



# **Board of Directors' Meeting Packet**

**January 21, 2020**

**2:00 pm - 4:00 pm**

Videoconference Information:  
<https://zoom.us/j/98852485999>

Meeting ID: 988 5248 5999  
Passcode: 665174

**Next OCWCOG Board of Directors'  
Meeting:**

**March 18, 2020 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](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*

*This page is intentionally left blank.*



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

---

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS' AGENDA  
January 21, 2020  
2:00 – 4:00 pm**

Zoom Video Conference  
<https://zoom.us/j/98852485999>  
Meeting ID: 988 5248 5999  
Passcode: 665174

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

**NOTE:** Please contact Kathleen Codinha, at 541.967.8720 or [AdminGA@ocwcog.org](mailto:AdminGA@ocwcog.org), no later than noon on Tuesday, January 19th to confirm your attendance.

1. **Welcome and Introductions** (Chair Biff Traber)  
(2:00 – 2:05 pm)

2. **Public Comment** (Chair Biff Traber)  
(2:05 – 2:10 pm)

Floor will be open to the public for comment.

3. **Consent Calendar** (Chair Biff Traber)  
(2:10 – 2:15 pm)

- a. Approval of the Board of Directors' Meeting Minutes from December 3, 2020 (Page 5).
- b. Approval of the 2021 OCWCOG Meeting Schedule (Page 12).

**ACTION: Approve and adopt items a and b**

- c. Financial Update as presented at the December 3, 2020 Finance Committee Meeting (Page 13).
- d. January Financial update as presented to the Finance Committee. (Page 18)

**ACTION: Information only for items c, d**

4. **Board Actions** (Chair Biff Traber)  
(2:15 – 2:45 pm)

- a. Nomination and confirmation for Officer positions.
- b. Nomination and confirmation for At-Large positions.

**ACTION: Break out rooms for each County to caucus and return with their submissions to vote on for final approval.**

5. **Executive Director Update** (Executive Director, Ryan Vogt)  
(2:45 – 3:05 pm)

- a. Introduction of CED Director

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

6. **FY2021 – 2022 Membership Dues** (Executive Director, Ryan Vogt)  
(3:05 – 3:20 pm)

The Executive Director will present the membership dues. (Page 24)

**ACTION: Motion to approve and adopt membership dues as presented.**

7. **Census Update** (Steph Nappa)  
(3:20 – 3:35)

Steph will provide official results to the 2020 Census. (Page 26)

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

8. **OCWCOG Program Updates**  
(3:35 – 3:50 pm)

Senior and Disabilities Services Program Director, Randi Moore (Page 34)  
Transportation Manager, Nick Meltzer (Page 36)  
Technology Services Director, John Haytas  
Finance Director, Sue Forty  
Human Resources Manager, Ryan Schulze

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

9. **Other Business** (Chair Biff Traber)  
(3:50 – 3:55 pm)

10. **Adjournment** (Chair Biff Traber)  
(4:00 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS COMMITTEE MINUTES  
December 3, 2020  
Via Zoom Video and Audio Conferencing**

**Attendees:** **Vice-Chair** Commissioner Claire Hall, Lincoln County; Commissioner Pat Malone, Benton County; **Treasurer** Mayor Sharon Konopa, Albany; Mayor Jim Lepin, Mayor Dean Sawyer, City of Yachats; Millersburg; **Chair** Mayor Biff Traber, Corvallis; Councilor Mike Caughey, City of Harrisburg; Councilor Max Glenn, Yachats

**Staff:** Executive Director, Ryan Vogt; Finance Director, Sue Forty; Technical Services and Operations Director, John Haytas; Senior and Disability Services Director, Randi Moore; Human Resources Manager, Ryan Schulze; Transportation Manager, Nick Meltzer; Sandra Easdale, Lending Officer; Executive Assistant, Kathleen Codinha

**Public:** Greg Holland, Mayor Elect for City of Waldport

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Committee Meeting was called to order by Chair Mayor Biff Traber on December 3, 2020 at 2:01 pm via Zoom Video and Audio Conferencing.

**1. Welcome and Introductions**

Chair Mayor Biff Traber welcomed everyone and asked everyone to introduce themselves. Greg Holland, Mayor Elect with City of Waldport introduced himself.

**2. Public Comment**

No comment.

**3. Consent Calendar**

Chair Traber asked for a motion to approve the meeting minutes from September 17<sup>th</sup>, 2020. Commissioner Claire Hall moved to approve the meeting minutes as presented. Mayor Sharon Konopa seconded the motion. A vote was taken and was passed unanimously.

The Finance Memo and packet from the Finance Committee meeting held an hour prior to this meeting was not included on the Consent Calendar so will be put on said calendar for the January meeting. It was information only.

**4. Executive Director Update**

Executive Director, Ryan Vogt has been on board for over four months and expressed gratitude for the support from the Board during this time of learning and transition. In his update he told the Board how proud he is to work with a team that has survived and even thrived in spite of the events of this past year. (The senior leadership team made those year-end highlights following his update.)

The Board of Directors Officer positions are up for election, as well as the Executive Committee Board. The bylaws are structured such that the Chair of the Board, (Mayor Biff Traber) assembles a Nominating Committee. For the Executive Committee, each county will hold one Officer seat and one At-large seat. A notation in the packet is incorrect: Mayor Jim Lepin is the standing Executive Committee Member, not Commissioner Will Tucker. Currently, no one needs to elect an At-Large Committee Member from any of the counties unless one of them decides they don't want to be in that role any longer or wishes to step into one of the Officer positions. Our bylaws state that a vacant post cannot be filled within the same county as the person who is exiting that role. The next Chair needs to come from either Lincoln or Linn County. The next Vice-Chair will need to come from either Benton or Linn County, and the next Treasurer will need to come from either Benton or Lincoln County. Chair Traber announced he will not run for Board Chair again, representing Benton County so he can give more time and attention to his duties as Mayor. Chair Traber explained that a Nominating Committee has been assembled and will report to the Board in January. If anyone is interested in sitting on the Board, please let anyone on the Executive Committee know. Anyone can self-nominate at the January Board of Directors meeting as well. The process is to fill the Officer positions and then look at what At-Large vacancies are left, and then the County members can nominate and fill those spots. The meeting will be structured to include Break-out rooms so each County can vote privately and then reconvene. Next week a survey will be sent out to City Managers to obtain information since the elections as to whom our representatives will be with their contact information.

New representatives will be needed for:

- Commissioner in Linn County
- City of Albany
- City of Depoe Bay
- City of Monroe
- City of Siletz
- City of Waldport
- City of Yachats

The next topic was an update in regards to a collaboration with Community Services Consortium (CSC). Executive Director Vogt noted the term "merger" was being used loosely, and we are no longer using it because it assumes what the outcome will be. We are intentionally using the term "collaboration" instead.

Taking action to collaborate with CSC was one of the top priorities Executive Director Vogt exercised just two weeks into his new role at OCWCOG. He met with Pegge McGuire, the Interim Executive Director at CSC to formulate what the combined leadership could look like. They rested on a value set to honor what the Board is recommending, with the reality that both agencies serve a lot of the same people. Topics for discussions have been how to streamline processes, remove redundancy, learn from each other, and leverage existing staff into betterment of the administrative function of both agencies. Meetings are scheduled weekly to keep a rhythm and accountability for forward movement.

The Finance Departments at both agencies are losing their Directors in the coming year due to retirement. This is the first practical application to evaluate one of the administrative components of both agencies to see if there is a way to leverage the two agencies together or create a shared

service model with one entity supervising both jobs. The Finance Directors of both agencies have been meeting to determine similarities and difference between the agencies. The hope was to have a CFO straddle both agencies but that would be premature due to funding streams, accounting software, strength of budgets, philosophies, etc. They've determined it's more prudent to proceed with caution and deep examination so nothing gets missed. No one wants to force a solution in a timeline for their agency due to an impending departure in the next six months.

The agreed upon decision was to continue the dialogue and see where services or procedures can be combined, especially in Finance. An example is OCWCOG has a better defined process for Contracts and Procurements that would be beneficial for the CSC to learn and adopt or have OCWCOG take over that function for them.

The timing will become clear with a few more months of examining, comparing, and continuing conversations. What's also clear is any movement toward a single agency, or single department that services both agencies has ripple effects that will be extremely financially burdensome to CSC. Each agency is represented by a different union, and if there would be an attempt to merge both contracts, it's assumed that whichever union contract has the highest common denominator in whatever subject, would be pushed by the Union for adoption. The realistic expectation is that this is a multi-year process to determine if a merger is prudent; to do so too quickly would put CSC at risk for a high financial loss of approximately \$1M a year in salaries. The adverse effect is that they would no longer be able to support certain programs (such as possibly *Lincoln County Head Start Program*) which could harm some of our customers.

The Human Resources Managers have been examining similarities and differences too. Both departments are small; OCWCOG has three FTE, CSC has one and a half. Either agency could become overtaxed if they had special projects come up, but there could be opportunities for knowledge sharing and also to be able to leverage the combined total staff as opposed to individual departments. CSC is engaging OCWCOG for help with an Inter-Governmental Agreement.

Both Technical Services Directors have also been collaborating. OCWCOG's technology infrastructure has been neglected for years but is currently being modernized. Although OCWCOG is experiencing momentum from applying hardware and software updates, it will take some time before the technology is in place to serve all three counties.

