



# Board of Directors Meeting Packet

January 16 , 2025  
2:00 pm - 4:00 pm

Attend In Person at

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

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Board of Directors  
Meeting: March 27, 2024 at  
2:00 pm**

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*OCWCOG strives to host inclusive, accessible events that enable all individuals, including individuals with disabilities, to engage fully. To request an accommodation or for inquiries about accessibility please contact Oregon Cascades West Council of Governments at 541-967-8720 or [adminGA@ocwcog.org](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**BOARD OF DIRECTORS' AGENDA**

**January 16, 2024**

**2:00 – 4:00 pm**

1600 Queen Ave, SE Albany, OR 97322

**Join Teams Meeting**

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

**NOTE:** Please contact Angelykah Light at 541.405.8420 or [alight@ocwcog.org](mailto:alight@ocwcog.org) no later than noon on Wednesday, January 15, 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 September 19, 2024 (Page 5)
- b. Approve meeting minutes from December 05, 2024 (Page 8)
- c. Financial Report YTD October 2024 (Page 11)
- d. Financial Report YTD December 2024 (Page 15)
- e. Meeting Schedule 2025. (Page 20)

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

4. **Election of Board Officers and At Large Members of the Executive Committee** (*Executive Director Ryan Vogt*)  
(3:05 pm – 3:25 pm)

**ACTION:** Motion to approve the officer positions and members at large.

5. **Senior Services Advisory Council (SSAC) Membership Application Approval** (*Senior and Disability Services Director Randi Moore*)  
(2:15 pm – 2:20 pm)

Membership Application Document- Mimi Tzuhua (Page 27)

**ACTION:** Motion to approve the application for SSAC membership.

6. **Disability Services Advisory Council (DSAC) Membership Application Approval** (*Senior and Disability Services Director Randi Moore*)  
(2:20 pm – 2:25 pm)

Membership Application Document- Gena Sellers (page 29)

**ACTION:** Motion to approve the application for DSAC membership.

7. **Transportation Brokerage Advisory Committee (TBAC) Bylaws Approval** (*Community and Economic Development Director Jaclyn Disney*)  
(2:25 – 2:30 pm)

TBAC updated Bylaws Document (Page 31)

**ACTION:** Motion to approve the TBAC Bylaw updates.

8. **Comprehensive Economic Development Strategy (CEDs) Update** (*CED Planner Justin Peterson*)  
(2:30 pm – 2:55 pm)

CEDS Strategy Committee Membership Document (Page 37)

**ACTION:** Motion to approve the membership of the Strategy Committee.

9. **OCWCOG Program Updates**  
(2:55 pm – 3:00 pm)

Community and Economic Development Director Jaclyn Disney (Page 39)  
Chief Information Officer Jason Sele (Page 46)

Human Resources Director Ryan Schulze (Page 47)  
Senior, Disability, and Community Services Program Director Randi Moore (Page 48)

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

**10. Subcommittee Reports**

(3:00 pm – 3:05 pm)

Cascades West Area Commission on Transportation (CWACTION) (Page 51)

Cascades West Economic Development District (CWEDD) (Page 52)

Transportation Brokerage Advisory Committee (TBAC) (Page 54)

Loan Program Advisory Committee (LPAC) (Page 55)

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

**11. New Board Member Orientation (Executive Director Ryan Vogt)**

(3:25 pm – 3:35 pm)

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

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

(3:35 pm – 3:50 pm)

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

**13. Other Business**

(3:50 pm – 3:55 pm)

**14. Adjournment**

(3:55 pm)



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING MINUTES  
September 19, 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:** **Vice Chair** Commissioner Sherrie Sprenger, Linn County; **Treasurer** Commissioner Pat Malone, Benton County; Mayor Jan Kaplin, Newport; Mayor Chas Jones, Philomath; Mayor Rod Cross, Toledo; Councilor Joyce King, Depoe Bay; Councilor Mike Caughey, Harrisburg; Councilor Rick Booth, Waldport; and Member Bonnie Peterson, Confederated Tribe of Siletz Indians.

**Absent:** **Chair** Commissioner Claire Hall, Lincoln County; Mayor Alex Johnson II, Albany; Mayor Charles Maughn, Corvallis; Mayor Scott Cowan, Millersburg; Councilor Jeremy Romer, Halsey; Councilor Riley Hogland, Lincoln City; Councilor Jeanni Cuthbertson, Monroe; Councilor Joseph Parsons, Sodaville; Councilor Joshua Thorstad, Sweet Home; Councilor Carol Korn, Tangent; and Commissioner Gil Sylvia, Port of Newport.

**Staff:** Executive Director Ryan Vogt; Finance Director Marit Nelson; Chief Information Officer (CIO) Jason Sele; Senior and Disability Services (SDS) Director Randi Moore; Human Resources (HR) Manager Ryan Schulze; Human Resources (HR) Senior Generalist Jesus Jara; Community Services Programs (CSP) Supervisor Alicia Lucke; Veterans Services Officer Mark Lapinskas; Veterans Services Officer Kari Startin; SEIU Union President Brittany Kosydar, and Executive Assistant Angelykah Light.

**Public:** City Manager Molly Mcquire, City of Sodaville and OCWCOG Agency Attorney, Sean Kidd

**1. Welcome and Introductions**

The Oregon Cascades West Council of Governments (OCWCOG) Board of Directors Meeting was called to order by Treasurer Malone on September 19, 2024, at 2:01 pm Via Teams Video and Audio Conferencing, and in-person attendees.

**2. Public Comment**

No comments from the public.

**3. Consent Calendar**

Mayor Cross moved to approve the Consent calendar including the meeting minutes from July 18, 2024, and the financial report YTD August 2024. Vice Chair Sprenger seconded the motion. With no objections, the consent calendar was voted on and approved.

**4. Cascades West Economic Development District (CWEDD)**

Executive Director Vogt presented the requested CWEDD bylaw changes in Community and Economic Development Director Disney's absence.

Mayor Cross moved to approve the changes to the CWEDD Bylaws. Vice Chair Commissioner Sprenger seconded the motion. With no objections, the motion was voted on and approved.

**5. Program Highlight Veteran Services (VSO)**

Veteran's service Officers (VSOs) Mark Lapinkas and Kari Startin were introduced by Community Service Programs Manager Alicia Lucke. VSOs Mark and Kari provided information on the services provided and some of the success stories they have seen throughout the year. The VSO has been able to work together with other programs to better serve their consumers and simplify some of the processes to acquire their needs. Statistics currently estimate that veterans and their families in the area have received around \$1 million dollars in retroactive benefits for the year. OCWCOG has an Intergovernmental Agreement (IGA) to provide VSO services for Benton County Veterans and their family members.

Mayor Cross expressed his thanks to VSOs Mark and Kari for their service and the work they do to help veterans.

**6. OCWCOG Program Updates**

OCWCOG updates are included in the meeting packet.

OCWCOG provided a verbal update reflecting the information provided on the program documents.

**7. Subcommittee Reports**

Subcommittee reports are included in the meeting packet. The Board of Directors asked no questions regarding the documents provided.

**\*Executive Session**

Item 10 was moved up in the agenda to ensure quorum for the executive session. The OCWCOG board of Directors went into executive session under ORS 192.660(2)(i) at 2:26 pm.

*Public meeting was resumed at 3:27 pm.*

Member Peterson moved to authorize OCWCOG agency attorney Sean Kidd to negotiate the position of an Executive Director. Mayor Kaplin Seconded the motion. With no objections, the motion was voted on and approved.

**8. Legislative Breakfast**

Executive Director Vogt provided some details of the historic conversations regarding OCWCOG hosting a legislative breakfast or event. In the past, the board approved using up to \$10,000 of special project funds to support the project. Some work has been done to begin planning an event.

The members of the board expressed their support for OCWCOG hosting an event.

Vice Chair Sprenger and Treasurer Malone discussed the importance of planning prep work and strong attendance from the board members and their communities. The board also discussed motivators to increase the number of attendees.

Vice Chair Sprenger requested to discuss further details with Executive Director Vogt at an alternative time.

**9. Executive Director Update**

Executive Director Vogt informed the Board of Directors about the upcoming Halloween events held at the three OCWCOG offices. Executive Director Vogt reported to the Board that management and the Union worked together and bargained the logistics of implementing the new Payroll system, including all staff being paid 2 weeks early for the full month of October. The OCWCOG Senior Leadership Team recently participated in a two-day off-site meeting to lock down on their strategic priorities for the next year. The OCWCOG team is currently in the process of evaluating to demolish or subdivide and market the additional house on the Corvallis office property.

**10. Executive Session**

Discussed earlier in the meeting. Executive Session held under ORS 192.660(2)(i) beginning at 2:26 pm and resuming the public meeting at 3:27 pm.

**11. Other Business**

No other business was discussed.

**12. Adjournment**

Treasurer Malone adjourned the meeting at 3:45pm.

*Meeting Minutes taken by Angelykah Light.*



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## OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

### BOARD OF DIRECTORS' MEETING MINUTES

December 5, 2024  
2:00 – 4:00 pm

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

**Attendees:** **Chair** Commissioner Claire Hall, Lincon County; **Vice Chair** Commissioner Sherrie Sprenger, Linn County; **Treasurer** Commissioner Pat Malone, Benton County; Mayor Charles Maughn, Corvallis; Mayor Chas Jones, Philomath; Councilor Rick Booth, Waldport; and Member Bonnie Peterson, Confederated Tribe of Siletz Indians.

**Absent:** Mayor Alex Johnson II, Albany; Mayor Scott Cowan, Millersburg; Mayor Jan Kaplin, Newport; Mayor Rod Cross, Toledo; Councilor Joyce King, Depoe Bay; Councilor Jeremy Romer, Halsey; Councilor Mike Caughey, Harrisburg; Councilor Riley Hogland, Lincoln City; Councilor Jeanni Cuthbertson, Monroe; Councilor Joseph Parsons, Sodaville; Councilor Joshua Thorstad, Sweet Home; Councilor Carol Korn, Tangent; and Commissioner Gil Sylvia, Port of Newport.

**Staff:** Finance Director Marit Nelson; Chief Information Officer (CIO) Jason Sele; Senior and Disability Services (SDS) Director Randi Moore; Human Resources (HR) Manager Ryan Schulze; Brokerage Program Manager Britny Chandler, Transportation and Economic Development planning Manager Matthew Lehman and Executive Assistant Angelykah Light.

#### 1. **Welcome and Introductions**

The Oregon Cascades West Council of Governments (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on December 5, 2024, at 2:04 pm Via Teams Video and Audio Conferencing, and in-person attendees.

#### 2. **Public Comment**

No comments from the public.

#### 3. **Consent Calendar**

The Consent Calendar including meeting minutes from September 19, 2024, Financial Report YTD September 2024, and Meeting Schedule 2025 were not approved. Quorum was not met. The Board of Directors proceeded with the informational items on the agenda.

