



Board of Directors' Meeting Packet

May 20, 2021

2:00 pm - 4:00 pm

Videoconference Information:
<https://zoom.us/j/88165972584>

Meeting ID: 881 6597 2584

Passcode: 320311

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

July 15, 2021 at 2:00 pm

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

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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
May 20, 2020
2:00 – 4:00 pm**

Zoom Video Conference
<https://zoom.us/j/87665657061>
Meeting ID: 876 6565 7061
Passcode: 500585

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

NOTE: Please contact Kathleen Codinha, at 541.967.8720 or AdminGA@ocwcog.org, no later than noon on Tuesday, May 18th to confirm your attendance.

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

2. **Public Comment** (*Chair Claire Hall*)
(2:05 – 2:10 pm)

Floor will be open to the public for comment.

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

- a. Approve Meeting minutes from March 21, 2021. (Page 5)
- b. Approve Marie Laper's SSAC Membership. (Page 13)
- c. Approve July 2020 – March 2021 Financial Report (Page 17)

ACTION: Motion to approve Consent Calendar items.

4. **Executive Director Contract Renewal** (*Chair Claire Hall*)
(2:15 – 2:45 pm)

Review of Executive Director's Accomplishments and Goals, and Employment Agreement which ends June 30, 2021. Discuss new terms.

ACTION: Motion to approve new contract terms.

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

ACTION: Information only, no action needed.

6. **Fiscal Year (FY) 2021-2022 Annual Work Program and Budget Review** (Finance Director, Sue Forty)
(2:30 – 2:45 pm)

Finance Director Forty will present the *FY202-2022 Annual Work Program and Budget* that has been prepared to meet the budget requirements of ORS 294.900 to 294.930. A copy of the *FY2020-2021 Annual Work Program and Budget* has been provided as a separate attachment.

ACTION: Motion to approve and adopt the FY2021-2022 Annual Work Program and Budget. Adoption Resolution #2021-05-01 Agency Budget for FY2021-2022 (Page 25).

7. **Fiscal Reserves Policy** (Executive Director, Ryan Vogt / Finance Director, Sue Forty)
(2:45 – 3:15 pm)

Discuss Reserve Fund Policies: Building Fund Reserve; Program Reserves, PERS Reserve, General Administration, Finance and Technology Services Reserves; Capital Project Reserve; Financial Software Reserve; Legal Risk Reserve Policy. (Page 26)

ACTION: Review and motion to approve Resolution 2021-05-02. (Page 29)

8. **Endorsement of Older Americans Month** (Executive Director, Ryan Vogt)
(3:15 – 3:20 pm)

The Federal Administration on Aging has declared May as *Older Americans Month*. The Executive Director will present a Proclamation recognizing *Older Americans Month* to the Board for adoption. (Page 35)

ACTION: Motion to approve the endorsement of May as Older Americans Month.

9. **Endorsement of Military Appreciation Month** (Executive Director, Ryan Vogt / Veteran Services Officer Curtis Nelson)
(3:20 – 3:25 pm)

The U.S. Congress has declared May as *National Military Appreciation Month*. The Executive Director will present a proclamation recognizing *Military Appreciation Month* to the Board for adoption. (Page 36)

ACTION: Motion to approve the endorsement of May as Military Appreciation Month.

10. **OCWCOG Program Updates**
(3:25 – 3:55 pm)

Senior and Disabilities Services Program Director, Randi Moore (Page 37)
CED Director, Jenny Glass (Page 39)
Technology Services Director, John Haytas
Finance Director, Sue Forty
Lending Program, Sue Forty and Sandra Easdale
Human Resources Manager, Ryan Schulze

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
March 18, 2021
Via Zoom Video and Audio Conferencing**

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Sherrie Sprenger, Linn County; Mayor Rod Cross, Toledo; Mayor Greg Holland, Waldport; Mayor Chas Jones, Philomath, **Vice Chair**, Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Mayor Biff Traber, Corvallis; Mayor Don Ware, Brownsville; Mayor Leslie Vaaler, Yachats; Councilor Mike Caughey, Harrisburg; Councilor Jerry Gillson, Halsey; Councilor Greg Hoagland, Lincoln City; Councilor Joyce King, Depoe Bay; Councilor Alan Rowe, Adair Village; Councilor Angelita Sanchez, Sweet Home; Commissioner Gil Sylvia, Port of Newport, Councilor Dick Olsen, alternate for Mayor Alex Johnson II, Albany

Staff: Executive Director, Ryan Vogt; Transportation Planner, C. Clark; Executive Assistant, Kathleen Codinha; Sr. Loan Officer, Sandra Easdale; Finance Director, Sue Forty; Community Economic Development Director, Jenny Glass; Technical Services Director, John Haytas; Transportation Manager, Nick Meltzer; Senior and Disability Services and Community Services Programs Director, Randi Moore; Transportation Planner, Steph Nappa; Human Resources Manager, Ryan Schulze; Assistant Planner, Katie Trebes

Public: Interim Executive Director of Community Services Consortium, Pegge McGuire

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Committee Meeting was called to order by Chair, Commissioner Claire Hall on March 18, 2021 at 2:00 pm via Zoom Video and Audio Conferencing.

1. Welcome and Introductions

Chair Hall welcomed everyone and asked everyone to introduce themselves by name, county of representation, and title.

2. Public Comment

No comment.

3. Consent Calendar

Chair Hall entertained a motion to approve the items on the Consent Calendar. Commissioner Pat Malone motioned to approve; Mayor Rod Cross seconded. A vote was taken and all items on the consent calendar were approved unanimously.

4. Executive Director Update

Executive Director, Ryan Vogt, thanked everyone for attending. Up to date, it has been the best represented meeting since his arrival. OCWCOG held an orientation for new Board members last week, to be followed by a survey requesting feedback for any areas that should be changed for new Board members after the next election cycle.

March 2020, the first Executive Order was issued for *COVID*. The events have shaped our year, and OCWCOG has weathered that storm well, even with changing relationships, and people working from home; including the budget. In spite of the changing environment, OCWCOG has been able to deliver services, and a year later is still supporting the three county jurisdictions. A year ago on this date, Ryan Vogt was working with Mayor Traber on joining the COG as the Executive Director. Ryan said it was the best move he could have made and thanked everyone again for entrusting this agency in his care.

During the interview process, the Board communicated three things that were important to them for the future of the agency:

1. Strategic Planning;
2. An ongoing expectation of relationship development with Community Services Consortium (CSC) and how to duly leverage that body of work;
3. Energize and grow work on diversity, equity, and inclusion (DEI) beyond our organization, while focusing on the most vulnerable consumers that access our services in such a way they feel safe.

Executive Director Vogt addressed the strategic plan, saying it's been challenging to work on while teleworking. Referencing the packet, he pointed out the programmatic plans for the combined Senior and Disability Services (SDS) and Community Services Program (CSP) Area Plan, as well as the Comprehensive Economic Development Strategy (CEDS). Anyone who has done strategic planning knows they can become outdated as soon as it's adopted. These plans are being brought forth not only as an overview, but as an invitation to take an active role in ensuring our success. These serve as a roadmap for where we are going the next few years. There is still a lot of investment needed by our member agencies to ensure the effective implementation of the CEDS. The OCWCOG hopes to begin agency-wide strategic planning next year.

Executive Director Vogt has been engaged in DEI in former agencies for many years. It's a body of work with constant learning. Plans to implement diversity, equity, and inclusion training has been a common topic in meetings with the senior leadership team and some staff. He is thrilled that there is a lot of energy and excitement from staff that want to change the culture of the agency to make it a more desirable place to work. The labor management team has been meeting and taking this up in earnest. Next week, they will be meeting to set the framework for what the new DEI committee will look like. The focus will be to have good employment practices, continue to learn and grow, and embrace education and training for our own personal health as an organization.

The agency is budget planning for next fiscal year. No one could have anticipated how *COVID* would impact the budget, but OCWCOG has been fortunate to have been given donations to programs such as *Meals on Wheels (MOW)*. We've also made investments in the right places.

OCWCOG is in the process of ramping up for union and management bargaining and contracting.

