



# Board of Directors Meeting Packet

March 17, 2022  
2:00 pm - 4:00 pm

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

**Next Board of Directors Meeting:  
May 19, 2022 at 2:00 pm**

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



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS' AGENDA  
March 17, 2022  
2:00 – 4:00 pm**

**[Join Zoom Meeting](#)**

Meeting ID: 863 1180 5287  
Passcode: 139395

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

**NOTE:** Please contact Leah Snodgrass at 541.967.8720 or [lsnodgrass@ocwcog.org](mailto:lsnodgrass@ocwcog.org), no later than noon on Wednesday, March 16th, 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*)  
(2:15 pm – 2:20 pm)

- a) Approve meeting minutes from January , 2021. ([Page 4](#))
- b) Financial Report, FY 2021-2022. ([Page 24](#))
- c) CWEDD Board Appointments ([Page 31](#))

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

4. **Review and Adopt EDA Planning Grant Resolution** (*CED Director, Jenny Glass*)  
(2:20 pm – 2:30 pm)

Resolution 2022-03-01, EDA Planning Grant. ([Page 33](#))

**ACTION: Motion to adopt EDA Planning Grant Resolution 2022-03-01.**

5. **CSC Partnership Update** (*Executive Director Ryan Vogt*)  
(2:30 pm – 2:45 pm)

Presented by Ryan Vogt and Community Services Consortium Executive Director Pegge McGuire ([Page 35](#))

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

6. **Community Bias Response Update** (*Community Services Programs, Program Manager Alicia Lucke*)  
(2:45 pm – 2:55 pm)

Presented by Alicia Lucke OCWCOG Program Manager, Community Services Programs.

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

7. **Brownfields Initiative Updates** (*CED Director, Jenny Glass, and Planner Justin Peterson*)  
(2:55 pm – 3:15 pm)

Presented by Justin Peterson, Community and Economic Development Planner ([Page 37](#))

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

8. **Calendar Update** (*Executive Director, Ryan Vogt*)  
(3:15 pm – 3:20 pm)

Revise time of LPAC Committee on 2022 Meeting Calendar ([Page 63](#))

**ACTION: Motion to approve Revised 2022 Meeting Calendar.**

9. **Executive Director Update** (*Executive Director, Ryan Vogt*)  
(3:20 pm – 3:30 pm)

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

10. **OCWCOG Program Updates**  
(3:30 – 3:50 pm)

Senior, Disability, and Community Services Program Director, Randi Moore ([Page 65](#))  
Community and Economic Development Director, Jenny Glass ([Page 67](#))  
Technology Services Director, Jason Sele  
Human Resources Manager, Ryan Schulze

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

11. **Other Business** (*Chair Claire Hall*)  
(3:50 – 3:55 pm)

12. **Adjournment** (*Chair Claire Hall*)  
(3:55 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS COMMITTEE MINUTES  
January 20, 2022  
Via Zoom Video and Audio Conferencing**

**Attendees:** **Chair**, Commissioner Claire Hall, Lincoln County; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Gil Sylvia, Port of Newport; Mayor Rod Cross, Toledo; **Vice Chair**, Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Mayor Biff Traber, Corvallis; Mayor Leslie Vaaler, Yachats; Councilor Mike Caughey, City of Harrisburg; Councilor Riley Hoagland, Lincoln City; and Councilor Joyce King, Depoe Bay.

**Absent:** Commissioner Sherrie Sprenger, Linn County; Mayor Alex Johnson II, Albany; Mayor Greg Holland, Waldport; Mayor Chas Jones, Philomath; Mayor Don Ware, Brownsville; Councilor Jerry Gillson, Halsey; Councilor Carol Korn, Tangent; Councilor Debbie Nuber, Scio; Councilor Wayne Rieskamp, Lebanon; Councilor Angelita Sanchez, Sweet Home; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians.

**Staff:** **Executive Director**, Ryan Vogt; Community Economic Development (CED) Director, Jenny Glass; Senior, Disability, and Community Services Program Director, Randi Moore; Finance Director, Marit Nelson; Technology Services Director, Jason Sele; Human Resources (HR) Manager, Ryan Schulze; and Executive Assistant Leah Snodgrass

**Public:** No Attendees.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on January 20, 2022, at 2:01 pm via Zoom Video and Audio Conferencing.

**1. Welcome and Introductions**

Chair Hall welcomed everyone and confirmed a quorum was reached for voting purposes.

**2. Public Comment**

There were no public comments.

**3. Introduction of New Technology Services Director**

Technology Service Director Jason Sele introduced himself to the Board of Directors.

**4. Consent Calendar**

- a. Approve Meeting Minutes from December 9, 2021.
- b. Financial Update as Presented at the January 20, 2022, Finance Committee Meeting.

Treasurer Malone moved to approve the Consent Calendar items. Councilor King seconded the motion. With no objections, the Consent Calendar was voted upon and approved.

**5. Review and Adopt Supplemental Budget Resolution**

Finance Director Nelson summarized the Supplemental Budget memo for fiscal year 2021-2022 as attached to the meeting packet on page fifteen (15), which also included the budget summary and charts in the meeting packet on page seventeen (17). Finance Director Nelson stated in summary, what is being requested is an adjustment to the revenue in the amount of \$4,738,262 which reflects the actual anticipated dollars and reallocation of the fund balances, reserve funding

transfers, and adjustments of expenditures. Finance Director Nelson then presented the Supplemental Budget Resolution, number 2022-01-01 as attached in the meeting packet on page forty-four (44).

Mayor Cross joined the meeting at approximately 2:09 pm during Finance Director Nelson's summarization.

There were no comments from the Board. Treasurer Malone moved to adopt the Supplemental Budget for the Fiscal Year 2021-2022, Resolution 2022-01-01. Councilor King seconded the motion. With no objections, the Supplemental Budget for the Fiscal Year 2021-2022, Resolution 2022-01-01 was voted upon and adopted.

#### **6. Review and Adopt Dues Schedule for 2022-2023 Fiscal Year**

Finance Director Nelson summarized the membership dues schedule as provided in the packet starting on page forty-five (45). Finance Director Nelson pointed out the change in the Seattle Consumer Price Index (CPI-U). She shared that since the rates are based on population, there were some large swings due to the increase in people moving during the COVID pandemic, which in return created population fluctuations in our member jurisdictions.

Finance Director Nelson mentioned that during the Finance Committee meeting earlier, there was a question raised about why the total dues rates does not align with an across-the-board adjustment from last year. She explained the calculation for member agencies is a "per person" rate and since the population for the region has not remained static, the calculation isn't as simple as applying the % to what you paid last year. Mayor Vaaler stated the population in the coastal region could reflect the increase in the numbers. She is seeing an increase in people claiming their second home as primary, even though they are not actually using them as their primary residence.

Mayor Cross moved to adopt the Membership Dues Schedule for Fiscal Year 2022-2023. Treasurer Malone seconded the motion. With no objections, the Membership Dues Schedule for Fiscal Year 2022-2023 was voted upon and adopted.

#### **7. Review and Reminder of Adopted 22-23 Budget Process**

Finance Director Nelson stated the Budget Committee approved a calendar back in September, having the first meeting March 17, 2022. This March meeting will allow programs to share their visions, goals, and objectives for the coming year and to receive feedback. The next meeting was adjusted to align with current meeting schedules to April 21, 2022 and will allow for additional insight and projections. The final budget meeting will be in May. This is the first year in structuring the meetings in this manner. The process will allow the Budget Committee more time to consider funding impacts and provides 1 additional month worth of financial information to base projections on.

#### **8. Budget Calendar FY 2022-2023**

Finance Director Nelson summarized the Budget Schedule as attached in the packet on page forty-seven (47). The schedule proposed dates for workshops along with a timeline for the adoption of the budget at the May 19, 2022, meeting. This was for informational purposes; no voting was required.

#### **9. Subcommittee Bylaws Update**

Executive Director Ryan Vogt summarized the Bylaw Committee Update Memo as attached in the meeting packet on page forty-eight (48). At this time the Board is not being asked to approve

any items in relation to the Subcommittee Bylaws. The group working on the standardization still has work to do.

Chair Hall said she was approached by a member asking her why there must be separate Budget and Finance meetings and was wondering if they can be combined. Mayor Cross agreed with Chair Hall and would like to look into the possibility of combining the two committees or meetings.

Vice Chair Lepin would like to look at availability of the Board's members, and work on participation across all three counties. Mayor Traber was in support of Vice Chair Lepin's idea to seek Board members interest in the subcommittees and ask for volunteers.

Chair Hall stated she is curious if the Finance and Budget Committees can legally be combined? Executive Director Vogt was unsure and said he will follow up with an attorney.

#### **10. Executive Director Update**

Executive Director Vogt stated his theme for this year is: "Moving Forward". COVID has been an impediment to getting certain things done, and by now everyone has learned to adapt. He is planning to do agency strategic planning in the coming months. That process is going to require a contractor to help refresh OCWCOG's Mission, Vision and Values, and build a multi-year strategic plan.

Executive Director Vogt indicated another place the COG is moving forward is by investing in the Ascent Leadership training for all management staff. The member agencies expect managers to be compassionate and effective, and we can only maintain that by intentionally investing in our personal development and growth as managers. This unique program is structured so we work our way through individual leadership skills as a team, monthly.

#### **11. Calendar Year 2021 in Review**

Executive Director Vogt presented a slide deck with 2021 year-end information. This slide deck is attached to the end of these minutes.

After the slide deck was complete, Executive Assistant Snodgrass became aware the meeting was not being recorded and started to record the meeting at 3:10 pm.

Treasurer Malone expressed support on the efforts of strategic planning and the future plans of partnering with Community Services Consortium (CSC). Treasurer Malone is looking forward to hearing more in the future.

Commissioner Sylvia stated the list of OCWCOG's accomplishments was impressive and asked Executive Director Vogt if there was something that did not get accomplished that he hoped would have. Executive Director Vogt answered he had hoped the COG would have been able to engage deeper in the mission/vision/values and strategic work. He also wished there had been greater opportunity for him to be more visible in the communities, strengthening his relationship with member agencies and Board members.

Mayor Cross reflected back to when the Board meetings were packed full to now where it is lacking attendance and believes COVID and the burned-out effect from the pandemic in the last 15 months is the cause. Mayor Cross expressed approval of Executive Director Vogt's leadership ideas, incorporating them into the OCWCOG structure and thinks that is important.

Mayor Sawyer suggested taking Executive Director Vogt's PowerPoint presentation on the 2021 Year In Review around the region, as a tool to reach out to the Councils, and invited Executive Director Vogt to Newport's Council meeting to present it. Vice Chair Lepin and Mayor Cross agreed with Mayor Sawyer's idea on inviting the presentation to Council Meetings.

Vice Chair Lepin stated he is grateful for having Ryan Vogt as the Executive Director and looks forward to the future plans Executive Director Vogt has for OCWCOG.

Mayor Traber agreed to not wait any longer on the strategic planning, to embrace the new normal and move forward.

Executive Director Vogt expressed appreciation for the Board's comments and support, and pointed out the great work comes from the Program Directors and the staff.

## **12. OCWCOG Program Updates**

### *Senior & Disability Services (SDS) and Community Service Programs (CSP)*

SDS Director Moore reported on some mini grants we will be providing to the community. Older American Acts funds in the amount of \$80,000 will provide several mini grants, and the application process is open to receive applications. These mini grants will be dispersed to programs in the community that serve seniors and people with disabilities. Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) members wanted the application as broad as possible and are really hoping to improve the health and wellbeing of seniors and those with disabilities, and to reduce isolation. The due date is February 10th, and the grants are being awarded between \$2,000 and \$15,000.

Because of COVID, Case Managers and Adult Protection Service workers were required to shift to mostly telephonic assessments. Starting in January, they have been able to go back out into the field and see clients. The OCWCOG thinks it is important to provide face to face assessments whenever safe and possible. The state office is allowing the OCWCOG to make limited exceptions to in-person contact if there are known safety issues.

\$tand By Me (\$BM) is a financial empowerment program that involves coaching and establishing goals for people to improve their financial wellness. It is a newer program that started from seed funds given by Benton County. There are hopes the COG will demonstrate such program success in the region, it could develop into a statewide program. SDS Director Moore learned yesterday we have received a two (2) year grant for \$125,000 from AmeriCorps Seniors to support the \$BM program. There is also a promising grant application into the Collins Foundation in hopes to receive an additional grant for \$30,000 which would help with the operations of the \$BM program.

Mayor Cross left the meeting at approximately 3:26 pm.

