



Board of Directors Meeting Packet

January 20, 2022
2:00 pm - 4:00 pm

Zoom Video Conference
[*Click Here to Join*](#)

**Next Board of Directors Meeting:
March 17, 2022 at 2:00 pm**

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



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS' AGENDA
January 20, 2022
2:00 – 4:00 pm**

[Join Zoom Meeting](#)

Meeting ID: 863 1180 5287
Passcode: 139395

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

NOTE: Please contact Leah Snodgrass at 541.967.8720 or lsnodgrass@ocwcog.org, no later than noon on Wednesday, January 19th, 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. **Introduction of New Technology Services Director** (Executive Director, Ryan Vogt)
(2:10 pm – 2:15 pm)

Jason Sele

4. **Consent Calendar** (Chair Claire Hall)
(2:15 pm – 2:20 pm)

a) Approve meeting minutes from December 9, 2021. ([Page 4](#))

b) Financial Update as presented at the January 20, 2022 Finance Committee Meeting. ([Page 8](#))

ACTION: Motion to approve Consent Calendar items.

5. **Review and Adopt Supplemental Budget Resolution** (Finance Director, Marit Nelson)
(2:15 pm – 2:25 pm)

FY2021-2022 Supplemental Budget memo. ([Page 15](#))

Budget Summary and Charts for Supplemental. ([Page 17](#))

Review of Resolution 2022-01-01, Adoption of Supplemental Budget for FY 2021-2022. ([Page 44](#))

ACTION: Motion to adopt Supplemental Budget Resolution 2022-01-01.

6. **Review and Adopt Dues Schedule for 2022-2023 Fiscal Year** (*Finance Director, Marit Nelson*)
(2:25 pm – 2:40 pm)

Dues Schedule for 2022-2023 Fiscal Year. ([Page 45](#))

ACTION: Motion to adopt Dues Schedule for 2022-2023 Fiscal Year.

7. **Review and Reminder of Adopted 22-23 Budget Process** (*Finance Director, Marit Nelson*)
(2:40 pm – 2:50 pm)

ACTION: Information only, no action needed.

8. **Budget Calendar FY 2022-2023** (*Finance Director Marit Nelson*)
(2:50 – 2:55 pm)

Review of the Budget Calendar for fiscal year 2022-2023. ([Page 47](#))

ACTION: Information only, no action needed.

9. **Subcommittee Bylaws Update** (*Executive Director Ryan Vogt*)
(2:55 pm – 3:00 pm)

Draft standardization changes to standing committee bylaws. ([Page 48](#))

ACTION: Motion to approve standardization changes.

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

ACTION: Information only, no action needed.

11. **Calendar Year 2021 in Review** (*Executive Director, Ryan Vogt*)
(3:10 pm – 3:30 pm)

ACTION: Information only, no action needed.

12. **OCWCOG Program Updates**
(3:30 – 3:55 pm)

Senior, Disability, and Community Services Program Director, Randi Moore
Community and Economic Development Director, Jenny Glass
Technology Services Director, Jason Sele
Human Resources Manager, Ryan Schulze

ACTION: Information only, no action needed.

13. **Other Business** (*Chair Claire Hall*)
(3:55 – 4:00 pm)

14. **Adjournment** (*Chair Claire Hall*)
(4:00 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
December 9, 2021
Via Zoom Video and Audio Conferencing**

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Alex Johnson II, Albany; Mayor Chas Jones, Philomath; **Vice Chair**, Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Mayor Biff Traber, Corvallis; Councilor Alan Rowe, Adair Village; Councilor Mike Caughey, City of Harrisburg; Councilor Riley Hoagland, Lincoln City; and Councilor Joyce King, Depoe Bay.

Absent: Commissioner Sherrie Sprenger; Commissioner Gil Sylvia, Port of Newport Mayor Rod Cross, Toledo; Mayor Greg Holland, Waldport; Mayor Leslie Vaaler, Yachats; Mayor Don Ware, Brownsville; Councilor Jerry Gillson, Halsey; Councilor Carol Korn, Tangent; Councilor Debbie Nuber, Scio; Councilor Angelita Sanchez, Sweet Home; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians.

Staff: **Executive Director**, Ryan Vogt; Finance Director, Marit Nelson; Community Economic Development (CED) Director, Jenny Glass; Human Resources (HR) Manager, Ryan Schulze; Senior Services Administrative Assistant Ashley Bogue, Communications Officer Kayla Griffin; and Executive Assistant Leah Snodgrass

Public: No Attendees.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on December 9, 2021 at 2:03 pm via Zoom Video and Audio Conferencing.

1. Welcome and Introductions

Chair Hall welcomed everyone and confirmed a quorum was reached for voting purposes. Finance Director Marit Nelson, Communications Officer Kayla Griffin, and Executive Assistant Leah Snodgrass introduced themselves to the Board of Directors.

2. Public Comment

There were no public comments.

3. Consent Calendar

- a. Approve Meeting Minutes from September 16, 2021. (Page 4)
- b. 2022 OCWCOG Meeting Schedule. (Page 9)
- c. Approve CWEDD Bylaws. (Page 10)
- d. Administrative Assistant 2 Classification and Salary Scale. (Page 15)
- e. Financial Statement Review Period July 1, 2021, thru October 31, 2021. (Page 16)

Treasurer Malone moved to approve the consent calendar items "a" through "e". Mayor Traber seconded. A vote was taken and items "a" through "e" on the consent calendar were approved unanimously.

- f. Bank Signing Resolution 2021-12-01 (Page 23)

Vice Chair Lepin moved to approve and adopt the consent calendar item "f". Mayor Traber seconded. A vote was taken and item "f" on the consent calendar was approved and adopted unanimously.

4. Collective Bargaining Agreement Review

An Executive Session pursuant to ORS 192.660 was called at 2:10 pm to review the Collective Bargaining Agreement.

During the executive session, Mayor Alex Johnson II joined at approximately 2:22 pm.

At 2:33 pm, Chair Hall closed the executive session, and reconvened the public session.

Treasurer Malone moved to approve the Collective Bargaining Agreement. Councilor King seconded. A vote was taken and the Collective Bargaining Agreement was approved and adopted unanimously.

Mayor Traber moved to approve the Management Compensation Recommendation. Vice Chair Lepin seconded. A vote was taken and the Management Compensation was approved and adopted unanimously.

5. Executive Committee Member Change

Councilor Rowe will no longer be a member of the Board of Directors. Chair Hall expressed gratitude for Councilor Rowe's dedication to the Board and its committees he served on. Councilor Rowe stated he was honored to be a part of what the OCWCOG does for the region. Mayor Jones will be replacing Councilor Rowe's "at large" position.

6. Subcommittee Bylaws Update

Executive Director Vogt summarized the memo attached to the meeting packet on page twenty-four (24), proposing the agency does some ground work on standardizing the form and functions of the standing committee bylaws. Additionally with the Boards guidance, review the membership requirements of the bylaws, determine if adjustments need to be made on how they are populated to ensure members are not getting stretched thin on commitments to the various committees.

Mayor Traber agreed that something needs to be changed in regards to the Executive Committee members being defaulted as a core of many of the committees. Mayor Traber believes there is a middle ground where the broader Board members who are interested in a particular area could volunteer to be part of those committees. Mayor Traber suggested the Executive Committee takes the Board membership information on where they want to volunteer or have interest, and come back to the Board with a proposed membership assignment for approval. Mayor Traber stated he is in favor of OCWCOG staff crafting language that reflects a volunteer or interest statement.

Vice Chair Lepin agreed with Mayor Traber. Vice Chair Lepin stated as a volunteer he would like to have the option for which committee he engages in, because it can get overwhelming. Vice Chair Lepin thinks there can be a more effective way to organize the membership, and added he is in favor of the staff moving forward with a draft proposal.

Mayor Johnson II agreed with both Mayor Traber and Vice Chair Lepin. Mayor Johnson II stated he finds it difficult to effectively participate in each committee, run his business, and run the City of Albany and its Council. Mayor Johnson II likes having a broader membership involvement and likes the idea of a recruitment and proposing membership selection for the committees.

Treasurer Malone stated he would like to see an attempt to start a collection of information from Board members on what their back ground is, where their interest lays, and where they want to

volunteer. Treasurer Malone added he is in favor of coordination and consistency with the bylaws between the various committees to eliminate confusion and simplify committee involvement.

Executive Director Vogt clarified the only committees that would be evaluated at this time are the ones listed in the OCWCOG Bylaws.

Chair Hall asked if everyone agreed to OCWCOG staff taking on the task of standardizing the bylaws and evaluating committee membership requirements, and no one objected.

Executive Director Vogt said he would try to have a progress update by the January 20, 2022 Board of Directors meeting, and reminded the staff it will be a process that will take some time.

7. Executive Director Update

Executive Director Vogt reported on the mandatory vaccine requirement, that ninety-four percent (94%) of the approximately eighty-five (85) staff who fell under the mandate, are vaccinated or getting vaccinated. At this time, there is only five (5) staff members who have a medical or religious exception. Executive Director Vogt expressed excitement about the rate, because this group of staff are the ones that have face to face contact with vulnerable citizens, and thinks it is a strong number of staff being compliant with getting the vaccine.

The Region 360 Newsletter was recently sent out that was produced by the new Communications Officer, Kayla Griffin. Executive Director Vogt reminded the members the newsletter is for them and for the communities in the region, and welcomed any comments as Communications Officer Griffin gains traction in her new role. Executive Director Vogt is looking forward to sharing with the Board the various reports Communications Officer Griffin will be tasked with in the near future.

Executive Director Vogt was happy to announce an offer was extended to a candidate for the Technology Services Director position, and it was accepted. At the January Board meeting the new Director will be introduced. In the interim time of not having a TS Director at the OCWCOG, someone from Lane Council of Governments was brought on board to assist our Tech Services department when needed. This person also did a risk analysis, looking at strengths and weaknesses within our Tech Services team and our technology infrastructure. Executive Director Vogt acknowledged the Board has made intentional efforts over the last two years, in investing and rebuilding the agency's Tech Services infrastructure. The report concluded that Tech Services is pointed in the right direction with notes of positivity and notes of considerations for improvement. This information will be passed onto the new TS Director as a tool for molding the future of Tech Services.

Executive Director Vogt reported one of the decisions Tech Services has made that is long overdue, is to migrate to Microsoft 365. Tech Services has a contract with Cerium to help with implementation to assist with a quick and smooth transition. There will be a small pilot group next week, and the remainder of our staff will be transitioned in January. There is much excitement around this move, because a lot of the pain and turmoil around the OCWCOG's tech system is having our email server on site, and the migration will take it offsite and onto a cloud.

Executive Director Vogt stated the year 2021 was pretty challenging, but there was still incredible things that happened in this region because of the Board members' trust, faith, and investments into the OCWCOG. During the January's Board meeting, the OCWCOG is planning on reserving a sizable period of time to talk about some of the great things that have happened in our region.

Vice Chair Lepin made a comment of support regarding the Microsoft 365. Millersburg is a customer of OCWCOG TS Support and has made the transition with OCWCOG Tech Services. Vice Chair Lepin reported it is working very well and thanked the OCWCOG staff for their professional and successful work.

8. OCWCOG Program Updates

Community and Economic Development (CED)

CED Director Glass pointed out information on the memo attached to the meeting packet on page twenty-seven (27) regarding the Corvallis Area Metropolitan Planning Organization. The regional transportation plan draft is getting published tomorrow, and there is a link on the memo to find more information about it and leave comments. CED Director Glass reported last meeting she spoke about a grant application that was submitted to Department of Land Conservation and Development and that grant was accepted. CED we will be working with 3J Consulting to provide some housing development review for Toledo, Harrisburg, Philomath, and Sweet Home. This will also include some regional higher level planning work regarding housing.

Starting in January, Ride Line is adding an additional new business line, working with Samaritan Advantage Health plan to offer rides for folks on Medicare plans through Samaritan.

9. Other Business

Executive Director Vogt acknowledged Ashley Bogue who is the current Vice President for SEIU. Executive Director Vogt praised her leadership and her team's cooperation throughout the Bargaining Agreement process. Executive Director Vogt pointed out one of the elements included in the collective bargaining agreement was a onetime payment that came from cost savings related to the health plan. Management and Union engaged in a conversation about the value of long term investments for our employees and themselves. One of the options put on the table was that employees could elect to get a check for about \$840, or they could invest the onetime payment into a deferred compensation plan totaling around \$1,160, which is the pre-taxed amount. With that information, over forty-one (41) OCWCOG staff took the option to deposit the payment into a deferred compensation plan. This was a really creative idea the Union was willing to endorse and help get the word out, and also reflects the ongoing relationship between the Union and Management.

Treasurer Malone shared information regarding the recent Corvallis Area Metropolitan Planning Organization (CAMPO) and Albany Area Metropolitan Planning Organization (AAMPO) combined meeting. Corvallis, Benton County Economic Development, and Pacific Power worked on a \$60,000 electronic bike (e-bike) rebate program. It is a pilot program that will subsidize the price of an electric bike up to \$1,200 dollars.

