



Board of Directors Meeting Packet

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

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

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Board of Directors
Meeting: September 19, 2024
at 2:00 pm**

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



OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

BOARD OF DIRECTORS' AGENDA

July 18, 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 no later than noon on Wednesday, July 17, 2024, to confirm your attendance.

1. Welcome and Introductions (Chair Claire Hall)

(2:00 pm – 2:05 pm)

2. Public Comment (Chair Claire Hall)

(2:05 pm – 2:10 pm)

The floor will be open to the public for comment.

3. Consent Calendar (Chair Claire Hall)

(2:10 pm - 2:15 pm)

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

ACTION: Motion to approve Consent Calendar items.

4. Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) (Senior and Disability Services Director Randi Moore)

(2:15 pm – 2:20 pm)

- a) DSAC Bylaws ([Page 31](#))
- b) SSAC and DSAC Membership reappointment ([Page 38](#))

ACTION: Motion to approve reappointments of SSAC and DSAC members.

5. **Americans with Disabilities Act Proclamation** (Senior and Disability Services Director Randi Moore)
(2:20 pm – 2:25 pm)

Americans with Disabilities Act Proclamation presented by Senior and Disability Services Director Randi Moore ([Page 40](#))

ACTION: Motion to approve Americans with Disabilities Act Proclamation.

6. **Oregon Project Independence Medicaid (OPIM) Update** (Program Supervisor Lauren Fontanarosa)
(2:25 pm – 2:40 pm)

ACTION: Information only, no action needed.

7. **Transportation Brokerage Advisory Committee (TBAC)** (Committee and Economic Development Director Jaclyn Disney)
(2:40 pm – 2:45 pm)

Transportation Brokerage Advisory Committee Memo ([Page 41](#))

ACTION: Motion to approve the TBAC Bylaws update process.

8. **OCWCOG Program Updates**
(2:45 pm – 2:55 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 42](#))
Community and Economic Development Director Jaclyn Disney ([Page 45](#))
Technology Services Director Jason Sele ([Page 48](#))

ACTION: Information only, no action needed.

9. **Subcommittee Reports**
(2:55 pm – 3:05 pm)

Cascades West Area Commission on Transportation (CWACTION) ([Page 49](#))
Cascades West Economic Development District (CWEDD) ([Page 51](#))
Loan Program Advisory Committee (LPAC) ([Page 53](#))
Disability Services Advisory Council (DSAC) and Senior Services Advisory Council (SSAC) ([Page 55](#))

ACTION: Information only, no action needed.

- 10. Community Services Consortium (CSC) Update** (*Chair Claire Hall and Human Resources Manager Ryan Schulze*)
(3:05 pm - 3:20 pm)

CSC and OCWCOG Subcommittee Update Human Resources Memo ([Page 57](#))

ACTION: Motion to approve subcommittee recommendation.

- 11. Bargaining and Board of Directors' Responsibilities** (Human Resources Manager Ryan Schulze)
(3:20 pm – 3:30 pm)

Bargaining Human Resources Memo ([Page 57](#))

ACTION: Information only, no action needed.

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

ACTION: Information only, no action needed.

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

- 14. Adjournment**
(3:45 pm)



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS MEETING MINUTES
May 16, 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**, Commissioner Claire Hall, Lincoln County; **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Rod Cross, Toledo; Mayor Jan Kaplin, Newport; Mayor, Alex Johnson II, Albany; Mayor Chas Jones, Philomath; Councilor Joyce King, Depoe Bay; Councilor Mike Caughey, Harrisburg; Councilor Rick Booth, Waldport; and Member Bonnie Petersen, Confederated Tribe of the Siletz Indians.

Absent: Mayor Scott Cowan, Millersburg; Mayor Charles Maughn, Corvallis; Commissioner Gil Sylvia, Port of Newport; Councilor Riley Hoagland, Lincoln City; Councilor Jeanni Cuthbertson, Monroe; Councilor Carol Korn, Tangent; Councilor Joseph Parsons, Sodaville; Councilor Joshua Thorstad, Sweet Home; and Councilor Jeremy Romer, City of Halsey.

Staff: Executive Director Ryan Vogt; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Community and Economic Development (CED) Director Jaclyn Disney, Senior and Disability Services (SDS) Director Randi Moore; Communications Officer Meg Walker; Community Service Programs (CSP) Supervisor Alicia Lucke; and Union President Brittany Kosydar.

Public: Senior Services Advisory Committee (SSAC) Chair, Mitzi Naucler

1. Welcome and Introductions

The Oregon Cascades West Council of Governments (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on May 16, 2024, at 2:00 pm Via Teams Video and Audio Conferencing, and in-person attendees. The Board of Directors decided to forego introductions.

2. Public Comment

No Public Comment

3. Consent Calendar

Treasurer Malone moved to approve the Consent Calendar items including the meeting minutes from March 21, 2024, the March 2024 YTD Financial Report, and Appointment of the Loan Program Advisory Committee (LPAC) Member Kelly Hart. Mayor Cross seconded the motion. With no objections, the Consent Calendar items were voted upon and approved.

4. May Month Proclamations

SDS Director Randi Moore introduced CSP Supervisor Alicia Lucke to read the Military

Appreciation Month 2024 Proclamation on behalf of OCWCOG. CSP Supervisor Lucke read the proclamation stating OCWCOG will formally recognize May 2024, as Military Appreciation Month. Mayor Cross moved to approve the proclamation. Treasurer Malone seconded the motion. With no objections, the May Military Appreciation Month Proclamation was voted upon and approved.

Mitzi Naucler, SSAC Chair, was introduced to read the Older Americans Month 2024 Proclamation on behalf of OCWCOG. SSAC Chair Naucler read the proclamation stating OCWCOG will formally recognize May 2024 as Older Americans Month. Mayor Cross moved to approve the proclamation. Councilor Booth seconded the motion. With no objections, the Older Americans Month 2024 Proclamation was voted upon and approved.

Confederated Tribe of the Siletz Member Bonnie Petersen arrived.

5. Fiscal Year 2024-2025 Annual Work Program Budget Review

Treasurer Malone and Finance Director Nelson provided an update on the FY 2024 – 2025 Annual Work Program and Budget Review. Finance Director Nelson stated the Budget Committee has been meeting in March, April, and May. The committee has been reviewing the process for the budget of the upcoming fiscal year. Finance Director Nelson referred to the provided budget document. OCWCOG is looking at \$79 million in total revenue for the coming fiscal year with expenditures totaling \$65 million. Of that, \$28.6 million are wages and benefits. A 4% Cost of Living Adjustment (COLA) is expected within the wages and benefits. Last year, the step increase process was standardized. Those who qualify for a step increase will see a 5% increase. Longevity step increases are at 1.5%. The Public Employees' Retirement System (PERS) rate is a biennium rate that came into effect this last year. The PERS rate will remain steady at 22.34 for top tier 1/ tier 2 employees and 22.14 for our Oregon Public Service Retirement Plan (OPSRP) employees until the next increase and the agency covers the 6% employee pick-up. Health insurance is expected to increase by 3.4% in the coming year. For materials and services, the expectation is to be at \$33.6 million for the year. Capital transfers and contingencies are almost \$2.9 million for the year. There is expectation between contingency, and unappropriated. Unappropriated is at about \$14 million. Our reserves are a little bit more than \$3 million together totaling around \$18.8 million. Those funds will be held until needed and used to begin fiscal operations 2026. Finance Director Nelson stated the Budget Committee reviewed the budget and moved to approve and move it to the full board for consideration and adoption for FY2024-2025.

Finance Director Nelson requested Chair Hall to give another opportunity for anyone who may like to make a comment regarding the budget specifically from the public.

Chair Hall made a call for any members of the public or the Board of Directors to comment on the budget review or work program.

Mayor Cross addressed a clerical error on page 14 on the meeting packet, regarding the memorandum on the financial update. Under coordinated care the percentage should be 81%, not 39%.

Chair Hall acknowledged the noted correction.

Mayor Johnson moved to approve the adoption of the FY 2024 – 2025 Annual Work Program and Budget. Councilor King seconded the motion. With no objections, the FY 2024 – 2025 Annual Work Program and Budget was voted upon and approved.

6. Membership Dues

Finance Director Nelson referred to page 107 of the board packet which provides a breakdown and details of the proposed membership dues for the upcoming year. Last year, there was discussion regarding the CPI, how large it was, and the impact on our membership. There was a one-time adjustment to reduce and eliminate special dues for the year. As the CPIs swing back down, the proposed dues schedule is included in the meeting packet with the information showing how those calculations are utilized. OCWCOG uses PSU population estimates and CPI from Seattle for projection. Using PSU and Seattle data has been standard for the last few years to provide a more regional estimate. To keep calculations specific, Seattle CPI is used opposed to West. There is an indication that West CPI includes data from Alaska and Hawaii changing calculation factors. With the current information, a 4.4% increase in population in our region is estimated. Provided are the proposed calculations for this year's dues.

Mayor Cross expressed concern in using the number provided from PSU due to historical inaccuracy in their CPI estimations for the year 2022.

Treasurer Malone stated he believes PSU's calculations may be more accurate in the larger areas.

Mayor Cross moved to approve the membership dues. Treasurer Malone seconded the motion. With no objections, the membership dues were voted upon and approved.

7. Annual Financial Report

Finance Director Nelson gave an update on the annual audit which has been completed and included in the packet. This is the second year in a three-year contract with Grove, Mueller, and Swank. They have recently combined with another agency- Red W advisors and CPA. As a result of the change, there has been an increase in accessibility and response. Grove, Mueller, Swank, and Red W did not find anything unusual or concerning within our system. There were no problems with noncompliance or federal grants and there was nothing that came to their attention. They didn't find anything unusual or significant in our accounting. They said our financial statement disclosures were neutral, consistent, and clear.

Executive Director Vogt stated, there are many members listed in the first page of the audit packet that are no longer on the Board of Directors. This is an artifact from how long ago this audit started combined with using the cover page from the 2022 audit. This will be corrected.

Finance Director Nelson stated the audit started June 30th, 2023. The audit is conducted on historical data.

8. OCWCOG Program Updates

Chair Hall encouraged the members of the Board of Directors to review the program updates and asked for any questions, comments, or concerns to be brought up either in the meeting or to follow up with the program directors later.

9. Subcommittee Reports

Chair Hall stated the subcommittee reports have also been provided for the information of the members of the Board of Directors.

10. Community Services Consortium Update

Chair Hall stated she was unable to update the group on all the committee work due to missing the first meeting.

Mayor Cross stated the first meeting was to decide what questions should be answered- what is the intention of the group? There is another meeting tonight which will include looking at the alternative model types for the decision ahead. The upcoming meeting will give everyone a better understanding of the direction of the group.

11. Executive Director Update

Executive Director Vogt began with a moment to reflect on the earlier proclamations in the meeting- Older Americans Month and Military Appreciation Month.

Executive Director Vogt informed the members of the Board that the contract OCWCOG and Community Services Consortium (CSC) signed with MGT has since ceased. The products offered to the organizations were not in alignment with the requests made by CSC and the COG. CSC agreed with this decision. Both OCWCOG and CSC feel that staff deserved an alternative product from a DEI resource. This will not go to litigation. MGT has accepted the settlement offer. Internal staff will be evaluating the results of the past MGT assessment to determine a plan for ongoing training. OCWCOG has a new attorney who was involved in this process. Sean Kidd, the attorney for the city of Albany, is now involved in our legal matters moving forward.

Executive Director Vogt stated soon there may be a plan for the residential property behind the Corvallis Building location to be presented. CSC has been putting together grant applications while constructing a plan to present to OCWCOG Senior Leadership Team regarding one of the CSC programs that may benefit from use of the location. The CSC program by be able to facilitate the rehab of the building then transition into a long-term tenant.

Executive Director Vogt stated Annual Reports are complete. Members should expect to receive them in the mail. Meeting for Executive Director Vogt to attend City Council meetings and discuss the reports with communities are being scheduled currently. CED Director Disney or SDS Director Moore may accompany those visits to answer questions regarding their programs.

12. Executive Session

The Board moved into Executive Session under ORS 192. 660 (2)(i) at 2:33 pm to review the performance of the Executive Director. The Executive Session was adjourned at 2:48 pm.

Public meeting was resumed.