Mayor Jim Lepin asked if it's too early to have a reality check given the significant amount of challenges for some kind of collaboration between the agencies, let alone a merger. Executive Director Vogt believes there are opportunities for each agency to lean on the other to become stronger, but at this point he doesn't know what that looks like. He continued to say that he has a passion for building economic development and getting funding into our communities. He has a passion for low to moderate income families that we are uniquely positioned to assist CSC with low income workforce housing and moving housing initiatives forward, while they are in the position to seek the funding and pull the developers together to do it. There are a number of shared resources that each can mutually benefit from and there is work that can be done more effectively together. He believes there are a lot of possibilities and areas of our agencies that we can learn from each other. With that said, he reserves the right to come back in six months to say they've explored many opportunities but moving forward doesn't seem like the right answer.

Chair Traber also added that all Board Members from both agencies will be invited to each other's Orientation training for shared education on the various Programs and functions of each agency. The idea is to provide a level of synergy and even possibly identify more opportunities.

## **5. OCWCOG Program Updates: Year End Review**

### **SDS/CSP**

Senior and Disability Director, Randi Moore referred to page 15 in the packet as she discussed some of the highlights and low points of this past year. It was a particularly busy year as she oversaw the Community Services Programs in addition to the Senior and Disabilities Programs. When COVID-19 hit in March, her team had to quickly figure out a new way to assess and serve consumers telephonically. Shortly after the "Stay at Home" orders came out, the State of Oregon received some additional programs that they were able to push out to agencies such as ours, resulting in an expansion to the number of meals being served to consumers. There has also been an increase in *Supplemental Nutrition Assistance Program (SNAP)* benefits with no adverse actions to consumers allowed until after the Emergency Declaration ends.

New relationships and collaborative efforts have been formed. Now the Salvation Army delivers *Meals on Wheels (MOW)* for people with disabilities and older adults in the three county region.

Some programs saw increased funding, mainly through the *Older Americans Act (OAA)* to support *MOW*. They saw the largest increase in funds and referrals when *COVID-19* started. The *Retired and Senior Volunteer Program (RSVP)* has been assisting with food management by shopping for groceries and dropping them off for consumers. In addition, the Aging and Disability Call Center saw a huge upswing in needed services as well as people needing help to fill out applications for medical or *SNAP* benefits.

Case Management numbers leveled off or decreased slightly, most likely because people are nervous about someone coming to their home. Unrelated to *COVID-19*, *Adult Protective Services (APS)* has seen a significant growth in calls. In 2018, the average number of calls per month was 185; in 2020 it was 245 a month which is more than 60 calls a month more. Although more *APS* workers have been added to the team, if the demand keeps rising there is concern that the team won't be able to keep up.

In addition to *COVID-19*, two wildfires added to the trauma that affected a large number of consumers. The people at OCWCOG did an amazing job and called almost 700 people to make sure they were safe and their needs were met and then began working to support the evacuation centers. Some Case Managers were doing this as they were evacuating from their own homes. Lessons learned from some challenges will be integrated into an Emergency Plan.

SDS Director Moore went on to talk about some highlights. There was an increased outreach for Older American's Month by putting ads in local newspapers. Posters were also created to put in doctor's offices, post offices, and senior centers to educate about the value of older Americans.

OAA is about developing partnerships and supporting community partners to provide innovative and creative things for older adults and people with disabilities. This year the *Senior Services Advisory Council (SSAC)* and the *Disability Services Advisory Council (DSAC)* awarded \$73K to

other community agencies that has programs to reduce isolation, improve long term health, and increase food security.

*Stand by Me, (\$BM)* a financial empowerment program, was launched earlier this year. There are five coaches trained; two in Strengthening Families, two in KidCo Headstart, and one within our agency that will be working with long term care communities. The goal is to have three more coaches by end of next year, with one being a Veteran-specific coach.

After three months of training, the new long term care *ONE* Integrated Eligibility system launched in our region on the first of November. This is a new way of doing business that provides consumers a “no wrong door” entry to access medical, food, and cash benefits that have been streamlined. OCWCOG believes that *ONE* will be good for many Oregonians and is working to track and assess that none of our more vulnerable aging adult consumers fall through the cracks in this large statewide transition.

SDS will be submitting a Strategic Area Plan for 2021 that will guide and direct work to be accomplished for the next four years. This includes the goal of building stronger relationships with CSC staff to gain access to streamlined benefits in both agencies.

There is a legislative session coming up in our next bi-annual budget which starts mid-July. The Governor’s budget includes for continuing services at the same level we are at now with no cuts, which includes *Project Independence*.

#### CED/Transportation

Transportation Manager, Nick Meltzer said his report on page 18 of the Board packet was complete and asked if there were any questions. With none, he shared his screen and gave a presentation pointing out the three major themes from last year:

- The staff are extremely adaptable. They were transitioned to telework within 48 hours.
- They demonstrated the value of regional government. During the wildfires, *Rideline* helped evacuate clients.
- They are committed to improving the communities we live and work in and were able to deliver two major transit projects: 99w and seamless transit.

Chair Traber asked if the transit integration with the online access with ticket buying is starting in January. Nick confirmed that the *CW Ride* website (<https://cwriderg.org/>) will be going live next month and shared his screen to do a demonstration.

#### Technology Services

Technology Services Director, John Haytas said the memo on page 21 is very concise but wanted to highlight the level and detail of work done has been significant. His team was able to roll out and implement a new telework solution and VPN, identifying specific needs, making investments to our infrastructure, and planned a strategic approach to improvements for the coming year. Chair Traber praised the Technology Services team for fixing a system long overdue for an upgrade which gave all employees the ability to work remotely.

## Finance

Finance Director, Sue Forty described how successful her team has been at being able to quickly and efficiently work remotely.

She said the OCWCOG was able to recover \$76K from Federal *FEMA* dollars on tax returns from paying individuals with the extended Federal program. They are working with *CARES* and *FEMA* for dedicated funds for duct cleaning that needs to be done due to the wildfires in addition to other *COVID-19* related items.

Janet Cline has stepped back in as the Finance Manager and recruiting has begun for a Senior Accountant.

Chair Traber asked Finance Director Forty how much of the Federal Funding has not been recovered. She replied they were able to claim all of the dollars from time off that employees needed to take due to *COVID-19* but most like will not be able to get the extra dollars paid out to employees for a shift differential for those required to be on site. They have ceased paying that since that it can't be recovered. Some expenditures for Personal Protective Equipment (PPE) supplies through the *CARES Act* were not reimbursable, and *FEMA* only reimburses at 75% on what was spent.

## Lending

Lending Officer, Sandra Easdale said since March there have been seven OCWCOG loan recipients take advantage of the loan deferral with three month increments. Only two borrowers are still on the deferment plan.

The OCWCOG also contracts with Lincoln City Urban Renewal Agency (LCURA) which offered a six month deferment at the beginning of the pandemic. Out of all those borrowers, six requested the deferment, five are still deferring payment, and one has paid the loan off. Effective December 1<sup>st</sup>, anyone still on deferment reverted back to a normal payment schedule. LCURA will discuss this topic in January of whether or not they will offer other deferment payment options beginning next February.

Sandra has had seven payoffs since the beginning of March, with three of them being matured out. There are borrowers re-financing at the lower rates. Currently, four loans are being processed; two 504's with *CARES* money received from *EDA*. She is also doing companion loans.

December 11<sup>th</sup> could be an extension of the Federal Resolution since it is set to expire. This gives us Federal funds from *SBA*, *USDA*, and *EDA* which will have bearing on the lending fund. They are not forecasting that to happen but they need to be aware and proactive if the federal government has a shut down.

## Human Resources

Human Resource Manager Ryan Schulze said *COVID-19* has changed the way business is conducted; all interviews are now on *Zoom*. The number of recruitments have gone down; they were frozen for about a month when *COVID-19* first started. Changes were made to the Background Unit Check System which created more work for the Human Resources team. The staff adapted quickly and is now teaching others how to use it. There has been a lot of

collaborative work with the Union on safety for staff members. As a result of the many changes this past year, a good, productive relationship with union officers has been established as they've come together and worked through challenges with an outcome that is best for all.

A number of people on the Board thanked the Senior Leadership team for all their efforts and agreed the OCWCOG is in a much better place today.

## **6. Other Business**

Chair Traber closed the meeting by saying goodbye to Mayor Max Glenn and Mayor Sharon Konopa. This would be their last meeting serving on the Board. Mayor Konopa served over 22 years on the various OCWCOG Boards and Committees in her different roles as Councilor or Mayor. When Chair Traber first began his service as Mayor for the City of Corvallis, Mayor Konopa was one of the first people to reach out to him. She has been a super star and tremendous asset to the community and to OCWCOG.

Executive Director Vogt presented Mayor Konopa with OCWCOG's first ever "ROCK STAR" trophy for being an integral part on the board for over 20 years. Other members of the Board expressed many of the same experiences of how Mayor Konopa reached out to new members to mentor them, helped them to understand the OCWCOG, and what the roles of elected officials are. She will be succeeded by someone new, but never replaced.

Mayor Konopa thanked everyone and said she will try to stay involved in some form: OCWCOG has been dear to her heart and has many wonderful services.

## **7. Adjournment**

With no further discussions, Chair Mayor Traber adjourned the meeting at 3:22 p.m.

