



Board of Directors Meeting Packet

December 7, 2023
2:00 pm - 4:00 pm

Attend In Person at

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

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Board of Directors Meeting:
January 18, 2024 at 2:00 pm**

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



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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS' AGENDA
December 7, 2023
2:00 – 4:00 pm**

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

[Join Teams Meeting](#)

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, December 6, 2023, to confirm your attendance.

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

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

The floor will be open to the public for comment.

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

- a) Approve meeting minutes from September 21, 2023. ([Page 4](#))
- b) Approve meeting minutes from October 26, 2023. ([Page 6](#))
- c) Financial Report, YTD September 30, 2023. ([Page 7](#))
- d) Meeting Schedule 2024. ([Page 26](#))

ACTION: Motion to approve Consent Calendar items.

4. **Purchasing and Contracts Policy Update** (Finance Director Marit Nelson)
(2:15 pm – 2:25 pm)

Memo to the Board ([Page 27](#))
Revised Purchasing and Contracts Policy ([Page 28](#))

ACTION: Motion to approve Revised Purchasing and Contracts Policy.

5. **Bias Response Recommendations** (*Executive Director Ryan Vogt*)
(2:25 pm – 2:45 pm)

Memo to the Board ([Page 47](#))

ACTION: Decision Regarding Regional Response.

6. **Enterprise Solutions Update** (*Technology Services Director Jason Sele*)
(2:45 pm – 2:55 pm)

ACTION: Information only, no action needed.

7. **OCWCOG Program Updates**
(2:55 pm – 3:05 pm)

Senior, Disability, and Community Services Program Director Randi Moore ([Page 49](#))
Community and Economic Development ([Page 54](#))
Technology Services Director Jason Sele ([Page 57](#))
Human Resources Manager Ryan Schulze ([Page 58](#))

ACTION: Information only, no action needed.

8. **Executive Director Update** (*Executive Director Ryan Vogt*)
(3:05 pm – 3:15 pm)

ACTION: Information only, no action needed.

9. **Other Business** (*Chair Claire Hall*)
(3:15 pm – 3:20 pm)

10. **Adjournment** (*Chair Claire Hall*)
(3:20 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
September 21, 2023
Via Zoom Video and Audio Conferencing**

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; Mayor Charles Maughan, Corvallis; Mayor Rod Cross, Toledo; Mayor Alex Johnson II, Albany; Mayor Chas Jones, Philomath; Councilor Rick Booth, Waldport; Councilor Mike Caughey, Harrisburg; Councilor Riley Hoagland, Lincoln City; and Councilor Adina Olivares, Sodaville.

Absent: **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Gil Sylvia, Port of Newport; Mayor Scott Cowan, Millersburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Joyce King, Depoe Bay; Councilor Carol Korn, Tangent; Councilor Jeremy Romer, Halsey; and Councilor Joshua Thorstad, Sweet Home.

Staff: Senior and Disability Services (SDS) Director Randi Moore; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Human Resources (HR) Manager Ryan Schulze; Community Services Program (CSP) Manager Alicia Lucke; Communications Officer Meg Walker; Community and Economic Development (CED) Planner Justin Peterson; and Executive Assistant Leah Snodgrass.

Public: Union President Ashley Bouge.

1. Welcome and Introductions

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on September 21, 2023, at 2:02 pm via Teams Video and Audio Conferencing, and in-person attendees. Board members and staff in attendance introduced themselves.

2. Public Comment

Public comment from Ashley Bouge, Union President. Miss Bouge stated there is a tentative agreement with bargaining negotiations and the Union is requesting the Board consider a special session to review the bargaining contract.

3. Consent Calendar

Mayor Cross moved to approve Consent Calendar items which include the meeting minutes from July 20, 2023, revised meeting minutes from June 2, 2023, and May 18, 2023, and the Financial Report Year to Date June 30, 2023. Councilor Booth seconded the motion. Consent Calendar items were voted upon and approved.

4. Department of Land Conservation and Development Technical Assistance Grant

CED Planner Peterson summarized his memo addressed to the Board included in the meeting packet starting on page twenty-nine (29). Mayor Cross asked how long into the process before Lincoln County agencies can apply for this funding? CED Planner Peterson answered that it would come out in the community outreach portion if there were not enough Linn and Benton cities. Lincoln was not included initially in case it limited the number of sites to look through the grant.

Mayor Cross moved to approve Resolution 2023-09-01, Authorizing Oregon Cascades West Council of Governments – Department of Land Conservation and Development TA Grant Submittal. Mayor Maughn seconded the motion. Resolution 2023-09-01 was voted upon and approved.

5. Executive Session

Executive session was called at around 2:15 pm under ORS 192.660(2)(d).

Regular session reconvened at around 2:30 pm.

6. OCWCOG Program Updates

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

A Program Update memo is included in the meeting packet starting on page thirty-one (31).

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 thirty-five (35). A staff person did not present this update.

Technology Services (TS)

A Program Update memo is included in the meeting packet starting on page thirty-eight (38). TS Director Sele did not present an update.

7. Executive Director Update

HR Manager Schulze reported that staff have started limited appointments at the new Corvallis office and are currently working with Community Services Consortium (CSC) on what their footprint will look like there. CSC has interest in utilizing the back house for one of their youth programs that will assist in rehabilitating the home including the funding for the rehabilitation.

Mayor Cross and Chair Hall voiced their approval regarding the CSC youth program utilizing the house at the Corvallis office site.

HR Manager Schulze stated there is a tentative agreement on the Collective Bargaining Agreement. There will be future communication with the Board regarding a Special Session to adopt after the Union ratification.

8. Other Business

No other business discussed.

9. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 2:35 p.m.

