Community Center with the hopes of strengthening relationships to help understand the challenges and goals related to working with ODHS, learn what issues are most pressing, and discuss agency initiatives and the 2025 to 2027 budget.

Interactive by design, open dialog was encouraged at the events and was intended to foster strong relationships and ensure local perspectives are included in the agency's planning and decision-making processes.

Director Pakseresht outlined an interest in touring a local partner agency during his visit, having an opportunity to see an agency that is doing good work in the community. He and his leadership team enjoyed a very thoughtful visit with Director Allison Hobgood at the Corvallis Daytime Drop in-Center (CDDC). The CDDC is a vital daytime resource and navigation hub in Corvallis which serves individuals experiencing homelessness and poverty. The ODHS leaders were very appreciative and humbled by the work being done by the CDDC and very much enjoyed their time.

### Employee Resource Connection (ERC)

We recently received new funding to expand how we help consumers as they hire homecare workers. The new Linking Consumers program provides extra assistance not previously available to consumers who must perform the duties of an employer in working with their care provider workforce, including doing all duties such as interviewing, hiring and firing. This assistance allows our ERC staff to walk beside the consumer throughout the hiring process when before we offered coaching of what to do during certain situations. Previously consumers were expected to handle much of the process by themselves. While we still assist with all the coaching pieces ahead of time, we are now able to assist with also talking those actions alongside the consumer. This includes being able to screen for providers and set up interviews based on criteria that the consumer provides. We are also able to be involved during the interview process, so that the consumer has another person present. The consumer remains in full control over which pieces they would like to have our ERC staff involved in and can access these supports again each time that they have a hiring need.

Here are two success stories from our new approach:

- 1) *One of our ERC Consultants met with a consumer who is new to in home services. She was nervous as she had never been an employer or interviewed/hired anyone. She stated she was nervous about the process and letting someone into her home. During the initial home visit, the ERC Consultant offered to assist the consumer by placing an ad, screening HCWs, and setting up interviews. Before the first interview our ERC staff practiced interviewing with the consumer, who reported that she was also happy that she had so much control over the process as an employer. After completing her first interview with the ERC staff present, the consumer expressed she felt that by the second interview, she was able to confidently ask the questions she had practiced and take control of the interview. Afterwards she stated she was “really nervous” but that the preparation and having someone present for the initial interviews really did help her feel more comfortable. The consumer is trying to hire but feels much more confident in the process.*
  
- 2) *A current Oregon Project Independence consumer stated she would get the list of HCWs, and she would call several with no luck on hearing back. Our ERC consultant met with her and placed an ad, set up interviews and assisted the consumer to prepare by reviewing questions and the process beforehand. The consumer ending up interviewing two homecare workers with the consultant present, asked for references, and felt comfortable with one. She told ERC consultant she wanted to hire one of the HCWs interviewed. She reported that after the process she feels much more comfortable as an employer and with the process than she was before.*



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

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## MEMORANDUM

**DATE:** September 19, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Jaclyn Disney, Community and Economic Development Director  
**RE:** **Community and Economic Development Program Update**

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### Planning

#### Cascades West Regional Consortium (CWRC)

- The CWRC reviewed the Housing Production Advisory Council (HPAC) recommendations at the August meeting with a guest from the State.
- The CWRC will continue to review the HPAC recommendations at the October meeting with Nate Stice presenting

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

- The Cascades West Economic Development District (CWEDD) will host a regional meeting on October 29<sup>th</sup> to discuss the Comprehensive Economic Development Strategy (CEDS) and bring regional partners together.
- The next Cascades West Economic Development District (CWEDD) meeting of 2024 is scheduled for November 14<sup>th</sup> at 9am. At this meeting we will continue to discuss the Comprehensive Economic Development Strategy (CEDS) update. This meeting will be in Lincoln County.
- We previously announced that we hired a grant writer and administrator to support communities in the region. Grant writing services continue to be available through OCWCOG. Please reach out if your community needs assistance.
- Several exciting grants were awarded in the last few months that OCWCOG helped write. The grants include an EDA grant for 3 generators in Sweet Home (\$700,375), a Safe Streets and Roads grant for Linn County (\$320,000), and a Parks Planning grant for the City of Toledo (\$40,000).

- 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. Upcoming visits include Alsea.
- Our three-county Childcare Working Group has also joined the new statewide childcare group led by Workforce Development. We recently shared information with regional partners about current funding opportunities for Childcare Infrastructure Development through Business Oregon to for planning, remodeling and new construction, and land acquisition. Projects are targeted for increasing the availability of affordable childcare.