*Meeting minutes taken by Kathleen Codinha.*



## 2021 Board of Directors Meeting Schedule

**Physical Location:**

Cascades West Center; 1400 Queen Avenue SE; Albany  
Upstairs Conference Room

*Meetings will be held by Zoom Video conferencing*

### **Thursdays 2:00 - 4:00 pm**

---

January 21

March 18

May 20

July 15

September 16

November 18



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

**M E M O R A N D U M**

**DATE:** December 3, 2020  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE: OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement for period ending October 31, 2020 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY2021 Budget</b>	<b>OCT YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	321,584.00	214,128.36	66.59%	67.13%
Contracts	2,229,818.00	559,339.99	25.08%	28.52%
Grants	187,500.00	34,999.34	18.67%	11.50%
Donations	220,500.00	60,352.36	27.37%	17.68%
State Revenue	2,025,065.00	458,685.68	22.65%	22.90%
Federal Revenue	16,146,514.00	4,093,144.55	25.35%	24.59%
Coordinated Care	9,620,190.00	2,804,024.77	29.15%	30.49%
<b>Total Income (all line items)</b>	<b>46,783,346.00</b>	<b>9,513,187.32</b>	<b>20.33%</b>	<b>20.91%</b>
<b>Total Payroll Expense</b>	<b>18,958,714.00</b>	<b>5,403,371.66</b>	<b>28.50%</b>	<b>28.38%</b>
Contract Expense	11,476,756.00	3,069,851.08	26.77%	39.42%
Indirect Expense	2,315,112.00	808,406.00	34.92%	33.33%
Maintenance & Repair	51,250.00	29,143.23	56.86%	28.93%
Supplies	148,716.00	45,013.96	30.27%	27.18%
Telephone	174,047.00	51,791.85	29.76%	27.78%
Travel / Training	419,490.00	26,769.03	6.38%	37.78%
<b>Total Expense (all line items)</b>	<b>46,783,346.00</b>	<b>10,274,066.46</b>	<b>21.96%</b>	<b>26.01%</b>
<b>Net Gain / (Loss)</b>		<b>(760,879.14)</b>		

### **Fiscal Year (FY) FY2020-2021 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2020-2021 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a loss because Beginning Balance numbers are not currently recorded. We will record these numbers in the financial system once the annual audit is complete.
- b. Member dues are billed once a year. Some FY2020-2021 dues have not been received from members.
- c. Contract revenue is a bit low, due to quarterly billings.
- d. Grant revenue is down. Staff are researching additional grant opportunities and applying as they become available.
- e. Donations revenue is up a bit over last year due to *COVID*.
- 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.
- g. Federal revenue contract percentages are low due to the programs being reimbursement-based and are billed in the month after the expense is incurred.

### **FY2020-2021 Financial Narrative (Personnel and Material & Supplies)**

- a. Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of October 31, 2020, there were 6 vacant positions open with active recruitment.
- b. Contract expense is on track.
- c. Indirect expenses are off a bit due to the Supplemental Budget and will correct itself in November. 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 expenses are a bit high. While staff have been working remote we have made some improvement to the small conference room to reduce sound issues for staff. Additionally, some wiring in the General Administration area has also been updated to allow drop in spots for staff.
- e. Supply costs are on budget. The organization continues to monitor the implementation of the centralized purchasing program.
- f. Telephone is slightly under budget.
- g. Training and Travel came in under budget due to in-person training being cancelled. Also, teleworking has significantly reduced mileage reimbursements.

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

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended October 31, 2020

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 33.33%

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 10,908.00	\$ -	0.00%	Will add beginning balances once the annual audit is complete
000725	Beg Bal-Restrict for Contracts	\$ 1,546,495.00	\$ -	0.00%	
000735	Beg Bal-Restricted Reconcile	\$ 1,337,886.00	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 2,455,404.00	\$ -	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,342,700.00	\$ -	0.00%	
000750	Beg Bal-Unrestricted	\$ 4,350,652.00	\$ -	0.00%	
000801	Dues	\$ 306,271.00	\$ 203,931.74	66.59%	Dues are a once a year activity. Most members have paid their dues.
000802	Fees For Service	\$ 103,500.00	\$ 32,576.80	19.56%	
000803	Internal Transfer	\$ 2,354,181.00	\$ 809,938.97	34.40%	
000804	Miscellaneous Revenue	\$ 1,900.00	\$ 947.48	49.87%	
000805	Contract Revenue	\$ 2,229,818.00	\$ 559,339.99	25.08%	
000806	Grant Revenue	\$ 187,500.00	\$ 34,999.34	18.67%	Researching opportunity and writing new grants as they are available.
000807	Donations	\$ 220,500.00	\$ 60,352.36	27.37%	
000808	Interest Revenue	\$ 280,000.00	\$ 93,858.66	33.52%	
000809	Transfers In	\$ 195,000.00	\$ 10,000.00	5.13%	The majority of transfers do not happen until the end of the Fiscal Year
000813	Dues Special Projects	\$ 15,313.00	\$ 10,196.62	66.59%	Dues are a once a year activity. Most members have paid their dues.
000819	Special Event Revenue	\$ 10,000.00	\$ -	0.00%	No special events have happened.
000820	Program Meals Revenue	\$ 180,000.00	\$ 62,514.65	34.73%	
000822	Loan Packaging Fees	\$ 3,000.00	\$ -	0.00%	
000823	Program Income	\$ 682,049.00	\$ 225,581.04	33.07%	
000824	Match	\$ 50,500.00	\$ 16,869.17	33.40%	
000826	Borrowers Fees	\$ 1,500.00	\$ 1,382.70	92.18%	The new COVID funds have generated some additional revenue for Business Lending.
000828	Service Fees	\$ 6,500.00	\$ 1,562.10	24.03%	
000829	Program Administration	\$ 120,000.00	\$ 33,280.70	27.73%	
000840	Veterans	\$ 109,687.00	\$ -	0.00%	Working with Benton County to reconcile and receive payment.
000841	Oregon Project Independence	\$ 934,000.00	\$ 284,791.11	30.49%	
000843	ODOT	\$ 981,378.00	\$ 173,894.57	17.72%	Most ODOT Contracts are billed quarterly.
000846	Coordinated Care	\$ 9,620,190.00	\$ 2,804,024.77	29.15%	
000860	Economic Development Admin	\$ 235,410.00	\$ 21,087.92	8.96%	Reviewing to determine why payment has not been received.
000862	Older Americans Act	\$ 1,253,855.00	\$ 482,297.00	38.47%	
000863	Title XIX	\$ 13,186,831.00	\$ 3,296,240.35	25.00%	
000864	Federal Senior Meals	\$ 1,085,054.00	\$ 200,747.75	18.50%	Followed up with the Meals Supervisor, this revenue is currently about 1.5 to 2 months behind.
000865	USDA	\$ 107,064.00	\$ 26,766.00	25.00%	
000867	Federal Match	\$ 120,300.00	\$ 28,440.91	23.64%	
000868	Environmental Protection Agenc	\$ 150,000.00	\$ 35,530.62	23.69%	
000869	Siletz Revenue	\$ 8,000.00	\$ 2,034.00	25.43%	
	<b>REVENUE</b>	<b>\$ 46,783,346.00</b>	<b>\$ 9,513,187.32</b>	<b>20.33%</b>	
000410	Leave Benefits	\$ 630,739.00	\$ 194,096.12	30.77%	
000420	Fringe Benefits	\$ 1,057,704.00	\$ 295,886.39	27.97%	
000421	Insurance Benefits	\$ 3,151,012.00	\$ 857,981.87	27.23%	
000425	PERS Benefits	\$ 2,783,120.00	\$ 802,261.02	28.83%	
000430	PERS Reserve	\$ 222,222.00	\$ 30,552.97	13.75%	
0001ED	Executive Director	\$ 144,100.00	\$ 42,457.22	29.46%	
0004PD	Program Director	\$ 451,699.00	\$ 134,289.96	29.73%	
0010PM	Program Manager	\$ 146,097.00	\$ 18,022.73	12.34%	
0013PS	Program Supervisor	\$ 870,014.00	\$ 277,324.31	31.88%	