Meeting minutes taken by Leah Snodgrass

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
October 26, 2023
Via Zoom Video and Audio Conferencing**

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Vice Chair**, Commissioner Sherrie Sprenger, Linn County; **Treasurer**, Commissioner Pat Malone, Benton County; Commissioner Gil Sylvia, Port of Newport; Mayor Scott Cowan, Millersburg; Mayor Rod Cross, Toledo; Mayor Chas Jones, Philomath; Mayor Jan Kaplan, Newport; Mayor Charles Maughan, Corvallis; Councilor Rick Booth, Waldport; Councilor Riley Hoagland, Lincoln City; Councilor Joyce King, Depoe Bay; Councilor Joseph Parsons, Sodaville; and Councilor Joshua Thorstad, Sweet Home.

Absent: Mayor Alex Johnson II, Albany; Councilor Mike Caughey, Harrisburg; Councilor Jeanni Cuthbertson, Monroe; Councilor Carol Korn, Tangent; and Councilor Jeremy Romer, Halsey.

Staff: Executive Director Ryan Vogt; Senior and Disability Services (SDS) Director Randi Moore; Finance Director Marit Nelson; Technology Services (TS) Director Jason Sele; Human Resources (HR) Manager Ryan Schulze; HR Generalist Tiffani Baker; Communications Officer Meg Walker; Project Manager Nick Andrews; and Executive Assistant Leah Snodgrass.

Public: Union President Ashley Bouge.

1. Welcome and Introductions

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Meeting was called to order by Chair Hall on September 21, 2023, at 9:01 am via Teams Video and Audio Conferencing, and in-person attendees. Board members and staff in attendance introduced themselves.

2. November Month Proclamation

Project Manager Andrews read the Veterans Day Proclamation included in the meeting packet starting on page three (3).

Mayor Cross moved to approve the Veterans Day Proclamation. Mayor Kaplan seconded the motion. The Veterans Day Proclamation was voted upon and approved unanimously.

3. Executive Session

Executive session was called at around 9:06 am under ORS 192.660(2)(d).

Regular session reconvened at around 9:23 am.

4. 2023-25 Collective Bargaining Agreement and Non-Represented Compensation

Mayor Cross moved to approve the 2023-25 Collective Bargaining Agreement and Non-Represented Compensation. Treasurer Malone seconded the motion. The 2023-25 Collective Bargaining Agreement and Non-Represented Compensation was voted upon and approved unanimously.

5. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 9:25 am.

Meeting minutes taken by Leah Snodgrass



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MEMORANDUM

DATE: December 7, 2023
TO: OCWCOG Finance Committee
FROM: Marit Nelson, Finance Director
RE: **OCWCOG Financial Update**

Please find attached our snapshot as well as the agency Revenue and Expense Statement for period ending September 30, 2023.

The challenge this quarter has been to find a properly formatted report that will easily provide the information we are accustomed to seeing, while incorporating our new chart of accounts and method of tracking our grants, contracts, projects and tasks. It has been a challenge for us all as we work to correct errors and ensure that we are capturing the revenues and expenditures appropriately.

As we saw two years ago, our two-year Title XIX contract from the State of Oregon was not processed until mid-October. Revenue for those programs will not be reflected in this report as our allocations and distributions were not known until a few weeks ago. That being said, we received four months' worth of payments from the State by November 16th. As we become more familiar with our new accounting system, I expect steady improvement to our reporting processes and timely recording of our transactions. Interest revenue is trending high again this fiscal year. It was anticipated that the Federal Reserve might drop their rates somewhat this year so I expect that to level off somewhat.

Personal Services expenditures were just over 21% of budgeted for the quarter. With the implementation of a new salary schedule and higher COLA than budgeted, it is my expectation that we will make up that difference in the next few months. It is my intention to put a supplemental budget together incorporating the changes to make sure that we have adequate budget in place for the remainder of the fiscal year. Knowing what our COLA will be for next fiscal year will also help with projections for funding applications and meeting our goals laid out in the strategic plan.

Materials & Services expenditures were in line with what we see typically in the first few months of each fiscal year. The large ticket item was the purchase of the Corvallis building for \$2.174 million. This encompasses much of our capital budget for the year and while we do have projects planned including two HVAC unit replacement and updates to our Albany & Toledo buildings, nothing to that level will be spent for quite some time. We are currently at 23% of total budget but with that large item already incurred, we will likely see the trend decreasing somewhat.

The annual audit begins December 4th, with our auditors working remotely from Salem, Portland and Maine. We expect to have a majority of the audit work completed by December 13th.

	FY 2024 Budget	Sept 2023	Percentage
Dues	363,315	356,325	98%
Contract Revenue	5,346,099	155,843	3%
Donations	173,646	16,416	9.5%
Coordinated Care	14,000,000	3,486,023	25%
Total Income (all line items)	\$ 65,726,383	6,272,920	9.5%
Total Payroll Expense	\$ 22,270,532	\$4,760,204	21.4%
Professional Services	19,340,477	3,749,749	19.4%
Internal Service Charges	3,102,559	775,640	25%
Maintenance & Repair	183,900	29,324	16%
Supplies	139,300	30,487	22%
Telephone	198,856	13,133	6%
Travel / Training	306,500	45,005	15%
Total Expense (all line items)	54,958,423	12,507,991	23%

