



Board of Directors Meeting Packet

July 21, 2022
2:00 pm - 4:00 pm

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

**Next Board of Directors Meeting:
September 15, 2022 at 2:00 pm**

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



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS' AGENDA
July 21, 2022
2:00 – 4:00 pm**

[Join Zoom Meeting](#)

Meeting ID: 863 1180 5287
Passcode: 139395

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

NOTE: Please contact Leah Snodgrass at 541.967.8720 or lsnodgrass@ocwcog.org, no later than noon on Wednesday, July 20th, to confirm your attendance.

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

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

The floor will be open to the public for comment.

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

- a) Approve meeting minutes from May 19, 2022. ([Page 4](#))
- b) Financial Report, YTD March 2022. ([Page 12](#))
- c) DSAC & SSAC Membership Applications, and Chair Nomination. ([Page 19](#))
- d) CWACT Full Commission Membership Appointments ([Page 24](#))

ACTION: Motion to approve Consent Calendar items.

4. Finance Policy (Finance Director Marit Nelson)
(2:15 -2:25 pm)

Review and approve the Finance Policy ([Page 26](#))

ACTION: Motion to approve Finance Policy.

5. Election for Linn County Executive Committee Vacancy (Executive Director Ryan Vogt)
(2:25 – 2:35 pm)

Linn County Nominate a representative to serve as Vice Chair on Executive Committee due to vacancy created by Mayor Jim Lepin leaving.

ACTION: Vote new Linn County Representative to Vice Chair of Executive Committee.

Affirm new Linn County At-Large representative (If needed).

ACTION: Linn County to identify the At-Large representative for Executive Committee in the event a vacancy is created by the above officer election.

6. **Strategic Planning Update** (*Executive Director Ryan Vogt*)
(2:35 pm – 3:45 pm)

Presented by Pete Pande and Brittany Sale with Pivotal. ([Page 28](#))

ACTION: Information only, no action needed.

7. **OCWCOG Program Updates**
(3:45 – 3:50 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 30](#))
Community and Economic Development Director Jenny Glass ([Page 32](#))
Technology Services Director Jason Sele ([Page 49](#))
Human Resources Manager Ryan Schulze ([Page 50](#))

ACTION: Information only, no action needed.

8. **Executive Director Update** (*Executive Director Ryan Vogt*)
(3:50 pm – 3:55 pm)

ACTION: Information only, no action needed.

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

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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
May 19, 2022
Via Zoom Video and Audio Conferencing**

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Rod Cross, Toledo; **Vice Chair**, Mayor Jim Lepin, Millersburg; Mayor Chas Jones, Philomath; Mayor Dean Sawyer, Newport; Mayor Biff Traber, Corvallis; Councilor Mike Caughey, Harrisburg; Councilor Riley Hoagland, Lincoln City; and Councilor Joyce King, Depoe Bay

Absent: Commissioner Sherrie Sprenger, Linn County; Commissioner Gil Sylvia, Port of Newport; Mayor Alex Johnson II, Albany; Mayor Greg Holland, Waldport; Mayor Leslie Vaaler, Yachats; Mayor Don Ware, Brownsville; Councilor Jerry Gillson, Halsey; Councilor Carol Korn, Tangent; Councilor Debbie Nuber, Scio; Councilor 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 (SDCS) Program Director Randi Moore; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Human Resources (HR) Manager Ryan Schulze; Community Service Program (CSP) Manager Alicia Lucke; Veterans Service Officer (VSO) Molly Murphy; and Executive Assistant Leah Snodgrass

Public: President of Pivotal Resources, Pete Pande; Organizational Improvement Consultant with Pivotal Resources, Brittany Sale; and Chair, Mitzi Naucier, Senior Service Advisory Council (SSAC).

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on May 19, 2022, at 2:02 pm via Zoom Video and Audio Conferencing.

1. Welcome and Introductions

Chair Hall welcomed everyone and confirmed a quorum was reached for voting purposes. All the attendees introduced themselves.

2. Public Comment

There were no public comments.

3. Consent Calendar

Vice Chair Lepin moved to approve the Consent Calendar items which include the meeting minutes from March 17, 2022, the Financial Report Year to Date March 2022, and the SSAC Membership Application. Treasurer Malone seconded the motion. With no objections the Consent Calendar was voted upon and approved.

4. May Month Proclamations

SSAC Chair Naucier read the Older American's Month Proclamation as attached to the meeting packet on page twenty-one (21).

VSO Murphy read the Military Appreciation Month Proclamation as attached in the meeting packet on page twenty (20).

Mayor Cross moved to approve both May Month Proclamations. Councilor King seconded the motion. With no objections the May Month Proclamations were voted upon and approved.

5. Fiscal Year 2022-2023 Annual Work Program and Budget Review

Finance Director Nelson summarized the budget process and the Fiscal Year (FY) 2022-2023 Annual Work Program and Budget Documents located in the meeting packet starting on page twenty-two (22); including Resolution 2022-05-01, Agency Budget for FY 2022-2023 which is also in the meeting packet on page one hundred sixteen (116).

There was no discussion regarding the Annual Work Program and Budget Review. Chair Hall added it is a positive document, it solidifies the service levels, and sets in motion some positive new things.

Treasurer Malone moved to approve the FY 2022-2023 Annual Work Program and Budget Review document along with Resolution 2022-05-01. Mayor Sawyer seconded the motion. With no objections the FY 2022-2023 Annual Work Program and Budget Review document along with Resolution 2022-05-01 was voted upon and approved.

6. Strategic Planning Consulting Partner Update

Executive Director Vogt emphasized one of the agency's highest priorities is to solidify the mission, vision, values, and guiding principles statements for charting a clear course for OCWCOG in the next couple of years. Executive Director Vogt pointed out all Council of Governments (COG) are different in the services they provide for their communities.

Executive Director Vogt introduced the President of Pivotal Resources, Pete Pande and Organizational Improvement Consultant with Pivotal Resources, Brittany Sale.

Mr. Pande shared his screen, presented, and summarized the PowerPoint slide deck with Miss Sale's assistance, as shown:



The Big Picture



Strategic Planning: Initial Brainstorm



What are your hopes, dreams, and aspirations?

Clarify what we do

- Be innovative – Identify what we are not doing that we could or should do based on regional need
- Identify where we have specific talents/resources to contribute

Communicate what we do to stakeholders & communities we serve

- Ensure people we serve know how to find us
- Be recognized as innovative - a State leader
- Make website more user-friendly and accessible

Enhance/build collaborative partnerships

- Including colleges and partners that serve underserved/under-represented communities
- Link internal programs where it makes sense (e.g. Housing and Health)

Increase internal capability

- Build on existing collaborative tools we have (e.g. Enterprise Software Solution) to enhance operational collaboration across all Agency departments
- Build out a better cybersecurity network

Strategic Planning: Initial Brainstorm



Considerations about the Plan

The plan should...

- Be short, actionable and sustainable (financially and logistically)
- Allow us to say “no” to lower priority items
- Be compared to and adjusted to align to Department-level Strategic Plans
- Be representative
 - Include staff perspectives on where we can make an impact (e.g. special talents, resource use, etc.)
 - Everyone involved with the agency sees their place in the plan & understand their role in the bigger picture
- Include in outcomes: We have the ability to understand and meet underserved/underrepresented communities

Rapid Assessment Progress to Date



Completed Interviews

- 5 of 6 Staff Directors
- 6 of 6 Exec. Committee of Board



Next up (scheduling in progress)

- Board Members (3 focus groups)
- OCWCOG Managers (3 focus groups)
- OCWCOG Staff (3 focus groups)
- CSC Leadership (1 mtg, 1-2 participants)
- External Stakeholders & Influencers: (~6 sessions; ind. or group(s))
- PESTLE Working Session (1 group)





Thank You!



Mayor Jones left the meeting at approximately 2:20pm due to bad internet connection.

Mr. Pande reminded the Board that this process is for Pivotal to facilitate the OCWCOG's plan, this will not be a Pivotal document, but a OCWCOG working document that will be used carrying forward. Mr. Pande's hope is that OCWCOG can look at the document and say, "we created it".

Vice Chair Lepin encouraged others to feel comfortable about participating in this process. Linn County and small cities have a problem with being engaged with the Board and participating. Vice Chair Lepin asked for members to participate in the group session and tell Pivotal what is preventing us from being fully engaged. Vice Chair Lepin reminded the Board this process is not only for the OCWCOG's benefit, but for our community's benefit too.

Executive Director Vogt reminded Board members who have not been part of the Pivotal group session yet, to anticipate an email in the next week which will include a Doodle Poll that assists with scheduling. Executive Director Vogt thanked Mr. Pande and Miss Sale for their efforts and their presentation today.

7. Community Bias Response Update

CSP Supervisor Lucke reminded everyone that there is a project website that doesn't have a lot of information yet, but during the summer months when focus groups are scheduled within the community, those focus groups will be posted on the website. CSP Supervisor Lucke reported the Community Bias Response is in the information gathering phase. Task one (1) with our contractor is researching and cataloging support and resources that are already in place in our communities, should a bias incident occur. For example, we know if you are an OSU student on campus and a bias incident occurs, there is a system in place to track it, analyze it, and to determine if it is criminal or not.

This project will identify if there are gaps, whether the community knows of the resources, and to test the appetite for a response system in the communities throughout the region. CSP Supervisor Lucke stated the contractor hired for this project is “Zilo” International, they are based out of Colorado, are women owned, and a Diversity, Equity, and Inclusion (DEI) expert group. CSP Supervisor Lucke stated she is on the phone with them about every other day and said they are fantastic to work with.

CSP Supervisor Lucke reported on the research level that each county and city are different, and they have been able to get most of the stakeholder group pulled together. The contractor has done one on one interviews with the DEI staff person at Benton County and an HR rep with Lincoln County. Last week there was connection made with members at Human Relations Commission (HRC) with the City of Albany, and found they are the people working on the ground level for Bias Response in Albany. CSP Supervisor Lucke learned today the Albany City Police Chief has a workgroup surrounding bias incidents, and connected the Police Chief with Zilo.

CSP Supervisor Lucke reminded the Board as this project develops it is a consensus of the willing and asked the Board if they know of anyone interested in this project to send them her way. CSP Supervisor Lucke is looking for government staff, those that are subject matter experts, that can be point people should a bias incident occur.

8. Executive Director Update

Executive Director Vogt reported the partnership with Community Services Consortium (CSC) is ongoing work and continues to move forward. The budget that was adopted earlier in the meeting puts forward a Project Manager position that will hold OCWCOG accountable for our ongoing efforts.

CSC and OCWCOG managers are planning a two-day event to work side by side on visioning, getting to know each other better, and to do some practical strategic planning. Executive Director Vogt informed the Board some of them may get invited to say a couple words to help support the effort of the partnership.

Executive Director Vogt reported on the next steps with DEI. There has been a position in the budget but has been waiting for the right time to fill it. There has been conversation between CSC and OCWCOG of DEI being a subject that bridges across the two agencies. This person whether it is a position within the agency or a contractor, would help with framework, integrate the language between the two agencies around DEI, and give both agencies common tools to implement internally and externally. There is a lot of interest in getting the next steps started quickly.

The Communications Officer recruitment was unsuccessful for the fourth time. There was a great candidate in line, but they accepted a position with another company. A different approach is being taken by reaching out to Oregon State University, and request time in front of the Dean and students at the Business College, and the Dean and students at the Liberal Arts College which is where social science resides. Four weeks away from graduation there is hope there are student's eager to find work that have some communications experience.

Executive Director Vogt reported on in person meetings for the Board of Directors. There are steps being taken to move this option forward, including a hybrid option. There is hope we can do an in person meeting this summer, and understand there are scheduling and transportation issues that come with in person meetings. There has been new video conference equipment ordered and the camera portion is scheduled to come in the fall.

Treasurer Malone asked Executive Director Vogt if there is a theme with not being able to fill the Communication Officer Position, such as salary, location? Benton County has also struggled to fill their communications position. Treasurer Malone stated in the past a consultant was hired for this work, and may need to be considered as an option because the need for this work is there.