**4. Senior Services Advisory Council (SSAC) Membership Application Approval**

Senior Services Advisory Council membership could not be voted on and approved. Quorum was not met.

**5. Transportation Brokerage Advisory Committee (TBAC) Bylaws Approval**

Transportation Brokerage Advisory Committee Bylaws could not be voted on and approved. Quorum was not met.

**6. Program Highlight Ride Line (*Brokerage Program Manager Britny Chandler*)**

CED Director Disney introduced Brokerage Program Manager Britny Chandler. Brokerage Program Manager Chandler provided an update via Power Point to the Board of Directors on changes, progress, and community feedback in Ride Line. Ride Line is working to secure a new contract for same day urgent trip providers through Uber and Lyft.

Councilor Booth asked Program Manager Chandler about different resource options for Lincoln County due to the lack of Lyft and Uber in the area.

Program Manager Chandler requested some additional information.

Chair Hall and Councilor Booth explained the limited transportation resources in the coastal area.

Program Manager Chandler stated the team is working to evaluate accessible options and potential contracted providers.

**7. OCWCOG Program Updates**

Program updates are available in the meeting packet for review. For follow up questions, comments, or concerns, please reach out to the program directors.

**8. Subcommittee Reports**

Subcommittee Reports are available in the meeting packet for review.

**9. Legislative Breakfast**

Finance Director Nelson provided updates on Executive Director Vogt's behalf. Executive Director Vogt would like to postpone legislative event planning until a later date. He would like to explore hosting an event once the Legislative Session is complete.

**10. Recruitment of the Agency Director**

Finance Director Nelson informed the OCWCOG Board of Directors that the Agency Director position has been posted and is currently live.

**11. Executive Committee & New Board Member Orientation**

At the January Board of Directors meeting, members of the Executive Committee and the Executive Officers will need to be identified. The current officers may remain but must change their officer roles because they have each served two terms in the roles they currently hold.

**12. Executive Director Update**

CED Director Disney introduced the recently hired Transportation and Planning program manager, Matt Lehman.

Program Manager Lehman provided a summary of his professional background including serving on the Philomath City council for five years and transportation involvement.

Finance Director Nelson stated OCWCOG would likely have new union leadership soon. More updates will be provided once the positions have been formalized.

The transition to a formalized partnership with Community Services Consortium (CSC) has started. Finance Director Nelson reported that Executive Director Vogt attended a conference with the CSC Agency Director and could not attend the meeting due to travelling back from the training.

Finance Director Nelson provided an update on the new finance software and the payroll system. The finance team has worked very hard, and the process is slowly improving as staff become more familiar with the system.

**13. Other Business**

Mayor Jones informed the attendees this would be his last meeting as the Mayor of Philomath and an OCWCOG board member. Mayor Jones expressed his appreciation for working with OCWCOG for the past six years.

**14. Adjournment**

Chair Hall Adjourned the meeting at 2:38 pm.

*Meeting Minutes taken by Angelykah Light.*



**Quarterly Actuals v Annual Budget**

Total Department

Total Fund

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	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY24
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Actual
	Q1	Q2	Oct	Nov	Dec	Q3	Q4	YearTotal	YearTotal		Y-T-D(Sep)
<b>Net Income/(Loss)</b>	-636,736	252,945	-326,811	579,757	-	-	-	-383,790	14,449,308		-6,309,002
<b>Total Revenues</b>	<b>10,902,664</b>	<b>5,203,452</b>	<b>4,003,551</b>	<b>1,199,901</b>	-	-	-	<b>16,106,115</b>	<b>79,619,438</b>		<b>6,201,288</b>
<b>Revenues</b>	<b>10,902,664</b>	<b>5,203,452</b>	<b>4,003,551</b>	<b>1,199,901</b>	-	-	-	<b>16,106,115</b>	<b>79,304,438</b>		<b>6,201,288</b>
<b>Total 42000 - Fees &amp; Dues</b>	<b>2,215,453</b>	<b>856,431</b>	<b>645,589</b>	<b>210,843</b>	-	-	-	<b>3,071,884</b>	<b>7,248,214</b>		<b>2,184,406</b>
42000 - Fees & Dues	-	-	-	-	-	-	-	-	8,000		-
42100 - Dues	383,162	-	-	-	-	-	-	383,162	385,763		390,586
42200 - Program revenue (including Fees)	750,695	498,705	287,862	210,843	-	-	-	1,249,400	2,635,000		778,312
42800 - Internal service charges revenue	1,081,596	357,727	357,727	-	-	-	-	1,439,323	4,219,451		1,015,507
<b>Total 43000 - Intergovernmental</b>	<b>8,282,232</b>	<b>4,208,357</b>	<b>3,240,406</b>	<b>967,951</b>	-	-	-	<b>12,490,589</b>	<b>49,255,522</b>		<b>3,700,578</b>
43000 - Intergovernmental	-	-	-	-	-	-	-	-	231,562		-
43100 - Contracts	2,843,591	2,053,017	1,044,774	1,008,243	-	-	-	4,896,608	13,186,466		156,971
43200 - FedDir	199,435	-59,777	-	-59,777	-	-	-	139,658	1,349,971		37,600
43300 - FedInd	4,630	-	-	-	-	-	-	4,630	115,838		-
43400 - State	4,954,394	2,174,975	2,180,256	-5,281	-	-	-	7,129,369	30,508,330		3,379,690
43500 - Local	280,182	40,142	15,376	24,766	-	-	-	320,324	3,863,355		126,317
44100 - Rents	25,102	24,568	19,334	5,234	-	-	-	49,670	110,417		8,758
<b>Total 46000 - Interest &amp; Misc &amp; Donations</b>	<b>379,877</b>	<b>114,095</b>	<b>98,222</b>	<b>15,873</b>	-	-	-	<b>493,973</b>	<b>1,147,800</b>		<b>307,546</b>
46100 - Interest Revenue	246,745	85,681	85,681	-	-	-	-	332,425	740,000		203,702
46110 - Lending Program Interest revenue	30,630	10,926	10,926	-	-	-	-	41,556	100,000		25,243
46200 - Donations	0	-	-	-	-	-	-	0	-		896
46210 - Donations Received: Money	61,558	17,113	1,240	15,873	-	-	-	78,670	170,500		21,531
46240 - Donations Received: Private Grants	-	-	-	-	-	-	-	-	90,300		-
46700 - Matching Contributions	25,573	395	395	-	-	-	-	25,968	45,000		10,789
46900 - Misc Revenue	15,373	-20	-20	0	-	-	-	15,353	2,000		45,149
47000 - Gain/Loss on sale of capital	-	-	-	-	-	-	-	-	-		237
40000 - Beginning Balance	-	-	-	-	-	-	-	-	21,542,484		-
<b>Other Income</b>	-	-	-	-	-	-	-	-	<b>315,000</b>		-
<b>Total 48000 - Transfers In</b>	-	-	-	-	-	-	-	-	<b>315,000</b>		-
48000 - Transfers In	-	-	-	-	-	-	-	-	315,000		-
<b>Total Expenses</b>	<b>-11,539,399</b>	<b>-4,950,506</b>	<b>-4,330,362</b>	<b>-620,144</b>	-	-	-	<b>-16,489,906</b>	<b>-65,170,130</b>		<b>-12,510,290</b>
<b>Expense</b>	<b>11,479,331</b>	<b>4,941,418</b>	<b>4,328,022</b>	<b>613,396</b>	-	-	-	<b>16,420,748</b>	<b>62,700,679</b>		<b>12,427,461</b>
<b>Personnel</b>	<b>5,801,006</b>	<b>2,067,128</b>	<b>2,067,128</b>	-	-	-	-	<b>7,868,134</b>	<b>28,674,333</b>		<b>4,762,490</b>



**Quarterly Actuals v Annual Budget**

Total Department

Total Fund

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	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY24
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Actual
	Q1	Q2	Oct	Nov	Dec	Q3	Q4	YearTotal	YearTotal	Y-T-D(Sep)
51000 - Wages	3,451,208	1,336,708	1,336,708	-	-	-	-	4,787,916	17,625,528	2,726,436
52000 - Benefits	2,349,798	730,420	730,420	-	-	-	-	3,080,218	11,048,805	2,036,054
<b>Supplies &amp; Services</b>	<b>5,424,260</b>	<b>2,764,135</b>	<b>2,151,729</b>	<b>612,406</b>	-	-	-	<b>8,188,394</b>	<b>32,770,362</b>	<b>5,286,246</b>
<b>Total 61100 - Supplies</b>	<b>28,890</b>	<b>11,718</b>	<b>9,515</b>	<b>2,203</b>	-	-	-	<b>40,608</b>	<b>188,317</b>	<b>30,460</b>
61100 - Supplies	26,313	9,943	8,360	1,584	-	-	-	36,256	156,523	28,038
61200 - Supplies: Volunteer recognition	2,542	1,729	1,110	619	-	-	-	4,271	31,794	2,422
61250 - Supplies: Food MOW	36	46	46	-	-	-	-	82	-	-
<b>Total 61300 - Equipment (non-capitalized)</b>	<b>29,051</b>	<b>103,658</b>	<b>31,318</b>	<b>72,340</b>	-	-	-	<b>132,710</b>	<b>252,680</b>	<b>118,663</b>
61300 - Equipment (non-capitalized)	29,051	103,658	31,318	72,340	-	-	-	132,710	252,680	118,663
61400 - Furniture	-	-	-	-	-	-	-	-	44,500	7,475
<b>Total 62000 - Services</b>	<b>5,366,318</b>	<b>2,648,758</b>	<b>2,110,895</b>	<b>537,863</b>	-	-	-	<b>8,015,076</b>	<b>32,279,665</b>	<b>5,088,016</b>
62000 - Services	-	-	-	-	-	-	-	-	5,000	-
62100 - Professional Services	3,901,063	2,091,331	1,607,689	483,643	-	-	-	5,992,394	21,097,715	3,749,749
62110 - Legal services	5,469	-	-	-	-	-	-	5,469	90,700	-
62120 - Marketing services	14,477	3,603	3,603	-	-	-	-	18,081	38,300	10,259
62130 - Insurance services	27,615	-	-	-	-	-	-	27,615	137,850	11,970
62140 - Banking services	3,045	1,159	1,028	131	-	-	-	4,204	16,600	3,956
62210 - Printing/copying	19,943	9,946	3,666	6,281	-	-	-	29,889	109,200	11,268
62220 - Postage	8,153	5,449	4,099	1,350	-	-	-	13,602	38,500	8,742
62300 - Software	12,363	33,298	15,555	17,743	-	-	-	45,661	351,401	22,480
62400 - Telephone/internet	17,148	13,447	8,333	5,114	-	-	-	30,595	126,663	13,133
62500 - Memberships/Dues	10,851	52,557	51,233	1,324	-	-	-	63,408	79,000	3,020
62600 - Travel and training	26,406	11,903	11,808	95	-	-	-	38,309	206,245	33,186
62610 - Trainers	5,986	325	325	-	-	-	-	6,311	67,700	1,700
62621 - Employee mileage	45,878	17,821	15,843	1,978	-	-	-	63,699	146,263	32,903
62622 - Company automobile	1,507	50	50	-	-	-	-	1,557	15,500	386
62623 - Other employee travel	456	5	5	-	-	-	-	461	-	132
62630 - Volunteer travel	13,484	5,276	4,983	293	-	-	-	18,760	34,000	9,919
62640 - Employee travel meals	956	861	800	60	-	-	-	1,817	2,000	70
62650 - Employee lodging	2,380	1,756	1,033	723	-	-	-	4,136	3,000	5,367
62700 - Facility and Utilities	32,118	17,662	10,561	7,101	-	-	-	49,780	74,000	24,082
62710 - Rent expense	222,018	73,366	71,121	2,245	-	-	-	295,384	925,873	230,157
62720 - Facility maintenance svcs	37,775	13,098	6,598	6,500	-	-	-	50,874	62,150	10,178