Chair Hall stated the modifications made to the Executive Director contract proposal Retirement notice provision. The desire for the final agreement is \$6,000.00 for six months' notice, \$8,000.00 for eight months' notice, and \$10,000.00 for twelve months' notice prior to retirement.

Vice Chair Sprenger clarified she was suggesting 9 months instead of 12 months. Or the option can be eliminated. \$6,000 for six months \$10,000 for twelve months.

Chair Hall asked if that was a recommendation to make a motion with the modification made.

Vice Chair Sprenger moved to approve the Executive Director's contract with the provisions listed in the slide and an addition to the retirement notice provision would be a \$10,000 incentive for 12 months' notice (365 days) and \$6,000 for six months' notice. Mayor Cross seconded the motion. With objection from Councilor Booth, the motion was passed to approve the Executive Director's contract including the provisions stated.

13. Other Business

No other business was discussed.

14. Adjournment

With no further discussions, Chair Hall Adjourned the meeting at 2:52 p.m.

The next regularly scheduled OCWCOG Board of Directors meeting is scheduled for July 18, 2024.

Meeting minutes taken by Angelykah Light



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MEMORANDUM

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

Please find attached the financial snapshot as well as the agency Revenue and Expense Statement for the period ending May 2024.

As of the end of this period, we are 91.7% of the way through the fiscal year.

Revenues include beginning balances from FYE 2023, this makes up approximately \$20 million of the overall revenue. State funding, with Title XIX and our Ride Line contracts receiving a majority of the funds, total just over \$30 million. Program revenues including fees totals \$6.5 million through May. Also, keep in mind that internal service charges of \$3.9 million are also wrapped into the revenue totals, which are essentially program dollars transferring to our non-program departments, including facilities, administration, and technology services.

Total revenue accrued through May is \$66 million. June close is in progress and will continue through September when we schedule our audit to begin. Quarter four billings will be completed and sent by the end of July.

Personal Services costs through May total almost \$20 million. Professional services, where we pay our Ride Line providers, Meals On Wheels services and outside contracts (i.e. engineering) total \$13.7 million. Internal service charges to the programs, including rent has a corresponding total of approximately \$3.9 million. Programs have provided funding to subrecipients of \$1.17 million so far this year. As we close the fiscal year and reconcile our budgets to actual, we will see adjustments and corrections to final balances.

Initial implementation meetings and information gathering has started for the payroll system we plan to go live with in October. Training and payroll testing will take place through September and into the beginning of October to ensure the system is set up appropriately and all employees have the opportunity to learn the system.

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

	FY 2024 Budget	May 2024	Percentage
Dues	363,315	349,046	96%
State Contracts	18,442,146	18,903,311	102%
Donations	173,646	145,020	83.5%
Coordinated Care	14,000,000	11,424,461	81.6%
Total Income (all line items)	\$ 65,726,383	\$66,355,142	101%
Total Payroll Expense	\$ 22,270,532	\$19,907,411	89.4%
Professional Services	19,340,477	13,799,203	71.3%
Internal Service Charges	3,102,559	3,018,858	97.3%
Maintenance & Utilities	183,900	198,474	108%
Supplies (Meetings, Office)	165,300	122,445	74%
Travel / Training	306,500	324,681	105%
Total Expense (all line items)	\$54,958,423	\$46,208,384	84%

<u>FQA</u>	<u>Account Description</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbr</u>	<u>Avail Bal</u>	<u>% Used</u>	<u>Notes-Thru 5/31/2024 -- 91.7%</u>
CWCOG GENERAL ADMINISTRATION							
<i>Human Resources</i>							
1011-101-40000	Beginning Balance	(15,979)	(38,898)	-	22,919	243.4%	
1011-101-42800	Internal service charges revenue	(577,900)	(529,742)	-	(48,158)	91.7%	
1011-101-46900	Misc Revenue	-	(134)	-	134		
			-				
1011-101-51000	Wages	301,072	347,439	-	(46,367)	115.4%	Addition of Contract HR Staff, Reimb in 1013-101
1011-101-52000	Benefits	193,912	245,099	-	(51,187)	126.4%	Adjustments made in June
			-		-		
1011-101-61100	Supplies	1,000	1,924	-	(924)	192.4%	One time additional expense
1011-101-61300	Equipment (non-capitalized)	500	1,843	-	(1,343)	368.5%	Related to Add'l Contract HR Staff
1011-101-62100	Professional Services	-	20,183	-	(20,183)		Temp agency costs from fall quarter
1011-101-62110	Legal services	3,000	724	-	2,276	24.1%	
1011-101-62120	Marketing services	3,000	4,402	-	(1,402)	146.7%	Recruitments leveling out
1011-101-62130	Insurance services	-	1,300	-	(1,300)	0.0%	
1011-101-62210	Printing/copying	1,200	600	-	600	50.0%	
1011-101-62220	Postage	200	34	-	166	16.8%	
1011-101-62300	Software	50,800	14,332	-	36,468	28.2%	
1011-101-62400	Telephone/internet	1,000	93	-	907	9.3%	
1011-101-62500	Memberships/Dues	3,000	1,268	-	1,732	42.3%	
1011-101-62600	Travel and training	-	649	-	(649)	0.0%	
1011-101-62610	Trainers	9,500	2,179	-	7,321	22.9%	
1011-101-62621	Employee mileage	2,500	1,948	-	552	77.9%	
1011-101-62710	Rent expense	10,194	8,954	-	1,240	87.8%	
1011-101-70000	Capital	13,000	35,750	-	(22,750)	275.0%	
<i>Finance</i>							
1011-102-40000	Beginning Balance	(196,520)	(379,458)	-	182,938	193.1%	
1011-102-42800	Internal service charges revenue	(686,850)	(631,035)	-	(55,815)	91.9%	
1011-102-46100	Interest Revenue	(300,000)	(731,468)	-	431,468	243.8%	Interest rate higher than expected for FY
1011-102-46900	Misc Revenue	-	(8,385)	-	8,385	0.0%	
1011-102-51000	Wages	469,289	421,894	-	47,395	89.9%	
1011-102-52000	Benefits	333,574	296,183	-	37,391	88.8%	
1011-102-61100	Supplies	5,600	3,292	-	2,308	58.8%	
1011-102-61300	Equipment (non-capitalized)	4,684	7,560	-	(2,876)	161.4%	Unexpected computer replacment
1011-102-62100	Professional Services	100,000	163,127	-	(63,127)	163.1%	Additional support-software implementation
1011-102-62110	Legal services	100,000	315	-	99,685	0.3%	
1011-102-62120	Marketing services	500	32	-	468	6.4%	
1011-102-62140	Banking services	12,000	7,648	-	4,352	63.7%	
1011-102-62210	Printing/copying	3,500	392	-	3,108	11.2%	
1011-102-62220	Postage	500	560	-	(60)	112.1%	
1011-102-62300	Software	68,600	145,473	-	(76,873)	212.1%	Additional licensing for finance software

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
1011-102-62400	Telephone/internet	2,000	1,070	-	931	53.5%	
1011-102-62500	Memberships/Dues	1,000	2,512	-	(1,512)	251.2%	Agency Ethics Fee paid here
1011-102-62600	Travel and training	-	67	-	(67)		
1011-102-62610	Trainers	8,500	649	-	7,851	7.6%	
1011-102-62621	Employee mileage	5,000	388	-	4,612	7.8%	
1011-102-62622	Company automobile	-	430	-	(430)		
1011-102-62623	Other employee travel	-	78	-	(78)		
1011-102-62640	Employee travel meals	-	28	-	(28)		
1011-102-62710	Rent expense	18,623	18,181	-	442	97.6%	
1011-102-70000	Capital	18,624	21,453	-	(2,829)	115.2%	
1011-102-95000	Contingency	150,000	-	-	150,000	0.0%	
	General Administration			-	-		
1011-110-40000	Beginning Balance	(107,000)	(285,896)	-	178,896	267.2%	
1011-110-42100	Dues	-	(746)	-	746		
1011-110-42800	Internal service charges revenue	(845,000)	(777,524)	-	(67,476)	92.0%	
1011-110-43100	Contracts	(66,260)	-	-	(66,260)	0.0%	
1011-110-43500	Local	-	(49,695)	-	49,695		
1011-110-46900	Misc Revenue	(20,000)	(1,163)	-	(18,837)	5.8%	
1011-110-51000	Wages	416,753	314,033	-	102,720	75.4%	Vacant positions in department
1011-110-52000	Benefits	244,531	217,902	-	26,629	89.1%	
1011-110-61100	Supplies	31,000	20,662	-	10,338	66.7%	
1011-110-61200	Supplies: Volunteer recognition	31,001	458	-	30,544	1.5%	
1011-110-61300	Equipment (non-capitalized)	3,250	5,715	-	(2,465)	175.8%	
1011-110-61400	Furniture	3,000	388	-	2,613	12.9%	
1011-110-62100	Professional Services	195,000	105,922	-	89,078	54.3%	
1011-110-62110	Legal services	35,000	29,591	-	5,409	84.5%	
1011-110-62120	Marketing services	3,000	5,257	-	(2,257)	175.2%	Meeting notices, banners, outreach materials
1011-110-62130	Insurance services	3,001	400	-	2,601	13.3%	
1011-110-62210	Printing/copying	2,000	622	-	1,378	31.1%	
1011-110-62220	Postage	300	148	-	152	49.4%	
1011-110-62300	Software	12,000	1,873	-	10,127	15.6%	
1011-110-62400	Telephone/internet	2,000	1,140	-	860	57.0%	
1011-110-62500	Memberships/Dues	6,000	4,544	-	1,456	75.7%	
1011-110-62600	Travel and training	-	8,902	-	(8,902)		
1011-110-62610	Trainers	21,000	2,990	-	18,010	14.2%	
1011-110-62621	Employee mileage	1,500	1,685	-	(185)	112.3%	
1011-110-62640	Employee travel meals	-	233	-	(233)		
1011-110-62710	Rent expense	11,926	17,735	-	(5,809)	148.7%	
1011-110-62900	Miscellaneous Expenses	-	-	-			
1011-110-95000	Contingency	50,000	-	-	50,000	0.0%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
1011-800-40000	Fund Balance-Special Dues	(80,815)	(83,860)	-	3,045	103.8%	
TECHNOLOGY SERVICES							
<i>Facilities</i>							
1012-104-40000	Beginning Balance	(20,431)	(22,502)	-	2,071	110.1%	
1012-104-42800	Internal service charges revenue	(57,360)	(36,666)	-	(20,694)	63.9%	
1012-104-62700	Facility and Utilities	57,360	20,900	-	36,460	36.4%	
<i>Technology</i>							
1012-105-40000	Beginning Balance	(75,000)	(49,509)	-	(25,491)	66.0%	
1012-105-42200	Program revenue (including Fees)	-	20,380	-	(20,380)		
1012-105-42800	Internal service charges revenue	(980,000)	(983,400)	-	3,400	100.3%	
1012-105-43100	Contracts	-	(14,925)	-	14,925		
1012-105-43400	State			-			
1012-105-43500	Local	-	(14,953)	-	14,953		
1012-105-51000	Wages	481,301	539,885	-	(58,584)	112.2%	Additional Contract Staff, Reimb 1013-105
1012-105-52000	Benefits	268,715	324,130	-	(55,415)	120.6%	Adjustment in June
1012-105-61100	Supplies	2,200	2,728	-	(528)	124.0%	
1012-105-61300	Equipment (non-capitalized)	65,595	97,061	18,969	(50,435)	176.9%	Computer replacement allocations
1012-105-61400	Furniture	300	-	-	300	0.0%	
1012-105-62100	Professional Services	30,000	15,024	-	14,976	50.1%	
1012-105-62110	Legal services	200	-	-	200	0.0%	
1012-105-62120	Marketing services	1,000	-	-	1,000	0.0%	
1012-105-62210	Printing/copying	300	28	-	272	9.3%	
1012-105-62220	Postage	100	281	-	(181)	281.2%	
1012-105-62300	Software	133,552	241,655	23,324	(131,427)	198.4%	MS 365 To be Allocated to Programs
1012-105-62400	Telephone/internet	-	17,132	-	(17,132)		
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)	119.6%	
1012-105-62621	Employee mileage	3,000	3,039	-	(39)	101.3%	
1012-105-62622	Company automobile		31	-	(31)		
1012-105-62640	Employee travel meals	-	272	-	(272)		
1012-105-62710	Rent expense	39,737	36,545	-	3,192	92.0%	
1012-105-62720	Facility maintenance svcs	3,000	-	-	3,000	0.0%	
1012-105-70000	Capital	21,000	-	-	21,000	0.0%	
1012-105-77000	Software (multi-year)	-	4,117	118,561	(122,678)		Estimated MS 365 True up to be Reversed