Right now there are many e-bikes in containers on a ship off the coast somewhere, so the program is waiting to start. This program will help low income people get around and help solve some of their transportation issues. A plus is getting more cars off the road, and getting people some exercise. Participants will not be required to pay for the e-bike then get reimbursed, the rebate is available up front at time of purchase. Treasurer Malone is hoping for a successful program to inspire more programs like this one.

10. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 3:10 p.m.

Meeting minutes taken by Leah Snodgrass



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M E M O R A N D U M

DATE: January 20, 2022
TO: OCWCOG Finance Committee
FROM: Marit Nelson, Finance Director
RE: **OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending November 30, 2021 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

Snapshot by Major Line Item

	FY2022 Budget	NOV YTD	Percentage YTD	Prior Year YTD
Dues	330,506.00	295,657.99	89.46%	66.59%
Contracts	3,689,616.00	2,410,822.06	65.34%	28.65%
Grants	227,220.00	63,952.95	28.15%	18.67%
Donations	250,500.00	46,091.37	18.40%	27.37%
State Revenue	2,090,207.00	566,992.08	27.13%	27.48%
Federal Revenue	15,892,871.00	7,660,864.60	48.20%	33.80%
Coordinated Care	8,945,721.00	4,061,689.09	45.40%	36.63%
Total Income (all line items)	51,429,708.00	16,731,982.88	32.53%	25.86%
Total Payroll Expense	19,851,638.00	6,637,975.99	33.44%	35.24%
Contract Expense	12,323,439.00	4,105,811.64	33.32%	32.81%
Indirect Expense	2,572,175.00	1,071,714.15	41.67%	43.65%
Maintenance & Repair	103,000.00	24,683.30	23.96%	58.00%
Supplies	85,050.00	26,031.60	30.61%	32.82%
Telephone	131,820.00	48,985.91	37.16%	35.18%
Travel / Training	293,252.00	55,381.00	18.89%	7.63%
Total Expense (all line items)	51,429,708.00	12,899,786.50	25.08%	27.01%
Net Gain / (Loss)		3,832,196.38		

Fiscal Year (FY) FY2021-2022 Financial Narrative (Revenue)

- a. Net/Gain (Loss): The current value for Net Gain/(Loss) is not accurate. Beginning Balance numbers will be recorded when the annual audit is completed. We expect that to take place in the coming weeks. They have been manually estimated and shared with program directors for future planning.
- b. Member dues are billed out at the beginning of the fiscal year. Reminder statements were emailed to all outstanding members just after the new year.
- c. Contract revenue is high due to two (2) large contracts from Oregon Department of Transportation (ODOT) for both Corvallis Area Metropolitan Planning Organization (CAMPO) and Albany Area Metropolitan Planning Organization (AAMPO). These are front loaded contracts so revenue appears high but will even out over the coming months.
- d. Grant revenue is down slightly. Staff are always researching additional grant opportunities and applying as they come available. Our SDS program has recently been working on requests.
- e. Donations revenue is low but a new campaign went out before the end of December. We are seeing additional funds coming in which will be reflected on future financials.
- f. State revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. But the trend is similar to prior year so there are no red flags currently.
- g. Federal revenue contract percentages are back on track and trending on target for this period. Billings were retroactively caught up in October/November.

FY2021-2022 Financial Narrative (Personnel and Material & Supplies)

- a. Personnel Expense is down slightly from trend but similar to prior year. All critical vacant positions are filled as soon as possible. A mass hiring event is scheduled for later this month.
- b. Contract expense is down slightly but similar to prior year YTD so no red flags currently.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expense is low. This will change as we finish up some projects and other weather-related repairs make their way into our financials through the winter months.
- e. Supply costs remain low and we continue to monitor. Many staff are still in a telework situation due to COVID. We anticipate it will continue in this manner for the coming months.
- f. Telephone is on budget.
- g. Training and Travel continues to be low. Teleworking has significantly reduced mileage reimbursements. We will see this start to rise once staff are meeting in person with consumers again.

If you need additional information or clarification, please contact Finance Director Nelson.

- END OF DOCUMENT -

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended November 30, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 41.67%

Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants	\$ 1,713.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000725	Beg Bal-Restrict for Contracts	\$ 3,648,471.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000735	Beg Bal-Restricted Reconcile	\$ 1,326,704.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000740	Beg Bal-Restricted for Other	\$ 3,979,342.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000745	Beg Bal-Restrict Reserve	\$ 2,567,700.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000750	Beg Bal-Unrestricted	\$ 4,377,114.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000801	Dues	\$ 330,506.00	\$ 295,657.99	89.46%	Reminders sent to those with outstanding balances due.
000802	Fees For Service	\$ 137,000.00	\$ 41,044.58	29.96%	
000803	Internal Transfer	\$ 2,577,114.00	\$ 1,072,179.60	41.60%	
000804	Miscellaneous Revenue	\$ -	\$ 1,558.72	0.00%	
000805	Contract Revenue	\$ 3,689,616.00	\$ 2,410,822.06	65.34%	Two (2) large front loaded contracts.
000806	Grant Revenue	\$ 227,220.00	\$ 63,952.95	28.15%	
000807	Donations	\$ 250,500.00	\$ 46,091.37	18.40%	Donation cards sent out before the end of the calendar year. Receipts are coming in and will be reflected at next meeting.
000808	Interest Revenue	\$ 276,756.00	\$ 82,689.87	29.88%	Low prime interest rate and LGIP
000809	Transfers In	\$ 10,000.00	\$ -	0.00%	
000819	Special Event Revenue	\$ 20,000.00	\$ -	0.00%	
000820	Program Meals Revenue	\$ 160,000.00	\$ 74,327.82	46.45%	
000822	Loan Packaging Fees	\$ 4,000.00	\$ 510.00	12.75%	This is based on loan closing fee. This will vary throughout the year.
000823	Program Income	\$ 711,153.00	\$ 296,442.15	41.68%	
000824	Match	\$ 48,000.00	\$ 10,205.00	21.26%	This revenue comes in at various times.
000826	Borrowers Fees	\$ 3,000.00	\$ 2,542.86	84.76%	Based off current usage and monitoring with lending program staff.
000828	Service Fees	\$ 5,000.00	\$ 2,536.88	50.74%	Based off current usage and monitoring with lending program staff.
000829	Program Administration	\$ 150,000.00	\$ 41,875.26	27.92%	Removed an A/R for over bill in the previous year creating a low trend.
000840	Veterans	\$ 113,684.00	\$ 28,622.25	25.18%	Billing for quarter not yet received.
000841	Oregon Project Independence	\$ 990,000.00	\$ 350,822.92	35.44%	
000843	ODOT	\$ 986,523.00	\$ 187,546.91	19.01%	Billing is reimbursement based, one month behind.
000846	Coordinated Care	\$ 8,945,721.00	\$ 4,061,689.09	45.40%	
000860	Economic Development Admin	\$ 265,500.00	\$ 67,500.00	25.42%	Project time is ramping up and getting on track
000862	Older Americans Act	\$ 1,300,000.00	\$ 362,287.00	27.87%	Billing is reimbursement based, one month behind.

000863	Title XIX	\$ 13,174,371.00	\$ 6,700,008.26	50.86%	
000864	Federal Senior Meals	\$ 800,000.00	\$ 224,430.95	28.05%	Billing is reimbursement based, one month behind.
000865	USDA	\$ 95,000.00	\$ 34,318.00	36.12%	
000867	Federal Match	\$ 50,000.00	\$ 270,457.39	540.91%	Includes \$269,000 for prior year June 2021. Adjustment will take place as a part of December close and reflected at next review.
000868	Environmental Protection Agenc	\$ 200,000.00	\$ -	0.00%	Project time is ramping up and getting on track
000869	Siletz Revenue	\$ 8,000.00	\$ 1,863.00	23.29%	Meal Site has COVID restricted
	REVENUE	\$ 51,429,708.00	\$ 16,731,982.88	32.53%	
					Expenses year-to-date over budget
000410	Leave Benefits	\$ 686,141.00	\$ 249,683.48	36.39%	
000420	Fringe Benefits	\$ 1,086,863.00	\$ 344,699.01	31.72%	
000421	Insurance Benefits	\$ 3,401,337.00	\$ 1,114,197.98	32.76%	
000425	PERS Benefits	\$ 3,074,469.00	\$ 1,051,295.06	34.19%	
000430	PERS Reserve	\$ 227,339.00	\$ 37,564.45	16.52%	
0001ED	Executive Director	\$ 155,070.00	\$ 63,418.00	40.90%	
0004PD	Program Director	\$ 479,993.00	\$ 146,381.67	30.50%	
0010PM	Program Manager	\$ 268,586.00	\$ 36,464.93	13.58%	One vacant position
0013PS	Program Supervisor	\$ 819,433.00	\$ 319,154.75	38.95%	
0019PM	Personnel Manager	\$ 105,817.00	\$ 42,801.00	40.45%	
0022SA	Senior Accountant	\$ 62,393.00	\$ -	0.00%	Position is currently vacant.
0046CM	Case Manager	\$ 2,686,844.00	\$ 915,307.64	34.07%	
0053CC	Contracts Coordinator	\$ 87,918.00	\$ 44,351.18	50.45%	
0055CS	Clerical Supervisor	\$ 128,672.00	\$ 73,463.28	57.09%	
0058AP	Assistant Planner	\$ 110,656.00	\$ 70,734.14	63.92%	
005PIO	Public Information Officer	\$ 111,063.00	\$ 9,748.13	8.78%	Started in November.
0060AS	Accounting Specialist	\$ 58,391.00	\$ 20,133.25	34.48%	
0064ES	Eligibility Specialist	\$ 1,349,473.00	\$ 458,024.76	33.94%	
0064MM	Money Management Coord	\$ 50,478.00	\$ 16,558.24	32.80%	Adjustments will be reflected in supplemental budget
0067EA	Executive Assistant	\$ 81,369.00	\$ 23,833.93	29.29%	
0070AC	Accounting Clerk II	\$ 52,510.00	\$ 22,380.72	42.62%	
0076AA	Administrative Assistant	\$ 397,005.00	\$ 119,120.03	30.00%	
0076BO	Business Officer	\$ 62,916.00	\$ 24,630.93	39.15%	
0085CS	Clerical Specialist	\$ 349,811.00	\$ 106,229.06	30.37%	
0085SA	Senior System Admin	\$ 76,570.00	\$ -	0.00%	Adjustments will be reflected in supplemental budget
0085WS	Workstation Support Specialist	\$ 107,562.00	\$ 36,283.66	33.73%	
013SLO	Senior Loan Officer	\$ 84,007.00	\$ 30,183.41	35.93%	
013TSM	Transportation Manager	\$ 81,655.00	\$ 28,797.60	35.27%	

025NSS	Network Support Specialist	\$ 65,454.00	\$ 26,426.49	40.37%	
031CDP	CED Planner	\$ 376,527.00	\$ 71,186.46	18.91%	Adjustments will be reflected in supplemental budget
034APS	Adult Protective Services Spec	\$ 770,755.00	\$ 321,022.87	41.65%	
037DTC	Diversion & Transition Coord	\$ 201,122.00	\$ 75,853.34	37.72%	
037LCM	Lead Case Manager	\$ 227,501.00	\$ 78,147.00	34.35%	
045ISS	Information Support Specialist	\$ -	\$ 40,115.57	0.00%	Adjustments will be reflected in supplemental budget
052ALO	Assistant Loan Officer	\$ 50,079.00	\$ 17,484.19	34.91%	
055SMS	Senior Meals Supervisor	\$ 48,165.00	\$ 20,509.00	42.58%	
055VSO	Veterans Service Officer	\$ 44,634.00	\$ 21,685.44	48.59%	
060FMC	Facility Maint. Coordinator	\$ 52,425.00	\$ 20,300.80	38.72%	
061LES	Lead Eligibility Specialist	\$ 57,080.00	\$ 22,107.83	38.73%	
064ADR	ADRC Specialist	\$ 243,569.00	\$ 65,440.04	26.87%	
064ALW	Asst. AFH Licensing Worker	\$ 119,481.00	\$ 46,326.17	38.77%	
067CEA	Confidential Executive Assist	\$ 46,320.00	\$ 15,752.63	34.01%	
073MRW	Medical Resource Worker	\$ 42,358.00	\$ 16,574.66	39.13%	
075LTB	Lead Trans Brokerage Spec.	\$ 48,994.00	\$ 18,302.88	37.36%	
075TBS	Transportation Brokerage Spec.	\$ 359,544.00	\$ 110,079.14	30.62%	
076IHA	In Home Assistant	\$ 430,497.00	\$ 121,922.99	28.32%	
082SMC	Senior Meals Coordinator	\$ 40,885.00	\$ 15,904.70	38.90%	
090RSM	Relief Site Manager	\$ 25,000.00	\$ 10,590.20	42.36%	
099EXH	Extra Hire	\$ 162,405.00	\$ 20,957.41	12.90%	
88MSM3	Meal Site Manager 3	\$ 194,502.00	\$ 75,845.89	38.99%	
	PERSONNEL	\$ 19,851,638.00	\$ 6,637,975.99	33.44%	
000504	Advertising	\$ 20,590.00	\$ 10,364.62	50.34%	Large amount of vacant positions we are advertising for.
000506	Auto Expense	\$ 17,000.00	\$ 1,667.92	9.81%	
000510	Bank Charges	\$ 15,175.00	\$ 4,895.56	32.26%	
000513	Board/Comm/Meeting Expense	\$ 32,250.00	\$ 746.88	2.32%	
000516	Computer Maintenance	\$ 179,530.00	\$ 58,154.77	32.39%	
000521	Contract Administration	\$ 1,500.00	\$ 477.40	31.83%	
000522	Contract Expense	\$ 12,323,439.00	\$ 4,105,811.64	33.32%	
000523	Admin Contract Expense	\$ 500,000.00	\$ 187,348.92	37.47%	
000525	Copying	\$ 62,500.00	\$ 12,553.48	20.09%	
000531	Dues and Memberships	\$ 31,615.00	\$ 8,703.34	27.53%	
000532	Equipment Expense	\$ 1,000.00	\$ -	0.00%	
000533	Finance Indirect	\$ 568,185.00	\$ 236,743.25	41.67%	
000534	Indirect Expense	\$ 1,198,046.00	\$ 499,185.55	41.67%	

