Board of Directors Meeting Packet

March 16, 2023

2:00 pm - 4:00 pm

Attend In Person at Two Locations:

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

Cascade West Toledo Center, 203 N Main Street, Toledo, OR 97391

Or Attend Virtually:

Click to Join Teams Meeting

Next Board of Directors Meeting:
May 18, 2023 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.

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
March 16, 2023
2:00 – 4:00 pm

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

Cascade West Toledo Center
203 N Main Street
Toledo, OR 97391

Join Teams Meeting

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

NOTE: Please contact Meg Walker at 541.223.5120 or mwalker@ocwcog.org, no later than noon on Wednesday, March 15, 2023, to confirm your attendance.

1. **Welcome and Introductions** *(Chair Claire Hall)*
(2:00 pm – 2:05 pm)

2. **Public Comment** *(Chair Claire Hall)*

(2:05 pm – 2:10 pm)

The floor will be open to the public for comment.

3. **Consent Calendar** *(Chair Claire Hall)*
(2:10 pm – 2:15 pm)

a) Approve meeting minutes from January 19, 2023 (Page 4)
b) Financial Report, YTD December 2022 (Page 16)
c) SSAC Membership Application (Page 22)
d) CWEDD Board Appointments 2023 (Page 25)

ACTION: Motion to approve Consent Calendar items.

4. **EDA Planning Grant Resolution** *(CED Planner Justin Peterson)*
(2:15 pm – 2:20 pm)

Economic Development Administration Planning Grant, Resolution 2023-03-01. (Page 26)

ACTION: Motion to approve Resolution 2023-03-01.

5. **Bias Response Update** *(Community Services Program Manager Alicia Lucke)*
(2:20 pm – 2:35 pm)

Presented by Zilo International. (Page 28)

ACTION: Information only, no action needed.

6. **Membership Dues** *(Finance Director Marit Nelson)*
(2:35 pm – 2:50 pm)

Presented by Finance Director Nelson. (Page 52)

ACTION: Motion to approve Membership Dues.

7. **OCWCOG Bylaws** *(Executive Director Ryan Vogt)*
(2:50 pm – 3:10 pm)

Adoption of revised OCWCOG Bylaws. (Page 56)

ACTION: Motion to adopt Bylaws.

8. **In Person Meeting Locations** *(Executive Director Ryan Vogt)*
(2:25 pm – 2:35 pm)

ACTION: Decision on use of Toledo/Albany locations for Board Meetings.

9. **OCWCOG Program Updates**
(3:35 – 3:45 pm)

Senior, Disability, and Community Services Program Director Randi Moore (Page 62)
Community and Economic Development (Page 64)
Technology Services Director Jason Sele (Page 67)
Human Resources Manger Ryan Schulze (Page 68)

ACTION: Information only, no action needed.

10. **Executive Director Update** *(Executive Director Ryan Vogt)*
(3:45 pm – 3:55 pm)

ACTION: Information only, no action needed.

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

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

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
January 19, 2023
Via Zoom Video and Audio Conferencing

Attendees: **Chair,** Commissioner Claire Hall, Lincoln County; **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer,** Commissioner Pat Malone, Benton County; Mayor Alex Johnson II, Albany; Mayor Chas Jones, Philomath; Mayor Charles Maughan, Corvallis; Mayor Dean Sawyer, Newport; Councilor Rick Booth, Waldport; Councilor Mike Caughey, Harrisburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Riley Hoagland, Lincoln City; and Councilor Adina Olivares, Sodaville.

Absent: Commissioner Gil Sylvia, Port of Newport; Mayor Scott Cowan, Millersburg; Mayor Rod Cross, Toledo; Mayor Leslie Vaaler, Yachats; Councilor Joyce King, Depoe Bay; Councilor Carol Korn, Tangent; Councilor Wayne Rieskamp, Lebanon; Councilor Jeremy Romer, Halsey; Councilor Angelita Sanchez, Sweet Home; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians.

Staff: **Executive Director** Ryan Vogt; Senior, Disability and Community Services (SDCS) Program Director Randi Moore; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Senior and Disability Services (SDS) Program Manager Rachel Sine; Accounting Supervisor Brett Tieszen; Communications Officer Meg Walker, Executive Assistant Leah Snodgrass; Human Resources Assistant Leigh Matthews Bock; and Ashley Bogue Union Representative.

Public: None.

1. Welcome and Introductions

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on January 19, 2023, at 2:00 pm via Teams Video and Audio Conferencing, and in-person attendees. Everyone in attendance introduced themselves.

2. Public Comment

There were no public comments.

3. Consent Calendar

Commissioner Malone moved to approve Consent Calendar items "a" and "b" which include the meeting minutes from December 8, 2022, and the Financial Report Year to Date December 2022. Mayor Sawyer seconded the motion. With no objections, Consent Calendar items "a" and "b" were voted upon and approved.

Mayor Johnson moved to approve Consent Calendar item "c" which include Bank Signing Resolution 2023-01-01. Commissioner Malone seconded the motion. With no objections, Consent Calendar item "c" was voted upon and approved.

4. Executive Committee Confirmation

Executive Director Vogt reminded the Board that the Articles of Agreement and the OCWCOG Bylaws indicate each odd numbered year, the Board needs to elect who will serve on the Executive Committee. There are three officers, Chair, Vice Chair and Treasurer, plus three at large positions. The Articles of Agreement and Bylaws both allow for people in the officer roles to serve two (2) consecutive terms. At large members do not have restrictions on how long they serve in that role.

Currently Chair Hall has been Chair for two years, a complete term. Vice Chair Sprenger is in her first term and has been in this role under six (6) months, filling in behind Mayor Lepin who retired. Treasurer Malone has also been in his role for one complete term. Executive Director Vogt has previously checked with them about their willingness to serve a second term in their roles, which they all agreed to do so and confirmed there are no concerns about them moving forward in their roles.

Chair Hall asked the Board if there are any nominations for Chair, Vice Chair, and Treasurer, no nominations were offered.

Mayor Jones moved to approve the reelection for the officer positions as Chair Clair Hall, Vice Chair Sherrie Sprenger, and Treasurer Pat Malone. Mayor Sawyer seconded the motion. With no objections, the Board officer positions were voted upon and approved.

Executive Director Vogt stated the At-Large positions are put forward by the delegate counties and so the only move here would be clarification if any of these positions are going to change. Executive Director Vogt asked Mayor Johnson, Mayor Jones, and Mayor Sawyer if they have concerns about staying in their positions? All three (3) Mayor's agreed to stay in the At-Large positions.

Treasurer Malone moved to approve the reelection for the At-Large positions as Mayor Johnson, Mayor Jones, and Mayor Sawyer. Councilor Caughey seconded the motion. With no objections, the At-Large positions were voted upon and approved.

5. <u>Termination of Federal Public Health Emergency Assistance</u>

SDS Program Manger Sine stated her presentation is to help prepare for some big shifts coming regarding special allowances and policies that have been permitted for the last three (3) years since March 2020 due to the COVID pandemic emergency declaration. OCWCOG recently received notice this month about the policies coming to an end and what can be expected moving forward. SDS Program Manager Sine shared her screen and presented the following PowerPoint:

What We Know Now

- Emergency SNAP Allotments will end February 2023. March will be the first month that these emergency allotments will not be issued to households and only regular SNAP benefit amounts will be issued.
- The recent 2023 Omnibus Appropriations Bill separated Medicaid continuous enrollment from the Public Health Emergency (effective March 31, 2023).

  April 1, 2023- Medicaid renewals and disenrollment will be reinstated.
- States have 14 months to complete the renewal and disenrollment process for ineligible Medicaid recipients.

Since March 2020 households receiving SNAP benefits have been receiving extra allotments called Emergency Allotments. February 2023 will be the last month emergency allotments will be issued.

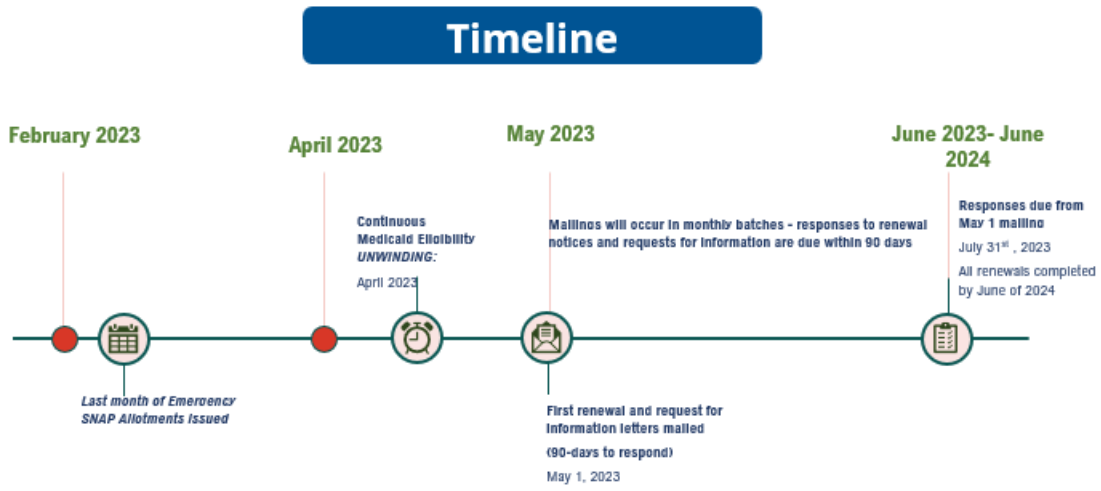
Emergency allotments differ from individual households because of size and award amounts. The cuts to household benefits can range from ninety-five to hundreds of dollars a month.

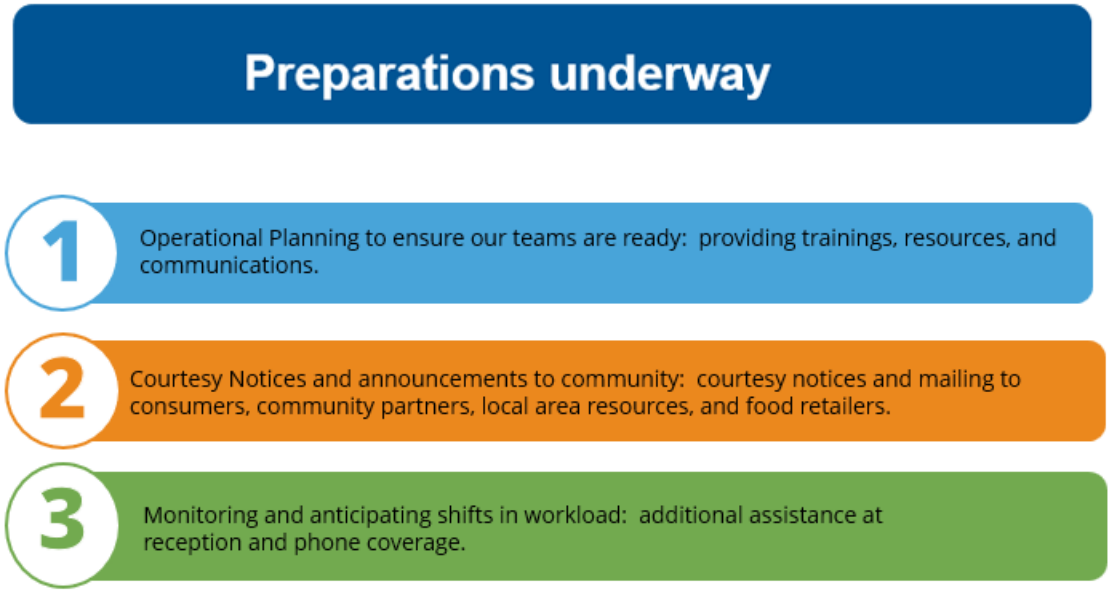
These emergency allotments have provided Oregonians over $70 million extra food benefits per month. A total of 1.9 billion in additional benefits for food since March 2020.

This is a federal decision and Oregon Department of Human Services will not be able to supplement SNAP allotments any longer.

Unwinding Medicaid Continuous Enrollment:

- Centers for Medicare and Medicaid (CMS) announced on January 5th that Medicaid continuous enrollment is no longer linked to the COVID-19 Public Health Emergency.
- 2023 Omnibus Appropriations Bill outlines that states should resume Medicaid disenrollment effective April 1, 2023.
- States will have 14 months to complete their renewal and disenrollment processes.
- Individuals will receive a 60-day notice of disenrollment on their case and will have 90 days to respond to renewal requests.
- The renewal process will occur in a phased approach during the 14- month timeframe with the most vulnerable populations being implemented last.





Mayor Johnson asked if there is an estimate on how many it would affect. SDS Program Manager Sine answered that OCWCOG does not yet. The majority of the region's benefits that will be affected is SNAP and it is estimated at about 28,000 recipients.

Mayor Maughan asked if people will still get the eligible benefits? SDS Program Manager Sine answered yes, just not the extra emergency benefit from Covid.

Councilor Olivares asked when will Medicaid end? SDS Program Manager Sine answered around February they will start announcements. It will be phased process with a sixty (60) day advance notice and allowing ninety (90) days to renew. Councilor Olivares asked if there is any idea of how many people will be affected. SDS Program Manager Sine said she does not know but thinks everyone will be going through a redetermination process. Councilor Olivares asked if people will be offered different levels of Medicaid or if they will not have anything? SDS Program Manager Sine answered that there will be options for consumers.

SDS Program Manager Sine reminded the Board that this is a federal direction, and there is no way locally to control the process. OCWCOG is trying to be proactive in getting information out to those that will be impacted as quickly as possible.

Executive Director Vogt asked for those that must reapply for Medicaid, during their ninety (90) day renewal process, will they be without benefits? SDS Program Manager Sine answered that their benefits will continue until a determination has been made. There will also be a sixty (60) day unenrollment process. There is more time to prepare for changes to Medicaid versus SNAP.

SDCS Program Director Moore informed the Board that SDS Program Manager Sine and her team have been calling grocery stores informing them of the change and how it can be traumatic for some people and how they could be at the receiving end of the frustration. OCWCOG is providing flyers to be placed at check stands as an additional way to get this information out. Also contacting food pantries to let them know they may see an increase in the amount of people they will serve.

SDCS Program Director Moore acknowledged that this change will also be an increase in work and frustrated consumers for OCWCOG staff. OCWCOG has been working on de-escalation training and handing out more kudos.

SDS Program Manager Sine will get informational flyers (in English and Spanish) out to all the Board members for them to share with their colleagues and community, and invited them to reach out to her if they have any areas they think OCWCOG has missed in spreading the information.