**Quarterly Actuals v Annual Budget**

Total Department

Total Fund

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	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY25	FY24
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Actual
	Q1	Q2	Oct	Nov	Dec	Q3	Q4	YearTotal	YearTotal	Y-T-D(Sep)
62721 - Janitorial Service	1,343	233	233	-	-	-	-	1,576	71,100	19,146
62731 - Electricity	13,173	7,701	4,419	3,282	-	-	-	20,875	45,000	13,534
62732 - Water/sewer	-	-	-	-	-	-	-	-	-	407
62800 - Internal service charges expenditure	856,713	284,509	284,509	-	-	-	-	1,141,222	3,413,546	775,640
62150 - Grants to subrecipients	86,000	3,400	3,400	-	-	-	-	89,400	5,122,359	96,633
62900 - Miscellaneous Expenses	-	-	-	-	-	-	-	-	5,200	41,632
<b>Total 64000 - Client Assistance</b>	<b>182,532</b>	<b>83,860</b>	<b>82,870</b>	<b>990</b>	-	-	-	<b>266,392</b>	<b>849,984</b>	<b>193,841</b>
64000 - Client Assistance	-	-	-	-	-	-	-	-	2,000	-
64200 - Client Assist: Lending programs	-	0	0	-	-	-	-	0	-	165,664
64400 - Client Assist: Support services	98,356	29,510	28,520	990	-	-	-	127,866	306,000	11,641
64300 - Client Assist: Program wages	84,175	54,350	54,350	-	-	-	-	138,526	541,984	16,536
67000 - Resource Reserves	-	12,008	12,008	-	-	-	-	12,008	-	10,517
70000 - Capital	71,533	14,287	14,287	-	-	-	-	85,820	406,000	2,174,368
<b>Other Expense</b>	<b>60,069</b>	<b>9,089</b>	<b>2,340</b>	<b>6,748</b>	-	-	-	<b>69,157</b>	<b>2,469,451</b>	<b>82,829</b>
71000 - Equipment	31,225	-	-	-	-	-	-	31,225	60,000	74,476
74000 - Capital Improvements	-	-	-	-	-	-	-	-	50,000	-
77000 - Software (multi-year)	25,973	9,089	2,340	6,748	-	-	-	35,062	191,506	4,475
<b>Debt, Transfers &amp; Contingency</b>	<b>2,871</b>	-	-	-	-	-	-	<b>2,871</b>	<b>2,167,945</b>	<b>3,877</b>
92000 - Debt Interest	2,871	-	-	-	-	-	-	2,871	-	3,877
95000 - Contingency	-	-	-	-	-	-	-	-	1,852,945	-
<b>Total 98000 - Transfers Out</b>	-	-	-	-	-	-	-	-	<b>315,000</b>	-
98000 - Transfers Out	-	-	-	-	-	-	-	-	315,000	-



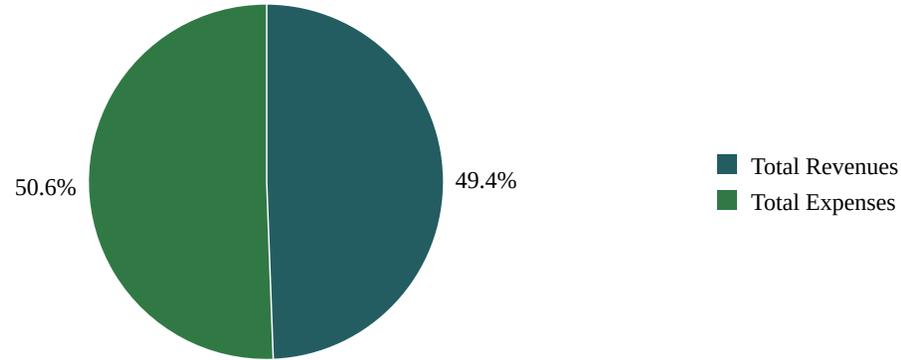
# Quarterly Actuals v Annual Budget

Total Department

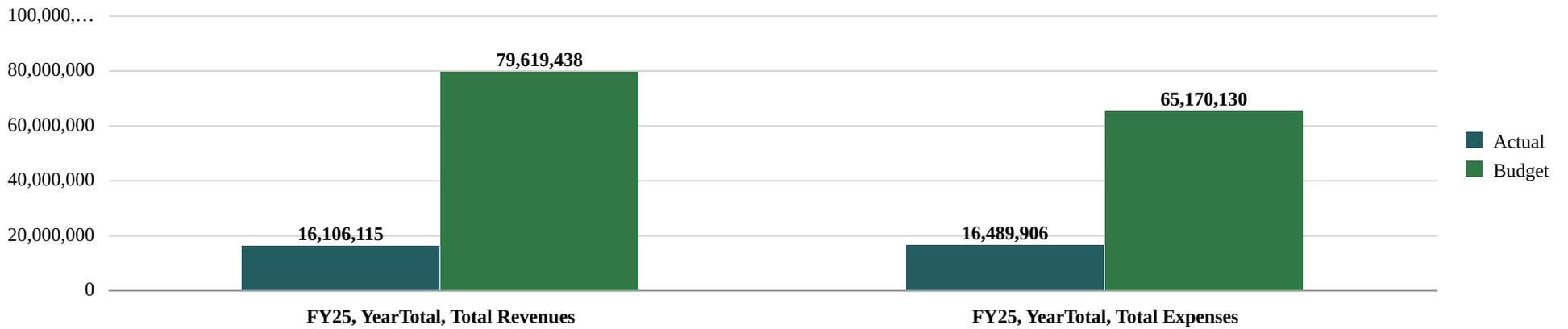
Total Fund

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## Year to Date Total Actuals



## Year to Date Actuals to Total Budget





**Quarterly Actuals v Annual Budget**  
 Total Department  
 Total Fund  
 Generated on: January 10, 2025 1:45 PM

	FY25 Actual Q1	FY25 Actual Q2	FY25 Actual Q3	FY25 Actual Q4	FY25 Actual YearTotal	FY25 Adopted Budget YearTotal	FY24 Actual Y-T-D(Sep)
<b>Net Income/(Loss)</b>	<b>-632,684</b>	<b>-3,433,285</b>	<b>1,022,455</b>	<b>-</b>	<b>-3,043,515</b>	<b>14,449,308</b>	<b>-6,309,002</b>
<b>Total Revenues</b>	<b>10,902,664</b>	<b>8,300,423</b>	<b>1,029,963</b>	<b>-</b>	<b>20,233,050</b>	<b>79,619,438</b>	<b>6,201,288</b>
<b>Revenues</b>	<b>10,902,664</b>	<b>8,300,423</b>	<b>1,029,963</b>	<b>-</b>	<b>20,233,050</b>	<b>79,304,438</b>	<b>6,201,288</b>
<b>Total 42000 - Fees &amp; Dues</b>	<b>2,215,453</b>	<b>1,713,276</b>	<b>-33</b>	<b>-</b>	<b>3,928,695</b>	<b>7,248,214</b>	<b>2,184,406</b>
42000 - Fees & Dues	-	-	-	-	-	8,000	-
42100 - Dues	383,162	-	-	-	383,162	385,763	390,586
42200 - Program revenue (including Fees)	750,695	648,287	-33	-	1,398,948	2,635,000	778,312
42800 - Internal service charges revenue	1,081,596	1,064,989	-	-	2,146,585	4,219,451	1,015,507
<b>Total 43000 - Intergovernmental</b>	<b>8,282,232</b>	<b>6,321,245</b>	<b>1,025,296</b>	<b>-</b>	<b>15,628,774</b>	<b>49,255,522</b>	<b>3,700,578</b>
43000 - Intergovernmental	-	-	-	-	-	231,562	-
43100 - Contracts	2,843,591	2,055,131	1,011,440	-	5,910,162	13,186,466	156,971
43200 - FedDir	199,435	-59,777	-	-	139,658	1,349,971	37,600
43300 - FedInd	4,630	9,616	-	-	14,246	115,838	-
43400 - State	4,954,394	4,087,397	13,857	-	9,055,647	30,508,330	3,379,690
43500 - Local	280,182	228,878	-	-	509,060	3,863,355	126,317
44100 - Rents	25,102	27,449	4,700	-	57,251	110,417	8,758
<b>Total 46000 - Interest &amp; Misc &amp; Donations</b>	<b>379,877</b>	<b>238,453</b>	<b>-</b>	<b>-</b>	<b>618,330</b>	<b>1,147,800</b>	<b>307,546</b>
46100 - Interest Revenue	246,745	170,938	-	-	417,682	740,000	203,702
46110 - Lending Program Interest revenue	30,630	29,889	-	-	60,518	100,000	25,243
46200 - Donations	0	-	-	-	0	-	896
46210 - Donations Received: Money	61,558	26,332	-	-	87,889	170,500	21,531
46240 - Donations Received: Private Grants	-	-	-	-	-	90,300	-