### *Community and Economic Development (CED)*

CED Director Glass reported on the Department of Land Conservation and Development Housing grant we received, which has been put to use to provide a regional housing development tool kit for the region. There will be a listening session in early March, intended to engage community leaders around the region, helping guide the creation of a regional tool kit. The tool kit would provide a menu of options for smaller communities to consider exploring as barrier busters and creative/different ways of thinking, to reach their housing goals within their communities. CED is currently working with Toledo, Philomath, Harrisburg, and Sweet Home on individual code audits.

Another grant CED is working with is an Environmental Protection Agency (EPA) Brownfield Assessment Grant in Yaquina Bay Watershed in Lincoln County. Seven sites were assessed,

and recommendations were provided to help get these sites get cleaned up and put into use. There will be a presentation and site visit in February, and everyone is welcome to attend. There is more opportunity to apply for additional funding with EPA for more Brownfield sites in our region.

Corvallis Area Metropolitan Planning Organization (CAMPO) draft 2043 Regional Transportation Plan is up for public comment.

Ride Line has a new program serving Medicare clients through the Samaritan Advantage Health Plan program. This new program started at the beginning of January, and we have already done a dozen rides through the Samaritan Plan. Its starting off a little slow, but there is a lot of excitement to be able to provide rides to a new population of people in the region.

#### *Technology Services*

Technology Services Director Sele reported the Microsoft 365 transition is their biggest priority. A pilot group of 75 users were transitioned last Thursday. After working through any issues that arise from that pilot group, the remaining users will be migrated over the next couple weeks. Part of the transition will be to the new applications with Microsoft Office including Teams. We plan on moving our virtual meetings from Skype and Zoom to Teams in the future. There will be training provided for these new apps.

Technology Services Director Sele has been meeting with the CSC Technology Services Director Joseph Mack and started discussions around the process of bridging the two organizations together through technology. There are plans of working together and looking at utilizing the same software systems. Having the same software systems and technology integration will help with making merging in the future easier.

#### *Human Resources (HR)*

HR Manager Schulze reported the OCWCOG will be hosting a hiring event on-site. There will be radio advertising and flyers handed out. There is hope that those who attend will not only learn about the open positions, but about OCWCOG. There will be staff and managers onsite to help answer questions and perform interviews. The event will be held Tuesday January 27<sup>th</sup>, from 2:30 pm to 5:30 pm at the Albany Building. There will also be a Zoom meeting open for people to attend the event virtually. A large vinyl banner has been hung on the Albany building directing people to the OCWCOG Career page as another way to advertise our vacant positions.

### **13. Other Business**

No other business was discussed.

### **14. Adjournment**

With no further discussions, Chair Hall adjourned the meeting at 3:37 p.m.

*Meeting minutes taken by Leah Snodgrass*



# 2021 ANNUAL REPORT

Biggest highlights of the OCWCOG

# BOARD OF DIRECTORS

## ▶ Key Leadership Changes

- ▶ Mayor Biff Traber and Mayor Sharon Kanopa moved out of officer roles.
- ▶ Commissioner Pat Malone and Mayor Jim Lepin moved into officer roles.
- ▶ Commissioner Sherrie Sprenger joined the Executive Committee as an At-Large member.
- ▶ Councilor Alan Rowe joined the Executive Committee as an At-Large and served for the year. He is now replaced by Mayor Chas Jones.

## ▶ Other New Members

- ▶ Mayor Alex Johnson II – Albany
- ▶ Councilor Jerry Gillson – Halsey
- ▶ Councilor Angelita Sanchez – Sweet Home
- ▶ Councilor Joyce King – Depoe Bay
- ▶ Councilor Riley Hoagland – Lincoln City
- ▶ Mayor Greg Holland – Waldport
- ▶ Mayor Leslie Vaaler - Yachats

# BOARD OF DIRECTORS

## ▶ Key Decisions 2021

- ▶ Adoption of member dues 2021.
- ▶ Approved expansion of EDA CARES money to be used in Benton County.
- ▶ Approved the Senior and Disability Services 4 year strategic Area Plan.
- ▶ Approval of the 5 year Comprehensive Economic Development Strategy (CEDS) Plan.
- ▶ Adoption of new budget process.
- ▶ Adoption of Fiscal Reserve Policy.
- ▶ Commitment to explore a Regional Response to Bias.
- ▶ Endorsed releasing federal interest in revolving loan funds.
- ▶ Provided endorsement for seeking various grants.
- ▶ Approved the 2021-2023 Collective Bargaining Agreement.

# INTERNAL SUCCESSES

## ▶ Key New Hires

- ▶ Community and Economic Development Director - Jenny Glass
- ▶ Finance Director – Marit Nelson
- ▶ Technology Services Director – Jason Sele
- ▶ Communications Officer – Kayla Griffin
- ▶ Executive Assistant – Leah Snodgrass

## ▶ Policies/Initiatives/etc.

- ▶ Internal Diversity/Equity/Inclusion Committee created.
- ▶ Staff Recognition Program re-built.
- ▶ Fixed and Implemented the Board adopted reserve policies.
- ▶ Successfully negotiated the Collective Bargaining Agreement.
- ▶ Started implementation of Microsoft 365.
- ▶ New Board Member orientation.

# INTERNAL SUCCESSES (CONTINUED)

## ▶ COVID

- ▶ 94% vaccination rate for staff classified as mandatory.
- ▶ No staff lost because of vaccine mandate.
- ▶ Hosted vaccination clinics at Albany and Toledo buildings.

## ▶ Personnel / Workforce

- ▶ Established a new Administrative Assistant 2 classification.
- ▶ Hired 38 regular status positions.
- ▶ Approximately 85% staff telework at least part time.
- ▶ Vacancy rate 3.5% (State and Local Government avg. 5.1%).
- ▶ Turnover rate 18.5% (State and Local Government avg. 21.2%).

# INCREASED PARTNERSHIPS

- ▶ Community Services Consortium (CSC)
  - ▶ House several of their servers at the Albany COG office.
  - ▶ Exploring co-housing of staff in Corvallis, Albany, Lebanon.
  - ▶ Joining same leadership training for all of our management staff.
  - ▶ Connecting new Finance Directors and Technology Services Directors to build collaboratively and simultaneously.
- ▶ Lane Council of Governments (LCOG)
  - ▶ LCOG assisted with the hire of our Technology Services Director.
  - ▶ Entered into IGA to provide technical support for several months.
  - ▶ Hosted a COG directors virtual meeting.
  - ▶ Currently providing support to their Lending Program.
  - ▶ Co-housed one of their staff during the winter.

# INCREASED PARTNERSHIPS (CONTINUED)

- ▶ Mid-Willamette Valley Council of Governments
  - ▶ Entered into IGA to provide support to their Lending Program.
- ▶ Working with City of Siletz to improve IT infrastructure.
- ▶ Assisted City of Millersburg in moving to Microsoft 365.
- ▶ Working with City of Tangent
  - ▶ Move to Microsoft 365.
  - ▶ Possible help with video conferencing equipment
- ▶ Provided Planning/Land Use services to Yachats and Toledo.
- ▶ Provided Finance support to Yachats and Waldport.
- ▶ Provided GIS services to Philomath, Toledo, Monroe, and Adair Village.
- ▶ Increased relationship with DHS Self-Sufficiency program
  - ▶ Partnering on District-wide Medicaid eligibility
  - ▶ Exploring co-housing in Corvallis and Albany

# INCREASED PARTNERSHIPS (CONTINUED)

- ▶ Oregon Regional Accelerator and Innovation Network (RAIN) leveraged the CEDS plan to get \$748,833 in EDA funds.
- ▶ Connecting the CEDS with other Economic Development Funding via submitting project briefs:
  - ▶ Intermodal project in Millersburg (\$10 mil.)
  - ▶ Albany Waterfront (\$10.1 mil.)
  - ▶ Industrial lands Millersburg (\$20 mil.)
  - ▶ Albany sports complex (\$2.1 mil.)
  - ▶ Additional Opportunities in Corvallis, Monroe and with Siletz Tribe

# SUCCESS - CSP

- ▶ Senior Health Insurance Benefits Assistance (SHIBA) volunteers served 1519 consumers in Linn/Benton/Lincoln.
- ▶ Meals on Wheels provided:
  - ▶ 243,146 Meals in Linn/Benton/Lincoln.
  - ▶ Including 4,290 “Blizzard” boxes which provided meals to people during bad weather.
- ▶ Stand By Me (\$BM) received a \$36,000 grant from the Oregon Community Foundation to train coaches.
  - ▶ We now have Spanish speaking coaches.
- ▶ Veterans Services Benton County
  - ▶ Resumed in-person interviews.
  - ▶ Returned to in-person outreach events.
  - ▶ Received Suicide Prevention Grant to promote cold gear outreach and Veterans Mental Health First Aid classes.

# SUCCESS - SDS

- ▶ Completion of the 5 year strategic Area Plan
- ▶ Was able to navigate the “Telework – Return to In-Person work – Telework – Return to In-Person work” cycles.
- ▶ Successful implementation of electronic Provider Time Capture and Electronic Visit Verification.
- ▶ Increased focus on Elder Justice
  - ▶ Coordinating protective services responses with law enforcement.
- ▶ Telework has led to reduction in geographic “culture” of staff.
- ▶ Working with partners to increase transition safety for hospital discharges.

# SUCCESS - SDS

- ▶ Caseloads (average daily)
  - ▶ Oregon Project Independence recipients 181 (non-Medicaid)
  - ▶ Medicaid In Home Services 1437
  - ▶ Residential Placement (Assisted Living, Memory, Adult Foster) 634
  - ▶ Nursing Facility 227
  - ▶ Registered Home Care Workers 1770
- ▶ Adult Protective Services
  - ▶ Complaints taken by hotline 3450
  - ▶ Community Investigations 849
  - ▶ Facility Investigations 463
  - ▶ Community Concerns Non-Abuse 1627
  - ▶ Facility Concerns Non-Abuse 490

# SUCCESS - CED

- ▶ Adoption of the 5 year Community and Economic Development Strategy (CEDS) Plan.
- ▶ Completion of the Seamless Transportation Project.
- ▶ Completion of the Highway 99W Transit Feasibility Study (Junction City to McMinnville) – Led to smaller Pilot Implementation Project.
- ▶ Additional \$382K to agency/region through EDA/CARES.
- ▶ Awarded over \$614K in competitive State Transportation Improvement Funds (STIF).
  - ▶ Design of Mobility Hubs at OSU and LBCC.
  - ▶ 3 County study on first/last mile connections.
  - ▶ Regional Transit Access Plan
  - ▶ Re-design of the Ride Line software.
- ▶ Asked to take on the Broadband Action Team and grant.
- ▶ Handed out \$143,572 in micro-grants for economic recovery.

# SUCCESS - CED

- ▶ Had over 1400 participants in the statewide “Get There Challenge”.
- ▶ Established an Executive Committee for the CWEDD.
- ▶ Created and leading a childcare working group.
  - ▶ Applied for \$200k Business Oregon Technical Assistance Grant
- ▶ Progress on the Albany Area MPO Bicycle/Pedestrian plan including Albany, Tangent, Millersburg, Jefferson, and parts of Linn.
- ▶ Progress on Corvallis Area MPO Regional Transportation plan including Corvallis, Philomath, Adair Village, and parts of Benton.
- ▶ Re-started a new Corvallis Bike-share plan with a \$25K grant.
- ▶ Received stimulus funding for AAMPO/CAMPO of \$1.754 mil.

# SUCCESS - LENDING

- ▶ Had 10 Businesses pay off the remaining balances of their Small Business Loans.
  - ▶ Initial loan amounts for those 10 businesses were \$840,000.
- ▶ Provided over \$1,414,000 in new Small Business Loans to 8 recipients.
- ▶ We currently have \$2,254,924 worth of loans out in the communities.
- ▶ We are processing 504 loans for Mid-Willamette Valley COG.
- ▶ We provide contract service to Lane COG to help their lending program.

# SUCCESS – RIDE LINE

- ▶ Provided Non-Emergent Medical Transportation to 6611 consumers.
- ▶ Provided special rides to allow consumers to get vaccinated.
- ▶ Just over 79,000 consumers are eligible for transportation assistance.
- ▶ Provided 149,837 rides or reimbursements (over 110,00 actual rides).
- ▶ We have been asked to expand our services and will start offering new rides to eligible consumers in January 2022.
- ▶ On track to receive up to \$305,000 for meeting our performance metrics.