6. <u>Year in Review</u>

Communications Officer Walker presented the following PowerPoint regarding the 2022 Year in Review:

Leadership

- New Board Members in 2022
  - Mayor Scott Cowan (Millersburg)
  - Councilor Adina Oliveras (Sodaville)
  - Councilor Jeanni Cuthbertson (Monroe)
  - Councilor Jeremy Romer (Halsey)
- Executive Committee Changes
  - Mayor Jim Lepin retired in the summer
  - Commissioner Sherrie Sprenger moved from the At-Large position to the Vice-Chair Position
  - Mayor Alex Johnson II joined in the At-Large position

Internal Success

- Returned to in-person meetings with a new hybrid option
- Published RFP for new Ride Line Software
- Hosted our first American Red Cross Blood Drive in honor of Lee Lazaro
- Officially launched the Enterprise software implementation plan and project in a joint venture with Community Services Consortium
- Published a joint DEI Work RFP with CSC and are in negotiations with successful bidders
- Transitioned to Teams Phone System

Internal Success

- Held in-person All Staff Meeting for the first time in 4 years
- Added 47 new employees to our OCWCOG ı ıily
- Hired a Communications Officer (Meg Walker)
- Hired an Accounting Supervisor (Brett Tieszen)
- Had 15 internal promotions/transfers
- Increased employee recognition with our COG Stars program
- New Mission and Vision Statements
- Staff developed our new set of agency Values
- Completion of our three year Strategic Plan
- Updated management tools for OCWCOG managers
- Re-opened several congregate meal sites
- Ride Line driver saved the life of a client who was unresponsive at home
- Case manager Kaela Fuller saved the life of a consumer

Partnerships & Collaboration

- Community Services Consortium (CSC)
  - Streamlined better support for consumers by cross-referencing data
  - Joint effort with CSC allowed those applying for the Supplemental Nutrition Assistance Program (SNAP) to have streamlined access to utility assistance
  - Took significant steps towards co-housing
- Lane Council of Governments (LCOG)
  - Made the first steps towards new Unity Lending
  - Visited all rural cities in the OCWCOG region and Lane County to connect with them on available Rural Capacity Funds
- Member Government City Council Meetings
- New Member Agency
  - Sodaville

Success

Community Service Programs

- Senior Health Insurance Benefits Assistance (SHIBA)
  - Volunteers served 1,598 consumers in Linn, Benton & Lincoln County
  - Staff went above and beyond fielding calls from clients with questions regarding Medicare benefits at the Corvallis Clinic
- Meals on Wheels provided 207,882 meals across the region
- Stand By Me ($BM)
  - Received a $32,400 grant from the Oregon Community Foundation
  - Served a total of 25 clients resulting in a total of over $41,920 in savings
- Benton County Veteran Service Office
  - Had 117 claims awarded
  - Aided in bringing back the Veteran's Stand Down
- Conducted Bias Response Feasibility Study with Zilo International

Success

Senior and Disability Services

- The joint Senior and Disability Services Advisory Councils dispersed $107,000 in grant funds to 9 local agencies
- Eligibility Services completed a Program Management Evaluation and received exceptionally high scores
- Adult Protective Services (APS) increased outreach and awareness with local law enforcement agencies and District Attorney offices
  - APS coordinated training with Corvallis Police Department to conduct an overview training for all shifts, enhancing their relationship with local law enforcement
- Hosted our first Housing Symposium, bringing together local leaders and decision makers to discuss gaps and barriers to services

Success

Community & Economic Development

- Albany Area Metropolitan Planning Organization
  - Provided project management, administration, and public engagement for the Albany Transit System Implementation Plan
  - Completed drafting the Albany Area Bicycle and Pedestrian Plan
- Corvallis Area Metropolitan Planning Organization
  - Adopted the 2043 CAMPO Regional Transportation Plan, resulting in savings of over $150,000
  - Provided letters of support for various member projects and local priorities
    - Oregon Transportation Commission
    - Corvallis Transit System
    - Mobility Hub Design

Success

Community & Economic Development

- Mobility Hubs
  - Completed 30% design for Mobility Hubs at Oregon State University and Linn Benton Community College
  - Applied for a $3 million STIF Discretionary Grant to construct both Mobility Hubs
- Cascades West Ride
  - Transit partners saved hundreds of hours of staff time with real-time bus information via the Transit App and CW Ride website
- Cascades West Ride Line
  - Averaged 14,000 trips per month
  - Answered a total of 84,500 calls
  - 3,868,739 total miles traveled

Success

Community & Economic Development

- Completion of the Lincoln County Brownfields project
- Cascades West Regional Consortium
  - Completed Phase 1 of the Wetland Mitigation Feasibility Study
- Cascades West Economic Development District (CWEDD)
  - Wrote childcare grant with Corvallis/Benton Economic Development Office for $139,000
  - Took over $300,000 Broadband Feasibility Study grant
  - Received a $86,045 Rural Capacity Fund
  - Completed CARES grants in July, which provided $171,616 to 23 projects in our cities and economic development offices

There were no comments or questions from the Board regarding the Year in Review.

Councilor Cuthbertson joined the meeting at approximately 2:51 pm.

7. <u>Review and Adopt Supplemental Budget Resolution 2023-01-02</u>

Finance Director Nelson summarized the Supplemental Budget memo, Budget Summary, and Resolution 2023-01-02 starting on page twenty-three (23) of the Board Meeting Packet. Finance Director Nelson explained the Budget Committee did approve the Supplemental Budget to be sent to the full Board of Directors for adoption.

Mayor Johnson moved to approve the Supplemental Budget including Resolution 2023-01-02. Commissioner Malone seconded the motion. With no objections, the Supplemental Budget including Resolution 2023-01-02 was voted upon, approved, and adopted.

8. Preliminary Appraisal Report

Finance Director Nelson reported that CityCounty Insurance Services (CIS) do a property value approximation year over year based on current trends in the area. Once every five years they do onsite visits at all the OCWCOG office locations via a third-party agency, "HCA" Asset Management. HCA does a walk through and provides an assessment of what they feel the true values are. Based on current conditions in our areas for the items listed in the report, CIS will use this information as a basis for our values going forward for our property insurance liability insurance replacement values. Any changes in value will come in effect when OCWCOG renews its policy. This information will also be used when putting together the budget for the next fiscal year. This report starts on page thirty-eight (38) of the Board meeting packet.

Treasurer Malone asked if there were any surprises in the report? Finance Director Nelson answered that the assessment does not seem out of alignment with the market and that she did not see any red flags.

Mayor Johnson asked if it included materials and machines. Finance Director Nelson answered that they do consider contents within the property.

Executive Director Vogt added it is important for the Board to have the opportunity to review this information because OCWCOG owns two (2) of the three (3) buildings. Executive Director Vogt wants to make sure the Board is always apprised of the valuations.

9. Salary Study

Executive Director Vogt directed the Board's attention to the memo supplied by HR Manager Schulze included in the Board meeting packet starting on page fifty-four (54) and summarized its contents. Executive Director Vogt stated that the impact of the salary study is unknown until OCWCOG receives the results. This could impact bargaining and future financing decisions that the Board will be asked to make decisions on.

Councilor Caughey stated his organization has gone through this process and the employees were very happy about the process. They have implemented a policy to do a salary study every three years, so that staff don't go underpaid for long periods of time.

Executive Director Vogt stated that OCWCOG intends on having a process to stay on top of the salary market that will continue after this large-scale salary study. OCWCOG is hopeful that this process will help the current system become less complicated to use in the future. Retention of staff is important to OCWCOG.

10. Enterprise Solutions Software Update

TS Director Sele reported that one of the big projects that OCWCOG started looking at last year was an Enterprise Software Solution and that Community Services Consortium (CSC) was going to be part of the process. About mid-August a Request for Proposal (RFP) was sent out and OCWCOG received six (6) proposals. After OCWCOG along with CSC reviewed the proposals, top vendors were selected and asked to come in and perform demonstrations in December. After the demonstrations OCWCOG and CSC came to a consensus of choosing two software products that will work for both HR and Finance/Payroll environments, which is Oracle NetSuite for Finance and Ceridian Dayforce, for HR and Payroll. Both systems work well together and have done implementations together with other agencies.

TS Director Sele is currently working on getting contracts together with the two software companies. TS Director Sele is hoping to start implementing the new software solutions around the start of the new fiscal year. OCWCOG set aside $200,000 as a reserve for this fiscal year with

the intent to do another 200,000 for next year. This budgeted amount is close to the estimated implementation cost and the estimated $250,000 per year licensing fee for both agencies ($125,000 per year each agency) for both systems. OCWCOG currently pays about $60,000 per year on its current software licensing for HR and Finance. TS Director Sele understands there is a cost increase for the new software solution, but it will create many efficiencies that will save OCWCOG money.

Mayor Johnson asked if OCWCOG and CSC will have an opportunity to try the system before it goes live? TS Director Sele answered yes. There is a very detailed implementation process and part of it includes training and "playing" with the new software systems before they go live. Executive Director Vogt added there is a real expectation of an added twenty-five percent (25%) increase in work leading up to the implementation, but all staff that are involved are energized about the change and optimistic about making the increased work happen.

11. OCWCOG Program Updates

Senior & Disability Services (SDS) and Community Service Programs (CSP)
A Program Update memo is included in the meeting packet starting on page fifty-six (56). SDCS Program Director Moore did not present her update.

Technology Services (TS)
A Program Update memo is included in the meeting packet starting on page fifty-nine (59). TS Director Sele did not present an update.

Human Resources (HR)
A Program Update memo is included in the meeting packet starting on page sixty-two (62). HR Manager Schulze did not present an update.

Chair Hall asked the Board if they had any questions for the Program Directors regarding updates, and there was no comment.

12. Executive Director Update

Executive Director Vogt reminded the Board to complete the membership update survey that was emailed to them. It helps OCWCOG know of any changes to elected officials and who will be the Member Representative for OCWCOG.

Executive Director Vogt reported that he hopes to have Bylaw updates in front of the Board next month. Executive Director Vogt acknowledged that the membership portion in the various committees is something that the Board is interested in.

Executive Director Vogt reminded the Board of the Orientation meeting on March 9, 2023, from 2:00 pm to 4:00 pm for new members. It will be an opportunity to meet the directors, learn about the various departments, and is a great platform for questions and answers. This event is not just for new Board Members, it is open for everyone and he encouraged seasoned Board members to attend to build relationships and have a refresher. Be on the lookout for an invite.

Executive Director Vogt reported that an RFP was released for a Diversity, Equity, and Inclusion (DEI) contractor to serve OCWCOG and CSC. MGT is the successful DEI contract bidder, and OCWCOG is still in the process of completing the contract. MGT will be focusing its efforts internally, before trying to tackle how OCWCOG can support the region as a leader in this area.

The DEI contractor will start with assessments with both OCWCOG and CSC, and based on their findings, they will put together a plan and measurable milestones, along with a training

package for both agencies. They will help reinforce OCWCOG's DEI Committee and reevaluate polices. MGT will be contracted for two and a half years.

Councilor Hoagland asked if there will be opportunities for member cities to learn along the way with OCWCOG, and not wait two and a half years for the opportunity? Executive Director Vogt answered that it is unknown when OCWCOG can provide that support but is happy to share OCWCOG's journey through the process. Executive Director Vogt stated if there are open seats when training starts, that he would extend the invitation.

13. Other Business

No other business was discussed.

14. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 3:39 p.m.

Meeting minutes taken by Leah Snodgrass

OREGON CASCADES WEST
Council of Governments

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: March 16, 2023

TO: OCWCOG Finance Committee

FROM: Marit Nelson, Finance Director

RE: **OCWCOG Financial Update**

Please find our snapshot, and Consolidated Revenue and Expense Statement with FYE projections, based on draft financials for period ending February 28, 2023. Our projections consider what we currently believe we can accomplish through the end of this fiscal year (June 30, 2023) and include the budget adjustments approved by the Board in January. We do our best through discussion, planning and anticipation to forecast these values. But as always, these estimates are subject to change as the realities come to fruition.

The Senior Leadership team has already begun discussing what projects will end up shifting to next fiscal year as well as projecting staffing and funding opportunities for the budget build.

Overall accrued income is sound at the halfway mark. Our trend is stable to the end of the fiscal year. Beginning Balances will be entered at the conclusion of the audit process. I had not anticipated the same delay with this year's audit as we experienced in the past. But they are not immune to the labor market challenges that we face as well. Additionally it should also be noted that the Governmental Accounting Standards Board (GASB) puts forth financial statement requirements which cause additional time to capture. Industry-wide there are delays and frustrations for all. I do not anticipate, however, missing the March 31st extension deadline. I am in consistent contact with the auditing staff encouraging a final document for review.

Personnel Expense continue to adjust as we see positions filled and becoming vacant. Total expenses through February are ~57% of budgeted, which is 10% lower than where we would expect to be at this point. Current expenditures coupled with our anticipated expenses for the rest of the fiscal year show us landing at about 85% of budgeted. There are no red flags at this time.

The Materials and Supplies (minus Capital and Contingency) is 57% of budgeted for the year. We anticipate utilizing 95% of those expenses as they relate to service delivery. In Capital Expense, we will continue to move forward with exploring the cost of installing a backup generator at the Albany building supporting servers and security. Previously mentioned HVAC units have been ordered but are not anticipated to be installed/expended until fall. Those costs will be rolled forward to next fiscal year budget. Software implementation meetings for both Ride Line and GA Finance have begun. The next few months will be busy with learning, process improvement and problem solving.

Overall, while revenue projections are slightly less than budgeted, expenditures are trending even lower. There is an anticipation that we could end the year at under 75% of budget. We will continue to monitor and update these projections for the remainder of the fiscal year.

Please let me know if you have any questions.

	FY 2023 Budget	February 2023	Percentage	FYE Projection
Dues	342,387	332,105	97%	
Contract Revenue	3,906,360	852,970	22%	
Grant Revenue	336,494	282,709	84%	
Donations	200,500	114,233	57%	
State Revenue	2,792,567	966,722	35%	
Federal Revenue	17,904,799	12,145,118	68%	
Coordinated Care	9,500,000	5,656,058	60%	
Total Income (all line items)	**$ 59,594,832**	**$ 23,558,410**	**40%**	**97%**
Total Payroll Expense	**$ 21,188,032**	**$ 12,039,352**	**57%**	**85%**
Contract Expense	14,378,969	8,256,046	57%	
Indirect Expense	3,097,635	2,065,126	67%	
Maintenance & Repair	191,860	76,576	40%	
Supplies & Postage	134,269	75,233	56%	
Telephone	182,318	85,387	47%	
Travel / Training	312,720	170,121	54%	
Total Expense (all line items)	**$ 54,409,022**	**$ 24,753,633**	**46%**	**73%**