Executive Director Vogt stated he is unsure of a theme, but thinks maybe the job description is too big, as the communication needs are so broad. Executive Director Vogt acknowledged that a contractor would produce a nice product, but is striving for a Communications Officer to be local so they can get to know the community. Executive Director Vogt is ok with some of the work being telework but thinks it is critically important for the success of this position to be able to get out in the community.

9. OCWCOG Program Updates

Chair Hall asked the Board if they had any questions for the Program Directors regarding updates, and there was no comment. Chair Hall added that the updates are helpful for being kept informed on what is happening with the agency.

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

A Program Update memo is included in the meeting packet starting on page 117. SDCS Program Director Moore did not present her update.

Community and Economic Development (CED)

A Program Update memo is included in the meeting packet starting on page 119. CED Director Glass did not present her update.

Technology Services (TS)

No program memo included in the meeting packet. TS Director Sele did not present an update.

Human Resources (HR)

No program memo included in the meeting packet. HR Director Schulze did not present an update.

10. Upcoming Election for Linn County Executive Committee Vacancy

Executive Director Vogt stated the Board is preparing for a member departure, Vice Chair Lepin, who will be retiring. Members of Linn County will need to put forward a name for consideration for the Board of Directors to vote on for the Vice Chair position on the Executive Committee. Executive Director Vogt reminded the Board that Commissioner Sprenger is on the Executive Committee as an At Large position, if she were to move to the Vice Chair role, Linn County would need to put forward someone for the At Large position, which is non-elected.

Vice Chair Lepin acknowledged Councilor Caughey was the only other Linn County member attending today and thanked him for his presence. Vice Chair Lepin stated in preparation for his departure he has already identified one candidate to serve on the Executive Committee, Mayor Johnson II. Vice Chair Lepin stated that Mayor Johnson II said he would love to fill the position, but could not attend today's meeting because he had a family emergency.

Vice Chair Lepin reflected on his journey on becoming a Board member. Seven (7) years ago there was a change within the Millersburg City Council, and they were looking for someone to be on the OCWCOG Board. Vice Chair Lepin said the previous Millersburg staff person that was on the OCWCOG Board never talking about OCWCOG at the Millersburg Council meetings. Being the "odd man out" he was selected to be on the Board, and the same kind of experience happened when the Executive Committee position opened up. Vice Chair Lepin explained that

although his involvement has been great, he has felt that Linn County has not had much participation on the Board and in regional decisions. One of Vice Chair Lepin's wishes is for that to change, and Linn County Board members get more involved with the Board. Vice Chair Lepin wondered if one of the reasons that many don't participate is because they don't understand or realize the benefits that are provided to the communities.

Mayor Sawyer agreed with Vice Chair Lepin, that it can be a difficult commitment and suggested OCWCOG publishes more of what it does and what it is. If the members don't fully understand OCWCOG then the general public won't. Mayor Sawyer stated it needs to be known that OCWCOG is more than Meals on Wheels and Senior, and Disability Services. Mayor Sawyer pointed out there are four (4) members from Lincoln County attending this Board meeting, which is smaller than Linn County.

Mayor Cross stated back when Bill Wagner was the Executive Director, Mr. Wagner would get out and meet with cities and entities to talk about what OCWCOG is and does. Mayor Cross recognized OCWCOG has been pulled in a lot of directions in the last ten (10) years, and believes an update to city council's and city managers show them the benefits of being a part of OCWCOG.

Councilor Caughey agrees with Mayor Cross' idea that it would be a positive move and help give attention to what OCWCOG has to offer. Councilor Caughey stated a lot of positions have changed over the years, with an updated presentation it would be a great step for more participation and understanding.

Executive Director Vogt thanked the Board for their comments and emphasized the County Year End Reports will be used as a reintroduction of OCWCOG, and he would be happy to go to city council meetings.

Mayor Sawyer echoed what Mayor Cross said, and acknowledged Executive Director Vogt's visits to him and the Newport City Manager, but likes the idea of going to council meetings because it will get the word out to more people. Council members are in the community more and can spread that word.

Executive Director Vogt ask Vice Chair Lepin and Councilor Caughey to think about who they want to ask to fill the vacancies for Millersburg and for the Executive Committee. Executive Director Vogt acknowledged that Vice Chair Lepin indicated he received support from Mayor Johnson II to possibly move into that roll. Executive Director Vogt stated the July Board meeting agenda will have a place for voting on the Vice Chair position from the Linn County membership ranks.

11. Other Business

No other business was discussed.

12. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 3:00 p.m.

Meeting minutes taken by Leah Snodgrass



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M E M O R A N D U M

DATE: July 21, 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 fiscal year ending June 30, 2022. These values are unadjusted and unaudited. We will continue to review accounts, record accruals, complete reconciliations and submit billings and reimbursements for the next 60-90 days. These numbers will undoubtedly change prior to our audit beginning on September 26th. Please let me know if you have any questions.

Snapshot by Major Line Item

	FY 2022 Budget	June YTD	Percentage YTD	Prior Year YTD
Dues	330,506	326,241	98.7%	99.5%
Contracts	3,648,936	3,216,912	88.2%	56.6%
Grants	216,800	171,530	79.1%	62.7%
Donations	250,500	170,481	68.1%	84.3%
State Revenue	2,217,311	1,542,161	69.6%	56.0%
Federal Revenue	17,456,097	17,158,142	98.3%	71.4%
Coordinated Care	9,098,188	9,259,580	101.8%	68%
Total Income (all line items)	\$ 56,167,696	\$ 54,059,908	96.2%	78.8%
Total Payroll Expense	\$ 19,839,492	\$ 16,723,800	84.3%	63.8%
Contract Expense	12,877,243	10,579,993	82.2%	62.9%
Indirect Expense	2,572,175	2,572,114	100%	83%
Maintenance & Repair	103,000	51,466	50%	79.2%
Supplies	97,050	51,296	52.9%	53.4%
Telephone	155,775	142,114	91.2%	63%
Travel / Training	221,550	158,737	71.6%	12.5%
Total Expense (all line items)	\$ 51,364,832	\$35,772,888	69.6%	49.5%
Net Gain / (Loss)		\$ 18,280,262		

Fiscal Year (FY) FY 2021-2022 Financial Narrative (Revenue)

Overall, revenue looks healthy and when the final reports are submitted for billing and accruals are posted, it is my expectation that we will reach our annual budgeting benchmark. Some of our predictions or hopes did not come to fruition 100% this past year but as operations return to “normal” and consumer interaction increases, we should see those numbers adjust as well.

FY 2021-2022 Financial Narrative (Personnel and Material & Supplies)

- a. Personnel Expense will be ending the year 15% under budget. This surplus reflects the vacant positions we worked steadily all year to fill as well as costs coming in at lower rates than expected, i.e. projected COLAs, health insurance increases, etc.
- b. Materials and Supplies is also ending the year 15% under budget. A handful of line items were over budget, but most were under budget. Supply chain issues and vendor/contractor availability extended the time on several projects. We hope to see improvements in the coming fiscal year.
- c. Capital Outlay and purchases were under budget as well, again due to supply chain issues and vendor/contractor availability. Smaller projects were completed, and the remodeling of the Albany reception area took place. We are already starting on a few projects this fiscal year in the hopes of checking a few off the list.
- d. The final debt service payment on the Albany building took place this fiscal year.

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

Unadjusted/Unaudited

For Period Ended June 30, 2022

Percent of budget to date: **100.0%**

Acct No	Description	Budget	YTD Bal	
000710	Beg Bal-Restricted for Grants	\$ 1,713	\$ 79,248	4626.3%
000725	Beg Bal-Restrict for Contracts	\$ 3,446,916	\$ 3,413,426	99.0%
000740	Beg Bal-Restricted for Other	\$ 3,617,322	\$ 3,529,392	97.6%
000745	Beg Bal-Restrict Reserve	\$ 1,156,564	\$ 989,709	85.6%
000750	Beg Bal-Unrestricted	\$ 6,992,851	\$ 6,863,224	98.1%
000801	Dues	\$ 314,768	\$ 310,706	98.7%
000802	Fees For Service	\$ 140,500	\$ 109,951	78.3%
000803	Internal Transfer	\$ 2,577,114	\$ 2,572,579	99.8%
000804	Miscellaneous Revenue	\$ -	\$ 5,778	0.0%
000805	Contract Revenue	\$ 3,648,936	\$ 3,216,912	88.2%
000806	Grant Revenue	\$ 216,800	\$ 171,530	79.1%
000807	Donations	\$ 250,500	\$ 170,481	68.1%
000808	Interest Revenue	\$ 266,756	\$ 220,333	82.6%
000809	Transfers In	\$ 3,406,242	\$ 3,376,242	99.1%
000813	Special Projects	\$ 15,738	\$ 15,535	98.7%
000819	Special Event Revenue	\$ 20,000	\$ -	0.0%
000820	Program Meals Revenue	\$ 160,000	\$ 217,232	135.8%
000822	Loan Packaging Fees	\$ 4,000	\$ 6,110	152.8%
000823	Program Income	\$ 711,153	\$ 711,966	100.1%
000824	Match	\$ 48,000	\$ 28,360	59.1%
000826	Borrowers Fees	\$ 3,000	\$ 4,124	137.5%
000828	Service Fees	\$ 5,000	\$ 5,512	110.2%
000829	Program Administration	\$ 150,000	\$ 81,674	54.4%
000840	Veterans	\$ 114,489	\$ 85,867	75.0%
000841	Oregon Project Independence	\$ 990,000	\$ 864,249	87.3%
000843	ODOT	\$ 1,112,822	\$ 592,044	53.2%
000846	Coordinated Care	\$ 9,098,188	\$ 9,259,580	101.8%
000848	CCO Metrics Income	\$ 242,500	\$ -	0.0%
000860	Economic Development Admin	\$ 425,000	\$ 265,871	62.6%

000862	Older Americans Act	\$	1,300,000	\$	1,075,207	82.7%
000863	Title XIX	\$	14,578,791	\$	14,948,365	102.5%
000864	Federal Senior Meals	\$	800,000	\$	591,943	74.0%
000865	USDA	\$	95,000	\$	94,375	99.3%
000867	Federal Match	\$	49,306	\$	11,037	22.4%
000868	Environmental Protection Agenc	\$	200,000	\$	164,307	82.2%
000869	Siletz Revenue	\$	8,000	\$	7,037	88.0%

REVENUE

\$ 56,167,969 \$ 54,059,908

96.2%

Overall Trend within range of meeting budget

000410	Leave Benefits	\$	686,714	\$	614,126	89.4%
000420	Fringe Benefits	\$	1,067,164	\$	900,506	84.4%
000421	Insurance Benefits	\$	3,439,490	\$	2,834,332	82.4%
000425	PERS Benefits	\$	3,015,699	\$	2,616,290	86.8%
000430	PERS Reserve	\$	224,846	\$	92,932	41.3%
0001ED	Executive Director	\$	155,070	\$	154,090	99.4%
0004PD	Program Director	\$	506,620	\$	420,084	82.9%
0010PM	Program Manager	\$	164,267	\$	89,787	54.7%
0013PS	Program Supervisor	\$	906,865	\$	773,809	85.3%
0019PM	Personnel Manager	\$	105,817	\$	107,012	101.1%
0046CM	Case Manager	\$	2,686,844	\$	2,219,794	82.6%
0053CC	Contracts Coordinator	\$	91,304	\$	100,173	109.7%
0055CS	Clerical Supervisor	\$	195,875	\$	199,763	102.0%
0058AP	Assistant Planner	\$	57,941	\$	154,059	265.9%
005PIO	Public Information Officer	\$	111,063	\$	17,556	15.8%
0060AS	Accounting Specialist	\$	39,623	\$	46,568	117.5%
0064ES	Eligibility Specialist	\$	1,349,473	\$	1,178,377	87.3%
0064MM	Money Management Coord	\$	50,478	\$	43,485	86.1%
0067EA	Executive Assistant	\$	26,532	\$	52,708	198.7%
0070AC	Accounting Clerk II	\$	55,081	\$	56,036	101.7%
0076AA	Administrative Assistant	\$	469,928	\$	347,419	73.9%
0076BO	Business Officer	\$	62,916	\$	61,444	97.7%
0085CS	Clerical Specialist	\$	349,811	\$	278,045	79.5%
0085WS	Workstation Support Specialist	\$	55,617	\$	59,518	107.0%
013SLO	Senior Loan Officer	\$	84,007	\$	65,297	77.7%
013TSM	Transportation Manager	\$	82,927	\$	50,479	60.9%