Looking back to last July when Executive Director Vogt came aboard, he would never have thought there would be a possibility of closing our doors to the public on four different occasions. When a server failure required the systems to be taken down; the doors remained open. When nature brought the wild fires, and months later an ice storm, the doors remained open. It was only when something beyond our control happened that we had to close the doors for a day: Pacific Power had a planned power outage on our grid. The building was closed on Friday, but

some employees continued to telework, and some essential services such as *MOW* and *Rideline* continued to operate. Closing the doors is a decision that is never taken lightly. With all the different scenarios that have come along, it's Executive Director Vogt's hope that we've figured out how to respond. He also apologized to member services that had their email services affected by the power outage.

Mayor Chas Jones stated that Philomath is very interested in ongoing work with justice, equity, and inclusion. OCWCOG has been talking to Philomath's City Manager, Chris Workman, and hopes others will consider partnering with shared workshops and trainings in the future.

5. CSC/COG Collaboration

A collaboration between CSC and COG has been an ongoing conversation for the past couple of years. Both agencies serve a lot of the same constituents and the same geographic region. Most recently, the conversation has been how both agencies can work better together. Initially, there was a lot of momentum to have a full scale merger. That dialogue has been replaced by focusing on where the quicker wins are, finding efficiencies, and ways to leverage the strengths to help each other for a mutually beneficial outcome. To that end, there have been lengthy conversations around administrative functions and how each agency has strengths in certain areas, while needing help in others. Some possible departments to share resources are Finance, Contracts, and Human Resources. There have also been discussions to have a Chief Financial Officer to bridge both agencies, but that is premature. Being able to share best practices and policies, as well as to be able to fill in for each other is something that is being explored.

Recently, there have been discussions whether it makes sense to co-locate, either short term or long term. If we are talking about how to deliver services for consumers, if we have a "no wrong door" policy, they would be able to get any service they're eligible for in one stop.

Interim Executive Director of CSC, Pegge McGuire said she's been delighted to work with Ryan Vogt. Since they're involved in different areas of community activities, they've been able to keep each other up to date on things they might have otherwise missed.

One area of collaboration that wasn't mentioned is Internet Technology (IT). The IT Directors have been working very closely and CSC made the decision to move their central servers to the OCWCOG Albany building location. CSC is vacating the office in Corvallis soon. One of the benefits of moving their servers to OCWCOG is the flexibility for them to locate anywhere without interruption in service.

The program staff of both agencies have also been brainstorming on how to "mine the data", to seek out clients that may qualify for each other's programs. The goal is to have someone reach out to current consumers and educate them about wrap around services.

At CSC, they are administering rental assistance funds. Many landlords are desperate to get money. The federal government has been funding the States, and the State has given money to the CSC. They have been able to put approximately \$4.5M out within the last couple of months and are expecting another \$15M. Although that sounds like a lot of money, most people needing assistance are a full year in arrears. The term for these funds is payment for one year in arrears, plus several months into the future. Unfortunately, it's not enough money to help everyone.

CSC has also seen a lot of high power bills; \$3,000 - \$4,000 in utility bills. They have a lot of money to pay these bills but they haven't been contacted by many people. Executive Director

McGuire urged members to spread the word and have anyone needing help to get in touch with CSC.

Lastly, they are hoping they will see some funds released for water bill assistance. There are small jurisdictions that have discreet water programs that operate in a limited way with federal funds from treasury, as well as a new state legislative process that will enable CSC to pay some large arrearages.

6. SDS Area Plan

Senior and Disability Services Director, Randi Moore shared her screen to present their 2021 – 2025 Area Agency on Aging Plan. Cascades West is an Area Agency on Aging (AAA) which is a state designated agency that supports older adults and people with disabilities. There are 16 agencies across the State of Oregon that manage programs funded through the *Older Americans Act (OAA)* and *Oregon Project Independence (OPI)*.

An Area Plan is a requirement to receive OAA funds, and establishes a coordinated delivery of accessible services to underserved and serve diverse populations. It also address community needs, develops and prioritizes services for older adults, adults with disabilities, and their caregivers.

As SDS Director Moore began weaving the new plan together by looking at the last plan and visualizing where she wanted to go, she realized this should be a document for the whole agency to use. The services are spread across CED, CSP, and SDS.

The State mandates focus areas of:

- Information and referral Services and the Aging and Disability Resource Connection (ADRC)
- Nutritional Services
- Elder Justice
- Native American Elders
- Health Promotion
- Family Caregivers

In order to prepare this, they conducted a community needs assessment to gage what existing systems were already in place; identified service gaps, while supporting service equity and inclusion.

Some goals for the next four years are to improve on information and referral services; decrease hunger and food insecurity; and increase elder justice awareness. They will also be working with CSC to make sure there is streamlined access for customers. With those barriers reduced, consumers are more likely to follow through and receive benefits.

The goal to reduce hunger in older adults will be achieved by increasing their *Supplemental Nutrition Assistance Program (SNAP)* utilization. The plan is also to figure out how to make *MOW* more sustainable by increasing and retaining volunteers.

Part of achieving the goal to increase awareness in elder justice will be to create an elder justice team. Mayor Rod Cross suggested partnering with the Tribe; they do a great job of intervention with Elder Abuse. SDS Director Moore said working with the Tribes and building relationships are one of their goals.

Transportation, financial wellness, and affordable housing are a few more areas the community expressed interest in having OCWCOG focus on. Some people have access to get to doctors' appointments but people in rural locations don't have those options. For financial wellness, they plan to develop and support their non-profit organization, *Stand by Me (\$BM)*, in addition to *Money Management Program (MMP)* which is a bill-pay program, and generally help people when they apply for benefits such as *SNAP* and *Medicaid*.

Accessible and affordable housing is an issue for older adults. A focus area was not created for this 4 year Area Plan because it's a very large problem, but they will partner with others that can help.

Built within the plan are strategic check-in points to monitor progress and to share that information with our councils and board members. Annual updates are provided to the State and will be highlighted in the board meeting immediately following those updates. The entire plan can be found on our website at: https://ocwco.org/wp-content/uploads/2021/03/21-25-AREA-PLAN-DRAFT_WEBSITE-03-18-2021.pdf

Mayor Cross left the meeting at 3:00pm.

7. Draft CEDS Plan and Seamless Transportation

CED Director, Jenny Glass started at OCWCOG in January 2021. The Comprehensive Economic Development Strategy was near completion, due to the hard work by Transportation Manager, Nick Meltzer. It was adopted in February by the Cascades West Economic Development District Board (CWEDD). Nick shared his screen and talked about the process. There were staffing issues combined with a heavy fall 2020 calendar, so they planned to do a "light update". The CWEDD Board felt that the vision and goals were still relevant, but the action items needed to be updated. They met every month, focusing on an inclusive and interactive process, and sent an update after each meeting. Relying on their community partners for past information, the surveyed result was that the 2015 – 2020 CEDS Strategy was too specific and they didn't have enough staff to implement the plan.

They also recognized that implementation starts once the plan is adopted. Nick then shared a two page Executive Summary that provided an overview of our district. The second page outlined the Strategic Priority Areas:

- Regional Collaboration and Partnerships
- Sector Diversification Through Business Development
- Infrastructure Resilience
- Workforce Support
- Rural Vitality

Mayor Jim Lepin said the plan is good, but knowing who the customers really are is vital for a successful program. Implementing the process means expanding conversations with Counties to learn what their development plans are county wide and how that might result in networking between counties at some future time. Mayor Lepin plans to have a discussion with the OCWCOG senior leadership team once CED Director Glass is back from leave to discuss future action. His main concern is making sure conversations are happening with the right people to work side by side with them.

Mayor Biff Traber said the CWEDD was trying to deal with those conceptual issues a year ago. The prior plan was very detailed, and when it needed to be updated, it was made to reflect changes while providing room to be flexible.

Mayor Lepin said the plan needs to meet government requirements in order to take advantage of federal grants. The grants are the carrot that drives a strategy meant to promote cohesiveness around the region. Mayor Lepin asked the three County Commissioners to think about their economic processes and how they can support CWEDD with this plan.

Commissioner Pat Malone said his concern is that different groups that do economic development scrambled last year to obtain federal money and then trying to figure out how to distribute those funds equitably. Before *COVID* hit, the conversation was about business resilience. It quickly went from theory to practice last year.

Commissioner Gil Sylvia asked:

- If having a CED Strategic Plan is a requirement to receive grants:
- Do you actually measure outcomes to determine if you've improved diversification?
- Do you have better partnerships?
- Are you able to compare before and after?
- Is it that detailed?