Consolidate Revenue and Expense Statement
Finance Committee Financial Report

For Period Ended February 28, 2023

Acct No	Description	Budget	YTD Bal	66.67%	Percent of budget to date	Projected FYE 2023
000710	Beg Bal-Restricted for Grants	$ 15,000	$ -	0.0%	Numbers will be finalized with audit	$ 15,000
000725	Beg Bal-Restrict for Contracts	$ 5,498,081	$ -	0.0%	Numbers will be finalized with audit	$ 5,400,000
000740	Beg Bal-Restricted for Other	$ 3,088,563	$ -	0.0%	Numbers will be finalized with audit	$ 3,080,000
000745	Beg Bal-Restrict Reserve	$ 5,906,076	$ -	0.0%	Numbers will be finalized with audit	$ 5,900,000
000750	Beg Bal-Unrestricted	$ 4,617,513	$ -	0.0%	Numbers will be finalized with audit	$ 4,600,000
000801	Dues	$ 326,083	$ 316,290	97.0%		$ 316,290
000813	Special Projects Dues	$ 16,304	$ 15,815	97.0%		$ 15,815
000802	Fees For Service	$ 131,600	$ 56,765	43.1%		$ 96,600
000803	Internal Transfer	$ 3,102,636	$ 2,065,091	66.6%		$ 3,102,636
000804	Miscellaneous Revenue	$ 25,000	$ 25,348	101.4%		$ 25,350
000805	Contract Revenue	$ 3,906,360	$ 852,970	21.8%		$ 2,197,829
000806	Grant Revenue	$ 336,494	$ 282,709	84.0%		$ 429,636
000807	Donations	$ 200,500	$ 114,233	57.0%		$ 195,828
000808	Interest Revenue	$ 455,000	$ 327,080	71.9%		$ 490,620
000809	Transfers In	$ 418,398	$ 290	0.1%	Will take place prior to year end	$ 418,398
000819	Special Event Revenue	$ 20,000	$ -	0.0%		$ -
000820	Program Meals Revenue	$ 160,000	$ 140,092	87.6%		$ 210,138
000823	Program Income	$ 691,308	$ 460,643	66.6%		$ 691,308
000824	Match	$ 35,600	$ 64,002	179.8%		$ 137,700
000826	Borrowers Fees	$ 7,000	$ 537	7.7%		$ 1,073
000827	Loan Packaging Fees	$ 7,750	$ 1,200	15.5%		$ 2,400
000828	Service Fees	$ 6,200	$ 3,718	60.0%		$ 6,373
000829	Program Administration	$ 120,000	$ 63,729	53.1%		$ 109,251
000840	Veterans	$ 114,000	$ 57,122	50.1%		$ 114,245
000841	Oregon Project Independence	$ 1,045,000	$ 421,375	40.3%		$ 722,358
000842	OEDD/OECD	$ 120,000	$ -	0.0%		$ 60,000
000843	ODOT	$ 1,465,567	$ 447,545	30.5%		$ 745,616
000844	Dept. of Land Conservation Dev	$ 48,000	$ 40,680	84.8%		$ 47,192
000846	Coordinated Care	$ 9,500,000	$ 5,656,058	59.5%		$ 9,696,099
000848	CCO Metrics Income	$ 305,000	$ -	0.0%	Year-End reconciliation	$ 305,000
000860	Economic Development Admin	$ 75,000	$ 37,500	50.0%		$ 75,000
000862	Older Americans Act	$ 1,223,000	$ 820,645	67.1%		$ 1,406,820
000863	Title XIX	$ 15,751,799	$ 10,690,297	67.9%		$ 16,035,445
000864	Federal Senior Meals	$ 650,000	$ 496,529	76.4%		$ 744,794
000865	USDA	$ 95,000	$ 50,969	53.7%		$ 87,375
000867	Federal Match	$ 101,000	$ 44,474	44.0%		$ 83,788

000869	Siletz Revenue	$ 10,000	$ 4,704	47.0%		$ 9,792	
	REVENUE	**$ 59,594,832**	**$ 23,558,410**	39.5%	Overall YTD is reasonable and projections point to positive trend	**$ 57,575,769**	
000410	Leave Benefits	$ 738,009	$ 439,773	59.6%		$ 659,659	
000420	Fringe Benefits	$ 1,075,279	$ 628,722	58.5%		$ 943,083	
000421	Insurance Benefits	$ 3,724,429	$ 2,068,809	55.5%		$ 3,103,213	
000425	PERS Benefits	$ 3,224,583	$ 1,852,635	57.5%		$ 2,778,952	
000430	PERS Reserve	$ 242,484	$ 64,907	26.8%		$ 97,361	
0001ED	Executive Director	$ 163,922	$ 111,856	68.2%		$ 167,784	
0004PD	Program Director	$ 481,510	$ 264,594	55.0%		$ 396,891	
0010PM	Program Manager	$ 286,002	$ 121,026	42.3%		$ 181,539	
0013PS	Program Supervisor	$ 918,136	$ 519,421	56.6%		$ 779,131	
0015QA	QA & Improvement Manager	$ 51,656	$ -	0.0%	Project Manager Mid-Year Hire	$ -	
0016LO	Loan Officer	$ 71,368	$ -	0.0%		$ -	
0019PM	Personnel Manager	$ 115,985	$ 76,378	65.9%		$ 114,567	
0022SA	Senior Accountant	$ 40,000	$ 13,937	34.8%		$ 20,906	
0046CM	Case Manager	$ 2,971,415	$ 1,682,599	56.6%		$ 2,523,899	
0053CC	Contracts Coordinator	$ 122,728	$ 64,776	52.8%		$ 85,150	
0055CS	Clerical Supervisor	$ 269,074	$ 180,857	67.2%		$ 271,285	
0058AP	Assistant Planner	$ 114,927	$ 60,333	52.5%		$ 90,499	
005PIO	Public Information Officer	$ 72,747	$ 50,426	69.3%		$ 75,638	
0060AS	Accounting Specialist	$ 47,466	$ 29,822	62.8%		$ 44,733	
0064ES	Eligibility Specialist	$ 1,437,349	$ 801,896	55.8%		$ 1,202,844	
0064MM	Money Management Coord	$ 46,914	$ 29,829	63.6%		$ 44,743	
0067EA	Executive Assistant	$ 55,370	$ 34,853	62.9%		$ 52,280	
0070AC	Accounting Clerk II	$ 38,000	$ 22,042	58.0%		$ 33,063	
0076AA	Administrative Assistant	$ 478,431	$ 335,524	70.1%		$ 503,286	
0076BO	Business Officer	$ 68,968	$ 44,085	63.9%		$ 66,128	
0085CS	Clerical Specialist	$ 410,426	$ 208,410	50.8%		$ 312,614	
0085SS	Software Support Specialist	$ -	$ 29,094	0.0%		$ 43,642	
0085WS	Workstation Support Specialist	$ 86,364	$ 2,363	2.7%		$ 3,545	
013TSM	Transportation Manager	$ 87,237	$ 40,304	46.2%		$ 60,455	
025NSS	Network Support Specialist	$ 204,327	$ 102,897	50.4%		$ 154,346	
031CDP	CED Planner	$ 294,291	$ 166,209	56.5%		$ 249,313	
034APS	Adult Protective Services Spec	$ 877,727	$ 502,489	57.2%		$ 753,734	
037DTC	Diversion & Transition Coord	$ 275,149	$ 179,928	65.4%		$ 269,892	
037LCM	Lead Case Manager	$ 214,084	$ 100,666	47.0%		$ 150,999	
045ISS	Information Support Specialist	$ 66,371	$ 31,487	47.4%		$ 47,231	
052ALO	Assistant Loan Officer	$ 56,895	$ 35,180	61.8%		$ 52,770	
055VSO	Veterans Service Officer	$ 24,295	$ 24,295	100.0%		$ 24,295	
060FMC	Facility Maint. Coordinator	$ 65,930	$ 36,083	54.7%		$ 54,124	

061LES	Lead Eligibility Specialist	$ 62,165	$ 40,644	65.4%		$ 60,966
064ADR	ADRC Specialist	$ 180,261	$ 128,301	71.2%		$ 192,451
064ALW	Asst. AFH Licensing Worker	$ 125,240	$ 79,565	63.5%		$ 119,347
067CEA	Confidential Executive Assist	$ 73,025	$ 44,194	60.5%		$ 66,291
073MRW	Medical Resource Worker	$ 152,061	$ 28,869	19.0%		$ 43,304
075LTB	Lead Trans Brokerage Spec.	$ -	$ 35,102	0.0%		$ 52,653
075TBS	Transportation Brokerage Spec.	$ 342,564	$ 238,058	69.5%		$ 357,087
076CSA	Case Aide	$ 211,618	$ 124,376	58.8%		$ 186,565
076IHA	In Home Assistant	$ 185,100	$ 146,804	79.3%		$ 220,207
082SMC	Senior Meals Coordinator	$ 44,520	$ 49,254	110.6%		$ 73,881
090RSM	Relief Site Manager	$ 39,940	$ 20,930	52.4%		$ 31,395
88MSM3	Meal Site Manager	$ 251,690	$ 144,751	57.5%		$ 217,126
	PERSONNEL	**$ 21,188,032**	**$ 12,039,352**	56.8%	Trending under budget current and FYE projections	$ 18,034,867
000504	Advertising	$ 37,595	$ 13,395	35.6%		$ 22,963
000506	Auto Expense	$ 17,000	$ 1,372	8.1%		$ 2,352
000510	Bank Charges	$ 13,900	$ 9,555	68.7%		$ 16,380
000513	Board/Comm/Meeting Expense	$ 37,250	$ 19,367	52.0%		$ 33,200
000516	Computer Maintenance	$ 348,400	$ 118,271	33.9%		$ 340,000
000521	Contract Administration	$ 1,500	$ 2,074	138.3%		$ 3,555
000522	Contract Expense	$ 14,378,969	$ 8,256,046	57.4%		$ 14,153,222
000523	CEP Contract	$ 600,000	$ 263,826	44.0%		$ 452,273
000525	Copying	$ 44,465	$ 25,203	56.7%		$ 43,206
000531	Dues and Memberships	$ 78,440	$ 59,026	75.2%	One-time payments made annually as renewals are received	$ 78,000
000532	Equipment Expense	$ 1,000	$ -	0.0%		$ -
000533	Finance Indirect	$ 874,506	$ 583,003	66.7%		$ 874,505
000534	Indirect Expense	$ 1,247,625	$ 831,751	66.7%		$ 1,247,626
000535	Furniture & Fixtures	$ 119,800	$ 2,175	1.8%		$ 10,000
000537	Insurance	$ 82,604	$ 59,952	72.6%		$ 89,928
000540	Interest Expense	$ 20,000	$ 11,877	59.4%		$ 20,361
000542	Legal Services	$ 105,000	$ 910	0.9%		$ 30,560
000543	Licenses and Fees	$ 304,383	$ 205,608	67.5%		$ 305,000
000546	Loan Fees	$ 15,000	$ 637	4.2%		$ 1,093
000549	Maintenance and Repair	$ 94,000	$ 27,940	29.7%		$ 47,896
000550	Marketing Expense	$ 3,500	$ -	0.0%		$ -
000551	Other Operating	$ -	$ 385	0.0%		$ 660
000553	Loan Admin Exp	$ 150,000	$ 60,902	40.6%		$ 104,404
000555	Postage	$ 56,511	$ 26,669	47.2%		$ 40,004
000558	Printing	$ 19,250	$ 7,920	41.1%		$ 13,578

000561	Rent	$ 681,669	$ 473,919	69.5%		$ 710,879		
000564	Resource Reserve	$ 60,000	$ 22,237	37.1%		$ 38,121		
000567	Supplies	$ 77,758	$ 48,564	62.5%		$ 72,846		
000568	Stipend	$ 139,008	$ 43,329	31.2%		$ 74,278		
000570	Technology Indirect	$ 975,504	$ 650,372	66.7%		$ 975,558		
000573	Telephone	$ 182,318	$ 85,387	46.8%		$ 146,378		
000575	Special Event Expense	$ 20,000	$ -	0.0%		$ -		
000576	Training	$ 128,400	$ 55,718	43.4%		$ 83,577		
000577	Volunteer Recognition	$ 23,970	$ 20,936	87.3%		$ 23,000		
000578	Volunteer Travel/Mileage	$ 53,000	$ 28,820	54.4%		$ 49,406		
000579	Travel	$ 131,320	$ 85,583	65.2%		$ 128,374		
000582	Utilities	$ 67,677	$ 33,623	49.7%		$ 57,639		
000584	Janitorial	$ 97,860	$ 48,636	49.7%		$ 83,376		
	MATERIALS AND SUPPLIES	**$ 21,289,182**	**$ 12,184,990**	57.2%	Trending under budget current and FYE projections	$ 20,374,198		
000580	Transfers Out	$ 423,398	$ -	0.0%	Will take place prior to FYE	$ 314,398		
000583	Operating Contingency	$ 10,491,290	$ -	0.0%		$ -		
	TRANSFERS AND CONTINGENCY	**$ 10,914,688**	**$ -**	0.0%		$ 314,398		
000595	Capital Purchase	$ 951,120	$ 519,878	54.7%		$ 950,000		
000596	Leasehold Improvement	$ 66,000	$ 9,413	14.3%		$ 60,000		
	CAPITAL OUTLAY	**$ 1,017,120**	**$ 529,291**	52.0%		$ 1,010,000		
	EXPENSE	**$ 54,409,022**	**$ 24,753,633**	45.5%	Trending under budget current and FYE projections	**$ 39,733,463**	73%	
						$ 17,842,306		

Senior and Disability Services
1400 Queen Ave SE • Suite 206 • Albany, OR 97322
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

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

Area Agency on Aging

M E M O R A N D U M

DATE: March 16,2023

TO: OCWCOG Board of Directors

FROM: Mitzi Naucler, SSAC Chair

RE: **SSAC Membership Application**

On Tuesday, February 7,2023 the Senior Services Advisory Council (SSAC) met and approved the recommendation of membership for Dennis Epstein of Benton County, representing Benton County.

The SSAC requests the approval of membership by the OCWCOG Board of Directors for Dennis Epstein.

The SSAC currently has vacancies and is seeking members from each of the three counties.

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

Advisory Council Membership Application

Contact information

Name: Dennis Epstein		
Mailing address: [redacted]		
City: [redacted]	[redacted]	ZIP: [redacted]
Home phone:	Cell phone: [redacted]	
Email address: [redacted]		
Place of employment: retired		
Work address:		
City:	State:	ZIP:
Work phone:		
Email address:		

All applicants must fill out 1 -4 below.

1. Are you a person with a disability?
   [redacted]

2. Are you age 60 or older?
   [redacted]

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

4. Put an X by which council you are applying for:
   ☑ Senior Services Advisory Council ☐ Disability Services Advisory Council

Experiences

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

- Educational MSW
- Work/Volunteer more than 40 yrs.VA,Salem State Hospital,plus
- Personal _____

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

I believe that I have a unique perspective for MSW, as I have worked inpatient and outpatient medicine and behavioral health.

Describe why you want to be a Council member.

Have served on LCOG board when I first came to Eugene VA.I coordinated the Community Care Program, which certified/managed licensed facilities. This included Nursing Homes, Residential Care Facilities and Foster Homes. Also, worked closely with Senior Protective Services for many years.

Please list two references (personal or professional):

Corrine Clifford,RN-541-915-5434
Laurina Peters,RN(retired) 5418685433
Gary Glasser,MD(retired)9541-852-8093

What skills would you bring to the Advisory Council?

Knowledge,enthusiasm, and a desire to be helpful.

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

To positively contribute to the Mission of Senior Services, and the satisfaction that I can be helpful.

OREGON CASCADES WEST Council of Governments

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: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Justin Peterson, Economic Development Planner

RE: **Appointments to Cascades West Economic Development District Board**

Community and Economic Development Staff recommends the following individuals be appointed to the Cascades West Economic Development District (CWEDD) Board for one-year terms.

Benton County:
- **Chris Workman**, City of Philomath, City Manager

Lincoln County:
- **Paul Schuytema**, Economic Development Alliance of Lincoln County, Executive Director
- **Pam Barlow-Lind**, Confederated Tribes of Siletz Indians, Tribal Planner

Linn County:
- **Kelly Hart**, City of Lebanon, Community Development Director
- **John Pascone**, Albany Millersburg Economic Development Corporation, President
- **Seth Sherry,** City of Albany, Economic Development Manager or **Sophie Adams**, City of Albany, Economic Development Coordinator (Note: Albany is located in Linn and Benton County, and Seth/Sophie are replacing Kate Porche who previously worked for Corvallis)

The CWEDD Board has twenty members. The requested appointments will join the OCWCOG Board Executive Committee, LCOG Executive Committee, and two-Lane Economic Committee members appointed by LCOG to comprise the CWEDD Board. See attached for full membership.

