



Executive Committee Meeting Packet

August 22, 2024
9:00 am - 11:00 am

Attend In Person at

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

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Executive Committee Meeting:
October 24, 2024 at 9:00 am**

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
EXECUTIVE COMMITTEE AGENDA**

**August 22, 2024
9:00 – 11:00 am**

Oregon Cascades West Council of Governments
1400 Queen Ave. SE
Albany, OR 97322

[Join Teams Meeting](#)

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

NOTE: Please contact Angelykah Light at 541.405.8420 or alight@ocwcog.org no later than noon on Wednesday, August 21st, 2024, to confirm your attendance.

1. Welcome/Call to Order (Chair, Commissioner Claire Hall)
(9:00 – 9:05 am)

Introductions

2. Executive Session (Chair, Commissioner Claire Hall)
(9:05 – 9:35 am)

- ORS 192.660 (2)(a) To consider the employment of a public officer, employee, staff member or individual agent.

Resume Public Meeting

3. Consent Calendar (Chair, Commissioner Claire Hall)
(9:35 – 9:40 am)

Approval of Executive Committee meeting minutes for August 24, 2023. ([Page 4](#))

Approval of Executive Committee meeting minutes for February 22, 2024. ([Page 7](#))

ACTION: Motion to approve Consent Calendar items.

4. **Loan Planning Advisory Committee (LPAC)** (*Community and Economic Development Director Jaclyn Disney*)
(9:40 – 9:45 am)

Executive Committee options. Please refer to Memo ([Page 13](#))

ACTION: Motion to approve alternative meeting time.

5. **Grant Writing Presentation & Update** (*CED Planner Susan Patterson*)
(9:45 – 10:00 am)

Programmatic update on the grant work done at OCWCOG.

ACTION: Information only.

6. **Executive Director Update** (*Executive Director Ryan Vogt*)
(10:00 – 10:10 am)

ACTION: Information only.

7. **Other Business** (*Chair, Commissioner Claire Hall*)
(10:10 – 10:20 am)

8. **Adjournment**
(10:20 am)



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING MINUTES
*In-person at Albany ABC Conference Room
and Via Microsoft Teams Technologies
August 24, 2023***

MEMBERS: **Vice Chair** Commissioner Sherrie Sprenger, Linn County; **Treasurer** Commissioner Pat Malone, Benton County; Mayor Alex Johnson II, City of Albany; Mayor Chas Jones, City of Philomath; and Mayor Dean Sawyer, City of Newport.

STAFF: Executive Director Ryan Vogt; Finance Director Marit Nelson; Human Resource Manager Ryan Schulze; Technology Services Director Jason Sele, Senior and Disability Services Program Director Randi Moore, and CED Administrative Assistant Ashlyn Muzechenko.

ABSENT: **Chair** Commissioner Claire Hall, Lincoln County; and Councilor Rick Booth, City of Waldport.

PUBLIC: None in attendance.

1. Call to Order

The Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee Meeting was called to order by Vice-Chair Commissioner Sherrie Sprenger on Thursday, August 24, 2023, at 9:03 am via Teams Video and Audio Conferencing and in person attendance. Vice Chair Sprenger welcomed everyone and confirmed a quorum was reached for voting purposes.

2. Consent Calendar

Vice Chair Sprenger asked for a motion to approve the Consent Calendar. Treasurer Malone moved to approve the meeting minutes from April 27, 2023; Mayor Jones seconded it. A vote was taken, and the motion passed unanimously.

3. Executive Session

The Executive Session was called to order at 9:04am.

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

The Executive Session was adjourned at 10:18am.

The OCWCOG Executive Committee Meeting Reconvened at 10:22am.

4. Bias Response Next Steps

Executive Director Vogt reminded the committee about the Bias Response initiative timeframe for the Bias Response and that there has been a full report which was vetted at several board meetings. Executive Director Vogt stated the Bias Report had a recommendation for engagement and education throughout all communities with regular opportunities for communities of color to weigh in on policy making. There was a specific recommendation regarding OCWCOG hiring one

full time employee (FTE) to be a liaison with the Department of Justice and their bias response department.

Executive Director Vogt asked the Committee their thoughts on the recommendation, if it makes sense for OCWCOG to continue forward with or are there other options that should be considered. Executive Director Vogt stated that after conversations with Corvallis City Manager Mark Shepard, Corvallis would be supportive of moving forward with the recommendations and would support others paying for further momentum on this on behalf of the region since they fully funded the first initiative.