025NSS	Network Support Specialist	\$	146,441	\$	103,615	70.8%	
031CDP	CED Planner	\$	304,386	\$	200,520	65.9%	
034APS	Adult Protective Services Spec	\$	895,112	\$	764,443	85.4%	
037DTC	Diversion & Transition Coord	\$	201,122	\$	195,948	97.4%	
037LCM	Lead Case Manager	\$	227,501	\$	189,155	83.1%	
045ISS	Information Support Specialist	\$	57,530	\$	80,919	140.7%	
052ALO	Assistant Loan Officer	\$	37,620	\$	47,485	126.2%	
055SMS	Senior Meals Supervisor	\$	48,165	\$	44,707	92.8%	
055VSO	Veterans Service Officer	\$	44,634	\$	52,401	117.4%	
060FMC	Facility Maint. Coordinator	\$	52,425	\$	50,850	97.0%	
061LES	Lead Eligibility Specialist	\$	57,080	\$	55,697	97.6%	
064ADR	ADRC Specialist	\$	243,569	\$	170,084	69.8%	
064ALW	Asst. AFH Licensing Worker	\$	125,000	\$	116,511	93.2%	
067CEA	Confidential Executive Assist	\$	46,320	\$	44,307	95.7%	
073MRW	Medical Resource Worker	\$	42,773	\$	40,940	95.7%	
075LTB	Lead Trans Brokerage Spec.	\$	49,474	\$	46,740	94.5%	
075TBS	Transportation Brokerage Spec.	\$	358,576	\$	286,044	79.8%	
076IHA	In Home Assistant	\$	437,000	\$	335,787	76.8%	
082SMC	Senior Meals Coordinator	\$	40,885	\$	39,647	97.0%	
090RSM	Relief Site Manager	\$	25,000	\$	20,596	82.4%	
099EXH	Extra Hire	\$	162,405	\$	106,584	65.6%	
88MSM3	Meal Site Manager 3	\$	194,502	\$	197,131	101.4%	
	PERSONNEL	\$	19,839,492	\$	16,723,800	84.3%	Overall Trend 15% under budget
000504	Advertising	\$	35,590	\$	47,337	133.0%	
000506	Auto Expense	\$	17,000	\$	1,668	9.8%	
000510	Bank Charges	\$	15,175	\$	12,190	80.3%	
000513	Board/Comm/Meeting Expense	\$	32,750	\$	5,827	17.8%	
000514	CED Administration	\$	-	\$	230		
000516	Computer Maintenance	\$	179,530	\$	189,484	105.5%	
000521	Contract Administration	\$	1,500	\$	2,164	144.2%	
000522	Contract Expense	\$	12,877,243	\$	10,579,993	82.2%	
000523	Admin Contract Expense	\$	500,000	\$	467,647	93.5%	
000525	Copying	\$	62,500	\$	37,798	60.5%	
000531	Dues and Memberships	\$	33,115	\$	60,205	181.8%	

000532	Equipment Expense	\$	1,000	\$	-	0.0%	
000533	Finance Indirect	\$	568,185	\$	568,184	100.0%	
000534	Indirect Expense	\$	1,198,046	\$	1,198,045	100.0%	
000535	Furniture & Fixtures	\$	56,578	\$	10,340	18.3%	
000537	Insurance	\$	76,763	\$	72,579	94.5%	
000540	Interest Expense	\$	16,000	\$	10,748	67.2%	
000541	Loan Legal Expense	\$	50	\$	-	0.0%	
000542	Legal Services	\$	58,500	\$	5,762	9.8%	
000543	Licenses and Fees	\$	242,160	\$	224,537	92.7%	
000546	Loan Fees	\$	3,100	\$	6,764	218.2%	
000549	Maintenance and Repair	\$	103,000	\$	51,466	50.0%	
000550	Marketing Expense	\$	4,150	\$	2,853	68.7%	
000551	Taxes	\$	2,500	\$	-	0.0%	
000553	Loan Admin Exp	\$	150,000	\$	82,356	54.9%	
000555	Postage	\$	47,920	\$	39,636	82.7%	
000558	Printing	\$	21,050	\$	17,039	80.9%	
000561	Rent	\$	735,039	\$	721,573	98.2%	
000564	Resource Reserve	\$	30,000	\$	5,518	18.4%	
000567	Supplies	\$	97,050	\$	51,296	52.9%	
000568	Stipend	\$	147,072	\$	103,429	70.3%	
000570	Technology Indirect	\$	805,944	\$	805,885	100.0%	
000573	Telephone	\$	155,775	\$	142,114	91.2%	
000575	Special Event Expense	\$	20,000	\$	-	0.0%	
000576	Training	\$	108,700	\$	74,596	68.6%	
000577	Volunteer Recognition	\$	22,500	\$	27,601	122.7%	
000578	Meal Delivery Travel	\$	53,000	\$	35,081	66.2%	
000579	Travel	\$	112,850	\$	84,141	74.6%	
000582	Utilities	\$	65,000	\$	55,482	85.4%	
000584	Janitorial	\$	92,600	\$	82,506	89.1%	
	MATERIALS AND SUPPLIES	\$	18,748,935	\$	15,884,073	84.7%	Overall Trend 15% under budget
000580	Transfers Out	\$	3,072,621	\$	3,037,621	98.9%	
000583	Operating Contingency	\$	9,268,391	\$	-	0.0%	
	TRANSFERS AND CONTINGENCY	\$	12,341,012	\$	3,037,621	24.6%	No use of contingency is positive

000595	Capital Purchase	\$	283,000	\$	-	0.0%	
000596	Leasehold Improvement	\$	152,393	\$	81,481	53.5%	
	CAPITAL OUTLAY	\$	435,393	\$	81,481	18.7%	
000598	Principal Payment	\$	43,333	\$	43,333	100.0%	
000599	Interest Expense	\$	5,157	\$	2,578	50.0%	
	DEBT SERVICES	\$	48,490	\$	45,911	94.7%	Albany Building paid off
	EXPENSE	\$	51,413,322	\$	35,772,887	69.6%	
	NET (GAIN/LOSS)			\$	18,287,022		Projected Beginning balances FY 2023



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

MEMORANDUM

DATE: July 21, 2022

TO: OCWCOG Board of Directors

FROM: Randi Moore, Senior and Disability Services (SDS) Director

RE: **Senior Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) Newly Elected Leaders, Membership Renewals, and Membership Applications.**

In June 2022, the Senior Services Advisory Council (SSAC) met and elected the following individuals to leadership positions for the 2022-2023 term:

- Mitzi Naucler, SSAC Chair; and
- Robynn Pease, SSAC Vice-Chair.

The SSAC subsequently approved the recommendation of renewal of membership for the following individuals:

- Suzanne Lazaro, Benton County; and
- Lee Strandberg, Benton County.

The SSAC also approved the recommendation of membership for Terri Fackrell.

In June 2022, the Disability Services Advisory Council (DSAC) met and elected the following individuals to leadership positions for the 2022-2023 term:

- Jan Molnar-Fitzgerald, DSAC Chair; and
- Allison Hobgood, DSAC Vice-Chair.

The DSAC also approved the recommendation of membership for Michelle Giammona.

SSAC currently has vacancies and is seeking members who reside or are employed in Linn, Benton, or Lincoln Counties. DSAC currently has vacancies and is seeking members who reside or are employed in Linn, Benton, or Lincoln Counties.

ACTION: The SSAC and DSAC request the approval of membership and of renewal of membership by the OCWCOG Board of Directors for the aforementioned individuals.



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

Advisory Council Membership Application

Contact information

Name: Terri Fackrell		
Mailing address: [REDACTED]		
City: Corvallis	State: OR	ZIP: 97330
Home phone:	Cell phone: [REDACTED]	
Email address: [REDACTED]		
Place of employment: [REDACTED]		
Work address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	ZIP: [REDACTED]
Work phone: [REDACTED]		
Email address: [REDACTED]		

All applicants must fill out 1 -4 below.

1. Are you a person with a disability?

[REDACTED]

2. Are you age 60 or older?

[REDACTED]

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

[REDACTED]

4. Put an X by which council you are applying for:

Senior Services Advisory Council Disability Services Advisory Council

Experiences

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

- Educational BA in Recreation; training on working with youth with disabilities
- Work/Volunteer Center Supervisor serving adults 18+, large # of older adults
- Personal Main support of elderly aunt

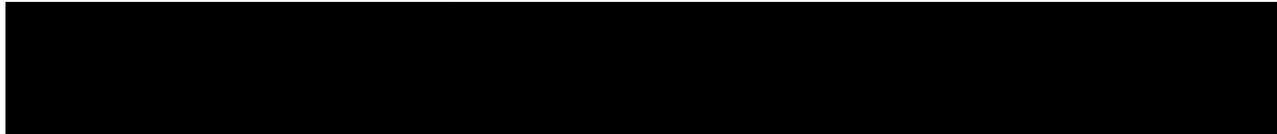
Describe how your life experiences, including those above, have had an impact or influence on your life.

I have always had a need to serve and support others. I started out volunteering in 7th grade as a camp counselor and haven't stopped. I was my daughters Girl Scout leader for 10 yrs and now I am a member of the Corvallis Kiwanis-Sunrisers Club. My education and work experience are all within a field of service.

Describe why you want to be a Council member.

I would like to better support the older adults in Corvallis. I would like be able to provide information and support to those I serve at Corvallis Community Center. This information I learn can also be shared with my Kiwanis family as well as the Oregon Recreation & Parks Association-Section for Older Adult Recreation, of which I am the president for 2 years.

Please list two references (personal or professional):



What skills would you bring to the Advisory Council?

experience collaborating with others; experience serving older adults; experience and skills related to event and program development;

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

Increased knowledge of services and opportunities available to older members of the community.



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Senior and Disability Services
1400 Queen Avenue SE Albany, Oregon
(541) 926-8630 tsharp@ocwcog.org
<https://www.ocwcog.org/connect/volunteer/>

Advisory Council Membership Application

Contact information

Name: Michelle Giammona		
Mailing address: [REDACTED]		
City: Newport	State: OR	ZIP: 97365
Home phone: [REDACTED]	Cell phone: [REDACTED]	
Email address: [REDACTED]		
Place of employment: [REDACTED]		
Work address: [REDACTED]		
City: [REDACTED]	State: [REDACTED]	ZIP: [REDACTED]
Work phone: [REDACTED]		
Email address: [REDACTED]		

All applicants must fill out 1 -4 below.

1. Are you a person with a disability?

[REDACTED]

2. Are you age 60 or older?

[REDACTED]

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

[REDACTED]

4. Put an X by which council you are applying for:

Senior Services Advisory Council Disability Services Advisory Council

Experiences

List any of the following experiences you have working with seniors or people with disabilities: I have been working with Senior and people with disabilities for 20 years

- Educational _____
- Work/Volunteer State of Texas SDS, Aging Wisely with Heartfelt Hands
- Personal I cared for multiple family members throughout the years.

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

I began caring for family members while in college, this set me on the path to help seniors and people with disabilities. I have dedicated most of my life to assist seniors/people with disabilities stay safely in their homes. I worked at a Personal Support worker for the State of Texas until I moved to the Oregon coast to assist my elderly Aunt. I have been working with Aging Wisely since 2009, I started as a caregiver and worked my way to Administrator within 3 years. I have been the Administrator for Aging Wisely since 2012. I approached the owner to obtain a contract with SDS and DD because I know how much these organizations need dedicated caregivers.

Describe why you want to be a Council member.

I have a passion for my job and want to contribute more to our community and our seniors.

Please list two references (personal or professional):

[Redacted]

What skills would you bring to the Advisory Council?