000535	Furniture & Fixtures	\$	111,578.00	\$	7,174.23	6.43%	
000537	Insurance	\$	76,763.00	\$	72,579.20	94.55%	Annual Insurance payment
000540	Interest Expense	\$	16,000.00	\$	6,936.92	43.36%	
000541	Loan Legal Expense	\$	50.00	\$	-	0.00%	
000542	Legal Services	\$	38,500.00	\$	4,137.00	10.75%	
000543	Licenses and Fees	\$	161,630.00	\$	79,558.57	49.22%	
000546	Loan Fees	\$	3,100.00	\$	4,766.82	153.77%	Business Lending is processing more loans than budgeted.
000549	Maintenance and Repair	\$	103,000.00	\$	24,683.30	23.96%	
000550	Marketing Expense	\$	4,150.00	\$	2,808.65	67.68%	Various programs doing marketing and outreach
000551	Taxes	\$	2,500.00	\$	-	0.00%	
000553	Loan Admin Exp	\$	150,000.00	\$	37,817.88	25.21%	
000555	Postage	\$	47,520.00	\$	13,629.70	28.68%	
000558	Printing	\$	15,050.00	\$	2,960.00	19.67%	
000561	Rent	\$	735,039.00	\$	303,986.71	41.36%	
000564	Resource Reserve	\$	30,000.00	\$	409.02	1.36%	
000567	Supplies	\$	85,050.00	\$	26,031.60	30.61%	
000568	Stipend	\$	147,072.00	\$	44,205.04	30.06%	
000570	Technology Indirect	\$	805,944.00	\$	335,785.35	41.66%	
000573	Telephone	\$	131,820.00	\$	48,985.91	37.16%	
000575	Special Event Expense	\$	20,000.00	\$	-	0.00%	
000576	Training	\$	109,902.00	\$	17,360.94	15.80%	
000577	Volunteer Recognition	\$	20,500.00	\$	6,978.78	34.04%	
000578	Meal Delivery Travel	\$	68,000.00	\$	14,018.06	20.61%	
000579	Travel	\$	115,350.00	\$	24,002.00	20.81%	
000580	Transfers Out	\$	35,000.00	\$	-	0.00%	
000582	Utilities	\$	65,000.00	\$	20,312.33	31.25%	
000583	Operating Contingency	\$	8,141,672.00	\$	-	0.00%	
000584	Janitorial	\$	90,600.00	\$	34,740.00	38.34%	
000585	Unappropriated EFB for future	\$	4,852,567.00	\$	-	0.00%	
	MATERIALS AND SUPPLIES	\$	31,134,187.00	\$	6,260,521.34	20.11%	
000595	Capital Purchase	\$	283,000.00	\$	-	0.00%	
000596	Leasehold Improvement	\$	112,393.00	\$	-	0.00%	
	CAPITAL OUTLAY	\$	395,393.00	\$	-	0.00%	
000598	Principal Payment	\$	43,333.00	\$	-	0.00%	
000599	Interest Expense	\$	5,157.00	\$	1,289.17	25.00%	

DEBT SERVICES	\$ 48,490.00	\$ 1,289.17	2.66%
EXPENSE	\$ 51,429,708.00	\$ 12,899,786.50	25.08%
NET (GAIN/LOSS)	\$ -	\$ 3,832,196.38	0.00%

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MEMORANDUM

DATE: January 20, 2022
TO: OCWCOG Board of Directors and Budget Committee
FROM: Finance Director, Marit Nelson
RE: **Fiscal Year 2021-2022 Supplemental Budget**

After the budget was adopted on May 20, 2021, Oregon Cascades West Council of Governments (OCWCOG) experienced staffing changes, program development opportunities, and implemented reserve policies requiring the budget be amended to reflect more accurately where funds were being received and utilized.

Each program manager has reviewed and updated their staffing, making corrections to meet goals and objectives. Additionally, reserve accounts per the adopted reserve policy, have been established and transfers budgeted based off updated fiscal year end (FYE) 2021 account balances. OCWCOG Finance Department has also finalized its closing process for FYE 2021 allowing for adjustments to beginning fund balances. These values help the program managers more accurately plan for the remaining months of the fiscal year as well as the budget cycle starting soon for FY 2022-23. Please see additional details below:

Within General Administration, Tech Services, and Non-Departmental, OCWCOG is realigning the FTEs in the Finance and Tech Services departments to more accurately reflect actual position assignments. Due to position vacancies realized in the first half of the year, dollars are being reallocated from Personal Services to Contracts to reflect actual and expected use. Additionally, adjustments have been made to fund reserves per the adopted reserve policy and create opportunities to meet technology upgrades that were not adequately planned for last year.

Community and Economic Development (CED) programs are making adjustments to right-size the revenue sources for planning services. This includes a decrease of revenue from our planning contracts with local jurisdictions and increasing our planning revenue from the Economic Development Administration. Staffing changes have caused planning personnel expenses to decrease while the contract expenses increased because of our micro-grant program for economic recovery across the region. There is also new funding for Ride Line to deliver rides for Samaritan Advantage Health Plan (Medicare) clients. Additionally, Albany Area Metropolitan Planning Organization added the Albany Bus Barn project which increases the contract expense line.

Senior and Disability Service (SDS) experienced a significant increase in Medicaid funding for the 21-23 biennium which is reflected in this update. Increased funding is meant to be used to increase staffing. Specifically, Adult Protective Services (APS) and

Case Management growth is expected. The opportunity to adjust the budget at this time also allows the programs to right-size some areas of expense which are out of alignment with current trends in spending, such as the contracts line which was over budget based on temp agency contracts we had developed to counterbalance staffing and hiring shortages.

The Community Service Program (CSP) received RSVP carryforward dollars late in FY21 from AmeriCorps Seniors due to the COVID-19 pandemic. Funds are designated to bolster capacity building and volunteer outreach and recruitment, thereby increasing personnel, advertising and printing costs. Volunteer travel is trending less than projected with Foster Grandparents, due to volunteers opting for remote assignments during quarters one and two. The Veterans program is adjusting revenue in accordance with ODVA standards to show contractual carryforward. Additionally, Special Contracts recently entered into an IGA for a Bias Response system feasibility project with the City of Corvallis. 50% of the revenue scheduled to post to FY22 with the remaining planned for budget year 2022-23.

Following this adjustment, we do not expect additional changes to the FY 2021-22 budget. The budgeting process for FY 2022-23 will begin in the immediate future and new lines of funding and program adjustment can be built into the next document.

Thank you for your time and feedback. If you have questions or need additional clarification, please feel free to let me know.

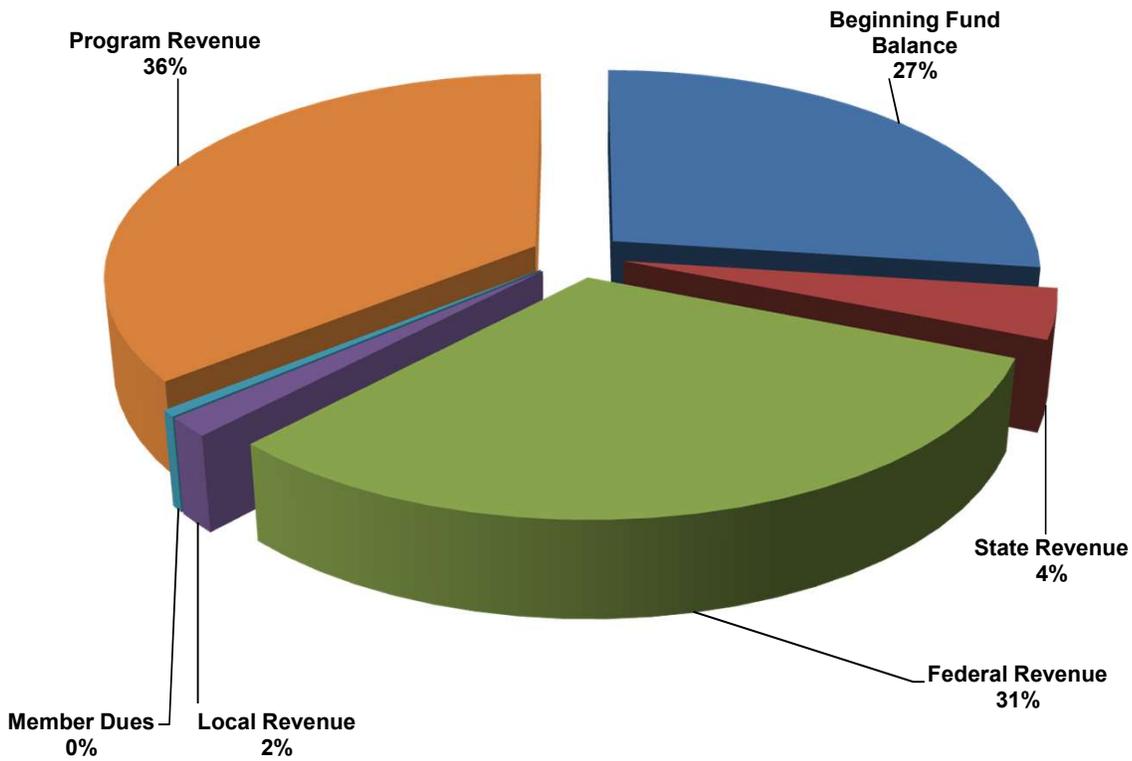
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AGENCY CONSOLIDATED

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY

Beginning Fund Balance	15,215,366
State Revenue	2,217,311
Federal Revenue	17,497,597
Local Revenue	1,163,562
Program Revenue	20,074,133
TOTAL REVENUE	56,167,969
Personnel	11,405,579
Fringe Benefits	1,067,164
Insurance Benefits	3,439,490
Leave Benefits	686,714
PERS Benefits	3,240,545
TOTAL PERSONNEL	19,839,492
Materials & Supplies	36,253,987
Leasehold Improvements	10,000
Interest Payments	21,157
Principal Payments	43,333
TOTAL MATERIALS & SUPPLIES	36,328,477
GAIN / (LOSS)	-

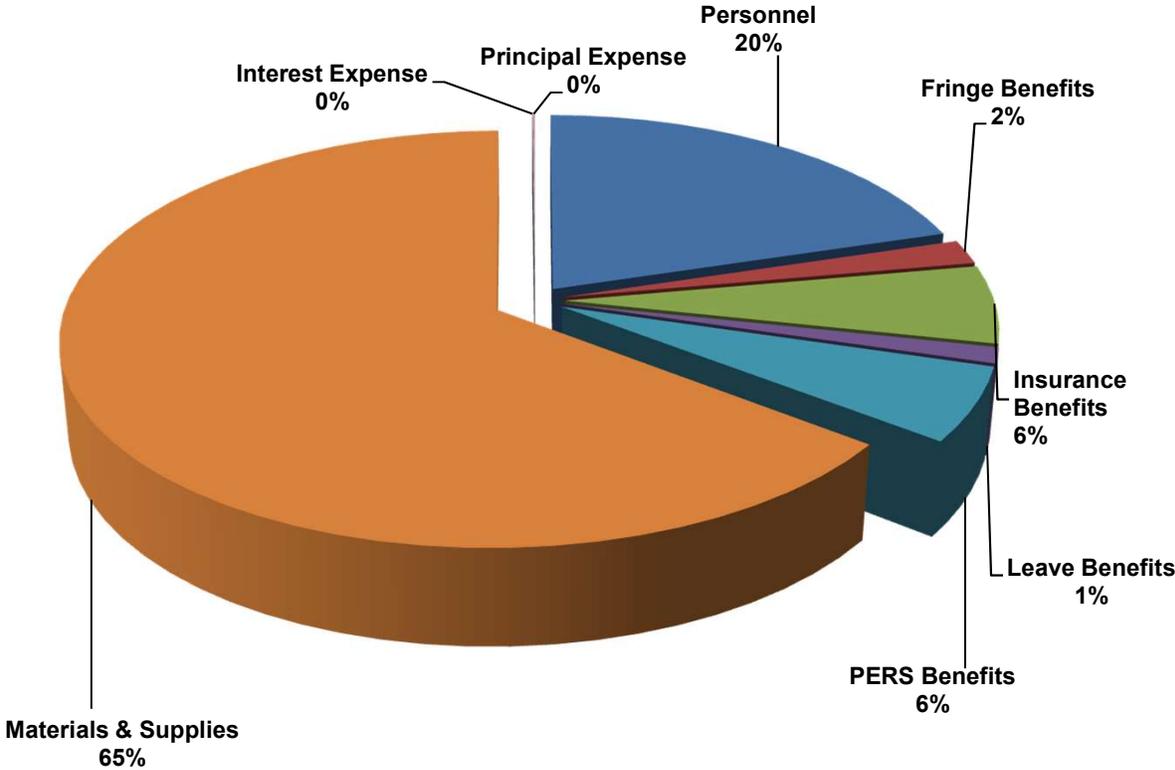
Agency Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