## Transportation

- The MPO's have adopted their first joint federally mandated work product. Following the July joint Policy Board meeting where the Corvallis Area MPO voted to approve starting the merger process, both CAMPO and the Albany Area MPO passed the Joint Title VI Nondiscrimination and Environmental Justice Plan (2024). This marks the first time the two MPOs have shared a mandated planning document and demonstrates the value of collaboration across the two organizations, while meeting mutual goals.
- Finalized the Philomath Boulevard Near-Term Improvements Study. The study recommends a series of projects along Highway 20. The recommendations were amended into the Regional Transportation Plan by the Policy Board. This is an important first step in finding funding which to improve both bike/pedestrian safety and freight traffic flow along the corridor that stretches between 15<sup>th</sup> and 53<sup>rd</sup> streets.
- OCWCOG agreed to continue funding bicycle training for 5<sup>th</sup> and 6<sup>th</sup> grade classes in the Sweet Home School District.
- Both MPOs continued their process of amending the Statewide Transportation Improvement Program (STIP) to reflect the projects happening in our region.
- Both MPOs met mandatory reporting duties for the grants that fund their programs, both for their in-kind match and the end of the fiscal year.
- Collaborated with staff at the Oregon Department of Transportation as well as other statewide and partner organizations on a variety of transportation topics.
- Held regular meetings of both MPO Technical Advisory Committees and Policy Boards
- Conducted a parking analysis on behalf of the City of Philomath which quantifies the availability of parking downtown.

- Managed the development of the Mobility Hubs which will enhance transit service between Linn Benton Community College and Oregon State University by providing high quality bus shelters among other amenities. The Mobility Hubs are expected to be constructed before the beginning of the 25 – 26 academic year.
- Coordinated with CED Grant writing staff to identify transportation investment opportunities in the region and support in the development of applications.
- Staff participated in US Department of Transportation equity and safety trainings that reflect agency values while meeting the yearly training requirements of Title VI plan.
- AAMPO staff attended City of Albany: Development Code Focus Group & Housing Policy Options Focus Group meetings to explore the intersection of transportation and housing locally.
- Continued to maintain the bike and pedestrian count program by measuring activity along regionally significant multiuse paths.

Cascades West Ride Line

From May 2024 to June 2024, Cascades West Ride Line provided over 26,000 physical trips across the region. There were 7,000 Mileage Reimbursement trips totaling over \$110,000 going back to our members.

	<b>Physical Trips</b> (Sedan, Wheelchair, Secure, Stretchers)	<b>Reimbursement Trips</b> (Mileage, Meals, Lodging)	<b>Reimbursement Total</b> (Amount paid for Mileage, Meals, Lodging)
Linn County	13,008	4,011	\$ 43,752.56
Benton County	6,480	1,299	\$ 25,639.80
Lincoln County	4,267	1,664	\$ 41,056.10
All other counties	2,739	26	\$ 285.68
<b>Regionally</b>	<b>26,494</b>	<b>7,000</b>	<b>\$110,734.14</b>

During the month of June, 89,208 individuals were eligible for transportation assistance in OCWCOG’s tri-county region. Ride Line had over 5,202 unique members transportation services during the months of May to June. The majority of transportation services were for A&D, physical, and mental health.

## Oregon Health Plan Enrollment by County - for June 2024

	IHN- CCO	OHP - FFS	Other CCO's	Total Enrollment by County
Linn County	43,312	4,598	795	<b>48,695</b>
Benton County	19,110	2,095	16	<b>21,221</b>
Lincoln County	17,320	1,956	16	<b>19,292</b>
Total Enrollment by Plan	79,742	8,649	827	89,208

## Cascades West Business Lending

- CWBL Loan Officer Didi Aho conducted a multi-site visit and networking tour to meet with banks and credit unions; visit CWBL borrowers and prospective businesses; and meet with board members and Chambers of Commerce throughout the OCWCOG coastal region to share information about the business lending program.
- CWBL is still actively working with the Antique Mall in Lebanon and an expansion of an existing cleaning service business in Lincoln City. Several new prospects have reached out recently including an indoor golf simulator business, a new ecofriendly taxi service, a healthy meal prep service, a disabled Veteran reconnecting other disabled Veterans with guided hunting and fishing excursions, and a non-profit making new and fixing old items for resale and all profits going back into the community.
- CWBL will be hosting a booth at the upcoming Albany Chamber of Commerce Business Extravaganza and Hiring Event September 25<sup>th</sup>. The event, held at the Linn County Fairground, is free to the public from 2:00 – 6:00pm. It is a great networking and information sharing event. Help spread the word!