BUSINESS SERVICES

Human Resources

1013-101-42200	Program revenue (including Fees)	-	(142,912)	-	142,912		
1013-101-61300	Equipment (non-capitalized)		1,843	-	(1,843)		

<u>FQA</u>	<u>Account Description</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbr</u>	<u>Avail Bal</u>	<u>% Used</u>	<u>Notes-Thru 5/31/2024 -- 91.7%</u>
	Technology						
1013-105-40000	Beginning Balance	-	(31,869)	-			
1013-105-42200	Program revenue (including Fees)	(196,180)	(59,166)	-	(137,014)	30.2%	
1013-105-43500	Local		(235,071)	-	235,071		
1013-105-51000	Wages	116,880	-	-	116,880	0.0%	
1013-105-61300	Equipment (non-capitalized)	53,000	58,509	11,389	(16,898)	131.9%	Billable as requested by contract
1013-105-62100	Professional Services	-	4,079	4,944	(9,023)		
1013-105-62220	Postage	-	257	-	(257)		
1013-105-62300	Software	23,000	28,493	-	(5,493)	123.9%	Billable as requested by contract
1013-105-62610	Trainers		4,485	-	(4,485)		
1013-105-62621	Employee mileage	3,300	736	-	2,564	22.3%	
1013-105-77000	Software (multi-year)	-	5,057	-	(5,057)		
	FACILITIES SERVICES						
	Facilities Maintenance						
1014-104-40000	Beginning Balance	(3,218,208)	(3,190,785)	-	(27,423)	99.1%	
1014-104-42800	Internal service charges revenue	(807,297)	(789,299)	-	(17,998)	97.8%	
1014-104-44100	Rents	-	(84,230)	-	84,230	0.0%	
1014-104-46900	Misc Revenue	(23,463)	(1,700)	-	(21,763)	7.2%	
1014-104-47000	Gain/Loss on sale of capital	-	(237)	-	237		
			-	-	-		
1014-104-51000	Wages	112,056	92,893	-	19,163	82.9%	
1014-104-52000	Benefits	61,494	64,822	-	(3,328)	105.4%	
				-			
1014-104-61100	Supplies	11,000	15,146	-	(4,146)	137.7%	
1014-104-61300	Equipment (non-capitalized)	4,684	1,890	6,429	(3,635)	177.6%	
1014-104-61400	Furniture	-	9,629	9,822	(19,451)		
1014-104-62100	Professional Services	136,200	78,886	-	57,314	57.9%	
1014-104-62110	Legal services		245	-	(245)		
1014-104-62120	Marketing services	-	96	-	(96)		
1014-104-62130	Insurance services	110,000	99,608	-	10,392	90.6%	
1014-104-62210	Printing/copying	165	165	-	(0)	100.1%	
1014-104-62220	Postage	240	98	-	142	40.9%	
1014-104-62300	Software	900	-	-	900	0.0%	
1014-104-62400	Telephone/internet	584	700	-	(116)	119.8%	
1014-104-62610	Trainers	2,000	-	-	2,000	0.0%	
1014-104-62621	Employee mileage	5,000	5,533	-	(533)	110.7%	
1014-104-62622	Company automobile	-	656	-	(656)		
1014-104-62700	Facility and Utilities	81,000	50,992	-	30,008	63.0%	
1014-104-62720	Facility maintenance svcs	75,000	76,885	9,975	(11,860)	115.8%	
1014-104-62721	Janitorial Service	85,000	62,201	-	22,799	73.2%	
1014-104-62731	Electricity	-	37,169	-	(37,169)		
1014-104-62732	Water/sewer	-	407	-	(407)		

<u>FQA</u>	<u>Account Description</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrc</u>	<u>Avail Bal</u>	<u>% Used</u>	<u>Notes-Thru 5/31/2024 -- 91.7%</u>
				-			
1014-104-70000	Capital	2,531,925	2,225,334	-	306,591	87.9%	
1014-104-71000	Equipment		50,140	-	(50,140)		
1014-104-95000	Contingency	700,000	-	-	700,000	0.0%	
1014-104-98800	Transfer to fund 8000 (COG)	65,000	65,000	-	-	100.0%	
Facilities Equipment							
1014-110-40000	Beginning Balance	(205,587)	(210,988)	-	5,401	102.6%	
1014-110-42800	Internal service charges revenue	(46,200)	(31,717)	-	(14,483)	68.7%	
1014-110-46900	Misc Revenue	-	(150)	-	150	0.0%	
1014-110-62210	Printing/copying	46,200	32,944	-	13,256	71.3%	
S&DS							
Senior & Disabled Services							
2020-300-40000	Beginning Balance	(1,510,650)	(1,492,875)	-	(17,775)	98.8%	
2020-300-42100	Dues	(238,000)	(238,005)	-	5	100.0%	
2020-300-42200	Program revenue (including Fees)	-	-	-	-		
2020-300-43200	FedDir	-	-	-	-		
2020-300-43300	FedInd	(234,739)	-	-	(234,739)	0.0%	
2020-300-43400	State	-	-	-	-		
2020-300-43500	Local	-	(11,314)	-	11,314		
2020-300-46200	Donations	-	-	-	-		
2020-300-46700	Matching Contributions	(40,000)	(39,935)	-	(65)	99.8%	
2020-300-46900	Misc Revenue	(4,461)	-	-	(4,461)	0.0%	
2020-300-51000	Wages	191,680	140,018	-	51,662	73.0%	
2020-300-52000	Benefits	109,439	84,834	-	24,605	77.5%	
2020-300-61100	Supplies	3,000	1,587	-	1,413	52.9%	
2020-300-61300	Equipment (non-capitalized)	-	5,180	-	(5,180)		
2020-300-61400	Furniture	3,000	-	1,925	1,075	64.2%	
2020-300-62100	Professional Services	-	10,763	-	(10,763)		Grant Writing Consultant
2020-300-62110	Legal services	60,000	15,000	-	45,000	25.0%	
2020-300-62120	Marketing services	1,000	-	-	1,000	0.0%	
2020-300-62210	Printing/copying	500	46	-	454	9.2%	
2020-300-62300	Software	4,000	-	5,840	(1,840)	146.0%	Captures funds 2021-2023
2020-300-62400	Telephone/internet	1,500	-	-	1,500	0.0%	
2020-300-62500	Memberships/Dues	60,000	53,107	-	6,893	88.5%	
2020-300-62600	Travel and training	-	14,721	-	(14,721)		
2020-300-62610	Trainers	15,000	6,804	-	8,196	45.4%	
2020-300-62621	Employee mileage	1,200	-	-	1,200	0.0%	
2020-300-62623	Other employee travel	-	749	-	(749)		
2020-300-62710	Rent expense	44,212	225,239	-	(181,027)	509.5%	Budget Allocation to other funds (2021-2023)