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**MEMORANDUM**

**DATE:** March 17, 2022  
**TO:** OCWCOG Finance Committee  
**FROM:** Marit Nelson, Finance Director  
**RE:** OCWCOG Financial Update

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending January 31, 2022, with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<b>FY 2022 Budget</b>	<b>JAN YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	330,506	304,270	92.1%	66.59%
Contracts	3,689,616	2,732,940	74.9%	43.95%
Grants	216,800	102,354	47.2%	43.7%
Donations	250,500	110,069	43.9%	74.6%
State Revenue	2,217,311	1,022,766	46.1%	41.7%
Federal Revenue	17,456,097	10,441,222	59.8%	50.9%
Coordinated Care	9,098,188	5,735,671	63.0%	52.1%
<b>Total Income (all line items)</b>	<b>\$ 52,545,163</b>	<b>\$ 22,778,095</b>	<b>43.3%</b>	<b>25.86%</b>
<b>Total Payroll Expense</b>	<b>\$ 19,839,492</b>	<b>\$ 9,868,731</b>	<b>49.7%</b>	<b>49.8%</b>
Contract Expense	12,877,243	5,968,282	46.3%	47.6%
Indirect Expense	2,572,175	1,500,400	58.3%	58.3%
Maintenance & Repair	103,000	27,453	26.7%	67.6%
Supplies	97,050	32,362	33.3%	46.4%
Telephone	155,775	82,213	53.4%	49.0%
Travel / Training	221,550	55,204	35.4%	10.8%
<b>Total Expense (all line items)</b>	<b>\$ 52,545,163</b>	<b>\$ 21,913,800</b>	<b>41.7%</b>	<b>38.3%</b>
<b>Net Gain / (Loss)</b>		<b>\$ 864,295</b>		

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

- a. Net/Gain (Loss): The current value for Net Gain/(Loss) is not accurate. Beginning Balance numbers will be recorded when the annual audit is completed. The single audit is nearing completion, so we expect draft audit to be received in the coming weeks.
- b. Member dues are billed out at the beginning of the fiscal year. Reminder statements were emailed to all outstanding members just after the new year. Three statements were still outstanding as of the end of January 2022.
- c. Contract revenue is high due to two (2) large contracts from Oregon Department of Transportation (ODOT) for both Corvallis Area Metropolitan Planning Organization (CAMPO) and Albany Area Metropolitan Planning Organization (AAMPO). As noted previously, these year-to-date percentages are leveling out over the course of the fiscal year.
- d. Grant revenue is back on target, ahead of trend for last fiscal year.
- e. Donations revenue was increased by a Meals on Wheels campaign that went out before the end of December. The trend is down from last fiscal year, but we are seeing steady receipts.
- f. State revenue contract percentages are low due to the programs being reimbursement based and are billed in the month after the expense is incurred. We are ahead of trend for last year and there are no red flags.
- g. Federal revenue contract percentages are on track and trending higher than last fiscal year.

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

- a. Personnel Expense is down slightly from trend but similar to prior year.
- b. Contract expense is down slightly but similar to prior year YTD so no red flags currently.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expense still remains low. We are struggling with contractor availability, timing, supplies, etc. We are working through our plans and finishing projects as quickly as we are able.
- e. Supply costs remain low, and we continue to monitor. Many staff are opting for telework on a consistent basis. We anticipate this change in working will continue.
- f. Telephone is on budget.
- g. Training and Travel continues to be low, but in-person training and teleconferences are on the calendar this spring. Teleworking has significantly reduced mileage reimbursements.

Overall, total income is trending higher than total expenses and the trends are falling in a similar pattern to previous years. All things remaining consistent, we should have a stable spring and realize a surplus for the fiscal year. If you need additional information or clarification, please contact Finance Director Nelson.

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended January 31, 2022

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date:

58.3%

Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants			0.0%	
		\$ 1,713	\$ -		Balances will be adjusted and finalized with supplemental budget and audit completion
000725	Beg Bal-Restrict for Contracts			0.0%	
		\$ 3,446,916	\$ -		Balances will be adjusted and finalized with supplemental budget and audit completion
000740	Beg Bal-Restricted for Other			0.0%	
		\$ 3,617,322	\$ -		Balances will be adjusted and finalized with supplemental budget and audit completion
000745	Beg Bal-Restrict Reserve			0.0%	
		\$ 930,000	\$ -		Balances will be adjusted and finalized with supplemental budget and audit completion
000750	Beg Bal-Unrestricted			0.0%	
		\$ 6,992,851	\$ -		Balances will be adjusted and finalized with supplemental budget and audit completion
000801	Dues			92.1%	
		\$ 330,506	\$ 304,270		Three agency dues outstanding as of 1/2022
000802	Fees For Service			42.0%	
		\$ 140,500	\$ 58,964		
000803	Internal Transfer			58.2%	
		\$ 2,577,114	\$ 1,500,865		
000804	Miscellaneous Revenue			0.0%	
		\$ -	\$ 1,606		
000805	Contract Revenue			74.9%	Two (2) large front loaded contracts.
		\$ 3,648,936	\$ 2,732,940		
000806	Grant Revenue			47.2%	
		\$ 216,800	\$ 102,354		
000807	Donations			43.9%	
		\$ 250,500	\$ 110,069		Donation campaign in December is doing well
000808	Interest Revenue			44.9%	Low prime interest rate
		\$ 266,756	\$ 119,767		
000809	Transfers In			0.0%	This will be adjusted with supplemental and reserve savings adjustments
		\$ 10,000			
000813	Special Projects			96.7%	
		\$ 15,738	\$ 15,213		
000819	Special Event Revenue			0.0%	
		\$ 20,000	\$ -		
000820	Program Meals Revenue			77.4%	Meal sites active again. Regaining ground from prior year
		\$ 160,000	\$ 123,879		
000822	Loan Packaging Fees			102.8%	This is based on loan closing fee. This will vary throughout the year.
		\$ 4,000	\$ 4,110		

000823	Program Income	\$	711,153	\$	415,103	58.4%	
000824	Match	\$	48,000	\$	28,360	59.1%	
000826	Borrowers Fees					<b>132.5%</b>	
		\$	3,000	\$	3,976		Usage dependent. Activity means good things
000828	Service Fees	\$	5,000	\$	3,142	62.8%	
000829	Program Administration					35.9%	Removed an A/R for over bill in the previous year. Will affect all year
		\$	150,000	\$	53,817		
000840	Veterans	\$	114,489	\$	57,245	50.0%	
000841	Oregon Project Independence	\$	990,000	\$	560,089	56.6%	
000843	ODOT					<b>36.4%</b>	Billing is reimbursement based, one month behind.
		\$	1,112,822	\$	405,432		
000846	Coordinated Care	\$	9,098,188	\$	5,735,671	63.0%	
000848	CCO Metrics Income					0.0%	Must meet metrics to receive revenue. New funding with supplemental
		\$	242,500	\$	-		
000860	Economic Development Admin	\$	425,000	\$	67,500	<b>15.9%</b>	Expecting to accrue during fiscal year.
000862	Older Americans Act	\$	1,300,000	\$	549,220	42.2%	
000863	Title XIX	\$	14,578,791	\$	9,057,285	62.1%	
000864	Federal Senior Meals	\$	800,000	\$	390,541	48.8%	
000865	USDA	\$	95,000	\$	51,477	54.2%	
000867	Federal Match					547.2%	Includes \$269,000 for prior year June 2021. Will be adjusted with audit
		\$	49,306	\$	269,818		
000868	Environmental Protection Agenc	\$	200,000	\$	51,480	25.7%	
000869	Siletz Revenue	\$	8,000	\$	3,902	48.8%	
	<b>REVENUE</b>	<b>\$</b>	<b>52,545,163</b>	<b>\$</b>	<b>22,778,095</b>	<b>43.3%</b>	
							<b>Expenses year-to-date over budget</b>
000410	Leave Benefits	\$	686,714	\$	353,058	51.4%	
000420	Fringe Benefits	\$	1,067,164	\$	547,348	51.3%	
000421	Insurance Benefits	\$	3,439,490	\$	1,710,123	49.7%	
000425	PERS Benefits	\$	3,015,699	\$	1,553,663	51.5%	
000430	PERS Reserve	\$	224,846	\$	55,082	24.5%	
0001ED	Executive Director	\$	155,070	\$	91,297	58.9%	
0004PD	Program Director	\$	506,620	\$	235,014	46.4%	
0010PM	Program Manager	\$	164,267	\$	53,368	32.5%	Vacant Position
0013PS	Program Supervisor	\$	906,865	\$	474,972	52.4%	
0019PM	Personnel Manager	\$	105,817	\$	62,057	58.6%	
0046CM	Case Manager	\$	2,686,844	\$	1,305,935	48.6%	
0053CC	Contracts Coordinator	\$	91,304	\$	62,512	68.5%	
0055CS	Clerical Supervisor	\$	195,875	\$	111,299	56.8%	

0058AP	Assistant Planner	\$	57,941	\$	98,516	170.0%	Labor Allocation Error to be corrected
005PIO	Public Information Officer	\$	111,063	\$	17,556	15.8%	Vacant Position
0060AS	Accounting Specialist	\$	39,623	\$	28,330	71.5%	
0064ES	Eligibility Specialist	\$	1,349,473	\$	674,822	50.0%	
0064MM	Money Management Coord	\$	50,478	\$	24,813	49.2%	
0067EA	Executive Assistant	\$	26,532	\$	32,248	121.5%	Labor Allocation Error to be corrected
0070AC	Accounting Clerk II	\$	55,081	\$	33,195	60.3%	
0076AA	Administrative Assistant	\$	469,928	\$	178,662	38.0%	
0076BO	Business Officer	\$	62,916	\$	35,839	57.0%	
0085CS	Clerical Specialist	\$	349,811	\$	155,354	44.4%	
0085WS	Workstation Support Specialist	\$	55,617	\$	46,428	83.5%	Labor Allocation corrected with supplemental budget
013SLO	Senior Loan Officer	\$	84,007	\$	40,649	48.4%	
013TSM	Transportation Manager	\$	82,927	\$	43,392	52.3%	
025NSS	Network Support Specialist	\$	146,441	\$	44,813	30.6%	
031CDP	CED Planner	\$	304,386	\$	101,137	33.2%	
034APS	Adult Protective Services Spec	\$	895,112	\$	473,429	52.9%	
037DTC	Diversion & Transition Coord	\$	201,122	\$	111,065	55.2%	
037LCM	Lead Case Manager	\$	227,501	\$	111,959	49.2%	
045ISS	Information Support Specialist	\$	57,530	\$	59,926	104.2%	Labor Allocation Error to be corrected
052ALO	Assistant Loan Officer	\$	37,620	\$	27,112	72.1%	
055SMS	Senior Meals Supervisor	\$	48,165	\$	30,722	63.8%	
055VSO	Veterans Service Officer	\$	44,634	\$	30,725	68.8%	
060FMC	Facility Maint. Coordinator	\$	52,425	\$	30,482	58.1%	
061LES	Lead Eligibility Specialist	\$	57,080	\$	32,675	57.2%	
064ADR	ADRC Specialist	\$	243,569	\$	97,340	40.0%	
064ALW	Asst. AFH Licensing Worker	\$	125,000	\$	67,893	54.3%	
067CEA	Confidential Executive Assist	\$	46,320	\$	24,066	52.0%	
073MRW	Medical Resource Worker	\$	42,773	\$	24,600	57.5%	
075LTB	Lead Trans Brokerage Spec.	\$	49,474	\$	27,405	55.4%	
075TBS	Transportation Brokerage Spec.	\$	358,576	\$	168,275	46.9%	
076IHA	In Home Assistant	\$	437,000	\$	185,135	42.4%	
082SMC	Senior Meals Coordinator	\$	40,885	\$	23,663	57.9%	
090RSM	Relief Site Manager	\$	25,000	\$	12,439	49.8%	
099EXH	Extra Hire	\$	162,405	\$	44,356	27.3%	
88MSM3	Meal Site Manager 3	\$	194,502	\$	113,983	58.6%	