## Technology Services

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

(541) 967-8551 • FAX (541) 967-4651

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### MEMORANDUM

**DATE:** September, 19 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Jason Sele, Chief Information Officer  
**RE:** **Technology Services Update**

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#### Cybersecurity Grant Approvals

We have approval for the City of Millersburg and two projects for the City of Depoe Bay. These grants total about \$13,000 and provide funds for projects that OCWCOG will implement including .gov domain migration, storage equipment, and endpoint protection software for these cities.

#### Firewall Upgrades

The new VPN solution has been tested using the upgraded Firewalls. Now all users are being transitioned by the end of September. This should solve some connectivity issues we have experienced over the past year.

#### City Support

We have been busy implementing many projects for our member cities. We installed 3 new computers for the Sweet Home Library that were provided under a grant. We installed 4 new computers with monitor upgrades for Depoe Bay. We have set up a new computer for Tangent. We helped replace the fingerprint system and evidence system for the Sweet Home Police Department. We are in the process of replacing the primary storage system for the Sweet Home City Hall and the primary storage system for the Sweet Home Fire Department.



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## MEMORANDUM

**DATE:** September 19, 2024  
**TO:** Oregon Cascades West Council of Governments (OCWCOG) Board of Directors  
**FROM:** Justin Peterson, Cascades West Area Commission on Transportation (CWACT)  
**RE:** **CWACT Subcommittee Update**

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### Introduction to CWACT

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to collaborate on local, regional, and State transportation issues in the Benton, Lincoln, and Linn County Region. The CWACT is chartered by the Oregon Transportation Commission (OTC) and provides input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT) on State transportation plans and policies. Among other work items, the CWACT solicits public input on transportation needs and provides recommendations to ODOT and the OTC on project priorities for the *Statewide Transportation Improvement Program (STIP)*. *The CWACT also serves as the OCWCOG Transportation Committee as both committees make up the same membership.*

### CWACT Meeting Summary

The CWACT Full Commission did not host an August meeting. However, the Executive Committee did meet to discuss The Joint Committee on Transportation Roadshow and how the presentation during the Albany stop for the tour on July 17th went.

Executive committee members also discussed the Critical Oregon Airport Relief (COAR) Grants. The State Aviation Board is requesting a representative to be a member of the Aviation Review Committee (ARC). The ARC will be responsible to score the grant applications between the end of the application submittal period and the end of 2024 and convene at least once as an entire committee in early 2025 for making final recommendations to the State Aviation Board for grant awards. These grants are due October 31, 2024, and will be brought to the October CWACT Full Commission Meeting.

The next regularly scheduled CWACT FC Meeting is set for October 24, 2024. This meeting will be hybrid, and the in-person location will be in Benton County at the Kalapuya Meeting Room. Members of the public and interested parties are welcome and encouraged to attend any CWACT FC meetings either in person or virtually via Microsoft Teams. Meeting information and agenda packets are available on the CWACT website here: [Cascades West Commission on Transportation | OCWCOG](#).

### Project and Task Updates

- CWACTION Staff continue working on the regional priority projects list which currently shows 2-3 projects per county in the CWACTION region.
- Staff continue to watch the OTC recordings to stay up to date on State priorities.



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## MEMORANDUM

**DATE:** September 19, 2024  
**TO:** Oregon Cascades West Council of Governments (OCWCOG) Board of Directors  
**FROM:** Justin Peterson, Cascades West Economic Development District (CWEDD)  
**RE:** **CWEDD Subcommittee Update**

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### Introduction to CWEDD

The Cascades West Economic Development District (CWEDD) is designated by the U.S. Department of Commerce's Economic Development Administration to work on economic development efforts in Linn, Benton, Lane, and Lincoln Counties. The CWEDD advocates for, supports, and coordinates, regionally significant economic development activities in the region. Staffed by both OCWCOG and Lane Council of Governments (LCOG), the CWEDD prepared the **2020-2025 Comprehensive Economic Development Strategy (CEDs)** to guide regionally significant economic development projects and activities over the next five years.