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2020-300-62800	Internal service charges expenditure	28,367	-	-	28,367	0.0%	
2020-300-67000	Resource Reserves	40,000	38,467	-	1,533	96.2%	
2020-300-98229	Transfer to fund 2029		163,445	-	(163,445)		
2020-300-98233	Transfer to fund 2033	14,000	70,564	-	(56,564)		
TITLE XIX							
2021-300-40000	Beginning Balance	(3,436,217)	(5,253,872)	-	1,817,655	152.9%	
2021-300-42200	Program revenue (including Fees)	(238,173)	-	-	(238,173)	0.0%	
2021-300-43300	FedInd	-	-	-	-		
2021-300-43400	State	(14,756,600)	(15,265,094)	-	508,494	103.4%	
2021-300-43500	Local		-				
2021-300-51000	Wages	7,978,825	6,850,319	-	1,128,506	85.9%	
2021-300-52000	Benefits	5,028,410	4,846,452	-	181,958	96.4%	
2021-300-61100	Supplies	41,500	59,779	-	(18,279)	144.0%	
2021-300-61200	Supplies: Volunteer recognition	-	-	-	-		
2021-300-61300	Equipment (non-capitalized)	-	82,215	-	(82,215)		
2021-300-61400	Furniture	21,500	7,088	-	14,413	33.0%	
2021-300-62100	Professional Services	20,000	42,637	-	(22,637)	213.2%	Temp Agency Costs
2021-300-62110	Legal services		-	-	-		
2021-300-62120	Marketing services	2,300	2,139	-	161	93.0%	
2021-300-62210	Printing/copying	38,300	29,438	-	8,862	76.9%	
2021-300-62220	Postage	38,000	26,215	-	11,785	69.0%	
2021-300-62300	Software	63,745	6,015	-	57,730	9.4%	
2021-300-62400	Telephone/internet	90,000	34,492	-	55,508	38.3%	
2021-300-62500	Memberships/Dues	-	-	-	-		
2021-300-62600	Travel and training	-	49,494	-	(49,494)		
2021-300-62610	Trainers	14,000	4,166	-	9,834	29.8%	
2021-300-62621	Employee mileage	77,000	103,371	-	(26,371)	134.2%	
2021-300-62623	Other employee travel	-	780	-	(780)		
2021-300-62640	Employee travel meals	-	101	-	(101)		
2021-300-62650	Employee lodging	-	-	-	-		
2021-300-62700	Facility and Utilities	-	20,238	-	(20,238)		
2021-300-62710	Rent expense	493,559	331,255	-	162,304	67.1%	
2021-300-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%	
2021-300-62721	Janitorial Service	3,000	405	-	2,595	13.5%	
2021-300-62800	Internal service charges expenditure	2,041,899	1,965,453	-	76,446	96.3%	
2021-300-64300	Client Assist: Program wages	-	-	-	-		
2021-300-67000	Resource Reserves	-	-	-	-		
OAA							
2022-300-40000	Beginning Balance	(37,489)	(113,907)	-	76,418	303.8%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2022-300-42200	Program revenue (including Fees)	(9,000)	-	-	(9,000)	0.0%	
2022-300-43300	FedInd	-	-	-	-		
2022-300-43400	State	(720,000)	(903,882)	-	183,882	125.5%	
2022-300-46210	Donations Received: Money	-	(284)	-	284		
2022-300-46900	Misc Revenue	(12,607)	-	-	(12,607)	0.0%	
			-	-	-		
2022-300-51000	Wages	167,814	190,260	-	(22,446)	113.4%	
2022-300-52000	Benefits	100,196	126,309	-	(26,113)	126.1%	
2022-300-61100	Supplies	3,565	530	-	3,035	14.9%	
2022-300-61300	Equipment (non-capitalized)	594	-	-	594	0.0%	
2022-300-62100	Professional Services	169,416	53,419	-	115,997	31.5%	
2022-300-62120	Marketing services	297	2,470	-	(2,173)	831.6%	
2022-300-62150	Grants to subrecipients	-	160,802	-	(160,802)		OAA Funds to Senior Centers, budgeted Prof Services
2022-300-62210	Printing/copying	684	376	-	308	55.0%	
2022-300-62220	Postage	238	-	-	238	0.0%	
2022-300-62300	Software	936	-	-	936	0.0%	
2022-300-62400	Telephone/internet	1,337	73	-	1,264	5.5%	
2022-300-62600	Travel and training	-	4,481	-	(4,481)		
2022-300-62610	Trainers	1,188	-	-	1,188	0.0%	
2022-300-62621	Employee mileage	2,674	2,160	-	514	80.8%	
2022-300-62623	Other employee travel	-	-	-	-		
2022-300-62640	Employee travel meals	-	-	-	-		
2022-300-62650	Employee lodging	-	-	-	-		
2022-300-62700	Facility and Utilities		359	-	(359)		
2022-300-62710	Rent expense	6,601	7,481	-	(880)	113.3%	
2022-300-62800	Internal service charges expenditure	35,236	29,508	-	5,728	83.7%	
2022-300-64300	Client Assist: Program wages	-	-	-	-		
2022-300-64400	Client Assist: Support services	-	84,128	-	(84,128)		
2022-300-95000	Contingency	14,854	-	-	14,854	0.0%	
OPI							
2023-300-40000	Beginning Balance	(87,475)	(269,506)	-	182,031	308.1%	
2023-300-42200	Program revenue (including Fees)	-	(4,142)	-	4,142		
2023-300-43100	Contracts	-	(336,096)	-	336,096		Health Care Worker & Pilot program
2023-300-43300	FedInd	-	-	-	-		
2023-300-43400	State	(1,703,541)	(760,385)	-	(943,156)	44.6%	Balancing with OAA Allocation
2023-300-46210	Donations Received: Money	-	(1,139)	-	1,139		
2023-300-51000	Wages	397,053	443,941	-	(46,888)	111.8%	
2023-300-52000	Benefits	237,066	294,720	-	(57,654)	124.3%	
2023-300-61100	Supplies	8,435	73	-	8,362	0.9%	
2023-300-61300	Equipment (non-capitalized)	1,406	1,890	-	(484)	134.4%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2023-300-62100	Professional Services		-	-	400,845	0.0%	
2023-300-62120	Marketing services	703	-	-	703	0.0%	
2023-300-62210	Printing/copying	1,616	3	-	1,613	0.2%	
2023-300-62220	Postage	562	492	-	70	87.6%	
2023-300-62300	Software	2,214	-	-	2,214	0.0%	
2023-300-62400	Telephone/internet	3,163	51	-	3,112	1.6%	
2023-300-62600	Travel and training	-	4,830	-	(4,830)		
2023-300-62610	Trainers	2,812	-	-	2,812	0.0%	
2023-300-62621	Employee mileage	6,326	6,534	-	(208)	103.3%	
2023-300-62650	Employee lodging	-	-	-	-		
2023-300-62700	Facility and Utilities	-	1,230	-	(1,230)		
2023-300-62710	Rent expense	15,617	18,339	-	(2,722)	117.4%	
2023-300-62800	Internal service charges expenditure	83,373	97,931	-	(14,558)	117.5%	
2023-300-64400	Client Assist: Support services	400,845	192,875	-	207,970		
2023-300-95000	Contingency	35,146	-	-	35,146	0.0%	
MEALS ON WHEELS							
2024-300-40000	Beginning Balance	(242,898)	(86,618)	-	(156,280)	35.7%	
2024-300-42200	Program revenue (including Fees)	(240,000)	(811,300)	-	571,300	338.0%	Reallocation/corrections with budget
2024-300-42800	Internal service charges revenue	-	-	-	-		
2024-300-43100	Contracts	-	-	-	-		
2024-300-43200	FedDir	(87,000)	-	-	(87,000)	0.0%	
2024-300-43300	FedInd	-	(11,741)	-	11,741		
2024-300-43400	State	(1,654,000)	(1,169,666)	-	(484,334)	70.7%	
2024-300-43500	Local	-	(31,290)	-	31,290		
2024-300-46200	Donations	-	(500)	-	500		
2024-300-46210	Donations Received: Money	(168,646)	(124,404)	-	(44,242)	73.8%	
2024-300-46240	Donations Received: Private Grants	(90,000)	(16,800)	-	(73,200)	18.7%	
2024-300-46700	Matching Contributions	(8,064)	(2,844)	-	(5,220)	35.3%	
2024-300-46900	Misc Revenue	(20,462)	(825)	-	(19,637)	4.0%	
			-				
2024-300-51000	Wages	543,078	484,114	-	58,964	89.1%	
2024-300-52000	Benefits	318,991	315,352	-	3,639	98.9%	
2024-300-61100	Supplies	8,500	10,161	-	(1,661)	119.5%	
2024-300-61200	Supplies: Volunteer recognition	13,000	747	-	12,253	5.7%	
2024-300-61300	Equipment (non-capitalized)	2,342	4,270	-	(1,928)	182.3%	
2024-300-62100	Professional Services	1,200,000	1,791,121	-	(591,121)	149.3%	Increasing utilization at meal sites/delivery
2024-300-62120	Marketing services	2,000	2,381	-	(381)	119.0%	
2024-300-62130	Insurance services	2,000	913	-	1,087	45.7%	
2024-300-62140	Banking services	1,000	525	-	475	52.5%	
2024-300-62210	Printing/copying	7,500	7,487	-	13	99.8%	
2024-300-62220	Postage	1,200	809	-	391	67.4%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2024-300-62300	Software	7,750	-	-	7,750	0.0%	
2024-300-62400	Telephone/internet	15,000	14,217	-	783	94.8%	
2024-300-62500	Memberships/Dues	1,200	2,935	-	(1,735)	244.5%	
2024-300-62600	Travel and training	-	4,182	-	(4,182)		
2024-300-62610	Trainers	5,000	1,051	-	3,949	21.0%	
2024-300-62621	Employee mileage	-	18,915	-	(18,915)		
2024-300-62622	Company automobile	12,000	55,896	-	(43,896)	465.8%	
2024-300-62623	Other employee travel	16,000	-	-	16,000	0.0%	
2024-300-62630	Volunteer travel	24,000	14,467	-	9,533	60.3%	
2024-300-62640	Employee travel meals	-	9	-	(9)		
2024-300-62650	Employee lodging	-	2,114	-	(2,114)		
2024-300-62700	Facility and Utilities	-	4,137	-	(4,137)		
2024-300-62710	Rent expense	44,171	42,242	-	1,929	95.6%	
2024-300-62720	Facility maintenance svcs	3,200	11,197	-	(7,997)	349.9%	
2024-300-62800	Internal service charges expenditure	206,305	201,513	-	4,792	97.7%	
SPECIAL CONTRACTS SDS							
2029-300-40000	Beginning Balance	(152,664)	(13,037)	-	(139,627)	8.5%	
2029-300-42100	Dues	-	-	-	-		
2029-300-42200	Program revenue (including Fees)	-	-	-	-		
2029-300-43100	Contracts	-	-	-	-		
2029-300-43300	FedInd	(125,000)	-	-	(125,000)	0.0%	
2029-300-43400	State	-	(309,645)	-	309,645		
2029-300-43500	Local	-	(91,778)	-	91,778		
2029-300-46900	Misc Revenue	(30,000)	-	-	(30,000)	0.0%	
2029-300-48221	Travnser from Fund 2021	-	(163,445)	-	163,445		
2029-300-51000	Wages	-	153,393	-	(153,393)		
2029-300-52000	Benefits	-	146,456	-	(146,456)		
2029-300-61100	Supplies	-	14,763	-	(14,763)		
2029-300-61300	Equipment (non-capitalized)	141,000	-	-	141,000	0.0%	
2029-300-62100	Professional Services	-	350	-			
2029-300-62210	Printing/copying	-	27	-			
2029-300-62220	Postage	-	79	-			
2029-300-62300	Software	-	3,399	-			
2029-300-62621	Employee mileage	-	4,261	-	(4,261)		
2029-300-62700	Facility and Utilities	-	428	-			
2029-300-62710	Rent expense	-	5,008	-			
2029-300-62800	Internal service charges expenditure	-	76,918	-			
2029-300-95000	Contingency	11,907	-	-	11,907	0.0%	
COMMUNITY SERVICES							
2030-300-61100	Supplies	-	20	-	(20)		
2030-300-61300	Equipment (non-capitalized)	-	4,442	-	(4,442)		

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2030-300-62120	Marketing services	-	30	-	(30)		
			-				
AMERICORP SENIORS							Total Budget Allocated to funds 2032-2034
2031-300-43200	FedDir	(567,258)	-	-	(567,258)	0.0%	
2031-300-46210	Donations Received: Money	(5,000)	-	-	(5,000)	0.0%	
2031-300-46240	Donations Received: Private Grants	(46,126)	-	-	(46,126)	0.0%	
2031-300-46700	Matching Contributions	(30,000)	-	-	(30,000)	0.0%	
2031-300-46900	Misc Revenue	(6,943)	-	-	(6,943)	0.0%	
			-				
2031-300-51000	Wages	231,090	-	-	231,090	0.0%	All Fund 2032-2034
2031-300-52000	Benefits	158,044	-	-	158,044	0.0%	
			-		-		
2031-300-61100	Supplies	5,500	-	-	5,500	0.0%	
2031-300-61200	Supplies: Volunteer recognition	13,000	-	-	13,000	0.0%	
2031-300-61300	Equipment (non-capitalized)	2,342	-	-	2,342	0.0%	
2031-300-62120	Marketing services	1,000	-	-	1,000	0.0%	
2031-300-62130	Insurance services	2,982	-	-	2,982	0.0%	
2031-300-62210	Printing/copying	1,800	-	-	1,800	0.0%	
2031-300-62220	Postage	1,400	-	-	1,400	0.0%	
2031-300-62300	Software	1,800	-	-	1,800	0.0%	
2031-300-62400	Telephone/internet	2,500	-	-	2,500	0.0%	
2031-300-62610	Trainers	7,500	-	-	7,500	0.0%	
2031-300-62621	Employee mileage	4,000	-	-	4,000	0.0%	
2031-300-62630	Volunteer travel	30,000	-	-	30,000	0.0%	
2031-300-62710	Rent expense	14,040	-	-	14,040	0.0%	
2031-300-62720	Facility maintenance svcs	500	-	-	500	0.0%	
2031-300-62800	Internal service charges expenditure	58,110	-	-	58,110	0.0%	
			-				
FOSTER GRANDPARENTS							
2032-300-43200	FedDir	-	(121,802)	-	121,802		
2032-300-43500	Local		(2,250)		2,250		
2032-300-51000	Wages		34,833		(34,833)		
2032-300-52000	Benefits		25,828		(25,828)		
2032-300-61200	Supplies: Volunteer recognition	-	5,780	-	(5,780)		
2032-300-62100	Professional Services	-	222	-	(222)		
2032-300-62120	Marketing services		550		(550)		
2032-300-62130	Insurance services	-	1,000	-	(1,000)		
2032-300-62210	Printing/copying		128		(128)		
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	-	1,070	-	(1,070)		
2032-300-62623	Other employee travel	-	750	-	(750)		

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2032-300-62630	Volunteer travel	-	11,436	-	(11,436)		
2032-300-62640	Employee travel meals	-	545	-	(545)		
2032-300-62650	Employee lodging	-	2,057	-	(2,057)		
2032-300-62800	Internal service charges expenditure	-	8,590	-	(8,590)		
2032-300-64300	Client Assist: Program wages	150,000	62,994	-	87,006	42.0%	
RSVP							
2033-300-40000	Beginning Balance	(30,280)	(27,543)	-	(2,737)	91.0%	
2033-300-42200	Program revenue (including Fees)	-	(2,350)	-	2,350		
2033-300-43200	FedDir	-	(168,229)	-	168,229		
2033-300-43300	FedInd	-	(2,250)	-	2,250		
2033-300-43400	State	-	(39,125)	-	39,125		
2033-300-43500	Local	-	(16,000)	-	16,000		
2033-300-46100	Interest Revenue	-	(357)	-	357		
2033-300-46210	Donations Received: Money	-	(93)	-	93		
2033-300-48221	Transfer from fund 2021	-	(70,564)	-	70,564		
2033-300-51000	Wages	-	122,053	-	(122,053)		
2033-300-52000	Benefits	-	90,855	-	(90,855)		
2033-300-61100	Supplies	-	1,869	-	(1,869)		
2033-300-61200	Supplies: Volunteer recognition	-	5,643	-	(5,643)		
2033-300-61300	Equipment (non-capitalized)	-	1,765	-	(1,765)		
2033-300-62100	Professional Services	-	8,595	-	(8,595)		
2033-300-62120	Marketing services	-	7,151	-	(7,151)		
2033-300-62130	Insurance services	-	289	-	(289)		
2033-300-62140	Banking services	-	973	-	(973)		
2033-300-62210	Printing/copying	-	2,685	-	(2,685)		
2033-300-62220	Postage	-	2,113	-	(2,113)		
2033-300-62300	Software	-	15,180	-	(15,180)		
2033-300-62400	Telephone/internet	-	101	-	(101)		
2033-300-62600	Travel and training	-	1,377	-	(1,377)		
2033-300-62610	Trainers	-	2,990	-	(2,990)		
2033-300-62621	Employee mileage	-	1,418	-	(1,418)		
2033-300-62622	Company automobile	-	61	-	(61)		
2033-300-62623	Other employee travel	-	4	-	(4)		
2033-300-62630	Volunteer travel	-	2,655	-	(2,655)		
2033-300-62640	Employee travel meals	-	26	-	(26)		
2033-300-62700	Facility and Utilities	-	593	-	(593)		
2033-300-62710	Rent expense	-	13,075	-	(13,075)		
2033-300-62800	Internal service charges expenditure	-	38,896	-	(38,896)		
SENIOR COMPANIONS							
2034-300-42200	Program revenue (including Fees)	-	(8,734)	-	8,734		
2034-300-43100	Contracts	-	(7,719)	-	7,719		