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended October 31, 2020

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 33.33%

Acct No	Description	Budget	YTD Bal	YTD %	
0019PM	Personnel Manager	\$ 96,780.00	\$ 33,880.85	35.01%	
0046CM	Case Manager	\$ 2,753,296.00	\$ 799,328.25	29.03%	
0053CC	Contracts Coordinator	\$ 83,933.00	\$ 26,432.12	31.49%	
0055CS	Clerical Supervisor	\$ 59,813.00	\$ 38,362.90	64.14%	
0058AP	Assistant Planner	\$ 101,451.00	\$ 80,720.40	79.57%	Human Resource staff was reclassified to this classification from the Confidential Executive Assistant. Some of these funds were budgeted in the CED Planner line.
005PIO	Public Information Officer	\$ 53,637.00	\$ -	0.00%	Vacant Position
0060AS	Accounting Specialist	\$ 109,245.00	\$ 35,888.34	32.85%	
0064ES	Eligibility Specialist	\$ 1,246,686.00	\$ 414,842.63	33.28%	
0064IR	Information & Referral	\$ -	\$ 15,417.20	0.00%	This is a brokerage staff. HR is working on a classification for this position.
0064MM	Money Management Coord	\$ 47,146.00	\$ 15,577.52	33.04%	
0067EA	Executive Assistant	\$ 77,577.00	\$ 35,504.06	45.77%	
0070AC	Accounting Clerk II	\$ 51,589.00	\$ 16,915.36	32.79%	
0076AA	Administrative Assistant	\$ 314,383.00	\$ 131,526.11	41.84%	
0076BO	Business Officer	\$ 58,576.00	\$ 19,484.56	33.26%	
0085CS	Clerical Specialist	\$ 377,325.00	\$ 117,960.54	31.26%	
0085SS	Software Support Specialist	\$ 75,069.00	\$ -	0.00%	Vacant Position
0085WS	Workstation Support Specialist	\$ 114,771.00	\$ 34,314.55	29.90%	
013SLO	Senior Loan Officer	\$ 82,233.00	\$ 24,864.88	30.24%	
013TSM	Transportation Manager	\$ 77,869.00	\$ 26,303.67	33.78%	
025NSS	Network Support Specialist	\$ 65,184.00	\$ 2,381.21	3.65%	
031CDP	CED Planner	\$ 447,686.00	\$ 56,590.49	12.64%	
034APS	Adult Protective Services Spec	\$ 648,119.00	\$ 195,340.62	30.14%	
037DTC	Diversion & Transition Coord	\$ 207,251.00	\$ 64,939.76	31.33%	
037LCM	Lead Case Manager	\$ 273,793.00	\$ 42,254.64	15.43%	
045ISS	Information Support Specialist	\$ 54,287.00	\$ 27,412.80	50.50%	Positions in technology are being reviewed for budget placement.
055VSO	Veterans Service Officer	\$ 51,266.00	\$ 18,518.04	36.12%	
060FMC	Facility Maint. Coordinator	\$ 48,962.00	\$ 17,316.04	35.37%	
061LES	Lead Eligibility Specialist	\$ 53,209.00	\$ 18,619.33	34.99%	
064ADR	ADRC Specialist	\$ 236,917.00	\$ 50,304.00	21.23%	
064ALW	Asst. AFH Licensing Worker	\$ 113,907.00	\$ 36,404.11	31.96%	
064TSS	Technology Support Spec.	\$ 42,791.00	\$ -	0.00%	Vacant Position
067CEA	Confidential Executive Assist	\$ 107,138.00	\$ 14,494.72	13.53%	
075LTB	Lead Trans Brokerage Spec.	\$ 47,326.00	\$ 15,084.68	31.87%	
075TBS	Transportation Brokerage Spec.	\$ 444,157.00	\$ 109,267.33	24.60%	
076IHA	In Home Assistant	\$ 463,787.00	\$ 126,848.14	27.35%	
082SMC	Senior Meals Coordinator	\$ 47,916.00	\$ 12,833.38	26.78%	
090RSM	Relief Site Manager	\$ 25,000.00	\$ 6,526.88	26.11%	
099EXH	Extra Hire	\$ 139,978.00	\$ 72.90	0.05%	
88MSM3	Meal Site Manager 3	\$ 201,954.00	\$ 67,966.06	33.65%	
	<b>PERSONNEL</b>	<b>\$ 18,958,714.00</b>	<b>\$ 5,403,371.66</b>	<b>28.50%</b>	
					<b>Expenses year-to-date over budget</b>
000504	Advertising	\$ 21,834.00	\$ 7,649.40	35.03%	
000506	Auto Expense	\$ 17,000.00	\$ 5,403.68	31.79%	
000510	Bank Charges	\$ 15,300.00	\$ 3,862.18	25.24%	
000513	Board/Comm/Meeting Expense	\$ 41,214.00	\$ 1,275.64	3.10%	
000516	Computer Maintenance	\$ 166,795.00	\$ 70,877.58	42.49%	This is high due to the one time payment for the financial software. It will level out as we move through the year.
000521	Contract Administration	\$ 2,500.00	\$ 8.25	0.33%	
000522	Contract Expense	\$ 11,467,756.00	\$ 3,069,851.08	26.77%	

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended October 31, 2020

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 33.33%

Acct No	Description	Budget	YTD Bal	YTD %	
000523	Admin Contract Expense	\$ 500,000.00	\$ 161,519.11	32.30%	
000525	Copying	\$ 84,990.00	\$ 8,651.91	10.18%	
000531	Dues and Memberships	\$ 68,075.00	\$ 9,776.50	14.36%	
000532	Equipment Expense	\$ 1,000.00	\$ -	0.00%	
000533	Finance Indirect	\$ 560,476.00	\$ 198,237.32	35.37%	This should be 33% it is off due to the supplemental budget. Will correct itself in November
000534	Indirect Expense	\$ 968,735.00	\$ 364,611.68	37.64%	This should be 33% it is off due to the supplemental budget. Will correct itself in November
000535	Furniture & Fixtures	\$ 135,450.00	\$ 5,015.00	3.70%	
000537	Insurance	\$ 70,050.00	\$ 73,259.48	104.58%	One time expense
000540	Interest Expense	\$ 18,000.00	\$ 7,447.33	41.37%	
000542	Legal Services	\$ 48,000.00	\$ 9,990.45	20.81%	
000543	Licenses and Fees	\$ 140,719.00	\$ 57,287.78	40.71%	
000546	Loan Fees	\$ 850.00	\$ 1,967.40	231.46%	Business Lending is working to get the new USDA funds out to the community.
000549	Maintenance and Repair	\$ 51,250.00	\$ 29,143.23	56.86%	The agency has been working on some building updates while staff are remote.
000550	Marketing Expense	\$ 8,050.00	\$ 25.00	0.31%	
000551	Taxes	\$ 3,500.00	\$ -	0.00%	
000553	Loan Admin Exp	\$ 120,000.00	\$ 33,280.70	27.73%	
000555	Postage	\$ 65,250.00	\$ 17,988.76	27.57%	
000558	Printing	\$ 24,600.00	\$ 1,625.68	6.61%	
000561	Rent	\$ 708,730.00	\$ 238,974.62	33.72%	
000564	Resource Reserve	\$ 60,000.00	\$ 14,220.46	23.70%	
000567	Supplies	\$ 148,716.00	\$ 45,013.96	30.27%	
000568	Stipend	\$ 159,620.00	\$ 36,987.75	23.17%	
000570	Technology Indirect	\$ 785,901.00	\$ 245,557.00	31.25%	This should be 33% it is off due to the supplemental budget. Will correct itself in November
000573	Telephone	\$ 174,047.00	\$ 51,791.85	29.76%	
000575	Special Event Expense	\$ 10,000.00	\$ -	0.00%	
000576	Training	\$ 169,506.00	\$ 9,901.01	5.84%	
000577	Volunteer Recognition	\$ 20,500.00	\$ 7,165.40	34.95%	
000578	Meal Delivery Travel	\$ 72,750.00	\$ 8,278.42	11.38%	
000579	Travel	\$ 177,234.00	\$ 8,589.60	4.85%	
000580	Transfers Out	\$ 185,000.00	\$ 10,000.00	5.41%	
000582	Utilities	\$ 68,000.00	\$ 16,944.31	24.92%	
000583	Operating Contingency	\$ 4,921,921.00	\$ -	0.00%	
000584	Janitorial	\$ 79,614.00	\$ 26,989.75	33.90%	
000585	Unappropriated EFB for future	\$ 4,634,209.00	\$ -	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$ 26,977,142.00</b>	<b>\$ 4,859,169.27</b>	<b>18.01%</b>	
000595	Capital Purchase	\$ 339,000.00	\$ -	0.00%	
000596	Leasehold Improvement	\$ 460,000.00	\$ 8,947.20	1.95%	
	<b>CAPITAL OUTLAY</b>	<b>\$ 799,000.00</b>	<b>\$ 8,947.20</b>	<b>1.12%</b>	
000598	Principal Payment	\$ 43,333.00	\$ -	0.00%	
000599	Interest Expense	\$ 5,157.00	\$ 2,578.33	50.00%	
	<b>DEBT SERVICES</b>	<b>\$ 48,490.00</b>	<b>\$ 2,578.33</b>	<b>5.32%</b>	
	<b>EXPENSE</b>	<b>\$ 46,783,346.00</b>	<b>\$ 10,274,066.46</b>	<b>21.96%</b>	
	<b>NET GAIN/(LOSS)</b>	<b>\$ -</b>	<b>\$ (760,879.14)</b>	<b>0.00%</b>	



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

**M E M O R A N D U M**

**DATE:** January 21, 2021  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE: OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending November 30, 2020 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY2021 Budget</b>	<b>NOV YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	321,584.00	214,128.36	66.59%	74.05%
Contracts	2,229,818.00	638,775.84	28.65%	32.94%
Grants	187,500.00	34,999.34	18.67%	14.55%
Donations	220,500.00	60,352.36	27.37%	22.21%
State Revenue	2,025,065.00	556,555.68	27.48%	28.79%
Federal Revenue	16,146,514.00	5,457,687.03	33.80%	32.98%
Coordinated Care	9,620,190.00	3,523,961.45	36.63%	38.26%
<b>Total Income (all line items)</b>	<b>46,783,346.00</b>	<b>12,097,790.34</b>	<b>25.86%</b>	<b>26.61%</b>
<b>Total Payroll Expense</b>	<b>18,958,714.00</b>	<b>6,681,205.89</b>	<b>35.24%</b>	<b>35.48%</b>
Contract Expense	11,476,756.00	3,762,136.37	32.81%	48.56%
Indirect Expense	2,315,112.00	1,010,507.50	43.65%	41.49%
Maintenance & Repair	51,250.00	29,725.11	58.00%	34.04%
Supplies	148,716.00	48,808.35	32.82%	35.89%
Telephone	174,047.00	61,227.32	35.18%	38.04%
Travel / Training	419,490.00	32,025.78	7.63%	43.40%
<b>Total Expense (all line items)</b>	<b>46,783,346.00</b>	<b>12,634,329.19</b>	<b>27.01%</b>	<b>32.31%</b>
<b>Net Gain / (Loss)</b>		<b>(536,538.85)</b>		

### **Fiscal Year (FY) FY2020-2021 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2020-2021 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a loss because Beginning Balance numbers are not currently recorded. We will record these numbers in the financial system once the annual audit is complete.
- b. Member dues are a once a year billing. Some FY2020-2021 dues have not been received from members, we will be sending a reminder to member who have not paid.
- c. Contract revenue is a bit low, due to quarterly billings. This report only reflects one quarter.
- d. Grant revenue is down. Staff are researching additional grant opportunities and applying as they come available.
- e. Donations revenue is up a bit over last year. We continue to receive addition unanticipated donations, due to COVID-19.
- 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.
- g. Federal revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred.