CED Director Glass said that it needs to be measurable with the ability to track agreed upon indicators that show progress. When this is kicked off in June, they will be talking about high level indicators across the region and will be doing a survey to determine what kind of indicators need to be tracked to show progress.

Commissioner Sylvia asked how the data is going to be collected and measured in a year.

Mayor Lepin said the hope is to meet with the three County Commissioners on this Board to determine if this is something seen as value added for their County since they are more in tune with the economic needs. Assuming the County has a planned effort around economic development, we need to know if this strategy provides a tool. If it does, how do we upgrade it and fix it so it's a good tool? It needs to have quantifiable measures in place to track progress. In the future, this could potentially be a way to network between counties. A lot of time has been spent over the past 20 years making the plan, how do we make it work?

Transportation Manager, Nick Meltzer shared his screen and gave a quick overview of the Cascades West Transit and Ride Options (*CW Ride*), also known as the Seamless Transit Project. The launch date is March 30th. The tag line is, "*Connecting the region from the mountains to the sea*". This will be done in two phases:

- Expanding existing services. Our non-emergent medical drivers are required to go through particular training in order to drive for us, as well as assisting consumers that don't qualify for our program to find alternative services. This training is provided to all transit drivers across the three counties, and travel training to the general public.
- Introducing new services and technology so people can easily access the bus system.

Clark, an assistant Transportation Planner, gave the highlights from Phase 2. The maps and other information is on <https://cwriderg.org/> The bus rider guide provides detailed instructions about routes, times of service, holidays, service animals, how to ride the bus if you have a bike, and other mobility options. Other *CW Ride* features are the ability to plan your trip more than three

weeks in advance, locate park and rides, car pools, and van pools. The best feature on the website is the new interactive map which shows locational data of buses for all transit agencies, and passenger predictions of arrival times. This “Swiftly” app can be used with a smart phone. Mobile ticketing allows a customer to purchase tickets without cash, purchase multiple tickets at once and use as needed because they don’t expire, and other benefits.

There were a few Mayors that expressed interest in having transit routed to their communities: Brownsville, Halsey, Holly, and Harrisburg.

8. FY2021 – 2022 Draft Work Program and Budget

Finance Director, Sue Forty began by saying the budget has remained consistent with a little increase in revenue and personnel expense, and a marginal increase in materials and supplies. There are a few large changes programmatically due to restructuring some programs, but financially it’s the same. In the personnel section, 2% was added for an anticipated cost of living (COL) expense due to upcoming bargaining with the union. (Bargaining begins in May and the contract renews in October.)

There was a 3.5% increase in health insurance built in to the budget, based on a legislative cap.

This is the final year the budget will include the Albany building exterior installation and finish systems (EIFS) loan; it will be paid off and OCWCOG will own both buildings. The following fiscal year, monies will be set aside in a reserve account for future improvements that are expected to be quite costly.

Revenue went up \$1M with a substantial beginning fund balance. The surplus was partially due to *COVID*. Funding was received from some contracts where there isn’t a bill and reimbursement process.

Travel and training costs were reduced; most meetings took place via teleconferencing.

The biggest programmatic change was made in regards to the *Older Americans Act (OAA)* and *Oregon Project Independence (OPI)* and where they are situated. SDS Director, Randi Moore elaborated on those changes. While working on the Area Plan at the same time as next fiscal year’s budget, the question if the programs were in alignment properly came to light. *OAA* and *OPI* programs needed to be moved from SDS to CSP. It’s a better fit for the programs, and clearly delineates the *OAA* and *OPI* services that are represented by the community facing aspects of the agency.

Several years ago, Finance Director Forty started separating the funds that had been co-mingled.

Title 19 was the largest federal funding source of income, and other revenue sources were received for the programs at the same time. By separating those programs and the funds for each, the report each month for *Title 19* and *Medicaid* is much easier. OCWCOG is a vendor in that program; not a sub-recipient. 1/24th of our bi-annual allocation from the State is put away. For both *OAA* and *OPI* the OCWCOG is a recipient and reimbursement based. The OCWCOG bills on services and dollars spent. Those general State dollars from *OAA* and *OPI* can also be used as match for some federal programs. This makes it easier to receive funding because of the in-kind match as opposed to cash match.

Commissioner Hall made an observation: OCWCOG has very little wiggle room in the way of discretionary spending. Virtually all of the funding sources are tied directly to a program or service which goes to further appreciate the creativity and leadership of the management team and their ability to take the modest member jurisdiction dues and use them to leverage the State, Federal, and regional dollars to maximum effectiveness.

9. Work Program and Budget Process

Finance Director Forty spoke about the proposed change to the budget process. She stated that OCWCOG is the only agency that does a draft budget in March. The finance team uses estimates based on a five month average instead of seven months.

The history why it was done that way is thought to be most likely because there wasn't a finance department before 2002; it was outsourced. Also, there aren't any bylaws for the Budget Committee; they need to be written and adopted. As the Memo indicates, the proposal is to have a budget meeting in March with a working budget, with the intention of giving the committee an opportunity to learn and ask questions, as well as giving staff more time to prepare a more solid budget. Another meeting would be held April, with the draft Work Program and Budget to be presented in May to the full Board.

Commissioner Hall has sat on this board since 2005, and agreed March is too early to present a draft budget; the proposed timing makes more sense.

Mayor Chas Jones asked if a draft budget could be brought before the Board before May so they have time to look it over and ask questions before blindly approving it in May. Director Forty welcomed the idea of having a draft in April meeting for review so people have a chance to review it and have input.

Commissioner Hall welcomed a motion to approve and adopt the Work Program and Budget Process, beginning in FY 2022. Commissioner Malone motioned to approve and adopt the suggested schedule beginning FY 2022 with Mayor Sawyer seconding the motion. A vote was taken and approved unanimously.

10. OCWCOG Program Updates

Due to a shortage of time, this section was skipped. Chair Hall said if any member had questions by the written reports, to follow up with Executive Director Vogt.

11. Other Business

None stated.

12. Adjournment

With no further discussions, Chair Commissioner Hall adjourned the meeting at 3:56 p.m.

Meeting minutes taken by Kathleen Codinha.



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

MEMORANDUM

DATE: April 19, 2021
TO: OCWCOG Board of Directors
FROM: Saleem Noorani, SSAC Chair
RE: **SSAC Membership Application**

On Tuesday, April 6, 2021, the Senior Services Advisory Council (SSAC) met and subsequently approved the recommendation of membership for Marie Laper of Benton County.

The SSAC requests the approval of membership by the OCWCOG Board of Directors for Marie Laper.

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) 924-8441 lbennett@ocwcog.org
<http://www.ocwcog.org/seniors-disability/volunteers-advocacy/dsac/>



Senior Services Advisory Council Membership Application

Contact information

Name: Marie Laper		
Mailing address:		
City: Corvallis	State: OR	ZIP: 97330
Home phone:		Cell phone:
Email address:		
Place of employment: Self employed		
Work address:		
City:	State:	ZIP:
Work phone:		
Email address:		

All applicants must fill out 1 and 2 below*.

1. Are you age 60 or older?
 Yes No
2. 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)?
 Yes No

Experiences

List any of the following experiences you have working with seniors:

- Educational
- Work/Volunteer

*Senate Bill 875 (1989), ORS 410.210

I am an employed clinical social work; recently had a contract with the COG to provide Older Adult Behavioral Health Services, which included providing training and education to care providers serving older adults and others, completing complex case consultation, and support to COG staff.

- Personal

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

I have been a social worker for over 30 years serving a wide range of clients/consumers, primarily in community mental health, hospice, and hospital social work. I have been a member of several advisory committees over the years, including for the 60+ Center and the Newport 2040 Vision Advisory, and several DHS committees over the years.

My father was a psychiatric nurse, and my mom a postmaster in the small community in which I grew up – the values of public service, community service, and personal service to neighbors and friends.

As I grow older, I want to make sure that our communities are ready for me! 😊

Describe why you want to be a Council member.

I have been a visitor to the meetings for several years, and am very impressed with the passion of the members and committees to the senior and disabled communities.

I have grown to have a greater appreciation for importance of the role of the advisory committee in serving older adults and people with disabilities in the community.

I am excited to be considered to be a part of this active group!