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
CWCOG GENERAL ADMINISTRATION								
<i>Human Resources</i>								
1011-101-42800		Internal service charges revenue	(577,900)	(144,475)	-	(433,425)	25.00%	
1011-101-46900		Misc Revenue	-	(134)	-	134		
1011-101-51000		Wages	301,072	68,259	-	232,813	22.67%	
1011-101-52000		Benefits	193,912	53,887	-	140,025	27.79%	
1011-101-61100		Supplies	1,000	1,128	-	(128)	112.83%	
1011-101-61300		Equipment (non-capitalized)	500	-	-	500	0.00%	
1011-101-62100		Professional Services	-	1,415	-	(1,415)		
1011-101-62110		Legal services	3,000	-	-	3,000	0.00%	
1011-101-62120		Marketing services	3,000	1,650	-	1,350	55.00%	
1011-101-62210		Printing/copying	1,200	206	-	994	17.16%	
1011-101-62220		Postage	200	2	-	198	0.95%	
1011-101-62300		Software	50,800	864	-	49,936	1.70%	
1011-101-62400		Telephone/internet	1,000	20	-	980	1.96%	
1011-101-62500		Memberships/Dues	3,000	1,000	-	2,000	33.33%	
1011-101-62600		Travel and training	-	-	-	-	0.00%	
1011-101-62610		Trainers	9,500	299	-	9,201	3.15%	
1011-101-62621		Employee mileage	2,500	454	-	2,046	18.15%	
1011-101-62710		Rent expense	10,194	2,549	-	7,646	25.00%	
1011-101-70000		Capital	13,000	-	-	13,000	0.00%	
<i>Finance</i>								
1011-102-42800		Internal service charges revenue	(686,850)	(172,424)	-	(514,426)	25.10%	
1011-102-46100		Interest Revenue	(300,000)	(182,030)	-	(117,970)	60.68%	
1011-102-46900		Misc Revenue	-	(1,290)	-	1,290		
1011-102-51000		Wages	469,289	98,165	-	371,124	20.92%	
1011-102-52000		Benefits	333,574	73,997	-	259,577	22.18%	
1011-102-61100		Supplies	5,600	1,088	-	4,512	19.43%	
1011-102-61300		Equipment (non-capitalized)	4,684	-	-	4,684	0.00%	
1011-102-62100		Professional Services	100,000	40,568	-	59,432	40.57%	
1011-102-62120		Marketing services	500	32	-	468	6.40%	
1011-102-62140		Banking services	12,000	2,812	-	9,188	23.43%	
1011-102-62210		Printing/copying	3,500	161	-	3,339	4.59%	
1011-102-62220		Postage	500	173	-	327	34.54%	
1011-102-62300		Software	68,600	986	-	67,614	1.44%	
1011-102-62400		Telephone/internet	2,000	370	-	1,630	18.48%	
1011-102-62500		Memberships/Dues	1,000	240	-	760	24.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
1011-102-62600		Travel and training	-	-	-			
1011-102-62610		Trainers	8,500	95	-	8,405	1.12%	
1011-102-62621		Employee mileage	5,000	214	-	4,786	4.29%	
1011-102-62622		Company automobile	-	230	-	(230)		
1011-102-62640		Employee travel meals	-	-	-			
1011-102-62710		Rent expense	18,623	4,656	-	13,967	25.00%	
1011-102-95000		Contingency	150,000	-	-	150,000	0.00%	
General Administration								
1011-110-42800		Internal service charges revenue	(845,000)	(212,725)	-	(632,275)	25.17%	
1011-110-43100		Contracts	(66,260)	(16,565)	-	(49,695)	25.00%	
1011-110-43500		Local	-	-	-			
1011-110-46900		Misc Revenue	(20,000)	(40,679)	-	20,679	203.39%	Dues Overpayment
1011-110-51000		Wages	416,753	73,537	-	343,216	17.65%	
1011-110-52000		Benefits	244,531	52,429	-	192,102	21.44%	
1011-110-61100		Supplies	31,000	1,806	-	29,194	5.83%	
1011-110-61300		Equipment (non-capitalized)	3,250	-	-	3,250	0.00%	
1011-110-61400		Furniture	3,000	388	-	2,613	12.92%	
1011-110-62100		Professional Services	195,000	34,803	-	160,197	17.85%	
1011-110-62110		Legal services	35,000	-	-	35,000	0.00%	
1011-110-62120		Marketing services	3,000	3,107	-	(107)	103.58%	
1011-110-62210		Printing/copying	2,000	36	-	1,964	1.81%	
1011-110-62220		Postage	300	16	-	284	5.25%	
1011-110-62300		Software	12,000	151	810	11,039	8.01%	
1011-110-62400		Telephone/internet	2,000	203	-	1,797	10.13%	
1011-110-62500		Memberships/Dues	6,000	-	-	6,000	0.00%	
1011-110-62600		Travel and training	-	664	-	(664)		
1011-110-62610		Trainers	21,000	-	-	21,000	0.00%	
1011-110-62621		Employee mileage	1,500	379	-	1,121	25.26%	
1011-110-62710		Rent expense	11,926	4,003	-	7,923	33.56%	
1011-110-62900		Miscellaneous Expenses	-	41,632	-	(41,632)		Dues Refund
1011-110-95000		Contingency	50,000	-	-	50,000	0.00%	
TECHNOLOGY SERVICES								
Facilities								
1012-104-42800		Internal service charges revenue	(57,360)	(10,000)	-	(47,360)	17.43%	
1012-104-62700		Facility and Utilities	57,360	5,700	-	51,660	9.94%	
Technology								
1012-105-42200		Program revenue (including Fees)	-	(508)	-	508		
1012-105-42800		Internal service charges revenue	(980,000)	(252,610)	-	(727,390)	25.78%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
1012-105-51000		Wages	481,301	111,707	-	369,594	23.21%	
1012-105-52000		Benefits	268,715	66,513	-	202,202	24.75%	
1012-105-61100		Supplies	2,200	-	1,407	793	0.00%	
1012-105-61300		Equipment (non-capitalized)	65,595	95,684	2,249	(32,338)	145.87%	Dept Allocations to take place
1012-105-61400		Furniture	300	-	-	300	0.00%	
1012-105-62100		Professional Services	30,000	-	-	30,000	0.00%	
1012-105-62110		Legal services	200	-	-	200	0.00%	
1012-105-62120		Marketing services	1,000	-	-	1,000	0.00%	
1012-105-62210		Printing/copying	300	11	-	289	3.74%	
1012-105-62220		Postage	100	3	-	97	3.15%	
1012-105-62300		Software	133,552	19,772	36,208	77,572	14.80%	
1012-105-62400		Telephone/internet	-	29	-	(29)		
1012-105-62600		Travel and training	-	7,965	-	(7,965)		
1012-105-62610		Trainers	5,000	-	-	5,000	0.00%	
1012-105-62621		Employee mileage	3,000	773	-	2,227	25.77%	
1012-105-62640		Employee travel meals	-	42	-	(42)		
1012-105-62710		Rent expense	39,737	9,934	-	29,803	25.00%	
1012-105-62720		Facility maintenance svcs	3,000	-	-	3,000	0.00%	
1012-105-70000		Capital	21,000	-	-	21,000	0.00%	
1012-105-77000		Software (multi-year)	-	-	1,560	(1,560)		