State Revenue	Federal Revenue
ODOT	Economic Development Administration
OPI	Environmental Protection Agency
Veterans	Federal Contracts
	Federal Match
	Older American Act
	Senior Meals XIX
	Siletz Revenue
	Title XIX
	USDA
Local Revenue	Program Revenue
Interest Revenue	Contracts Revenue
Donations	Coordinated Care
Dues	Indirect Income
Fee for Service	Loan Fees/Borrowers Fees
Grant Revenue	Loan Packaging Fees
Sponsorships	Match
	Miscellaneous Revenue
	Program Administration
	Program Income
	Program Meals Revenue
	Rent Income
	Service Fees
	Transfers In/Internal Transfers

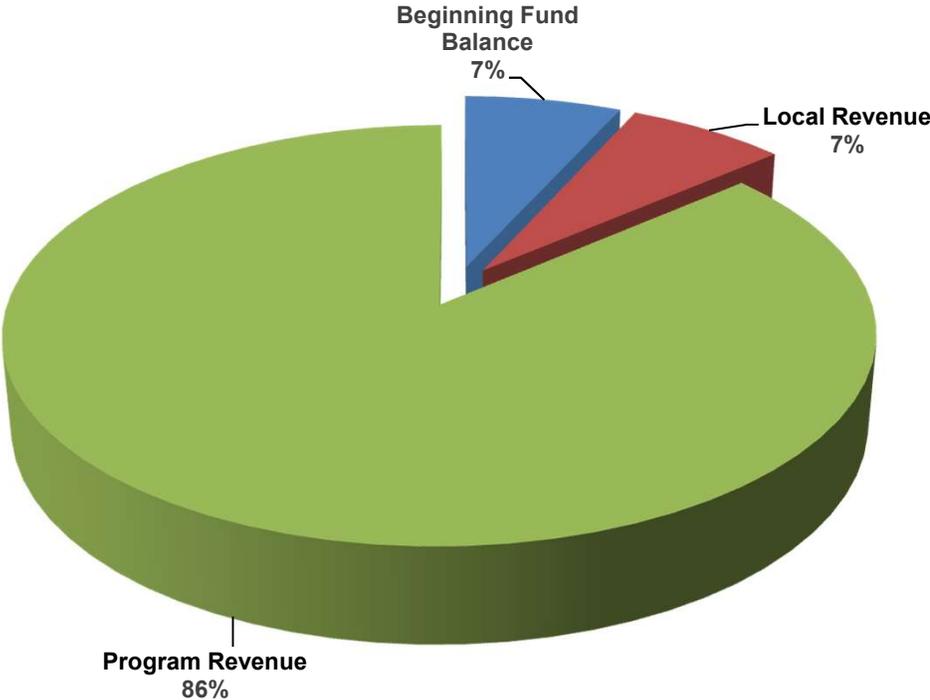
Agency Expense Chart FY 2021-2022



GENERAL ADMINISTRATION

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	139,940
State Revenue	-
Federal Revenue	-
Local Revenue	142,494
Program Revenue	1,766,229
TOTAL REVENUE	2,048,663
Personnel	746,623
Fringe Benefits	79,576
Insurance Benefits	217,262
Leave Benefits	42,942
PERS Benefits	225,371
TOTAL PERSONNEL	1,311,774
Materials & Supplies	736,889
Principal Expense	-
Interest Expense	-
TOTAL MATERIALS & SUPPLIES	736,889
GAIN / (LOSS)	-

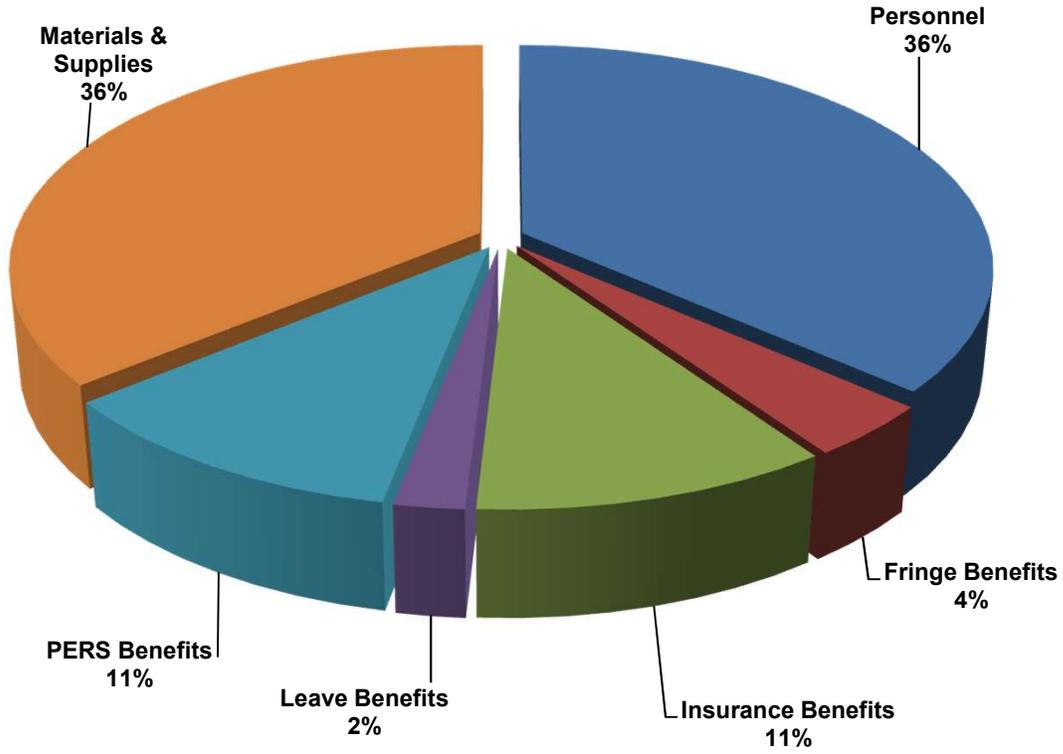
General Administration Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Local Revenue	Program Revenue
Interest Revenue	Contracts Revenue
	Indirect Income
	Transfers In
	Special Project Dues

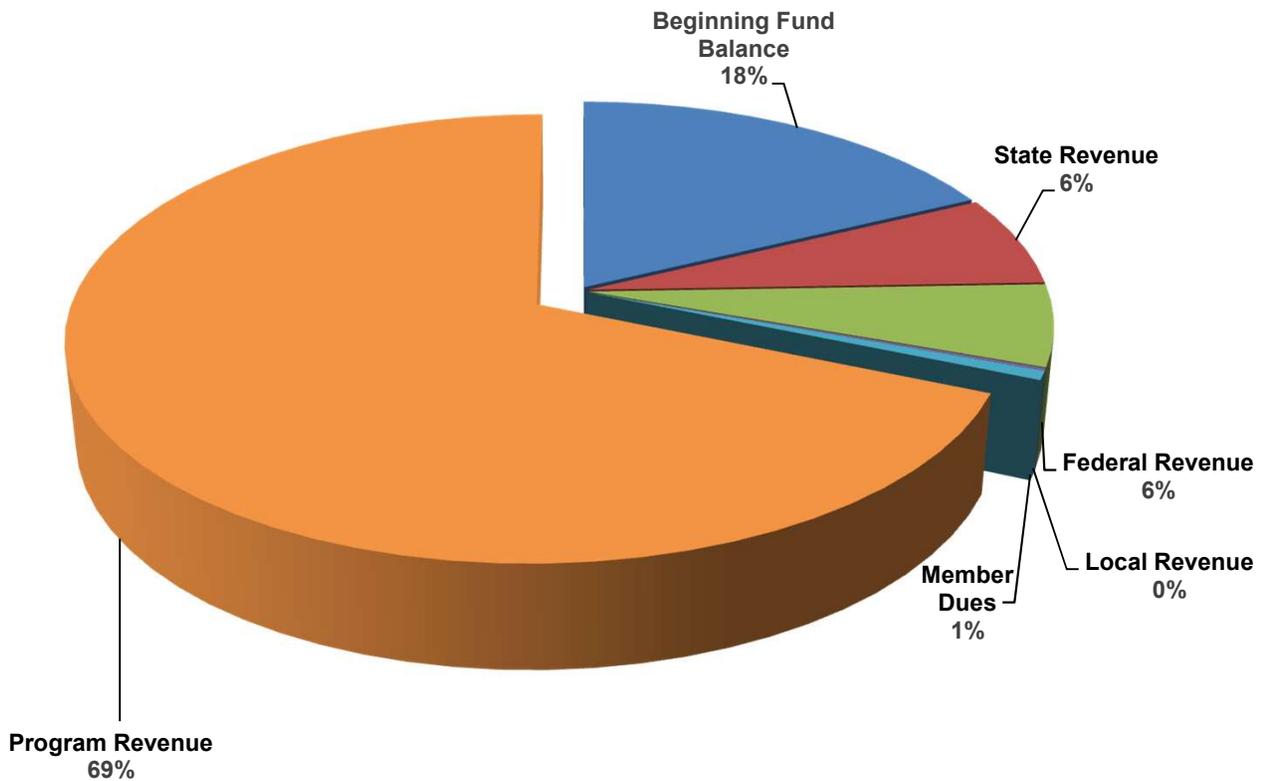
General Administration Expense Chart FY 2021-2022



COMMUNITY AND ECONOMIC DEVELOPMENT

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	2,993,049
State Revenue	1,112,822
Federal Revenue	1,001,791
Local Revenue	121,241
Program Revenue	11,542,869
TOTAL REVENUE	16,771,772
Personnel	1,317,422
Fringe Benefits	119,623
Insurance Benefits	430,250
Leave Benefits	73,493
PERS Benefits	382,205
TOTAL PERSONNEL	2,322,993
Materials & Supplies	14,448,779
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	14,448,779
GAIN / (LOSS)	-

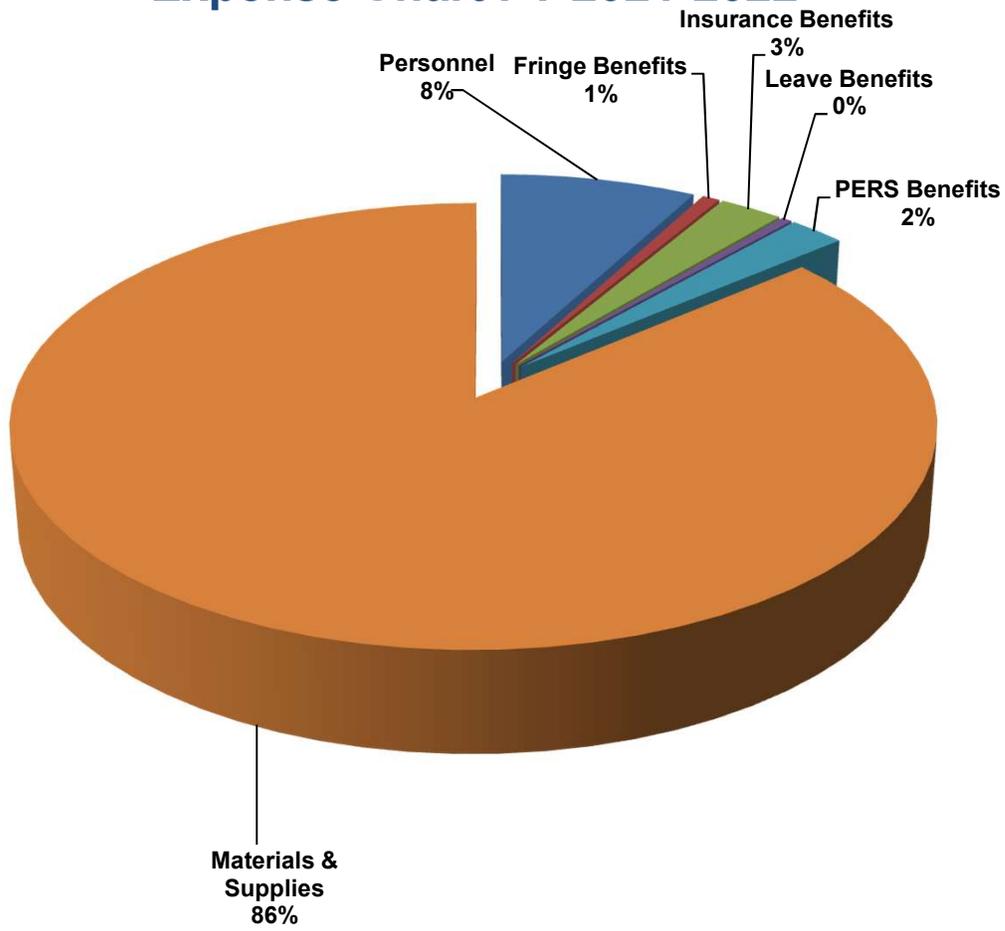
Community and Economic Development Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