Please list two references (personal or professional):

Jan Molnar Fitzgerald

Hannah Stark (senior services case manager)

What skills would you bring to the Advisory Council?

Awareness of issues facing seniors and people with disability at the macro level

Professional experience in strategic planning for county organizations

Writing/Editing skills

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

A voice and role in advocating for these populations

Being a part of a cool group of people! :)



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: May 20, 2021
TO: OCWCOG Board of Directors
FROM: Sue Forty, Finance Director
RE: **OCWCOG Financial Update**

Please accept the following snapshot and Consolidated Revenue and Expense Statement, for period ending March 31, 2021 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

Snapshot by Major Line Item

	FY2021 Budget	MAR YTD	Percentage YTD	Prior Year YTD
Dues	321,584.00	299,499.38	93.13%	89.86%
Contracts	2,229,818.00	1,261,205.75	56.56%	49.98%
Grants	187,500.00	117,531.36	62.68%	31.84%
Donations	220,500.00	185,954.00	84.33%	50.47%
State Revenue	2,025,065.00	1,134,767.50	56.04%	58.89%
Federal Revenue	16,146,514.00	11,530,153.32	71.41%	76.72%
Coordinated Care	9,620,190.00	6,540,606.78	67.99%	69.40%
Total Income (all line items)	46,783,346.00	36,866,248.23	78.80%	52.66%
Total Payroll Expense	18,958,714.00	12,088,402.71	63.76%	67.90%
Contract Expense	11,476,756.00	7,212,611.92	62.89%	84.43%
Indirect Expense	2,315,112.00	1,731,890.07	74.81%	74.69%
Maintenance & Repair	51,250.00	40,586.30	79.19%	53.49%
Supplies	148,716.00	79,434.85	53.41%	83.81%
Telephone	174,047.00	110,209.15	63.32%	64.59%
Travel / Training	419,490.00	52,446.71	12.50%	69.63%
Total Expense (all line items)	46,783,346.00	23,138,003.40	49.46%	57.58%
Net Gain / (Loss)		13,728,244.83		

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

- a. Net/Gain (Loss) FY2020-2021 Budget, OCWCOG has a balanced budget. Beginning Balances have been entered and the Agency's Financial Position reflects a gain.
- b. Member dues are a once a year billing. Some FY2020-2021 dues have not been received from members; we have sent a reminder to members who have not paid.
- c. Contract revenue is low, partially due to quarterly billings and *COVID*. This report only reflects payments for two quarters for contracts billed after the monthly books are closed. *COVID* has also affected the Contract revenue as some budgeted Contracts may not have been entered into.
- d. Grant revenue is trending up over last year: *COVID* has offered additional funding in some departments. Staff are researching additional grant opportunities and applying as they become available.
- e. Donations revenue is up on: the *Meals on Wheels* program received a \$54,526 donation from a trust.
- 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. This is trending as it has in past years.
- g. Federal revenue contract percentages are low due to the programs being reimbursement-based and are billed in the month after the expense is incurred.

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

- a. Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of March 31, 2021, there were 4 vacant positions that are open with active recruitment.
- b. Contract expense is a bit low, some contracts budgeted haven't been entered into due to *COVID*.
- c. Indirect expenses are on track. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expenses are on track.
- e. Supply costs are a bit low, due to staff not being in the office.
- f. Telephone is slightly under budget.
- g. Training and Travel came in under budget due to in-person training being cancelled. Also, teleworking has significantly reduced mileage reimbursements.

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

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants	\$ 10,908.00	\$ -	0.00%	
000725	Beg Bal-Restrict for Contracts	\$ 1,546,495.00	\$ 1,880,925.28	121.63%	
000735	Beg Bal-Restricted Reconcile	\$ 1,337,886.00	\$ 1,337,886.00	100.00%	
000740	Beg Bal-Restricted for Other	\$ 2,455,404.00	\$ 2,865,391.86	116.70%	
000745	Beg Bal-Restrict Reserve	\$ 2,342,700.00	\$ 3,294,556.33	140.63%	
000750	Beg Bal-Unrestricted	\$ 4,350,652.00	\$ 3,614,210.46	83.07%	
000740	Beg Bal-Restricted for Other	\$ -	\$ 10,000.00	0.00%	
000801	Dues	\$ 321,584.00	\$ 299,499.38	93.13%	Dues are a once a year activity. Most members have paid their dues.
000802	Fees For Service	\$ 140,500.00	\$ 73,511.93	52.32%	Monthly Copy charges are in the Fee for Service line and with Telework staff have not been making the budgeted amount of copies monthly.
000803	Internal Transfer	\$ 2,317,181.00	\$ 1,735,246.77	74.89%	
000804	Miscellaneous Revenue	\$ 1,900.00	\$ 2,555.62	134.51%	
000805	Contract Revenue	\$ 2,229,818.00	\$ 1,261,205.75	56.56%	Some contracts budgeted have not been entered into.
000806	Grant Revenue	\$ 187,500.00	\$ 117,531.36	62.68%	Researching opportunity and writing new grants as they are available.
000807	Donations	\$ 220,500.00	\$ 185,954.00	84.33%	Meals on Wheels received a \$54,526 unsolicited donation from a trust
000808	Interest Revenue	\$ 280,000.00	\$ 193,019.03	68.94%	
000809	Transfers In	\$ 195,000.00	\$ 10,000.00	5.13%	
000819	Special Event Revenue	\$ 10,000.00	\$ -	0.00%	No special events have happened.
000820	Program Meals Revenue	\$ 180,000.00	\$ 129,897.55	72.17%	
000822	Loan Packaging Fees	\$ 3,000.00	\$ 1,560.00	52.00%	
000823	Program Income	\$ 682,049.00	\$ 517,288.86	75.84%	
000824	Match	\$ 50,500.00	\$ 42,735.07	84.62%	
000826	Borrowers Fees	\$ 1,500.00	\$ 3,556.38	237.09%	The new COVID funds have generated some additional revenue for Business Lending.
000828	Service Fees	\$ 6,500.00	\$ 3,240.08	49.85%	
000829	Program Administration	\$ 120,000.00	\$ 80,948.92	67.46%	
000840	Veterans	\$ 109,687.00	\$ 25,248.00	23.02%	Working with Benton County to reconcile and receive payment.
000841	Oregon Project Independence	\$ 934,000.00	\$ 729,707.75	78.13%	
000843	ODOT	\$ 981,378.00	\$ 379,811.75	38.70%	Due to the staffing in ODOT contract in the beginning of the year with staffing shortages

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal		
000846	Coordinated Care	\$ 9,620,190.00	\$ 6,540,606.78	67.99%	
000860	Economic Development Admin	\$ 235,410.00	\$ 116,524.22	49.50%	
000862	Older Americans Act	\$ 1,253,855.00	\$ 1,124,299.00	89.67%	
000863	Title XIX	\$ 13,186,831.00	\$ 9,615,773.07	72.92%	
000864	Federal Senior Meals	\$ 1,085,054.00	\$ 514,519.71	47.42%	Followed up with the Meals Supervisor, this revenue is currently about 1.5 to 2 months behind.
000865	USDA	\$ 107,064.00	\$ 62,455.00	58.33%	
000867	Federal Match	\$ 120,300.00	\$ 56,431.70	46.91%	Federal Match is usually used at the end of the Fiscal Year.
000868	Environmental Protection Agenc	\$ 150,000.00	\$ 35,530.62	23.69%	Working with CED to refine this billing process
000869	Siletz Revenue	\$ 8,000.00	\$ 4,620.00	57.75%	Closures due to COVID
	REVENUE	\$ 46,783,346.00	\$ 36,866,248.23	78.80%	
000410	Leave Benefits	\$ 630,739.00	\$ 440,362.54	69.82%	
000420	Fringe Benefits	\$ 1,057,704.00	\$ 636,302.48	60.16%	
000421	Insurance Benefits	\$ 3,151,012.00	\$ 2,152,620.89	68.32%	
000425	PERS Benefits	\$ 2,783,120.00	\$ 1,781,735.33	64.02%	
000430	PERS Reserve	\$ 222,222.00	\$ 67,501.34	30.38%	
0001ED	Executive Director	\$ 144,100.00	\$ 99,942.22	69.36%	
0004PD	Program Director	\$ 451,699.00	\$ 291,668.02	64.57%	
0010PM	Program Manager	\$ 146,097.00	\$ 25,045.73	17.14%	
0013PS	Program Supervisor	\$ 870,014.00	\$ 610,640.48	70.19%	
0019PM	Personnel Manager	\$ 96,780.00	\$ 73,122.05	75.55%	
0019TM	Technology Services Manager	\$ -	\$ -	0.00%	
0022SA	Senior Accountant	\$ -	\$ 7,025.74	0.00%	
0046CM	Case Manager	\$ 2,753,296.00	\$ 1,707,036.98	62.00%	
0053CC	Contracts Coordinator	\$ 83,933.00	\$ 45,232.58	53.89%	
0055CS	Clerical Supervisor	\$ 59,813.00	\$ 89,176.95	149.09%	Staff were reclassified after the budget was adopted
0058AP	Assistant Planner	\$ 101,451.00	\$ 169,403.40	166.98%	Some of these funds were budgeted in the CED Planner line.
005PIO	Public Information Officer	\$ 53,637.00	\$ 2,309.19	4.31%	Vacant Position existing staff are completing tasks in this position temporarily