**Quarterly Actuals v Annual Budget**  
**Total Department**  
**Total Fund**  
 Generated on: January 10, 2025 1:45 PM

	FY25	FY25	FY25	FY25	FY25	FY25	FY24
	Actual	Actual	Actual	Actual	Actual	Adopted Budget	Actual
	Q1	Q2	Q3	Q4	YearTotal	YearTotal	Y-T-D(Sep)
46700 - Matching Contributions	25,573	395	-	-	25,968	45,000	10,789
46900 - Misc Revenue	15,373	12,087	-	-	27,459	2,000	45,149
46910 - Over/short	-	-1,187	-	-	-1,187	-	0
47000 - Gain/Loss on sale of capital	-	-	-	-	-	-	237
40000 - Beginning Balance	-	-	-	-	-	21,542,484	-
<b>Other Income</b>	-	-	-	-	-	<b>315,000</b>	-
<b>Total 48000 - Transfers In</b>	-	-	-	-	-	<b>315,000</b>	-
48000 - Transfers In	-	-	-	-	-	315,000	-
<b>Total Expenses</b>	<b>-11,535,348</b>	<b>-11,733,708</b>	<b>-7,509</b>	-	<b>-23,276,565</b>	<b>-65,170,130</b>	<b>-12,510,290</b>
<b>Expense</b>	<b>11,475,280</b>	<b>11,670,198</b>	<b>5,128</b>	-	<b>23,150,605</b>	<b>62,700,679</b>	<b>12,427,461</b>
<b>Personnel</b>	<b>5,801,006</b>	<b>5,972,245</b>	-	-	<b>11,773,251</b>	<b>28,674,333</b>	<b>4,762,490</b>
51000 - Wages	3,451,208	3,641,335	-	-	7,092,543	17,625,528	2,726,436
52000 - Benefits	2,349,798	2,330,910	-	-	4,680,708	11,048,805	2,036,054
<b>Supplies &amp; Services</b>	<b>5,420,209</b>	<b>5,453,469</b>	<b>5,128</b>	-	<b>10,878,805</b>	<b>32,770,362</b>	<b>5,286,246</b>
<b>Total 61100 - Supplies</b>	<b>29,596</b>	<b>27,414</b>	<b>1,800</b>	-	<b>58,809</b>	<b>188,317</b>	<b>30,460</b>
61100 - Supplies	27,018	21,327	1,800	-	50,144	156,523	28,038
61200 - Supplies: Volunteer recognition	2,542	5,950	-	-	8,492	31,794	2,422
61250 - Supplies: Food MOW	36	137	-	-	173	-	-
<b>Total 61300 - Equipment (non-capitalized)</b>	<b>29,051</b>	<b>112,610</b>	-	-	<b>141,662</b>	<b>252,680</b>	<b>118,663</b>
61300 - Equipment (non-capitalized)	29,051	112,610	-	-	141,662	252,680	118,663
61400 - Furniture	-	-	-	-	-	44,500	7,475
<b>Total 62000 - Services</b>	<b>5,361,562</b>	<b>5,313,445</b>	<b>3,328</b>	-	<b>10,678,334</b>	<b>32,279,665</b>	<b>5,088,016</b>
62000 - Services	-	-	-	-	-	5,000	-



**Quarterly Actuals v Annual Budget**  
**Total Department**  
**Total Fund**  
 Generated on: January 10, 2025 1:45 PM

	<b>FY25</b>	<b>FY25</b>	<b>FY25</b>	<b>FY25</b>	<b>FY25</b>	<b>FY25</b>	<b>FY24</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Adopted Budget</b>	<b>Actual</b>
	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>YearTotal</b>	<b>YearTotal</b>	<b>Y-T-D(Sep)</b>
62100 - Professional Services	3,901,063	3,901,307	801	-	7,803,171	21,097,715	3,749,749
62110 - Legal services	5,469	2,415	-	-	7,883	90,700	-
62120 - Marketing services	14,477	5,586	-	-	20,064	38,300	10,259
62130 - Insurance services	27,615	33,918	-	-	61,533	137,850	11,970
62140 - Banking services	3,045	2,330	-	-	5,374	16,600	3,956
62210 - Printing/copying	19,943	20,584	-	-	40,527	109,200	11,268
62220 - Postage	8,583	11,845	-	-	20,428	38,500	8,742
62300 - Software	12,363	66,342	-	-	78,705	351,401	22,480
62400 - Telephone/internet	17,148	13,956	-	-	31,105	126,663	13,133
62500 - Memberships/Dues	10,851	53,735	-	-	64,586	79,000	3,020
62600 - Travel and training	26,419	21,926	-	-	48,345	206,245	33,186
62610 - Trainers	5,986	2,012	-	-	7,997	67,700	1,700
62621 - Employee mileage	45,878	36,183	-	-	82,060	146,263	32,903
62622 - Company automobile	1,507	50	-	-	1,557	15,500	386
62623 - Other employee travel	456	5	-	-	461	-	132
62630 - Volunteer travel	13,484	12,021	-	-	25,505	34,000	9,919
62640 - Employee travel meals	956	1,258	-	-	2,214	2,000	70
62650 - Employee lodging	2,380	2,873	-	-	5,253	3,000	5,367
62700 - Facility and Utilities	32,118	27,896	-	-	60,014	74,000	24,082
62710 - Rent expense	222,018	217,852	2,245	-	442,115	925,873	230,157
62720 - Facility maintenance svcs	37,775	28,500	-	-	66,275	62,150	10,178
62721 - Janitorial Service	1,343	1,694	281	-	3,318	71,100	19,146
62731 - Electricity	13,173	7,701	-	-	20,875	45,000	13,534



**Quarterly Actuals v Annual Budget**  
 Total Department  
 Total Fund  
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	FY25 Actual Q1	FY25 Actual Q2	FY25 Actual Q3	FY25 Actual Q4	FY25 Actual YearTotal	FY25 Adopted Budget YearTotal	FY24 Actual Y-T-D(Sep)
62732 - Water/sewer	-	-	-	-	-	-	407
62800 - Internal service charges expenditure	851,513	838,056	-	-	1,689,569	3,413,546	775,640
62150 - Grants to subrecipients	86,000	3,400	-	-	89,400	5,122,359	96,633
62900 - Miscellaneous Expenses	-	-	-	-	-	5,200	41,632
<b>Total 64000 - Client Assistance</b>	<b>182,532</b>	<b>205,648</b>	<b>-</b>	<b>-</b>	<b>388,180</b>	<b>849,984</b>	<b>193,841</b>
64000 - Client Assistance	-	-	-	-	-	2,000	-
64200 - Client Assist: Lending programs	-	93,057	-	-	93,057	-	165,664
64400 - Client Assist: Support services	98,356	36,801	-	-	135,158	306,000	11,641
64300 - Client Assist: Program wages	84,175	75,790	-	-	159,965	541,984	16,536
67000 - Resource Reserves	-	12,008	-	-	12,008	-	10,517
70000 - Capital	71,533	26,828	-	-	98,361	406,000	2,174,368
<b>Other Expense</b>	<b>60,069</b>	<b>63,510</b>	<b>2,381</b>	<b>-</b>	<b>125,960</b>	<b>2,469,451</b>	<b>82,829</b>
71000 - Equipment	31,225	34,182	-	-	65,407	60,000	74,476
74000 - Capital Improvements	-	-	-	-	-	50,000	-
77000 - Software (multi-year)	25,973	29,328	2,381	-	57,683	191,506	4,475
<b>Debt, Transfers &amp; Contingency</b>	<b>2,871</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,871</b>	<b>2,167,945</b>	<b>3,877</b>
92000 - Debt Interest	2,871	-	-	-	2,871	-	3,877
95000 - Contingency	-	-	-	-	-	1,852,945	-
<b>Total 98000 - Transfers Out</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>315,000</b>	<b>-</b>
98000 - Transfers Out	-	-	-	-	-	315,000	-



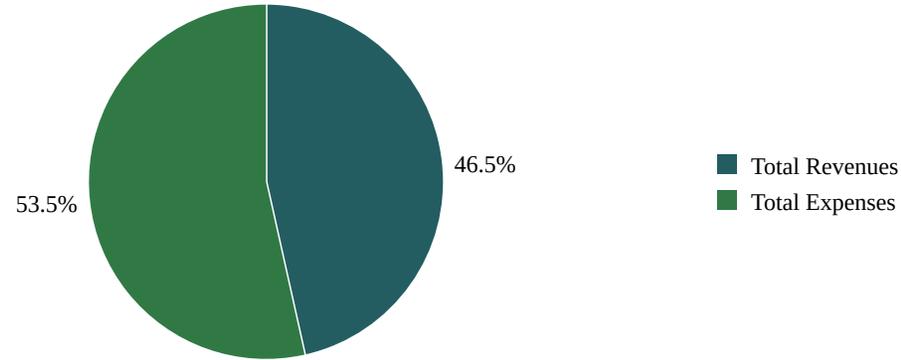
# Quarterly Actuals v Annual Budget

Total Department

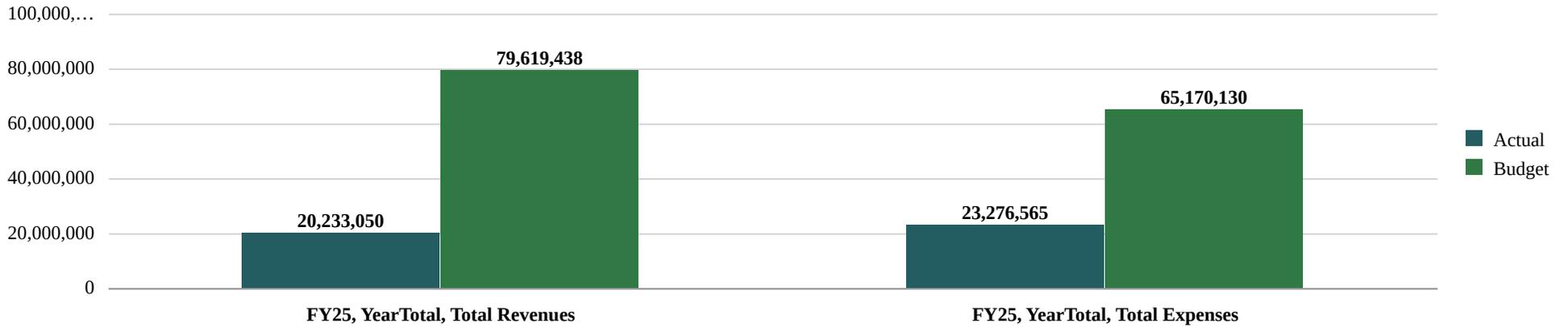
Total Fund

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## Year to Date Total Actuals



## Year to Date Actuals to Total Budget



# 2025 OCWCOG MEETING SCHEDULE

	BUDGET COMMITTEE	FINANCE COMMITTEE	FULL BOARD OF DIRECTORS	EXECUTIVE COMMITTEE	LPAC COMMITTEE	LOCATION
	1:00P - 1:30P	1:30P-2:00P	2:00P-4:00P	9:30A-11:30A	9:00A-9:30A	
	Thursday	Thursday	Thursday	Thursday	Thursday	
January	**16	16	16			Albany
February				27	27	Albany
March	*20	20	20			Toledo
April	*18			24	24	Albany
May	15	15	15			Albany
June				26	26	Toledo
July		17	17			Albany
August				28	28	Albany
September		18	18			Toledo
October				23	23	Albany
November	-	-	-	-	-	-
December	**4	4	4			Albany

Budget Committee meeting is Thursday's before the Finance Committee meeting.