Treasurer Malone said it would be helpful to gauge the level of support for hiring someone from more areas of the region. Treasurer Malone stated he would be interested in the duties the FTE would perform.

Mayor Jones stated he would like to see a high-level overview of the FTE position.

Vice Chair Sprenger stated that she was unsure if OCWCOG has the financial ability to create a new position for the FTE along with other unknown expenses that could be related. Vice Chair Sprenger said she thinks it is appropriate to pause the discussion so other member agencies in the region can weigh in on the recommendations. Vice Chair Sprenger would like to know who in the region needs this support and if they would benefit from OCWCOG having the FTE dedicated to the Bias Response initiative.

Executive Director Vogt stated he will develop some questions and answers before the next Executive Committee in October so the Committee can be better prepared to provide feedback and determine if there is an unmet need.

5. Corvallis Building Update

Executive Director Vogt said OCWCOG has purchased the building in Corvallis and has possession of the keys. Additionally, there is a staff group from Community Services Consortium (CSC) and OCWCOG working on the logistics for the new office space. Executive Director Vogt stated there will be a soft open and a press release soon from OCWCOG. CSC will be posting their own later on. Executive Director Vogt is hopeful to do a grand opening ribbon cutting event at the new Corvallis office for the December Board meeting.

Vice Chair Sprenger asked about the financial fund make-up of the Corvallis Office purchase.

Executive Director Vogt said much of the building was paid out of one-time funds that are reserve funds for buildings. This fund grows to continuously address the five (5) to ten (10) year maintenance schedule. Funds also used came from programmatic Ride Line funding from excess COVID funding that was no longer tethered. The Ride Line funding was around \$200,000 – \$300,000. Additionally, there was funding from Senior and Disability Services, that also had COVID funding leftover and untethered. Both the Ride Line and Senior and Disability Services funding will be re-paid over time.

6. Executive Director Update

Executive Director Ryan Vogt reported that there was not anything more to address, and that Management and Staff are thankful for the Board’s leadership and support.

7. Other Business

There was no other business discussed.

8. Adjournment

Vice Chair Sprenger adjourned at 10:49 am.

Meeting minutes taken by Ashlyn Muzechenko and Leah Snodgrass.



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
EXECUTIVE COMMITTEE MEETING MINUTES
*In-person at Corvallis Conference Room
and Via Microsoft Teams Technologies
February 22, 2024***

MEMBERS: **Chair** Commissioner Claire Hall, Lincoln County; **Treasurer** Commissioner Pat Malone, Benton County; Mayor Chas Jones, City of Philomath.

STAFF: Executive Director Ryan Vogt; Finance Director Marit Nelson; Human Resource Manager Ryan Schulze; Technology Services Director Jason Sele; Community and Economic Development (CED) Director Jaclyn Disney; Senior and Disabled Services (SDS) Director Randi Moore; Communications Officer Meg Walker; Community Programs Manager Alicia Lucke; CED Administrative Assistant Ashlyn Muzechenko and Executive Assistant Angelykah Light.

ABSENT: **Vice Chair** Commissioner Sherrie Sprenger, Linn County; Mayor Alex Johnson II, City of Albany; and Councilor Rick Booth, City of Waldport.

PUBLIC: None in attendance.

1. Call to Order

The Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee Meeting was called to order by Chair Commissioner Claire Hall on Thursday, February 22, 2024, at 9:10 am via Teams Video and Audio Conferencing and in person attendance. Chair Hall welcomed everyone. Quorum was not met; Chair Hall requested an informal presentation of agenda items.

2. Consent Calendar

Consent calendar was skipped. Motion and vote could not be made due to quorum being unmet.

3. Legislative Advocacy Follow Up

Executive Director Ryan Vogt referred to a prior conversation held with the Board of Directors. The prior discussion questioned legislative advocacy and what OCWCOG's involvement would look like. There have been inquiries from members of the Board about if OCWCOG should take a more formal role in legislative advocacy. The Board agreed to allow OCWCOG to spend up to \$10,000 of the special projects funds to figure out a possible advocacy solution and suggested Executive Director Ryan Vogt and Vice Chair Commissioner Sherrie Sprenger work together to evaluate if we are answering the right questions.

Executive Director Vogt stated he sent out questions asking for feedback and met with valley city managers. The valley city managers who attended expressed they would like OCWCOG's

involvement in hosting a quarterly event allowing legislators and city managers to speak about their concerns and issues in their communities.