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal		
0060AS	Accounting Specialist	\$ 109,245.00	\$ 72,552.31	66.41%	
0064ES	Eligibility Specialist	\$ 1,246,686.00	\$ 849,827.68	68.17%	
0064IR	Information & Referral	\$ -	\$ 15,417.20	0.00%	This is a brokerage staff. HR is working on a classification for this position.
0064MM	Money Management Coord	\$ 47,146.00	\$ 34,504.34	73.19%	
0067EA	Executive Assistant	\$ 77,577.00	\$ 79,340.07	102.27%	Staff were reclassified after the budget was adopted
0070AC	Accounting Clerk II	\$ 51,589.00	\$ 38,449.53	74.53%	
0076AA	Administrative Assistant	\$ 314,383.00	\$ 284,991.79	90.65%	
0076BO	Business Officer	\$ 58,576.00	\$ 43,113.94	73.60%	
0085CS	Clerical Specialist	\$ 377,325.00	\$ 245,939.18	65.18%	
0085SS	Software Support Specialist	\$ 75,069.00	\$ -	0.00%	Vacant Position
0085WS	Workstation Support Specialist	\$ 114,771.00	\$ 77,564.20	67.58%	
013SLO	Senior Loan Officer	\$ 82,233.00	\$ 56,132.41	68.26%	
013TSM	Transportation Manager	\$ 77,869.00	\$ 60,582.00	77.80%	
025NSS	Network Support Specialist	\$ 65,184.00	\$ 27,808.17	42.66%	
031CDP	CED Planner	\$ 447,686.00	\$ 138,724.79	30.99%	
034APS	Adult Protective Services Spec	\$ 648,119.00	\$ 461,846.78	71.26%	
037DTC	Diversion & Transition Coord	\$ 207,251.00	\$ 132,672.47	64.02%	
037LCM	Lead Case Manager	\$ 273,793.00	\$ 154,495.94	56.43%	
045ISS	Information Support Specialist	\$ 54,287.00	\$ 59,202.56	109.05%	Positions in technology are being reviewed for budget placement.
055VSO	Veterans Service Officer	\$ 51,266.00	\$ 39,619.28	77.28%	
058MAP	MPO Assistant Planner	\$ -	\$ -	0.00%	
060FMC	Facility Maint. Coordinator	\$ 48,962.00	\$ 37,612.76	76.82%	
061LES	Lead Eligibility Specialist	\$ 53,209.00	\$ 40,282.70	75.71%	
064ADR	ADRC Specialist	\$ 236,917.00	\$ 123,093.16	51.96%	
064ALW	Asst. AFH Licensing Worker	\$ 113,907.00	\$ 81,209.50	71.29%	
064TSS	Technology Support Spec.	\$ 42,791.00	\$ -	0.00%	Vacant Position
067CEA	Confidential Executive Assist	\$ 107,138.00	\$ 32,010.08	29.88%	
073MRW	Medical Resource Worker	\$ -	\$ 27,947.16	0.00%	
075LTB	Lead Trans Brokerage Spec.	\$ 47,326.00	\$ 33,536.48	70.86%	

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal		
075TBS	Transportation Brokerage Spec.	\$ 444,157.00	\$ 199,614.46	44.94%	
076IHA	In Home Assistant	\$ 463,787.00	\$ 256,171.63	55.23%	
082SMC	Senior Meals Coordinator	\$ 47,916.00	\$ 28,426.38	59.33%	
090RSM	Relief Site Manager	\$ 25,000.00	\$ 9,970.88	39.88%	
099EXH	Extra Hire	\$ 139,978.00	\$ 72.90	0.05%	
88MSM3	Meal Site Manager 3	\$ 201,954.00	\$ 146,544.06	72.56%	
	PERSONNEL	\$ 18,958,714.00	\$ 12,088,402.71	63.76%	
					Expenses year-to-date over budget
000504	Advertising	\$ 21,834.00	\$ 18,055.62	82.69%	Additional public meeting notice and advertisement in GA, AAMPO, CAMPO, RSVP and SDS
000506	Auto Expense	\$ 17,000.00	\$ 12,217.13	71.87%	
000510	Bank Charges	\$ 15,300.00	\$ 8,723.06	57.01%	
000513	Board/Comm/Meeting Expense	\$ 41,214.00	\$ 3,498.92	8.49%	
000516	Computer Maintenance	\$ 166,795.00	\$ 92,295.47	55.33%	
000521	Contract Administration	\$ 2,500.00	\$ 643.25	25.73%	
000522	Contract Expense	\$ 11,467,756.00	\$ 7,212,611.92	62.89%	
000523	Admin Contract Expense	\$ 500,000.00	\$ 421,221.75	84.24%	CEP Home Care worker expense are larger than expected possibly due to COVID
000525	Copying	\$ 84,990.00	\$ 17,828.00	20.98%	COVID and Telework have drastically reduced the amount of copies being made
000531	Dues and Memberships	\$ 68,075.00	\$ 12,542.65	18.42%	
000532	Equipment Expense	\$ 1,000.00	\$ 108.51	10.85%	
000533	Finance Indirect	\$ 560,476.00	\$ 417,857.47	74.55%	
000534	Indirect Expense	\$ 968,735.00	\$ 724,357.36	74.77%	
000535	Furniture & Fixtures	\$ 135,450.00	\$ 5,448.83	4.02%	
000537	Insurance	\$ 70,050.00	\$ 73,259.48	104.58%	One time expense
000540	Interest Expense	\$ 18,000.00	\$ 8,206.57	45.59%	
000542	Legal Services	\$ 48,000.00	\$ 9,990.45	20.81%	
000543	Licenses and Fees	\$ 140,719.00	\$ 83,024.37	59.00%	
000546	Loan Fees	\$ 850.00	\$ 3,887.89	457.40%	Business Lending is working to get the new USDA funds out to the community.
000549	Maintenance and Repair	\$ 51,250.00	\$ 40,586.30	79.19%	

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal	
000550	Marketing Expense	\$ 8,050.00	\$ 598.00	7.43%
000551	Taxes	\$ 3,500.00	\$ -	0.00%
000553	Loan Admin Exp	\$ 120,000.00	\$ 79,401.92	66.17%
000555	Postage	\$ 65,250.00	\$ 31,784.27	48.71%
000558	Printing	\$ 24,600.00	\$ 7,631.21	31.02%
000561	Rent	\$ 708,730.00	\$ 533,827.37	75.32%
000564	Resource Reserve	\$ 60,000.00	\$ 28,215.86	47.03%
000567	Supplies	\$ 148,716.00	\$ 79,434.85	53.41%
000568	Stipend	\$ 159,620.00	\$ 110,980.02	69.53%
000570	Technology Indirect	\$ 785,901.00	\$ 589,675.24	75.03%
000573	Telephone	\$ 174,047.00	\$ 110,209.15	63.32%
000575	Special Event Expense	\$ 10,000.00	\$ -	0.00%
000576	Training	\$ 169,506.00	\$ 14,334.13	8.46%
000577	Volunteer Recognition	\$ 20,500.00	\$ 22,033.24	107.48%
				RSVP and Meals on Wheels have Recognized Volunteers at a higher level as funds were awarded for this purpose. Tee shirts and RSVP labeled masks and uniforms have been purchased
000578	Meal Delivery Travel	\$ 72,750.00	\$ 17,106.39	23.51%
000579	Travel	\$ 177,234.00	\$ 21,006.19	11.85%
000580	Transfers Out	\$ 185,000.00	\$ 10,000.00	5.41%
000582	Utilities	\$ 68,000.00	\$ 41,049.53	60.37%
000583	Operating Contingency	\$ 4,921,921.00	\$ -	0.00%
000584	Janitorial	\$ 79,614.00	\$ 55,523.62	69.74%
000585	Unappropriated EFB for future	\$ 4,634,209.00	\$ -	0.00%
	MATERIALS AND SUPPLIES	\$ 26,977,142.00	\$ 10,919,175.99	40.48%
000595	Capital Purchase	\$ 339,000.00	\$ 63,930.51	18.86%
000596	Leasehold Improvement	\$ 460,000.00	\$ 18,004.20	3.91%
	CAPITAL OUTLAY	\$ 799,000.00	\$ 81,934.71	10.25%
				One time expense
000598	Principal Payment	\$ 43,333.00	\$ 43,333.33	100.00%
000599	Interest Expense	\$ 5,157.00	\$ 5,156.66	99.99%