Finance Committee meeting is Thursday's before the Full Board of Directors meeting.

Board of Director meeting is 3rd Thursday of the month.

Executive Committee meeting is the 4th Thursday of the month.

Loan Program Advisory Committee (LPAC) meeting is Thursday's directly before the Executive Committee meeting.

\* Budget Committee work group meetings.

\*\*Budget Committee may call an additional session to cover a Supplemental Budget.



**Cascades West Area Commission on Transportation  
(CWACTION)  
2025 Full Commission Meetings**

**Microsoft Teams Information:**

[Join the meeting now](#)

Meeting ID: 221 574 644 93

Passcode: JC7EGw

Dial in by phone

[+1 872-242-8088,,638963468#](#)

Phone conference ID: 638 963 468#

***Meets on the 4<sup>th</sup> Thursday of every two months from 5:00 – 7:00 pm***

<b>Meeting Date</b>	<b>Proposed Location</b>	<b>Tentative Tour/Informational Presentation</b>
February 27	Albany/OCWCOG	<i>Pending December Planning Meeting with ODOT</i>
April 24	Corvallis/Benton Kalapuya Building	<i>Pending December Planning Meeting with ODOT</i>
June 26	Coastal /TBD	<i>Pending December Planning Meeting with ODOT</i>
August 28	Albany/OCWCOG/CANCEL	<i>Pending December Planning Meeting with ODOT</i>
October 23	Benton Kalapuya Building	<i>Pending December Planning Meeting with ODOT</i>
December 25	Albany/OCWCOG	<i>Pending December Planning Meeting with ODOT</i>

*(Dates may be cancelled and/or rescheduled based on agenda content and holidays)*

# Cascades West Area Commission on Transportation (CWACTION)

## 2025 Executive Committee Meetings

### Microsoft Teams Meeting Information:

[Join the meeting now](#)

Meeting ID: 250 346 049 991

Passcode: 2cT9wW

Dial in by phone

[+1 872-242-8088,,215088947#](#)

Phone conference ID: 215 088 947#

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**Meets on the 2<sup>nd</sup> Thursday  
of every two months –  
4:00 – 5:00 pm**

February 13

April 10

June 12

August 14

October 09

December 11

(Dates may be cancelled and/or rescheduled  
based on agenda content and holidays)



# Cascades West Economic Development District (CWEDD) Board 2025 Meeting Dates

## Microsoft Teams Information:

[Join the meeting now](#)

Meeting ID: 291 224 730 274

Passcode: wwgDy8

Dial in by phone

[+1 872-242-8088,,34725452#](#)

Phone conference ID: 347 254 52#

Meets quarterly on the  
2<sup>nd</sup> Thursday of the Month  
9:00 – 11:00 am

March 13 - Lane

June 12 - Lincoln

September 11 – Benton

December 11 - Linn

(Dates may be cancelled and/or rescheduled  
based on agenda content and holidays)



# Cascades West Economic Development District (CWEDD) Executive Committee 2025 Meeting Dates

## Microsoft Teams Information:

[Join the meeting now](#)

Meeting ID: 224 960 885 624

Passcode: D3paiN

Dial in by phone

[+1 872-242-8088,,653759314#](#)

Phone conference ID: 653 759 314#

Meets quarterly on the  
last Thursday of the Month,  
11:00 am – 12:00 pm  
(opposite month of the CWEDD Board)

February 27

May 29

August 28

November 27

(Dates may be cancelled and/or rescheduled  
based on agenda content and holidays)

# Transportation Brokerage Advisory Committee (TBAC) 2025 Meeting Schedule

## Microsoft Teams Meeting:

[Join the meeting now](#)

Meeting ID: 262 773 668 243

Passcode: EzNPET

Dial in by phone

[+1 872-242-8088,,177950503#](#)

Phone conference ID: 177 950 503#

1<sup>st</sup> Thursday of every 3 Months  
10:30 am – 12:00 pm

January 02 – ABC Conference  
Room

April 03 – ABC Conference  
Room

July 03 – ABC Conference  
Room

October 02 – ABC Conference  
Room



# 2025

## Loan Program Advisory Committee Meeting Schedule

Occurs the 4<sup>th</sup> Thursday of every 2 months. Meetings take place directly before the COG Executive Committee meetings, from 9:00 – 9:30 am.

**February 27<sup>th</sup>**  
**April 24<sup>th</sup>**  
**June 26<sup>th</sup>**  
**August 28<sup>th</sup>**  
**October 23<sup>rd</sup>**  
**December 25<sup>th</sup>**  
*(reschedule or cancel)*

Via Microsoft Teams or Attending at the Albany OCWCOG Office

**Microsoft Teams Information:**

[Join the meeting now](#)

Meeting ID: 280 668 329 957

Passcode: 4zoASx

Dial in by phone

[+1 872-242-8088,,891775138#](#)

Phone conference ID: 891 775 138#

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



Oregon Cascades West Council of Governments  
Senior and Disability Services  
1400 Queen Avenue SE Albany, Oregon  
(541) 926-8630 tsharpe@ocwcog.org  
<https://www.ocwcog.org/connect/volunteer/>

## Advisory Council Membership Application

### Contact information

Name:		
Mailing address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	ZIP: [REDACTED]
Home phone: [REDACTED]	Cell phone: [REDACTED]	
Email address: [REDACTED]		
Place of employment: [REDACTED]		
Work address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	ZIP: [REDACTED]
Work phone: [REDACTED]		
Email address:		

All applicants must fill out 1 -4 below.

1. Are you a person with a disability?

[REDACTED]

2. [REDACTED] older?

[REDACTED]

3. Do you receive services from the Department of Human Services Aging and People with Disabilities (or an Area Agency on Aging which contracts with the State of Oregon to provide this service)?

[REDACTED]

4. Put an X by which council you are applying for:

Senior Services Advisory Council

Disability Services Advisory Council

## Experiences

List any of the following experiences you have working with seniors or people with disabilities: \_\_\_\_\_

- Educational \_\_\_\_\_
- Work/Volunteer \_\_\_\_\_
- Personal \_\_\_\_\_

Describe how your life experiences, including those above, have had an impact or influence on your life.

Describe why you want to be a Council member.

Please list two references (personal or professional):

What skills would you bring to the Advisory Council?

What do you expect to gain from volunteering with the Advisory Council?



Oregon Cascades West Council of Governments  
Senior and Disability Services  
1400 Queen Avenue SE Albany, Oregon  
(541) 926-8630 tsharpe@ocwcog.org  
<https://www.ocwcog.org/connect/volunteer/>

## Advisory Council Membership Application

### Contact information

Name: Gena Sellers		
Mailing address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	ZIP: [REDACTED]
Home phone: [REDACTED]	Cell phone: [REDACTED]	
Email address: [REDACTED]		
Place of employment: [REDACTED]		
Work address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	ZIP: [REDACTED]
Work phone: [REDACTED]		
Email address: [REDACTED]		

All applicants must fill out 1 -4 below.

1. Are you a person with a disability?

[REDACTED]

2. [REDACTED] older?

[REDACTED]

3. Do you receive services from the Department of Human Services Aging and People with Disabilities (or an Area Agency on Aging which contracts with the State of Oregon to provide this service)?

[REDACTED]

4. Put an X by which council you are applying for:

Senior Services Advisory Council     Disability Services Advisory Council

## Experiences

List any of the following experiences you have working with seniors or people with disabilities: ASL Sign Language Interpreter

- Educational Western Oregon Univerisity
- Work/Volunteer Newport Discovery Zoo
- Personal client since 1984

Describe how your life experiences, including those above, have had an impact or influence on your life.

As an amputee and a sign language interpreter I am very aware of barriers, both physically as well as with communications. I have seen radical changes, that have not necessarily benifited the Senior and/or Disabled community. I have been rejected from public and private places of businesses due to my physiscal limitations.

Describe why you want to be a Council member.

I believe that my experience with both a provider as well as a member of the senior/disabled, I can provide a up close and personal report to the council that might encourage a true impact

Please list two references (personal or professional):

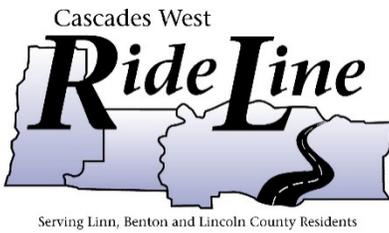
Julie Mendenz Friend since 1980 971-272-3425  
Karm 541-451-0673

What skills would you bring to the Advisory Council?

I have served the Senior and Disabled Community most of my life. But now, as a member of the society that lives within the community of the Senior/Disabled residents, I believe I can provide a unique prespective in what is working now, what is not, and what changes that I am facing now, especially post COVID

What do you expect to gain from volunteering with the Advisory Council?

I hope to gain valuable experience in how decisions are made, how changes could not be as affective as precieved, how the process works and how to create a better system for higher reachable goals and reduce the iggorance I feel when I don't understand how things are done.



**MEMORANDUM**

**DATE:** January 16, 2025  
**TO:** OCWCOG Board of Directors  
**FROM:** Britny Chandler, Ride Line Program Manager  
**RE:** Transportation Brokerage Advisory Committee (TBAC) Bylaws Update Approval

---

Cascades West Ride Line (CWRL) Staff have updated the TBAC bylaws to ensure membership compliance with the Oregon Health Authority (OHA) and to update quorum requirements. At its November 7, 2024, meeting, the TBAC approved a recommendation for the OCWCOG Board of Directors to approve the updated bylaws (see attached).

Summary of Changes:

- Article 2 Membership – reorganization of membership names (alphabetized) and added (per OHA requirements) “Representatives of the Area Agencies on Aging (AAA).
- Article 3 Term of Office – updating term language for clarity.
- Article 4 Officers – updating term language for clarity.
- Article 6 Organization Procedures – quorum language change from 51% to 1/3 of voting members of the committee present. Additional updates to consensus requirements from 75% to a majority vote of voting members present. Additional updates to electronic voting via email language.
- Article 7 Bylaw amendments – Updated language to bylaw amendment process.



# **BYLAWS**

## **Transportation Brokerage Advisory Committee of Oregon Cascades West Council of Governments**

***Approved by the COG Board DATE***

### **ARTICLE 1 PURPOSE AND RESPONSIBILITIES**

The Transportation Brokerage Advisory Committee (TBAC) is established by the Oregon Cascades West Council of Governments (COG) to advise the COG Board of Directors and COG staff on matters relating to the ongoing operation of the transportation brokerage serving Linn, Benton, and Lincoln Counties and on other means of improving transportation in the region.