BUSINESS SERVICES

1013-000-46910		Over/short	-	(3)	-	3		
		Human Resources						
1013-101-42200		Program revenue (including Fees)	-	(1,596)	-	1,596		
		Technology						
1013-105-42200		Program revenue (including Fees)	(196,180)	(95,810)	-	(100,370)	48.84%	
1013-105-51000		Wages	116,880	7,685	-	109,195	6.58%	
1013-105-61300		Equipment (non-capitalized)	53,000	21,599	19,308	12,094	40.75%	
1013-105-62100		Professional Services	-	-	5,628	(5,628)		
1013-105-62220		Postage	-	223	-	(223)		
1013-105-62300		Software	23,000	-	555	22,446	0.00%	
1013-105-62621		Employee mileage	3,300	-	-	3,300	0.00%	
1013-105-77000		Software (multi-year)	-	4,475	-	(4,475)		

FACILITIES SERVICES

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
		Facilities Maintenance						
1014-104-42800		Internal service charges revenue	(46,200)	(3,140)	-	(43,060)	6.80%	
1014-104-44100		Rents	(807,297)	(226,890)	-	(580,407)	28.10%	
1014-104-46900		Misc Revenue	(23,463)	-	-	(23,463)	0.00%	
1014-104-47000		Gain/Loss on sale of capital	-	(237)	-	237		
						-		
1014-104-51000		Wages	112,056	20,063	-	91,993	17.90%	
1014-104-52000		Benefits	61,494	11,508	-	49,986	18.71%	
						-		
1014-104-61100		Supplies	11,000	5,544	-	5,456	50.40%	
1014-104-61300		Equipment (non-capitalized)	4,684	-	-	4,684	0.00%	
1014-104-62100		Professional Services	136,200	21,640	-	114,560	15.89%	
1014-104-62120		Marketing services	-	96	-	(96)		
1014-104-62130		Insurance services	110,000	8,967	-	101,033	8.15%	
1014-104-62210		Printing/copying	165	44	-	121	26.43%	
1014-104-62220		Postage	240	9	-	231	3.94%	
1014-104-62300		Software	900	-	-	900	0.00%	
1014-104-62400		Telephone/internet	584	7	-	577	1.12%	
1014-104-62610		Trainers	2,000	-	-	2,000	0.00%	
1014-104-62621		Employee mileage	5,000	1,210	-	3,790	24.21%	
1014-104-62622		Company automobile	-	156	-	(156)		
1014-104-62700		Facility and Utilities	81,000	8,031	-	72,969	9.92%	
1014-104-62720		Facility maintenance svcs	75,000	7,312	9,975	57,713	9.75%	
1014-104-62721		Janitorial Service	85,000	17,646	-	67,354	37.16%	
1014-104-62731		Electricity	-	13,534	-	(13,534)		
1014-104-62732		Water/sewer	-	407	-	(407)		
1014-104-70000		Capital	2,531,925	2,174,368	-	357,557	85.88%	
1014-104-95000		Contingency	700,000	-	-	700,000	0.00%	
1014-104-98800		Transfer to fund 8000 (COG) or 8100 (65,000	-	-	65,000	0.00%	