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal	
	DEBT SERVICES	\$ 48,490.00	\$ 48,489.99	100.00%
	EXPENSE	\$ 46,783,346.00	\$ 23,138,003.40	49.46%
	NET GAIN/(LOSS)	\$ -	\$ 13,728,244.83	0.00%



RESOLUTION #2021-05-01

Adoption of the Agency Budget for Fiscal Year 2021-2022

WHEREAS, the Oregon Cascades West Council of Governments' Budget Committee has reviewed and approved on the 20th day of May, 2021 a Fiscal Year 2021-2022 budget and recommended adoption to the Board of Directors; and

WHEREAS, the Board of Directors has reviewed that Budget and had an opportunity to hear public comment on that Budget at Board meeting on the 20th day of May;

NOW THEREFORE, BE IT RESOLVED:

1. That the Oregon Cascades West Council of Governments' Board of Directors does hereby adopt the Budget as approved and recommended by the Budget Committee and presented by the Chair, and
2. That the following amounts are hereby appropriated for the purposes specified for the Fiscal Year beginning the 1st of July 2021:

Personnel	\$19,851,638
Materials and Services	\$31,513,579
Principal Payment	\$43,333
Interest Payments	\$21,157
Total Appropriation	\$51,429,707

ADOPTED this 20th day of May, 2021 at the Oregon Cascades West Council of Governments' Board meeting in Albany, Oregon.

Commissioner Claire Hall
Chair

Sue Forty
Finance Director



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

MEMORANDUM

DATE: May 20, 2021
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: Reserve Fund Policies

Prior to 2014, the COG did not have any reserve policies in place which would sufficiently cover the expenses for our major programs in the event of a catastrophic event or drastically reduced funding requiring a large scale reduction in staff. In December 2013 the Executive Committee discussed their willingness to establish several OCWCOG reserve funds. The proposed policy was adopted through Resolution 14-01-01 at the January 2014 full Board meeting.

After coming to the agency, I discovered the Resolution had not been implemented to the full extent adopted by the Board. Furthermore, the proposed methodology for how to fund some of those reserves was no longer applicable. Therefore, we are unable to fulfill the Boards' wishes as adopted, putting us out of alignment with the current adopted policy.

We have identified appropriate and allowable channels for funding the reserves which were previously established, and hereby propose a new Resolution to replace the existing policy. Additionally, we would like to eliminate one previously adopted reserve (General Reserve) and adopt a few new reserves, as we believe they are both necessary and prudent to ensure the financial health of the organization. Here is an update on our current status regarding reserves and our proposal for establishing new reserves. Please note the use of any funds in any established reserve would be limited to its intended use, and would require explicit action as noted to expend.

Building Fund Reserves

The Board adopted the following reserves by Resolution 14-01-01 in January 2014. The Albany and Toledo Building Reserves are intended to be used for any catastrophic or major unplanned expenses. The Sustainability Fund was established to allow for proactive investment in facility modifications or operational changes which result in cost savings or operational efficiencies over the longer-term. These reserves are currently fully funded:

- | | |
|---------------------------|-----------|
| • Albany Building Reserve | \$300,000 |
| • Toledo Building Reserve | \$150,000 |
| • Sustainability Fund | \$250,000 |

Action: Adoption by resolution

Program Reserves

Program reserves were initially adopted as constituting 17% of annual personnel expense. The Senior and Disability Services Programs were the only Program area who were able to fund their adopted reserve. We are now proposing modifying the adopted Program Reserves and adding a Business Lending Reserve consisting of *2 full months of actual wages and benefits, based on the agency approved annual budget*. Using the budgeted wages for Fiscal Year 2021-2022 the agency has calculated what each department would need to fund the reserves in full as noted below.

• Senior and Disabled Services	Current	\$1,637,700
	Full	\$2,025,396
• Community Services Programs (not yet funded)		\$ 358,621
• Community and Economic Development (not yet funded)		\$ 389,135
• Business Lending (Proposed New Reserve)		\$ 37,945

*Sufficient funds are available in each of the 4 program areas to fully fund their own reserve above.

Action: Adoption by Resolution.

PERS Reserve

The Board adopted by Resolution (Prior to 2014) setting aside 2% of the total wage cost for each program to establish and maintain this reserve. This fund continues to be fully funded at the adopted level.

• PERS Reserve (Current)		\$1,522,229
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Action: Adoption by Resolution.

General Administration, Finance and Technology Services Reserves

The Board adopted by Resolution in January 2014 establishing a **General Reserve**, intended to cover 2 months' worth of basic expenses for General Administration, including Human Resources, Finance and Technology Services. This reserve fund was to be built using a combination of (then) current and future rent rebates, and excess funds in the "Copy Fund". However, the agency never established and funded that Reserve. We are now proposing to eliminate this reserve. In the event the agency needs to shut its' doors completely, the agency has other reserves which won't be used, and real property which could be used to pay for the remainder of staff liabilities.

Action: Adoption of the new Resolution will eliminate this Reserve from policy.

Capital Project Reserve (New)

The agency currently maintains a 5 year maintenance list for large capital expenses which are in excess of normal annual maintenance. These are not emergency expenditures, but large planned expenses (roofing, air-conditioning/heat pump, etc.). The agency has a need to incrementally fund and reserve monies across budget years to ensure sufficient capital exists to perform the repairs. We have placed \$10,000 in this fund from the 2019-2020 fiscal year, \$20,000 from 2020-2021 fiscal year, and would like to grow this reserve to \$150,000.

• Capital Project Reserve (Current)		\$30,000
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Action: Adoption by Resolution.

Financial Software Reserve (New)

The Board has been involved in conversations, but has not adopted a formal policy to fund a reserve for the future replacement of any major Financial Software. The COG provides comprehensive financial services for the agency, as well as contracted financial services to member agencies. In the event we needed to move quickly to replace our Financial Software, we would need to be ready. The agency believes it would be prudent to build a reserve over time so as not to have a devastating single-year impact on budgets. The agency has already begun funding a reserve for several years. A small amount of Finance Department ending balance is used each year to fund this reserve. The Reserve will be capped at \$85,000. Any expenditure from that account would be re-funded using the same methodology.

- Financial Software Reserve (current) \$45,698

Action: Adoption by Resolution.

Legal Risk Reserve (New)

Over the last several years, the agency has had a number of issues arise which required extraordinary legal consultation and intervention. Some of these instances also included large settlements. The alternative to the settlement would have been additional legal expenses. Either way, the agency still accepts a substantial amount of fiscal responsibility with our insurance carrier in the event of a negative judgement. Both options could have costs well beyond what any program can absorb in a budget year, risking the possibility of having to shut down a program to pay a legal expense. We are proposing establishing a Legal Risk Reserve which would only be used in the event of a legal claim which rises above an amount the effected program can bear. Any use of these funds would have to be approved by the Executive Committee, and the effected program area would be responsible for re-funding the reserve.