<b>PERSONNEL</b>		<b>\$</b>	<b>19,839,492</b>	<b>\$</b>	<b>9,868,731</b>	<b>49.7%</b>	Overall, trending below budget
000504	Advertising	\$	35,590	\$	13,228	37.2%	
000506	Auto Expense	\$	17,000	\$	1,668	9.8%	
000510	Bank Charges	\$	15,175	\$	7,162	47.2%	
000513	Board/Comm/Meeting Expense	\$	32,750	\$	1,595	4.9%	
000516	Computer Maintenance	\$	179,530	\$	58,292	32.5%	
000521	Contract Administration	\$	1,500	\$	849	56.6%	
000522	Contract Expense	\$	12,877,243	\$	5,968,282	46.3%	
000523	Admin Contract Expense	\$	500,000	\$	315,530	63.1%	
000525	Copying	\$	62,500	\$	15,526	24.8%	
000531	Dues and Memberships	\$	33,115	\$	11,775	35.6%	
000532	Equipment Expense	\$	1,000	\$	-	0.0%	
000533	Finance Indirect	\$	568,185	\$	331,441	58.3%	
000534	Indirect Expense	\$	1,198,046	\$	698,860	58.3%	
000535	Furniture & Fixtures	\$	56,578	\$	8,432	14.9%	
000537	Insurance	\$	76,763	\$	72,579	94.5%	Annual Insurance payment
000540	Interest Expense	\$	16,000	\$	7,225	45.2%	
000541	Loan Legal Expense	\$	50	\$	-	0.0%	
000542	Legal Services	\$	58,500	\$	4,297	7.3%	
000543	Licenses and Fees	\$	242,160	\$	123,982	51.2%	
000546	Loan Fees						
		\$	3,100	\$	6,499	209.6%	Business Lending is processing more loans than budgeted. Revenue reflects similar
000549	Maintenance and Repair	\$	103,000	\$	27,453	26.7%	
000550	Marketing Expense	\$	4,150	\$	2,809	67.7%	
000551	Taxes	\$	2,500	\$	-	0.0%	
000553	Loan Admin Exp	\$	150,000	\$	52,179	34.8%	
000555	Postage	\$	47,920	\$	21,113	44.1%	
000558	Printing	\$	21,050	\$	4,282	20.3%	
000561	Rent	\$	735,039	\$	425,871	57.9%	
000564	Resource Reserve	\$	30,000	\$	409	1.4%	
000567	Supplies	\$	97,050	\$	32,362	33.3%	
000568	Stipend	\$	147,072	\$	63,522	43.2%	
000570	Technology Indirect	\$	805,944	\$	470,099	58.3%	
000573	Telephone	\$	155,775	\$	83,213	53.4%	

000575	Special Event Expense	\$	20,000	\$	-	0.0%	
000576	Training	\$	108,700	\$	24,002	22.1%	
000577	Volunteer Recognition	\$	22,500	\$	12,748	56.7%	
000578	Meal Delivery Travel	\$	53,000	\$	19,392	36.6%	
000579	Travel	\$	112,850	\$	31,202	27.6%	
000580	Transfers Out	\$	3,072,621	\$	3,047,495	99.2%	One time supplemental adjustments
000582	Utilities	\$	65,000	\$	30,681	47.2%	
000583	Operating Contingency	\$	9,268,391	\$	-	0.0%	
000584	Janitorial	\$	92,600	\$	47,727	51.5%	
000585	Unappropriated EFB for future	\$	1,131,841	\$	-	0.0%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$</b>	<b>32,221,788</b>	<b>\$</b>	<b>12,043,780</b>	<b>37.4%</b>	Overall, trending under budget
000595	Capital Purchase	\$	283,000	\$	-	0.0%	
000596	Leasehold Improvement	\$	152,393	\$	-	0.0%	
	<b>CAPITAL OUTLAY</b>	<b>\$</b>	<b>435,393</b>	<b>\$</b>	<b>-</b>	<b>0.0%</b>	
000598	Principal Payment					0.0%	
		\$	43,333	\$	-		Last payment on Albany building made on 3/1
000599	Interest Expense	\$	5,157	\$	1,289	25.0%	
	<b>DEBT SERVICES</b>	<b>\$</b>	<b>48,490</b>	<b>\$</b>	<b>1,289</b>	<b>2.7%</b>	
	<b>EXPENSE</b>	<b>\$</b>	<b>52,545,163</b>	<b>\$</b>	<b>21,913,800</b>	<b>41.7%</b>	Overall, trending under budget
	<b>NET (GAIN/LOSS)</b>						Overall trend is solid, projecting year end surplus
		\$	-	\$	864,295	1,481,649	



## Community and Economic Development

1400 Queen Ave SE • Suite 205 • Albany, OR 97322

(541) 967-8551 • FAX (541) 967-4651

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### MEMORANDUM

**DATE:** March 17, 2022  
**TO:** OCWCOG Board of Directors  
**FROM:** Jenny Glass, Community and Economic Development Director  
**RE:** **Appointments to Cascades West Economic Development District Board**

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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
- **Kate Porsche**, City of Corvallis, Economic Development Director

Lincoln County:

- **Paul Shuytema**, 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

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.**

## 2022 CWEDD Board Membership

<b>OCWCOG Members</b>	<b>Title</b>	<b>Agency</b>	<b>Email</b>	<b>Notes</b>
Nancy Wyse	Commissioner	Benton County	nancy.wyse@corvallisorgon.gov	Exec Committee
Claire Hall	County Commissioner	Lincoln County	cehall@co.lincoln.or.us	Exec Committee
Jim Lepin	Mayor	City of Millersburg	jlepin@cityofmillersburg.org	Exec Committee
Sherrie Sprenger	Commissioner	Linn County	ssprenger@co.linn.or.us	Exec Committee
Chas Jones	Councilor	City of Philomath	Chas.Jones@PhilomathOregon.gov	Exec Committee
Dean Sawyer	Mayor	City of Newport	d.sawyer@newportoregon.ogov	Exec Committee
Paul Shuytema	Executive Director	Economic Development Alliance of Lincoln County	paul@businesslincolncounty.com	County Member
Chris Workman	City Manager	City of Philomath	chris.workman@ci.philomath.or.us	County Member
Kelly Hart	Community Dev. Director	City of Lebanon	khart@ci.lebanon.or.us	County Member
John Pascone	President	Albany-Millersburg Economic Development Corporation	pasconj@peak.org	County Member
Pam Barlow-Lind	Tribal Planner	Confederated Tribes of Siletz Indians	pamela@ctsi.nsn.us	County Member
Kate Porsche	Economic Development	City of Corvallis	kate.porsche@corvallisoregon.gov	County Member
<b>Lane Members</b>		<b>Agency</b>	<b>Email</b>	<b>Notes</b>
Greg James	Board Member	WillamaLane Parks and Recreation District	greg.james@willamalane.org	Exec Committee
Tom Cotter	Council Member	City of Veneta	tcotter@ci.veneta.or.us thomascotter@msn.com	Exec Committee
Randy Groves	City Councilor	City of Eugene	RGroves@Eugene-or.gov	Exec Committee
Heather Buch	Commissioner	Lane County	heather.buch@co.lane.or.us	Exec Committee
Patti Chappel	President	Emerald People's Utility District	patti.chappel@epud.org	Exec Committee
Mary Walston	Board Member	4J School District	mwalston@4j.lane.edu	Exec Committee
Greg Ervin	Council Member	City of Cottage Grove	greg@ervinit.com	County Member
Matt Michel	City Manager	City of Veneta	mmichel@ci.veneta.or.us	County Member
<b>LCOG Staff</b>			<b>Email</b>	<b>Notes</b>
Brenda Wilson	Executive Director	Lane Council of Governments	bwilson@lcog.org	Staff
Dan Betschart	Loan Officer	Lane Council of Governments	dbetschart@lcog.org	Staff
<b>OCWCOG Staff</b>			<b>Email</b>	<b>Notes</b>
Jenny Glass	Community Dev. Director	Oregon Cascades West Council of Governments	jglass@ocwcog.org	Staff
Justin Peterson	Community Dev. Planner	Oregon Cascades West Council of Governments	jpeterson@ocwcog.org	Staff
Emma Chavez	Executive Administrative Assitant	Oregon Cascades West Council of Governments	echavez@ocwcog.org	Staff



**Community and Economic Development**  
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**M E M O R A N D U M**

**DATE:** March 17, 2022

**TO:** OCWCOG Board of Directors

**FROM:** Jenny Glass, Community and Economic Development Director

**RE:** **Resolution #2022-03-01: *Authorizing Economic Development Administration Planning Grant Submittal***

---

Fiscal Year (FY) 2022 is the third 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 FY 2020. 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 #2022-03-01: *Authorizing Economic Development Administration Planning Grant Submittal*. If approved by the OCWCOG Board of Directors, this Resolution would authorize a funding match for the FY2022 EDA planning grant. This grant award is for the period of April 1, 2022 – March 31, 2023. 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 #2022-03-01: *Authorizing Economic Development Administration Planning Grant Submittal*.**

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**

**RESOLUTION #2022-03-01**

*Authorizing Economic Development Administration Planning Grant Submittal*

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**WHEREAS**, the U.S. Department of Commerce's Economic Development Administration (EDA) has invited a planning grant application for the period of April 1, 2022 through March 31, 2023; 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 17th day of March 2022, at Albany, Oregon.

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Claire Hall  
OCWCOG Board Chair

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Ryan Vogt  
OCWCOG Executive Director



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## MEMORANDUM

**DATE:** March 17, 2022  
**TO:** OCWCOG Board of Directors  
**FROM:** **Ryan Vogt**, Executive Director  
**RE:** **OCWCOG / CSC Collaboration Update**

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This memo is being provided to update the Board of Directors on current collaboration and planning efforts between the COG and the Community Services Consortium (CSC).

### **History:**

The board has communicated an interest in the COG and CSC evaluating the possibility of collaborating more, in order to serve the residents of Linn/Benton/Lincoln communities better. Both agencies provide services to many of the same consumers, serve the same geographic region, and have similar missions; especially as it relates to providing a safety net for low-income families.

### **Current Situation:**

For the last year and a half, the COG and CSC have enjoyed an ever-expanding partnership. Since Pegge McGuire became the CSC Director, she and I have been working through strategic elements for operationalizing our partnership into something greater. We meet approximately weekly to discuss vision and leadership for approaching the collaboration. We are in support of regularly looking for opportunities to better serve our consumers. Our current focus is on streamlining administrative functions and preparing to co-house staff once COVID restrictions have been lifted and in-person office work becomes more of a reality. We are also looking at how our services cross-connect so we can begin making access easier for our consumers. Our messaging to our Senior Teams, and our staff, has been that we need to see ourselves as one agency going forward.

Over this last year, both agencies have experienced turnover of our Finance Directors and our Technology Services Directors. This change in director level leadership presents a unique opportunity to partner from the onset. Our Finance and Technology Services Directors meet regularly to discuss each agencies' business processes and policies. The COG is currently evaluating our Help Desk software, Phone System, Video Conferencing equipment, the roll out of the Microsoft 365 Applications, and beginning to look for an enterprise-wide operations system to integrate HR, Finance, Contracts, Payroll etc. None of these efforts will be completed without CSC being fully involved. The expectation is: whatever one agency does, the other should be on board with doing the exact same thing, so we are aligned. We intend to experience direct and indirect cost savings if both agencies commit to implementing the same software at the same time. CSC has also moved several of their servers over to the COG facility in Albany. As with the Technology Services area, the COG will not be adopting any new Finance policies without CSC being invited to provide feedback and insight in the development and implementation.

In addition to the Financial Services and Technology Services Divisions meeting regularly, our Human

Resources Divisions have also been meeting. Ryan Schulze (COG) and Rich Shelton (CSC) have been sharing the structures and job responsibilities of their divisions. Ryan and Rich have discussed training opportunities and needs, collaborated on interpreting the changing OSHA COVID guidelines, and have committed to assisting each other with certain job functions if the need arises. Rich assisted the COG with an employee interview while Ryan was on leave.

Our program areas have also been working together. Recently the COG agreed to share information with CSC about consumers receiving Supplemental Nutrition Assistance Program (SNAP) benefits. CSC will then notify those consumers of their possible eligibility for utility assistance. This is a very practical example of how this partnership will help our shared consumers in the future. We are also discussing the next steps towards co-location. When the COVID restrictions are eased and people begin returning to the office, we are planning to begin locating COG staff at CSC locations, and vice-versa. This conversation is not limited to COG/CSC, as we are also planning to co-locate with DHS whenever possible. There is also a workgroup meeting to see if we can collectively stand up a partner One-Stop shop, which would include other partners as well.

Additionally, Pegge and I have been discussing the future of our workforce and facility needs. We have begun talking about our current leases and what we envision needing for office space in the future. We are both committed to fully and honestly exploring those areas where collaboration will lead to better outcomes for our customers.

**Next Steps:**

The COG and CSC will continue to meet and explore areas of opportunities for greater collaboration. Pegge and I will continue to do the joint Board Orientations which we implemented in the first quarter of 2021. Pegge and I will also maintain our commitments to be available for future board meetings for each agency to discuss our ongoing collaboration efforts.

# BIPARTISAN INFRASTRUCTURE LAW: A HISTORIC INVESTMENT IN BROWNFIELDS

President Biden's leadership and bipartisan Congressional action have delivered the single-largest investment in U.S. brownfields infrastructure ever. The Bipartisan Infrastructure Law invests more than **\$1.5 billion** through EPA's highly successful Brownfields Program.