The primary responsibility of the CWEDD Board is the review and approval of the CWEDD Comprehensive Economic Development Strategy every five years as required by our planning grant from the federal Economic Development Administration. The CWEDD Board also provides input on an annual Update Report required under this planning grant.

ACTION: **Appointment of Benton, Lincoln, and Linn County members to the Cascades West Economic Development District Board.**

OREGON CASCADES WEST
Council of Governments

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: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Justin Peterson, Economic Development Planner

RE: **Resolution 2023-03-01: *Authorizing Economic Development Administration Planning Grant Submittal***

Fiscal Year (FY) 2023 is the first year in the three-year planning grant cycle for the Economic Development Administration's (EDA) *Partnership Planning Program*. OCWCOG submitted a proposed Budget to the EDA for the entire three-year project period in January 2023. The EDA awards funds annually, with the future allocation of funding contingent upon the availability of funds as determined by Congress; satisfactory performance of the program; and the continued relevance of program objectives. All funding allocations are at the sole discretion of the EDA. Resolutions are brought to the OCWCOG Board of Directors for approval on a yearly basis for submission to EDA with the application.

Attached is Resolution 2023-03-01: *Authorizing Economic Development Administration Planning Grant Submittal*. If approved by the OCWCOG Board of Directors, this Resolution would authorize a funding match for the FY2023 EDA planning grant. This grant award is for the period of April 1, 2023 – March 31, 2024. The grant is for $75,000, and requires an equal amount of match from OCWCOG. The Cascades West Economic Development District funded by this grant covers the four-County Region encompassing Linn, Benton, Lincoln, and Lane Counties, OCWCOG is applying for this grant in coordination with Lane Council of Governments (LCOG). LCOG provides a proportional share of match funding.

ACTION: **Approval of the required Resolution 2023-03-01: *Authorizing Economic Development Administration Planning Grant Submittal*.**

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION # 2023-03-01

Authorizing Economic Development Administration Planning Grant Submittal

---

WHEREAS, the U.S. Department of Commerce's Economic Development Administration (EDA) has invited a planning grant application for the period of April 1, 2023 through March 31, 2024; and

WHEREAS, the Board finds that past planning grants have supported a sound and effective program for community and economic development in Linn, Benton, Lincoln, and Lane Counties; and

WHEREAS, the Board finds that local funds available to match the requested grant are severely constrained;

NOW THEREFORE, Oregon Cascades West Council of Governments resolves that:

1. Application for an EDA planning grant is hereby authorized.
2. The amount of the grant request shall be $75,000 in Federal funds.
3. $75,000 is committed as cash-match for this project. Funds will be made available as needed for the project. These funds are not, and will not be, conditioned or encumbered in any way that would preclude their use, consistent with EDA investment assistance requirements.
4. The Chairperson and/or the Executive Director are authorized and empowered to execute any and all grant documents for application, acceptance, or amendment of this grant.

ADOPTED this 16th day of March 2023, at Albany, Oregon.

Claire Hall OCWCOG Board Chair	Ryan Vogt OCWCOG Executive Director

Oregon Cascades West Council of Governments (OCWCOG)

Regional Bias Response and Hotline

ZILO
INTERNATIONAL GROUP

Zilo International Group LLC

3939 East Arapahoe Road
Suite 210
Centennial, CO 80122

www.zilointernational.com

Milena Zilo
Founder and CEO

March 16, 2022

Today's Agenda

Regional Bias Feasibility Study

1. Background Research
2. Community Outreach
   a. Focus Groups
   b. Survey for Staff and Elected Officials
   c. Bias Response Summit
3. Research Highlights
4. Recommendations

ZILO
INTERNATIONAL GROUP

Background Research

ZILO
INTERNATIONAL GROUP

Key Objectives

- Research and facilitate discussions around the feasibility of a regional Bias Response System, and the subsequent public and regional support for a more localized system within the geographic boundaries of Linn, Benton, and Lincoln Counties.

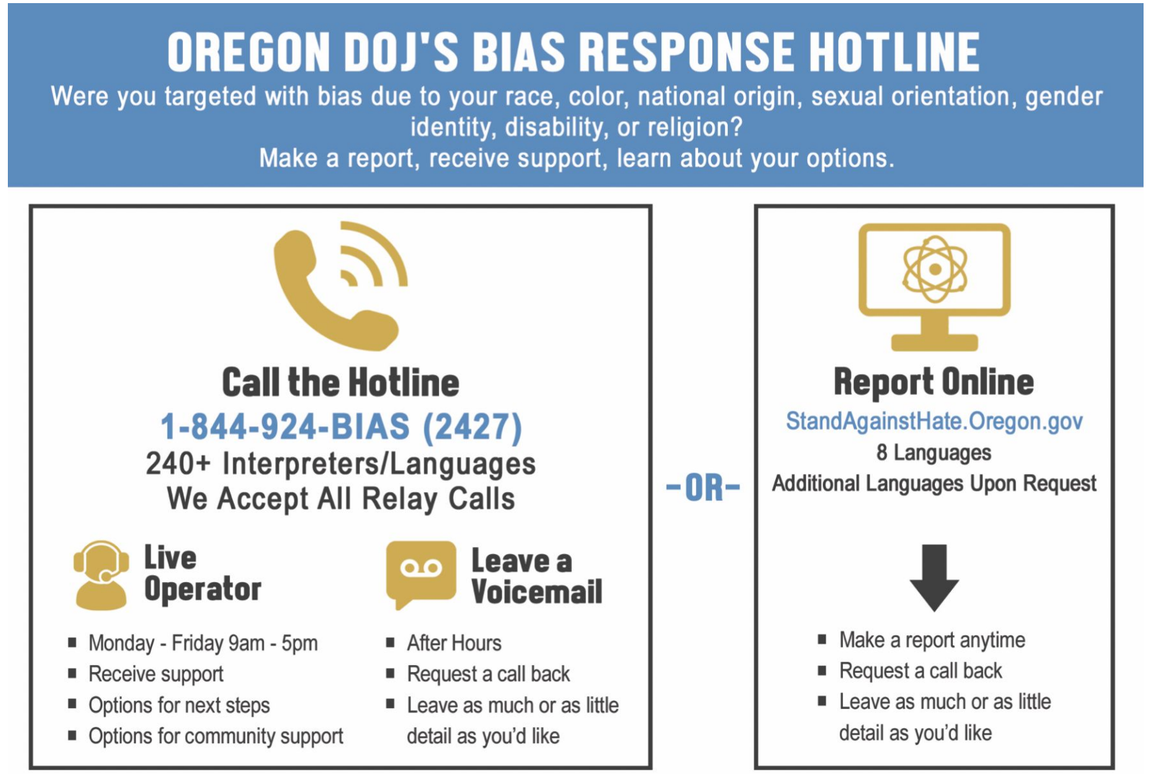
- Research bias response programs and approaches, research existing trainings, help facilitate community forums, and staff scheduled events which focus on Diversity, Equity, Racial Justice and Bias.

ZILO
INTERNATIONAL GROUP

Hotline - Bias Incident Reporting Systems

- Visibility of these incidents, as well as understanding of resources and support available to all victims is of the utmost importance.

- These events can cause tension and distress all throughout communities and undermine the unity that the United States represents.



Source: Oregon Criminal Justice Commission Bias Crimes (2021) Report

Section I: Introduction

- *Section I: Introduction* introduces the purpose of this study by providing:
  - a brief introduction of the OCWCOG;
  - a project overview;
  - a comprehensive timeline (Figure 1.1) that aligns with the project overview steps; and
  - acknowledgements to key stakeholders (Figure 1.2).

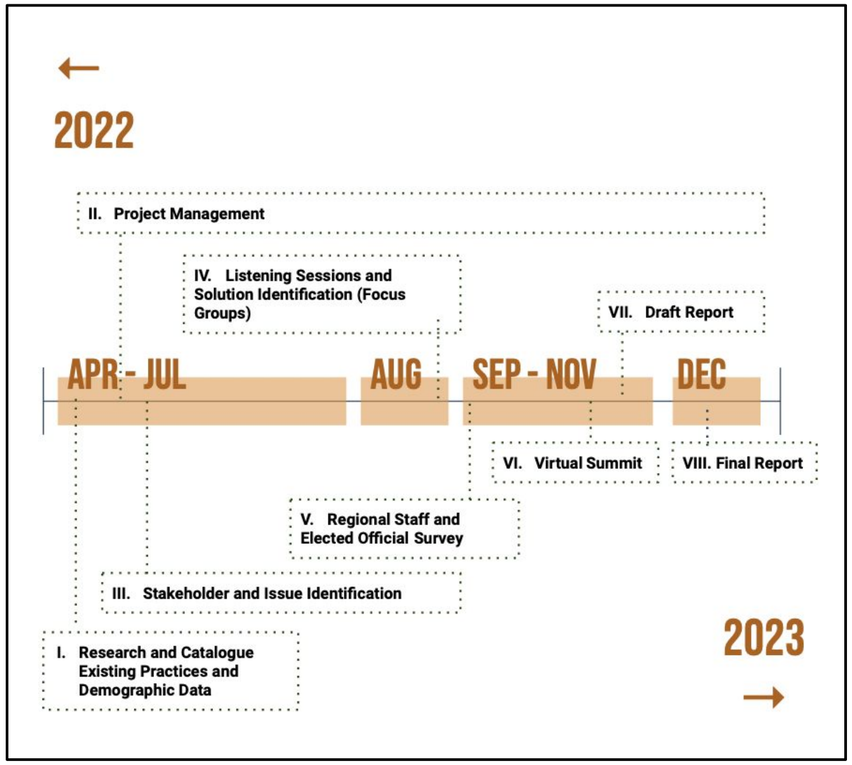


Figure 1.1

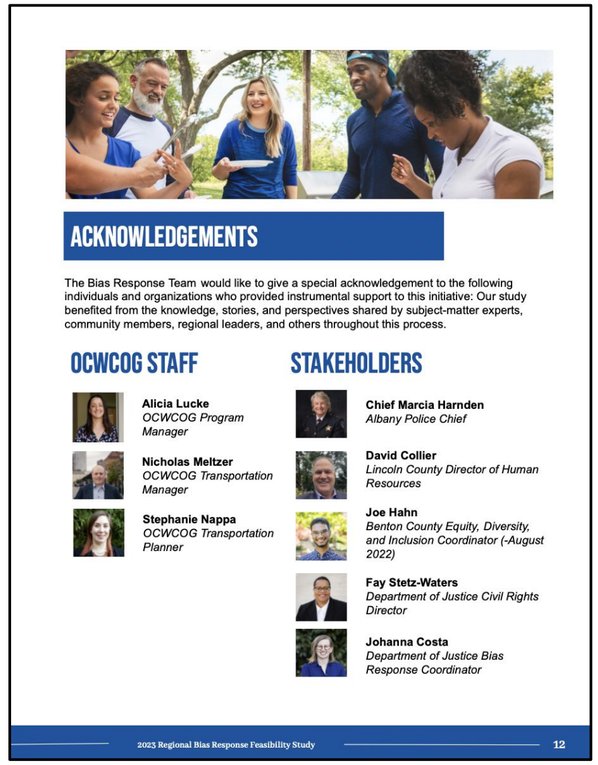
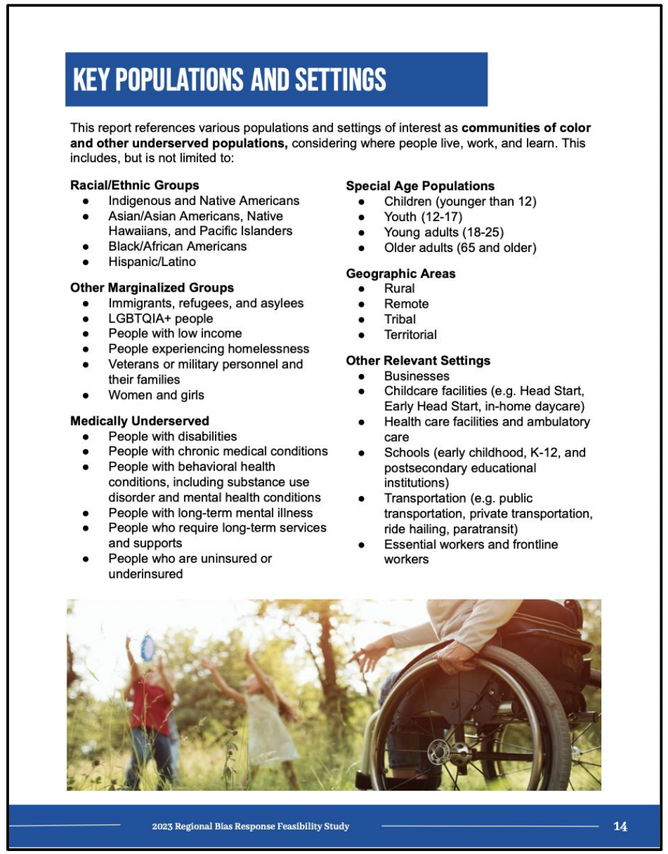


Figure 1.2

Section II: Terminology

- *Section II: Terminology* outlines:
  - Key Populations and Settings, across groups that include:
    - Racial/Ethnic Groups
    - Special Age Populations
    - Geographic Areas
    - Medically Underserved
    - Other Marginalized Groups
  - Government-sourced definitions, which include:
    - Explicit/Implicit Bias
    - Bias or Hate Incident
    - Hate Crime
    - Harassment
    - Diversity



KEY POPULATIONS AND SETTINGS

This report references various populations and settings of interest as **communities of color and other underserved populations,** considering where people live, work, and learn. This includes, but is not limited to:

Racial/Ethnic Groups
- Indigenous and Native Americans
- Asian/Asian Americans, Native Hawaiians, and Pacific Islanders
- Black/African Americans
- Hispanic/Latino

Other Marginalized Groups
- Immigrants, refugees, and asylees
- LGBTQIA+ people
- People with low income
- People experiencing homelessness
- Veterans or military personnel and their families
- Women and girls

Medically Underserved
- People with disabilities
- People with chronic medical conditions
- People with behavioral health conditions, including substance use disorder and mental health conditions
- People with long-term mental illness
- People who require long-term services and supports
- People who are uninsured or underinsured

Special Age Populations
- Children (younger than 12)
- Youth (12-17)
- Young adults (18-25)
- Older adults (65 and older)

Geographic Areas
- Rural
- Remote
- Tribal
- Territorial

Other Relevant Settings
- Businesses
- Childcare facilities (e.g. Head Start, Early Head Start, in-home daycare)
- Health care facilities and ambulatory care
- Schools (early childhood, K-12, and postsecondary educational institutions)
- Transportation (e.g. public transportation, private transportation, ride hailing, paratransit)
- Essential workers and frontline workers

DEFINITIONS

In order to develop an effective and useful bias incident response system, there are several definitions that must be elucidated for deeper understanding. The following definitions have been sourced from the US Department of Justice.

Bias is a complex human trait that results from our need as humans to classify individuals into categories during our methods to process information and make sense of the world.