I enjoy working with others and combining ideas and strategies to produce a positive outcome that improves the lives of others. I am hard working and will assist in any way the council needs me. I am knowledgeable about my field of work. I am also part of the Fair Housing Council of Oregon where our focus is fair housing for seniors and people with disabilities.

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

I expect to gain knowledge and be a part of improving the lives for our seniors and people with disabilities in our respective communities and counties.



Cascades West Area Commission on Transportation

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

MEMORANDUM

DATE: July 21, 2022
TO: Board of Directors, Oregon Cascades West Council of Governments
FROM: Jenny Glass, Community and Economic Development (CED) Director
RE: Cascades West Area Commission on Transportation
Full Commission Membership Appointments

The Cascades West Area Commission on Transportation (CWACT) provides a forum for local governments to communicate and collaborate on local, Regional, and State transportation issues in the Linn, Benton, and Lincoln County Region. CWACT is chartered by the Oregon Transportation Commission (OTC) as an advisory body to provide input, advice, and recommendations to the OTC and the Oregon Department of Transportation (ODOT), regarding transportation plans and policies.

The CWACT is a standing Committee of the Oregon Cascades West Council of Governments (OCWCOG). Article II H of the CWACT Bylaws states that the OCWCOG Board of Directors will formally appoint the Members and Alternates of the CWACT. The OCWCOG Board approves the membership of the OCWCOG Transportation Committee, which serves a dual role as the CWACT.

Attached is a list of individuals who were nominated by their jurisdictions to serve on the CWACT as Primary Representatives and Alternates. The Nominees will serve a two-year term that ends on either December 31, 2022, or December 31, 2023.

Staff Recommendation: Staff recommends the appointment of all Nominees to serve on the CWACT.

Additional Information: According to Article II A-B of the CWACT Bylaws, each of the following entities is invited annually to nominate one Representative and one Alternate as voting Members of the CWACT. Representatives must be elected officials. Alternates need not be elected officials.

1. All incorporated Cities in the Cascades West Region
2. Linn, Benton, and Lincoln Counties
3. All Port Districts in the Cascades West Region
4. All recognized Tribes in the Cascades West Region

Also, according to Article II D-E, the Board of Commissioners from each County nominates two Private Parties representing business and other transportation interests to be voting members of the CWACT (Private Sector Members).

Attachment: 2022-2023 Membership Roster

MEMBER GOVERNMENTS — COUNTIES: Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Lyons, Millersburg, Monroe, Newport, Philomath, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians and Port of Newport

2021-2022 CWACT Membership

* = CWACT Executive Committee Members

Last Name	First Name	Representing	Category	Term Expires
VACANT		Albany Area MPO	Ex-Officio	Permanent
Stockhoff	Gary	Benton County	Alternate	12/31/2023
*Malone	Pat (Vice-Chair)	Benton County	Primary	12/31/2023
Bronstein	Sarah	Benton County – Private Sector	Primary	12/31/2022
Sorte	Jerry	Benton County – Private Sector	Primary	12/31/2022
Irish	Ron	City of Albany	Alternate	12/31/2023
Olsen	Dick	City of Albany	Primary	12/31/2023
Gesher	Greg	City of Corvallis	Alternate	12/31/2023
Napack	Jan	City of Corvallis	Primary	12/31/2023
Short	Kathy	City of Depoe Bay	Alternate	12/31/2022
Bedingfield	Lindsay	City of Depoe Bay	Primary	12/31/2022
VACANT		City of Halsey	Alternate	12/31/2022
Lachenbruch	Jerry	City of Halsey	Primary	12/31/2022
Eldridge	Michele	City of Harrisburg	Alternate	12/31/2022
*Keaton	Adam	City of Harrisburg	Primary	12/31/2022
Whitlatch	Ron	City of Lebanon	Alternate	12/31/2022
Rieskamp	Wayne	City of Lebanon	Primary	12/31/2022
Mark	Rick	City of Lincoln City	Alternate	12/31/2022
Parson	Mitch	City of Lincoln City	Primary	12/31/2022
Booth	Janelle	City of Millersburg	Alternate	12/31/2023
Sullivan	John	City of Millersburg	Primary	12/31/2023
VACANT		City of Monroe	Alternate	12/31/2022
Cuthbertson	Jeanni	City of Monroe	Primary	12/31/2022
Botello	Beatriz	City of Newport	Alternate	12/31/2022
Jan	Kaplan	City of Newport	Primary	12/31/2022
VACANT		City of Philomath	Alternate	12/31/2022
*Lehman	Matt	City of Philomath	Primary	12/31/2022
VACANT		City of Sweet Home	Alternate	12/31/2022
Sanchez	Angelita	City of Sweet Home	Primary	12/31/2022
Trulove	Loel	City of Tangent	Alternate	12/31/2022
Jones	Greg	City of Tangent	Primary	12/31/2022
VACANT		City of Toledo	Alternate	12/31/2023
*Kamikawa	Betty	City of Toledo	Primary	12/31/2023
Woodruff	Sue	City of Waldport	Alternate	12/31/2022
Townsend	Jerry	City of Waldport	Primary	12/31/2022
Faulk	Kevin	City of Waterloo	Alternate	12/31/2022
Scott	Dennis	City of Waterloo	Primary	12/31/2022
VACANT		City of Yachats	Alternate	12/31/2022
O'Shaughnessey	Mary Ellen	City of Yachats	Primary	12/31/2022
Barlow-Lind	Pam	Conf. Tribes of Siletz Indians	Alternate	12/31/2022
Kentta	Robert	Conf. Tribes of Siletz Indians	Primary	12/31/2022
Dobrinich	Steve	Corvallis Area MPO	Ex-Officio	Permanent
Jacobson	Kaety	Lincoln County	Alternate	12/31/2022
*Hunt	Doug	Lincoln County	Primary	12/31/2022
Gray	Cody	Lincoln County – Private Sector	Primary	12/31/2022
VACANT		Linn County	Alternate	12/31/2023
*Nyquist	Roger (Chair)	Linn County	Primary	12/31/2023
Steele	Janet	Linn County – Private Sector	Primary	12/31/2022
Feldmann	James	ODOT	Alternate	Permanent
*Crawford	Savannah	ODOT	Primary	Permanent
Chuck	Walter	Port of Newport	Alternate	12/31/2022
Sylvia	Gil	Port of Newport	Primary	12/31/2022
Davis	Lorna	Port of Toledo	Alternate	12/31/2022
Dahl	Zack	Port of Toledo	Primary	12/31/2022

EXPENDITURE LIMITS

Policy

In order to deliver efficient, cost-effective service to the public, and meet state and federal regulations, Oregon Cascades West Council of Governments must operate within acceptable fiscal standards. The following procedure facilitates the efficient expenditure of funds approved in the current budget, as well as provide a means to deal with unknown contingencies.

Authority

Program Directors/Managers, or designated staff, approve expenditures and authorize payments as determined by the Agency Adopted Budget. The OCWCOG Contracts Coordinator(s) serves as the Local Contract Review Officer(s) in accordance with ORS 279A.075. All purchasing shall conform to regulations contained in the Oregon Cascade West Councils of Government Public Contracting Rules Manual adopted by the Board of Directors in May 2020 and may have been modified by the Board since.

Procedure

Quotes will be obtained and recorded on all major purchases unless otherwise specified.

- A. \$1,000 or less--Shall have the approval of the individual program manager/supervisor responsible for that area of the budget, or his/her designee.
- B. \$1,001 to \$4,999--Shall have the approval of the Department Director responsible for control of that area of the budget or his/her designee.
- C. \$5,000 to \$10,000--Shall have the approval of Executive Director. Requests for approval shall follow the small procurement method as outlined in the OCWCOG Purchasing Policy. A minimum of three quotes shall be recorded on the appropriate form before expenditure is made. If three quotes are not obtainable, a purchaser shall document the steps taken to obtain three price quotes.
- D. \$10,001 to \$150,000--Shall follow the intermediate procurement method as outlined in the OCWCOG Purchasing Policy. All requests for approval shall have a minimum of three quotes, bids or proposals recorded on the appropriate form before the expenditure is made. If three quotes are not obtainable, the purchaser shall document these steps taken to obtain three price quotes.
- E. \$150,000 and above--Shall require sealed competitive proposals as outlined in the OCWCOG Purchasing Policy.

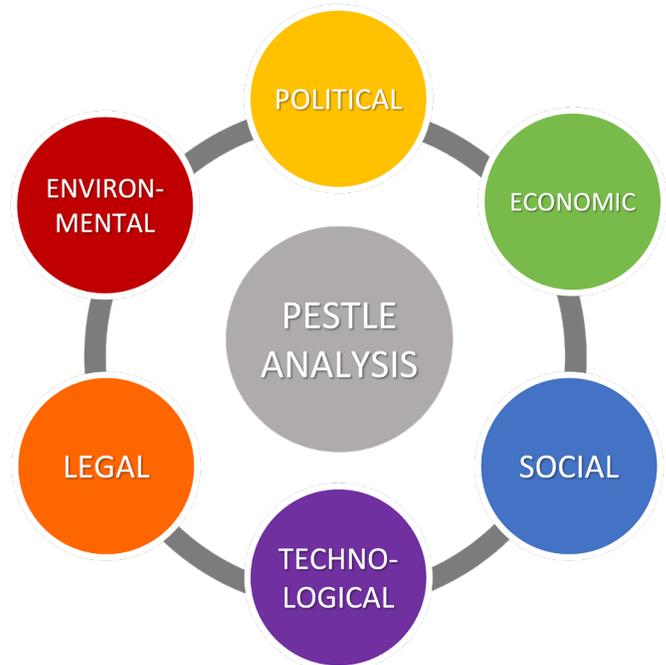
Any deviation from the adopted budget document shall have the approval of the Board of Directors as per Oregon budget law requirements.

The Executive Director will establish internal fiscal controls to ensure close monitoring of all financial operations addressed in this policy.

OCWCOG - Strategic Planning Process: Overview and Preparation for PESTLE Analysis

What is PESTLE Analysis?

PESTLE is a brainstorming and assessment approach to help identify various factors, issues, challenges and opportunities impacting an organization. It is similar to a “SWOT” Analysis (Strengths, Weaknesses, Opportunities and Threats), but uses more specific categories to help bring out more specific ideas and information in a broader range of areas. The PESTLE name indicates the categories, shown at right.



Why are we doing a PESTLE Analysis?

One of the more important steps in a strategic planning effort is to “step back” from daily and familiar issues/challenges and scan the broader landscape. PESTLE analysis provides an efficient and engaging way to develop a big picture view that:

- Gives advance warning of significant threats
- Reveals direction of changes in our service area
- Helps take advantage of the opportunities changes present
- Helps avoid starting projects that are likely to fail
- Helps develop an objective view of the environment and break out of “old beliefs”
- Helps ensure the strategic plan does not have critical gaps, or is too tactical in focus.

How will we be doing our PESTLE?

For the Board meeting, we be dividing into two breakout groups, each assigned to three of the PESTLE categories. Those of you able to participate on your computer will be able to use a shared on-line tool (Mural) to type in your ideas on trends, challenges, risks and/or opportunities onto the PESTLE matrix. Or, you can offer our ideas verbally or through Chat and we’ll add them to the board.

After a first round, the two groups will “trade places.” You’ll look at the ideas posted by the other group and add new thoughts, questions or comments.

At the end of round two, we’ll come back together and discuss what’s emerged from across the PESTLE, look for major issues or opportunities that should be considered in our Strategic Plan, and note topics that might warrant further investigation.

How can you prepare?

If you have a few moments, you may write down some ideas of challenges, issues, opportunities, risks, problems, etc. in any of the PESTLE categories. Any pre-thinking you do ahead of the session will help streamline our work. But even if you don't have time to prepare anything, be ready to participate actively in our session!