**\$1.2 BILLION IN PROJECT GRANTS**  
**\$300 MILLION TO STATE AND TRIBAL  
RESPONSE PROGRAMS**

With EPA's funding and direct technical assistance, overburdened communities can begin to address the economic, social and environmental challenges caused by brownfields and **reposition these properties for investment and revitalization.**

A historic \$1.5 billion investment in EPA's Brownfields Program **will transform countless lives and spur life-changing revitalization in communities** large and small, urban and rural; all with the same desire to keep their neighborhoods healthy, sustainable and reflective of the people who call it home.

The funding will be used to:

- ▶ Remove barriers to brownfields reuse and spur new redevelopment to **transform communities into sustainable and environmentally just places.**
- ▶ **Align with the President's Environmental Justice Executive Order** by stimulating economic opportunity and environmental revitalization in more than **1,700 historically overburdened communities.**
- ▶ **Enhance climate resiliency** and promote equitable and sustainable redevelopment through expanded technical assistance for "Climate Smart Brownfields Redevelopment."
- ▶ Provide necessary funds to **states/territories and over 100 tribes**, as the **lead agencies** in ensuring **all brownfields** are safely cleaned up.
- ▶ Direct grants and technical assistance funded with the Brownfields Projects appropriation will cleanup hundreds of brownfields, assess **18,000** sites, train **3,650**/place **2,550** people in environmental jobs and assist **hundreds of communities** in identifying equitable reuse options to cultivate healthy, resilient, livable neighborhoods.
- ▶ **Leverage 154,000 jobs and \$30.2 billion** in other public/private funding.

**\$1.5 BILLION**  
Investment Highlights

**2022 & 2023 OFFERINGS\***

**\$150 MILLION**  
in Multipurpose Grants

UP TO \$10 MILLION per grant  
for communities, states, tribes and nonprofits to plan, assess and cleanup sites  
*No cost share requirement*  
**Proposals due November 2022 • Projects awarded Summer 2023**

**\$600 MILLION**  
in Assessment Grants

UP TO \$10 MILLION per grant  
for communities, states, tribes and nonprofits to determine extent of contamination and plan revitalization at brownfield sites  
*No cost share requirement*  
**Proposals due November 2022 • Projects awarded Summer 2023**

**\$160 MILLION**  
in Cleanup Grants

UP TO \$5 MILLION per grant  
for communities, states, tribes and nonprofits to cleanup contamination on brownfield sites  
*No cost share requirement*  
**Proposals due November 2022 • Projects awarded Summer 2023**

**\$150 MILLION**  
in Revolving Loan Fund (RLF) Grants

UP TO \$5 MILLION per grant  
for existing, high-performing RLF grantees to provide loans and subgrants for the cleanup of contamination and revitalization of brownfield sites  
*No cost share requirement*  
**Supplemental requests from existing grantees due March 2022  
Funds awarded August 2022**

**\$30 MILLION**  
in Job Training Grants

UP TO \$1 MILLION per grant  
for communities, states, tribes and nonprofits to develop a job training program that supports revitalization at brownfield sites  
**Proposals due July 2022 • Projects awarded November 2022**

**\$110 MILLION**  
in Technical Assistance, Including Targeted Brownfields Assessments

The largest investment ever in direct contracts and cooperative agreements to provide communities with technical assistance to adapt to a changing climate and remove barriers to safe and sustainable property reuse  
**Projects awarded on a rolling basis • First round of Targeted Brownfields Assessment funds awarded April 2022**

**\$300 MILLION**  
in Cooperative Agreements to State and Tribal Response Programs

\$60 MILLION available per year  
in cooperative agreements for states and tribes to build response program capacity, oversee brownfields cleanups and conduct limited site assessment and cleanup activities  
**FY22 requests due May 2022 • Funds awarded November 2022**

\*Funding amounts and deadlines are tentative and subject to change.

# YAQUINA BAY BROWNFIELD INITIATIVE

MARCH 17, 2022



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- Jenny Glass, Community and Economic Development Director
- Justin Peterson, Community and Economic Development Planner

## Project Coalition



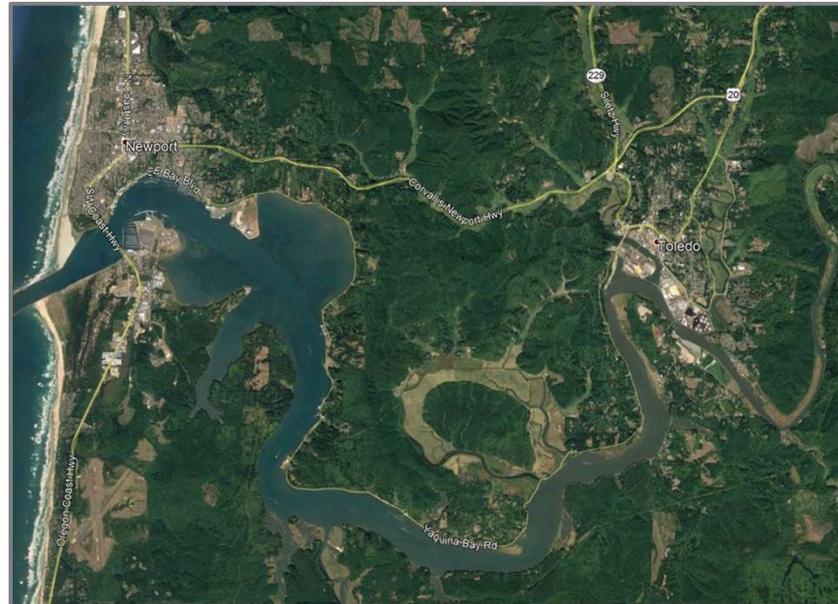
"Though this project has been funded, wholly or in part, by EPA, the contents of this document do not necessarily reflect the views and policies of EPA."

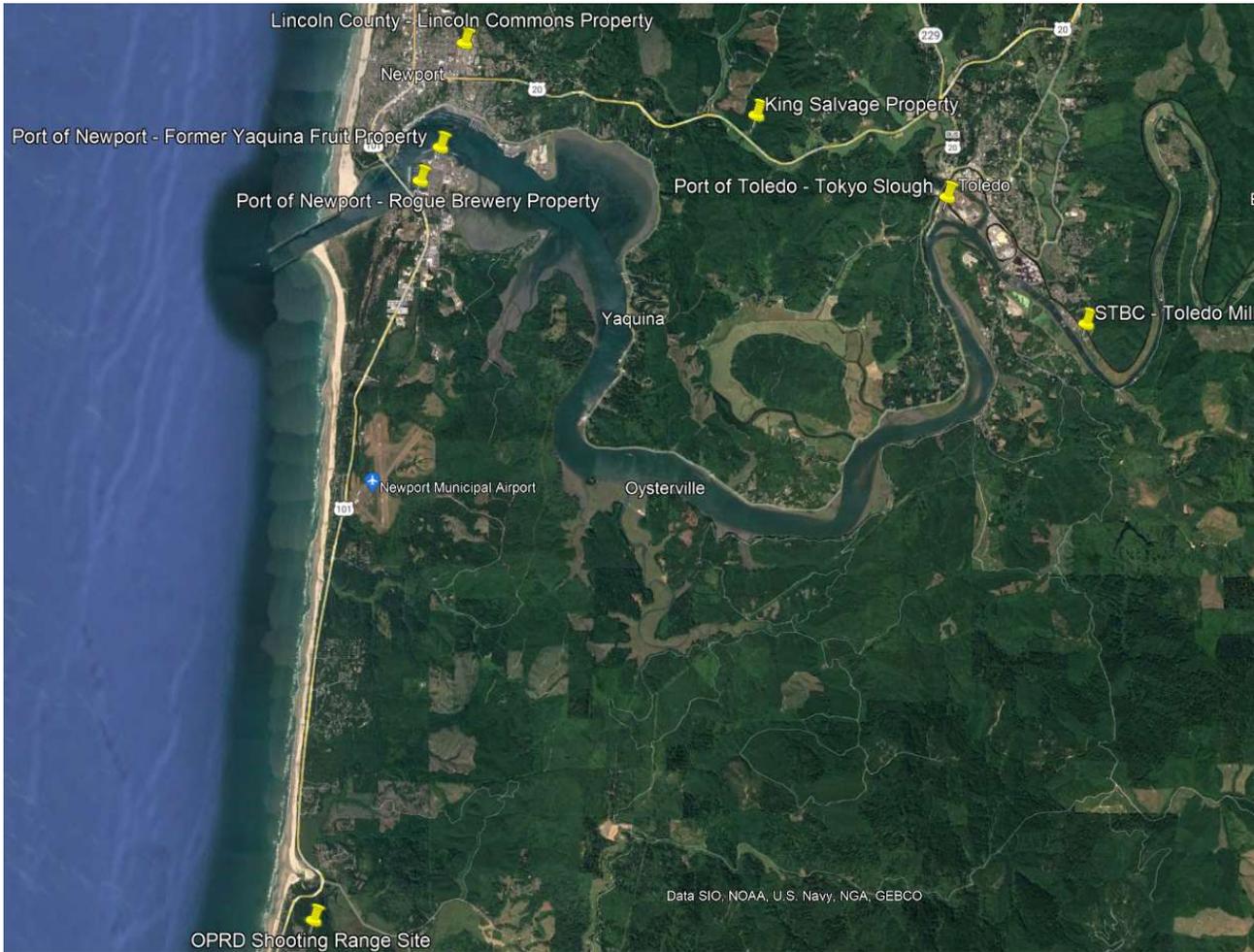
# OVERVIEW



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- Goals
- What is a Brownfield?
- Project History
- Project Area
- Project Sites
- Next Steps





# COMMUNITY WIDE ASSESSMENT SITES

# GOALS



Yaquina Bay Brownfields Initiative  
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Turn underutilized “brownfield” sites from community blight to community benefit



Create Jobs



Spur economic development



Promote Social Equity



Protect Public Health



Restore the Environment

# WHAT IS A BROWNFIELD?



Yaquina Bay Brownfields Initiative  
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- A "brownfield" is defined by the USEPA as:  
A property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.
- The Definition can be broad
- Types of Brownfields
  - Petroleum – Former gas stations, bulk storage facilities, automotive repair shops, other former manufacturing/ industrial sites
  - Hazardous substances – Dry cleaners, mills, illegal dumps, landfills, salvage yards, foundries, buildings contaminated by asbestos/lead paint, other former manufacturing/ industrial sites



King Salvage Site

## PROJECT HISTORY



- In 2016, the Oregon Cascades West Council of Governments (OCWCOG) formed a brownfield coalition that included the Confederated Tribes of the Siletz Indians (CTSI), City of Newport, City of Toledo, and Lincoln County.
- In FY 2016 the Coalition applied for a \$600,000 EPA Community-Wide Assessment (CWA) Brownfield Grant – the Coalition was not funded. The CWA Grant is very competitive.
- After the 2016 grant decision the Coalition applied for and was awarded \$25k from Business Oregon’s Integrated Planning Grant (IPG) to complete a Brownfield Inventory.
- In FY 2017 the Coalition applied again for the \$600,000 EPA CWA Brownfield Grant and was funded. This was a three-year grant period that was extended twice till March 2022 for a total grant period of 4.5 years.