State Revenue	Federal Revenue
ODOT	Economic Development Administration Title XIX Federal Contracts Environmental Protection Agency
Local Revenue	Program Revenue
Dues Fee for Service Interest Revenue Sponsorships	Contracts Revenue Coordinated Care Department of Land Conservation Development

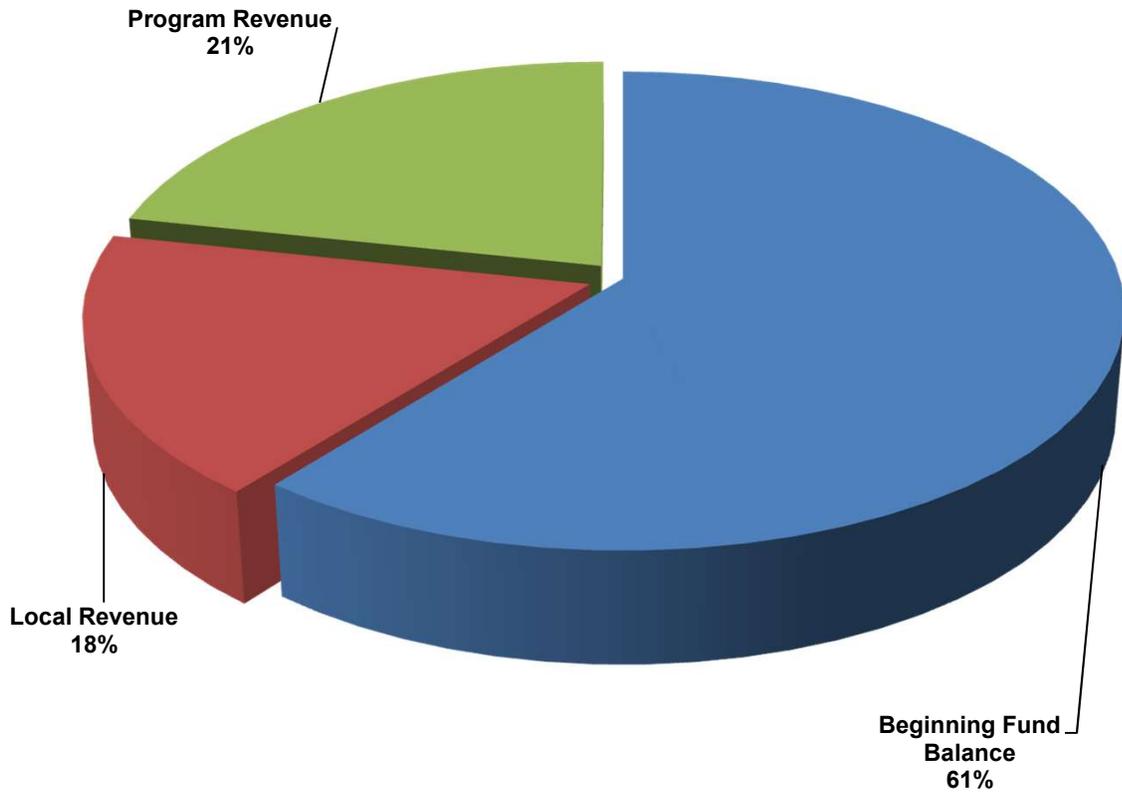
Community and Economic Development Expense Chart FY 2021-2022



BUSINESS LENDING

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	600,079
State Revenue	-
Federal Revenue	41,500
Local Revenue	175,000
Program Revenue	213,872
TOTAL REVENUE	1,030,451
Personnel	131,873
Fringe Benefits	11,578
Insurance Benefits	48,957
Leave Benefits	9,241
PERS Benefits	37,901
TOTAL PERSONNEL	239,550
Materials & Supplies	774,901
Interest Expense	16,000
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	790,901
GAIN / (LOSS)	-

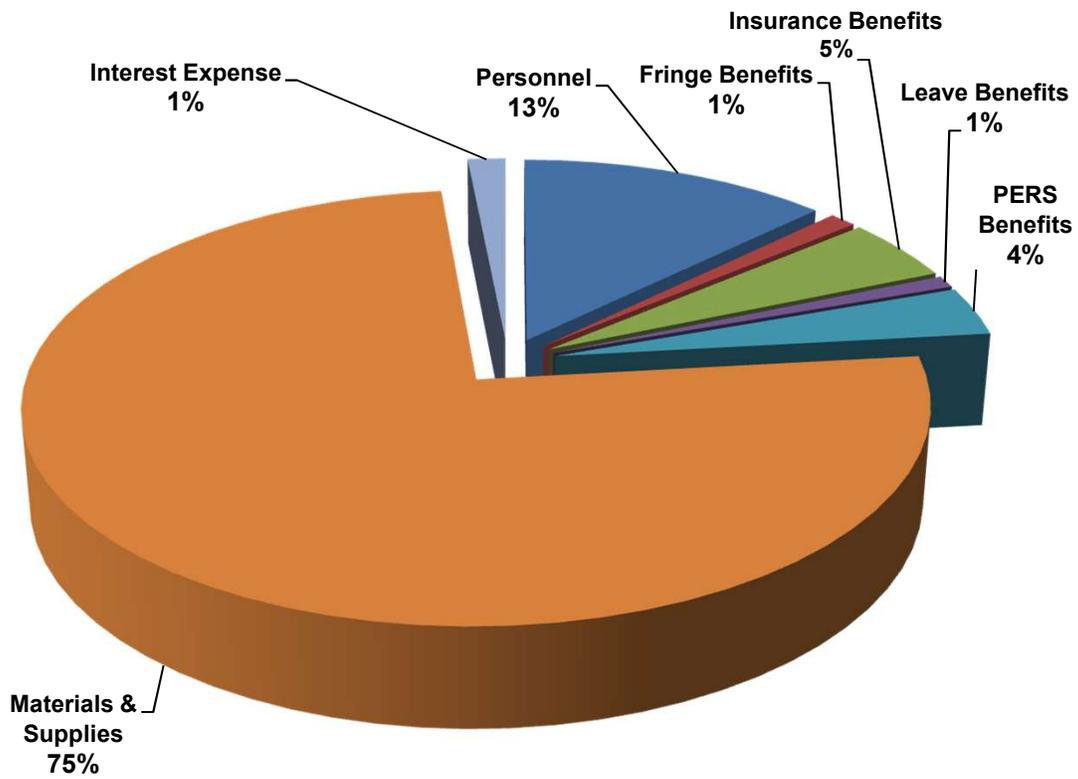
Business Lending Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Local Revenue	Program Revenue
Fee for Service	Borrowers Fees
Interest Revenue	Contracts Revenue
	Loan Fees
Federal	Program Administration
Grant Revenue	Program Income
	Service Fees
	Transfers In

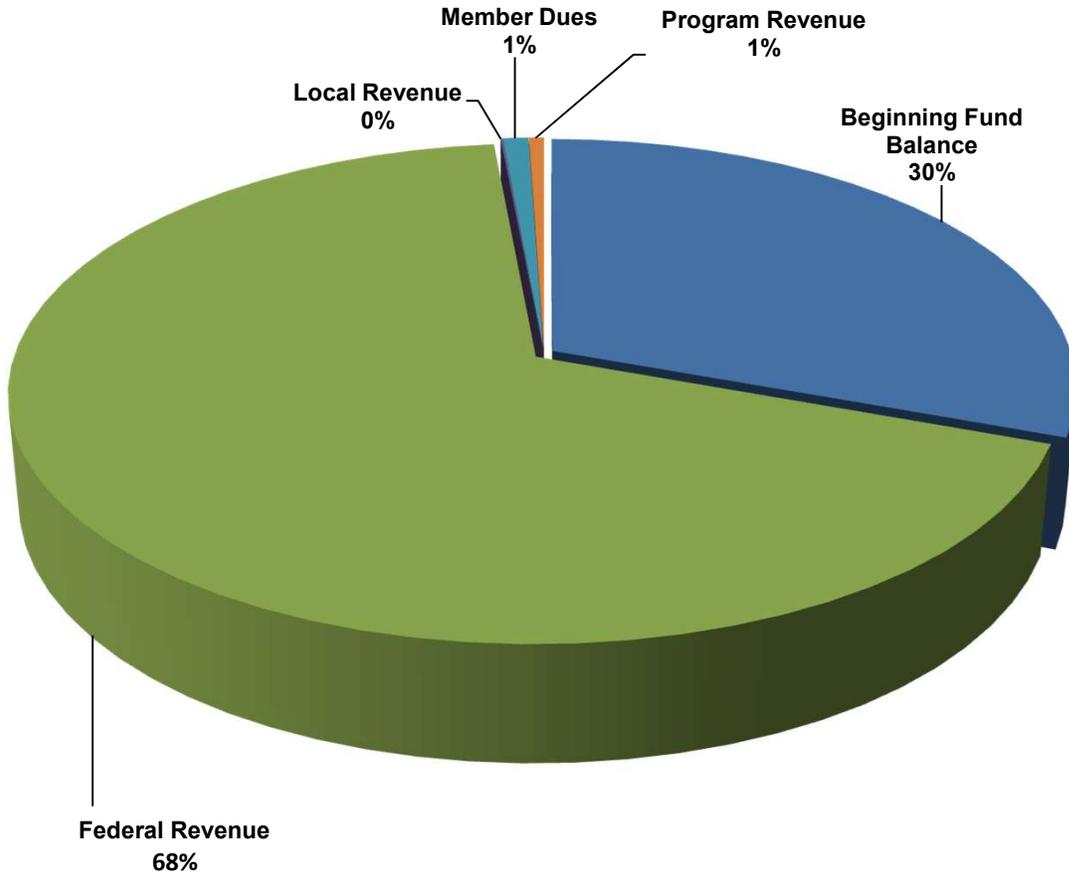
Business Lending Expense Chart FY 2021-2022



SENIOR AND DISABILITY SERVICES

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	6,331,351
State Revenue	-
Federal Revenue	14,112,000
Local Revenue	202,027
Program Revenue	110,000
TOTAL REVENUE	20,755,378
Personnel	7,505,618
Fringe Benefits	665,161
Insurance Benefits	2,193,938
Leave Benefits	461,368
PERS Benefits	2,114,212
TOTAL PERSONNEL	12,940,297
Materials & Supplies	7,815,081
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	7,815,081
GAIN / (LOSS)	-