Note: If you are not going to be able to attend the meeting, you can send your ideas ahead of time to Brittany Sale at Pivotal Resources: bsale@pivotalresources.com

As food for thought, here are examples of things to consider (there may be many others):

Political factors may include:

- Timing of local, state or national elections and how these could impact demands for COG services, funding, collaboration across the region
- Pending legislation, regulations or policy changes
- Opportunities and/or obstacles to collaboration with other agencies

Economic factors may include:

- Macro-economic trends and potential affect on need for COG services
- Economic stability of our region and opportunities to support our residents and communities
- Changes in grant funding opportunities or requirements

Socio-Cultural factors to consider include:

- Population changes and age profile trends
- Generational shifts in attitude and lifestyles
- Challenges of serving traditionally under-represented communities and people

Technological factors to consider include:

- Current technology limitations
- New technologies we could be using or that may change how we deliver services
- New technologies used by stakeholders that could impact us
- Technology enabled shift in work patterns

Legal factors to consider include:

- Legal issues such as lawsuits, court rulings, etc.
- Regulatory agencies monitoring
- National, state, and local regulations and taxation
- New or shifting legal/ethical obligations

Environmental factors to consider include:

- Condition of regional, local and state infrastructure
- Energy availability and cost
- Climate change and sustainability impact on land use



Senior, Disability and Community Services

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Area Agency on Aging

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MEMORANDUM

DATE: July 21, 2022
TO: OCWCOG Board of Directors
FROM: Randi Moore, Senior, Disability, and Community Services Director
RE: SDS and CSP Program Updates

Area Plan Updates Due for 2022

It is hard to believe that the first year of the period covered by our 2021-2025 Area Plan has passed. The Area Plan is a strategic planning document in which we set goals and priorities for the work we do as an Area Agency on Aging over the coming four-year period. Every year we are required to provide updates that include information about major programmatic changes and report out on how successful we are at accomplishing our goals and objectives. I appreciate the requirement for annual updates, as it keeps us accountable for making sure the Plan is a living and breathing document that we refer to in order to guide our actions and decisions.

Overall, I am very satisfied with the progress and work we have done over the last year despite COVID impacting us longer than expected, the workforce shortage which is affecting the staffing levels on many of our teams, and the always shifting priorities outlined for us by the State Aging and People with Disabilities Department. Over the coming weeks, I will be sharing a report out with more specifics regarding what has been going well over the last year and areas where we will continue to grow. I hope you will be as pleased as I am with the work we are doing in your communities.

Long Time Council Member and Advocate Mike Volpe

It is with deep sadness and a heavy heart that I share with you the news of our long time Disability Services Council (DSAC) member and friend, Mike Volpe, passing away on June 18th. Mike was part of the DSAC from the time Disability Services became part of OCWCOG in 1996. He served as both Chair and Vice Chair throughout the years, along with chairing many of the committees. Mike was a tremendous advocate at all levels of government and on many issues and will be dearly missed.

I would also like to acknowledge Cathy Savage, Mike's home care worker, who has been with Mike since 2012. Cathy's support and dedication to Mike's care has been unsurpassable. Mike would tell you that it is because of home care workers like Cathy that he was able to live independently in his own home and do the strong advocacy that he was known for. He was always grateful to live in Oregon, a state that allowed him flexibility and choice in his care options. This is why we do the work we do!

There will be a celebration of life for Mike held on August 7th at 2PM in the Lions Shelter in Avery Park.

Community Services Programs (CSP): Qualitative Survey Responses for FY 2022

Several programs in CSP's portfolio have qualitative impact metrics embedded within their design to showcase the impact Programs make. As we wrap up the FY, some highlights from the lives of OCWCOG clients and volunteers residing in Linn, Benton, and Lincoln Counties include:

- **95%** of Senior Companion client responses agreed that the assigned National Service volunteer helped them feel less lonely while **100%** agreed that, thanks to the volunteer, they were able to get to their medical appointments. A true gaps service, OCWCOG Senior Companion volunteers are referred to local homebound clients who don't qualify for OCWCOG Ride Line services. This Program is supported by a federal AmeriCorps grant, with local match funding granted by Lincoln County Special Transportation Fund, Benton County Transportation Fund, Samaritan Health Services' Social Accountability Grants (all five hospitals in the OCWCOG region), and the City of Albany Development Block Grant.
- **94%** of Meals on Wheels clients who have an OCWCOG RSVP driver deliver meals to their home agree that they are eating regularly scheduled meals thanks to the service. **92%** also feel they have close ties to more people thanks to the social check-in with our Meals on Wheels volunteers during a meal drop-off.

We know that meaningful connection with homebound seniors is key to combating social isolation, particularly in a post-COVID era. As our qualitative grant metrics indicate, many OCWCOG Program volunteers really are making all the difference with some of our most vulnerable residents.

Retirement Celebration for Veteran Services Office Staff: Linda McMillian

June 30th marked not only the end of the OCWCOG FY but also the retirement of OCWCOG's Linda McMillian after a nearly 45-year career with Veterans Services across the State of Oregon. Linda served countless veterans during her career, helping them navigate complicated VA claims processes, and always showed high character and empathy with clients at the Benton County VSO Office. A celebration was held both virtually and in person in her honor and stories from former co-workers showcased her commitment to assisting Oregon Veterans. The OCWCOG family thanks Linda for gracing us with her knowledge and compassion and wishes her the very best!

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MEMORANDUM

DATE: July 21, 2022
TO: OCWCOG Board of Directors
FROM: Jenny Glass, Community and Economic Development Director
RE: **CED Updates**

Community and Economic Development Updates

Transportation

Albany Area Metropolitan Planning Organization (AAMPO)

- Hired Billy McGregor to serve as AAMPO's new Assistant Planner beginning July 18, 2022.
- Continued progress on Regional Transportation Plan update.

Corvallis Area Metropolitan Planning Organization (CAMPO)

- Held first in-person/hybrid meeting for CAMPO TAC in June.
- Updating Metropolitan Transportation Improvement Program (MTIP) project evaluation criteria and application for distribution of CAMPO's Surface Transportation Block Grant (STBG) funding.

Projects

Albany Transit Implementation Strategy

- The report is complete and ATS staff are working to implement.
- Albany needs to construct around 30 new bus stops before they can start the new service. These stops are all within City ROW.
- There are additional stops that will require easements from property owners or ODOT approval. Those will be constructed after start of service.
- Albany's transit expansion project in the Linn County Statewide Transportation Improvement Fund (STIF) plan only specified operations funds, which can't be used to construct bus stops. Albany is working with Linn County on potential sources of funding for bus stop construction.

Mobility Hub Design

- LBCC 30% design complete, but rudimentary cost estimates suggest it will be more expensive to construct than LBCC was prepared for. Consultants are finalizing a more robust cost estimate for LBCC to review, to decide if they want to stick with the current concept or seek a redesign with a cheaper construction cost.
- The work to bring the hub designs to 100% is going to be more expensive than originally planned, due to both LBCC and OSU selecting custom structures. If LBCC decides on a new design, the redesign cost will also add to the project cost. Staff are working with

Linn County and Benton County on potential sources of funds to complete the project. If additional funding isn't provided, the project will end at 60% design, and an additional design phase will need to be included in future grant requests.

- OSU Campus Planning Committee (CPC) approved the conceptual design, the consultant team is finalizing the 30% design based on the minor revisions requested during the CPC meeting.

Seamless Transit Experience

- Swiftly presented new features available for agencies to better communicate with customers in May. In July, agencies will meet for the annual business review of Swiftly services.
- Staff updated Linn Shuttle brochures.

Cascades West Transportation Options

- May bike month challenge was held with 35 participants who logged 684 trips, traveling over 1,850 miles, and saving over 1,500 lbs of CO2. 15 participants received safety related prizes.
- Donation and sponsorship requests were sent out to area businesses to provide prizes for the annual Get There Challenge in October. Received commitments for gift cards/certificates from:
 - Rogue Ales & Spirits
 - Oregon Coast Aquarium
 - Tallman Brewing
 - Rio Theatre
 - Deluxe Brewing

Linn, Benton, Lincoln County Human Services Coordinated Plan Update

- Four individual and focus group interviews were conducted with stakeholders across the region.
- One advisory committee meeting was held along with a follow up for members unable to attend.
- Special Transportation Fund (STF) Coordinators for each county provided updates on previous plan goals.
- Provider survey was drafted and distributed early July.
- Rough draft of updated demographics and existing conditions in review.

Cascades West Training Center

- 19 non-emergent/public transit drivers were trained in Passenger Assistance, Safety, and Sensitivity between March and June.
- 13 non-emergent medical transportation/transit drivers trained in Defensive Driving between March and June, and 25 Foster Grandparents/Senior Companions were certified in Defensive Driving in two classes held in Albany and one class held in at the Newport Health Education Center.
- 14 non-emergent medical transportation/transit drivers were certified in Adult First Aid and CPR between March and June.

Cascades West Ride Line

April 2022 – June 2022

Ride Line coordinated over 30,000 physical trips this quarter. A recent update, the Albany Comprehensive Treatment Center recently contracted with IHN. Members from Linn County can now stay local vs going to Marion County for services. This has opened our availability in the mornings with about 30% less people going to Salem Comprehensive Treatment Center (formerly Willamette Valley Treatment Center).

	Trips (Sedan, Wheelchair, Secure, Stretchers)	Clients (Unique members)	Reimbursement (Mileage, Meals, Lodging)	Clients (Unique members)
Linn County	18,609	1,680	6,994	295
Benton County	6,832	649	1,648	60
Lincoln County	5,974	574	2,026	160
All other counties	562	97	242	7
Regionally	31,977	3,000	10,910	522

Planning

Cascades West Economic Development District (CWEDD)

- Continued convening Childcare Working Groups for Linn, Benton, & Lincoln Counties. Developed GIS maps showing 3,773 slot deficit for childcare in Linn County (see attached maps and report).
- Received a \$86,045 Rural Capacity Fund. Began work with 12 Linn/Benton rural cities to identify projects and supply grant writing if applicable.
- Moved the EDA Broadband Grant to OCWCOG to administer. This grant now serves Linn, Benton, and Lincoln Counties. RFP out for \$269,000 three-county broadband feasibility study.

Land Use & Planning Projects

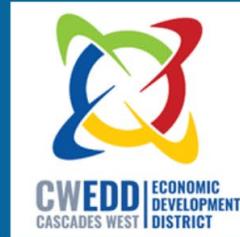
- The Cascade West Regional Consortium continues to work with ECONorthwest and the consulting team on the Wetland Mitigation Bank Feasibility Study. The study will be finalized by September 2022.
- Assisting Toledo with their Comprehensive Plan update.

Lending

Cascade West Business Lending

- Sandra Easdale left her position as Senior Loan Officer with OCWCOG and we are now working with her on contract through Lane Council of Governments.
- Funded one loan in Linn County:
 - \$100,000 RLF CARES loan to a motorcycle service and retail shop in Albany.
- Continue to work on marketing and outreach projects.

LINN COUNTY



LEBANON CITY APP



REAL BRANDING & WEBSITE



TRI-CITY BUSINESS EXPO

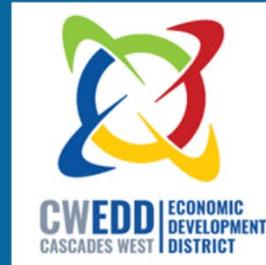


Linn County CARES Projects

Rural Economic Alliance (REAL) Branding & Website	\$10,000
Sweet Home Streetscape	\$10,000
Harrisburg Tri-City Business Expo	\$5,000
Lebanon Art Walk	\$4,000
Lebanon City App	\$2,500

CARES FUNDED

LINCOLN COUNTY



SILETZ LIBRARY COMPUTERS



PORT OF NEWPORT SYSTEM



CITY OF TOLEDO MURAL



Lincoln County CARES Projects

Port of Newport Financial System	\$10,000
City of Toledo Mural	\$10,000
Siletz Library Computers	\$7,594
Lincoln County Strategic Planner	\$4,800
Blue Economy Mapping	\$3,000
Oregon Prospector Data Entry	\$2,950

CARES FUNDED



Childcare Initiative 2022 – Initial Research

Created by Mary Bach-Jackson, GIS Analyst, at Oregon Cascades West Council of Governments
July 6, 2022

According to the Oregon Employment Department in February 2022, the number one reason why workers have been unable to return to the workforce is **lack of access to childcare**. Access to stable, high-quality early childcare education helps working parents improve their labor productivity by increasing work hours, missing fewer work days and pursuing further education. High-quality childcare and education that enables mothers to enter the labor market also pays for itself through increases in family income.