## QUICK FACTS



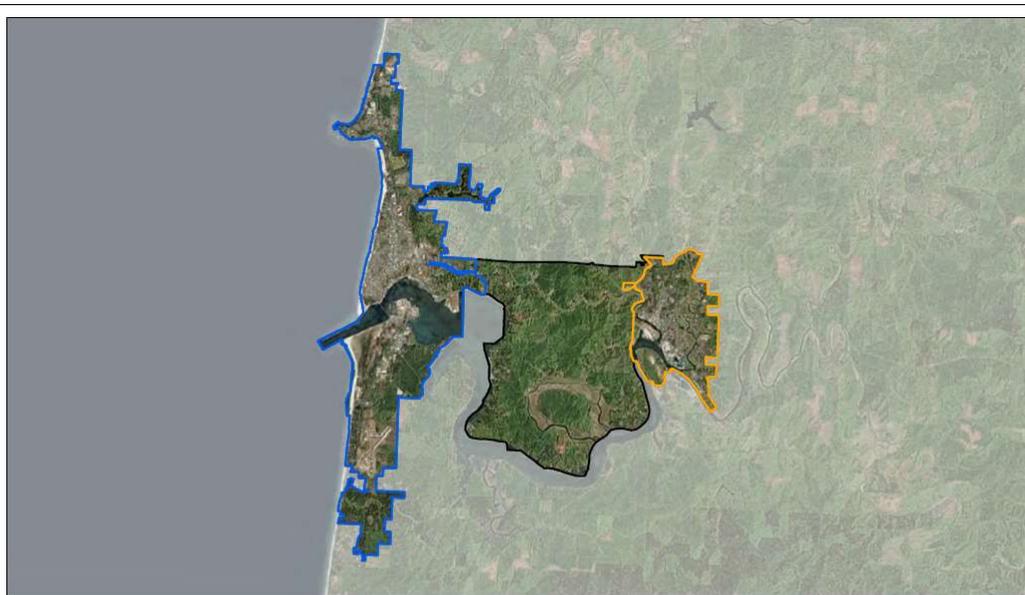
Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- The CWA Program did not include any money for site cleanup. Other programs (EPA and State of Oregon) are available for site cleanup funding.
- Public and private sites are eligible for funding using the CWA Grant
- Why are brownfields a Problem?
  - Direct costs to local government (response to fires, crime, illegal dumping, code enforcement, etc.)
  - Loss of tax base and reduced property values
  - Indirect lost opportunity costs (environmental liabilities may derail development plans)
  - Blight and impacts on neighboring properties
  - Threats to public health and the environment from known or undocumented contamination

# SITE INVENTORY PROJECT AREA (BIZ OREGON FUNDED)



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize



**Legend**  
NewportUGB  
ToledoUGB  
Focus Area

Figure No.  
1  
Title  
Lincoln County Focus Area  
Client/Project  
Client: Oregon Cascades West Council of Governments  
Project: EPA Brownfields Program  
Project Location  
Lincoln County, OR



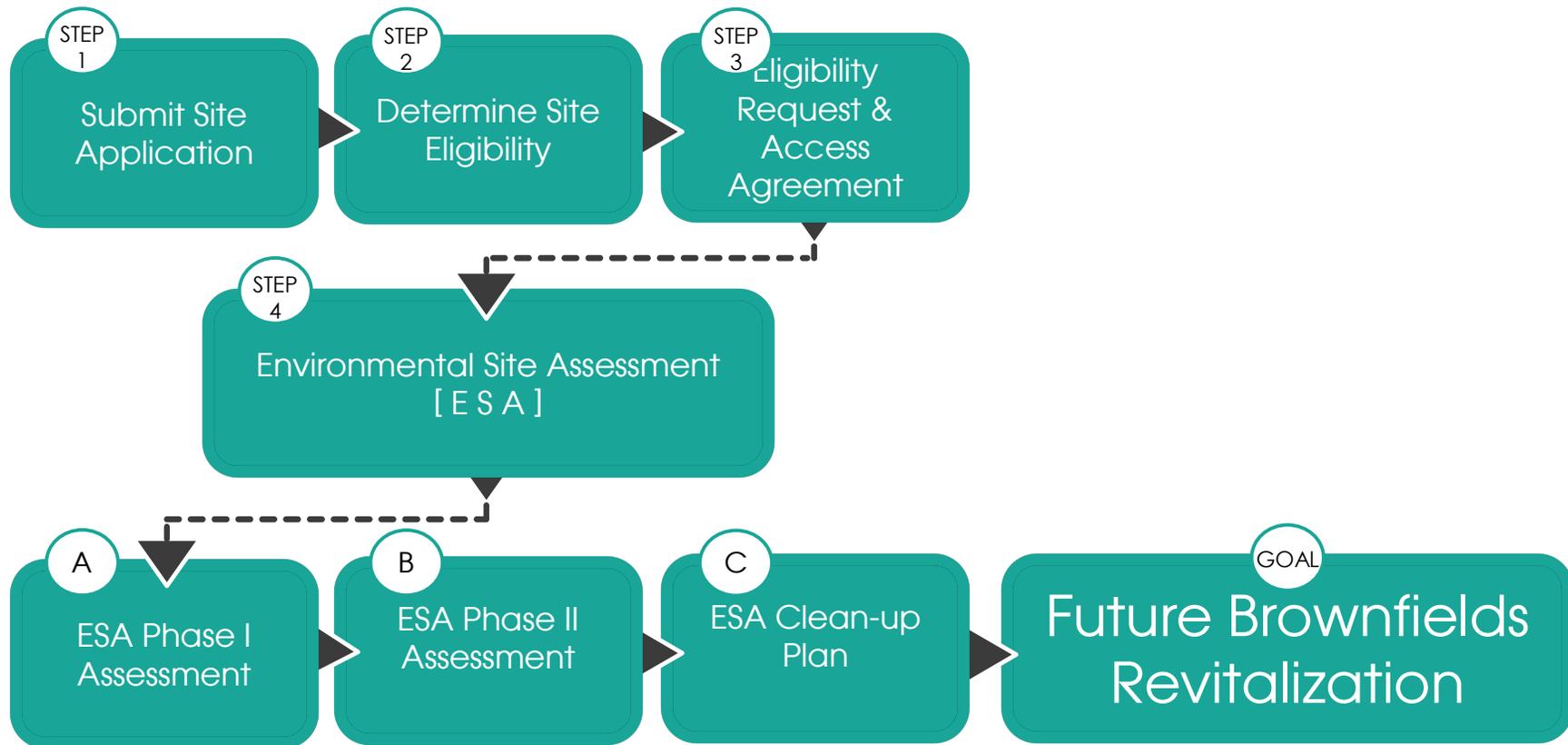
Data Source: Google Layer Credits. Source: Teri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

- The brownfield opportunity site inventory study area included developed portions of the Yaquina Bay watershed including areas within the urban growth boundaries of the City of Newport and the City of Toledo, and an area of unincorporated Lincoln County between the two cities and bounded by the Yaquina River to the south.
- The inventory process included a survey that was sent out in 2017.
- Sites were identified using Lincoln County Tax Assessor Property Information, Environmental Regulatory Records, Sanborn Fire Insurance Maps, Visual Assessment, and some windshield surveys.

# OUTREACH AND SITE NOMINATION



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize



# ACRONYMS



Yaquina Bay Brownfields Initiative  
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- ABCA – Analysis of Brownfield Cleanup Alternatives
- AWP – Area-wide Plan
- Oregon DEQ – Oregon Department of Environmental Quality
- ESA – Environmental Site Assessment
- NHPA – National Historic Preservation Act
- RAP – Remedial Action Plan
- RBM – Regulated Building Materials
- SSSAP – Site Specific Sampling Analysis Plan
- QAPP – Quality Assurance Project Plan
- USEPA – United States Environmental Protection Agency

# ENVIRONMENTAL SITE ASSESSMENTS



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- Characterize and assess sites – past/ existing conditions
- Phase I ESAs
  - Site-specific report that identifies historic land uses and potential issues that may impeded redevelopment
  - Often used to facilitate property transactions
- Phase II ESAs
  - Testing of soil, groundwater, building materials, etc.
  - Used to identify environmental impacts and development cleanup alternatives
  - All investigative work is conducted with property owner notifications and in compliance with NHPA Section 106 and the Endangered Species Act

# CLEANUP AND RESTORATION PLANNING



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- Perform site-specific cleanup and restoration planning
  - Identify highest and best use of sites
  - Perform analysis of cleanup alternatives
  - Balance cleanup alternatives with reuse plans
  - Implement redevelopment strategy
- Conduct site-specific land-use & area-wide redevelopment planning
  - Identify opportunities and constraints
  - Connectivity analysis
  - Infrastructure assessment
  - Evaluate nexus between market conditions and vision
  - Identify potential implementation funding sources



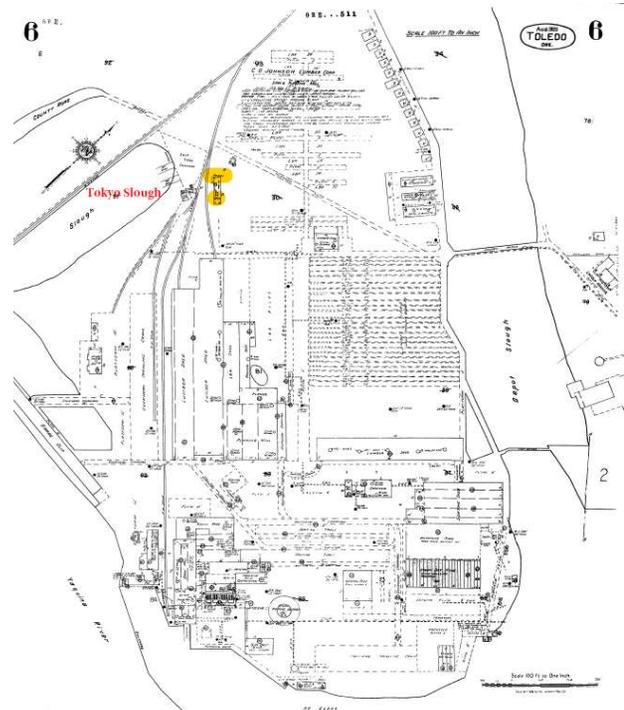
Toledo Mill Site: Area-wide Planning

# COMMUNITY WIDE ASSESSMENT SITES

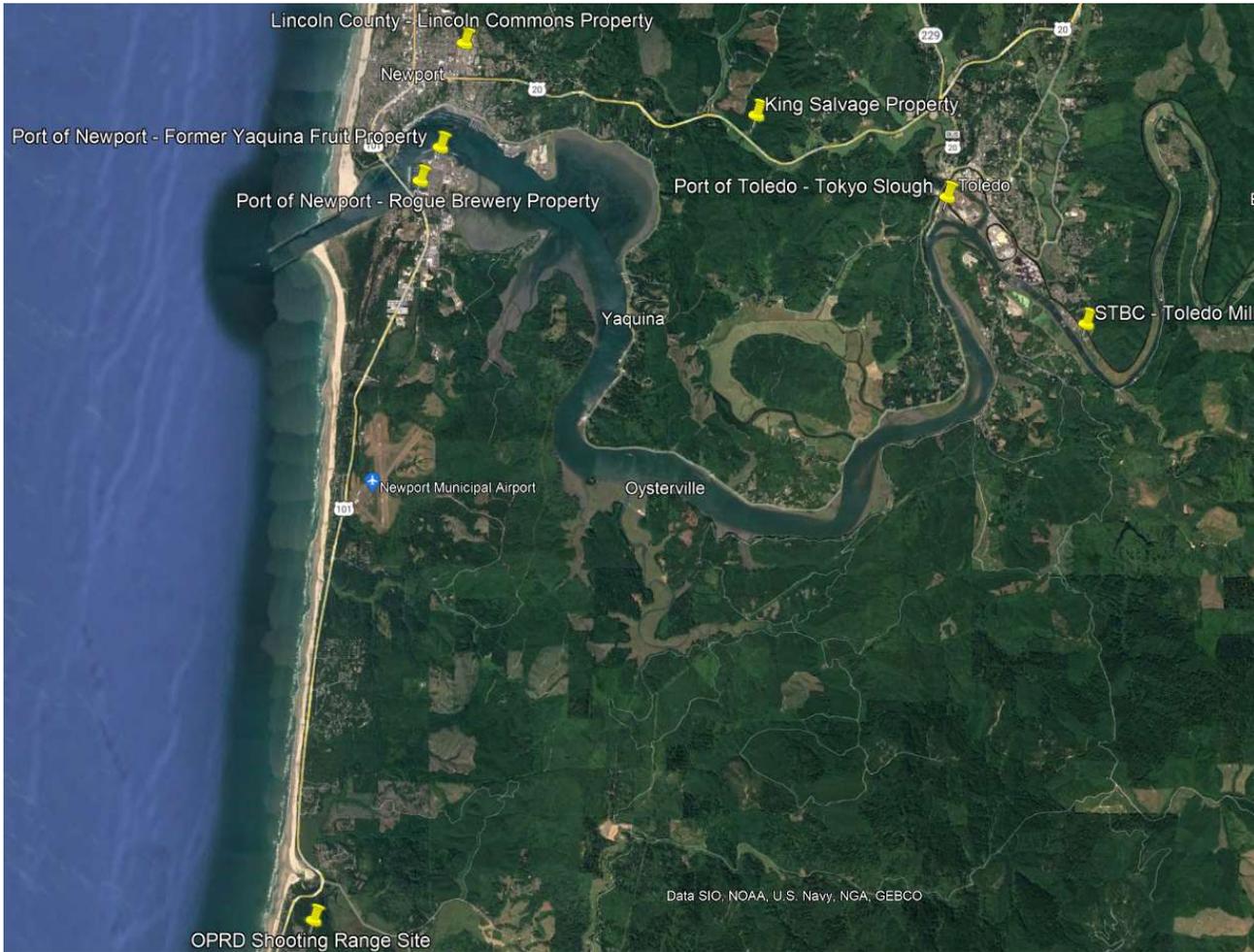


Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- Tokyo Slough (Split Site)
- CTSI Toledo Mill (Hazardous Site)
- King Salvage (Petroleum Site)
- Former Yaquina Fruit Property (Hazardous Site)
- Rogue Brewery Seawall (Hazardous Site)
- Lincoln County Commons (Hazardous Site)
- OPRD Shooting Range (Hazardous Site)