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2034-300-43200	FedDir	-	(86,255)	-	86,255		
2034-300-43500	Local	-	(2,625)	-	2,625		
2034-300-46210	Donations Received: Money	-	(300)	-	300		
2034-300-51000	Wages	-	36,044	-	(36,044)		
2034-300-52000	Benefits	-	28,367	-	(28,367)		
2034-300-61100	Supplies	-	343	-	(343)		
2034-300-61200	Supplies: Volunteer recognition	-	856	-	(856)		
2034-300-62100	Professional Services	-	287	-	(287)		
2034-300-62130	Insurance services	-	800	-	(800)		
2034-300-62210	Printing/copying	-	68	-	(68)		
2034-300-62621	Employee mileage	-	1,906	-	(1,906)		
2034-300-62630	Volunteer travel	-	18,760	-	(18,760)		
2034-300-62800	Internal service charges expenditure	-	7,263	-	(7,263)		
2034-300-64300	Client Assist: Program wages	-	32,196	-	(32,196)		
			-		-		
VETERANS			-		-		
2038-300-40000	Beginning Balance	(14,747)	2,319	-	(17,066)	-15.7%	
2038-300-42200	Program revenue (including Fees)	(207,500)	-	-	(207,500)	0.0%	
2038-300-43100	Contracts	-	(253,499)	-	253,499		
2038-300-43300	FedInd	-	-	-	-		
2038-300-43400	State	(114,112)	-	-	(114,112)	0.0%	
2038-300-46240	Donations Received: Private Grants	(4,000)	-	-	(4,000)	0.0%	
2038-300-46700	Matching Contributions	(44,000)	(39,937)	-	(4,063)	90.8%	
2038-300-46900	Misc Revenue	(70,564)	-	-	(70,564)	0.0%	
			-		-		
2038-300-51000	Wages	204,881	145,833	-	59,048	71.2%	
2038-300-52000	Benefits	137,866	115,495	-	22,371	83.8%	
			-		-		
2038-300-61100	Supplies	2,000	2,791	-	(791)	139.6%	
2038-300-61300	Equipment (non-capitalized)	7,026	3,427	-	3,599	48.8%	
2038-300-62100	Professional Services	500	142	-	358	28.4%	
2038-300-62110	Legal services	100	-	-	100	0.0%	
2038-300-62120	Marketing services	1,000	-	-	1,000	0.0%	
2038-300-62210	Printing/copying	850	2,329	-	(1,479)	274.0%	
2038-300-62220	Postage	75	76	-	(1)	101.1%	
2038-300-62300	Software	1,350	1,347	-	3	99.8%	
2038-300-62400	Telephone/internet	5,000	-	-	5,000	0.0%	
2038-300-62500	Memberships/Dues	600	250	-	350	41.7%	
2038-300-62610	Trainers	5,000	1,300	-	3,700	26.0%	
2038-300-62621	Employee mileage	500	1,638	-	(1,138)	327.5%	
2038-300-62640	Employee travel meals	-	345	-	(345)		
2038-300-62650	Employee lodging	-	1,431	-	(1,431)		
2038-300-62700	Facility and Utilities	-	504	-	(504)		

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2038-300-62710	Rent expense	16,742	14,771	-	1,971	88.2%	
2038-300-62721	Janitorial Service	3,000	510	-	2,490	17.0%	
2038-300-62800	Internal service charges expenditure	47,279	51,281	-	(4,002)	108.5%	
			-				
2038-300-95000	Contingency	21,155	-	-	21,155	0.0%	
			-				
			-				
SPECIAL CONTRACTS CSP							
2039-300-40000	Beginning Balance	(21,500)	(34,357)	-	12,857	159.8%	
2039-300-42200	Program revenue (including Fees)	-	(2,221)	-	2,221		
2039-300-43100	Contracts	(510,240)	-	-	(510,240)	0.0%	
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)	0.0%	
2039-300-51000	Wages	316,477	9,978	-	306,499	3.2%	Allocations moved Fund 2029-SDS
2039-300-52000	Benefits	236,757	6,232	-	230,525	2.6%	
			-				
2039-300-61100	Supplies	1,000	85	-	915	8.5%	
2039-300-61200	Supplies: Volunteer recognition		182	-	(182)		
2039-300-61300	Equipment (non-capitalized)	5,142	567	-	4,575	11.0%	
2039-300-62100	Professional Services	20,523	3,496	-	17,027	17.0%	
2039-300-62120	Marketing services	500	6,325	-	(5,825)	1265.1%	
2039-300-62130	Insurance services	500	-	-	500	0.0%	
2039-300-62210	Printing/copying	1,200	74	-	1,126	6.1%	
2039-300-62220	Postage	500	4	-	496	0.8%	
2039-300-62300	Software	2,250	5,280	-	(3,030)	234.7%	
2039-300-62400	Telephone/internet	2,200	163	-	2,037	7.4%	
2039-300-62610	Trainers	500	-	-	500	0.0%	
2039-300-62621	Employee mileage	2,500	1,816	-	684	72.6%	
2039-300-62622	Company automobile		27	-	(27)		
2039-300-62640	Employee travel meals	-	11	-	(11)		
2039-300-62700	Facility and Utilities	-	233	-	(233)		
2039-300-62710	Rent expense	2,653	1,411	-	1,242	53.2%	
2039-300-62800	Internal service charges expenditure	84,337	790	-	83,547	0.9%	
2039-300-64400	Client Assist: Support services		942	-	(942)	0.0%	
2039-300-95000	Contingency	13,571	-	-	13,571	0.0%	

COMMUNITY & ECONOMIC DEVELOPMENT

AAMPO

CED

2071-200-40000	Beginning Balance	(891,174)	(996,555)	-	105,381	111.8%	
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FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2071-200-42200	Program revenue (including Fees)	-	(1,780,945)	-	1,780,945		Fund Exchange & STBG
2071-200-43400	State	(259,441)	(128,169)	-	(131,272)	49.4%	
2071-200-46900	Misc Revenue	(3,782)	-	-	(3,782)	0.0%	
2071-200-51000	Wages	128,707	102,372	-	26,335	79.5%	
2071-200-52000	Benefits	50,269	50,569	-	(300)	100.6%	
2071-200-61100	Supplies	1,500	1,899	-	(399)	126.6%	
2071-200-61300	Equipment (non-capitalized)	1,162	1,405	-	(243)	121.0%	
2071-200-62100	Professional Services	862,877	29,753	-	833,124	3.4%	
2071-200-62110	Legal services	500	-	-	500	0.0%	
2070-200-62120	Marketing services	-	380	-	(380)		
2071-200-62120	Marketing services	1,000	140	-	860	14.0%	
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	142	-	858	14.2%	
2071-200-62220	Postage	250	9	-	241	3.8%	
2070-200-62300	Software		50	-	(50)	0.0%	
2071-200-62300	Software	2,500	347	-	2,153	13.9%	
2071-200-62400	Telephone/internet	618	31	-	587	5.0%	
2071-200-62500	Memberships/Dues	1,000	634	-	366	63.4%	
2071-200-62600	Travel and training	-	2,179	-	(2,179)		
2071-200-62610	Trainers	4,000	235	-	3,765	5.9%	
2071-200-62621	Employee mileage	2,000	59	-	1,941	3.0%	
2071-200-62700	Facility and Utilities	-	1,183	-	(1,183)		
2071-200-62710	Rent expense	5,209	5,219	-	(10)	100.2%	
2071-200-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%	
2071-200-62800	Internal service charges expenditure	31,805	28,826	-	2,979	90.6%	
2071-200-95000	Contingency	59,000	-	-	59,000	0.0%	
CAMPO							
2072-200-40000	Beginning Balance	(898,736)	(933,611)	-	34,875	103.9%	
2072-200-42200	Program revenue (including Fees)	-	(2,178,042)	-	2,178,042		Fund Exchange & STBG
2072-200-43400	State	(306,993)	(159,707)	-	(147,286)	52.0%	
2072-200-46900	Misc Revenue	(3,782)	-	-	(3,782)	0.0%	
2072-200-51000	Wages	135,706	112,412	-	23,294	82.8%	
2072-200-52000	Benefits	58,562	55,696	-	2,866	95.1%	
2072-200-61100	Supplies	1,500	2,028	-	(528)	135.2%	
2072-200-61300	Equipment (non-capitalized)	1,162	13,500	-	(12,338)	1161.8%	
2072-200-62100	Professional Services	877,877	40,361	-	837,516	4.6%	
2072-200-62110	Legal services	500	-	-	500	0.0%	
2072-200-62120	Marketing services	1,000	164	-	836	16.4%	
2072-200-62210	Printing/copying	1,000	207	-	793	20.7%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2072-200-62220	Postage	250	3	-	247	1.2%	
2072-200-62300	Software	2,500	858	-	1,642	34.3%	
2072-200-62400	Telephone/internet	700	-	-	700	0.0%	
2072-200-62500	Memberships/Dues	1,000	700	-	300	70.0%	
2072-200-62600	Travel and training	-	1,834	-	(1,834)		
2072-200-62610	Trainers	4,000	1,904	-	2,096	47.6%	
2072-200-62621	Employee mileage	2,000	279	-	1,721	14.0%	
2072-200-62700	Facility and Utilities	-	1,134	-	(1,134)		
2072-200-62710	Rent expense	8,374	10,442	-	(2,068)	124.7%	
2072-200-62720	Facility maintenance svcs	1,000	-	-	1,000	0.0%	
2072-200-62721	Janitorial Service	2,200	420	-	1,780	19.1%	
2072-200-62800	Internal service charges expenditure	31,805	28,826	-	2,979	90.6%	
			-				
2072-200-95000	Contingency	78,375		-	78,375	0.0%	

TRANSPORTATION PLANNING

Budget Allocation for both 2077 & 2078

2077-200-40000	Beginning Balance	(99,938)	177,223	-	(277,161)	-177.3%	
2077-200-42100	Dues		(24,400)	-	24,400		
2077-200-42200	Program revenue (including Fees)	-	(89,700)	-	89,700		
2077-200-43100	Contracts	(312,025)	-	-	(312,025)	0.0%	
2077-200-43200	FedDir	(375,000)	-	-	(375,000)	0.0%	
2077-200-43400	State	(3,005,000)	(165,331)	-	(2,839,669)	5.5%	
2077-200-43500	Local	(225,000)	(71,557)	-	(153,443)	31.8%	
2077-200-46700	Matching Contributions	(600,000)	-	-	(600,000)	0.0%	
2077-200-46900	Misc Revenue	(8,611)	-	-	(8,611)	0.0%	
			-				
2077-200-51000	Wages	516,287	187,693	-	328,594	36.4%	
2077-200-52000	Benefits	265,162	122,125	-	143,037	46.1%	
			-				
2077-200-61100	Supplies	3,500	1,841	-	1,659	52.6%	
2077-200-61300	Equipment (non-capitalized)	16,394	827	-	15,567	5.0%	
2077-200-62100	Professional Services	3,582,500	449,687	-	3,132,813	12.6%	
2077-200-62110	Legal services	1,000	228	-	773	22.8%	
2077-200-62120	Marketing services	1,500	3,873	-	(2,373)	258.2%	
2077-200-62210	Printing/copying	2,900	851	-	2,049	29.3%	
2077-200-62220	Postage	100	2	-	98	1.6%	
2077-200-62300	Software	4,695	642	-	4,053	13.7%	
2077-200-62400	Telephone/internet	2,394	-	-	2,394	0.0%	
2077-200-62500	Memberships/Dues	3,000	250	-	2,750	8.3%	
2077-200-62600	Travel and training	-	629	-	(629)		
2077-200-62610	Trainers	10,000	3,230	-	6,770	32.3%	
2077-200-62621	Employee mileage	8,000	599	-	7,401	7.5%	
2077-200-62623	Other employee travel		5,000	-	(5,000)		
2077-200-62710	Rent expense	19,388	11,292	-	8,096	58.2%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2077-200-62721	Janitorial Service	1,000	-	-	1,000	0.0%	
2077-200-62800	Internal service charges expenditure	123,267	7,825	-	115,442	6.3%	
2077-200-62700	Facility and Utilities		95	-	(95)		
2077-200-95000	Contingency	172,488	-	-	172,488	0.0%	