### **FY2020-2021 Financial Narrative (Personnel and Material & Supplies)**

- a. Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of November 30, 2020, there were 7 vacant positions that are open with active recruitment.
- b. Contract expense is a bit low, some contracts are paid quarterly and this report only reflects one quarter.
- c. Indirect expenses are off a bit due to the Supplemental Budget. Staff patterns changed in GA and Technology that required adjustments in these programs. Each month the amounts will adjust and it will fully correct itself in February. 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 expenses are a bit high. While staff have been working remote, we have made some improvement to the small conference room to reduce sound issues for staff. We have also updated some of the wiring in the General Administration area to allow drop in spots for staff, which contributed to this being high this period.
- e. Supply costs are a bit low.
- f. Telephone is slightly under budget.
- g. Training and Travel came in under budget due to in person training being cancelled. Also, teleworking has significantly reduced mileage reimbursements.

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

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended November 30, 2020

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	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 10,709.00	\$ -	0.00%	Will add beginning balances once the annual audit is complete
000725	Beg Bal-Restrict for Contracts	\$ 1,546,495.00	\$ -	0.00%	
000735	Beg Bal-Restricted Reconcile	\$ 1,337,886.00	\$ -	0.00%	
000740	Beg Bal-Restricted for Other	\$ 2,455,404.00	\$ -	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,342,700.00	\$ -	0.00%	
000750	Beg Bal-Unrestricted	\$ 4,350,652.00	\$ -	0.00%	
000801	Dues	\$ 321,584.00	\$ 214,128.36	66.59%	Dues are a once a year activity. Most members have paid their dues.
000802	Fees For Service	\$ 140,500.00	\$ 38,785.80	27.61%	
000803	Internal Transfer	\$ 2,317,181.00	\$ 1,012,040.47	43.68%	
000804	Miscellaneous Revenue	\$ 1,900.00	\$ 1,721.82	90.62%	
000805	Contract Revenue	\$ 2,229,818.00	\$ 638,775.84	28.65%	
000806	Grant Revenue	\$ 187,500.00	\$ 34,999.34	18.67%	Researching opportunity and writing new grants as they are available.
000807	Donations	\$ 220,500.00	\$ 67,340.28	30.54%	
000808	Interest Revenue	\$ 280,000.00	\$ 113,588.02	40.57%	
000809	Transfers In	\$ 195,000.00	\$ 10,000.00	5.13%	The majority of transfers do not happen until the end of the Fiscal Year
000819	Special Event Revenue	\$ 10,000.00	\$ -	0.00%	No special events have happened.
000820	Program Meals Revenue	\$ 180,000.00	\$ 77,816.18	43.23%	
000822	Loan Packaging Fees	\$ 3,000.00	\$ 500.00	16.67%	
000823	Program Income	\$ 682,049.00	\$ 283,007.90	41.49%	
000824	Match	\$ 50,500.00	\$ 16,869.17	33.40%	
000826	Borrowers Fees	\$ 1,500.00	\$ 2,027.18	135.15%	The new COVID funds have generated some additional revenue for Business Lending.
000828	Service Fees	\$ 6,500.00	\$ 1,937.10	29.80%	
000829	Program Administration	\$ 120,000.00	\$ 46,048.72	38.37%	
000840	Veterans	\$ 109,687.00	\$ -	0.00%	Working with Benton County to reconcile and receive payment.
000841	Oregon Project Independence	\$ 934,000.00	\$ 382,661.11	40.97%	
000843	ODOT	\$ 981,378.00	\$ 173,894.57	17.72%	Most ODOT Contracts are billed quarterly.
000846	Coordinated Care	\$ 9,620,190.00	\$ 3,523,961.45	36.63%	
000860	Economic Development Admin	\$ 235,410.00	\$ 116,524.22	49.50%	
000862	Older Americans Act	\$ 1,253,855.00	\$ 624,396.00	49.80%	
000863	Title XIX	\$ 13,186,831.00	\$ 4,354,477.53	33.02%	

Acct No	Description	Budget	YTD Bal	YTD %	
000864	Federal Senior Meals	\$ 1,085,054.00	\$ 260,061.75	23.97%	Followed up with the Meals Supervisor, this revenue is currently about 1.5 to 2 months behind.
000865	USDA	\$ 107,064.00	\$ 35,688.00	33.33%	
000867	Federal Match	\$ 120,300.00	\$ 28,440.91	23.64%	Federal Match is usually used at the end of the Fiscal Year.
000868	Environmental Protection Agenc	\$ 150,000.00	\$ 35,530.62	23.69%	
000869	Siletz Revenue	\$ 8,000.00	\$ 2,568.00	32.10%	
	<b>REVENUE</b>	<b>\$ 46,783,346.00</b>	<b>\$ 12,097,790.34</b>	<b>25.86%</b>	
000410	Leave Benefits	\$ 630,739.00	\$ 242,398.55	38.43%	
000420	Fringe Benefits	\$ 1,057,704.00	\$ 362,335.26	34.26%	
000421	Insurance Benefits	\$ 3,151,012.00	\$ 1,079,731.31	34.27%	
000425	PERS Benefits	\$ 2,783,120.00	\$ 997,900.38	35.86%	
000430	PERS Reserve	\$ 222,222.00	\$ 37,761.06	16.99%	
0001ED	Executive Director	\$ 144,100.00	\$ 53,954.22	37.44%	
0004PD	Program Director	\$ 451,699.00	\$ 161,660.67	35.79%	
0010PM	Program Manager	\$ 146,097.00	\$ 18,022.73	12.34%	
0013PS	Program Supervisor	\$ 870,014.00	\$ 344,134.28	39.56%	
0019PM	Personnel Manager	\$ 96,780.00	\$ 42,184.85	43.59%	
0046CM	Case Manager	\$ 2,753,296.00	\$ 988,169.54	35.89%	
0053CC	Contracts Coordinator	\$ 83,933.00	\$ 30,967.23	36.90%	
0055CS	Clerical Supervisor	\$ 59,813.00	\$ 48,195.90	80.58%	Human Resource staff was reclassified to this classification from the Confidential Executive Assistant.
0058AP	Assistant Planner	\$ 101,451.00	\$ 103,744.33	102.26%	Some of these funds were budgeted in the CED Planner line.
005PIO	Public Information Officer	\$ 53,637.00	\$ -	0.00%	Vacant Position
0060AS	Accounting Specialist	\$ 109,245.00	\$ 44,435.47	40.68%	
0064ES	Eligibility Specialist	\$ 1,246,686.00	\$ 507,849.26	40.74%	
0064IR	Information & Referral	\$ -	\$ 15,417.20	0.00%	This is a brokerage staff. HR is working on a classification for this position.
0064MM	Money Management Coord	\$ 47,146.00	\$ 19,322.60	40.98%	
0067EA	Executive Assistant	\$ 77,577.00	\$ 44,357.09	57.18%	
0070AC	Accounting Clerk II	\$ 51,589.00	\$ 20,952.48	40.61%	
0076AA	Administrative Assistant	\$ 314,383.00	\$ 161,649.51	51.42%	
0076BO	Business Officer	\$ 58,576.00	\$ 23,996.16	40.97%	
0085CS	Clerical Specialist	\$ 377,325.00	\$ 143,086.88	37.92%	
0085SS	Software Support Specialist	\$ 75,069.00	\$ -	0.00%	Vacant Position
0085WS	Workstation Support Specialist	\$ 114,771.00	\$ 42,389.40	36.93%	
013SLO	Senior Loan Officer	\$ 82,233.00	\$ 31,895.68	38.79%	
013TSM	Transportation Manager	\$ 77,869.00	\$ 33,188.35	42.62%	