CTSI Toledo Mill – Google Maps



# COMMUNITY WIDE ASSESSMENT SITES

# TOKYO SLOUGH

## ■ Property Facts

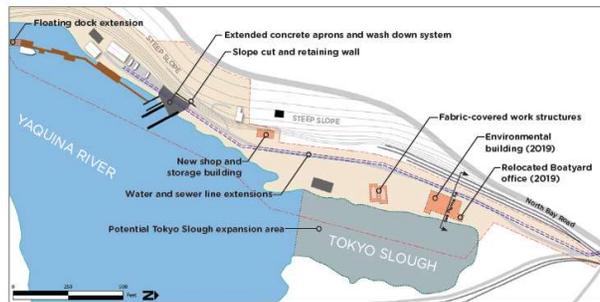
- Owner – Port of Toledo
- 7.4- acre boatyard
- Slough was manmade in the 1920s
- Site of the Toledo Incident of 1925

## ■ Reports

- Phase I ESA Report Completed April 22, 2021
- Permitting Assessment Plan Completed January 13, 2022
- Phase II ESA Report Expected March 2022

## ■ Potential Next Steps

- Port of Toledo is looking to expand the boatyard as outlined in the POT Strategic Business and Capital Investment Plan



Tokyo Slough – Google Maps

Date & Time: Thu, Apr 15, 2021 16:30:05 PDT  
Position: 43°04'49.580"N -123°42'38.957"W (17,400)  
Altitude: 55.113 (11)  
Datum: WGS-84  
Antenna: Garmin 100-5075, 307m/s, Track: 43.0  
Elevation: 2.00 (11)  
Roll: 0.00 (11)  
Pitch: 0.00 (11)  
Zoom: 1.0X  
Location: Toledo Mill



## CTSI TOLEDO MILL

### ■ Property Facts

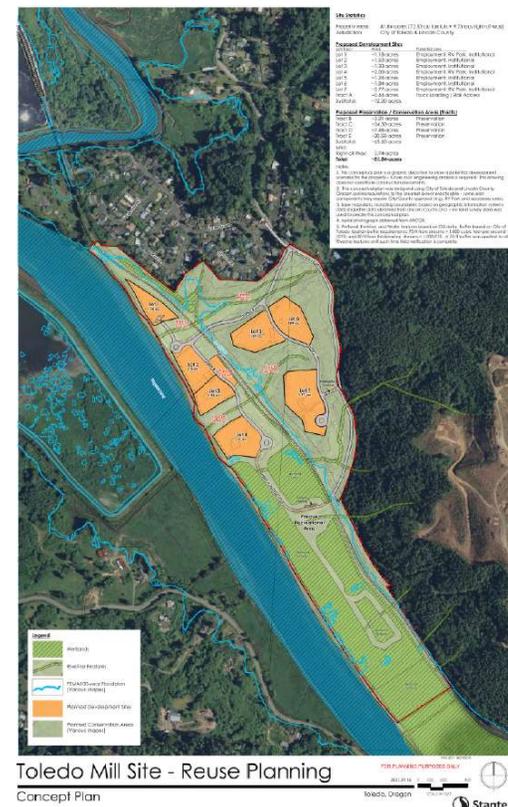
- Owner – Confederated Tribes of the Siletz Indians
- Site partially inside and partially outside city limits
- Former Wood Treating Mill – 81.5-acre site

### ■ Reports

- SSSAP Approved by USEPA November 19, 2018
- Phase II ESA Report Completed April 29, 2020 (CTSI 50% match – Leveraged Funds)
- Area Wide Plan Report Completed January 14, 2022

# CTSI AREA WIDE PLAN

- Master Planning for The Toledo Mill Site
- Review of 2005 Master Plan, Development Code and Reuse Planning Alternatives
- Property is 81.5 acres within City of Toledo and Lincoln County
  - Over 25 acres of wetland and riverine features
  - Would create 7 proposed development sites (12 acres) for employment, recreational or institutional uses
  - Would create 65 acres of restored conservation land
  - Project is backed by a preliminary Natural Capital Analysis
- Potential Next Steps
  - Natural Resource Assessments – e.g wetland delineation, habitat survey, floodplain analysis, etc.
  - Zoning and Land Use Strategy
  - Environmental Assessment/Cleanup – Consider additional brownfield grant funding from USEPA
  - Natural Capitol Options – e.g conservation easements w/ tax credits, fee-simple sales, wetland banks, and carbon credits
  - Property Marketing
  - Design & Permitting
  - Redevelopment, Remediation, & Restoration



# KING SALVAGE



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

## Property Facts

- Owner - Lincoln County
- 6.56 acre site – previous owner operated an automobile scrap yard since approx. 1963
- Zoned – Agricultural Conservation

## Reports

- SSSAP – Approved September 22, 2021
- Phase II ESA Report – expected March 2022
- Wetland Delineation completed July 28, 2020 (using planning dollars)
- Waste Inventory completed August 16, 2020 (using planning dollars)

## Potential Next Steps

- Continued Site Cleanup – DEQ and County Funding
- Agricultural Conservation or other allowed use



# FORMER YAQUINA FRUIT PROPERTY



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

## ■ Property facts

- Owner - Port of Newport
- 3.19 acre site with 3 buildings

## ■ Reports

- SSSAP Approved by the USEPA December 23, 2019
- Phase II (Regulated Building Report) completed February 10, 2020

## ■ Potential Next Steps

- Hiring a licensed abatement contractor to facilitate demo or adaptive reuse of buildings



# ROGUE BREWERY PROPERTY



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

## ■ Property Facts

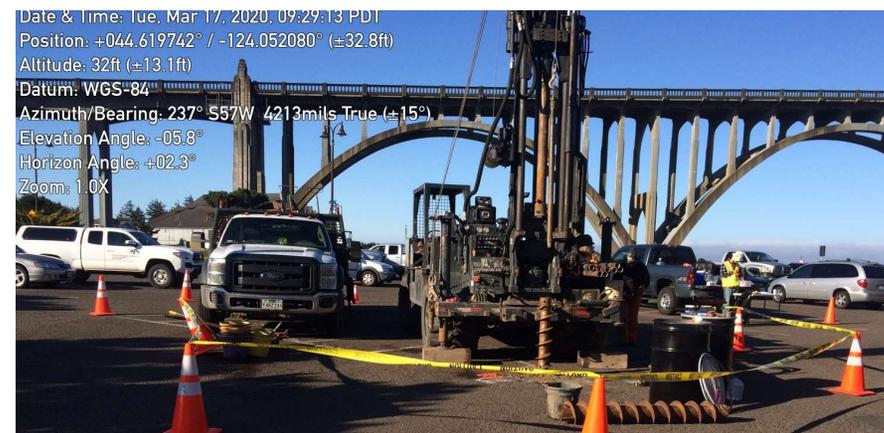
- Owner – Port of Newport.
- Tenant – Rogue Brewery
- Seawall holding up the building is nearing end-of-life

## ■ Reports

- SSSAP Approved by the USEPA January 28, 2020
- Phase II ESA Report completed June 16, 2020.
  - Understanding of contaminants within the repair area
  - Collect soil index properties to evaluate geotechnical / structural composition of repair area.

## ■ Potential Next Steps

- Identify funding to complete structural repairs to the seawall
- The Port of Newport received \$1.14 million to repair the seawall from the Oregon Legislature 2022 session



# LINCOLN COUNTY COMMONS



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

## ■ Property Facts

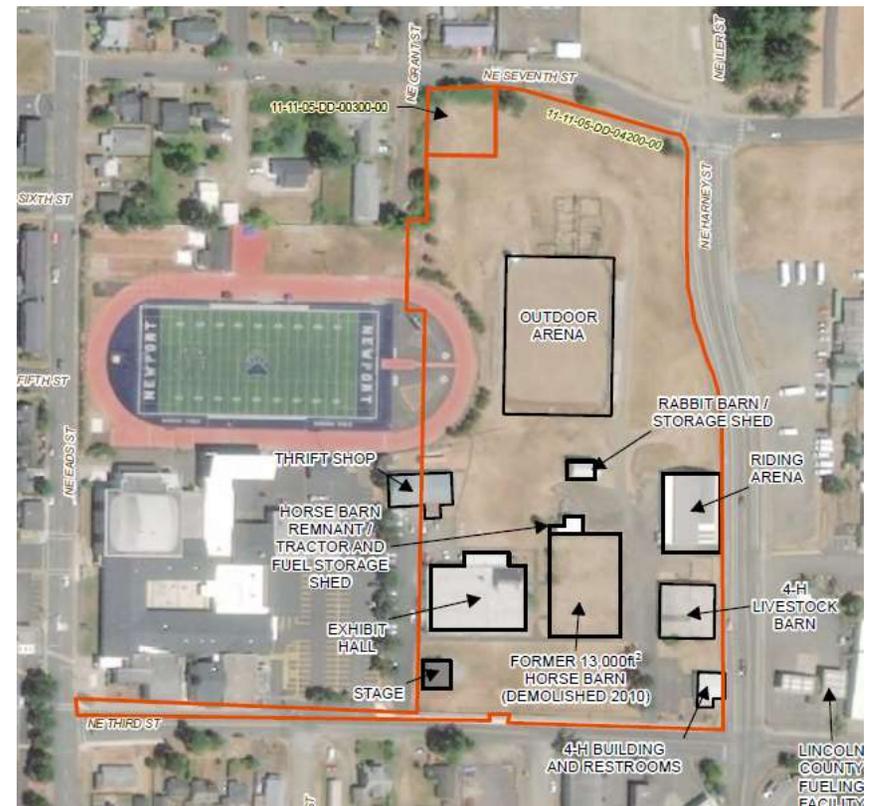
- Owner – Lincoln County
- Lincoln County Fairgrounds - Approximately 9.85 acres

## ■ Reports

- Phase I ESA Report October 28, 2020
- Phase II ESA (Regulated Building Materials) Report January 15, 2021

## ■ Potential Next Steps

- Redevelopment of the Fairgrounds
- Lincoln County issued a Master Plan (February 2019)



# OPRD SHOOTING RANGE



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- **Property facts**
  - Owner – Oregon Parks and Recreation Department
  - 119-acre site. Adjacent to Brian Booth Park.
  - Small former shooting range used by Oregon State Police
- **Reports**
  - Phase I ESA Report completed April 30, 2020
  - SSSAP Approved by USEPA January 10, 2021
  - Phase II ESA Report completed **August 25, 2021**
  - Analysis of Brownfield Cleanup Alternatives (ABCA) expected March 2022
- **Potential Next Steps**
  - Site clean-up
  - Rezoning of the property to Parks Master Plan from Agriculture Conservation and Timber Conservation. Previous rezoning effort in 2019/2020 was denied by Lincoln County Commissioners (Evidence of a substantial change in the character of the area required)
  - If rezoning is approved site could support expansion of park facilities



# NEXT STEPS



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize

- The Community Wide Assessment Grant paved the way for clean-up of many brownfield properties in our community
- Clean-up grants –
  - [State of Oregon Brownfield Cleanup Grants and Loans](#)
  - [EPA – Brownfield Cleanup Grants](#)
  - Infrastructure Investment and Jobs Act
- Continue the YBBI and momentum on Brownfield projects
- Apply for additional brownfield grants from USEPA!! This is a historic investment in Brownfield infrastructure.



BIPARTISAN  
INFRASTRUCTURE  
LAW

## BIPARTISAN INFRASTRUCTURE LAW: A HISTORIC INVESTMENT IN BROWNFIELDS

President Biden's leadership and bipartisan Congressional action have delivered the single-largest investment in U.S. brownfields infrastructure ever. The Bipartisan Infrastructure Law invests more than **\$1.5 billion** through EPA's highly successful Brownfields Program.