- Legal Risk Reserve \$200,000

Action: Adoption by Resolution.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION 2021-05-02

Reserved Ending Fund Balances

WHEREAS, the OCWCOG Board of Directors recognizes the importance of maintaining sufficient funds to mitigate the impacts of an unanticipated decline in revenue on agency obligations;

WHEREAS, the OCWCOG Board of Directors recognizes that proactive investments in facilities and operational practices may reduce longer-term facilities and operational costs;

WHEREAS, the OCWCOG Board of Directors recognizes that most of the services offered by OCWCOG are provided under contract and OCWCOG is not obligated to continue to provide services for which it will not be reimbursed through these contracts, although a significant disruption in revenue may affect the agency’s ability to cover personnel expenses consistent with the labor agreement;

WHEREAS, the OCWCOG Board of Directors recognizes that the organization maintains a five-year facility plan that anticipates maintenance, repair and replacement needs for OCWCOG-owned facilities and that annual operating budgets include rent charged to the programs to cover these expenses, and that the agency maintains insurance to offset risks related to events that may impact the facilities owned and/or occupied by the agency; however, there may be facility-related expenses that are not covered by these insurance policies;

NOW THEREFORE, the OCWCOG Board hereby establishes the Reserved Ending Fund Balance policies detailed in Attachment A, which replaces any prior Reserve Fund policies. The Reserved Ending Fund Balances will not be available for appropriation except for the uses defined for the specific Reserve.

ADOPTED on this 20th day of May 2021 at Albany, Oregon.

Clair Hall
Chair

Ryan Vogt
Executive Director

ATTACHMENT A

BUILDING RESERVE FUNDS

The agency will maintain a Reserved Ending Fund Balance within the Building Fund to mitigate risks related to unanticipated facility-related expenses.

Funding Level: \$300,000 for the Albany Building
\$150,000 for the Toledo Building

Funding the Reserve

- These Reserves are currently fully funded.
- These Reserved Fund Balances were established from the ending fund balance of the Building Fund.
- The use of this Reserved Fund Balance will require action by the Board.
- At the time that funds from these Reserves are tapped, the Board shall determine sources and timing of repayment of the Reserves.

SUSTAINABILITY FUND

The agency will maintain a Sustainability Fund to allow for proactive investment in facility modifications or operational changes that result in cost savings or operational efficiencies over the longer-term.

Funding Level: \$250,000

Funding the Reserve

- This Reserve is currently fully funded.
- The Sustainability Fund was established from the ending fund balance of the Building Fund.
- Expenditures from this Reserve will require action by the Board either through approval of the annual operating budget or separate action.
- At the time that funds from this Reserve are appropriated, the Board will determine sources and timing of repayment.

CAPITAL PROJECT RESERVE FUND

The agency Capital Project Reserve has been established to cover expenses for large costly projects that have been identified by the Executive Director and Program Directors, as part of the 5 year maintenance plan. These expenses are not emergency but planned long range expenses that are required to maintain the assets of the agency. This Reserve was started in Fiscal Year 2019-2020 using \$10,000 from the ending fund balance, and an additional \$20,000 from the ending fund balance from Fiscal Year 2020-2021. We will fully fund this Reserve this year as below.

Current funding level: \$30,000

Funding Level: \$150,000

Funding the Reserve

- We have established this Reserve by allocating
 - \$10,000 from the 2019-2020 fiscal year;
 - \$20,000 from the 2020-2021; and
 - \$10,000 in 2021-2022 budget.
- The remainder of this Reserve will be established from the current operating contingency funds from the Albany and Toledo offices based on FTE.
- The agency will incrementally re-fund and reserve monies across budget years to ensure sufficient capital exists to perform the repairs.
- Budgeted increases of \$.01 per square foot will be allocated each year to fund this Reserve.
- Expenditures from this Reserve will require action by the Board either through approval of the annual operating budget or separate action.
- At the time that funds from this Reserve are appropriated, the Board will determine sources and timing of repayment.

PERS RESERVE

In 2004 OCWCOG established a Public Employees Retirement System (PERS) Reserve when the PERS employer rates were set to rise at an unprecedented rate. In 2016 the Reserve funding was reinstated by action of the Full Board at the September 15, 2016 meeting due to the economic downturn and the reversal of the State Legislation 2013 reforms.

The PERS Reserve account is mandated to only be used to offset PERS costs. In the case of lower than expected increases (or no increase), programs would be credited back funds ONLY to their PERS expense line-item.

At this time, the agency cannot find where this Reserve was memorialized in Resolution by the Full Board and wishes to do so now.

Funding Level: No level has been set the current balance is \$1,522,229.

Funding the Reserve

- The Agency has been, and continues to, budget between 1% - 3% of personnel costs based on the forecasted amount of increase.
- The Full Board will be advised if there is need to use this Reserve, prior to using.
- The agency will reflect the use of these Reserves in a separate and designated line in the monthly financial report and annual budget.

FINANCIAL SOFTWARE RESERVE

The Board has been involved in conversations, but has not adopted a formal policy to fund a Reserve for the future replacement of any major Financial Software. OCWCOG provides comprehensive financial services for the agency, as well as from time to time, contracted financial services to member agencies. In the event we needed to move quickly to replace our Financial Software it would be prudent to build a Reserve over time so as not to have a devastating single-year impact on budgets.

Funding Level: \$85,000

Funding the Reserve

- The agency has been reserving a small amount of the Finance Departments' annual ending balance to start this Reserve. The Reserve has a funded balance of \$45,698 as of the beginning of the 2020-2021 Fiscal Year.
- Annually, if there are unspent funds in the Finance Department in excess of \$20,000, then \$20,000 will be allocated to the Reserve.
 - In the event the unspent funds in the Finance Department are below \$20,000 for the year, 50% of the unspent funds will go towards funding this Reserve.
- Once fully funded the allocation to the Reserve will cease.
- Expenditures from this Reserve will require action by the Board either through approval of the annual operating budget or separate action.
- At the time that funds from this Reserve are appropriated, the methodology above will be used to re-fund the Reserve.

LEGAL RISK RESERVE

Over the last several years, the agency has had a number of issues arise which required extraordinary legal consultation and intervention. Some of these instances also included large settlements. The alternative to the settlement would have been additional legal expenses. Either way, the agency still accepts a substantial amount of fiscal responsibility with our insurance carrier in the event of a negative judgement. Both options could have costs well beyond what any program can absorb in a budget year, risking the possibility of having to shut down a program to pay a legal expense. We are proposing establishing a Legal Risk Reserve which would only be used in the event of a legal claim which rises above an amount the effected program can bear. Any use of these funds would have to be approved by the Executive Committee, and the effected program area would be responsible for re-funding the Reserve.

Funding Level: \$200,000

Funding the Reserve

- Any unspent budgeted legal funds from each program in budget year 2020-2021, and 2021-2022 will be allocated to this Reserve.
- \$30,000 will be transferred from the Copy Funds Operating Contingency to this Reserve.
- For budget years 2022-2023 and beyond, this Reserve will be funded via direct charge based on FTE, with the intent to have this Reserve fully funded by budget year 2025-2026.
- Expenditures from this Reserve will require action by the Executive Committee.
- At the time that funds from this Reserve are appropriated, the Board will determine sources and timing of repayment of funds to this Reserve.

SENIOR AND DISABILITY SERVICES (SDS) RESERVE FUND

The agency will maintain a Reserved Ending Fund Balance for the Senior and Disability Services Program.

Funding Level: Equivalent to two (2) months of SDS personnel expenses, including wages and benefits. The Reserve was established by prior Resolution in 2014 and is currently funded at \$1,637,700. This Reserve will be additionally capitalized and fully funded this year with \$387,696.

Funding the Reserve

- A portion of the SDS ending fund balance each year will maintain this Reserve.
- Expenditures from this Reserve will require action by the Board.
- At the time that funds from this Reserve are appropriated, the Board will determine sources and timing of repayment of funds to this Reserve.

COMMUNITY AND ECONOMIC DEVELOPMENT (CED) RESERVE FUND

The agency will establish and maintain a Reserved Ending Fund Balance for the Community and Economic Development Program.

Funding Level: Equivalent to two (2) months of CED personnel expenses, including wages and benefits. The Reserve is currently not funded but will be established and fully funded this year in the amount of \$389,135, using unrestricted ending fund balances in the CED programs

Funding the Reserve

- A portion of the CED ending fund balance each year will maintain this Reserve.
- Expenditures from this Reserve will require action by the Board.
- At the time that funds from this Reserve are appropriated, the Board will determine the sources and timing of repayment of funds to this Reserve.