S&DS

Senior & Disabled Services

2020-300-42100		Dues	-	(238,005)	-	238,005		
2020-300-42200		Program revenue (including Fees)	-	-	-			
2020-300-43200		FedDir	-	(100)	-	100		
2020-300-43300		FedInd	(234,739)	-	-	(234,739)	0.00%	
2020-300-43400		State	-	(17,628)	-	17,628		
2020-300-43500		Local	-	(10,789)	-	10,789		
2020-300-46200		Donations	-	(200)	-	200		
2020-300-46700		Matching Contributions	(40,000)	-	-	(40,000)	0.00%	
2020-300-46900		Misc Revenue	(4,461)	-	-	(4,461)	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2020-300-51000		Wages	191,680	41,657	-	150,023	21.73%	
2020-300-52000		Benefits	109,439	26,613	-	82,826	24.32%	
2020-300-61100		Supplies	3,000	75	-	2,925	2.50%	
2020-300-61300		Equipment (non-capitalized)	-	267	-	(267)		
2020-300-61400		Furniture	3,000	-	-	3,000	0.00%	
2020-300-62100		Professional Services	-	9,075	-	(9,075)		
2020-300-62110		Legal services	60,000	-	-	60,000	0.00%	
2020-300-62120		Marketing services	1,000	-	-	1,000	0.00%	
2020-300-62210		Printing/copying	500	-	-	500	0.00%	
2020-300-62300		Software	4,000	-	-	4,000	0.00%	
2020-300-62400		Telephone/internet	1,500	-	-	1,500	0.00%	
2020-300-62500		Memberships/Dues	60,000	-	-	60,000	0.00%	
2020-300-62600		Travel and training	-	409	-	(409)		
2020-300-62610		Trainers	15,000	1,700	-	13,300	11.33%	
2020-300-62621		Employee mileage	1,200	-	-	1,200	0.00%	
2020-300-62623		Other employee travel	-	64	-	(64)		
2020-300-62710		Rent expense	44,212	112,619	-	(68,407)	254.73%	Reallocation with new GL
2020-300-62800		Internal service charges expenditure	28,367	-	-	28,367	0.00%	
2020-300-67000		Resource Reserves	40,000	10,517	-	29,483	26.29%	
2020-300-99000		Other Financing Uses	14,000	-	-	14,000	0.00%	
TITLE XIX								
2021-300-42100		Dues	(238,000)	-	-	(238,000)	0.00%	
2021-300-43300		FedInd	(14,756,600)	-	-	(14,756,600)	0.00%	Revenue Rec'd November
-								
2021-300-51000		Wages	7,978,825	1,602,302	-	6,376,523	20.08%	
2021-300-52000		Benefits	5,028,410	1,207,875	-	3,820,535	24.02%	
2021-300-61100		Supplies	41,500	11,701	-	29,799	28.20%	
2021-300-61200		Supplies: Volunteer recognition	-	30	-	(30)		
2021-300-61400		Furniture	21,500	7,088	-	14,413	32.97%	
2021-300-62100		Professional Services	20,000	24,188	-	(4,188)	120.94%	Temp services, reducing wages
2021-300-62120		Marketing services	2,300	2,139	-	161	92.99%	
2021-300-62210		Printing/copying	38,300	7,806	-	30,494	20.38%	
2021-300-62220		Postage	38,000	6,033	-	31,967	15.88%	
2021-300-62300		Software	63,745	250	-	63,495	0.39%	
2021-300-62400		Telephone/internet	90,000	8,141	-	81,859	9.05%	
2021-300-62600		Travel and training	-	9,192	-	(9,192)		
2021-300-62610		Trainers	14,000	-	-	14,000	0.00%	
2021-300-62621		Employee mileage	77,000	18,396	-	58,604	23.89%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2021-300-62623		Other employee travel	-	66	-	(66)		
2021-300-62650		Employee lodging	-	2,646	-	(2,646)		
2021-300-62700		Facility and Utilities	-	4,462	-	(4,462)		
2021-300-62710		Rent expense	493,559	52,958	-	440,601	10.73%	
2021-300-62720		Facility maintenance svcs	1,000	-	-	1,000	0.00%	
2021-300-62721		Janitorial Service	3,000	405	-	2,595	13.50%	
2021-300-62800		Internal service charges expenditure	2,041,899	517,567	-	1,524,332	25.35%	
2021-300-64300		Client Assist: Program wages	-	(599)	-	599		
OAA								
2022-300-42200		Program revenue (including Fees)	(9,000)	-	-	(9,000)	0.00%	
2022-300-43300		FedInd	(720,000)	-	-	(720,000)	0.00%	
2022-300-46210		Donations Received: Money	-	(631)	-	631		
2022-300-46900		Misc Revenue	(12,607)	-	-	(12,607)	0.00%	
2022-300-51000		Wages	167,814	50,970	-	116,844	30.37%	
2022-300-52000		Benefits	100,196	30,585	-	69,611	30.53%	
2022-300-61100		Supplies	3,565	-	-	3,565	0.00%	
2022-300-61300		Equipment (non-capitalized)	594	-	-	594	0.00%	
2022-300-62100		Professional Services	169,416	33,141	-	136,275	19.56%	
2022-300-62120		Marketing services	297	1,720	-	(1,423)	579.12%	
2022-300-62150		Grants to subrecipients	-	96,633	-	(96,633)		OAA Funding to Senior Centers
2022-300-62210		Printing/copying	684	17	-	667	2.48%	
2022-300-62220		Postage	238	-	-	238	0.00%	
2022-300-62300		Software	936	-	-	936	0.00%	
2022-300-62400		Telephone/internet	1,337	26	-	1,311	1.96%	
2022-300-62600		Travel and training	-	533	-	(533)		
2022-300-62610		Trainers	1,188	-	-	1,188	0.00%	
2022-300-62621		Employee mileage	2,674	480	-	2,194	17.94%	
2022-300-62650		Employee lodging	-	1,860	-	(1,860)		
2022-300-62710		Rent expense	6,601	-	-	6,601	0.00%	
2022-300-62800		Internal service charges expenditure	35,236	-	-	35,236	0.00%	
2022-300-64300		Client Assist: Program wages	-	599	-	(599)		
2022-300-64400		Client Assist: Support services	-	6,986	-	(6,986)		
2022-300-95000		Contingency	14,854	-	-	14,854	0.00%	
OPI								
2023-300-42200		Program revenue (including Fees)	-	8	-	(8)		
2023-300-43100		Contracts	-	(54,779)	-	54,779		Health Care Worker & Pilot
2023-300-43300		FedInd	(1,703,541)	-	-	(1,703,541)	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2023-300-46210		Donations Received: Money	-	(721)	-	721		
2023-300-51000		Wages	397,053	118,930	-	278,123	29.95%	
2023-300-52000		Benefits	237,066	71,365	-	165,701	30.10%	
2023-300-61100		Supplies	8,435	-	-	8,435	0.00%	
2023-300-61300		Equipment (non-capitalized)	1,406	-	-	1,406	0.00%	
2023-300-62100		Professional Services	400,845	64,735	-	336,110	16.15%	
2023-300-62120		Marketing services	703	-	-	703	0.00%	
2023-300-62210		Printing/copying	1,616	0	-	1,616	0.02%	
2023-300-62220		Postage	562	71	-	491	12.63%	
2023-300-62300		Software	2,214	-	-	2,214	0.00%	
2023-300-62400		Telephone/internet	3,163	-	-	3,163	0.00%	
2023-300-62600		Travel and training	-	3,982	-	(3,982)		
2023-300-62610		Trainers	2,812	-	-	2,812	0.00%	
2023-300-62621		Employee mileage	6,326	301	-	6,025	4.76%	
2023-300-62700		Facility and Utilities	-	380	-	(380)		
2023-300-62710		Rent expense	15,617	5,555	-	10,062	35.57%	
2023-300-62800		Internal service charges expenditure	83,373	29,652	-	53,721	35.57%	
2023-300-64400		Client Assist: Support services	-	4,655	-	(4,655)		
2023-300-95000		Contingency	35,146	-	-	35,146	0.00%	