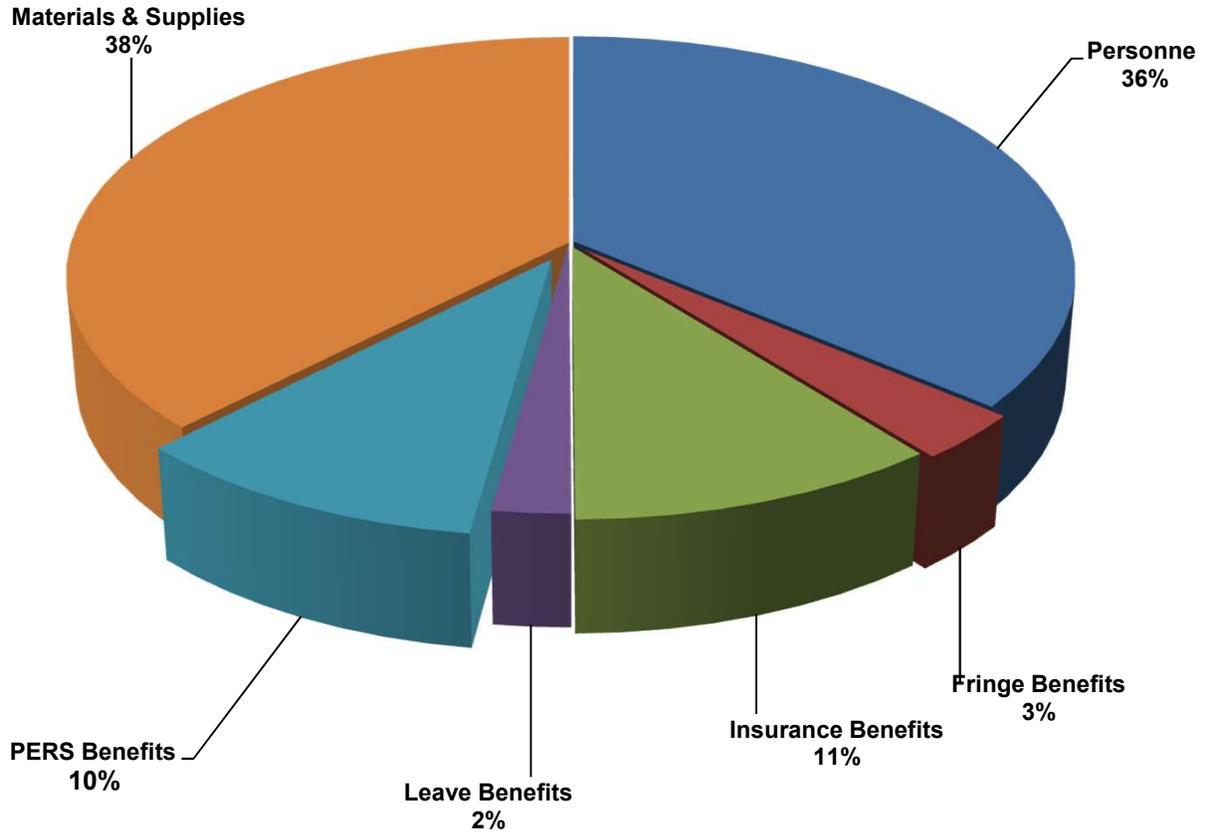
Senior and Disability Services Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Federal Revenue	Program Revenue
Title XIX Federal Match	Contracts Revenue Transfers In
Local Revenue	
Dues	

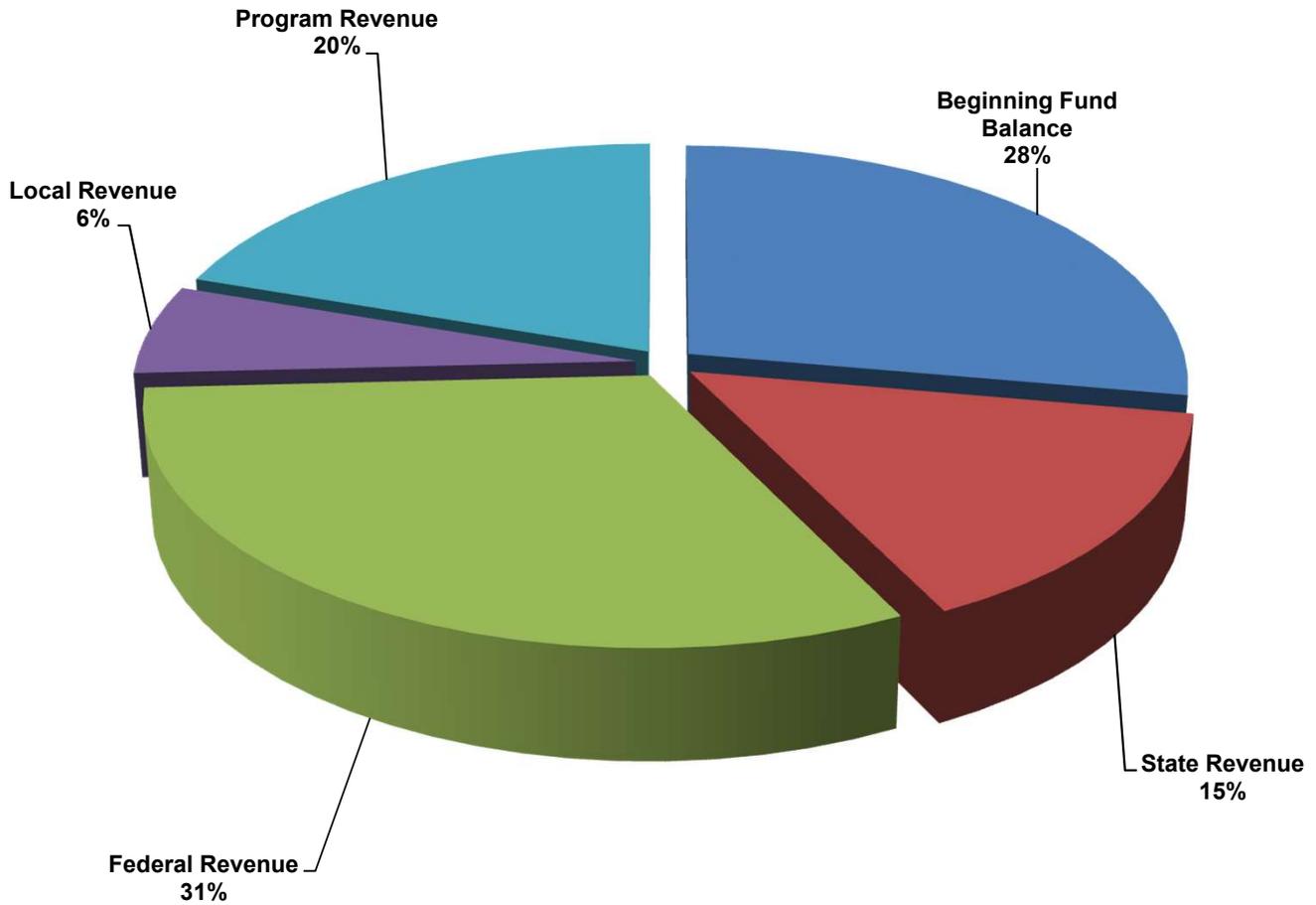
Senior and Disability Services Expense Chart FY 2021-2022



COMMUNITY SERVICES PROGRAM

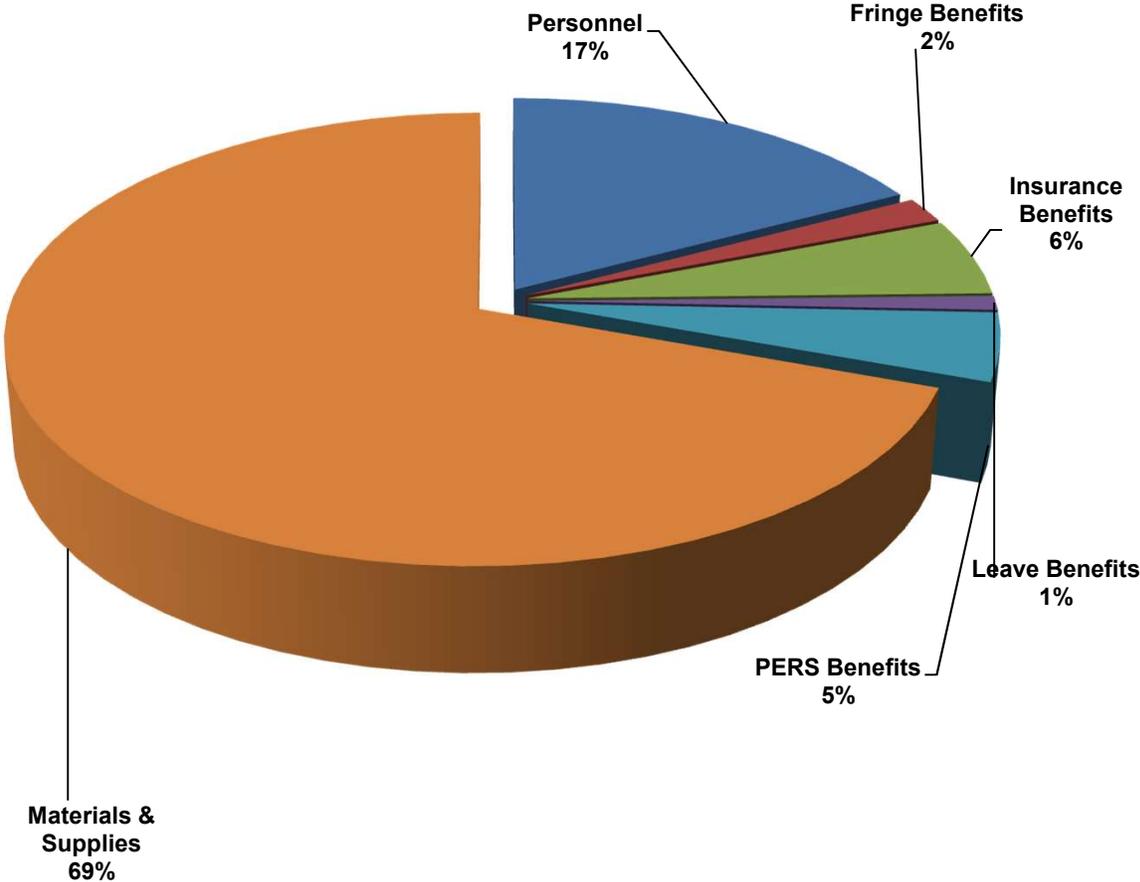
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	2,061,146
State Revenue	1,104,489
Federal Revenue	2,342,306
Local Revenue	447,800
Program Revenue	1,467,883
TOTAL REVENUE	7,423,624
Personnel	1,284,722
Fringe Benefits	135,649
Insurance Benefits	407,752
Leave Benefits	75,013
PERS Benefits	362,445
TOTAL PERSONNEL	2,265,581
Materials & Supplies	5,158,043
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	5,158,043
GAIN / (LOSS)	-

Community Services Program Revenue Chart FY 2021-2022



State Revenue	Federal Revenue
Oregon Project Independence Veterans	Older American Act Title XIX Federal Match Senior Meals XIX Siletz Revenue USDA
Local Revenue	Program Revenue
Donations Dues Fee for Service Grant Revenue Special Event Revenue	Contracts Revenue Match Miscellaneous Revenue Program Income Transfers In

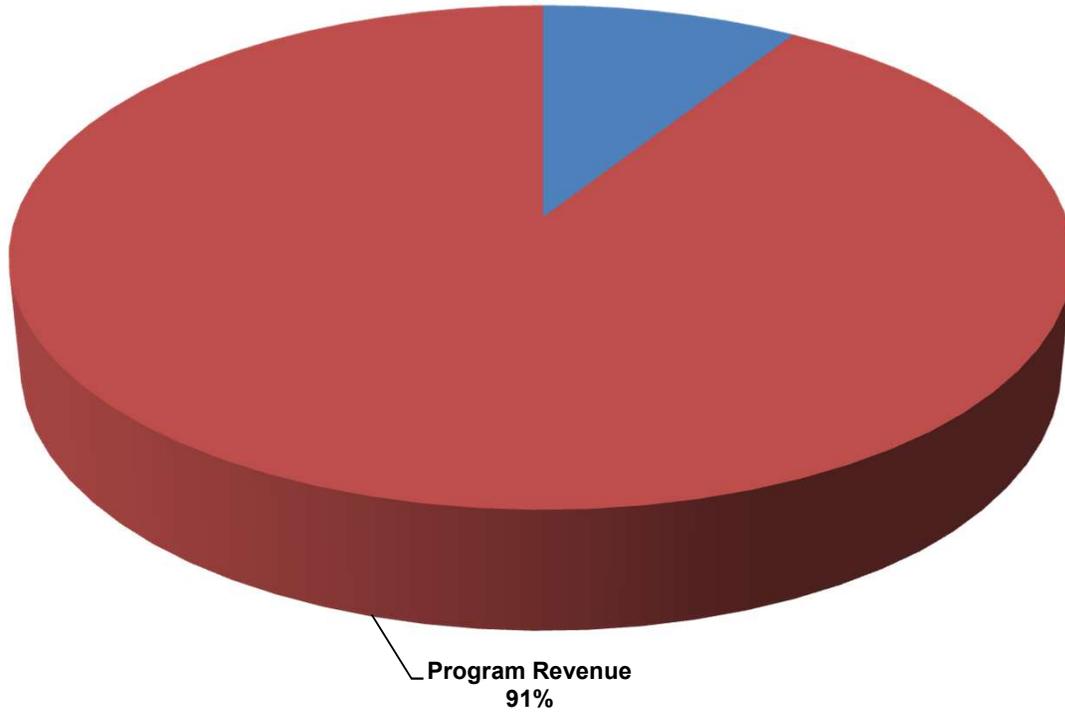
Community Services Program Expense Chart FY 2021-2022



TECHNOLOGY SERVICES

CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	86,206
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	865,885
TOTAL REVENUE	952,091
Personnel	324,672
Fringe Benefits	29,480
Insurance Benefits	100,076
Leave Benefits	20,483
PERS Benefits	93,310
TOTAL PERSONNEL	568,021
Materials & Supplies	384,070
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	384,070
GAIN / (LOSS)	-