Typically, these processes occur unconsciously and humans develop schemas, or 'mental maps'; that assist with the automation of our information processing. While these maps are not necessarily a negative concept, the brain is sorting people, items, information into easily recognizable groups. The combination of these groupings with attitudes, defined as positive or negative feelings and attributes towards a person or thing, provides the basis for implicit bias.

Implicit Bias involves all subconscious feelings, perceptions, attitudes, and stereotypes; however, it does not require hostility, merely knowledge of a stereotype to produce discriminatory action.

Although everyone has implicit biases, research demonstrates that they can be reduced through the process of discussing and recognizing them, counter-stereotyping methods, and positive contact with stereotyped groups[6].

Explicit bias is the outward expression of these implicit biases in which the individual is aware of their prejudices and attitudes towards certain groups. This understanding of explicit bias is how the United States Department of Justice defines *bias*.

The State of Oregon Department of Justice recently redefined a **bias incident** as "a person's hostile expression of animus towards another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate".

ZILO INTERNATIONAL GROUP

Community Outreach

ZILO
INTERNATIONAL GROUP

Section III: Community Outreach

- *Section III: Community Outreach* explores the various ways Zilo International Group and OCWCOG Staff utilized the engagement process to achieve equitable and helpful participation of community members and stakeholders. To hear from the many voices in the community, we took a balanced series of different outreach techniques, which included:
  - Social Media initiatives
  - Reaching out to local community organizations
  - Conducting Focus Groups
  - Conducting a Survey for Staff & Elected Officials
  - Bias Response Summit

ZILO
INTERNATIONAL GROUP

Social Media Initiatives

- Zilo International Group produced a variety of social media posts to garner public engagement for our Focus Groups and Online Bias Response Summit.
- The graphics were posted in both English and Spanish to Facebook, the OCWCOG website, and other local websites.

ZILO INTERNATIONAL GROUP

Local Community Organizations

- Zilo International Group invited a total of 20 local community organizations to participate in the Focus Groups.
- These groups represented a vast array of the diverse identities of the community and aligned with the Key Populations we identified.

LOCAL COMMUNITY ORGANIZATIONS

Below are all the local community organizations invited to participate in the Focus Groups.

Arc of Benton County
The Arc provides advocacy and programs for people with intellectual and developmental disabilities and their families in Benton County.

Black Rural Network
The Black Rural Network provides outreach to engage existing and emerging Black leaders in rural Oregon communities.

Casa Latinos Unidos
Casa Latinos Unidos is the leading organization in Benton and Linn County working towards strengthening the Latino community through collaboration and action.

Community Outreach Inc.
COI delivers appropriate services to help people help themselves and others lead healthy, productive lives.

Disability Rights Oregon
DRO's mission is to promote and defend the rights of individuals with disabilities.

The Corvallis Multicultural Literacy Center
The Corvallis Multicu
equitable, cross-cultu
community resources

Garfield Elementary
The Garfield Elemen
school programs and

Lincoln County Sch
LCSD serves studen
"every child, every d

Linn Benton NAAC
The mission of the N
is to ensure the polit
all persons and to el

Linn-Benton Hispar
The Linn-Benton HA
the quality and availa
communities of Linn

2023 Regional Bias Respo

LOCAL COMMUNITY ORGANIZATIONS

Lincoln County Coastal Equity and Inclusion Committee
The Coastal Equity and Inclusion Committee provides local events, news, and resources for the community in Lincoln County.

The Olalla Center
The Olalla Center has provided mental health and community services in Lincoln County since 1978.

Oregon Department of Veterans' Affairs LGBTQ+ Coordinator
The LGBTQ+ Veteran Coordinator office works to build a strong community of and for LGBTQ+ veterans in Oregon, while also helping shape Oregon laws for the LGBTQ+ and veteran communities through advocacy and direct recommendations to the Legislature.

Old Mill Center for Children and Families
Since 1977, Old Mill Center has focused on providing critical services to children and families in our community.

Oregon Advocacy Commissions Office
The OACs research issues, educate the public, and provide advice to state policy and decision makers, including the Governor, legislators, and state agency leadership.

Oregon State University Extension Service
OSU Extension partners with local communities to provide trusted expertise and science-based knowledge to address critical issues and help every Oregonian thrive.

PFLAG Corvallis-Albany
PFLAG is the first and largest organization dedicated to supporting, educating, and advocating for LGBTQ+ people and their families.

Rural Organizing Project
Rural Organizing Project is a state-wide organization that supports a multi-issue, rural-centered, grassroots base in Oregon.

Strengthening Rural Families
Strengthening Rural Families uses a collaborative approach to promote the health and well-being of individuals and families in rural communities through education, advocacy, coalition building and community connections.

Vina Moses
Vina Moses Center helps people through times of hardship, engaging the community to build resilience and improve wellbeing.

2023 Regional Bias Response Feasibility Study 22

ZILO
INTERNATIONAL GROUP

Focus Groups

- To prepare for the Focus Groups initiative, Zilo International Group performed background research into the demographic data of each County.
- In addition, we worked with Project Stakeholders to draft questions and envision how the focus groups would be led or guided without bias and while operating as a safe space.

DEMOGRAPHICS AND FOCUS GROUPS LOCATIONS

BENTON COUNTY

The population of Benton County is 95,184. The racial makeup of Benton County is as follows:

86.6% White
1.3% Black/African American
1.0% American Indian/Alaskan Native
6.6% Asian
0.3% Native Hawaiian/Other Pacific Islander
4.1% Two or More Races
8.2% Hispanic or Latino

Focus groups were held in Corvallis and Philomath with a total attendance of 26 people.

LINCOLN COUNTY

The population of Lincoln County is 50,395. The racial makeup of Lincoln County is as follows:

89.1% White
0.9% Black/African American
4.1% American Indian/Alaskan Native
1.5% Asian
0.2% Native Hawaiian/Other Pacific Islander
4.1% Two or More Races
10.0% Hispanic or Latino

Focus groups were held in Newport with a total attendance of 14 people.

LINN COUNTY

The population of Linn County is 128,610. The racial makeup of Linn County is as follows:

92.1% White
0.9% Black/African American
1.8% American Indian/Alaskan
1.3% Asian
0.2% Native Hawaiian/Other Pacific Islander

Focus groups
total attendanc

2023 Regional Bias Response Feasibility Stu

FOCUS GROUPS HIGHLIGHTS

While the objective of the focus groups was to maintain an open-ended conversation to promote sharing of experiences or perspectives related to bias, Zilo International Group LLC constructed an agenda to provide guidance and support to the discussion as needed. The questions were structured as follows:

Introduction & Welcome (15 minutes)

- Review project objectives and key terms;
- Review difference between bias incidents and hate crimes.

Have you experienced bias within the community? (20 minutes)

- What was the situation and what did you do?
- What did other bystanders do?
- Did you report the incident? How?
- What support did you receive?
- What support would have been helpful and why?
- What could be done to prevent it from happening again?

Have you experienced bias incidents within the community? (20 minutes)

- What was the situation and what did you do?
- What action or inaction did others take?
- Do you know if the incident was reported?
- Are you aware of any support that was provided to the affected individual?
- What support would have been helpful and why?
- What could be done to prevent it from happening again?

How can the community prevent and reduce the frequency and number of bias incidents? (20 minutes)

- Provide any details related to probing, tracking, education, etc., if possible;
- How likely would you be to contact the state hotline if you experienced a bias incident?
- How likely would you be to contact a local support system within the tri-county area if you experienced a bias incident?

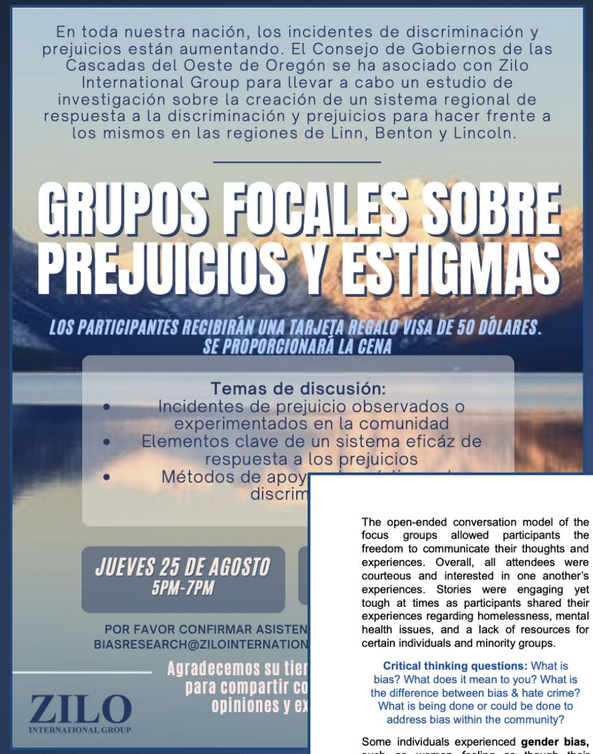
In reducing and/or preventing bias, how would you describe the role of:

- Individuals in the community?
- Businesses in the community?
- Governmental agencies?
- Indigenous tribal organizations?
- Public schools? Others?

ZILO
INTERNATIONAL GROUP

Focus Groups (cont.)

- The Focus Groups were hosted from August 22-26 in two locations for each County.
- Overall, participants were courteous and interested in one another's experiences.
- Conversation focused around:
  - What is bias? What does it mean to you?
  - What is the difference between bias and hate crime?
  - What is being done or could be done to address bias within the community?
- Focus Groups followed an open-ended conversation model.



The open-ended conversation model of the focus groups allowed participants the freedom to communicate their thoughts and experiences. Overall, all attendees were courteous and interested in one another's experiences. Stories were engaging yet tough at times as participants shared their experiences regarding homelessness, mental health issues, and a lack of resources for certain individuals and minority groups.

Critical thinking questions: What is bias? What does it mean to you? What is the difference between bias & hate crime? What is being done or could be done to address bias within the community?

Some individuals experienced **gender bias,** such as women feeling as though their opinions were not taken as seriously and they were being shut down. Other examples from the healthcare community, such as instances where males did not want to have female doctors and/or were rude towards female doctors.

Gender bias refers to a person receiving different treatment based on the person's real or perceived gender identity.

Other individuals experienced **racial bias,** and/or racial **microaggressions** such as strangers coming up to families or members of the Black community wanting to touch their hair. Others shared how strangers would make unwarranted comments based on race, such as negative comments towards children of mixed races. Attendees shared that bystanders generally do not step in and/or step up when something is wrong. Rather, most onlookers were interested in how the affected individual would respond to (de)escalate the situation.

Racial bias is a personal and sometimes unreasoned judgment made solely on an individual's race.

In addition, law enforcement officials shared varying experiences with harassment and bias, such as appreciation from community members contrasted with verbal attacks towards those in uniform.

Individuals with disabilities also experienced bias incidents, such as people making comments towards them or treating them differently.

Attendees from some focus groups shared that people from their community may not be accustomed to seeing people from diverse races and/or backgrounds. This leads to implicit biases or assumptions being made about these minority groups.

Critical thinking questions: How do different groups experience bias differently? How does a lack of access or certain resources impact certain community groups?

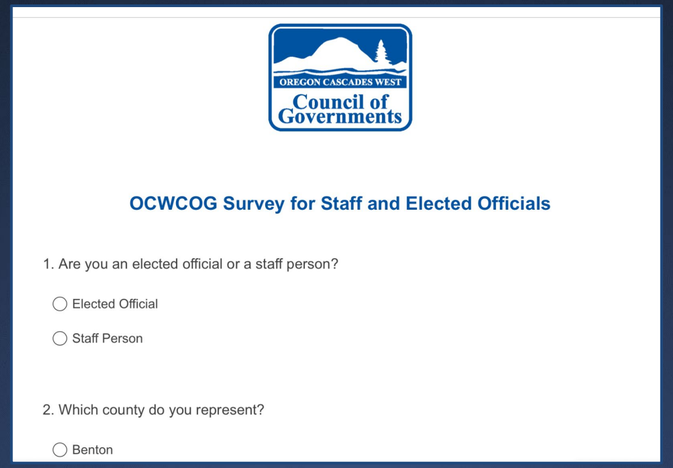
Lastly, members of the community shared various barriers they have encountered in terms of access to resources. Even at our focus groups, attendees spoke a variety of languages and therefore necessitated interpreters in order to provide their valuable input. Individuals from smaller communities shared their experiences having to travel to larger communities in order to gain access to resources that are unavailable where they live.

We recognize that the demographic of attendees is not directly representative of *all* constituents of Benton, Lincoln, and Linn counties. However, the outcomes of these focus groups were instrumental towards shaping our recommendations and provided valuable insight into this Regional Bias Response Feasibility Study. We extend our gratitude towards the individuals and organizations that made these focus groups possible. We would not have been able to gather these perspectives and stories without your support.

ZILO
INTERNATIONAL GROUP

Survey for Staff & Elected Officials

- Following the focus groups for community members, a survey was conducted of current staff and elected officials of the Tri-counties. We received 40 responses from 33 elected officials and 7 members of staff.
- The survey covered current offerings and understanding of bias in the community, challenges faced and feedback response, and potential next steps through a mix of multiple choice, ranked, and open–response questions.



OCWCOG Survey for Staff and Elected Officials

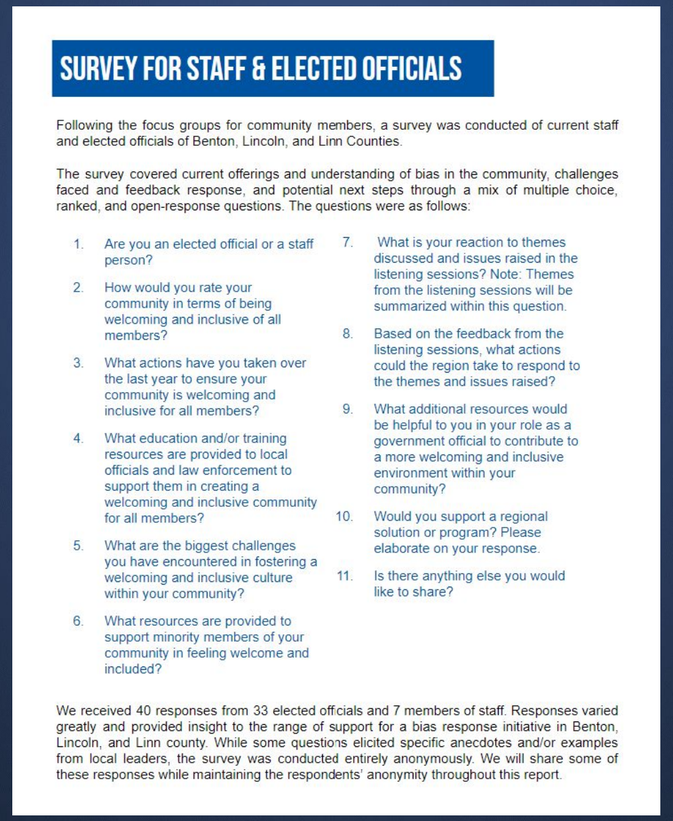
1. Are you an elected official or a staff person?

◯ Elected Official

◯ Staff Person

2. Which county do you represent?

◯ Benton



SURVEY FOR STAFF & ELECTED OFFICIALS

Following the focus groups for community members, a survey was conducted of current staff and elected officials of Benton, Lincoln, and Linn Counties.