MEALS ON WHEELS

2024-300-42200		Program revenue (including Fees)	(240,000)	(255,094)	-	15,094	106.29%	Reallocation/corrections with budget
2024-300-42800		Internal service charges revenue	-	-	-			
2024-300-43200		FedDir	(87,000)	-	-	(87,000)	0.00%	
2024-300-43300		FedInd	(1,654,000)	-	-	(1,654,000)	0.00%	
2024-300-43400		State	-	(58,655)	-	58,655		
2024-300-43500		Local	-	(2,000)	-	2,000		
2024-300-46200		Donations	-	(696)	-	696		
2024-300-46210		Donations Received: Money	(168,646)	(13,869)	-	(154,777)	8.22%	
2024-300-46240		Donations Received: Private Grants	(90,000)	-	-	(90,000)	0.00%	
2024-300-46700		Matching Contributions	(8,064)	-	-	(8,064)	0.00%	
2024-300-46900		Misc Revenue	(20,462)	-	-	(20,462)	0.00%	
2024-300-51000		Wages	543,078	112,178	-	430,900	20.66%	
2024-300-52000		Benefits	318,991	80,326	-	238,665	25.18%	
2024-300-61100		Supplies	8,500	2,142	-	6,358	25.20%	
2024-300-61200		Supplies: Volunteer recognition	13,000	-	-	13,000	0.00%	
2024-300-61300		Equipment (non-capitalized)	2,342	-	-	2,342	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2024-300-62100		Professional Services	1,200,000	310,808	-	889,192	25.90%	
2024-300-62120		Marketing services	2,000	381	-	1,619	19.03%	
2024-300-62130		Insurance services	2,000	913	-	1,087	45.67%	
2024-300-62140		Banking services	1,000	100	-	900	10.03%	
2024-300-62210		Printing/copying	7,500	1,326	-	6,174	17.67%	
2024-300-62220		Postage	1,200	163	-	1,037	13.61%	
2024-300-62300		Software	7,750	-	-	7,750	0.00%	
2024-300-62400		Telephone/internet	15,000	3,438	-	11,562	22.92%	
2024-300-62500		Memberships/Dues	1,200	-	-	1,200	0.00%	
2024-300-62600		Travel and training	-	4,163	-	(4,163)		
2024-300-62610		Trainers	5,000	-	-	5,000	0.00%	
2024-300-62621		Employee mileage	-	7,421	-	(7,421)		
2024-300-62622		Company automobile	12,000	-	-	12,000	0.00%	
2024-300-62623		Other employee travel	16,000	-	-	16,000	0.00%	
2024-300-62630		Volunteer travel	24,000	2,211	-	21,789	9.21%	
2024-300-62650		Employee lodging	-	861	-	(861)		
2024-300-62700		Facility and Utilities	-	904	-	(904)		
2024-300-62710		Rent expense	44,171	8,233	-	35,938	18.64%	
2024-300-62720		Facility maintenance svcs	3,200	2,866	-	334	89.56%	
2024-300-62800		Internal service charges expenditure	206,305	51,576	-	154,729	25.00%	
SPECIAL CONTRACTS SDS								
2029-300-42100		Dues	-	(2,008)	-	2,008		
2029-300-43300		FedInd	(125,000)	-	-	(125,000)	0.00%	
2029-300-43400		State	-	(9,735)	-	9,735		
2029-300-43500		Local	-	(37,940)	-	37,940		
2029-300-46900		Misc Revenue	(30,000)	-	-	(30,000)	0.00%	
2029-300-61300		Equipment (non-capitalized)	141,000	-	-	141,000	0.00%	
2029-300-95000		Contingency	11,907	-	-	11,907	0.00%	
COMMUNITY SERVICES								
2030-300-61100		Supplies	-	20	-	(20)		
2030-300-61300		Equipment (non-capitalized)	-	-	4,442	(4,442)		
2030-300-62120		Marketing services	-	30	-	(30)		
AMERICORP SENIORS								
2031-300-43200		FedDir	(567,258)	-	-	(567,258)	0.00%	
2031-300-46210		Donations Received: Money	(5,000)	-	-	(5,000)	0.00%	
2031-300-46240		Donations Received: Private Grants	(46,126)	-	-	(46,126)	0.00%	
2031-300-46700		Matching Contributions	(30,000)	-	-	(30,000)	0.00%	
2031-300-46900		Misc Revenue	(6,943)	-	-	(6,943)	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2031-300-51000		Wages	231,090	46,555	-	184,535	20.15%	
2031-300-52000		Benefits	158,044	35,372	-	122,672	22.38%	
2031-300-61100		Supplies	5,500	-	-	5,500	0.00%	
2031-300-61200		Supplies: Volunteer recognition	13,000	-	-	13,000	0.00%	
2031-300-61300		Equipment (non-capitalized)	2,342	-	-	2,342	0.00%	
2031-300-62120		Marketing services	1,000	-	-	1,000	0.00%	
2031-300-62130		Insurance services	2,982	-	-	2,982	0.00%	
2031-300-62210		Printing/copying	1,800	-	-	1,800	0.00%	
2031-300-62220		Postage	1,400	-	-	1,400	0.00%	
2031-300-62300		Software	1,800	-	-	1,800	0.00%	
2031-300-62400		Telephone/internet	2,500	-	-	2,500	0.00%	
2031-300-62610		Trainers	7,500	-	-	7,500	0.00%	
2031-300-62621		Employee mileage	4,000	-	-	4,000	0.00%	
2031-300-62630		Volunteer travel	30,000	-	-	30,000	0.00%	
2031-300-62710		Rent expense	14,040	-	-	14,040	0.00%	
2031-300-62720		Facility maintenance svcs	500	-	-	500	0.00%	
2031-300-62800		Internal service charges expenditure	58,110	-	-	58,110	0.00%	
FOSTER GRANDPARENTS								
2032-300-42200		Program revenue (including Fees)	-	(32,146)	-	32,146		
2032-300-61200		Supplies: Volunteer recognition	-	917	-	(917)		
2032-300-62130		Insurance services	-	1,000	-	(1,000)		
2032-300-62500		Memberships/Dues	-	550	-	(550)		
2032-300-62600		Travel and training	-	29	-	(29)		
2032-300-62621		Employee mileage	-	19	-	(19)		
2032-300-62630		Volunteer travel	-	2,550	-	(2,550)		
2032-300-62800		Internal service charges expenditure	-	1,568	-	(1,568)		
2032-300-64300		Client Assist: Program wages	150,000	10,341	-	139,659	6.89%	
RSVP								
2033-300-42200		Program revenue (including Fees)	-	(38,272)	-	38,272		
2033-300-43500		Local	-	(1,000)	-	1,000		
2033-300-46100		Interest Revenue	-	(139)	-	139		
						-		
2033-300-61100		Supplies	-	124	-	(124)		
2033-300-61200		Supplies: Volunteer recognition	-	1,296	-	(1,296)		
2033-300-61300		Equipment (non-capitalized)	-	335	-	(335)		
2033-300-62100		Professional Services	-	1,650	-	(1,650)		
2033-300-62120		Marketing services	-	150	-	(150)		