Executive Director Vogt stated the commitment was to gather information and come back to the full board after looking over the feedback received. Currently, there have been three responses received from the email, all indicated being in favor of OCWCOG and their involvement in legislative advocacy. There is still a lack of clarity in direction. Is a quarterly breakfast type event exciting to the Executive Committee? Should we try to push forward with planning an event for March? What thoughts does the Executive Committee have? Would the committee be in favor of a coffee event, and would members of the executive committee be willing to attend on a Saturday?

Treasurer Malone stated he believes it is a good idea, but the frequency of the event should be considered. Other counties hold legislative events while legislation is in session. The number of attendees can vary as time goes on with less and less attending over time. The frequency of the event should be dialed down when legislation is not in session. Treasurer Malone stated he thinks October would be a great time to meet. Legislators should be invited but they tend to be busy- we must prove coming to an event is worthwhile. Sorting through issues of interest is a good exercise but how many issues should OCWCOG be involved in advancing?

Executive Director Vogt stated these questions appeared to align with the considerations of the board.

Mayor Jones agreed that strategic timing may help in having a successful event.

Executive Director Vogt questioned if a post session report out event was favorable or if a pre and mid-session event was more agreeable.

Treasurer Malone suggested sending out inquiries to potential attendees to evaluate the interest in an event for post legislative session and RSVPs. If there is enough interest, move forward with hosting an event or postpone if interest is minimal.

4. COG/CSC Partnership

Executive Director Vogt introduced the next item on the agenda and wanted to discuss a more detailed conversation of the OCWCOG and Community Services Consortium (CSC) partnership.

Human Resources Manager Ryan Schulze provided an update that Pegge McGuire has announced her retirement to the CSC Board of Directors. This announcement altered some timelines resulting in the CSC board proposing and agreeing they would like to see a joint subcommittee for both the CSC and OCWCOG board members to come together and evaluate the possibilities of how to fill the position. That may include some level of a position that would be over both OCWCOG and CSC. HR Manager Schulze stated there was direction for a charter to be developed and sent to Chair Hall, who is also the Chair of the CSC board, to form the committee. Members of both boards can expect to receive communications from Chair Hall about willingness to participate in such committee. HR Manager Schulze stated there is a search for two to three members from each agency with a total of 6 members. The goal is to have a decision made by the next board meetings. Considering the current timeline, posting for the position should be no later than July. HR Manager Schulze requested Executive Committee Members be on the lookout for future communications if they are interested in participating on the committee.

Mayor Jones questioned if HR Manager Schulze felt that he would have the appropriate information to present in the first meeting for the committee to decide rapidly.

HR Manager Schulze stated yes but, it depends on how deep everyone would like to go in trying to anticipate what the questions might be.

Treasurer Malone questioned how far out Pegge's retirement is.

Chair Hall stated that her understanding through conversations with Pegge indicates the date of retirement is very firm.

Treasurer Malone stated there is much to be done between now and then, but it is timely, and we need to take advantage of opportunities.

Executive Director Vogt addressed Chair Hall asking if there was any idea of the next steps and if there was anything needed related to forming the subcommittee.

Chair Hall stated she needs to send out invites. She would be agreeable to something being sent out on her behalf by HR Manager Schulze.

Mayor Jones suggested some of the members in the meeting provide questions they may have. Mayor Jones stated he has been considering the potential for a merger and how well positioned we would be to do that in a successful manner in the time given. In a financial sense, how does the staffing look? How easy of a transition would that be? What would be the anticipated challenges? Some challenges and benefits have been discussed in the past; it would be beneficial to revisit that.

HR Manager Schulze stated these points have been considered but there has not been a full feasibility study of what it would look like.

Executive Director Vogt stated both himself and Pegge have been considering their thoughts on the possibilities of outcomes. Without a depth of analysis, it does not feel like we are ready for a full merger currently. The recommendation would be to provide the pros and cons of the agencies remaining as they are and compare them to the pros and cons of what the agency would look like with a single administrative oversight. The goal is to be able to present an example of this information to the subcommittee for the decision-making process.

Executive Director Vogt stated this tests the longer-term conversation on how close of a partnership the CSC and OCWCOG boards see us getting into, and what is the long horizon view? There are national models where Councils of Government have fully legally merged with their Community Action Agencies. There are also models where there is one director, but each remains their own legal entity.

Treasurer Malone stated it would be helpful to know what models are out there and how similar their situation is to ours.

Mayor Jones stated there could be legal reasons to remain separate and should be considered.