CWEDD is undertaking an initiative to increase access to early childcare education (ECE) in the Oregon Cascades West COG area. These map series for the COG and each individual county were part of the research into the current need for early childcare education:

- Number of Children Aged 0-5 Years
- Total Early Childcare Slots Needed
- Total Early Childcare Slots Needed and ECE Providers
- Large Employer and ECE Providers (internal COG use only due to safety issues)
- Early Childcare Education Slots Shortfall for Children Aged 0 to 5
- ECE Providers with Distance Buffers.

This research is based on 2020 American Community Survey data and 2022 ECE provider data from the childcare registry supplied by Linn-Benton Community College.

Highlights

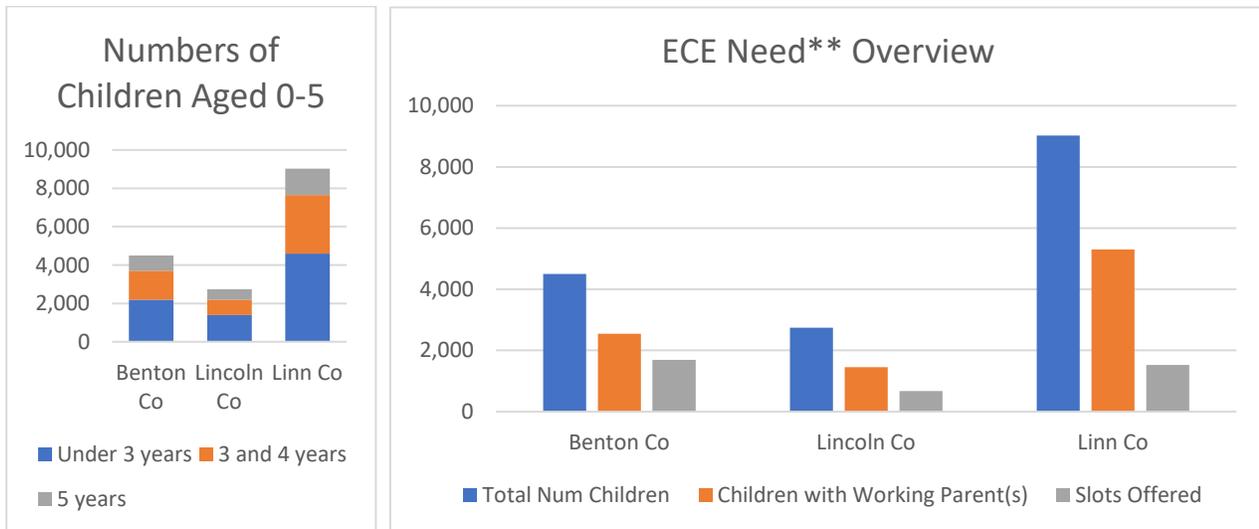
- Need for early childcare education is very high with an estimated shortfall of 5,398 slots.
 - Benton Co shortfall: 850 slots
 - Lincoln Co shortfall: 775 slots
 - Linn Co shortfall: 3,773 slots
- Meeting the early childcare education need for working parents will require a substantial number of new providers.
 - Number of new businesses to cover shortfall based on average capacity:
 - Certified Child Care Center (Commercial): $5,398 / 46 = 117$ new businesses
 - Certified Family (Residential): $5,398 / 13 = 415$ new businesses
 - Registered Family (Residential): $5,398 / 9 = 600$ new businesses
 - 38% of Census tracts indicate 1-10% limited English proficiency skills
- Parents and children often must travel long distances to access ECE providers
 - 65% of COG area is > 5 miles from the closest ECE provider (35% > 10 miles)
- Inconsistencies in childcare providers – licensing requirements, business registration, license types, etc. – make it more challenging to address them as a group.
 - Efforts of unlicensed providers cannot be measured
 - License type may not accurately reflect provider's current program
 - Significant number of providers do not appear to be in the Oregon Business Registry

Need Within Oregon Cascades West COG

“Need” for an ECE slot is determined by calculating the number of children aged 0-5 whose parent(s) all work and therefore potentially need a slot. This can also be thought of as potential demand. Shortfall is calculated by subtracting the current number of slots offered by ECE providers from the number of slots needed to meet demand from working parents.¹

The Oregon Cascades West COG area is estimated to have a shortfall of 5,398 early childcare education places for children aged 0 to 5 with working parent(s) based on 2020 American Community Survey data.

- COG wide shortfall:
 - 5,398 slots [total of 68 tracts: 18 w/surplus, 43 w/55-100% shortfall]
- Benton Co shortfall:
 - 850 slots [total of 22 tracts: 8 w/surplus, 8 w/62-100% shortfall]
- Lincoln Co shortfall:
 - 775 slots [total of 18 tracts: 4 w/surplus, 10 w/64-100% shortfall]
- Linn Co shortfall:
 - 3,773 slots [total of 28 tracts: 6 w/surplus, 21 w/62-100% shortfall]



As noted on the maps, 38% of the total 68 Census tracts have a notable percentage of residents with limited English proficiency skills who would benefit from additional, culturally-specific ECE placements.

Caveat about ACS Data and Census Geometries: Because the COG encompasses many rural areas as well as some more metropolitan, the decision was made to use the 2020 Census Tract as the smallest, most consistent geometry across the region. Be aware that some areas may have smaller geometries such as Block Groups available for closer analysis. Given the need to anonymize the data captured by the American Community Survey, the relative margin of error for some statistics is at least 10 percent of the total value.

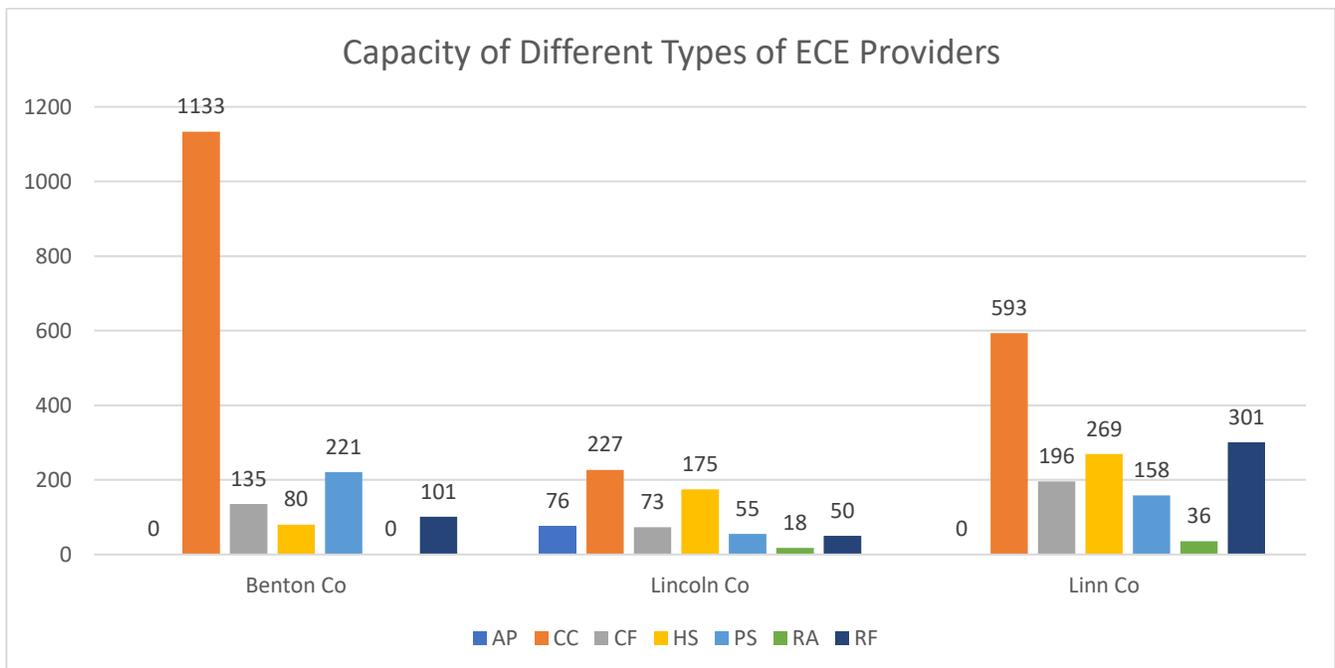
Current ECE Providers within the COG

Currently, there are 67 ECE providers of various types operating within the COG area. The license type of each provider is indicated by the first two letters of the license number, however there appears to be some inconsistencies where the license type does not reflect the provider’s current program. This may be due to historical reasons or other factors.

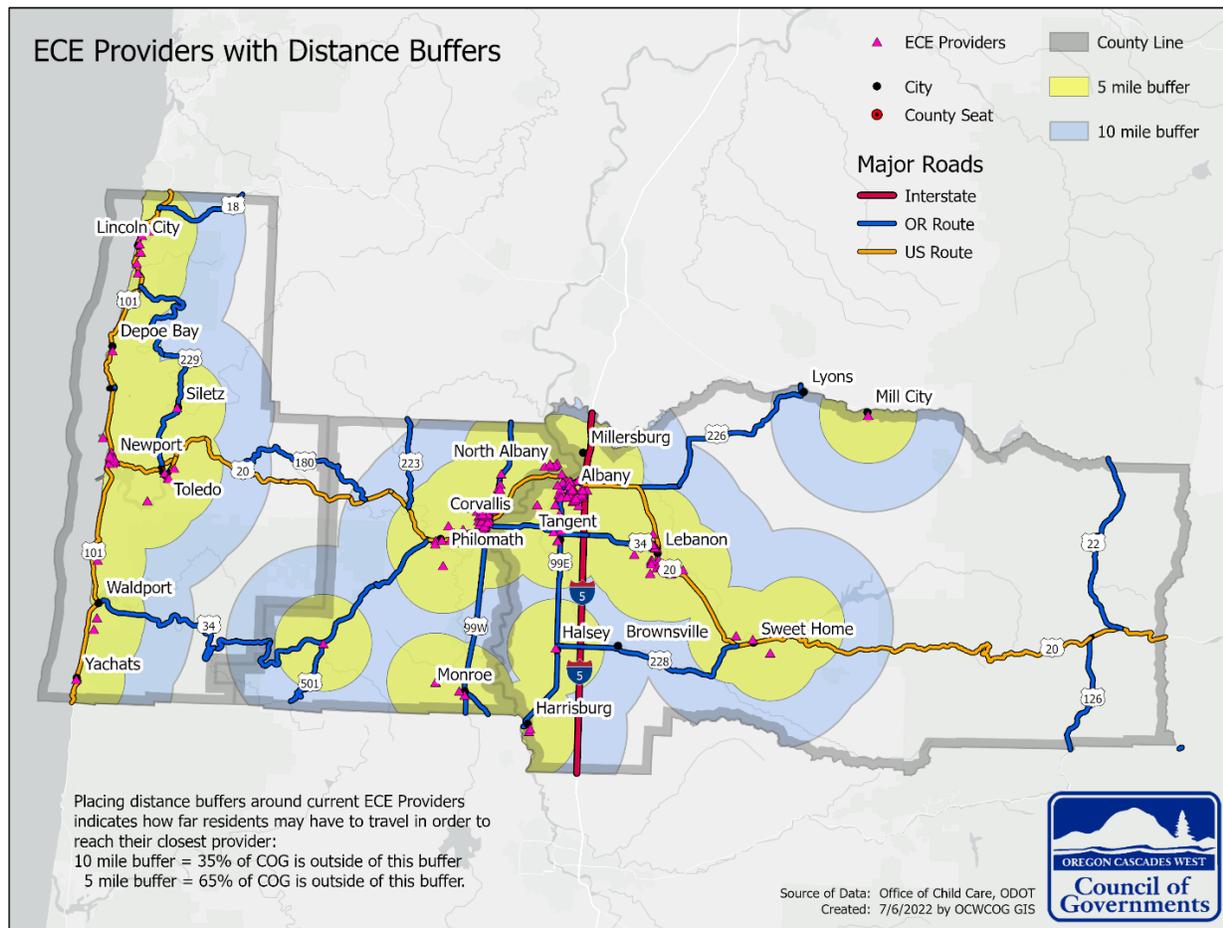
License Types

	Type Name	Description	Average Capacity within COG
AP	Alternative Pathway	Used for School District programs, program co-located in school	10
CC	Certified Child Care Center	Provision at a commercial location, including Head Start programs (if “Head Start” is in the provider’s name, then provider reclassified as “HS”)	46
CF	Certified Family	Home-based provision for up to 16 children	13
HS	Head Start*	*This is NOT an official license type. Category created to indicate programs participating in the Federal Head Start initiative.	35
PS	Recorded Preschool	Programs serving 3-5 yr olds for less than 4 hrs/day, including some Head Start programs (if “Head Start” is in the provider’s name, then provider reclassified as “HS”)	22
RA	School District programs	Exempt from licensing, having an address different than the school itself	18
RF	Registered Family	Home-based provision for up to 10 children	9

Some of the types of early childcare education provision are based on whether the care is provided within a commercial or residential setting. Providers in commercial settings can accommodate many more children than in residential settings, ie. average capacity of a certified childcare center is 46 as opposed to 9 in a registered family residential setting.