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2033-300-62130		Insurance services	-	289	-	(289)		
2033-300-62140		Banking services	-	278	-	(278)		
2033-300-62210		Printing/copying	-	216	-	(216)		
2033-300-62220		Postage	-	796	-	(796)		
2033-300-62400		Telephone/internet	-	21	-	(21)		
2033-300-62600		Travel and training	-	1,377	-	(1,377)		
2033-300-62621		Employee mileage	-	466	-	(466)		
2033-300-62630		Volunteer travel	-	661	-	(661)		
2033-300-62700		Facility and Utilities	-	140	-	(140)		
2033-300-62710		Rent expense	-	3,510	-	(3,510)		
2033-300-62800		Internal service charges expenditure	-	10,780	-	(10,780)		

SENIOR COMPANIONS

2034-300-42200		Program revenue (including Fees)	-	(30,171)	-	30,171		
2034-300-46210		Donations Received: Money	-	(300)	-	300		
2034-300-61100		Supplies	-	49	-	(49)		
2034-300-61200		Supplies: Volunteer recognition	-	179	-	(179)		
2034-300-62100		Professional Services	-	71	-	(71)		
2034-300-62130		Insurance services	-	800	-	(800)		
2034-300-62621		Employee mileage	-	666	-	(666)		
2034-300-62630		Volunteer travel	-	4,497	-	(4,497)		
2034-300-62800		Internal service charges expenditure	-	2,179	-	(2,179)		
2034-300-64300		Client Assist: Program wages	-	6,195	-	(6,195)		

VETERANS

2038-300-43100		Contracts	-	(84,500)	-	84,500		
2038-300-43300		FedInd	(207,500)	-	-	(207,500)	0.00%	
2038-300-43400		State	(114,112)	(10,789)	-	(103,323)	9.45%	
2038-300-46240		Donations Received: Private Grants	(4,000)	-	-	(4,000)	0.00%	
2038-300-46700		Matching Contributions	(44,000)	-	-	(44,000)	0.00%	
2038-300-46900		Misc Revenue	(70,564)	-	-	(70,564)	0.00%	
2038-300-51000		Wages	204,881	47,401	-	157,480	23.14%	
2038-300-52000		Benefits	137,866	37,174	-	100,692	26.96%	
2038-300-61100		Supplies	2,000	113	-	1,887	5.66%	
2038-300-61300		Equipment (non-capitalized)	7,026	214	-	6,812	3.04%	
2038-300-62100		Professional Services	500	142	-	358	28.43%	
2038-300-62110		Legal services	100	-	-	100	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2038-300-62120		Marketing services	1,000	-	-	1,000	0.00%	
2038-300-62210		Printing/copying	850	288	-	562	33.90%	
2038-300-62220		Postage	75	-	-	75	0.00%	
2038-300-62300		Software	1,350	-	-	1,350	0.00%	
2038-300-62400		Telephone/internet	5,000	-	-	5,000	0.00%	
2038-300-62500		Memberships/Dues	600	-	-	600	0.00%	
2038-300-62610		Trainers	5,000	-	-	5,000	0.00%	
2038-300-62621		Employee mileage	500	430	-	70	85.94%	
2038-300-62700		Facility and Utilities	-	84	-	(84)		
2038-300-62710		Rent expense	16,742	2,414	-	14,328	14.42%	
2038-300-62721		Janitorial Service	3,000	510	-	2,490	17.00%	
2038-300-62800		Internal service charges expenditure	47,279	11,820	-	35,459	25.00%	
2038-300-95000		Contingency	21,155	-	-	21,155	0.00%	