**\$1.2 BILLION IN PROJECT GRANTS**  
**\$300 MILLION TO STATE AND TRIBAL RESPONSE PROGRAMS**

With EPA's funding and direct technical assistance, overburdened communities can begin to address the economic, social and environmental challenges caused by brownfields and **reposition these properties for investment and revitalization.**

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The funding will be used to:

- ▶ Remove barriers to brownfields reuse and spur new redevelopment to **transform communities into sustainable and environmentally just places.**
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- ▶ **Enhance climate resiliency** and promote equitable and sustainable redevelopment through expanded technical assistance for "Climate Smart Brownfields Redevelopment."
- ▶ Provide necessary funds to **states/territories and over 100 tribes**, as the lead agencies in ensuring **all brownfields** are safely cleaned up.
- ▶ Direct grants and technical assistance funded with the Brownfields Projects appropriation will cleanup hundreds of brownfields, assess 18,000 sites, train 3,650/place 2,550 people in environmental jobs and assist **hundreds of communities** in identifying equitable reuse options to cultivate healthy, resilient, livable neighborhoods.
- ▶ **Leverage 154,000 jobs and \$30.2 billion** in other public/private funding.

QUESTIONS?



Yaquina Bay Brownfields Initiative  
Research | Redevelop | Revitalize



**Community and Economic Development**  
 1400 Queen Ave SE • Suite 205 • Albany, OR 97322  
 (541) 967-8551 • FAX (541) 967-4651

**MEMORANDUM**

**DATE:** March 17, 2022  
**TO:** OCWCOG Board of Directors  
**FROM:** Jenny Glass, Community and Economic Development Director  
**RE:** **Reschedule Meeting Time for Loan Program and Advisory Committee**

The Loan Program and Advisory Committee (LPAC) currently meets every other month on the fourth Thursday at 11:30 am after the Executive Committee Meeting. The members of LPAC are the OCWCOG Executive Committee plus one lending professional. Since the majority of the members on LPAC are the Executive Committee, I propose a modification to the meeting start time to be at 11:00 am, directly after the Executive Committee meeting ends to provide better time management for the Committee members and staff.

The current schedule:

Thursday  
11:30AM-12:00PM

January	
February	24
March	
April	28
May	
June	23
July	
August	25
September	
October	27
November	
December	

Proposed change:

Thursday  
**11:00AM-11:30AM**

January	
February	24
March	
April	28
May	
June	23
July	
August	25
September	
October	27
November	
December	

As you can see, the meeting days will not change, only the start time. The 2022 OCWCOG Meeting Schedule showing the proposed revisions is attached to this memo.

# 2022 OCWCOG MEETING SCHEDULE

	BUDGET COMMITTEE	FINANCE COMMITTEE	FULL BOARD OF DIRECTORS	EXECUTIVE COMMITTEE	LPAC COMMITTEE	COMBINED SSAC-DSAC COUNCIL	CWEDD COMMITTEE	TBAC COMMITTEE	CWACT FULL COMMISSION
	11:30A - 12:30P	1:00P-2:00P	2:00P-4:00P	9:00A-11:00A	11:00A-11:30A	10:00A-11:30A	9:00A-11:00A	10:30A-12:00A	5:00P-7:00P
ZOOM Video Conference or Albany Upstairs Conference Room									
	Thursday	Thursday	Thursday	Thursday	Thursday	Tuesday	Thursday	Thursday	Thursday
January	20	20	20						
February				24	24	1	10	3	24
March	*17	17	17						
April	*21			28	28	5			28
May	19	19	19				12	5	
June				23	23	7			23
July		21	21						
August				25	25	2	11	4	25
September	**15	15	15						
October				27	27	4			27
November							10	3	
December		8	8			6			TBD

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

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

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

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

Cascades West Economic Development District (CWEDD) meeting is quarterly on the 2nd Thursday of the month.

Transportation Brokerage Advisory Committee meeting is 1st Thursday of every three months.

Cascades West Area Commission on Transportation (CWACT) Full Commission meeting on the 4th Thursday of every other month.

\* Budget Committee work group meetings.

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

(Revised 03/17/2022)



# Senior, Disability and Community Services

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



Area Agency on Aging

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

## MEMORANDUM

**DATE:** March 17, 2022

**TO:** OCWCOG Board of Directors

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

**RE:** Program Updates

### Developing Partnerships to Streamline Access to Services for Shared Consumers

#### Community Services Consortium

The positive impacts of our continued and growing connection with Community Services Consortium (CSC) have been well spotlighted over the past couple of weeks. In February a workgroup made up of teams from both agencies worked together to streamline and support consumers accessing benefits from both agencies. The first step, COG leadership sharing a list of current Supplemental Nutritional Assistance Program (SNAP) recipients with CSC. The list will be cross referenced and assessed by CSC staff to see whether those participants were eligible for Utility Assistance Programs at that agency. Though pulling the data and correlating the information has been a challenge, the result will be a letter explaining the Utility Assistance Program being sent to over 6000 low-income individuals across the region. Additionally, a process was developed so consumers applying for SNAP from this point forward will be offered Utility Assistance if they are interested. These consumers will experience a warm transfer to CSC staff for follow-up. The workgroup has plans to continue to meet monthly to address and break down a variety of obstacles (both big and small) that our joint consumers may face.

#### Oregon Department of Human Services - Self Sufficiency

In 2021 Oregon Department of Human Services (ODHS) tasked Self-Sufficiency Programs (SSP), Aging and People with Disability (APD), and Area Agency on Aging (AAA) partners with connecting on a district level to develop District Engagement Plans to better support Oregonians in applying and obtaining benefits through the new ONE Eligibility system. For Area Agency on Aging staff this work was necessary to support the consumers we serve, the most vulnerable of the population.

District 4 leadership (AAA and SSP) and Lead workers met in December of that same year to start a discussion:

- Identifying efforts already in place: interagency meetings, case staffing meetings, Lead worker meetings.
- Brainstorming activities that would be impactful such as using universal language, embedding staff in different branches, and attending one another's unit/all staff meetings.
- Addressing barriers to work through to connect more effectively.

Questions that needed to be addressed:

- How will each office regardless of Program background ensure there are individuals with knowledge to provide answers and process applications for Oregonians choosing to engage at that location?
- How will knowledge and resources be shared in a way to build greater expertise and share information to ensure staff feel supported in the work they are doing in their community?
- How will we ensure Oregonians are met with a level of customer service and standardization where they feel respected and served regardless of the program or location they chose to communicate with?
- How will leaders and supervisors work to build greater community engagement across programs, acting as a larger agency rather than programmatic portions for eligibility?
- What barriers do you have to making your plan happen and what solutions or opportunities?

An Eligibility Engagement Workgroup was developed to address equity in workload and impact to smaller offices, how the supervision and onboarding of cohoused employees takes place, equipment and technology needs, timeline, and how to have ongoing connection and conversation. The workgroup was specifically focused on cohousing of eligibility staff to support knowledge sharing related to the different programs (SNAP, ERDC, TANF, MAGI, non-MAGI) that are now administered across agencies. Other positions such as case managers may want to participate in future job shadowing opportunities. This idea will be discussed at a future date.

The plan for cohousing eligibility leadership and staff is to begin mid-March with district management and Lead workers going first and line eligibility staff participating later in the month. As a lead district in this work, we will be sharing with the Board, lessons learned and the joys and trials of this experiment. I am excited our district has embraced working together to better support Oregonians in need.



## Community and Economic Development

1400 Queen Ave SE • Suite 205 • Albany, OR 97322

(541) 967-8551 • FAX (541) 967-4651

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### MEMORANDUM

**DATE:** March 17, 2022  
**TO:** OCWCOG Board of Directors  
**FROM:** Jenny Glass, Community and Economic Development Director  
**RE:** **Community and Economic Development Program Update**

---

The CED team welcomes new staff:

Mary Bach-Jackson, CED Planner (Geographic Information Systems/GIS)

Kelli Boies- CED Administrative Assistant

We also said “see you soon” to Nick Meltzer, Transportation Manager, who is taking a leave of absence through August 2022 to accompany his wife on academic sabbatical in Sweden.

#### **CED: Transportation**

##### **CAMPO: Corvallis Area Metropolitan Planning Organization**

- Held two virtual open house events in early January reviewing the draft Regional Transportation Plan and encouraging members of the public to provide input
- Adopted Regional Transportation Plan in February
- Participated on the Corvallis Open Streets planning committee
- Submitted semi-annual report on CAMPO activities to State and Federal partners
- Drafted the Unified Planning Work Program
- Submitted letter to Oregon Transportation Commission with recommendations for spending flexible funds from the Infrastructure Investment and Jobs Act

##### **AAMPO: Albany Area Metropolitan Planning Organization**

- Updated the Public Participation Plan to include virtual-engagement methods
- Coordinated marketing of the Linn-Benton Loop bus expansion to Oregon State University and Linn Benton Community College
- Began work on AAMPO’s Regional Transportation Plan, including verifying transportation model inputs and future scenario assumptions
- Advertised a request for qualification for Linn, Benton, and Lincoln Coordinated Public Transit- Human Services Transportation Plan updates – consultant has been selected. Project kick off expected in late March
- Completed the MPO’s SFY 2023 Unified Planning Work Program

#### **Transportation Projects:**

Albany Transit Implementation Strategy – project team has finalized the new transit routes and is close to finalizing stop locations. Project is on track to be finalized by the end of May.

Mobility Hub Design – project team held first workshop with stakeholders and follow up design meetings are scheduled. Project is on track to complete conceptual design in early April.

#### Seamless Transit Experience

- Transit Royale app will be provided for all app users within the region allowing for exclusive features including options to help you find an ideal journey in Transit's trip planner, providing a timely heads up on holidays and planned service adjustments, and a theme that matches the transit system's identity.

#### Training Center

- Driver trainings have been at or near capacity December – February including January's trainings held in Toledo.

#### Transportation Options

- Over 150 responses received for the transportation options survey that will help guide future work plans.

### **CED: Planning**

#### **CWEDD: Cascades West Economic Development District**

- Granted \$12,450 more of CARES funds to Corvallis & Lebanon Chambers for conference room upgrades
- Continued work on Business Registry access to emails and phone numbers at State level. Forming a working group to draft legislation working with the Secretary of State's office. Working group will include Business Oregon, League of Oregon Cities, REAL, Corvallis/Benton EDO, and OCWCOG.
- Invited to write a childcare grant with Corvallis/Benton Economic Development Office. Submitted application March 4<sup>th</sup> requesting \$139,000 for a pilot project with LBCC, OSU, and OCWCOG.
- Continued convening Childcare Working Group for Linn, Benton, & Lincoln Counties.
- CWEDD signed off on Letters of Support for programs across the region:
  - Neighbors for Kids, a nonprofit located in Depoe Bay, for a grant application to USDA Rural Development Community Facility Grant Program to enhance the parking area at their center for serving youth, families, staff, and volunteers. The parking lot will also serve as a dedicated emergency tsunami evacuation area.
  - RAIN, a nonprofit serving entrepreneurs, for a grant application to USDA Rural Business Development Grant Program to bring entrepreneurial support programs to the rural entrepreneurs in Lane, Linn, and Benton Counties.
  - NW Oregon Works (NOW) for an Economic Development Administration Good Jobs Challenge grant that would provide investments in maritime, healthcare, and advanced manufacturing in Linn, Benton, and Lincoln Counties.
  - Oregon Mass Timber Coalition for an Economic Development Administration Build Back Better Phase 2 grant for up to \$100 million in investments in research and development of timber products, workforce investments in forestry, manufacturing and construction industries, forest restoration and affordable housing construction.

#### **Land use & planning projects:**

- Yaquina Bay Brownfield Initiative project nearing completion (see attached presentation)
- Cascades West Regional Consortium selected EcoNW to complete the Wetland Mitigation Feasibility Study.

### **CED: Cascades West Business Lending**

- Funded two loans:
  - \$240,000 for a new food cart pod in Lincoln City
  - \$266,000 for a counseling center in Albany
- Working on two new loans in Lincoln and Benton Counties
- Updated marketing materials to push CARES loans with deadline of July 2022

### **CED: CASCADES WEST RIDE LINE**

79,073 individuals in Linn, Benton and Lincoln are eligible for transportation assistance. 3,285 Ride Line (non-emergent medical transportation) clients received transportation or reimbursement from December 2021 through February 2022. Most services are for physical, mental, and dental health.

	<b>Trips</b>	<b>Clients</b>
Linn County	23,295	1,857
Benton County	6,825	632
Lincoln County	6,986	700
All other counties	761	96
<b>Regionally</b>	<b>37,867</b>	<b>3,285</b>

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### **Oregon Health Plan Enrollment by County - for August 2021**

	IHN-CCO	OHP - FFS	Other CCO's	Managed Care	<b>Total Enrollment by County</b>
Linn County	39,129	4,037	828	0	<b>43,994</b>
Benton County	16,005	1,672	40	0	<b>17,717</b>
Lincoln County	15,517	1,825	20	0	<b>17,362</b>
Total Enrollment by Plan	70,651	7,534	888	0	79,073