Acct No	Description	Budget	YTD Bal	YTD %	
025NSS	Network Support Specialist	\$ 65,184.00	\$ 7,326.73	11.24%	
031CDP	CED Planner	\$ 447,686.00	\$ 68,454.18	15.29%	
034APS	Adult Protective Services Spec	\$ 648,119.00	\$ 242,322.05	37.39%	
037DTC	Diversion & Transition Coord	\$ 207,251.00	\$ 75,834.96	36.59%	
037LCM	Lead Case Manager	\$ 273,793.00	\$ 46,045.88	16.82%	
045ISS	Information Support Specialist	\$ 54,287.00	\$ 33,083.85	60.94%	Positions in technology are being reviewed for budget placement.
055VSO	Veterans Service Officer	\$ 51,266.00	\$ 22,001.24	42.92%	
060FMC	Facility Maint. Coordinator	\$ 48,962.00	\$ 21,148.44	43.19%	
061LES	Lead Eligibility Specialist	\$ 53,209.00	\$ 23,061.65	43.34%	
064ADR	ADRC Specialist	\$ 236,917.00	\$ 64,866.77	27.38%	
064ALW	Asst. AFH Licensing Worker	\$ 113,907.00	\$ 45,391.81	39.85%	
064TSS	Technology Support Spec.	\$ 42,791.00	\$ -	0.00%	Vacant Position
067CEA	Confidential Executive Assist	\$ 107,138.00	\$ 18,046.00	16.84%	
075LTB	Lead Trans Brokerage Spec.	\$ 47,326.00	\$ 18,729.48	39.58%	
075TBS	Transportation Brokerage Spec.	\$ 444,157.00	\$ 135,014.61	30.40%	
076IHA	In Home Assistant	\$ 463,787.00	\$ 154,013.42	33.21%	
082SMC	Senior Meals Coordinator	\$ 47,916.00	\$ 15,767.88	32.91%	
090RSM	Relief Site Manager	\$ 25,000.00	\$ 6,670.88	26.68%	
099EXH	Extra Hire	\$ 139,978.00	\$ 72.90	0.05%	
88MSM3	Meal Site Manager 3	\$ 201,954.00	\$ 83,652.77	41.42%	
	<b>PERSONNEL</b>	<b>\$ 18,958,714.00</b>	<b>\$ 6,681,205.89</b>	<b>35.24%</b>	

Expenses year-to-date over budget

000504	Advertising	\$ 21,834.00	\$ 8,421.74	38.57%	
000506	Auto Expense	\$ 17,000.00	\$ 5,403.68	31.79%	
000510	Bank Charges	\$ 15,300.00	\$ 4,899.43	32.02%	
000513	Board/Comm/Meeting Expense	\$ 41,214.00	\$ 1,262.64	3.06%	
000516	Computer Maintenance	\$ 166,795.00	\$ 73,841.52	44.27%	
000521	Contract Administration	\$ 2,500.00	\$ 8.25	0.33%	
000522	Contract Expense	\$ 11,467,756.00	\$ 3,762,136.37	32.81%	
000523	Admin Contract Expense	\$ 500,000.00	\$ 212,345.11	42.47%	
000525	Copying	\$ 84,990.00	\$ 10,214.01	12.02%	
000531	Dues and Memberships	\$ 68,075.00	\$ 10,026.50	14.73%	
000532	Equipment Expense	\$ 1,000.00	\$ -	0.00%	
000533	Finance Indirect	\$ 560,476.00	\$ 247,796.65	44.21%	
000534	Indirect Expense	\$ 968,735.00	\$ 455,764.60	47.05%	
000535	Furniture & Fixtures	\$ 135,450.00	\$ 5,263.83	3.89%	
000537	Insurance	\$ 70,050.00	\$ 73,259.48	104.58%	One time expense

Acct No	Description	Budget	YTD Bal	YTD %
000540	Interest Expense	\$ 18,000.00	\$ 7,602.15	42.23%
000542	Legal Services	\$ 48,000.00	\$ 9,990.45	20.81%
000543	Licenses and Fees	\$ 140,719.00	\$ 59,529.52	42.30%
000546	Loan Fees	\$ 850.00	\$ 1,967.40	<b>231.46%</b>
000549	Maintenance and Repair	\$ 51,250.00	\$ 29,725.11	<b>58.00%</b>
000550	Marketing Expense	\$ 8,050.00	\$ 25.00	0.31%
000551	Taxes	\$ 3,500.00	\$ -	0.00%
000553	Loan Admin Exp	\$ 120,000.00	\$ 46,048.72	38.37%
000555	Postage	\$ 65,250.00	\$ 18,588.76	28.49%
000558	Printing	\$ 24,600.00	\$ 1,693.27	6.88%
000561	Rent	\$ 708,730.00	\$ 294,730.08	41.59%
000564	Resource Reserve	\$ 60,000.00	\$ 14,220.46	23.70%
000567	Supplies	\$ 148,716.00	\$ 48,808.35	32.82%
000568	Stipend	\$ 159,620.00	\$ 49,509.32	31.02%
000570	Technology Indirect	\$ 785,901.00	\$ 306,946.25	39.06%
000573	Telephone	\$ 174,047.00	\$ 61,227.32	35.18%
000575	Special Event Expense	\$ 10,000.00	\$ -	0.00%
000576	Training	\$ 169,506.00	\$ 10,001.01	5.90%
000577	Volunteer Recognition	\$ 20,500.00	\$ 8,217.71	40.09%
000578	Meal Delivery Travel	\$ 72,750.00	\$ 10,709.78	14.72%
000579	Travel	\$ 177,234.00	\$ 11,314.99	6.38%
000580	Transfers Out	\$ 185,000.00	\$ 10,000.00	5.41%
000582	Utilities	\$ 68,000.00	\$ 20,938.69	30.79%
000583	Operating Contingency	\$ 4,921,921.00	\$ -	0.00%
000584	Janitorial	\$ 79,614.00	\$ 32,462.25	40.77%
000585	Unappropriated EFB for future	\$ 4,634,209.00	\$ -	0.00%
	<b>MATERIALS AND SUPPLIES</b>	<b>\$ 26,977,142.00</b>	<b>\$ 5,924,900.40</b>	<b>21.96%</b>
000595	Capital Purchase	\$ 339,000.00	\$ 16,697.37	4.93%
000596	Leasehold Improvement	\$ 460,000.00	\$ 8,947.20	1.95%
	<b>CAPITAL OUTLAY</b>	<b>\$ 799,000.00</b>	<b>\$ 25,644.57</b>	<b>3.21%</b>
000598	Principal Payment	\$ 43,333.00	\$ -	0.00%
000599	Interest Expense	\$ 5,157.00	\$ 2,578.33	50.00%
	<b>DEBT SERVICES</b>	<b>\$ 48,490.00</b>	<b>\$ 2,578.33</b>	<b>5.32%</b>
	<b>EXPENSE</b>	<b>\$ 46,783,346.00</b>	<b>\$ 12,634,329.19</b>	<b>27.01%</b>
	<b>NET GAIN/(LOSS)</b>	<b>\$ -</b>	<b>\$ (536,538.85)</b>	<b>0.00%</b>

Business Lending is working to get the new USDA funds out to the community.  
The agency has been working on some building updates while staff are remote.



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

---

## MEMORANDUM

**DATE:** January 21, 2021  
**TO:** OCWCOG Board of Directors  
**FROM:** Ryan Vogt, Executive Director  
**RE:** **OCWCOG Member Dues for Fiscal Year (FY) 2021-2022**

---

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, and 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 2020 report) and the Seattle Consumer Price Index (CPI-U).

Attached is a table adjusting dues for FY2021-2022, based upon the Seattle CPI-U. This year, the Seattle CPI-U adjustment is 2.1%, raising the general dues to \$0.805 per resident, and the CED dues to \$0.270 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 \$8,921.50.