The survey covered current offerings and understanding of bias in the community, challenges faced and feedback response, and potential next steps through a mix of multiple choice, ranked, and open-response questions. The questions were as follows:

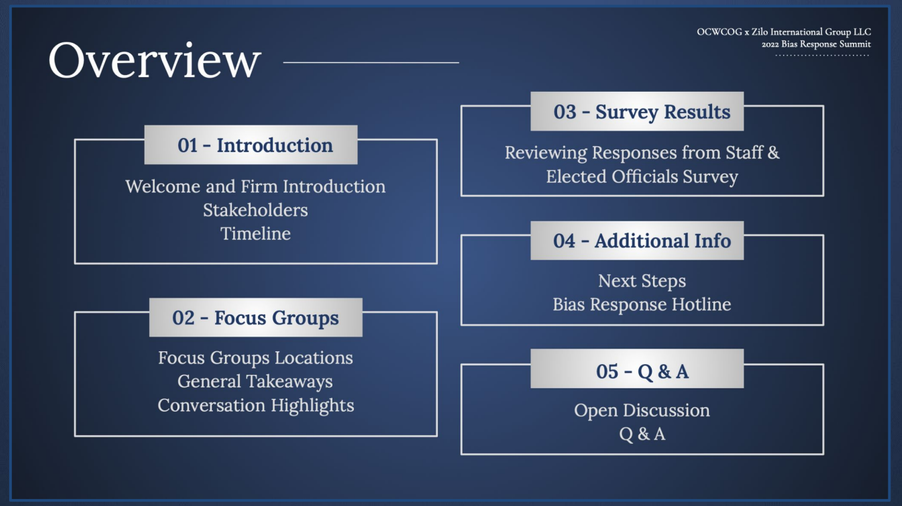
1. Are you an elected official or a staff person?
2. How would you rate your community in terms of being welcoming and inclusive of all members?
3. What actions have you taken over the last year to ensure your community is welcoming and inclusive for all members?
4. What education and/or training resources are provided to local officials and law enforcement to support them in creating a welcoming and inclusive community for all members?
5. What are the biggest challenges you have encountered in fostering a welcoming and inclusive culture within your community?
6. What resources are provided to support minority members of your community in feeling welcome and included?
7. What is your reaction to themes discussed and issues raised in the listening sessions? Note: Themes from the listening sessions will be summarized within this question.
8. Based on the feedback from the listening sessions, what actions could the region take to respond to the themes and issues raised?
9. What additional resources would be helpful to you in your role as a government official to contribute to a more welcoming and inclusive environment within your community?
10. Would you support a regional solution or program? Please elaborate on your response.
11. Is there anything else you would like to share?

We received 40 responses from 33 elected officials and 7 members of staff. Responses varied greatly and provided insight to the range of support for a bias response initiative in Benton, Lincoln, and Linn county. While some questions elicited specific anecdotes and/or examples from local leaders, the survey was conducted entirely anonymously. We will share some of these responses while maintaining the respondents' anonymity throughout this report.

ZILO INTERNATIONAL GROUP

Bias Response Summit

- Zilo International Group hosted a Bias Response Summit on November 2, 2022 to share the findings of both the focus groups and the Survey for Staff & Elected Officials with the community at large.
- The event lasted 45 minutes and garnered 38 attendees. The valuable feedback garnered from the attendees through the Summit has been incorporated into the final report.



ZILO INTERNATIONAL GROUP

Research Highlights

ZILO
INTERNATIONAL GROUP

Section IV: Research Highlights

- *Section IV: Research Highlights* provided insight into the Bias Response Process as well as seven key considerations, which included:
  - Should the Region create a Bias Response System (BRS)?
  - Should the Region rely on police to respond to bias reports?
  - What obstacles should the Region expect to encounter?
  - What resources are currently being offered?
  - What can we learn from other local governments/organizations?
  - How effective is the existing Bias Response Hotline?
  - How can the Bias Response Hotline be improved?
- The section also included an overview of the Bias Response Hotline Data.

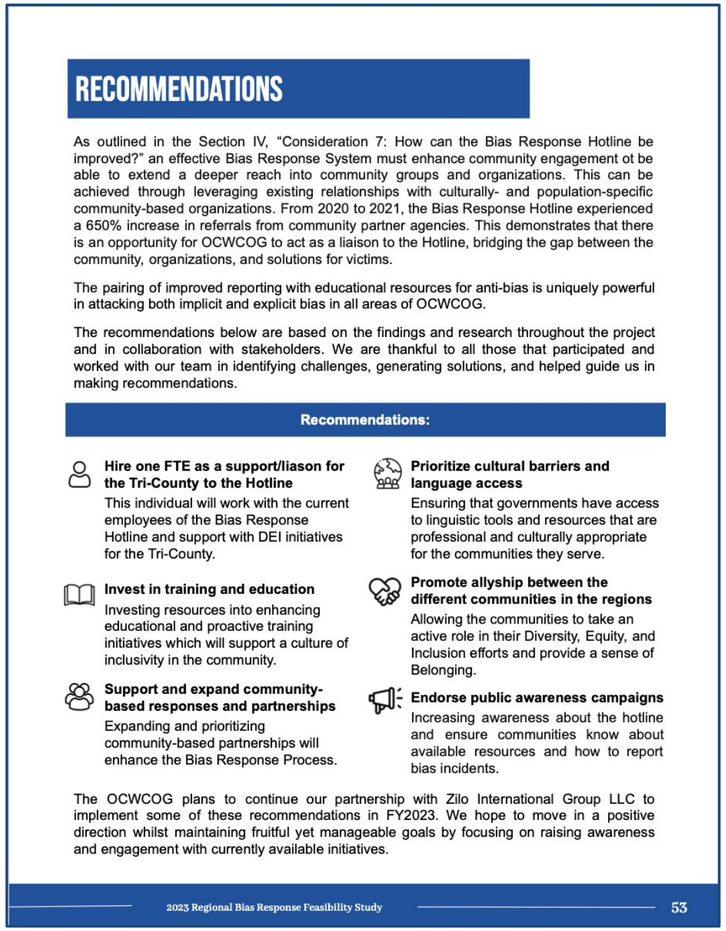
ZILO
INTERNATIONAL GROUP

Recommendations

ZILO
INTERNATIONAL GROUP

Section V: Recommendations

- *Section V: Recommendations* outlined the recommendations created by Zilo International Group based on the findings and research throughout the project and in collaboration with stakeholders, which were to:
  - Hire one FTE as a support/liason for the Tri-County to the Hotline;
  - Invest in training and education;
  - Support and expand community-based responses and partnerships;
  - Prioritize cultural barriers and language access;
  - Promote allyship between the different communities in the regions; and
  - Endorse public awareness campaigns.



RECOMMENDATIONS

As outlined in the Section IV, "Consideration 7: How can the Bias Response Hotline be improved?" an effective Bias Response System must enhance community engagement ot be able to extend a deeper reach into community groups and organizations. This can be achieved through leveraging existing relationships with culturally- and population-specific community-based organizations. From 2020 to 2021, the Bias Response Hotline experienced a 650% increase in referrals from community partner agencies. This demonstrates that there is an opportunity for OCWCOG to act as a liaison to the Hotline, bridging the gap between the community, organizations, and solutions for victims.

The pairing of improved reporting with educational resources for anti-bias is uniquely powerful in attacking both implicit and explicit bias in all areas of OCWCOG.

The recommendations below are based on the findings and research throughout the project and in collaboration with stakeholders. We are thankful to all those that participated and worked with our team in identifying challenges, generating solutions, and helped guide us in making recommendations.

Recommendations:

Hire one FTE as a support/liason for the Tri-County to the Hotline
This individual will work with the current employees of the Bias Response Hotline and support with DEI initiatives for the Tri-County.

Invest in training and education
Investing resources into enhancing educational and proactive training initiatives which will support a culture of inclusivity in the community.

Support and expand community-based responses and partnerships
Expanding and prioritizing community-based partnerships will enhance the Bias Response Process.

Prioritize cultural barriers and language access
Ensuring that governments have access to linguistic tools and resources that are professional and culturally appropriate for the communities they serve.

Promote allyship between the different communities in the regions
Allowing the communities to take an active role in their Diversity, Equity, and Inclusion efforts and provide a sense of Belonging.

Endorse public awareness campaigns
Increasing awareness about the hotline and ensure communities know about available resources and how to report bias incidents.

The OCWCOG plans to continue our partnership with Zilo International Group LLC to implement some of these recommendations in FY2023. We hope to move in a positive direction whilst maintaining fruitful yet manageable goals by focusing on raising awareness and engagement with currently available initiatives.

2023 Regional Bias Response Feasibility Study 53

ZILO INTERNATIONAL GROUP

Section V: Recommendations

Hire one FTE as a support/liason for the Tri-County to the Hotline

This individual will work with the current employees of the Bias Response Hotline and support with DEI initiatives for the Tri-County.

Invest in training and education

Investing resources into enhancing educational and proactive training initiatives which will support a culture of inclusivity in the community.

Support and expand community- based responses and partnerships

Expanding and prioritizing community-based partnerships will enhance the Bias Response Process.

Section V: Recommendations

Prioritize cultural barriers and language access

Ensuring that governments have access to linguistic tools and resources that are professional and culturally appropriate for the communities they serve

Promote allyship between the different communities in the regions

Allowing the communities to take an active role in their Diversity, Equity, and Inclusion efforts and provide a sense of Belonging.

Endorse public awareness campaigns

Increasing awareness about the hotline and ensure communities know about available resources and how to report bias incidents.

Section V: Recommendations

Hire one FTE as a support/liason for the Tri-County to the Hotline

We recommend the addition of one full time employee to provide long term support and act as a liaison for the Tri-County to the Hotline. Rather than creating a new bias response system, we believe that it is most effective to take advantage of the existing BRS in the State of Oregon and improve its operation. The goal is to hire an individual with a relevant background to support the Bias Response Hotline to:

- Provide local knowledge within the community where the bias incidents occur.
- Contribute to the development and growth of educational programs and data collection.
- Work with grassroots and other community-based organizations.

We strongly encourage the hiring of an FTE to support the sustainability of the Bias Response System. The FTE will go through all the necessary training and serve the specific needs of the region. We recommend they be familiar with the demographic, culture, and nature of the Tri-County region.

ZILO
INTERNATIONAL GROUP

We are committed to the long-term success of our clients through strategies reinforced by Mission, Vision, and Values.

We integrate into the teams we work with from the start to the end of the project. You'll find our process to be highly adaptable, iterative, and collaborative.

ZILO
INTERNATIONAL GROUP

ZILO
INTERNATIONAL GROUP

Thank you for your time and consideration!

Zilo International Group is honored to have partnered with OCWCOG on this important initiative.

OREGON CASCADES WEST Council of Governments

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: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Marit Nelson, Finance Director

RE: **OCWCOG Member Dues Calculation 2023-24**

Member dues are used by OCWCOG to match Federal and State grants and contracts which help fund our community programs, projects, and services. For example, as required by State law dues provide match for our Medicaid transfer dollars, allowing us to determine eligibility and provide support to Medicaid clients. As required by Federal law, 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. While member dues are a small portion of the OCWCOG budget, they are very important.

Dues are calculated based on population estimates from the Population Research Center at Portland State University. These numbers are certified and released each December. Additionally, OCWCOG uses the Consumer Price Index- Urban for the Western Region-Seattle to factor local inflation into the annual rates. Inflation over the past year to 18 months has been much higher than in previous years.

Preliminary calculations utilizing our historical methodology indicate population growth of 1.4% for our region as well as 8.9% CPI as of October 2022. These factors increase dues 9.5% overall for OCWCOG. Each member's dues will increase based on their own estimated population change and actual increase will vary.

OCWCOG is sensitive to the various challenges our members are facing with inflation, PERS increases and other local economic factors in the coming fiscal year. While we do not wish to deviate significantly from the approved calculation methodology, we feel discussing the option for a one-time adjustment is important for all to consider.

At the February Executive Board meeting several ideas were contemplated with the most popular being to average the high (CPI-U Seattle October) and low (CPI-U West December) or maintain the current calculation method and offer a one-time pause for special projects funding within General Administration. Each method provides a different level of reprieve and requires contemplation for the ramifications to service.

Please find attached example calculation sheets using CPI data from:

October 2022 CPI-U Seattle (existing calculation method, 8.9%)

October 2022 CPI-U Seattle, reduced by Special Projects funding ($17,135)
Average CPI-U Calculation 7.55% (8.9%+6.2%)/2

We are seeking approval of one method described above for calculation of the FY 2023-24 budget. Deviation from current standards would be considered a one-time change.

	FY 2023 Dues	Pop Estimate 12/15/2022*	General Dues	CED Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 2024 DUES	CHANGE FROM FY 22-23
Benton County									
Adair Village	$1,899.39	1,370	$1,278.58	$429.68	$300.00	**$2,008.26**	$100.41	**$2,108.67**	$209.28
Corvallis	$74,056.87	59,434	$55,468.15	$18,640.40	$4,589.92	**$78,698.47**	$3,934.92	**$82,633.39**	$8,576.52
Monroe	$1,101.19	723	$674.76	$226.76	$300.00	**$1,201.51**	$60.08	**$1,261.59**	$160.40
Philomath	$7,589.20	5,653	$5,275.79	$1,772.96	$708.03	**$7,756.78**	$387.84	**$8,144.62**	$555.42
N. Albany **		9,178							
Unincorporated	$25,334.31	19,236	$17,952.44	$6,033.03	$1,688.45	**$25,673.91**	$1,283.70	**$26,957.61**	$1,623.29
Lincoln County									
Depoe Bay	$2,189.10	1,566	$1,461.51	$491.15	$300.00	**$2,252.65**	$112.63	**$2,365.29**	$176.18
Lincoln City	$13,202.96	10,134	$9,457.79	$3,178.35	$1,031.47	**$13,667.60**	$683.38	**$14,350.98**	$1,148.02
Newport	$13,873.80	10,755	$10,037.35	$3,373.11	$1,076.29	**$14,486.75**	$724.34	**$15,211.09**	$1,337.30
Port of Newport ***	$4,419.30	10,800		$3,387.23	$1,079.54	**$4,466.76**	$223.34	**$4,690.10**	$270.81
Siletz	$1,816.45	1,247	$1,163.79	$391.10	$300.00	**$1,854.89**	$92.74	**$1,947.64**	$131.19
Siletz Tribes	$577.50	-	$250.00	$0.00	$300.00	**$550.00**	$27.50	**$577.50**	$0.00
Toledo	$4,655.85	3,650	$3,406.45	$1,144.76	$300.00	**$4,851.20**	$242.56	**$5,093.76**	$437.91
Waldport	$3,105.12	2,349	$2,192.26	$736.72	$300.00	**$3,228.98**	$161.45	**$3,390.43**	$285.31
Yachats	$1,529.14	1,062	$991.14	$333.08	$300.00	**$1,624.21**	$81.21	**$1,705.42**	$176.28
Unincorporated	$12,726.72	9,527	$8,891.29	$2,987.97	$987.65	**$12,866.92**	$643.35	**$13,510.26**	$783.54
Linn County									
Albany	$73,542.22	57,322	$53,497.07	$17,978.01	$4,437.48	**$75,912.56**	$3,795.63	**$79,708.19**	$6,165.97
Brownsville	$2,364.61	1,811	$1,690.16	$567.99	$300.00	**$2,558.14**	$127.91	**$2,686.05**	$321.44
Halsey	$1,467.83	952	$888.48	$298.58	$300.00	**$1,487.05**	$74.35	**$1,561.41**	$93.57
Harrisburg	$4,712.35	3,650	$3,406.45	$1,144.76	$300.00	**$4,851.20**	$242.56	**$5,093.76**	$381.41
Lebanon	$24,795.34	19,662	$18,350.01	$6,166.63	$1,719.19	**$26,235.84**	$1,311.79	**$27,547.63**	$2,752.29
Millersburg	$4,033.15	3,142	$2,932.34	$985.43	$300.00	**$4,217.78**	$210.89	**$4,428.66**	$395.51
Sodaville	$747.77	358	$334.11	$112.28	$300.00	**$746.39**	$37.32	**$783.71**	$35.94
Scio	$0.00		$0.00	$0.00	$0.00	**$0.00**	$0.00	**$0.00**	$0.00
Sweet Home	$12,980.20	10,097	$9,423.26	$3,166.74	$1,028.80	**$13,618.80**	$680.94	**$14,299.74**	$1,319.53
Tangent	$1,794.81	1,223	$1,141.39	$383.57	$300.00	**$1,824.96**	$91.25	**$1,916.21**	$121.40
Unincorporated	$37,589.85	29,831	$27,840.45	$9,355.95	$2,453.19	**$39,649.58**	$1,982.48	**$41,632.06**	$4,042.22
TOTAL	331,357.26	274,732	$238,005.01	$83,286.23	$25,000.00	**$346,291.24**	$17,314.56	**$363,605.80**	$31,500.77