COMMUNITY PLANNING

Budget Allocation is in Fund 2077

2078-200-42100	Dues	(108,000)	(83,886)	-	(24,114)	77.7%	
2078-200-42200	Program revenue (including Fees)		(248,592)	-	248,592		
2078-200-43100	Contracts	-	(8,768)	-	8,768		
2078-200-43200	FedDir	-	(104,369)	-	104,369		
2078-200-43400	State	-	-	-			
2078-200-51000	Wages		88,077	-	(88,077)		
2078-200-52000	Benefits		28,210	-	(28,210)		
2078-200-61100	Supplies	-	1,586	-	(1,586)		
2078-200-61300	Equipment (non-capitalized)	-	2,645	-	(2,645)		
2078-200-62100	Professional Services	-	155,431	-	(155,431)		
2078-200-62110	Legal services	-	463	-	(463)		
2078-200-62120	Marketing services	-	593	-	(593)		
2078-200-62210	Printing/copying	-	686	-	(686)		
2078-200-62220	Postage	-	13	-	(13)		
2078-200-62300	Software	-	84	-	(84)		
2078-200-62400	Telephone/internet	-	291	-	(291)		
2078-200-62600	Travel and training	-	1,830	-	(1,830)		
2078-200-62610	Trainers	-	4	-	(4)		
2078-200-62621	Employee mileage	-	1,296	-	(1,296)		
2078-200-62700	Facility and Utilities	-	885	-	(885)		
2078-200-62710	Rent expense	-	5,891	-	(5,891)		
2078-200-62721	Janitorial Service	-	165	-	(165)		
2078-200-62800	Internal service charges expenditure	-	82,024	-	(82,024)		

RIDELINE

2081-200-40000	Beginning Balance	(1,617,777)	(2,287,847)	-	670,070	141.4%	
2081-200-42100	Dues	-	(1,891)	-	1,891		
2081-200-42200	Program revenue (including Fees)	(12,000)	(1,120,128)	-	1,108,128	9334.4%	
2081-200-43300	FedInd	(630,000)	-	-	(630,000)	0.0%	
2081-200-43400	State	(14,000,000)	(11,424,461)	-	(2,575,539)	81.6%	
2081-200-43500	Local	(252,000)	-	-	(252,000)	0.0%	
2081-200-46900	Misc Revenue	-	(876)	-	876		
2081-200-51000	Wages	983,832	828,284	-	155,548	84.2%	
2081-200-52000	Benefits	657,364	635,210	-	22,154	96.6%	

FQA	Account Description	Adopted Budget	Actual	Encumbrc	Avail Bal	% Used	Notes-Thru 5/31/2024 -- 91.7%
2081-200-61100	Supplies	8,000	6,971	-	1,029	87.1%	
2081-200-61300	Equipment (non-capitalized)	13,710	16,779	3,570	(6,639)	148.4%	
2081-200-61400	Furniture	5,000	-	-	5,000	0.0%	
2081-200-62100	Professional Services	12,000,000	10,765,771	-	1,234,229	89.7%	
2081-200-62110	Legal services	2,000	-	-	2,000	0.0%	
2081-200-62120	Marketing services	1,500	251	-	1,249	16.7%	
2081-200-62140	Banking services	1,000	862	-	138	86.2%	
2081-200-62210	Printing/copying	8,000	4,411	-	3,589	55.1%	
2081-200-62220	Postage	10,000	4,517	-	5,483	45.2%	
2081-200-62300	Software	174,280	50,000	-	124,280	28.7%	
2081-200-62400	Telephone/internet	10,000	3,842	-	6,158	38.4%	
2081-200-62500	Memberships/Dues	500	1,580	-	(1,080)	316.0%	
2081-200-62600	Travel and training	-	13,511	-	(13,511)		
2081-200-62610	Trainers	30,000	345	-	29,655	1.1%	
2081-200-62621	Employee mileage	2,000	419	-	1,581	20.9%	
2081-200-62700	Facility and Utilities	-	7,135	-	(7,135)		
2081-200-62710	Rent expense	55,786	52,736	-	3,050	94.5%	
2081-200-62800	Internal service charges expenditure	311,865	278,704	-	33,161	89.4%	
2081-200-67000	Resource Reserves	4,000	-	-	4,000	0.0%	
			-				
2081-200-95000	Contingency	615,163	-	-	615,163	0.0%	
2081-200-98282	Transfer to fund 2082	1,617,777	1,617,777	-	-	100.0%	
			-				
			-				
CED SPECIAL PROJECTS			-				
2082-200-40000	Beginning Balance	(111,085)	(134,385)	-	23,300	121.0%	
2082-200-48281	Transfer from fund 2081	(1,617,777)	(1,617,777)	-	-	100.0%	
2082-200-62610	Trainers	15,000	-	-	15,000	0.0%	
			-				
LENDING SERVICES ADMINISTRATION			-				
	Lending		-				
5010-700-40000	Beginning Balance	(13,726)	5,347	-	(19,073)	-39.0%	
5010-700-42200	Program revenue (including Fees)	(51,120)	(22,313)	-	(28,807)	43.6%	
5010-700-42800	Internal service charges revenue	(150,000)	(89,737)	-	(60,263)	59.8%	
5010-700-46900	Misc Revenue	-	-	-	-		
			-				
5010-700-51000	Wages	76,400	62,327	-	14,073	81.6%	
5010-700-52000	Benefits	41,000	36,161	-	4,839	88.2%	
			-				
5010-700-61100	Supplies	500	483	-	17	96.6%	
5010-700-61300	Equipment (non-capitalized)	1,000	185	-	816	18.5%	
5010-700-62100	Professional Services	35,000	11,374	-	23,626	32.5%	
5010-700-62120	Marketing services	1,800	318	-	1,482	17.7%	
5010-700-62140	Banking services	3,332	-	-	3,332	0.0%	
5010-700-62210	Printing/copying	1,500	168	-	1,332	11.2%	
5010-700-62220	Postage	600	83	-	517	13.8%	

<u>FQA</u>	<u>Account Description</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrc</u>	<u>Avail Bal</u>	<u>% Used</u>	<u>Notes-Thru 5/31/2024 -- 91.7%</u>
	EDA RLF			-			
5027-700-42200	Program revenue (including Fees)	-	(6,257)	-	6,257		
5027-700-46100	Interest Revenue	-	(20,116)	-	20,116		
5027-700-46110	Lending Program Interest revenue	-	(30,215)	-	30,215		
5027-700-46900	Misc Revenue	-	(18)	-	18		
5027-700-62100	Professional Services	-	1,433	-	(1,433)		
5027-700-62140	Banking services	-	0	-	(0)		
	EDA RLF CARES			-			
5028-700-42200	Program revenue (including Fees)	-	(898)	-	898		
5028-700-46100	Interest Revenue	-	(23,481)	-	23,481		
5028-700-46110	Lending Program Interest revenue	-	(1,216)	-	1,216		
5028-700-62140	Banking services	-	0	-	(0)		
	LINCOLN CO LOAN FUND			-			
5029-700-42200	Program revenue (including Fees)	-	(301)	-	301		
5029-700-46100	Interest Revenue	-	(15,808)	-	15,808		
5029-700-46110	Lending Program Interest revenue	-	(12,931)	-	12,931		
5029-700-62100	Professional Services	-	-	-	-		
5029-700-62140	Banking services	-	0	-	(0)		
	BIF			-			
5030-700-46100	Interest Revenue	-	(3,978)	-	3,978		
5030-700-62100	Professional Services	-	-	-	-		
5030-700-62140	Banking services	-	0	-	(0)		
	SBA 504			-			
5032-700-62210	Printing/copying	-	1	-	(1)		
	RESERVE FUNDS			-			
8000-800-40000	Beginning Balance	(3,435,242)	(3,581,186)	-	145,944	104.2%	
8000-800-48000	Transfer In	(65,000)	-	-	(65,000)	0.0%	From 1014
8000-800-71000	Equipment	59,000	128,767	-	(69,767)	218.2%	
	TOTAL REVENUE		66,355,142				
	TOTAL EXPENDITURES		46,208,384				



Disability Services Advisory Council Bylaws

Adopted, July, 1996
Amended December, 2014
Amended May, 2023

ARTICLE I - Organization

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

ARTICLE II – Purpose and Objective

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

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

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

ARTICLE III - Membership

Definitions:

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

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

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

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

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

ARTICLE IV – Officers

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

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

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

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

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

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

Past Chair shall execute all the functions of the Chairperson.

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

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

ARTICLE V - Committees

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

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

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

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

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

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

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

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

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

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

ARTICLE VI – Organizational Procedures

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

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

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

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

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

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

ARTICLE VII - Amendments

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

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

Oregon Cascades West Council of Governments

Senior and Disability Services Advisory Council Meeting Schedule 2024

&

Care Planning Committee Meeting Schedule 2024

Meeting locations:

(Meetings will continue to be held virtual, via Teams, until further notice due to COVID-19)

Joint SSAC DSAC 10:00 am – 11:30 am

February 6, 2024	OCWCOG Albany/Toledo
April 2, 2024	OCWCOG Lincoln County
June 4, 2024	OCWCOG Albany/Toledo
August 6, 2024	OCWCOG Albany/Toledo
October 1, 2024	OCWCOG Linn or Benton County
*December 10, 2024 <i>(This is the 2nd Tuesday of the month due to the Thanksgiving Day Holiday)</i>	OCWCOG Albany/Toledo

Care Planning Committee 11:00 am – 12:30 pm

*January 9, 2024 <i>(This is the 2nd Tuesday of the month due to the New Year Holiday)</i>	OCWCOG Albany/Toledo
March 5, 2024	OCWCOG Albany/Toledo
May 7, 2024	OCWCOG Albany/Toledo
July, 2024	No Meeting
*September 10, 2024 <i>(This is the 2nd Tuesday of the month due to the Labor Day Holiday)</i>	OCWCOG Albany/Toledo
November 5, 2024	OCWCOG Albany/Toledo



Disability Services Advisory Council 2023-24

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Chair*

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LINCOLN COUNTY

Jan Molnar-Fitzgerald
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Senior Services Advisory Council 2023-24

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In the Matter of the 34th Anniversary of the Americans with Disabilities Act

A PROCLAMATION

Whereas, thirty-four years ago, on July 26, 1990, President George H.W. Bush signed into law the Americans with Disabilities Act (ADA), establishing our nation's comprehensive mandate for the elimination of discrimination against individuals with disabilities; and

Whereas, the ADA is a civil rights law, impacting many facets of daily living, including employment, housing, public facilities and services, education, new construction and modifications, and telecommunications; and

Whereas, the ADA has expanded opportunities by reducing physical and other barriers, changing perceptions, and increasing full participation in community life; and

Whereas, Citizens of the Oregon Cascades West region and the nation will recognize that progress has been made by celebrating the 34th anniversary of the signing of the ADA on July 26, 1990; and

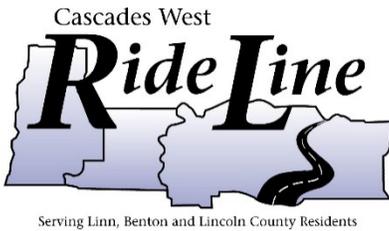
Whereas, while we celebrate the 34th Anniversary of the ADA and the achievements which have been accomplished, we also recognize that the full promise of the ADA can only be reached if we remain committed to continue our efforts to achieve full implementation of the goals of the ADA including the provisions of accessible facilities and services;

Now therefore, Oregon Cascades West Council of Governments does hereby proclaim July 26, 2024, to be recognized as Americans with Disabilities Act Awareness Day, celebrating the 34th Anniversary of the ADA, and reaffirming the principles of equality and inclusion for people with disabilities.