**ACTION:** **Motion to approve and adopt Member Dues for FY2021- 2022.**

FINAL OCWCOG FY 20-21 DUES

	FY 20-21 Dues	Pop Estimate 12/15/2020*	General Dues	CD Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 221-22 DUES	CHANGE FROM FY 20 21
<b>Benton County</b>									
Adair Village	\$1,304.42	1,325	\$1,066.03	\$357.15	\$300.00	\$1,723.17	\$86.16	\$1,809.33	\$504.91
Corvallis	\$69,380.56	59,730	\$48,055.65	\$16,099.86	\$4,396.29	\$68,551.81	\$3,427.59	\$71,979.40	\$2,598.84
Monroe	\$1,018.58	640	\$514.91	\$172.51	\$300.00	\$987.42	\$49.37	\$1,036.79	\$18.21
Philomath	\$5,701.82	5,370	\$4,320.42	\$1,447.45	\$668.28	\$6,436.15	\$321.81	\$6,757.96	\$1,056.14
N. Albany **		9,178							
Unincorporated	\$23,966.30	18,442	\$14,837.47	\$4,970.93	\$1,564.76	\$21,373.16	\$1,068.66	\$22,441.82	-\$1,524.48
<b>Lincoln County</b>									
Depoe Bay	\$1,903.56	1,450	\$1,166.59	\$390.84	\$300.00	\$1,857.43	\$92.87	\$1,950.31	\$46.75
Lincoln City	\$10,630.56	8,865	\$7,132.32	\$2,389.51	\$907.96	\$10,429.79	\$521.49	\$10,951.28	\$320.72
Newport	\$12,378.16	10,400	\$8,367.30	\$2,803.26	\$1,013.23	\$12,183.79	\$609.19	\$12,792.98	\$414.82
Port of Newport ***	\$4,091.64	10,853		\$2,925.36	\$1,044.30	\$3,969.66	\$198.48	\$4,168.14	\$76.50
Siletz	\$1,672.70	1,235	\$993.62	\$332.89	\$300.00	\$1,626.50	\$81.33	\$1,707.83	\$35.13
Siletz Tribes	\$577.50		\$250.00	\$0.00	\$300.00	\$550.00	\$27.50	\$577.50	\$0.00
Toledo	\$4,151.73	3,520	\$2,832.01	\$948.79	\$300.00	\$4,080.80	\$204.04	\$4,284.84	\$133.11
Waldport	\$2,634.63	2,125	\$1,709.66	\$572.78	\$300.00	\$2,582.45	\$129.12	\$2,711.57	\$76.94
Yachats	\$1,150.51	780	\$627.55	\$210.24	\$300.00	\$1,137.79	\$56.89	\$1,194.68	\$44.17
Unincorporated	\$24,171.56	19,870	\$15,986.37	\$5,355.84	\$1,662.69	\$23,004.90	\$1,150.24	\$24,155.14	-\$16.42
<b>Linn County</b>									
Albany	\$63,791.74	54,935	\$44,197.84	\$14,807.40	\$4,067.45	\$63,072.69	\$3,153.63	\$66,226.33	\$2,434.59
Brownsville	\$2,205.88	1,730	\$1,391.87	\$466.31	\$300.00	\$2,158.18	\$107.91	\$2,266.09	\$60.21
Halsey	\$1,348.39	945	\$760.30	\$254.72	\$300.00	\$1,315.02	\$65.75	\$1,380.77	\$32.38
Harrisburg	\$4,360.61	3,695	\$2,972.80	\$995.97	\$300.00	\$4,268.77	\$213.44	\$4,482.21	\$121.60
Lebanon	\$20,412.45	17,335	\$13,946.84	\$4,672.55	\$1,488.84	\$20,108.22	\$1,005.41	\$21,113.63	\$701.18
Millersburg	\$3,189.80	2,850	\$2,292.96	\$768.20	\$300.00	\$3,361.16	\$168.06	\$3,529.22	\$339.42
Scio	\$1,337.40	940	\$756.28	\$253.37	\$300.00	\$1,309.65	\$65.48	\$1,375.13	\$37.73
Sweet Home	\$11,269.78	9,415	\$7,574.82	\$2,537.76	\$945.68	\$11,058.26	\$552.91	\$11,611.17	\$341.39
Tangent	\$1,700.18	1,265	\$1,017.75	\$340.97	\$300.00	\$1,658.73	\$82.94	\$1,741.66	\$41.48
Unincorporated	\$47,234.07	39,961	\$32,150.42	\$10,771.21	\$3,040.52	\$45,962.15	\$2,298.11	\$48,260.26	\$1,026.19
<b>TOTAL</b>	<b>321,584.53</b>	<b>286,854</b>	<b>\$214,921.79</b>	<b>\$74,845.86</b>	<b>\$25,000.00</b>	<b>\$314,767.65</b>	<b>\$15,738.38</b>	<b>\$330,506.03</b>	<b>\$8,921.50</b>

\*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 21-22 General dues rate: FY20 rate of .788 x Seattle CPI-U of 2.1% = .805

FY 21-22 CD dues rate: FY20 rate of .264 x Seattle CPI-U 2.1% = .270 need to update

Special Regional Projects assessed at 5% of total due

	General Dues	CD Dues
Prior year	0.788	0.264
New CPI%	2.10%	2.10%
Prior Yr * New %	0.016548	0.005544
<b>TOTAL</b>	<b>0.805</b>	<b>0.270</b>

Special Dues	5%
--------------	----



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

---

## MEMORANDUM

**DATE:** January 21, 2021  
**TO:** OCWCOG Board of Directors  
**FROM:** Steph Nappa, CED Planner  
**RE:** **2020 Census Complete Count Committee Summary**

---

### **Introduction:**

In preparation for the 2020 Census, OCWCOG was contracted by Linn, Benton, and Lincoln Counties to organize and staff a Complete Count Committee for the OCWCOG region. Complete Count Committees bring together elected officials, agencies, and community organizations to encourage Census self-response among residents. This work began in the summer of 2019 and continued through the entirety of 2020.

### **2020 Census Summary:**

The goal of a Complete Count Committee is to increase Census self-response rates over the prior Census. This goal was achieved in Linn and Lincoln Counties, with Benton County coming close to its 2010 rate. The COVID-19 pandemic posed a significant challenge to the Committee as well as Census operations in general.

This was the first time there has been a collective effort to encourage Census response across the region, and with that there are several lessons learned to inform future work. The primary takeaway was that the work was seen as important and beneficial to those who participated, but limited staff time coupled with the disruption of COVID-19 meant that some engagement efforts were more limited than originally planned.

Further details about the work done and future recommendations are provided in the attached report, which I will be presenting at the January Board Meeting.

# 2020 Census Complete Count Committee Summary Report

Oregon Cascades West Council of Governments

December 2020

## Contents

Introduction .....	3
Who Participated .....	3
What Was Done .....	4
Complete Count Committee Meetings .....	4
Outreach Efforts.....	4
Engaging in Statewide Efforts .....	5
Participant Survey .....	5
Successes .....	5
Challenges .....	5
COVID-19 Pandemic.....	5
Census Bureau Changes .....	6
Staff Availability .....	6
Recommendations for 2030 .....	6
Conclusion.....	7

## Introduction

In preparation for the 2020 U.S. Census, the Census Bureau requested assistance with community outreach from state and local partners through the establishment of Complete Count Committees. Complete Count Committees gather elected leaders, agency staff, and community organizations to help encourage Census response among Hard to Count (HTC) Communities. In our region, these communities included adults over 65, children under 5, renters, rural residents, immigrants, and English as a Second Language (ESL) communities.

Early in 2019, Linn, Benton, and Lincoln Counties requested OCWCOG take on the role of organizing a Complete Count Committee (CCC) for the region. The resulting IGAs stipulated that OCWCOG would organize the CCC, facilitate meetings, disseminate information from state partners and the Census Bureau, and write a summary report as a record to be referenced in future Census efforts.

## Who Participated

The Complete Count Committee had participation from a wide variety of agencies and organizations across the region. The participation list included:

- OCWCOG
- Benton County
- Lincoln County
- Linn County
- City of Albany
- City of Corvallis,
- City of Newport
- City of Sweet Home
- City of Tangent
- City of Toledo
- City of Yachats
- Lincoln County School District
- Oregon State University, Corvallis and Newport
- Confederated Tribes of Siletz Indians
- Linn Benton Hispanic Advisory Committee
- Community Services Consortium
- Early Learning Hub
- CHANCE
- Corvallis Multicultural Literacy Center
- South Corvallis Food Bank

## What Was Done

### *Complete Count Committee Meetings*

Beginning in November 2019, COG staff held Complete Count Committee meetings twice a month, bringing together agencies and organizations to disseminate information, share ideas, and collaborate on outreach events throughout the region. Early meetings focused on sharing resources from the US Census Bureau, the Oregon Complete Count Committee, and the We Count Oregon campaign. As meetings continued, the CCC identified ways agencies and organizations could share Census information with their customers and communities, and began planning for outreach at local events. Meetings for Linn and Benton Counties (which were held together) had 15-20 participants, and meetings for Lincoln County had 5-10 participants.

In February 2020, the CCC hosted We Count Oregon campaign staff for a training on engaging Hard to Count Communities. This training helped CCC members create an outreach strategy for their agencies or organizations.

In April through October, changes in operations and staff availability reduced meeting frequency and meetings transitioned to be virtual. Many CCC participants were transitioned to COVID response work, and meeting attendance dropped to five or six attendees. These meetings focused on timeline updates from the Census Bureau, monitoring response data, and identifying strategies for targeted outreach to Census Tracts that were experiencing low self-response rates.

### *Outreach Efforts*

When the COVID-19 pandemic limited in-person gatherings, the CCC participants shifted focus to online engagement. Many of the engagement plans that had been made needed to be adjusted or cancelled, and communication shifted to online modes such as social media and email newsletters.

The Corvallis Multicultural Literacy Center and the Confederated Tribes of Siletz Indians were also Census Assistance Centers as part of the We Count Oregon Campaign. Each served as a local resource for people who had questions about the Census or needed additional information about how to respond.

#### CCC Member Outreach Efforts:

- Shared Census content on social media
- Handed out flyers to customers/clients/community members
- Discussed the Census in conversations with customers/clients/community members
- Provided Census reminders in newsletters
- Held online or in-person outreach events
- Trained field staff to share Census information

#### OCWCOG Outreach Efforts:

- Included Census information sheets in Meals on Wheels deliveries in April
- Posted Census information on the OCWCOG Facebook page
- Coordinated with Lincoln County School District to provide Census information sheets in English and Spanish with school lunch pickups in June

- Coordinated with Lincoln County School District to provide Census information at Spanish and Mam language parent meetings
- Presented Census update at Corvallis City Council meeting in September

*Engaging in Statewide Efforts*

The Oregon Complete Count Committee met monthly, which COG staff attended to stay up to date on strategies across the state. These meetings also served as the main communication forum for US Census Bureau and We Count Oregon staff to update agencies and organizations with information such as resources, timelines, announcements, etc. COG staff then shared any significant information and best practices with the CCC members via a summary email.

*Participant Survey*

Once the Census enumeration process was complete, COG sent a survey to CCC participants about what they did for outreach and how they felt about the CCC process. The survey received 12 responses out of the 65 people it was sent to.

Survey respondents felt the CCC meetings, especially those prior to the pandemic, were beneficial for information dissemination, idea sharing, and collaboration. Most felt the CCC meetings were beneficial, and expressed interest in their agency or organization participating again in 2030.

**Successes**

The goal of the Complete Count Committee was to help increase the self-response rate over 2010 rates. While it is difficult to quantify how much the CCC contributed, this goal was achieved in Linn and Lincoln Counties. Benton County was close to 2010 response numbers, but fell slightly short, primarily because the Census Tracts around OSU where many students live were difficult to reach after campus closed and students returned home to their families.