Many of the ECE providers in the COG area are clustered in more urban settings. Therefore, many parents and children must travel long distances to access their services.



Not all types of early childcare education provision need to be licensed with the Early Learning Division Office of Child Care. Therefore, the impact of unlicensed providers cannot be measured. It will also be challenging to reach out to these providers with assistance.

Caveats about ECE Provider data:

- **The Head Start (HS) category of provider is NOT an official type.** It was fabricated to help categorize providers which participate in the Federal Head Start initiative (see above table).
- Some of the ECE providers in the list provided include after-school clubs (CAP, Boys & Girls Club) and restricted access providers (Family Tree Relief Nursery).
- The ECE provider dataset list did not include information about the hours of operation, ages of children which are served, languages spoken and whether the provider qualifies as high or low quality care so further analysis may be limited.
- The Beaver Beginnings childcare center at OSU in Benton County is an outlier in the CC category since it has a capacity of 148 and the next highest capacity provider is 83.

References

¹ Source of data: Table B09001 “Population Under 18 Years by Age”, Table B23008 “Age of Own Children Under 18 Years in Families and Subfamilies by Living Arrangements by Employment Status of Parents”, ECE Provider Data from the Family Connections Office at Linn-Benton Community College.

Supplemental Information on Following Pages

- **Child Care License Comparison**

A side by side comparison of the different licensed child care types, broken down by home-based and center-based, offered by the Early Learning Division Office of Child Care.

(<https://oregonearlylearning.com/providers-educators/become-a-provider/licensed-childcare/>)

- **Guideline Questions for Potential Providers**

A series of questions to help guide potential providers in determining if they need to be licensed.

(<https://oregonearlylearning.com/providers-educators/become-a-provider/licensed-childcare/>)

- **County Data on Children Aged 0-5**

Data about children aged 0-5 for each individual county taken from 2020 ACS 5-Year Estimates.

Child Care License Comparison

Below is a quick side by side comparison of the different licensed child care types, broken down by home-based and center-based, offered by the Early Learning Division Office of Child Care (<https://oregonearlylearning.com/providers-educators/become-a-provider/licensed-childcare/>)

	Registered Family Child Care Home	Certified Family Child Care Home	Certified Child Care Center
	Home-Based Child Care Residential		Center-Based Child Care Commercial
Characteristics	<ul style="list-style-type: none"> Up to 10 children A provider may have only two children under 24 months in care. This number includes the provider's own children under 24 months. No square footage requirement Background checks for all applicable persons over the age of 18 10 hours of training within 2 years Minimum of 6 hours of training out of 10 hours must be in child development Minimum of 1 unannounced visit annually Biennial renewal 	<ul style="list-style-type: none"> Up to 16 children Ratio and ages of children is dependent on the number of qualified caregivers Zoning approval is sometimes required Square footage requirement per child Qualifying experience needed Background checks for all applicable persons over the age of 18 Annual training requirements varies based on position Minimum of 1 unannounced visit annually Annual environmental health inspection Annual renewal 	<ul style="list-style-type: none"> Center meets all applicable building codes and zoning requirements Qualified staff Maximum number of children dependent on: <ul style="list-style-type: none"> Square footage Number of qualified staff Various other factors Background checks for all applicable persons over the age of 18 Annual training requirements varies based on position Minimum of 1 unannounced visit annually Annual environmental health and fire safety inspections Annual renewal
Required Training	<ul style="list-style-type: none"> Introduction to Child Care Health & Safety Safe Sleep Food Handlers First Aid and CPR for infants and toddlers Recognizing and Reporting Child Abuse and Neglect (RRCAN) 	<ul style="list-style-type: none"> Introduction to Child Care Health & Safety Safe Sleep Food Handlers First Aid and CPR for infants and toddlers Recognizing and Reporting Child Abuse and Neglect (RRCAN) 	<ul style="list-style-type: none"> Introduction to Child Care Health & Safety Safe Sleep Food Handlers First Aid and CPR for infants and toddlers Recognizing and Reporting Child Abuse and Neglect (RRCAN)
After Receiving License	<ul style="list-style-type: none"> 10 hours of training within 2 years Minimum of 6 hours of training out of 10 hours must be in child development 	<ul style="list-style-type: none"> Annual training requirements varies based on position 	<ul style="list-style-type: none"> Annual training requirements varies based on position

Providers are asked to answer questions to determine whether they need to be licensed:

- Are you caring for three or fewer children, not including your own children?
- Are you related to all of the children you are caring for?
- Are you providing care in the home of the children, not including your own?
- Are you only caring for the children on an occasional basis (70 or fewer days in a year)?

If the provider answered “Yes” to any of the questions above, they may be considered exempt from licensing requirements.²

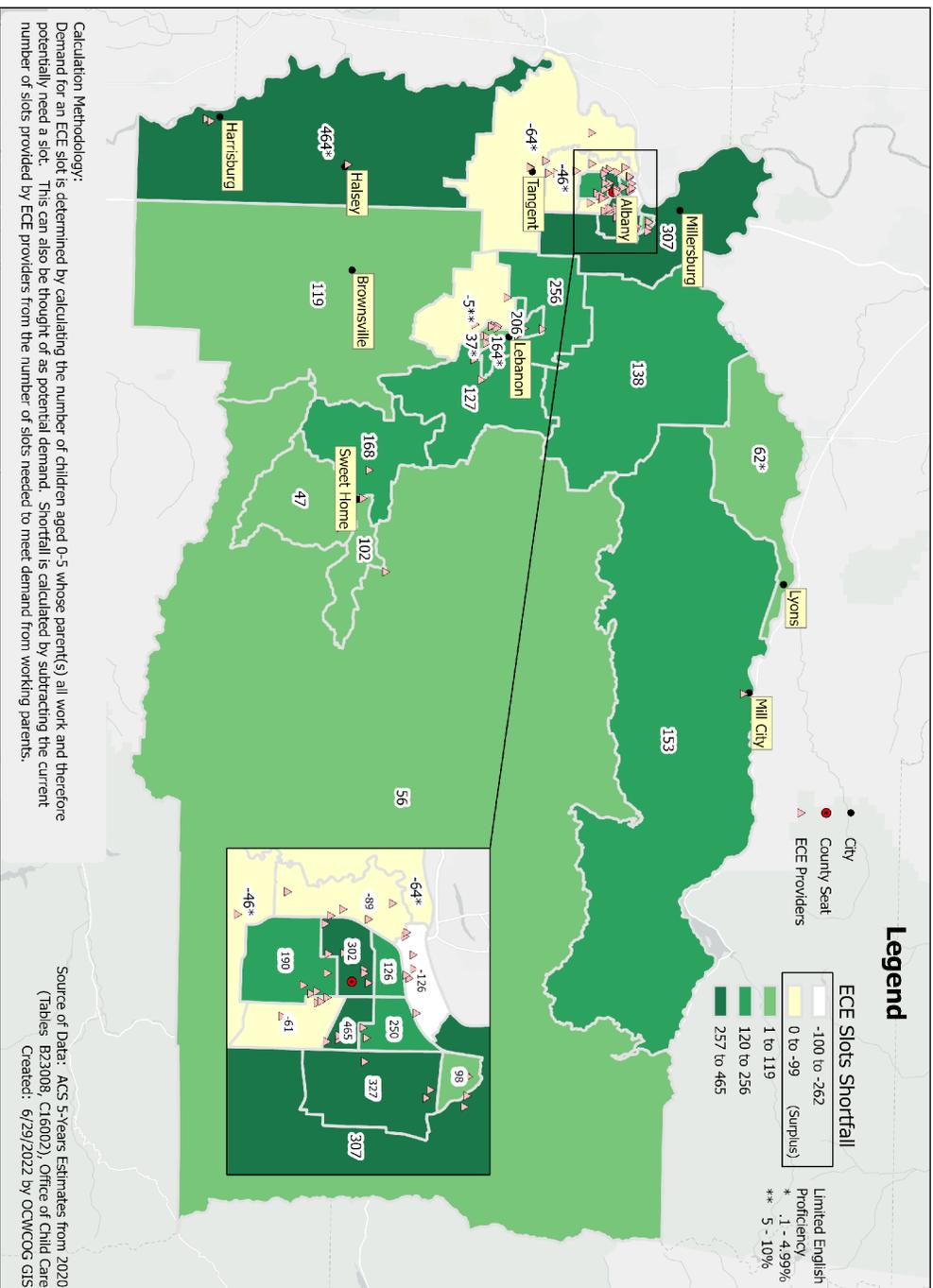
County Data

Benton County	Total Numbers	Total with Working Parent(s)	Slots Provided	Need Shortfall [children with working parent(s) minus slots provided]
Under 3 years	2,189			
3 and 4 years	1,517			
5 years	798			
Totals	4,504	2,545	1,695	850 slots Shortfall

Lincoln County	Total Numbers	Total with Working Parent(s)	Slots Provided	Need Shortfall [children with working parent(s) minus slots provided]
Under 3 years	1388			
3 and 4 years	805			
5 years	554			
Totals	2,747	1,449	674	775 slots Shortfall

Linn County	Total Numbers	Total with Working Parent(s)	Slots Provided	Need Shortfall [children with working parent(s) minus slots provided]
Under 3 years	4597			
3 and 4 years	3061			
5 years	1368			
Totals	9,026	5,301	1,528	3,773 slots Shortfall

Linn County Early Childcare Education Slots Shortfall for Children Aged 0 to 5



Calculation Methodology: Demand for an ECE slot is determined by calculating the number of children aged 0-5 whose parent(s) all work and therefore potentially need a slot. This can also be thought of as potential demand. Shortfall is calculated by subtracting the current number of slots provided by ECE providers from the number of slots needed to meet demand from working parents.

According to the Oregon Employment Department in February 2022, the number one reason why workers have been unable to return to the workforce is

lack of access to childcare.

Access to stable, high-quality early childcare education helps working parents improve their labor productivity by increasing work hours, missing fewer work days and pursuing further education. High-quality child care and education that enables mothers to enter the labor market pays for itself through increases in family income.