Dated this 18th day of July, 2024.

Claire Hall, OCWCOG Chair

Ryan Vogt, OCWCOG Executive Director



M E M O R A N D U M

DATE: July 18, 2024
TO: Oregon Cascades West Council of Governments (OCWCOG) Board of Directors
FROM: Community and Economic Development Director Jaclyn Disney, Transportation Brokerage Advisory Committee (TBAC)
RE: **Brokerage Advisory Committee Bylaws Update**

Recommendation

The Transportation Brokerage Advisory Committee (TBAC) at its June 13, 2024, meeting approved a recommendation to the Oregon Cascades West Council of Governments (OCWCOG) Board of Directors for Staff to initiate a Bylaw update. Staff are seeking approval on behalf of TBAC to begin the Bylaws update process.

Background

This TBAC provides a forum for the discussion, understanding and recommendations of Non-Emergent Medical Transportation (NEMT) services and other transportation services to best meet the needs of residents, transportation providers, medical, and other human services providers, the Oregon Health Authority (OHA), Inter-Community Health Network Coordinated Care Organization (IHN-CCO), Samaritan Advantage Health Services (SAHP), Oregon Health Plan (OHP), and other community stakeholders.

Over the past 8 years since the last bylaws update, the Brokerage has seen many changes along and a large growth in membership, utilization, and overall operations. In addition to that, upon review and discussion, it was determined that to be in compliance with our Oregon Health Authority (OHA) Contract, an additional representative for Area Agency on Agency (AAA) will need to be included in the membership. Staff will review any other appropriate enhancements to the membership, along with any other updates that may seem appropriate to ensure the Committee operates to its full potential.

Upon completion of the Bylaws update, Staff will present the updated draft Bylaws to the TBAC for final review and recommendation to the OCWCOG Board of Directors.



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: July 18, 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

OCWCOG SHIBA Program FY2023-24, Final Quarter

The OCWCOG SHIBA staff and volunteers have concluded a busy final quarter of FY2024, with 266 residents of Linn, Benton, and Lincoln Counties receiving personalized Medicare options counseling from April 1 – June 30, 2024. The Program is proud to serve all areas, both urban and rural, ensuring the Medicare beneficiaries understand their options and have access to affordable prescription savings. Please see breakdown by County below:

Linn – 96

- Albany – 51
- Brownsville – 1
- Lebanon – 25
- Mill City – 2
- Scio – 4
- Sweet Home – 11
- Harrisburg – 2

Benton – 105

- North Albany – 17
- Alea – 1
- Blodgett – 1
- Corvallis – 81
- Philomath – 5

Lincoln – 65

- Blodgett - 1
- Depoe Bay – 6
- Logsdan - 1
- Newport – 26
- Lincoln City – 8
- Seal Rock – 2
- Siletz – 2
- Lincoln Beach – 3
- Tidewater – 4
- Toledo – 5
- Waldport – 6
- Yachats – 1

In addition, the Program conducted the following Group Education and Outreach seminars this quarter:

- 4/19/2024 – Medicare 101, Samaritan Center for Health Ed, Newport – 9 participants
- 5/7/2024 – Medicare 101, LBCC Benton Center, Corvallis – 34 participants
- 6/7/2024 – Medicare 101, Newport 60+ Activity Center, Newport – 24 Participants

Stand By Me – Oregon (\$BM-OR)

The Stand By Me program was featured in this month's release of the 2024 Samaritan Impact Report, which highlighted Social Accountability funds from Samaritan's Albany and Lebanon hospitals. Funds support free financial workshops and free one-on-one coaching around personal spending plans, savings, credit, and debt management. This grant cycle has included community workshops around student debt management, spending needs and wants, and home ownership at the YMCA of the Willamette Valley in Albany, Young Roots Oregon-Albany, KidCo Head Start -Lebanon, and Colonia Paz-Lebanon.

OCWCOG to sponsor VISTA Volunteer July 2024-June 2025

A new face will soon be joining OCWCOG's Community Services Program team, in support of the Stand By Me financial coaching program. Started in 2021, the Program has expanded its teaching of financial workshops and subsequent 1:1 financial coaching to serve all of Linn, Benton, and Lincoln Counties and will use the VISTA to help build capacity and execute its FY2025-2027 Strategic Plan. The new member will join over 7,000 AmeriCorps members in the VISTA program who serve annually to alleviate poverty by helping local organizations expand their capacity to make change. Read more about VISTA [here](#).

Senior and Disability Services Updates

Older Americans Act (OAA) and Medicaid Teams Collaborate on New In-Home Service Program

This past month, the agency's OAA team and Medicaid teams collaborated on a brand-new In-Home Service program. Oregon Project Independence – Medicaid (or OPI-M) kicked off in June by evaluating current Oregon Project Independence (OPI) program recipients and offering this new opportunity to them first.

The program originated from Oregon's 1115 Demonstration waiver, which intends to prove that flexibility to change the Medicaid program can impact our communities by serving more individuals, providing improved services, and improving work processes. OPI-M is a cross between OPI and Medicaid, helping elderly Oregonians postpone entering the full Medicaid system and expanding the income and resource requirements to open access to more individuals.

The program offers significantly more caregiving hours than the classic OPI benefit and brings opportunities to access multiple additional supports for an individual without a fee and without an estate recovery claim, which was a major financial deal breaker for many current OPI recipients. Those interested in leaving their assets to their loved ones can still seek the help they need without spending all their assets ahead of time or jumping through legal hoops.

In June, the OAA Case Managers identified 30 participants in the Linn/Benton area, and 11 individuals on the coast to be evaluated for this new program. Qualified individuals can receive an increase in caregiving hours as well as access to transportation, home modifications, adult day services, caregiver training, and supportive services like support groups.

Our staff are thrilled for this opportunity to better support the needs of individuals in our communities. We anticipate offering the program in a phased rollout process, starting with those who have active OPI benefits, then active Medicaid In-Home Care or State Plan Personal Care benefits. Once we've had some practice, it will then be open for new individuals seeking our assistance.

This has also been a fantastic opportunity to practice our agency's value of collaboration as these teams work together to identify, contact, educate, and hand off service benefits from one team to

the other. These new opportunities to give more to our community invigorate our staff and remind us of the very reason we commit to this challenging work. Our community deserves it!

Older Americans Month

To celebrate Older Americans Month in May, we partnered with community organizations to honor the older adults in our community. On May 8th, we hosted an ice cream social at Timberview Care Center, where two Case Managers provided information on the ADRC, Options Counseling Program, Family Caregiver Support Program, and our Medicaid Services Unit. Additionally, on May 22nd, we hosted a coffee and dessert talk at the Riverfront Community Center. Our staff shared information about OCWCOG programs and engaged with attendees to answer their questions about community resources.

Adult Protective Services

In May we received 384 complaints of possible abuse and investigated 86 cases in the community and 76 cases in facilities. The month of June we received 286 complaints of possible abuse and investigated 55 cases in the community and 60 cases in facilities.

Aging and Disability Resource Connection

In May and June we served 585 consumers with 771 information and referral calls. Of these 585 callers 84% report a disability or difficulty with daily tasks and 68% were age 65 or older.

Community Outreach

Staff attended a variety of community outreach events over the past few months. These events included a Juneteenth celebration hosted by Linn Benton NAACP, Albany Pride, and Lincoln City Pride.



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MEMORANDUM

DATE: July 18, 2024
TO: OCWCOG Board of Directors
FROM: Jaclyn Disney, Community and Economic Development Director
RE: **Community and Economic Development Program Update**

Planning

Cascades West Regional Consortium (CWRC)

- At the June meeting, the CWRC reviewed the State of Oregon Housing Production framework the next iteration of the Housing Production Advisory Council (HPAC) recommendations. The goal is to provide a recommendation to the Legislature on which solutions CWRC supports. A guest from the legislature will be at the August meeting.

Cascades West Economic Development District (CWEDD)

- The next CWEDD meeting of 2024 is scheduled for September 12th at 9am. At this meeting we will discuss the Comprehensive Economic Development Strategy (CEDS) Scope of Work for the 2025-2030 update and plan for the October regional meeting. As a reminder, CWEDD includes Lane County and is a four-county district.
- In the previous meeting Staff informed Board members that CED hired a grant writer, Susan Patterson. Susan has been meeting with city managers across the region. Grant writing services are available through OCWCOG. Please reach out if your community needs assistance.
- OCWCOG assisted the City of Sweet Home with an EDA grant application to purchase three emergency generators: one for their drinking water facility, one for their City and Community Center, and the third for the Public Works department.
- 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 the Department of Environmental Quality (DEQ), the Department of Land Conservation and Development (DLCD), United States Department of Agriculture (USDA), and Business Oregon to find the best way to address these needs.
- 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 is working on a Request for Proposal (RFP) to hire a consultant.

- Grant writing staff completed two Safe Streets and Roads for All (SS4A) planning grant applications for Lincoln County and Linn County. The grant will support safety for all users. Staff coordinated closely with city staff to draft the application. Benton County and Corvallis applied separately and were awarded a grant in the previous grant cycle. We will know if we were awarded by August.

EPA Brownfields Grants

- Last year OCWCOG was awarded a \$1M coalition grant from the Environmental Protection Agency (EPA) for Linn and Benton Counties. The grant provides assessment work for brownfield sites. Staff led the procurement process to select a consultant and are working with the consultant on site eligibility for the 4 sites identified in the grant application. The sites include a DevNW property in South Corvallis; a property in Tangent; a property in downtown Albany; and the old Champion Mill in Lebanon. Additional sites will be selected later this summer. We completed our initial site tours and scheduled the first Brownfields Advisory Committee (BAC) meeting.

Transportation

Cascades West Ride Line

Cascades West Ride Line provided over 26,000 physical trips across the region from May to June 2024.

	Physical Trips (Sedan, Wheelchair, Secure, Stretchers)	Reimbursement Trips (Mileage, Meals, Lodging)	Reimbursement Total (Amount Paid for Mileage, Meals, Lodging)
Linn County	12,867	3,900	\$29,858.14
Benton County	6,453	1,268	\$18,531.34
Lincoln County	4,312	1,676	\$35,107.05
All other counties	2,842	28	\$285.68
Regionally	26,474	6,872	\$83,782.21

During the month of May, 90,187 individuals were eligible for transportation assistance in OCWCOG’s tri-county region. Ride Line had over 5,187 unique members utilize transportation services during the months of May to June. The majority of transportation services were for

substance abuse rehabilitation and recovery, medical appointments, and mental health treatment and services.

Oregon Health Plan Enrollment by County - for May 2024

	IHN- CCO	OHP - FFS	Other CCO's	Total Enrollment by County
Linn County	43,586	4,764	812	49,162
Benton County	19,387	2,131	22	21,540
Lincoln County	17,441	2,035	9	19,485
Total Enrollment by Plan	80,414	8,930	843	90,187

*Note that enrollment numbers only available for May 2024, can't update for June

Cascades West Business Lending

- A new loan was booked under the USDA RDF 1-3 loan program for a new Café/Bakery in downtown Sweet Home called Taylor Made Café and Bakery. The loan was for minor leasehold improvements, equipment, and working capital. Their Grand Opening will be in July.
- CWBL is in ongoing conversations with three prospects: a Food Cart Pod in Albany, Antique Mall in Lebanon, and a Homestead Maker Space in Scio.
- Loan Officer Didi Aho had the opportunity to present our loan programs to the Valley City Mangers at a recent luncheon.



Technology Services

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MEMORANDUM

DATE: July 18, 2024
TO: OCWCOG Board of Directors
FROM: Jason Sele, Chief Information Officer
RE: **Technology Services Update**

Firewall Upgrades

The tech team has installed firewall equipment at the Albany, Toledo, and Corvallis offices. It's a \$40,000 investment to provide better security and improve communication for our remote workers. We are transitioning some users over to a new VPN connection using this solution. Once testing is complete we'll begin transitioning all staff to the new VPN software.

Cybersecurity Grant Approvals

It's been a very slow process, but we are finally receiving approval for some of our cybersecurity grant requests submitted last fall. We have approval for a City of Millersburg project and two projects for the City of Depoe Bay. These grants provide funds for projects that OCWCOG will implement including .gov domain migration, storage equipment, and endpoint protection software for these cities. We are still waiting for Sweet Home and CSC grant approvals.