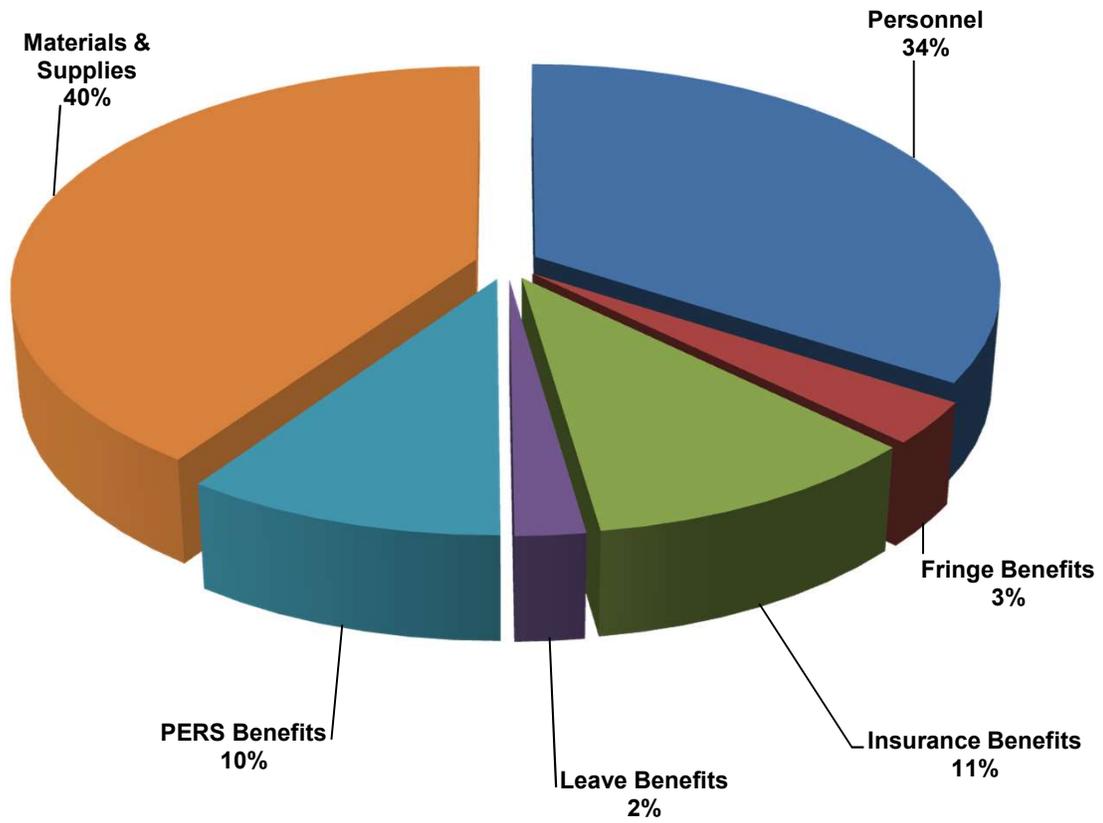
Technology Revenue Chart FY 2021-2022



* Federal contracts including funds passed through the State Government

Program Revenue
Contracts Revenue
Indirect Income
Transfers In

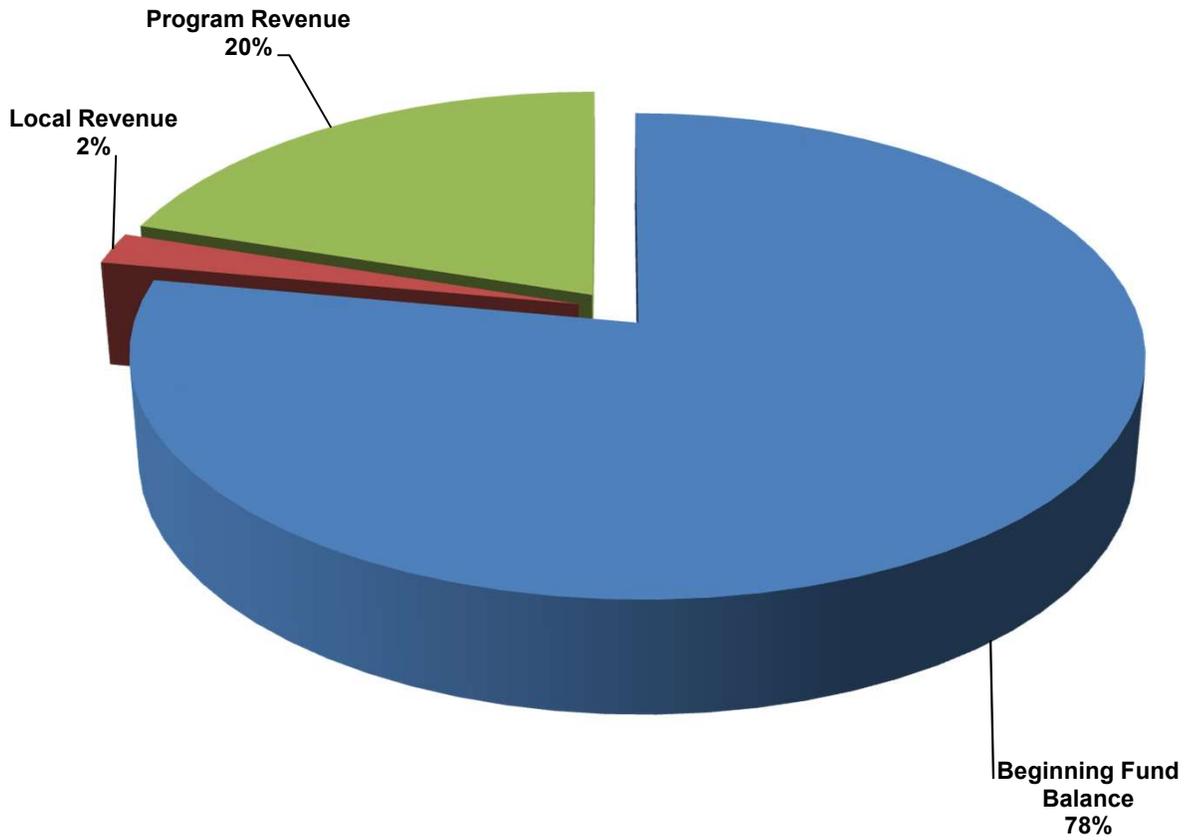
Technology Expense Chart FY 2021-2022



NON-DEPARTMENTAL

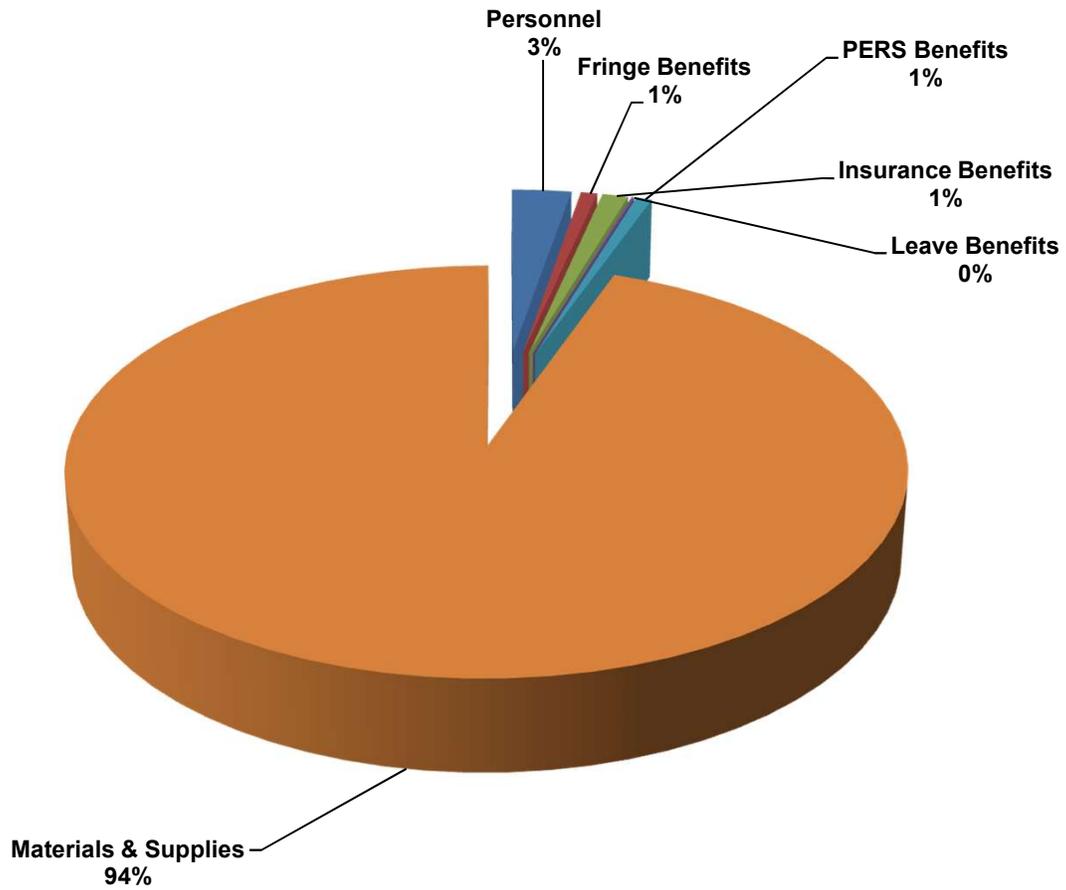
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	2,777,031
State Revenue	-
Federal Revenue	-
Local Revenue	75,000
Program Revenue	711,153
TOTAL REVENUE	3,563,184
Personnel	94,649
Fringe Benefits	26,097
Insurance Benefits	41,255
Leave Benefits	4,174
PERS Benefits	25,101
TOTAL PERSONNEL	191,276
Materials & Supplies	3,323,418
Interest Expense	5,157
Principal Expense	43,333
TOTAL MATERIALS & SUPPLIES	3,371,908
GAIN / (LOSS)	-

Non-Departmental Revenue Chart FY 2021-2022



Local Revenue	Program Revenue
Fee for Service	Rent Income
Grant Revenue	

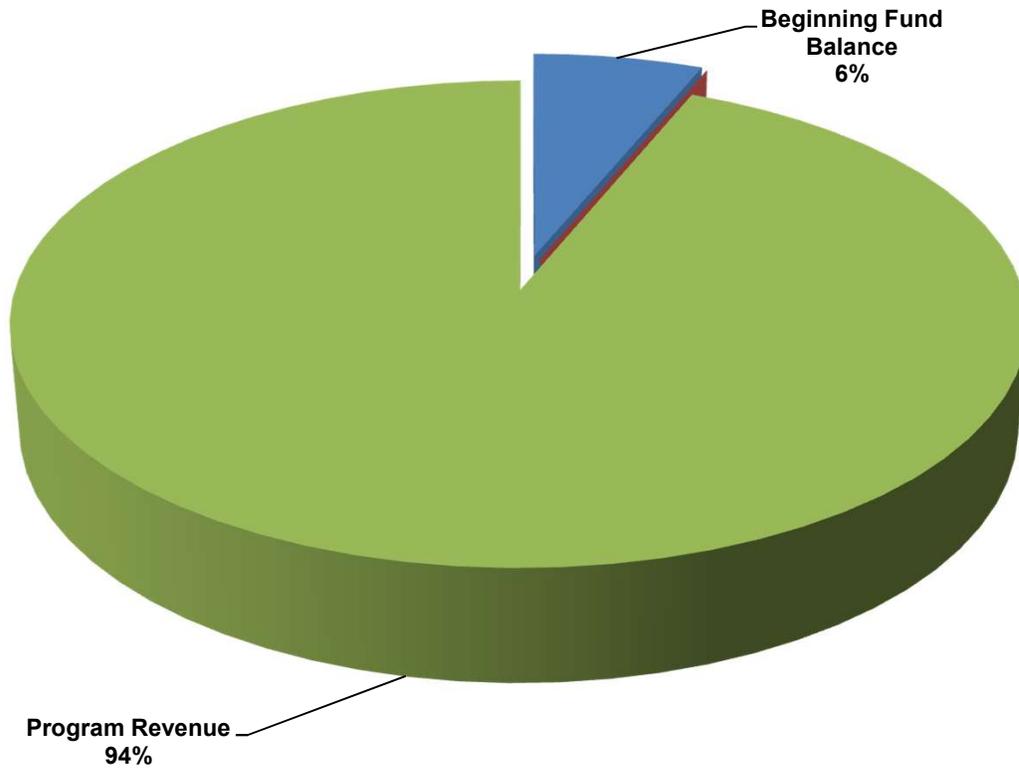
Non-Departmental Expense Chart FY 2021-2022