*population estimates from PSU 2022 Report

**Included in City of Albany population estimate, should not be included in Benton Co total

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

FY 24 General dues rate: FY23 rate of .857 x Seattle CPI-U of 8.1%

FY 24 CD dues rate: FY23 rate of .288 x Seattle CPI-U 8.1%

Special Regional Projects assessed at 5% of total due

9.51%

30,763

	General Dues	CED Dues
Prior year	0.857	0.288
New CPI%	8.90%	8.90%
Prior Yr * New %	0.076273	0.025632
TOTAL	**0.933**	**0.314**

Special Dues	5%

	FY 2023 Dues	Pop Estimate 12/15/2022*	General Dues	CED Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 2024 DUES	CHANGE FROM FY 22-23
Benton County									
Adair Village	$1,899.39	1,370	$1,278.58	$429.68	$300.00	**$2,008.26**	$0.00	**$2,008.26**	$108.87
Corvallis	$74,056.87	59,434	$55,468.15	$18,640.40	$4,589.92	**$78,698.47**	$0.00	**$78,698.47**	$4,641.60
Monroe	$1,101.19	723	$674.76	$226.76	$300.00	**$1,201.51**	$0.00	**$1,201.51**	$100.33
Philomath	$7,589.20	5,653	$5,275.79	$1,772.96	$708.03	**$7,756.78**	$0.00	**$7,756.78**	$167.58
N. Albany **		9,178							
Unincorporated	$25,334.31	19,236	$17,952.44	$6,033.03	$1,688.45	**$25,673.91**	$0.00	**$25,673.91**	$339.60
Lincoln County									
Depoe Bay	$2,189.10	1,566	$1,461.51	$491.15	$300.00	**$2,252.65**	$0.00	**$2,252.65**	$63.55
Lincoln City	$13,202.96	10,134	$9,457.79	$3,178.35	$1,031.47	**$13,667.60**	$0.00	**$13,667.60**	$464.64
Newport	$13,873.80	10,755	$10,037.35	$3,373.11	$1,076.29	**$14,486.75**	$0.00	**$14,486.75**	$612.96
Port of Newport ***	$4,419.30	10,800		$3,387.23	$1,079.54	**$4,466.76**	$0.00	**$4,466.76**	$47.47
Siletz	$1,816.45	1,247	$1,163.79	$391.10	$300.00	**$1,854.89**	$0.00	**$1,854.89**	$38.44
Siletz Tribes	$577.50	-	$250.00	$0.00	$300.00	**$550.00**	$0.00	**$550.00**	-$27.50
Toledo	$4,655.85	3,650	$3,406.45	$1,144.76	$300.00	**$4,851.20**	$0.00	**$4,851.20**	$195.35
Waldport	$3,105.12	2,349	$2,192.26	$736.72	$300.00	**$3,228.98**	$0.00	**$3,228.98**	$123.86
Yachats	$1,529.14	1,062	$991.14	$333.08	$300.00	**$1,624.21**	$0.00	**$1,624.21**	$95.07
Unincorporated	$12,726.72	9,527	$8,891.29	$2,987.97	$987.65	**$12,866.92**	$0.00	**$12,866.92**	$140.20
Linn County									
Albany	$73,542.22	57,322	$53,497.07	$17,978.01	$4,437.48	**$75,912.56**	$0.00	**$75,912.56**	$2,370.34
Brownsville	$2,364.61	1,811	$1,690.16	$567.99	$300.00	**$2,558.14**	$0.00	**$2,558.14**	$193.53
Halsey	$1,467.83	952	$888.48	$298.58	$300.00	**$1,487.05**	$0.00	**$1,487.05**	$19.22
Harrisburg	$4,712.35	3,650	$3,406.45	$1,144.76	$300.00	**$4,851.20**	$0.00	**$4,851.20**	$138.85
Lebanon	$24,795.34	19,662	$18,350.01	$6,166.63	$1,719.19	**$26,235.84**	$0.00	**$26,235.84**	$1,440.50
Millersburg	$4,033.15	3,142	$2,932.34	$985.43	$300.00	**$4,217.78**	$0.00	**$4,217.78**	$184.62
Sodaville	$747.77	358	$334.11	$112.28	$300.00	**$746.39**	$0.00	**$746.39**	-$1.38
Scio	$0.00		$0.00	$0.00	$0.00	**$0.00**	$0.00	**$0.00**	$0.00
Sweet Home	$12,980.20	10,097	$9,423.26	$3,166.74	$1,028.80	**$13,618.80**	$0.00	**$13,618.80**	$638.59
Tangent	$1,794.81	1,223	$1,141.39	$383.57	$300.00	**$1,824.96**	$0.00	**$1,824.96**	$30.16
Unincorporated	$37,589.85	29,831	$27,840.45	$9,355.95	$2,453.19	**$39,649.58**	$0.00	**$39,649.58**	$2,059.74
TOTAL	331,357.26	274,732	$238,005.01	$83,286.23	$25,000.00	**$346,291.24**	$0.00	**$346,291.24**	$14,186.20

*population estimates from PSU 2022 Report

**Included in City of Albany population estimate, should not be included in Benton Co total

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

FY 24 General dues rate: FY23 rate of .857 x Seattle CPI-U of 8.1%

FY 24 CD dues rate: FY23 rate of .288 x Seattle CPI-U 8.1%

Special Regional Projects assessed at 5% of total due

4.28%

30,763

	General Dues	CED Dues
Prior year	0.857	0.288
New CPI%	8.90%	8.90%
Prior Yr * New %	0.076273	0.025632
TOTAL	**0.933**	**0.314**

Special Dues	0%

	FY 2023 Dues	Pop Estimate 12/15/2022*	General Dues	CED Dues	Trans Dues	TOTAL DUES	Special Projects	TOTAL FY 2024 DUES	CHANGE FROM FY 22-23
Benton County									
Adair Village	$1,899.39	1,370	$1,262.73	$424.35	$300.00	**$1,987.08**	$99.35	**$2,086.44**	$187.04
Corvallis	$74,056.87	59,434	$54,780.53	$18,409.32	$4,589.92	**$77,779.77**	$3,888.99	**$81,668.76**	$7,611.89
Monroe	$1,101.19	723	$666.39	$223.94	$300.00	**$1,190.34**	$59.52	**$1,249.85**	$148.67
Philomath	$7,589.20	5,653	$5,210.39	$1,750.98	$708.03	**$7,669.40**	$383.47	**$8,052.87**	$463.67
N. Albany **		9,178							
Unincorporated	$25,334.31	19,236	$17,729.89	$5,958.24	$1,688.45	**$25,376.57**	$1,268.83	**$26,645.40**	$1,311.09
Lincoln County									
Depoe Bay	$2,189.10	1,566	$1,443.39	$485.06	$300.00	**$2,228.45**	$111.42	**$2,339.87**	$150.77
Lincoln City	$13,202.96	10,134	$9,340.54	$3,138.95	$1,031.47	**$13,510.96**	$675.55	**$14,186.50**	$983.54
Newport	$13,873.80	10,755	$9,912.92	$3,331.30	$1,076.29	**$14,320.51**	$716.03	**$15,036.53**	$1,162.74
Port of Newport ***	$4,419.30	10,800		$3,345.24	$1,079.54	**$4,424.77**	$221.24	**$4,646.01**	$226.72
Siletz	$1,816.45	1,247	$1,149.36	$386.25	$300.00	**$1,835.62**	$91.78	**$1,927.40**	$110.95
Siletz Tribes	$577.50	-	$250.00	$0.00	$300.00	**$550.00**	$27.50	**$577.50**	$0.00
Toledo	$4,655.85	3,650	$3,364.22	$1,130.57	$300.00	**$4,794.78**	$239.74	**$5,034.52**	$378.67
Waldport	$3,105.12	2,349	$2,165.08	$727.59	$300.00	**$3,192.67**	$159.63	**$3,352.30**	$247.19
Yachats	$1,529.14	1,062	$978.85	$328.95	$300.00	**$1,607.80**	$80.39	**$1,688.19**	$159.05
Unincorporated	$12,726.72	9,527	$8,781.07	$2,950.93	$987.65	**$12,719.65**	$635.98	**$13,355.64**	$628.92
Linn County									
Albany	$73,542.22	57,322	$52,833.89	$17,755.15	$4,437.48	**$75,026.51**	$3,751.33	**$78,777.83**	$5,235.61
Brownsville	$2,364.61	1,811	$1,669.21	$560.95	$300.00	**$2,530.15**	$126.51	**$2,656.66**	$292.05
Halsey	$1,467.83	952	$877.46	$294.88	$300.00	**$1,472.34**	$73.62	**$1,545.95**	$78.12
Harrisburg	$4,712.35	3,650	$3,364.22	$1,130.57	$300.00	**$4,794.78**	$239.74	**$5,034.52**	$322.17
Lebanon	$24,795.34	19,662	$18,122.53	$6,090.19	$1,719.19	**$25,931.91**	$1,296.60	**$27,228.51**	$2,433.17
Millersburg	$4,033.15	3,142	$2,895.99	$973.22	$300.00	**$4,169.21**	$208.46	**$4,377.67**	$344.52
Sodaville	$747.77	358	$329.97	$110.89	$300.00	**$740.86**	$37.04	**$777.90**	$30.13
Scio	$0.00		$0.00	$0.00	$0.00	**$0.00**	$0.00	**$0.00**	$0.00
Sweet Home	$12,980.20	10,097	$9,306.44	$3,127.49	$1,028.80	**$13,462.72**	$673.14	**$14,135.86**	$1,155.66
Tangent	$1,794.81	1,223	$1,127.24	$378.82	$300.00	**$1,806.06**	$90.30	**$1,896.36**	$101.56
Unincorporated	$37,589.85	29,831	$27,495.32	$9,239.97	$2,453.19	**$39,188.47**	$1,959.42	**$41,147.90**	$3,558.05
TOTAL	331,357.26	274,732	$235,057.64	$82,253.75	$25,000.00	**$342,311.39**	$17,115.57	**$359,426.96**	$27,321.92

*population estimates from PSU 2022 Report

**Included in City of Albany population estimate, should not be included in Benton Co total

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

FY 24 General dues rate: FY23 rate of .857 x Seattle CPI-U of 8.1%

FY 24 CD dues rate: FY23 rate of .288 x Seattle CPI-U 8.1%

Special Regional Projects assessed at 5% of total due

8.25%

30,763

	General Dues	CED Dues
Prior year	0.857	0.288
New CPI%	7.55%	7.55%
Prior Yr * New %	0.0647035	0.021744
TOTAL	**0.922**	**0.310**

Special Dues	5%

OCWCOG Bylaws

Adopted March 15, 2001
Amended March 18, 2010
Amended December 8, 2022
Amended March 16, 2023

ARTICLE I- Organization
The Oregon Cascades West Council of Governments is an intergovernmental entity established by parties to an intergovernmental agreement under the authority of the State of Oregon's Intergovernmental Cooperation Statutes ORS 190.003 to 190.110 generally, and specifically ORS 190.010 (5), and formalized by Articles of Agreement most recently adopted March 15, 2001.

ARTICLE II- Purpose and Objectives

These Bylaws are adopted by the Oregon Cascades West Council of Governments (OCWCOG) to facilitate the business of OCWCOG and to assist OCWCOG in meeting those purposes set forth in the Articles of Agreement. In the case of any conflict between the Articles of Agreement and these Bylaws, the Articles of Agreement shall prevail.

ARTICLE III- Membership

The OCWCOG Board membership is established according to the Articles of Agreement, Article V, section B through E.

a) OCWCOG Representatives

1. Each member shall be entitled to one representative selected by and from members of its elected governing board to serve on the OCWCOG governing board, hereinafter referred to as " Board";

2. Each member shall be entitled to one alternate to represent the member in the absence of the representative on the governing board and any board or committee of the OCWCOG;

3. The intent of the OCWCOG is to be a forum for elected representatives. However, if no elected official is available for a specific meeting, the representative or chief elected official in the absence of that representative of the member may assign a staff of that unit of local government to attend that meeting. Such appointed representative shall have all rights and responsibilities of the regular representative for that meeting. The delegation shall be made in writing for each meeting, and be presented to the Chair of the meeting; and,

4. Representatives and alternates shall hold office until their successors are appointed by the governing board of the member.

ARTICLE IV- Officers

Pursuant to the Articles of Agreement the officers of the Board shall consist of a Chair, Vice-Chair, and Treasurer elected from among its members.

a) Duties:

1. Chair: The Chair shall preside at all Board meetings, shall appoint the Members and Chairs of all Committees, except as otherwise provided herein, and shall be a non-voting ex-officio Member of all Committees of OCWCOG. The Chair is the sole official spokesperson of the Board on all matters of policy and position, unless this responsibility is delegated, in writing, to another Member of the Board, a Member of a Committee appointed by the Board, or a member of the Staff of OCWCOG;

2. Vice-Chair: In the absence of the Chair, the Vice-Chair shall execute all the powers of the Chair;

3. Treasurer: The Treasurer shall preside at the Finance and Budget Committee meetings. The Treasurer shall review with the Executive Director and Financial Manager the financial statements of the OCWCOG prior to each Board meeting.

b) The Chair, Vice-Chair, and Treasurer shall be residents of different Counties.

c) Election of Officers:

1. An election for Chair, Vice-Chair, and Treasurer shall be held at the January meeting of the Board in odd numbered years.

2. In November or December of each even-numbered year, the Chair shall appoint a Nominating Committee to propose candidates for Chair, Vice-Chair, and Treasure.