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MEMORANDUM

DATE: July 18, 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**

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

At the June CWACT Full Commission (FC) Meeting, members received presentations regarding the Connect Oregon Program, and the OCWCOG Grant Program, with a specific focus on the Safe Streets and Roads for All (SS4A) Grant. Members also continued the conversation developing and maintaining a regional project list containing priority projects for all jurisdictions in the three-county region.

For this meeting, members and staff received updates on the Joint Committee on Transportation (JCT) Legislative Roadshow, which will make an in person stop at the Linn-Benton Community College on July 16th. Staff in a follow-up email shared additional information about how to participate.

One highlight of the meeting was CWACT members decided with no major objections that the scoring of their three regional projects for the Connect Oregon Grant could move forward with the following ranking: 1. Port of Newport's Project, 2. Pacific Seafoods Project, and 3. Corvallis Airport's Project. The rankings match the ODOT Staff and Regional Solutions Team rankings. These projects will be competing on the state level for funding out of a funding pool of around \$46million.

Staff also shared updates from the previous OTC Meeting, results from the Member Demographic Survey, which was required by House Bill 2985, information on the ODOT local Consultation Survey, and the possibility of cancelling the August FC meeting. This meeting was held hybrid, with the in-person location being the Toledo OCWCOG Office.

The next regularly scheduled CWACT FC Meeting is set for August 22, 2024, However, if it is cancelled the next meeting will be October 24, 2024. This meeting will be hybrid and the in-person location will be in Benton County. 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

- CWACT Staff continued working on the regional priority projects list which currently shows 2-3 projects per county in the CWACT region. Members reviewed this list at the June FC meeting and provided feedback for staff to update the document. This list may be updated at future meetings.
- Staff are working to coordinate and distribute information to our members regarding the Joint Committee on Transportation Legislative Roadshow that is currently making its way across the state. Our ACT's Chair, Commissioner Roger Nyquist, and Vice-chair Commission Pat Malone are taking part in the roundtable discussion happening when the tour visits Albany on July 16th.
- Staff continue to watch the OTC recordings to stay up to date on State priorities.



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MEMORANDUM

DATE: July 18, 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**

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 May CWEDD Board Meeting, hosted by Lane Council of Governments (LCOG), members received presentations regarding the deputy's story of the Holiday Farm Fire – which touched on the broadband work being done there, as well as continued the conversation of the 2025-2030 CEDS update. Members from Linn, Benton, Lincoln, and Lane also shared regionally significant jurisdictional updates, along with updates from the following CEDS working groups: Broadband Action Team (BAT), Cascades West Regional Consortium (CWRC), Early Childhood Education, Rural Economic Alliance (REAL), Lane Economic Committee (LEC), and Blue Economy. This meeting was held hybrid, with the in-person location option at the Eugene LCOG Office.

The next regularly scheduled CWEDD Board Meeting is set for Thursday, September 12, 2024, at 9:00am. 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 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 is working on 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](#).

Other CWEDD and EDA Updates

Cascades West Regional Consortium (CWRC)

- At the June meeting, the CWRC reviewed the State of Oregon Housing Production framework the next iteration of the Housing Production Advisory Council (HPAC) recommendations. The goal is to provide a recommendation to the Legislature on which solutions CWRC supports. A guest from the legislature will be at the August meeting.

Cascades West Economic Development District (CWEDD)

- In the previous meeting Staff informed Board members that CED hired a grant writer, Susan Patterson. Susan has been meeting with city managers across the region. Grant writing services are available through OCWCOG. Please reach out if your community needs assistance.
- OCWCOG assisted the City of Sweet Home with an EDA grant application to purchase three emergency generators: one for their drinking water facility, one for their City and Community Center, and the third for the Public Works department.

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



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MEMORANDUM

DATE: July 18, 2024
TO: Oregon Cascades West Council of Governments (OCWCOG) Board of Directors
FROM: Didi Aho, Loan Officer
RE: **LPAC Subcommittee Update**

New Loans

04/05/2024 – A new USDA RDF 1-3 loan was made to Taylor Made Café and Bakery. Unable to obtain traditional financing due to start-up business. The \$54,000 loan was used for leasehold improvements, equipment and working capital. The new café is in downtown Sweet Home and will be opening in July.

Community Lending Loan Loss Reserve Program

To date \$490,500.00 has been enrolled in the protection program.

Available Funds

Approximately \$2.2 Million across six active loan programs.

Current Rates

Local loan program workplans state rates are to be set at approximately Wall Street Journal prime currently set at 8.5%. The rate has not changed since May 3, 2023, when it had previously been 8.25%.

SBA 504 rates are currently 6.89% 10 year, 6.44% 20 year, and 6.35% 25 years.

Unity Marketing

OCWCOG is partnering with CCD Business Development Corporation (CCD), Lane Council of Governments, and Mid-Willamette Valley Council of Governments on a new marketing program that will allow us to share costs, combine tools and expertise, and to reach a much wider audience for our loan programs.

A first draft of the web page has been created and work is starting on the lender match/interest card. People who visit the new website will be able to answer a short list of questions based on their financing needs and submit them electronically. This data will be sent to the appropriate COG based on the business location so we can reach out to the prospect.

Prospects and Marketing Events

12 new prospects have contacted our lending department. Four did not fit our loan programs criteria. Three to four other prospects do look promising.

Met with Emily Bennett, Community Development Officer, with Central Willamette Credit Union to present an overview of COG loan programs.

Presented loan programs during COG's Valley City Managers lunch in May 2024.

Met with Christopher Jacobs, Economic Development Manager for the City of Corvallis. Presented loan programs and discussed ways to partner together.

Scheduled to present at Linn Benton Community College (LBCC) Small Business Development Center (SBDC) *Fund Your Small Business* live event in October 2024.

Small Business Outlook

In the second quarter of 2024, small business sentiment was boosted according to the U.S. Chamber of Commerce's Small Business Index. The SBI's score was 69.5, a gain of more than 7 points from the first quarter of 2024. It is also one of the best scores seen in the last four years. This increase can be attributed to positive expectations for cash flow, hiring, and revenue.

About three-quarters of small business owners anticipate that their revenue will increase in the next year, the highest reading ever recorded since this survey's start in 2017. The same number of small businesses reported being comfortable with their current cash flow. Two-thirds of small business owners feel that their business is in good health. Almost half of small businesses plan to increase investment in the next year, an increase of 10% from the previous quarter. This reading falls just short of an all-time high reading in the last quarter of 2022 by only one point.

Small businesses' perception of the economy is up in the second quarter of 2024. When asked about their view on the economy, 36% said that the U.S. economy is in good health, and 42% said that their local economy was in good health. Compared to last year, both readings are up by 12%. There are differences depending on the sector that the business is in. Small businesses in professional services were more likely to think positively about the national economy than other sectors.

Source:

[U.S. Chamber of Commerce & MetLife Small Business Index Q2 2024](#)

Upcoming Meetings

The next regularly scheduled Loan Program Advisory Committee (LPAC) Meeting is set for August 22, 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

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Area Agency on Aging

MEMORANDUM

DATE: July 18, 2024
TO: OCWCOG Board of Directors
FROM: Mitzi Naucler, SSAC Chair and Jan Molnar-Fitzgerald, DSAC Chair
RE: **June Joint SSAC-DSAC Meeting Updates**

On Tuesday, June 4, 2024, the Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) met where they approved SSAC and DSAC membership renewals and the Monitor and Review Committee's recommendation on the agencies who will continue to receive OAA funding for the FY 2024-25 and the dollar amount funded.

The Joint Councils received updates from:

Executive Director Ryan Vogt reported on the partnership between OCWCOG and CSC

- The Corvallis office has started co-housing the two organizations.
- Focus is on where OCWCOG and CSC consumers intersect and whether they can share information to ensure people are aware of the programs in both organizations.
- Staff are being trained on the types of business being conducted and eligibility requirements.
- Looking at administrative efficiencies where the two organizations can join forces. Currently OCWCOG and CSC have joined their IT and HR teams.
- With CSC's Executive Director Pegge McGuire retiring in December, the OCWCOG and CSC's Board of Directors started discussing again whether this was the time to look at a different administrative structure over both organizations.
- Subcommittees were formed to discuss the long-term future of the administrative structure for the two organizations.
- At this time no decision has been made.

The Care Planning Committee (CPC)

- CPC Chair Kay McDonald reported on the impact of loneliness and seclusion on older adults.
- ADRC Lead Worker Robyn Vega reported on the responsibility of the ADRC, the types of calls they receive, staff, and training.
- OCWCOG Project Manager Nick Andrews reported on the agency's Strategic Plan and the 2023 highlights and wins and on the 2024 key areas of focus.
- Program Director Randi Moore reported on SDS's outreach with Older Americans Month, staffing, OPIM, and SDS's proposed FY 2025 budget.

Meals on Wheels Advisory Committee (MOWAC)

- Paws and Claws – the new pet program that will provide pet food and the boarding of pets. A grant has been applied for to help offset costs.
- Connections Café – the community dining program is going through a rebranding to encourage folks to come into the community dining sites.
- Meal sites – Lincoln City is remodeling their community dining room and will reopen mid-month. Siletz is still closed but there will be a meeting with Tribal members to move forward with opening soon. Corvallis Community Center is partnering with Cornerstone Associates who will start delivering meals Monday – Friday. Newport will be the host kitchen for all meal sites on the coast.
- With the new Oregon law banning Styrofoam food containers starting in 2025, MOW will have all their meal sites being converted to compostable trays by years end.
- Volunteerism is still low in Siletz, Toledo, Lincoln City, Brownsville, and Sweet Home.
- Meal site managers are experiencing a different kind of engagement with some of the behavioral issues with some of their consumers and will be looking at different programming to overcome some of these barriers and challenges.

Program Updates

- OPIM has been launched with the goal of having everyone converted to OPIM by the end of the year then bringing on new consumers.
- SDS is nearly fully staffed but workloads are still being impacted with so many staff taking *Paid Leave Oregon*.
- Program Director Moore has been approved to be part of the Oregon Home Care Commission.
- Staff and the Councils are wrapping up the current Area Plan and will start developing the next four-year Area Plan which starts in July 2025.

The next Joint SSAC-DSAC meeting will take place on Tuesday, August 6, 2024.



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MEMORANDUM

DATE: July 18, 2024
TO: OCWCOG Board of Directors
FROM: Ryan Schulze, HR Manager
RE: **Human Resources Update**

CSC Executive Director Recruitment Sub-committee

The Community Services Consortium (CSC) Executive Director Recruitment Committee met on Thursday, June 27th, to continue the discussion of how to fill the CSC Executive Director role. At this meeting, the committee voted unanimously to recommend to both the CSC and OCWCOG Boards to hire a single Executive Director over both agencies. Each agency would still have a single executive overseeing operations, which would be called a Deputy Director. The Recruitment Committee noted that the current partnership has shown incredibly positive outcomes on the Human Resources and Tech Services side, and they envision more administrative efficiencies in the future. By having an alignment of vision, we will be able to more successfully navigate serving our communities and shared consumers better.

The following day CSC held a Board meeting where the recommendation was shared and approved pending approval by the OCWCOG Board. Efforts are now being made to bring the Executive Officers of both agencies together to determine next steps for filling the new position, pending acceptance by this Board.

OCWCOG Payroll Changes

As we are working toward implementation of new payroll software, there is an opportunity to address longstanding issues with projecting time so that payroll is paid on real and not projected data. To fix the issue requires changing pay periods, which will create a one time adjustment and have a financial implication to staff.

After several months of conversation about how to minimize impact to staff, SEIU issued a demand to bargain. This demand was received well after the 14 day notification period provided by PECBA and management initially declined. After further consideration we determined that in an effort to continue to be collaborative we have agreed to use the expedited bargaining process to address this issue.

In recent bargaining, members of the Union have reached out to Board members about bargaining issues, resulting in questions about how to properly respond. It is important that if Board members are contacted about bargaining issues they are referred back to the bargaining

team. Discussing bargaining topics away from the bargaining table, even with the best of intentions, could lead to the agency facing a claim of an Unfair Labor Practice.

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