### CWEDD Meeting Summary

At the September CWEDD Board Meeting, held at the Oregon Cascades West Council of Governments (OCWCOG) Albany office, members discussed the CEDs 2025-2030 update. The CEDs update includes the CWEDD CEDs Scope of Work, CEDs Strategy Committee, and a project update. Additionally, members discussed a SWOT Analysis Survey that had been sent out prior to the meeting.

Members received updates from the CEDs working groups such as the Broadband Action Team (BAT), The Cascades West Regional Consortium (CWRC), Early Childhood Education, Rural Economic Alliance (REAL), Lane Economic Committee (LEC), and a Blue Economy update from the Economic Development Alliance of Lincoln County (EDALC).

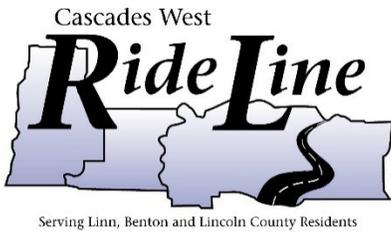
Other business included: discussions regarding future bylaws' updates to the CWEDD Executive Committee Quorum Requirements, CWEDD's Regional project list, Executive Committee Updates, and Regionally significant jurisdictional updates from all member jurisdictions.

The CWEDD will be hosting a regional meeting currently scheduled for October 29<sup>th</sup>. The regional meeting will include CWEDD Economic Development Partners to discuss the CEDs Update and how it can further be developed to help the district receive funding and better serve communities. This meeting will be held in-person in Linn County. More details will be made available as this meeting gets closer.

The next regularly scheduled CWEDD Board Meeting is set for Thursday, November 14, 2024, at 9:00am. This meeting will be hybrid, and the in-person location will be coastal. Members of the public and interested parties are welcome and encouraged to attend any CWEDD Board meetings either in person or virtually via Microsoft Teams. Meeting information and agenda packets are available on the CWEDD website here: [Cascades West Economic Development District | OCWCOG](#).

### Project and Task Updates

- The priority project for CWEDD is the 2025-2030 Comprehensive Economic Development Strategy (CEDS) update. Staff drafted a scope of work and will be working on the CEDS update starting in 2024 and continuing into 2025. The goal is to focus on implementation of the CEDS. More details are available in the scope.
- Business Oregon recently awarded a \$120,000 Groundwork grant to the Oregon Cascades West Innovation Hub for the purpose of building a regional support network for primarily science and technology companies who are scalable and poised for international business. The Hub network encompasses Linn, Benton, Lincoln, and Lane counties, and includes representatives from higher education, Small Business Development Centers, the private sector, community-based organizations, and trade associations. Oregon Cascades West Council of Governments is the lead entity and fiscal agent. OCWCOG staff released an RFP to hire a consultant.
- Linn Benton Brownfields Coalition - The Environmental Protection Agency (EPA) selected seven Oregon projects to receive funding in FY23. Oregon Cascades West Council of Governments (OCWCOG) was the recipient of a \$1 million Coalition Grant. This grant will support environmental assessments, clean-up plans, site reuse plans, a public involvement plan, and a variety of community engagement activities. The primary objective of this project is to identify and characterize contamination at key sites, and work with property owners to position them for redevelopment aligned with community needs. The grant period is October 1, 2023 – September 30, 2027. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. More information will be posted to the Linn Benton Brownfields page as it becomes available: [Linn Benton Brownfields Coalition | OCWCOG](#).



**MEMORANDUM**

**DATE:** September 19, 2024  
**TO:** Oregon Cascades West Council of Governments (OCWCOG) Board of Directors  
**FROM:** Emma Martinez-Chavez Sosa, Transportation Brokerage Advisory Committee (TBAC)  
**RE:** Board Request for Subcommittee Updates

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**Introduction to TBAC:**

The Transportation Brokerage Advisory Committee (TBAC) is established by the Oregon Cascades West Council of Governments (OCWCOG) to advise OCWCOG staff and Board members on matters relating to development and ongoing operation of *Cascades West Ride Line*, the transportation brokerage serving Linn, Benton, and Lincoln Counties.

**TBAC Updates:**

The TBAC is working on updating their bylaws and building their membership. Staff will be sending a draft of the bylaws to the committee for their approval at the meeting to be held October 03, 2024. If approved by the TBAC Members, staff will then take the draft bylaws to the COG Board for final adoption.

The TBAC meets quarterly. Meetings are held every three months on the first Thursday of the month, from 10:30 am to 12:00 pm at OCWCOG’s Albany Office, and virtually via Teams. Members of the public and interested parties are welcome and encouraged to attend any TBAC meetings. Meeting information and agenda packets are available on the TBAC website at the following link: [Transportation Brokerage Advisory Committee | OCWCOG](#).