The Committee 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 Health Services (SHS), and other community stakeholders. The Committee will continuously facilitate communication among stakeholders, assist in the refinement and expansion of brokerage operations, assist in the resolution of problems, and assist in the development of other potential uses of the brokerage program beyond NEMT services.

In addition to assisting in monitoring and evaluating the NEMT program the role of the Committee shall include, but not be limited to, recommending potential policy or procedure changes and program improvements and assisting in prioritizing those changes and improvements.

### **ARTICLE 2 MEMBERSHIP**

- A. The voting membership of the Committee shall not exceed seventeen (17) members and shall consist of a mix of the following representatives from Linn, Benton and Lincoln Counties.
- a. Representatives of the Area Agencies on Aging (AAA).
  - b. Members of City Councils, Tribal Council, and County Boards of Commissioners.
  - c. Community representatives (including but not limited to Seniors People with Disabilities, representatives of Children, Adults and Families, People with low income, and representatives of people with low income.)

- d. Representatives of the Inter-Community Health Network Coordinated Care Organization (IHN-CCO).
- e. Members of the Oregon Cascades West Disability Services Advisory Council (DSAC).
- f. Members of the Oregon Cascades West Senior Services Advisory Council (SSAC).
- g. Representatives of the Oregon Health Authority (OHA) or OHA client Advocacy group/s.
- h. Representatives of organizations providing health services.
- i. Representatives of organizations providing human services.
- j. People who use brokerage transportation services, representatives of people who use brokerage transportation services, and providers of brokerage transportation services.
- k. Public transportation providers, public transportation coordinators, and users of public transportation.
- l. Residential care facilities.
- m. Representatives of Samaritan Advantage Health Plans (SAHP).
- n. The Special Transportation Coordinators for Linn, Benton and Lincoln Counties.

Committee members shall be knowledgeable about transportation and/or human service's needs.

B. The COG Board may also appoint Ex-Officio's, non-voting members such as representatives of the Oregon Department of Human Services (DHS), and the Oregon Department of Transportation (ODOT) whose involvement, advice and expertise will enhance the ability of the Committee to fulfill its responsibilities.

### **ARTICLE 3 TERM OF OFFICE**

A. Committee members shall be appointed by the COG Board to serve alternating two-year terms. Under the provisions of these revised bylaws, to maintain overlapping terms, the Board may decide to initially appoint members to one-, two-, or three-year terms ending on June 30 (thirty).

B. Committee members may select their own Alternate in the event they cannot attend a meeting. In the absence of a committee member, their Alternate may attend and make voting decision. Alternates may be invited to participate in all meetings but will not hold voting privileges unless the appointed (regular) member is absent from the meeting.

C. If a vacancy occurs, the COG Board may appoint a person to the remainder of the unexpired term.

D. If a member has three (3) unexcused absences within a twelve (12) month period, the Committee may decide to review the circumstances and make a recommendation to the COG Board on whether the member's position shall be considered vacated.

#### **ARTICLE 4 OFFICERS**

A. At the first meeting of each fiscal year (July-June), the Committee shall elect a Chair and Vice Chair to serve for one-year terms. The Chair and Vice Chair may serve up to 2 consecutive terms. If a vacancy occurs, the Committee at its next meeting shall elect a person to serve in the vacated position for the remainder of the term.

B. The Chair shall preside at all Committee meetings and shall be an Ex-Officio member of all subcommittees. The Chair has specific responsibility for the approval of the agenda for all meetings of the full Committee.

C. The duties of the Vice Chair are to perform the duties of the Chair in their absence and any other duties as assigned by the Chair or Committee.

D. In the absence of the Chair and Vice-Chair at a Committee meeting, Staff shall preside.

#### **ARTICLE 5 SUBCOMMITTEES**

A. Subcommittees may be established by the staff with approval of the full Committee. Subcommittees may be formed to carry out specific tasks, with recommendations made to the full Committee.

B. The selection of subcommittee members will be the responsibility of the staff. People who are not members of the Committee may be appointed if their knowledge and experience would assist the subcommittee in completing its work.

#### **ARTICLE 6 ORGANIZATIONAL PROCEDURES**

A. The Committee shall meet at least once a quarter or as necessary to fulfill its responsibility. The Chair will assist Staff in making this determination. Upon the Chair's approval, Staff will clearly communicate scheduling decisions with all members of the Committee.

B. To conduct official business, a quorum shall exist when one-third of voting members of the Committee are present. If a member of the Committee is unable to participate, that member may designate an alternate to participate in their place. The alternate shall declare their status at the start of the meeting.

C. Decisions shall be reached by a consensus vote whenever possible. If it is not possible to obtain concurrence of all voting members present, a majority vote of voting members present, shall be necessary for approval.

D. After consultation with the staff, the Chair shall approve the agenda for all meetings of the full Committee. In the absence of the Chair, the Vice Chair may approve the agenda. When timing is urgent COG Staff may add items to the approved agenda and advise the Chair at the earliest opportunity. Committee members may, at any time, forward a request to the Chair, or Staff, to place an item on the written agenda for the next meeting and the Chair shall inform the member about their decision.

E. The Chair, or Staff, may call a special meeting of the Committee for any purpose subject to the requirements, including a public notice to all required parties, of the Oregon Public Meeting law.

F. Members may participate in any meeting telephonically or by other means of electronic communication(Email), provided the meeting is called to order at a meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.

G. After the Chair approves the agenda Staff shall prepare meeting agenda packets and forward them to all Committee members at least seven (7) days prior to a regularly scheduled meeting; and in as timely a manner as possible for special meetings.

H. Written minutes of each meeting shall be taken, included with the agenda packet for the Committee's subsequent meeting and approved as a formal agenda item. The minutes may be in the form of "action minutes" simply noting major decisions and votes.

I. Robert's Rules of Order shall serve as the parliamentary authority for the operation of the TBAC. The Committee may formulate additional specific standing rules and rules of order to govern the conduct of its meeting provided they do not conflict with these bylaws, the new rules are in writing, and forwarded to the Chair of the COG Board of Directors.

J. The conduct of the Committee, including public meetings, shall be in conformance with Oregon Public Meeting laws and Oregon Government Standards and Practices provisions of Oregon Revised Statues. All meetings shall be held at a facility that is ADA accessible and shall include hybrid availability.

## **ARTICLE 7 BYLAW AMENDMENTS**

A. These bylaws may be amended, repealed or new bylaws may be adopted at any regular meeting of the Committee, provided that written notice of, and the proposed amendment, has been sent to every member at least seven (7) calendar days before it is to be voted on. Amendments to these bylaws will become effective upon final approval by the COG Board.

B. The COG Board may initiate a change to these bylaws. Such change shall be presented at a meeting of the Board and referred to the Committee for comment. The change, with written comments from the Committee, shall thereafter be presented to the COG Board for its consideration. Action of the COG Board is required to adopt the proposed change.

C. Each Committee member shall be given a copy of these bylaws and subsequent amendments along with the current year's meeting schedule.



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## MEMORANDUM

**DATE:** January 7, 2025  
**TO:** OCWCOG Board of Directors  
**FROM:** Justin Peterson, Community and Economic Development Supervisor  
**RE:** **Appointments to the Comprehensive Economic Development Strategy (CEDs) Committee**

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The primary responsibility of the Cascades West Economic Development District (CWEDD) Board is the review and approval of the CWEDD Comprehensive Economic Development Strategy every five years as required by our planning grant from the federal Economic Development Administration. We are currently in the process of updating the 2025-2030 Comprehensive Economic Development Strategy (CEDs).

A key element in the process is the Comprehensive Economic Development Strategy Committee (Strategy Committee). Established by the planning organization, the Strategy Committee is the principal facilitator of the CEDs process and is responsible for developing and updating the CEDs. The Strategy Committee should represent the main economic interests of the region.

The proposal is to appoint the Strategy committee at the January 9th Special CWEDD meeting and confirm the appointment at the January 16<sup>th</sup> OCWCOG Board meeting. The membership will include 6 LCOG members, 8 OCWCOG members, and 2 regional representatives. LCOG will appoint 6 Lane Economic Committee members.

Community and Economic Development Staff recommend the following individuals be appointed to the Strategy Committee. In addition, Lane will separately appoint their six members.

### Benton County:

- ◆ **Christopher Jacobs**, City of Corvallis/Benton County, CED Manager
- ◆ **Karl Mundorff**, OSU, Senior Program Manager

### Lincoln County:

- ◆ **Paul Schuytema**, Economic Development Alliance of Lincoln County, Executive Director
- ◆ **Pam Barlow-Lind**, Confederated Tribes of Siletz Indians, Tribal Planner
- ◆ **Paula Miranda**, Port of Newport, Director

### Linn County:

- ◆ **Britt Hoskins**, LBCC SBDC, SBDC Director
- ◆ **John Pascone**, Albany Millersburg Economic Development Corporation, President

- ◆ **Sophie Adams**, City of Albany, Economic Development Manager

Regional:

- ◆ **Nate Conroy**, RAIN Catalysts, Venture Catalyst
- ◆ **Courtney Flathers**, Regional Solutions, SVMC Coordinator

Other interested parties are welcome to join the CEDS Strategy Committee meetings. The meetings are scheduled for January 27<sup>th</sup>, February 24<sup>th</sup> and March 3<sup>rd</sup>. Please reach out to Justin Peterson if you are interested in joining.

**ACTION: Appointment of Benton, Lincoln, and Linn County members to the CEDS Strategy Committee**



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## MEMORANDUM

**DATE:** January 16, 2025  
**TO:** OCWCOG Board of Directors  
**FROM:** Jaclyn Disney, Community and Economic Development Director  
**RE:** **Community and Economic Development Program Update**

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### Planning

#### **Cascades West Regional Consortium (CWRC)**

- The CWRC reviewed the Housing Production Advisory Council (HPAC) recommendations at the October meeting with a guest from the State, Nate Stice.
- The CWRC will continue to review the HPAC recommendations at the December meeting and will review a potential letter of support.

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

- The Cascades West Economic Development District (CWEDD) hosted a regional meeting on October 29<sup>th</sup> to discuss the Comprehensive Economic Development Strategy (CEDS) and bring regional partners together. See the subcommittee update for more details.
- The Cascades West Economic Development District (CWEDD) met on November 14<sup>th</sup> at 9am at the Central Coast Food Web in Lincoln County. The next CWEDD meeting will be in March of 2025. Staff will host several CEDS implementation meetings in early 2025.
- We previously announced that we hired a grant writer and administrator to support communities in the region. Grant writing services continue to be available through OCWCOG. Please reach out if your community needs assistance.