RESERVES

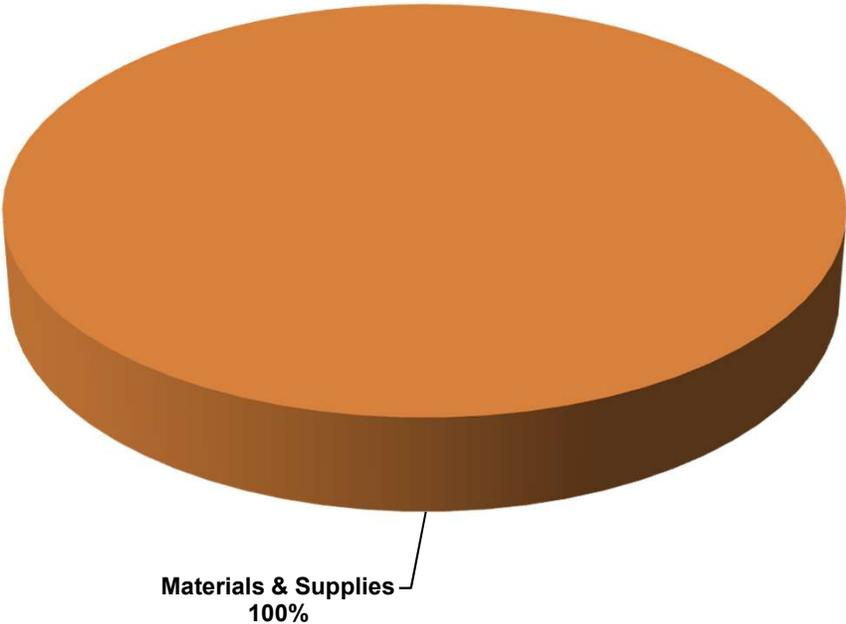
CASCADES WEST COUNCIL OF GOVERNMENTS FY 2021-2022 BUDGET SUMMARY	
Beginning Fund Balance	226,564
State Revenue	-
Federal Revenue	-
Local Revenue	-
Program Revenue	3,396,242
TOTAL REVENUE	3,622,806
Personnel	-
Fringe Benefits	-
Insurance Benefits	-
Leave Benefits	-
PERS Benefits	-
TOTAL PERSONNEL	-
Materials & Supplies	3,622,806
Interest Expense	-
Principal Expense	-
TOTAL MATERIALS & SUPPLIES	3,622,806
GAIN / (LOSS)	-

Reserves Revenue Chart FY 2021-2022



Program Revenue
Transfer In

Reserve Expense Chart FY 2021-2022



OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION# 2022-01-01
 Adoption of Supplemental Budget for Fiscal Year 2021-2022

WHEREAS, the Board of Directors adopted a fiscal year 2021-2022 budget at the May 20, 2021 Board Meeting; and

WHEREAS, Oregon Cascades West Council of Governments became aware of a condition that had not been ascertained at the time of the preparation of the budget for the current year which requires a change in the fiscal year 2021-2022 budget.

NOW THEREFORE, BE IT RESOLVED:

That the Oregon Cascades West Council of Governments Board of Directors does hereby adopt the supplemental budget listed below:

REVENUE	ADOPTED 2021-2022	SUPPLEMENTAL Change for 2021-2022	NEW ADOPTED 2021-2022
Beginning Fund Balance	15,901,044	-685,678	15,215,366
State Revenue	2,090,206	127,105	2,217,311
Federal Revenue	18,220,052	-722,455	17,497,597
Local Revenue	1,205,482	-41,920	1,163,562
Program Revenue	14,012,923	6,061,210	20,074,133
Total Revenue	51,429,707	4,738,262	56,167,969
EXPENDITURES			
Personnel	19,851,638	-12,146	19,839,492
Materials and Services	31,513,579	4,740,408	36,253,987
Leasehold	0	10,000	10,000
Principal Payments	43,333		43,333
Interest Payments	21,157		21,157
Total Expenditures	51,429,707	4,738,262	56,167,969
Balance	0	0	0

ADOPTED this 20th day of January 2022 at Albany, Oregon.

Chair

Ryan Vogt, Executive Director



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MEMORANDUM

DATE: January 20, 2022
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: **OCWCOG Member Dues for Fiscal Year (FY) 2022-23**

Member dues are used to match Federal and State dollars to fund your community programs, projects, and services. For example, as required by State law your dues provide match for our Medicaid transfer dollars, allowing us to determine eligibility and provide support to Medicaid clients. As required by Federal law, your dues are also used to match funding for our Economic Development District; allowing us to access Federal money for economic development and to develop a five-year Comprehensive Economic Development Strategy for our Region. For every \$1 in dues, OCWCOG leverages over \$100 in Federal and State funds, bringing in millions to provide development, lending, and other direct community impacts for member jurisdictions. Therefore, while member dues are only about 1% of the OCWCOG budget, they are very important.

Dues are assessed for three areas: General Dues, Community Development, and Transportation. General Dues are distributed based on program size and FTE. Therefore, the majority of these dues are applied toward match for the Senior and Disability Services program. Community Development dues provide the matching funds required to use the Federal dollars for regional planning efforts, including the five-year Community and Economic Development Strategy. The Transportation dues provide the necessary match funds to fund various grants throughout the region provided by the Oregon Department of Transportation. Finally, special dues are assessed as 5% of the total dues (General, CD, Transportation) for each jurisdiction. These funds go into a “special project” pot to allow the COG to explore projects which have regional significance. Use of these funds requires board approval in order to spend.

At each January Board meeting, a dues rate is set for the next Fiscal Year. Dues are adjusted annually based upon the current population estimate for each jurisdiction (Portland State University 2021 report) and the Seattle Consumer Price Index (CPI-U).

Attached is a table adjusting dues for FY 2022-23, based upon the Seattle CPI-U. This year, the Seattle CPI-U adjustment is 6.5%, raising the general dues to \$0.857 per resident, and the CED dues to \$0.288 per resident. The transportation dues represent a total of \$25,000, with each jurisdiction paying a minimum of \$300. The remainder of the transportation dues are allocated based on population to those jurisdictions in excess of 5,000 people. This years' adjustments will increase the total dues to OCWCOG by \$13,255.80.

ACTION: **Motion to approve Member Dues for FY 2022-23.**

	FY 21-22 Dues	Pop Estimate 12/15/2021*	General Dues	CD Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 22-23 DUES	CHANGE FROM FY 21-22
Benton County									
Adair Village	\$1,809.33	1,318	\$1,129.95	\$378.99	\$300.00	\$1,808.95	\$90.45	\$1,899.39	\$90.06
Corvallis	\$71,979.40	57,601	\$49,382.78	\$16,563.17	\$4,426.21	\$70,372.16	\$3,518.61	\$73,890.77	\$1,911.37
Monroe	\$1,036.79	654	\$560.69	\$188.06	\$300.00	\$1,048.75	\$52.44	\$1,101.19	\$64.40
Philomath	\$6,757.96	5,682	\$4,871.32	\$1,633.86	\$707.03	\$7,212.21	\$360.61	\$7,572.82	\$814.86
N. Albany **		9,178							
Unincorporated	\$22,441.82	28,721	\$24,623.23	\$8,258.72	\$2,357.41	\$35,239.37	\$1,761.97	\$37,001.33	\$14,559.52
Lincoln County									
Depoe Bay	\$1,950.31	1,559	\$1,336.57	\$448.29	\$300.00	\$2,084.86	\$104.24	\$2,189.10	\$238.80
Lincoln City	\$10,951.28	10,067	\$8,630.69	\$2,894.77	\$1,021.14	\$12,546.60	\$627.33	\$13,173.93	\$2,222.65
Newport	\$12,792.98	10,591	\$9,079.93	\$3,045.44	\$1,058.68	\$13,184.05	\$659.20	\$13,843.25	\$1,050.27
Port of Newport ***	\$4,168.14	10,800		\$3,105.54	\$1,073.65	\$4,179.19	\$208.96	\$4,388.15	\$220.01
Siletz	\$1,707.83	1,249	\$1,070.80	\$359.15	\$300.00	\$1,729.95	\$86.50	\$1,816.45	\$108.62
Siletz Tribes	\$577.50		\$250.00	\$0.00	\$300.00	\$550.00	\$27.50	\$577.50	\$0.00
Toledo	\$4,284.84	3,611	\$3,095.80	\$1,038.34	\$300.00	\$4,434.14	\$221.71	\$4,655.85	\$371.01
Waldport	\$2,711.57	2,321	\$1,989.85	\$667.40	\$300.00	\$2,957.25	\$147.86	\$3,105.12	\$393.55
Yachats	\$1,194.68	1,010	\$865.90	\$290.43	\$300.00	\$1,456.32	\$72.82	\$1,529.14	\$334.46
Unincorporated	\$24,155.14	9,695	\$8,311.77	\$2,787.80	\$994.50	\$12,094.06	\$604.70	\$12,698.76	-\$11,456.38
Linn County									
Albany	\$66,226.33	57,199	\$49,038.13	\$16,447.57	\$4,397.42	\$69,883.12	\$3,494.16	\$73,377.28	\$7,150.95
Brownsville	\$2,266.09	1,705	\$1,461.74	\$490.27	\$300.00	\$2,252.01	\$112.60	\$2,364.61	\$98.52
Halsey	\$1,380.77	959	\$822.17	\$275.76	\$300.00	\$1,397.94	\$69.90	\$1,467.83	\$87.06
Harrisburg	\$4,482.21	3,658	\$3,136.09	\$1,051.86	\$300.00	\$4,487.95	\$224.40	\$4,712.35	\$230.14
Lebanon	\$21,113.63	19,122	\$16,393.77	\$5,498.53	\$1,669.79	\$23,562.09	\$1,178.10	\$24,740.20	\$3,626.56
Millersburg	\$3,529.22	3,093	\$2,651.71	\$889.39	\$300.00	\$3,841.10	\$192.05	\$4,033.15	\$503.93
Scio	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sweet Home	\$11,611.17	9,893	\$8,481.52	\$2,844.73	\$1,008.68	\$12,334.93	\$616.75	\$12,951.67	\$1,340.50
Tangent	\$1,741.66	1,231	\$1,055.37	\$353.97	\$300.00	\$1,709.34	\$85.47	\$1,794.81	\$53.15
Unincorporated	\$48,260.26	29,113	\$24,959.30	\$8,371.44	\$2,385.49	\$35,716.24	\$1,785.81	\$37,502.05	-\$10,758.21
TOTAL	330,506.03	280,030	\$223,199.08	\$77,883.49	\$25,000.00	\$326,082.57	\$16,304.13	\$342,386.70	\$13,255.80

*population estimates from PSU 2020 Report

**Included in City of Albany population estimate

*** Port of Newport population estimate from Port's webpage and is not included in the unincorporated

FY 22-23 General dues rate: FY21 rate of .805 x Seattle CPI-U of 6.5% = .857

FY 22-23 CD dues rate: FY21 rate of .27 x Seattle CPI-U 26.5% = .288 need to update

Special Regional Projects assessed at 5% of total due

	General Dues	CD Dues	
Prior year	0.805	0.27	30,408
New CPI%	6.50%	6.50%	
Prior Yr * New %	0.052325	0.01755	
TOTAL	0.857	0.288	

Special Dues	5%
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MEMORANDUM

DATE: January 20, 2022
TO: OCWCOG Board of Directors
FROM: Marit Nelson, Finance Director
RE: ***FY 2022-2023 Work Program and Budget Schedule***

Below is the recommended schedule to follow regarding the development of the *FY 2022-2023 Work Program and Budget*.

January 20, 2022	Board establishes budget calendar, appoints Budget Committee members
March 17, 2022	(Week of) Publish Budget Meeting Notice
April 7, 2022	Continuation of March 17, 2022 Budget Meeting
May 9, 2022	(Week of) Publish Budget Hearing Notice
May 12, 2022	Proposed Budget distributed (Board Packets, website)
May 19, 2022	Budget Committee reviews and approves budget Board holds budget hearing, adopts budget, makes appropriations Board adopts work program and budget

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MEMORANDUM

DATE: January 20, 2022
TO: OCWCOG Board of Directors
FROM: **Ryan Vogt**, Executive Director
RE: **Bylaw Committee Update**

Per the Board's direction, a committee has been formed to review and make recommendations for updating the bylaw documents for each of our subcommittees. The committee consists of the General Administration Executive Assistant, Finance Director, Community and Economic Development (CED) Operations Supervisor, CED Senior Loan Officer, and Senior and Disabilities Services Administrative Assistant. This committee has met three (3) times since it has been formed. The committee plans to continue meeting weekly.

The committee has reviewed all of the bylaws for the standing committees that are listed in the Oregon Cascades West Council of Governments (OCWCOG) bylaws. The committee has identified that each of the subcommittee's bylaws are structured differently, and have decided to apply communication standards to uniform their appearance. It was also identified the Articles (sections) within the bylaws were all sequenced and labeled differently. The committee decided on a consistent format which will be used for all subcommittees. This format will be developed into a template for all remaining OCWCOG subcommittees to use as a tool to establish, and/or update their bylaws.

Over the next month the bylaw committee will be discussing proposed leadership structure, minimum membership standards, preferred membership interests/skills, quorum standards, and standardizing some of the language within all the bylaws. The committee intends to present their recommendations to the Board of Directors at the March 2022 meeting, for Board approval.

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