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(541) 812-1920 • FAX (541) 967-6123

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## MEMORANDUM

**DATE:** September 19, 2024

**TO:** OCWCOG Board of Directors

**FROM:** Didi Aho, Oregon Cascades West Council of Governments (OCWCOG) Loan Officer

**RE: Request for OCWCOG Subcommittee Updates**

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### Membership Change:

Cascades West Business Lending (CWBL) will review Christopher Jacobs, for Loan Review Subcommittee (LRS) membership. Christopher Jacobs will be joining the LRS Committee to represent Benton County as the Economic Development Manager for the City of Corvallis. If approved, the LRS Membership list will read as follows:

### Loan Review Subcommittee Members

The Loan Review Sub-Committee bylaws state that a minimum of 7 members of the Subcommittee shall be appointed by LPAC and shall include:

Linn County Commercial Lender  
Benton County Commercial Lender  
Lincoln County Commercial Lender

Elected Official Loan Program Advisory Committee Member

Linn County Business/Industry Representative  
Benton County Business/Industry Representative  
Lincoln County Business/Industry Representative

### Roster - 2024

Linn County – Jennifer Meltzer – Key Bank  
[jennifer\\_meltzer@keybank.com](mailto:jennifer_meltzer@keybank.com)

Benton County – Darrin McLemore – Citizens Bank  
[dmclemore@citizensbank.com](mailto:dmclemore@citizensbank.com)

Lincoln County – Jedd Fly – Oregon Coast Bank  
[jedd@oregoncoastbank.com](mailto:jedd@oregoncoastbank.com)

Elected Official – LPAC Member:  
LPAC **(CHAIR)** – Claire Hall, Commissioner, Lincoln County  
[cehall@co.lincor.or.us](mailto:cehall@co.lincor.or.us)  
(Calls the meeting to order)

Linn County – John Pascone, President of  
Albany-Millersburg Economic Development Corporation (AMDEC)  
[pasconi@peak.org](mailto:pasconi@peak.org)

Benton County – **Christopher Jacobs**,  
Economic Development Manager, City of Corvallis  
[christopher.jacobs@corvallisoregon.gov](mailto:christopher.jacobs@corvallisoregon.gov)

Lincoln County – Paul Schuytema  
Executive Director of Economic Development Alliance  
[paul@businesslincolncounty.com](mailto:paul@businesslincolncounty.com)

### Upcoming Meetings:

The next regularly scheduled Loan Program Advisory Committee (LPAC) Meeting is set for October 24, 2024. This meeting will be hybrid, and the in-person location is still being determined. Members of the public and interested parties are welcome and encouraged to attend any LPAC Meeting either in person or Meeting information and agenda packets are available on the LPAC website here: [Loan Program Advisory Committee | OCWCOG](#).



# Senior and Disability Services

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

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



Area Agency on Aging

## MEMORANDUM

**DATE:** August 19, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Jan Molnar-Fitzgerald, DSAC Chair  
**RE:** **August Joint SSAC-DSAC Meeting Updates**

On Tuesday, August 6, 2024, the Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) met where they heard from the Oregon Home Care Commission Interim Executive Director Jenny Cokeley who gave a PowerPoint presentation on the OHCC.

The Joint Councils received updates from:

### Senior and Disability Services Advisory Council Committee Membership:

- DSAC Chair Jan Molnar Fitzgerald reported that the Committee memberships run from September 1st – August 31st. Council members who wish to change or add additional committees to their current committee(s) need to let SDS Administrative Assistant Terri Sharpe know.

### The Care Planning Committee (CPC):

- CPC Chair Kay McDonald reported that the CPC did not meet in July due to the July 4th holiday.
- The next CPC meeting is scheduled for September 10th, the second Tuesday of the month, due to Labor Day holiday.

### Issues and Advocacy Committee (IAC):

- IAC Chair Suzanne Lazaro reported that the O4AD Quarterly meeting was held on July 3rd, where Issues and Advocacy Representatives statewide met in the afternoon breakout session.
- Focus areas of discussion included:
  - Recruiting and maintaining interested advocates for all programs.
  - Collaboration among Advisory Boards statewide on single issues such as housing.
  - Advocacy at the federal level.

The next Joint SSAC-DSAC meeting will take place on Tuesday, October 1, 2024.