- Several exciting grants were awarded in the last few months that OCWCOG helped write. The grants include an EDA grant for 3 generators in Sweet Home (\$700,375), a Safe Streets and Roads grant for Linn County (\$320,000), and a Parks Planning grant for the City of Toledo (\$40,000).
- OCWCOG continues to work on the Linn Benton Brownfields grant. Outreach efforts for additional sites will be completed in 2025.
- OCWCOG continues to serve our rural communities. We actively participate in the Regional Solutions Team meetings and visit our rural communities to hear about their pressing infrastructure needs. We work with DEQ, DLCD, USDA, and Business Oregon on the best way to address these needs. Upcoming visits include Alsea.

## Transportation

### MPO Activities

- The Downtown Philomath – Highway 20 improvements project has finally been completed. This project was accomplished in part by CAMPO, which provided MPO-controlled funding towards it.
- Staff met annual reporting obligations to ODOT.
- Both MPOs continued their process of amending the Statewide Transportation Improvement Program (STIP) to reflect the projects happening in our region.
- Staff collaborated with ODOT’s Transportation Planning and Analysis Unit (TPAU), other MPO’s, and government agencies on a variety of transportation topics. This includes the Oregon Household Activity Survey, or OHAS, which is funded by MPO’s across the state. You may have received an invitation, as over 20,000 Oregonians shared valuable information about the reasons, modes, and routes behind the transportation decisions they make in their everyday lives. This data will inform the models the MPOs and the state use to make decisions around on the potential impacts of policies and changes in land use.
- Staff attended the Oregon American Planning Association (OAPA) conference where they learned about trending topics in planning, including artificial intelligence, equity, community-driven decision making, and more. Staff are applying lessons learned to current projects and grant applications.

- Staff facilitated continuing member-led discussions concerning the potential merger of the two MPOs and are analyzing its likely financial implications. At the same time, staff are searching for opportunities to realize cost savings through shared work products, even if the entities remain separate.
- Current shared work products in progress include the draft Public Participation Plan, which will be jointly adopted by both MPOs. The Public Participation Plan is a federally mandated document that informs how the MPOs approach community engagement and decision making.
- The MPO's have been asked to bring their regional perspective and join advisory committees for local plan updates, including the Tangent Transportation Systems Plan (TSP), as well as the Safe Streets for All plans of Benton County and the City of Corvallis.

### **Mobility Hubs**

- Received 100% site plans for both project sites, Linn Benton Community College at Takena Hall, and at Oregon State University approximately at 15<sup>th</sup> and SW Jefferson Way.
- Both projects are in review with their respective local governments. Depending on the outcome and timelines of these processes, construction may come as soon as summer 2025.
- Coordinated meetings with project partners and participated in technical decisions around the projects.
- Submitted grant applications to the Discretionary State Transit Improvement Fund (STIF) totaling \$1,000,000.
- Provided project updates during meetings of the Cascades West ACT, CAMPO Policy Board and Technical Advisory Committee (TAC) Linn Benton Loop Policy Board and TAC, Benton County STIF Committee, as well as informal updates to project partners, including Linn County.

### **Other Projects**

- Staff applied to fund four potential projects for pre-application to ODOT's Innovative Mobility Program. One project received notice to proceed for a full application, which will be due Dec. 20<sup>th</sup>, 2024. The project proposes to create a list of "better, quicker, and lighter"

transportation projects, with an emphasis on community led implementation. This list of projects, drawn from communities across the OCWCOG region, will then be used to inform future CED work.

- Similarly, staff volunteered to provide technical assistance for a pre-application to the same program on behalf of the City of Newport. Newport is proposing to implement a trolley loop transit service that connects the popular Bayfront to the businesses of Nye Beach via parking at City Hall. As Newport was given a draft application for submission, it is unknown if they received notice to proceed. Staff are committed to finding other opportunities to fund this valuable service.
- CWACTION met on October 24<sup>th</sup> in Benton County. See the Subcommittee updates for more details.
- COG Staff requested STIF Formula funding from the Linn TAC, Benton TAC, and Lincoln County to continue the Seamless Transit Program. The program enables GTFS feeds to be consumed live and shared with mapping application, enables riders to map their route and see live bus information, serves all three counties regardless of provider, and maintains the CWRide website. The funding would allow for the continuation of the service for the next two years.

## **Cascades West Ride Line**

From September 2024 to October 2024, Cascades West Ride Line provided over 27,000 physical trips across the region. There were over 8,000 Mileage Reimbursement trips totaling over \$66,000 going back to our members in September.

	<b>Physical Trips</b> (Sedan, Wheelchair, Secure, Stretchers)	<b>Reimbursement Trips</b> (Mileage, Meals, Lodging)	<b>Reimbursement Total</b> (Amount paid for Mileage, Meals, Lodging)
Linn County	13,638	4,299	\$ 30,815.31
Benton County	6,989	1,386	\$ 7,158.60
Lincoln County	4,775	2,196	\$ 27,936.90
All other counties	2,359	120	\$ 393.51
<b>Regionally</b>	<b>27,761</b>	<b>8,001</b>	<b>\$66,474.32</b>

During the month of October, 89,934 individuals were eligible for transportation assistance in OCWCOG’s tri-county region. Ride Line had over 5,383 unique members transportation services during the months of September and October. The majority of transportation services were for A&D, physical, and mental health.

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

	IHN-CCO	OHP - FFS	Other CCO's	<b>Total Enrollment by County</b>
Linn County	43,780	4,299	825	<b>48,904</b>
Benton County	19,541	2,063	26	<b>21,630</b>
Lincoln County	17,545	1,836	19	<b>19,400</b>
Total Enrollment by Plan	80,866	8,198	870	89,934

**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

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

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

### Cascades West Business Lending

- CWBL has approved a new loan for Nye Beach Café in Newport. The loan will be used to refinance the seller carry note on the purchase of the business. The loan will provide improved cash flow for the business. CWBL is actively working with two additional prospects. Riverside Window and Door, Inc. in Corvallis has outgrown their current leased location and have added new installation services. The loan will be for the used for leasehold improvements at the new location and working capital as they make the transition and hire additional staff. The second prospect is Willie’s Barber Shop. The owner has been cutting hair for six years and is now planning to lease a larger location and employ additional hairdressers as well as expand on services offered. The loan will be for leasehold improvements, inventory, and working capital.
- CWBL has responded to an RFP from Business Oregon for their Oregon Business Development Fund (OBDF) Loan Referral Fee Program. Our bid has been accepted and we will be working on negotiation of the contract. The program allows CWBL to receive a

referral fee when a referral we send to Business Oregon for their OBDF loan program culminates in a booked loan. The OBDF provides fixed rate financing for land, buildings, equipment, machinery, and permanent working capital. Participants must typically be a traded sector business in manufacturing, processing, or distribution. We would not send the referral if it was a loan we could do in house.

- CWBL has submitted an Economic Development Administration (EDA) grant application to improve visibility, access, and the small business lending program. If funded, the proceeds would be used to conduct market research, rebrand the program, and update CWBL's website, social media, loan application and documents. Funds will also be used to develop bilingual marketing materials and loan information, and to purchase a display for trade fairs and community events. Business lending's loan portfolios and workplans will also be updated. This is essential in keeping us seen in a market that is being saturated with online and out of State lenders.
- CWBL marketing efforts continue with our ongoing work on the new Unity Lending website in partnership with the CCD Business Development Corporation, Mid-Willamette borrowers, participated, Lending staff attended a Lebanon Chamber of Commerce event, visited many local bankers while completing annual site visits on borrowers, participated on a lending panel hosted by the Linn Benton Community College Small Business Development Center, has lunch with a local banker met at the SBDC event, and hosted a booth at the Willamette Valley Innovators (WiN) Expo.



## Technology Services

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

(541) 967-8551 • FAX (541) 967-4651

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### MEMORANDUM

**DATE:** January, 16 2025

**TO:** OCWCOG Board of Directors

**FROM:** Jason Sele, Chief Information Officer

**RE:** **Technology Services Update**

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#### File Migration

We have migrated much of CSC data files from local storage to the cloud. This moves files to Teams, SharePoint, and OneDrive making them available remotely as well as securing them within the Microsoft universe of data protection. We will be starting the migration process for the COG data files in January.

#### Teams Training

In conjunction with file migration, we will be rolling out training sessions for COG staff on the use of Teams, SharePoint, and OneDrive beginning in January. This is intended to equip staff with best practices on how to use these cloud services to name, store, and share files as well as restore old versions of files when needed. This is a major shift in how we manage data and collaborate among team members.

#### Finance and HR ticket system

We implemented a new ticket tracking system for the CSC Finance team and the HR team for both agencies. This is the same ticket tracking system we use in IT and should provide a greater ability to manage requests from staff, assign them to team members, and complete them on time.



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## MEMORANDUM

**DATE:** January 10, 2025  
**TO:** OCWCOG Board of Directors  
**FROM:** Ryan Schulze, Human Resources Director  
**RE: Human Resources Program Update**

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Since we last met, HR has filled vacancies and is fully staffed for the first time in more than a year. We are very excited to have everyone onboard and begin building the team and focus on services to both COG and CSC.

As we enter into 2025 HR is working on strategic priorities that include training and tools for managers, begin measuring employee engagement to identify areas for agency growth in both COG and CSC, and update policies for both agencies.

We are going into a bargaining year for both CSC and COG. As a reminder, if approached by represented staff regarding bargaining topics it is always appropriate to listen, but please do not engage in discussion that could be perceived as a bargaining stance. If pushed to provide opinions on bargaining topics please refer those individuals back to their Union representative or to Agency HR.



# 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



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

## MEMORANDUM

**DATE:** January 16, 2024  
**TO:** OCWCOG Board of Directors  
**FROM:** Randi Moore; Senior, Disability, and Community Services Director  
**RE:** **Senior, Disability, and Community Service Program Updates**

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### Community Service Program Updates

#### Stand By Me-Oregon receives grant from Oregon Community Foundation (OCF) for 2026-2028 Strategic Plan

The Oregon Cascades West Council of Governments, Stand By Me-Oregon Program was awarded \$20,000 in November 2024 to help support the planning and implementation of its 2026-2028 Strategic Plan. Stand By Me-Oregon provides 1:1 free financial coaching to residents of Linn, Benton, and Lincoln Counties, with a special focus on creation of a spending plan, reducing debt, increasing savings and improving credit scores. Funds will specifically support a consultant to oversee the planning and marketing of the Plan. This capacity-building endeavor will help set up the Program for long term sustainability and allow staff to continue to focus on its client base which increased by 30% in 2024.

#### Project Timeline

**January 2025:** Board meets to review SWOT Draft/Brainstorm/Goals, provide input and finalize Plan for the next iteration of Planning, under the direction of a consultant.