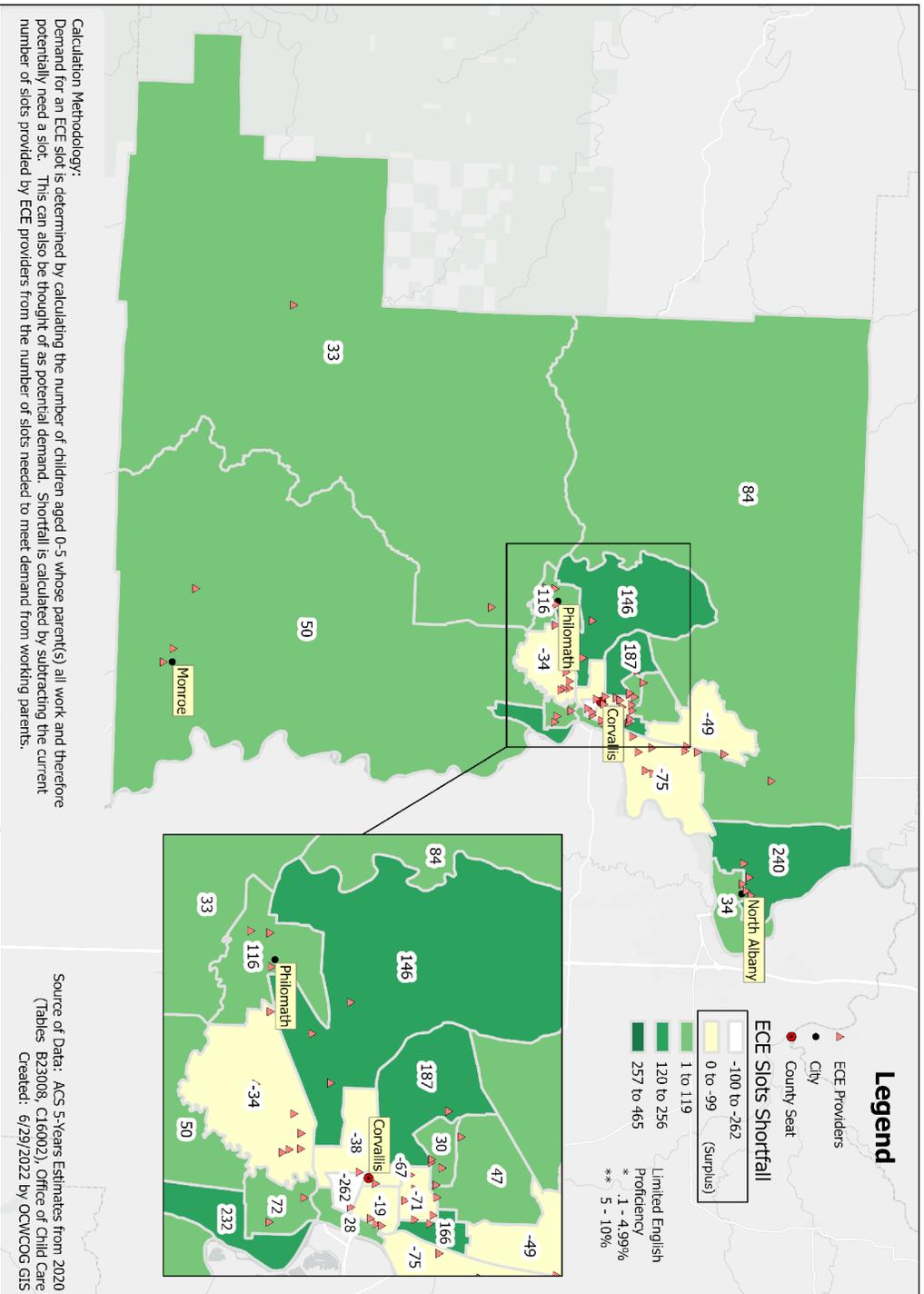
Linn County is facing a challenge to increase access to early childcare education (ECE) placements for children aged 0 to 5 and decrease the estimated shortfall.

5,301 Slots Needed for Working Parents
-1,528 Slots Available From Providers
3,773 Shortfall

This map shows the shortfall of ECE slots across Linn County within individual 2020 Census tracts. If the number shown within the Census Tract is negative, that indicates a surplus of slots available for the number of children aged 0 to 5 living in that Census tract. The percentage of limited English proficiency in households within the Census tract indicates areas which might benefit from additional, culturally-specific ECE placements.



Benton County Early Childcare Education Slots Shortfall for Children Aged 0 to 5



According to the Oregon Employment Department in February 2022, the number one reason why workers have been unable to return to the workforce is

lack of access to childcare.

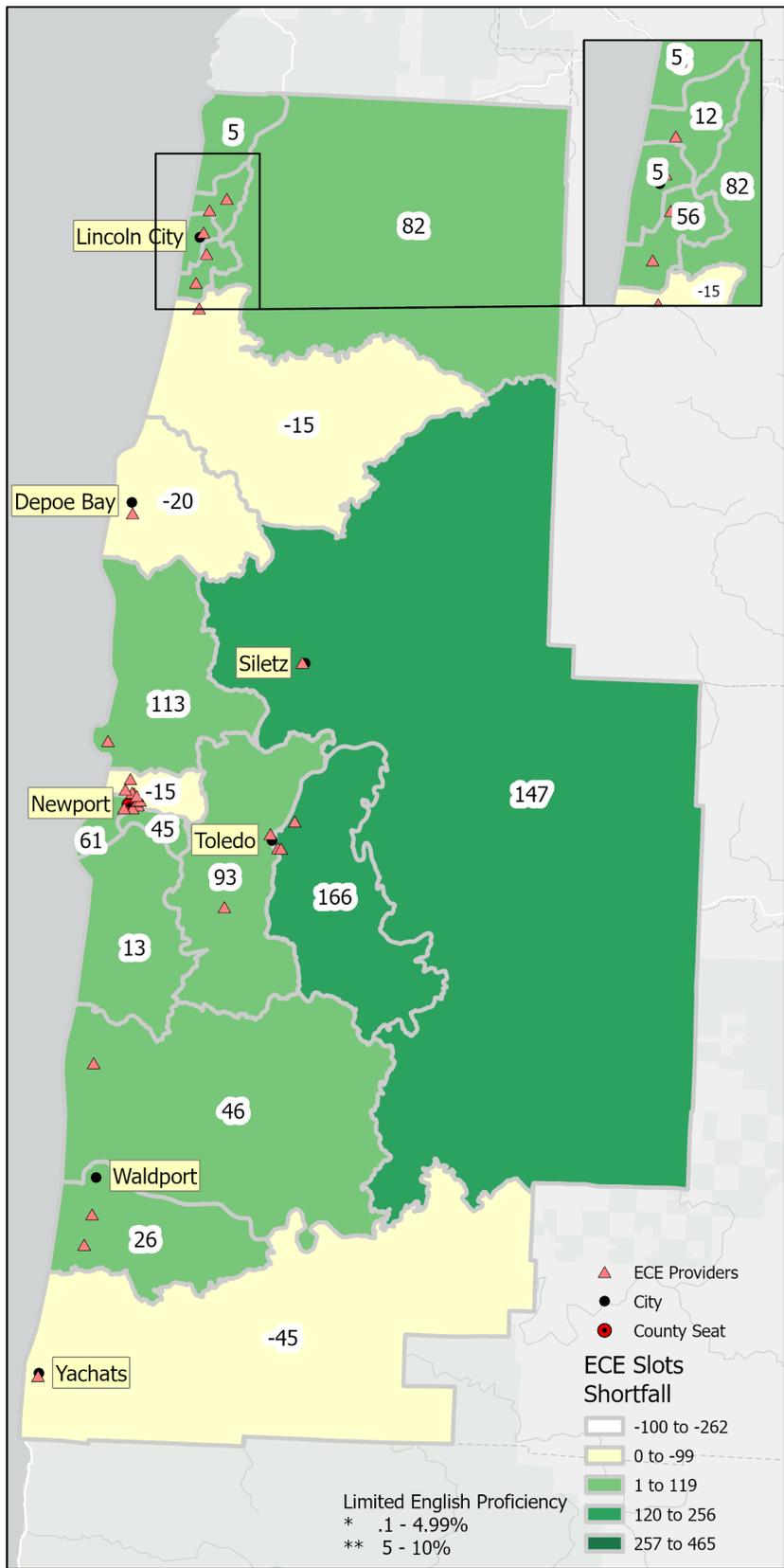
Access to stable, high-quality early childcare education helps working parents improve their labor productivity by increasing work hours, missing fewer work days and pursuing further education. High-quality child care and education that enables mothers to enter the labor market pays for itself through increases in family income.

Benton County is facing a challenge to increase access to early childcare education (ECE) placements for children aged 0 to 5 and decrease the estimated shortfall.

2,545 Slots Needed for Working Parents
-1,695 Slots Available From Providers
850 Shortfall

This map shows the shortfall of ECE slots across Benton County within individual 2020 Census tracts. If the number shown within the Census Tract is negative, that indicates a surplus of slots available for the number of children aged 0 to 5 living in that Census tract. The percentage of limited English proficiency in households within the Census tract indicates areas which might benefit from additional, culturally-specific ECE placements.





Lincoln County Early Childcare Education Slots Shortfall for Children Aged 0-5

According to the Oregon Employment Department in February 2022, the number one reason why workers have been unable to return to the workforce is

lack of access to childcare.

Access to stable, high-quality early childcare education helps working parents improve their labor productivity by increasing work hours, missing fewer work days and pursuing further education. High-quality child care and education that enables mothers to enter the labor market pays for itself through increases in family income.

Lincoln County is facing a challenge to increase access to early childcare education (ECE) placements for children aged 0 to 5 and decrease the estimated shortfall.

1,449 Slots Needed for Working Parents
 - **674** Slots Available From Providers
775 Shortfall

This map shows the shortfall of ECE slots across Lincoln County within individual 2020 Census tracts. If the number shown within the Census Tract is negative, that indicates a surplus of slots available for the number of children aged 0 to 5 living in that Census tract. The percentage of limited English proficiency in households within the Census tract indicates areas which might benefit from additional, culturally-specific ECE placements.



MEMBER GOVERNMENTS — COUNTIES: Benton, Lincoln, and Linn **CITIES:** Adair Village, Albany, Brownsville, Corvallis, Depoe Bay, Halsey, Harrisburg, Lebanon, Lincoln City, Lyons, Millersburg, Monroe, Newport, Philomath, Siletz, Sweet Home, Tangent, Toledo, Waldport, Yachats **OTHER:** Confederated Tribes of Siletz Indians and Port of Newport



Technology Services

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MEMORANDUM

DATE: July 21, 2022
TO: OCWCOG Board of Directors
FROM: Jason Sele, Technology Services Director
RE: **Technology Services Update**

Just in time for the July 1st renewal, Technology Services (TS) and Finance worked together to secure cybersecurity insurance through CIS. TS was able to implement security settings to meet the adjusted CIS requirements and we purchased \$500,000 coverage with a \$5,000 deductible. Annual cost is \$11,196 instead of our initial quotes of \$25,000 to \$50,000 through other carriers, so this is a big win.

Five video conferencing units are scheduled to be installed at the end of August for a large conference room in Toledo and Albany, two small meeting rooms in Albany, and one in Corvallis. All rooms will have Teams enabled video conference equipment that allows onsite or hybrid meetings with microphones and speakers that provide good sound quality. As part of this implementation, we are cleaning up our meeting room calendar invites so that each room maintains bookings and shows availability for people to schedule meetings.

TS will be shifting focus to two projects this summer – Ride Line software and a phone system replacement. Community and Economic Development (CED) Director Jenny Glass and CED Planner Stephanie Nappa have put together a Request for Proposal (RFP) for the Ride Line software and a second demo from one vendor has been scheduled. We will also get started on our enterprise software implementation planning so that we are prepped to dive into that system this fall.

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MEMORANDUM

DATE: 7/21/2022
TO: OCWCOG Board of Directors
FROM: Ryan Schulze, Human Resources Manager
RE: Human Resources Program Update

Recruitment and Retention

Like most other employers, we are experiencing unprecedented challenges with recruitment and retention. Between January 1, 2022, up to July 22, 2022, OCWCOG has filled 41 vacancies, 9 of which have been promotions or transfers, and includes 3 Limited Term positions. We have recently seen a trend in staff who have left our employment in recent years now returning. This may be an indicator that we may experience a reduction in staff leaving.

We currently have 11 vacancies at various stages of the recruitment process. Over the next 3-4 months OCWCOG will be participating in multiple hiring events, including the Lebanon Business Expo, Albany Business Extravaganza, and Oregon State University Career Fair to name a few. HR will be working with our new Communications Officer, Meg Walker, to improve upon advertising strategies as we move forward.

Classification and Compensation

In Collective Bargaining last year, the Union and Management agreed to review 6 represented classifications salaries each year. The positions identified to be surveyed in FY 22-23 include those in the Ride Line and Meals on Wheels programs. Additionally there have been five separate requests for a classification review that are in process. Any new classifications that might come from this process will need to be approved by the Board.

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