Executive Director Vogt agreed and stated that is part of the hesitation to a full merger, and there would need to be those considerations. We shouldn't be blinded by the service delivery potential therefore not give enough consideration to "what are the advantages we currently hold by being two separate legal entities". What would be the unintended consequences given up if we disregard that? It's better to move deliberately and slowly to determine how much of the vision we can achieve within our current constraints and remain cautious.

Treasurer Malone stated we have had a good model of operations over the last few years without deadlines we to join departments, creating an organic movement of coming together that has served us well. It's unfortunate we now have a deadline, but we are not ready for anything close to a full merger. There is not enough time for that before July and not any real reason that we must. We can continue as we have, department by department such as IT, and see where it takes us.

HR Manager Schulze thanked Treasurer Malone for his input and mentioning IT. HR Manager Schulze stated we have been providing IT services to CSC for about eight months now, and we recently started providing HR services. This conversation began in July and grew more serious by January. Over that time, CSC took account of the efficiencies to be gained. Due to some of CSC's existing circumstances, they have made the decision to lay off their existing IT and HR staff, and contract OCWCOG for those services. It is important that people don't experience any harm as these decisions get made, and providing a higher level of service to CSC created a need for OCWCOG to increase staffing. Because of this, we have offered positions to all CSC employees laid off, and as of most recent conversations, there is only one employee who is still on the fence. In the short term, we are probably not looking at significant changes in how the staff are directed. In the longer term we will be evaluating as we provide services to streamline and gain efficiencies.

Treasurer Malone stated that was his question with hearing "laid off".

HR Manager Schulze stated there is much institutional knowledge that we wouldn't want to lose. There are many reasons for making that decision. We feel good about being able to provide the services that are needed at CSC. Over the long term we should be really reducing costs overall to both agencies through gaining those efficiencies while keeping that institutional knowledge. It should be a win-win.

Executive Director Vogt stated for the scope of size, the CSC Technology Services team of six (6) or seven (7) members and was down to three (3). OCWCOG had been providing that gap coverage already, so we have extended an offer to all three (3) of those members. And their HR team was five (5) and was down to two (2). So there already is a substantial amount of gap coverage. HR Manager Schulze took over filling in as the CSC HR Director January 1st, when their manager stepped down to a pre-retirement roll of part time. The magnitude is five (5) people. It's not a lot of people, but efforts were made to ensure every single person had a landing spot.

Executive Director Vogt asked for any other questions regarding CSC or the partnership.

Treasurer Malone questioned Finance Director Nelson about what department would be next for combining.

Finance Director Nelson stated the focus would be on administrative things. With the going live of the Corvallis building, she has been considering Maintenance being the next for combining. Finance Director Nelson mentioned CSC has a fleet of vehicles that could be folded in as well. Currently our two Facilities staff have extensive building and vehicle experience which could serve our joint needs well. We are continuing to work closely with their finance department. We are still doing implementation of budgeting, different modules, and payroll.

Treasurer Malone stated that was the question. We have HR, IT, is Finance next? There has been some cooperation on going.

Finance Director Nelson stated those are the paths of least resistance and the realms we would investigate. Now, the focus has been to get our software services online, getting reports done, and getting the needs met from Oracle NetSuite. As soon as those things come along, everything else can fall into place easier. Both agencies are run differently, and while we are aligned in a lot of ways, there are differences we would have to overcome from a personnel and process standpoint.

Executive Director Vogt stated the initial push was- how do we begin to identify consumers that cross over both organizations to figure out how do we serve them better? Then the parallel path was – what are the administrative efficiencies that could be gained by taking two teams of 4 or 5 and having them work more closely together and see if there are redundant functions that could be removed.

Treasurer Malone agreed, if people are on vacation or out sick there is some chance of consistent coverage and backup.

Executive Director Vogt agreed that was the importance of not only working together but ensuring both organizations have the same processes. The initial venture was engaging in the MGT contract for diversity, equity, and inclusion, purchasing the same finance software, HR software, and payroll system. With IT and HR, we were exploring each other's policies and practices. For IT, the director left, so there was a point of asking "is now the time to consider a more integrated team" and the same thing happened with HR. From the client delivery side, we are now in the same building. There are plenty of cultural considerations with staff from both agencies being in the same building that will have a series of push and pause.

Executive Director Vogt stated the announcement of IT and HR is causing questions from OCWCOG and CSC staff of what is next and if there will be more changes. Executive Director Vogt stated there is intentionality between himself, Pegge, and Kayla by messaging early, often, and transparently in an attempt to hold some of the questions at bay.