Table 1: Self-Response Rate Comparison

<b>County</b>	<b>2010 Self-Response Rate</b>	<b>2020 Self-Response Rate</b>
<b>Linn</b>	68.3%	71.1%
<b>Benton</b>	73.1%	72.6%
<b>Lincoln</b>	43.2%	46.4%

Final count percentages will be available once the Census Bureau completes their data certification process.

**Challenges**

*COVID-19 Pandemic*

The pandemic caused a significant challenge to the CCC work, as it rendered many of our initial outreach plans obsolete. With limits on in-person gatherings and events, outreach efforts shifted to be almost exclusively virtual. This meant that the CCC wasn’t able to interact with some communities as easily, and it was more difficult to track the effectiveness of the outreach strategies or the number of people that were engaging with the information shared. CCC participants adapted, but the outreach was not able to be as robust as initially planned.

### *Census Bureau Changes*

2020 was the first year the US Census Bureau collected responses online, and a significant amount of focus was placed on encouraging online response. While this made Census response more accessible for some people, it left behind older and more rural residents with lower internet access and digital proficiency. Many households that were used to receiving the physical Census form in the mail were sent a postcard with instructions for online response instead, and it is likely this change limited response in some cases. Additionally, the Census Bureau initially didn't send mailings to P.O. Boxes, which significantly impacted rural areas where many residents use P.O. Boxes as their primary mailing address. This was later corrected, but it is possible the late mailings to these locations reduced response rates.

Additionally, as the impact of COVID continued through the summer, the Census Bureau revised their process deadlines multiple times. Particularly in September and October, the frequently shifting timelines coupled with court challenges made effective communication difficult. It is possible that confusion around the Census end date decreased response as community members were unsure about the response deadline.

### *Staff Availability*

Several agencies and organizations that wanted to participate in the CCC efforts were unable to do so due to limited staff capacity. They remained on the communication list to stay up to date with the activities, but they were unable to attend meetings or participate fully in outreach efforts. Once the COVID-19 pandemic hit, many staff that had been active in the Census work were shifted to addressing the impacts of the pandemic. Both cases limited the number of people and communities that the CCC could reach.

## **Recommendations for 2030**

There has been reporting that the Census Bureau is considering using administrative records to conduct the Census in the future, eliminating the self-response and in-person enumeration process. However, a timeline has not been set, so it is prudent to plan for a standard Census in 2030, building from the lessons learned during the 2020 process. The following recommendations may be considered in preparation for the 2030 Census process to build on the foundation of our 2020 work.

- 1) Begin convening partners at least two years in advance so that agencies and organizations can allocate staff time to the effort. Budget cycles and staffing decisions being closely tied, it would be beneficial to start organizing CCC participants before budget and staffing decisions are made for the year leading up to the Census.
- 2) Throughout the project, there were frequent requests from CCC participants for COG to take on more of the direct outreach role, which was beyond the scope of the IGAs. This was likely because many participating agencies or organizations were not able to dedicate the staff time to producing outreach content or attending events. While the resources provided by the Census Bureau, the Oregon Complete Count Committee, and the We Count Oregon Campaign were useful, there was significant interest in more locally specific outreach materials. This need could be met in one of two ways:
  - a) Dedicate a portion of County communications staff time to Census work and outreach material production.

b) Change the OCWCOG IGA to include direct outreach work. This would be most successful with a full time staff dedicated to Census work for two years.

## **Conclusion**

While the CCC effort had to adapt to the challenges of 2020, overall the participants felt it was a worthwhile process that should be continued again in 2030. OCWCOG staff were happy to coordinate efforts across the region, and are prepared to take a similar or expanded role again in 2030 if asked.



# 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



Area Agency on Aging

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

## MEMORANDUM

**DATE:** January 21, 20210  
**TO:** OCWCOG Board of Directors  
**FROM:** Randi Moore, Senior, Disability, and Community Services Director  
**RE:** Program Updates – The Year in Review

### Area Plan Development for 2021-2024 Almost Complete!

The Area Plan is a four year strategic plan that all Area Agencies on Aging (AAA) are required to develop. It prioritizes and directs the work the AAA will complete over that four year period. Development of the plan takes place by assessing and identifying any barriers and gaps in the service area related to meeting the needs of older adults, adults with disabilities, and their caregivers. The AAA, with the active involvement of its Advisory Council(s) and utilization of public input, then describes its plan for developing coordinated and accessible systems of care to address community needs and prioritize and develop services.

After the 16 AAA offices across Oregon complete their individual Area Plans, they work collaboratively with the Oregon Department of Human Services/Aging and People with Disabilities office (ODHS/APD) to develop Oregon’s State Plan outlining future work that will address the long-term support and service needs of Oregonians.

The members of OCWCOG’s Senior and Disability Services Advisory Councils (SSAC and DSAC) and OCWCOG staff have been working very hard over the last two years to develop a thoughtful plan that will positively impact the lives of older adults and people with disabilities in Linn, Benton, and Lincoln Counties, gathering information through stakeholder roundtables, surveys, and public meetings. We are excited to share the Area Plan draft for 2021-2024 with you at the Board meeting in March.

### Update on Eligibility Transformation

We are now 2 ½ months into the roll out of the new ONE system in our district. As was expected, we faced many challenges with the initial roll out of ONE, but the improvements made in 2 ½ months have been impressive. Staff are more comfortable working in the new system and we are able to serve our community members much more quickly than before. With the ONE system in place our community members requesting assistance now have more options available and we have seen success with those individuals reaching out to the ONE Customer Service line to request benefits as well. The leadership team, in conjunction with our Advanced Technical Expert and our Quality Assurance Trainers, have built a strong support network for staff who need assistance working with a new system as well as working with new programs (ERDC, TANF, TA-DVS).

We anticipate challenges around working with these new programs and are developing a plan to provide ongoing training and support to staff so that they will be prepared to support our community as best as possible.

Currently the biggest challenge we face is correcting Long Term Care Service cases that did not convert over correctly in the new ONE system. There are a number of system defects that the State is working on, but until these are fixed there is an impact on workload and issuance of consumer benefits.

### Supporting Community Partners Doing Good Work in the Community

As mentioned in the update provided in December, OCWCOG recently provided \$73,000 in grants to community partners that are providing innovative and supportive programming to older adults and people with disabilities across the region.

The Albany Senior Center is one agency that received a small grant, using the funds to provide “Seasonal Surprise Bags” to 50 seniors who have been affected by the pandemic and are at risk for isolation and loneliness. The first bags were deployed in December and could be picked up at the Senior Center or delivered to the senior’s house. They contained a book of games to encourage a healthy mind, a mask and hand sanitizer to encourage a healthy body, and some other items just for fun. Links were provided to virtual content including a presentation from Helen Beaman on “Dodging the Holiday Blues” and an instructional cooking video for a healthy recipe.

Two people who received a bag emailed the Senior Center with these comments:

*“I just wanted to thank you for the wonderful seasonal surprise bag with all the goodies inside. I’m sitting at my dining room table working on the memory activity puzzles and watching the rain outside.”*

*“Thank you to you and others who gifted the Seasonal Surprise Bag that I picked up at the Albany Senior Center yesterday. The book “The Easy and Relaxing Memory Activity Book for Adults” has some fun activities. Come to find out, I AM able to do easy Sodoku, an activity that I’ve never really tried because I thought it was beyond me. Now I plan to get another easy Sodoku book to do on my own. I am a mostly self-isolating senior, staying home to stay safe, but really, really bored. Collecting your goodie bag was the one thing I had to look forward to this week, and the activity book it contained did not disappoint.”*





## Community and Economic Development

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

---

### MEMORANDUM

**DATE:** January 21, 2021  
**TO:** OCWCOG Board  
**FROM:** Nick Meltzer, Transportation Programs Manager  
**RE:** **CED Program Update**

---

The Community and Economic Development Department begins Calendar Year 2021 with a new Director! We are excited to welcome Jenny Glass and look forward to her involvement in our existing programs as well as her new ideas for the department. We anticipate entering 2021 with a new level of stability which will in no doubt allow the team, and department to improve upon the services we offer to our members.

In addition to our ongoing work, we submitted three applications to the Statewide Transportation Improvement Fund (STIF) discretionary grant program. These three projects include the design of a mobility hub at Oregon State University and Linn Benton Community College, a three county planning study on first/last mile connections, and an update to the current Rideline Brokerage software. We should know more about how the projects ranked in March.

The following list outlines all of the long range projects staff are currently engaged in:

- Albany Area MPO Bicycle/Pedestrian Plan
- Jefferson Transportation System Plan
- Albany Transit Implementation Plan
- Salem to Albany Transit Feasibility Study
- Corvallis Bikeshare Study
- Corvallis Area MPO Regional Transportation Plan Update
- Philomath School Safety Circulation Study
- Adair Village Trails Plan
- Sweet Home Transportation System Plan and Neighborhood Refinement Plan
- Cascades West Economic Development District (CWEDD) 2020-2025 Comprehensive Economic Development Strategy (CEDS) (wrapping up)

Business continues as usual amongst *COVID-19*, with current estimates for remote meeting continuing until at least June 2021. While the programs CED administers remain quite busy, we are always interested in expanding our planning and GIS mapping services and encourage our members to reach out with any questions or requests.