**January– July 2025:** The consultant works with CWDC Board and staff to review and fine-tune quarterly milestones for each of the (5) Goals, meeting monthly to define each goal. Each milestone/output will have defined SMART metrics, listed of resources needed, and anticipated timeline goals for 2026-2028:

- January: GOAL: Develop Additional Collaborative Partnerships
- February: GOAL: Increase Coach Activation Rate from Training to Coaching Clients
- March: GOAL: Increase Client Retention

- April-June: GOAL (extended due to size/scope of Goal): Increase Sustained Funding for Operations
- (personnel/consultant, Coach Connect software, and other miscellaneous expenses), and Contracted Coaches
- July: GOAL Reinvigorate CWCDC Board of Directors

**August/September 2025:** Consultant reviews, edits, and refines Plan

**October 2025:** Staff meets to prepare Plan for Board presentation

**November 2025:** Plan presented for Implementation to Board

OCWCOG is thankful for the OCF funds, which come from its *Swindells Family Fund*.

Read more about Oregon Community Foundation here: <https://oregonconf.org/>

## Senior and Disability Services Updates

### \$250,000 in American Rescue Plan (ARPA) Funding Provided to the Communities We Serve

A recent push by the State to spend time sensitive ARPA funding resulted in three quick turnaround grant asks being awarded to OCWCOG to support the needs of at risk and vulnerable consumers.

Here is the breakdown of how the funding will be used:

- \$25,000 in funding will support infrastructure at 10 of the locations housing our Meals on Wheels sites. The funding will be used to complete repairs, replace aging equipment, or fill new equipment needs. The sites that will receive funding are those located in Corvallis, Albany, Lebanon, Sweet home, Mill City, Brownsville, Toledo, Siletz, Waldport, and Lincoln City. Newport benefitted from an earlier round of funding last spring.
- \$54,000 to purchase shelf stable meals and bottled water for our Meals on Wheels consumers to help support their nutrition needs in the event that meals are unable to be delivered to communities.
- \$170,000 in emergency preparedness funds to purchase Emergency/Survival Kits and provide other resources to support our most at risk consumers during a disaster. Our ask focused on consumers in small rural communities, Adult Protective Services (APS) Risk cases, and Family Caregiver participants.



## Senior and Disability Services offering Community Outreach at Newport Public Library

Come meet with a Senior and Disability Service's worker for assistance with program navigation and benefit coordination.

**No appointments needed, just drop in**

Where: Study Room at Newport Public Library, 35 NW Nye St, Newport

When: Every 2nd and 4th Tuesday of every month from 1:30pm – 3:30pm starting January 14th, 2025.



# Cascades West Area Commission on Transportation

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## MEMORANDUM

**DATE:** January 16, 2025

**TO:** Oregon Cascades West Council of Governments (OCWCOG) Board of Directors

**FROM:** Justin Peterson, Cascades West Area Commission on Transportation (CWACT)

**RE:** Request for OCWCOG Subcommittee Updates

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### Introduction to CWACT:

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

### CWACT Meeting Summary:

The CWACT Full Commission hosted a Hybrid October 2024 Meeting at the Benton County Kalapuya meeting room. This meeting was well attended with 14 members/guests in person. The Full Commissioner Members in attendance discussed the STIF Discretionary projects from the region and decided to recommend all projects to the Public Transportation Advisory Committee (PTAC), and Oregon Transportation Commission (OTC) for funding.

The Full Commission also approved the Executive Committee's nominations for the representatives for the Critical Oregon Airport Relief (COAR) Grants Aviation Review Committee (ARC). Representing CWACT will be Councilor Mike Hickam of Millersburg, with Benton County Commissioner Pat Malone, and Linn County Commissioner Roger Nyquist serving as his alternates in that order.

The next regularly scheduled CWACT FC Meeting is set for Thursday, December 12, 2024. This meeting will be hybrid, and the in-person location will be at the Albany COG Office in the downstairs ABC Conference Room. Members of the public and interested parties are welcome and encouraged to attend any CWACT FC meetings either in person or virtually via Microsoft Teams. Meeting information and agenda packets are available on the CWACT website here: [Cascades West Commission on Transportation | OCWCOG](#).

### Project and Task Updates:

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

Member Jurisdictions: Counties of Benton, Linn, and Lincoln and their respective cities



## Community and Economic Development

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### MEMORANDUM

**DATE:** January 16, 2025

**TO:** Oregon Cascades West Council of Governments (OCWCOG) Board of Directors

**FROM:** Justin Peterson, Cascades West Economic Development District (CWEDD)

**RE:** Request for OCWCOG Subcommittee Updates

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#### Introduction to CWEDD:

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

#### CWEDD Meeting Summary:

At the October CWEDD Regional Meeting, held at the Benton County Fairgrounds. Members discussed The CEDS 2025-2030 Update which includes the CWEDD CEDS Scope of Work, CEDS Strategy Committee, and a project update. Additionally, members discussed a SWOT Analysis Survey that had been sent out prior to the meeting.

Members received presentations from 6 different EDA Grant awardees, and key-note speaker, a workforce panel, and several other data/trends experts. The following were the topics of these items:

- EDA Grants: Cottage Grove Main Street Improvements, Cottage Grove Bohemian Park, Eugene Susanne Arlie Bike Trails, CorMic/OSU, Mass Timber Phase II, and Broadband OCWCOG.
- Oregon Employment Department Presentation
- Childcare updates
- Workforce panel – NW Oregon Works, Lane Workforce, Willamette Workforce, Collaborative EDO.
- Regional Solutions Team and their connection with the CEDS.

The CWEDD also held their coastal board meeting on Thursday, November 14<sup>th</sup> at the Central Coast Foodweb in Newport, Oregon.

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

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A guest from Oregon State University described the Frontiers of Advanced Semiconductor Technology (FAST) proposal that OSU is working on completing. In addition, the group discussed Artificial Intelligence (AI) and its relationship with economic development.

The group received a presentation on the Foodweb, and a tour of the facility after the regularly scheduled meeting. Other business that was discussed included discussions regarding a future bylaws' updates regarding the CWEDD Executive Committee Quorum Requirements, CWEDD's Regional project list, Executive Committee Updates, and Regionally significant jurisdictional updates from all member jurisdictions.

The next regularly scheduled CWEDD Board Meeting is set for Thursday, March 12, 2025, at 9:00am. This meeting will be hybrid, and the in-person location will be Lane County. There will be a Special CWEDD Board Meeting set for Thursday, January 09, 2025 where the team will assign members to be on the CEDS Committee Roster. 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 are in the process of finalizing the consultant contracts.
- Linn Benton Brownfields Coalition - The Environmental Protection Agency (EPA) selected seven Oregon projects to receive funding in FY23. Oregon Cascades West Council of Governments (OCWCOG) was the recipient of a \$1 million Coalition Grant. This grant will support environmental assessments, clean-up plans, site reuse plans, a public involvement plan, and a variety of community engagement activities. The primary objective of this project is to identify and characterize contamination at key sites, and work with property owners to position them for redevelopment aligned with community needs. The grant period is October 1, 2023 – September 30, 2027. Brownfields are real property, the expansion, development or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. More information will be posted to the Linn Benton Brownfields page as it becomes available: [Linn Benton Brownfields Coalition | OCWCOG](#).

**MEMORANDUM**

**DATE:** January 16, 2025

**TO:** Oregon Cascades West Council of Governments (OCWCOG) Board of Directors

**FROM:** Britny Chandler, Ride Line Program Manager

**RE:** Board Request for Subcommittee Updates

**Introduction to TBAC:**

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

**TBAC Updates:**

Cascades West Ride Line (CWRL) Staff have been working as approved by the TBAC to make updates to the bylaws to remain in compliance with the Oregon Health Authority (OHA) and to update the quorum requirements.

The final draft version of the updated TBAC Bylaws was approved by the TBAC at their November 07, 2024, meeting, and forwarded on for OCWCOG Board approval. If adopted by the OCWCOG Board, the TBAC bylaws will be finalized and updated copies will be uploaded to the TBAC webpage.

**Summary of Changes:**

- Article 2 Membership – reorganization of membership names (alphabetized) and added (per OHA requirements) “Representatives of the Area Agencies on Aging (AAA).
- Article 3 Term of Office – updating term language for clarity.
- Article 4 Officers – updating term language for clarity.
- Article 6 Organization Procedures – quorum language change from 51% to 1/3 of voting members of the committee present. Additional updates to consensus requirements from 75% to a majority vote of voting members present. Additional updates to electronic voting via email language.
- Article 7 Bylaws and Bylaw amendments – Updated language to bylaw amendment process.

The TBAC meets quarterly, with next meeting being in 2025. Meetings are held as hybrid every three months on the first Thursday of the month, from 10:30 am to 12:00 pm. Members of the public and interested parties are welcome and encouraged to attend any TBAC meetings. Meeting information and agenda packets are available on the TBAC website at the following link: [Transportation Brokerage Advisory Committee | OCWCOG](#).



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## MEMORANDUM

**DATE:** January 16, 2025

**TO:** OCWCOG Board of Directors

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

**RE: Request for OCWCOG Subcommittee Updates**

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### Cascades West Business Lending Activity Report 02/15/2024 – 10/16/2024

#### **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.

#### **Closed Loans:**

02/23/2024 – Lion Mountain Bakery, Oakridge made the final payment on their EDA RLF loan.

#### **Community Lending Loan Loss Reserve Program:**

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

#### **Available Funds:**

Approximately \$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 8.0%. September 2024 was the first Federal Funds Rate cut in over 4 years. SBA 504 rates are currently 5.87% 10 year, 6.10% 20 year, and 6.03% 25 years. The SBA 504 loan remains a great choice for small businesses looking to purchase, renovate, or construct commercial property with low rates, long terms, and a down payment or equity injection as low as 10%.

#### **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 short list of questions based on their financing needs and submit electronically. This data will be sent to the appropriate COG based on the business location so we can reach out to the prospect.

#### **CWBL Marketing:**

CWBL is in the beginning stages of creating a more formal marketing plan for our loan programs – More to come...

#### **Prospects and Marketing Events:**

Actively reviewing financials for two new prospects, a café in Newport and a window and door business in Corvallis.

- 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.
- Met with Christopher Jacobs, Economic Development Manager for the City of Corvallis. Presented loan programs and discussed ways to partner together.
- Participated with a booth at the Albany Chamber Business Extravaganza in September.
- Attended the Lebanon Chamber open house after their remodel in September.
- Scheduled to present at Linn Benton Community College (LBCC) Small Business Development Center (SBDC) *Fund Your Small Business* live event in October.

Scheduled to host a booth at the Willamette Innovators Network (WIN) Expo 2024 in Corvallis in November. This former annual event is being held for the first time since Covid. The event brings together local businesses, entrepreneurs, and community members to share, learn, and connect.

**Upcoming Meetings:**

The next regularly scheduled Loan Program Advisory Committee (LPAC) Meeting is set for Thursday, February 27, 2025, at the new time of 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 LPAC Meeting either in person or Meeting information and agenda packets are available on the LPAC website here: [Loan Program Advisory Committee | OCWCOG](#).