3. Nominations for Chair, Vice-Chair, or Treasurer may be made from the

floor. Candidates receiving at least fifty-one (51%) positive votes of those Members present at the meeting shall be declared elected. Persons elected as Chair, Vice-Chair, or Treasurer may hold these offices for two consecutive two-year terms. At-large Representatives may succeed themselves for any number of terms.

4. Persons nominated for office may not represent a member government located in the same County as the current holder of that office, with the exception of a current office holder who is eligible for re-election to that office. For example: if the current Chair is from Linn County, those nominated to replace the current Chair must not represent a Linn County member government.

5. The Vice-Chair shall complete the unexpired term of the Chair when a vacancy in the office of Chair occurs. A vacancy in either the office of Vice-Chair or Treasurer shall be filled by election at the next regular meeting of the Board.

ARTICLE V- Committees

Pursuant to the Articles of Agreement, the Executive Committee shall be composed of the Chair, Vice-Chair, Treasurer, and three (3) at-large Representatives of Board Members, one from each County.

a) Executive Committee

1. In odd-numbered years at the January meeting, Members shall caucus by County to nominate and elect at-large Representatives. At-large Representatives may succeed themselves for any number of terms. If a County At-large Representative is no longer available to serve on the Executive Committee for any reason, a caucus of that County's members present shall be held at the next regular meeting of the Board to select a new At-large Representative from that County. Since time is of the essence, a notice period is not required for this action, however, when possible, a thirty (30) day notice shall be provided of the need to select a new County At-large Representative.

2. Pursuant to the Articles of Agreement the purpose of the Executive Committee shall be to act on administrative matters on behalf of the Board between meetings of the Board. Administrative matters may include, but not be limited to, review and/or approval of financial matters, contracts, agreements, and grants and program reports presented by Staff. The Executive Committee may also review and comment on lobbying plans presented by OCWCOG Committees, develop Board agendas, and take similar action of a non-policy-making nature.

3. Pursuant to the Articles of Agreement, regular Executive Committee meetings shall be held in the months a regular Board meeting is not

scheduled and a schedule of meetings for the year shall be adopted at the first meeting of the Executive Committee in a calendar year. Pursuant to the Articles of Agreement, special meetings may be called as deemed necessary by the Chair or by any member of the Executive Committee.

4. A quorum shall consist of four (4) members. In the event of a tie vote on any matter, the Executive Committee shall refer the matter to the Board without recommendation.

5. Three members of the Executive Board voting in the affirmative are required to approve a motion of the Executive Board.

6. In the event the Executive Committee wishes to poll the membership on specific issue, it may hold a mail or email poll for this purpose. If sent by mail, members shall be sent poll materials by certified mail and shall have fifteen (15) days to return the poll information.

b) Standing Committees

1. In order to carry out the work of the Board, the standing Committees set forth in section 4 are created by the Board Pursuant to the Articles of Agreement.

2. All standing Committees created by the Board shall facilitate the work of the Board and are advisory to the Board.

3. No Standing Committee may take any action independent of the authority granted in writing to the Committee by the Board, however, should a special circumstance occur requiring immediate action, the Chair of a standing Committee may request the Executive Committee's approval for waving this provision. If such approval is granted, the Standing Committee's Chair shall report on the action taken at the next Full Board meeting. If the Full Board does not concur with the action taken, every effort will be made to reverse the action.

4. Standing Committees are:
   i. Cascades West Area Commission on Transportation (CWACT)
   ii. Senior Service Advisory Committee (SSAC)
   iii. Disability Services Advisory Committee (DSAC)
   iv. Finance Committee
   v. Budget Committee
   vi. Loan Program Advisory Committee (LPAC)
   vii. Transportation Brokerage Advisory Committee (TBAC)

5. Each Standing Committee shall develop Bylaws for their operation. Committee Bylaws and any amended thereto must be approved by the

Board to become effective.

6. When deemed appropriate, the Board may create or dissolve a Standing Committee.

c) Special Committees and Task Forces

1. The Board may, from time to time, authorize, and appoint special committees or task forces. Committees and task forces shall exist at the pleasure of the Board and may establish a mission, rules, and/or bylaws for action to be approved by the Board.

ARTICLE VI- Organizational Procedures

a) Pursuant to the Articles of Agreement the Board shall generally meet at least every other month and a calendar of meetings for the year shall be distributed in January of each year. Regular meetings of the Board shall be held in the Albany office known as Cascades West Center. However, by decision of the Chair or Board, a meeting may be held elsewhere. If the meeting is to be held at another location a notice indicating the location shall be emailed or mailed to each representative at least 20 days in advance of the meeting.

b) A quorum shall consist of thirty-three percent (33%) of the members of the Board. A quorum is required for official action at any regularly scheduled meeting.

c) Special meetings may be called by the Chair or by three members of the Board. At least seven (7) calendar days' notice shall be given to the membership for special meetings. A quorum, consisting of a simple majority of the members of the Board, shall be required for official action at special meetings.

d) Each Representative, alternate or appointed Representative, shall be entitled to one vote on matters before the Board. Proxy voting will not be allowed.

e) Meetings shall be held in compliance with State public meeting requirements.

f) Except as otherwise provided in the Bylaws, at least fifty-one percent (51%)of the Representatives must be present, and voting shall be sufficient to decide a question before the Board.

g) Unless otherwise specified, *Roberts Rules of Order Revised* shall govern the proceedings of the meetings of the Board; the Chair shall have the privilege of determining proper procedures.

h) If a Representative requests a written ballot vote on any issue before the Board, such request shall be granted.

i) In all cases, Board meetings shall be held in accordance with the Oregon Public Meetings Law.

ARTICLE VII- Amendments

Amendments to the Bylaws may be made at any meeting of the Board. A copy of the proposed amendment and the reason for the amendment shall by presented to the Chair not less than sixty (60) days prior to the meeting at which the amendment is proposed to be adopted. The Chair shall provide a copy of the proposal to each Representative at least thirty (30) calendar days prior to the meeting. Any amendment to the Bylaws must be approved by a vote equal to one vote greater than fifty-one percent (51%) of the current membership of OCWCOG.

Senior, Disability and Community Services
1400 Queen Ave SE • Suite 206 • Albany, OR 97322
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

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

M E M O R A N D U M

DATE: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Randi Moore - Senior, Disability, and Community Services Director

RE: **Senior, Disability, and Community Services Updates**

Housing Support Positions

Senior and Disability Services is currently recruiting for two new limited duration positions connected to housing support services for the region:

- The Housing Navigator Position, a Medicaid contracted position to support consumers who meet Service Priority Level (SPL) eligibility in Linn, Benton, and Lincoln Counties. The goals of the program are to work with consumers who are at risk of becoming homeless and develop person centered housing support plans to mitigate identified housing gaps.
- The Housing Coordinator Position is funded through a contract established with Intercommunity Health Network to support Albany service-connected consumers facing homelessness risks. The Housing Coordinator will also work to develop and increase community partnerships with housing resources and act as a Community Partner Liaison to support unhoused individuals within the city of Albany.

Preparing OCWCOG Staff

Active Threat Training is being offered for the first time to all agency employees with in-person trainings to be held in Albany and Toledo offices. Units were also provided online training connected to an Active Shooter response.

2023 Legislative Session

Though it is still relatively early in the legislative session, and surprises can always happen, it seems like the Oregon Department of Human Services - Aging and People with Disabilities Department budget feels stable at this time and no program cuts are expected for the 2023-25 biennium.

Bias Response Update

The Bias Response Feasibility Research Project is wrapping up, with a presentation from Zilo International Group, LLC to discuss study findings, present common themes, and highlight Key Recommendations. A copy of the Final Report will be available at Bias Response Initiative | OCWCOG later this month. OCWCOG has extended its contract with Zilo to June 2023 to help pilot the creation of localized toolkits for community leaders. These toolkits will highlight the stories and experiences of local residents and provide recommendations on leveraging the State Bias Reporting Hotline and association media campaigns.

Meals on Wheels Congregate Dining Sites Reopening

The Congregate Meals Program serves nutritious meals to older adults in a group setting, providing older adults an opportunity to socialize with others and reducing isolation and loneliness. For the safety of our consumers, OCWCOG's congregate sites closed at the beginning of the pandemic. Some have reopened, but we're excited that the opening of the final sites is coming. All OCWCOG congregate locations are expected to be open to congregate diners by July 2023.

As you can see from the picture below taken when Mill City reopened on February 2nd, people are very excited to be back together!

OREGON CASCADES WEST Council of Governments

1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8551 • FAX (541) 967-4651

M E M O R A N D U M

DATE: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Ryan Vogt, Executive Director

RE: **Community and Economic Development Updates**

Community and Economic Development Updates

The Community and Economic Development Department is still searching for a new Department Director as of the writing of this update.

Transportation

Corvallis Area Metropolitan Planning Organization (CAMPO)

- Recruitment for new CAMPO Planner ongoing with interviews held on March 1.
- Policy Board meeting held in March to discuss legislative priorities and ongoing planning related to Philomath Boulevard between Philomath and Corvallis.

Albany Area Metropolitan Planning Organization (AAMPO)

- Staff are busy working on 2043 Regional Transportation Plan update, with the plan expected to be complete by July 2023. A draft existing conditions chapter is under review, while goals and objectives are approved by the Policy Board.
- Staff attended the Smart Growth for America Equity Summit.
- Staff attended FHWA Environmental Justice Conference.
- Held monthly Technical Advisory and Policy Board meetings.

CWACT

- Membership updated for terms that expired in 2022.
- Special meeting held in January to review STIF Discretionary Grants.
- After months of discussion and edits, staff found a path forward for amending the bylaws; reducing quorum requirements while maintaining membership privileges for the entire region.
- Annual meeting calendar developed and shared with members.

Projects

Lincoln, Benton and Linn Coordinated Plans

- Final drafts sent to providers for review for final edits.
- Lincoln, Benton and Linn Human Services Coordinated Plans scheduled to be complete in March 2023.

Mobility Hubs

- Consultant developing 60% plans, specifications and estimates, on track to be complete by July 2023.
- Staff working with ODOT to support applications for funding set aside as needed.

Seamless Transit

- Regular upkeep and maintenance of CW Ride website.
- New area transit agency and CWRide flyer created and shared with stakeholders.
- Samsara trackers distributed to Linn Shuttle.

Ride Line Software Upgrade

- A contract is officially signed with HBSS to provide cloud based brokerage software for OCWCOG's Ride Line. Q-Ryde, provided by HBSS is a leading brokerage software used around the country.
- Planning staff collaborating with Ride Line staff on implementation of the new software.

Cascades West Transportation Options

- Emergency Ride Home (ERH) program updated for 2023 and communications sent out through Get There Oregon.
- Vanpool information meeting held with one large area employer in partnership with Commute by Enterprise.
- Information postcards drafted for Lincoln County Transit.
- Informational meetings with area non-profit organizations for Innovative Mobility Program Grants.
- Hosted Transportation Options Group of Oregon (ToGo) board meeting and Statewide Transportation Options Meeting.

Cascades West Training Center

- Two driver training weekends held in Albany.
- 14 Non-Emergent Medical Transportation (NEMT) and/or transit providers received certification in American Red Cross First Aid/CPR and Community Transportation Association of America's Passenger Assistance, Safety, and Sensitivity with Wheelchair Securement. 12 providers received National Safety Council Defensive Driving Certification.

<u>Cascades West Ride Line</u>

Data below is from December 2022 to February 2023. Over 33,700 physical trips were provided across the region. The majority of these trips were sedan trips (over 28,000). The second most utilized mode was Mileage reimbursements at over 11,000 reimbursements.

	Trips (Sedan, Wheelchair, Secure, Stretchers)	**Clients** (Unique members)	**Reimbursement** (Mileage, Meals, Lodging)	**Clients** (Unique members)
Linn County	20,597	1,702	6,532	287
Benton County	6,352	617	1,963	74
Lincoln County	6,370	642	2,395	156
All other counties	476	84	244	7
Regionally	**33,795**	**3,045**	**11,134**	**524**

During the month of January 2023, 89,800 individuals are eligible for transportation assistance in OCWCOG's tri-county region. The majority of transportation services are for A&D, physical, and mental health.

More information on Oregon Health Plan (OHP) data and reports can be found here: https://www.oregon.gov/oha/hsd/ohp/pages/reports.aspx.

Planning

Cascades West Economic Development District (CWEDD)

- Staff submitted the three-year EDA grant update in January. The update includes the development of a three-year scope of work, a staffing plan, and other supplemental documents.
- City of Albany Community Block Grant Program (CDBG) Small Business Loan/Grant Program – the City of Albany requested OCWCOG take on the administration of their CDBG funds. OCWCOG has agreed to administer the program as a very focused small grant program opportunity for in-home childcare providers in the City of Albany. We awarded 3 grants out of this program, 2 of which were to Spanish speaking businesses
- Staff applied to be part of the Governors' Housing Production Advisory Council.
- Facilitated an EDA Broadband conversation in Lincoln County with city managers, the county administrator, the Tribe, Sequoia, and Solarity to create common understanding of where the project is, in relation to address mapping and next steps.

Cascades West Business Lending

- We have submitted a response to an RFP from Business Oregon to apply for up to $1 million in funding as a loan loss reserve account. This money, if granted, would supply extra insurance against debt default, and would allow us to expand our lending program.

Technology Services
1400 Queen Ave SE • Suite 204 • Albany, OR 97322
(541) 967-8551 • FAX (541) 967-4651

M E M O R A N D U M

DATE: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Jason Sele, Technology Services Director

RE: **Technology Services Update**

Enterprise Software Project

We are currently working with the project team from Oracle and making great progress with the implementation of our new finance system. Our go live date is scheduled for July 1, 2023. Both Oregon Cascades West Council of Governments (OCWCOG) and Community Services Consortium (CSC) have been working together smoothly with this implementation so far. Both agencies also have signed the Ceridian Dayforce contract for a new HR and Payroll solution. That go live is scheduled for October 1, 2023.

New Hires in Tech

We have two new staff members that have joined the Tech team. Andrew Mitchell joined in January as Information Support Specialist. Colton Martin joined in February as Workstation Support Specialist and transferred over from CSC.

New City Contracts

Sweet Home has engaged the Tech team for support services for their city hall, library, and police station. We are actively working on the transition from their current support provider. Kim Wollenburg switched from Millersburg to Depoe Bay as the City Recorder and has asked the tech team to provide services for Depoe Bay. We have put together a Statement of Work (SOW) to bring their systems up to date and she will present this to the city council soon.

OREGON CASCADES WEST Council of Governments

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: March 16, 2023

TO: OCWCOG Board of Directors

FROM: Ryan Schulze, Human Resources Manager

RE: **Human Resources Program Update**

Salary Study

HR Genuine has completed gathering data, including ensuring position descriptions have been updated. Work is now underway to evaluate OCWCOG compensation against the market averages.

Agency Mission, Vision, & Values

HR is working with managers and the Labor Management Advisory Committee (LMAC) to integrate the Mission, Vision, and Values into existing processes. Agency Core Values of Compassion, Collaboration, Diversity Equity and Inclusion, Integrity, and Respect are the first focus area.

We have started by including the values in performance appraisals and as hiring criteria in interviews. LMAC is working to include the Core Values into employee recognition programs to support rooting our agency culture in language and actions that support the Core Values.

There is still much work to be done as we update policies and procedures and as we look forward to starting work with the DEI contractor.