COMMUNITY SERVICES PROGRAMS (CSP) RESERVE FUND

The agency will establish and maintain a Reserved Ending Fund Balance for Community Service Programs.

Funding Level: Equivalent to two (2) months of CSP personnel expenses, including wages and benefits. The Reserve is currently not funded but will be established and fully funded this year in the amount of \$358,621.

Funding the Reserve

- A portion of the CSP ending fund balance will establish and maintain this Reserve.
- Expenditures from this Reserve will require action by the Board.
- At the time that funds from this Reserve are appropriated, the Board will determine sources and timing of repayment of funds to this Reserve.

BUSINESS LENDING RESERVE FUND

The agency will establish and maintain a Reserve Ending Fund Balance for Business Lending.

Funding Level: Equivalent to two (2) months of Business Lending personnel expenses, including wages and benefits. The Reserve is currently not funded but will be established and fully funded this year in the amount of \$37,945.

Funding the Reserve

- Expenditures from this Reserve will require action by the Board.
- At the time that funds from this Reserve are appropriated, the Board will determine the sources and timing of repayment of funds to this Reserve.



Older Americans Month 2021

A PROCLAMATION

Whereas, OCWCOG's region includes a growing number of older Americans who enrich our community through their diverse life experiences; and

Whereas, OCWCOG is committed to strengthening our community by connecting with and supporting older adults, their families, and caregivers, and acknowledging their many valuable contributions to society; and

Whereas, OCWCOG recognizes the importance of bringing together all generations and engaging in activities that promote physical, mental, and emotional well-being for the benefit of all; and

Whereas, OCWCOG can enhance the lives of older Americans in our community by:

- promoting home- and community-based services that support independent living;
- involving older adults in community events and other activities; and
- providing opportunities for older adults to work, volunteer, learn, lead, and mentor.

Now, therefore, we, the Board of Directors of the Oregon Cascades West Council of Governments do hereby proclaim May 2021 to be *Older Americans Month*. We urge every resident to take time during this month to recognize older adults and the people who serve them as essential and valuable members of our community.

Dated this 20th day of May, 2021.

Commissioner Claire Hall
Chair, Board of Directors
Oregon Cascades West Council of Governments



Military Appreciation Month 2021

A PROCLAMATION

Whereas, the United States Congress, in 1999, passed a resolution proclaiming May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all our Armed Services who have served, and are now serving our Nation; and

Whereas, Oregon Cascades West Council of Governments and residents of Linn, Benton, and Lincoln Counties have the deepest gratitude toward all Veterans and service members, and their families, and honors the commitment and courage of the many people of these Counties who are serving, and have served, our Nation; and

Whereas, Oregon Cascades West Council of Governments extends its heartfelt gratitude and good will to service members of the Linn, Benton, and Lincoln Counties, U.S. Army, National Guard, and the personnel of all armed services who have earned the respect and admiration of a grateful Nation.

Now, therefore, we, the Board of the Oregon Cascades West Council of Governments proclaim May 2021, as the month set aside in Linn, Benton, and Lincoln Counties for honoring our Veterans, service members, and their families in observance of their contribution to our community, our state, and our Nation.

Dated this 20th day of May 2021.

Commissioner Claire Hall
Chair, Board of Directors
Oregon Cascades West Council of Governments



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: May 20, 2021
TO: OCWCOG Board of Directors
FROM: Randi Moore, Senior, Disability, and Community Services Director
RE: Program Updates

Stand By Me (\$BM) Coaching Available to Staff of COG’s Member Governments

As a reminder, \$BM is a financial empowerment program that started in Delaware more than ten years ago and has served more than 100,000 Delawareans. In 2019, with generous support provided by Benton County, OCWCOG worked to replicate the program in Oregon and improve the financial wellbeing of the residents of our three county region.

\$BM uses a coaching model to support clients in meeting four basic objectives – creating a budget, reducing debt, increasing savings, and improving credit scores. Coaches are embedded in community agencies and develop a trusted and ongoing relationship with their clients to help support them in meeting their individual and unique financial goals.

Stand By Me Coaches are already embedded and working with community agencies providing free one-on-one financial coaching for the people those agencies serve. They work to connect these clients who are struggling to meet their everyday needs to community resources, provide accountability for working on their goals, and over the long term improve their financial literacy.

\$BM coaching is free and confidential, and at this time all coaching sessions are being done telephonically or virtually.

Knowing the positive outcomes the \$BM program provides to the individuals who participate, their families, and the communities they live in, OCWCOG would like to expand the program’s impact and grow our referral numbers. We believe that the city, county, port, and tribal employees that support you, our member governments, would be a group that would benefit greatly from working with the Stand By Me program.

Members of the \$BM Team would be happy to attend staff meetings and present information about the program to your staff or provide program information you can distribute to your workforce. Please feel free to reach out to me if this is something you are interested in.

I feel strongly that Stand By Me is an excellent program and hope you will encourage your workforce to embrace the opportunity to work toward the goal of being financially empowered!

Another Story about Older Americans Act Funds Doing Good Work in the Community

North End Senior Solutions (The NESS Club) is an Adult Day Service (ADS) Program in Lincoln County. Adult Day Services are a valuable resource in a community, providing caregivers of aging adults and persons living with disabilities with a much needed option for respite care services. We are lucky to have two ADS providers in our region, The NESS Club and Grace Center (Benton County).

Adult Day Service providers which were mandated to close operations, were hit hard financially by the COVID pandemic, but even more importantly suffered acute stress over not being able to support their participants and their families during the period they weren't operating.

In November, OCWCOG asked for proposals for grant funding that would support projects that improve the safety, wellbeing, and independence of older adults and people with disabilities and their caregivers. We were pleased to provide OAA funds to NESS to support their telehealth project, allowing participants that normally attend the NESS Club three times a week to meet virtually and stay connected. With the funds NESS purchased digital devices and internet or cell services, and provided personalized training for their members on going "remote".

"I've enjoyed so much helping others learn how to do online meetings, and I love seeing the joy in their faces as they see their friends," said Sheree Cronan, Executive Assistant. "Even those who thought they couldn't do computers are learning more than they thought they could."

The NESS Team shared the picture below and passes on their appreciation of funding their project.





Community and Economic Development

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

MEMORANDUM

DATE: May 20, 2021
TO: Oregon Cascades West Council of Governments Board of Directors
FROM: Jenny Glass, Community and Economic Development Director
RE: **OCWCOG CED Program Update**

Here are a few updates from our team:

Transportation

- Transportation staff held a virtual open house for the Albany Area MPO's Bicycle Pedestrian Plan.
- Transportation staff presented to Albany City Council at a work session to inform them of the Albany Transit Implementation Strategy.
- The Corvallis Area MPO supported members in submitting member designated projects to Congressman DeFazio, and Representative Rayfield, for inclusion in upcoming funding allocations.
- CED will receive funding for all of the transit grants we submitted as part of the FY2021-2023 STIF and Section 5304 Grant programs. The four projects amount to over \$550,000 in state and federal monies to improve transit across the three counties.

RideLine:

- Answering a call with a live voice within 30 seconds is one of the success metrics that Ride Line has struggled to meet. In 2020 they were at 64% and set a goal of reaching 75% in 2021. As of the end of March, they are already at 73%!
- Ride requests are picking back up as COVID restrictions lift and people feel safer taking transportation. March and April 2021 have been the busiest month since the pandemic started.

Community Development

- GIS expert Steve Lucker has announced his retirement this July. Although this leaves a huge gap on our team, we also look forward to reassessing our GIS and data/info systems services over the coming months.

Economic Development

- CEDS plan assisted Oregon RAIN in receiving Economic Development Administration funds.
- Ongoing work connecting with all 4 counties (Linn, Benton, Lincoln and Lane) in the Cascades West Economic Development District.
- Developed economic recovery funding program: up to \$10k available to communities totaling \$100k for the region. Program roll out May 17th with funding allotted mid-July.
- Staff completed the Oregon Economic Resiliency Cohort.
- Writing project briefs to connect with Economic Development Administration funding:
 - Intermodal project in Millersburg
 - Albany Waterfront
 - Industrial lands in Millersburg
 - Opportunities in Corvallis, Monroe and with Siletz Tribe