Executive Director Vogt stated he is very comfortable in a public meeting, saying out loud that is not happening. We are not ready for that. Both organizations have extremely complicated financial processes and funding streams that are clearly delineated. They have different budgets, different financial risks, both agencies are not in the same place within their current audits and salary schedules. This will bare out when we have the conversation with the subcommittee: now that on the surface seem to be the next logical place, absent of some real forcible direction, even if the two organizations were to become one legal entity: the financial department would be one of the last things not one of the next. It's too complicated. In that there is talk of mixing money in a way or the risk of mixing money in a way that becomes too damaging of a risk. In a year from now, it may be a different conversation. But right now: neither Pegge nor Executive Director Vogt, or Finance Director Nelson believe it is the time to discuss anything on the financial services realm more than what the original vision was. Implementing the same software and let's cross train our employees but we remain separate service providers.

Mayor Jones questioned if there is any synchronization of the chart of accounts which may get complicated.

Finance Director Nelson stated when we set up the new finance system. We have access and when we add/delete numbers or make changes we share that information with each other.

Tech Services Director Jason Sele stated there are things that can be done on the tech side that are being considered. For example: the two teams could be merged so we can communicate better between the two organizations. You can put them both in the same Teams group, but the legal entities remain the same.

Tech services Director Sele stated right now were rolling out a Teams phone for the CSC side. COG is already using Teams phone so there is the potential that we could merge those two systems together and calls could be transferred back and forth between CSC and COG. There are some great things we can do to save money, but do they fit within the mold of keeping the two separate entities.

Executive Director Vogt stated if this information is exciting or of interest, get in touch with Chair Claire Hall or HR Manager Schulze to inquire about joining the subcommittee.

Mayor Jones questioned if there was any anticipation of what the time would be for the group interested. Is it just a single meeting?

HR Manager Schulze stated the goal is to at least get names of those interested together within a week.

Mayor Jones clarified his prior question asking what the time commitment of those individuals would be.

HR Manger Schulze stated that needs to be discussed and considered between himself and Chair Hall. It would potentially be a couple of two-hour meetings at minimum, potentially more.

Executive Director Vogt stated he can't speak for what this group will be. There is potential for two separate conversations. One: CSC's director is leaving. So, they will need to figure out from an organizational structure perspective, do they want to hire another director or do something different? There was a group that came together in the past to discuss the same thing- what should the model look like. Is there vision around filling the position and is now the time? Executive Director Vogt referred to the past committee stating their decision was made very quickly, but it opened a conversation of future vision and partnership. Executive Director Vogt clarified his understanding of the historical subcommittee's decisions with Chair Hall.

Chair Hall stated this is an accurate recollection.

5. **Executive Director Update**

Executive Director Vogt gave an update on the Corvallis location; it is open for business. CSC inhabits the building as well and people are starting to settle in.

6. **Other Business**

No other business was discussed.

7. **Adjournment**

Chair Hall adjourned the OCWCOG Executive Committee Meeting at 10:12 am.

Meeting minutes taken by Angelykah Light.



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

MEMORANDUM

DATE: August 22, 2024

TO: OCWCOG Executive Board of Directors

FROM: **Jaclyn Disney**, Community and Economic Development Director

RE: **Executive Committee Meeting Time**

Background Information:

The Loan Program Advisory Committee (LPAC) is one of the OCWCOG sub-committees formed by the Board of Directors. Currently, membership of the LPAC includes all the members of the Executive Committee of the Board. The current adopted schedule has the Executive Committee of the Board meeting from 9:00 A.M. to 11:00 A.M., followed by the LPAC meeting at 11:00 A.M.

The LPAC typically meets about 2-3 times a year. When the Executive Committee of the Board meetings end early, the board members must wait to join the LPAC meeting, requiring them to call back at the time scheduled on the LPAC public notice.

Staff recommends that the LPAC meeting be scheduled from 9:00 A.M. to 9:30 A.M., and the Executive Committee would meet from 9:30 A.M. to 11:30 A.M. By making this shift, the board members can transition directly into the Executive Committee meeting without members having a gap on the days in which the LPAC is concurrent with the Executive Board Meeting. Furthermore, if the LPAC meeting is cancelled, the Executive Board meeting will begin 9:30 A.M. reducing the time commitment that board members would have otherwise set aside to be available for the LPAC meeting.

Motion:

Motion to change the adopted meeting schedule for 2024 to have the LPAC meeting begin at 9:00 A.M., and the Executive Committee of the Board to begin at 9:30 A.M..