SPECIAL CONTRACTS CSP

2039-300-42200		Program revenue (including Fees)	-	(44,729)	-	44,729		
2039-300-43100		Contracts	(510,240)	-	-	(510,240)	0.00%	
2039-300-43400		State	-	(5,000)	-	5,000		
2039-300-43500		Local	-	(33,500)	-	33,500		
2039-300-46900		Misc Revenue	(6,206)	-	-	(6,206)	0.00%	
2039-300-51000		Wages	316,477	38,300	-	278,177	12.10%	
2039-300-52000		Benefits	236,757	39,391	-	197,366	16.64%	
2039-300-61100		Supplies	1,000	14	-	986	1.39%	
2039-300-61300		Equipment (non-capitalized)	5,142	-	-	5,142	0.00%	
2039-300-62100		Professional Services	20,523	3,000	-	17,523	14.62%	
2039-300-62120		Marketing services	500	450	-	50	90.06%	
2039-300-62130		Insurance services	500	-	-	500	0.00%	
2039-300-62210		Printing/copying	1,200	11	-	1,189	0.94%	
2039-300-62220		Postage	500	2	-	498	0.35%	
2039-300-62300		Software	2,250	-	-	2,250	0.00%	
2039-300-62400		Telephone/internet	2,200	35	-	2,165	1.57%	
2039-300-62610		Trainers	500	-	-	500	0.00%	
2039-300-62621		Employee mileage	2,500	1,289	-	1,211	51.55%	
2039-300-62700		Facility and Utilities	-	114	-	(114)		
2039-300-62710		Rent expense	2,653	663	-	1,990	25.00%	
2039-300-62800		Internal service charges expenditure	84,337	21,084	-	63,253	25.00%	
2039-300-95000		Contingency	13,571	-	-	13,571	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
COMMUNITY & ECONOMIC DEVELOPMENT								
2070-200-62120		Marketing services	-	380	-	(380)		
AAMPO								
<i>CED</i>								
2071-200-43400		State	(259,441)	-	-	(259,441)	0.00%	
2071-200-46900		Misc Revenue	(3,782)	-	-	(3,782)	0.00%	
2071-200-51000		Wages	128,707	23,989	-	104,718	18.64%	
2071-200-52000		Benefits	50,269	12,740	-	37,529	25.34%	
2071-200-61100		Supplies	1,500	123	-	1,377	8.22%	
2071-200-61300		Equipment (non-capitalized)	1,162	394	-	768	33.88%	
2071-200-62100		Professional Services	862,877	361,999	-	500,878	41.95%	
2071-200-62110		Legal services	500	-	-	500	0.00%	
2071-200-62120		Marketing services	1,000	-	-	1,000	0.00%	
2071-200-62210		Printing/copying	1,000	53	-	947	5.29%	
2071-200-62220		Postage	250	8	-	242	3.10%	
2071-200-62300		Software	2,500	84	-	2,416	3.36%	
2071-200-62400		Telephone/internet	618	7	-	611	1.06%	
2071-200-62500		Memberships/Dues	1,000	-	-	1,000	0.00%	
2071-200-62600		Travel and training	-	509	-	(509)		
2071-200-62610		Trainers	4,000	-	-	4,000	0.00%	
2071-200-62621		Employee mileage	2,000	4	-	1,996	0.18%	
2071-200-62700		Facility and Utilities	-	513	-	(513)		
2071-200-62710		Rent expense	5,209	1,302	-	3,907	25.00%	
2071-200-62720		Facility maintenance svcs	1,000	-	-	1,000	0.00%	
2071-200-62800		Internal service charges expenditure	31,805	7,951	-	23,854	25.00%	
2071-200-95000		Contingency	59,000	-	-	59,000	0.00%	
CAMPO								
2072-200-43400		State	(306,993)	-	-	(306,993)	0.00%	
2072-200-46900		Misc Revenue	(3,782)	-	-	(3,782)	0.00%	
2072-200-51000		Wages	135,706	25,285	-	110,421	18.63%	
2072-200-52000		Benefits	58,562	11,657	-	46,905	19.90%	
2072-200-61100		Supplies	1,500	282	-	1,218	18.78%	
2072-200-61300		Equipment (non-capitalized)	1,162	-	-	1,162	0.00%	
2072-200-62100		Professional Services	877,877	4,564	-	873,313	0.52%	
2072-200-62110		Legal services	500	-	-	500	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2072-200-62120		Marketing services	1,000	-	-	1,000	0.00%	
2072-200-62210		Printing/copying	1,000	58	-	942	5.77%	
2072-200-62220		Postage	250	1	-	249	0.25%	
2072-200-62300		Software	2,500	-	-	2,500	0.00%	
2072-200-62400		Telephone/internet	700	-	-	700	0.00%	
2072-200-62500		Memberships/Dues	1,000	150	-	850	15.00%	
2072-200-62600		Travel and training	-	305	-	(305)		
2072-200-62610		Trainers	4,000	-	-	4,000	0.00%	
2072-200-62621		Employee mileage	2,000	167	-	1,833	8.33%	
2072-200-62700		Facility and Utilities	-	488	-	(488)		
2072-200-62710		Rent expense	8,374	1,695	-	6,679	20.24%	
2072-200-62720		Facility maintenance svcs	1,000	-	-	1,000	0.00%	
2072-200-62721		Janitorial Service	2,200	420	-	1,780	19.09%	
2072-200-62800		Internal service charges expenditure	31,805	7,951	-	23,854	25.00%	
2072-200-95000		Contingency	78,375	-	-	78,375	0.00%	
PLANNING								
2076-200-42200		Program revenue (including Fees)	-	(14,658)	-	14,658		
2076-200-62300		Software	-	-	354	(354)		
TRANSPORTATION PLANNING								
2077-200-42100		Dues	(108,000)	(98,053)	-	(9,947)	90.79%	
2077-200-42200		Program revenue (including Fees)	-	(62,095)	-	62,095		
2077-200-43100		Contracts	(312,025)	-	-	(312,025)	0.00%	
2077-200-43200		FedDir	(375,000)	-	-	(375,000)	0.00%	
2077-200-43400		State	(3,005,000)	-	-	(3,005,000)	0.00%	
2077-200-43500		Local	(225,000)	-	-	(225,000)	0.00%	
2077-200-46700		Matching Contributions	(600,000)	-	-	(600,000)	0.00%	
2077-200-46900		Misc Revenue	(8,611)	-	-	(8,611)	0.00%	
2077-200-51000		Wages	516,287	55,365	-	460,922	10.72%	
2077-200-52000		Benefits	265,162	37,685	-	227,477	14.21%	
2077-200-61100		Supplies	3,500	50	-	3,450	1.44%	
2077-200-61300		Equipment (non-capitalized)	16,394	-	-	16,394	0.00%	
2077-200-62100		Professional Services	3,582,500	46,428	-	3,536,072	1.30%	
2077-200-62110		Legal services	1,000	-	-	1,000	0.00%	
2077-200-62120		Marketing services	1,500	-	-	1,500	0.00%	
2077-200-62210		Printing/copying	2,900	-	-	2,900	0.00%	
2077-200-62220		Postage	100	-	-	100	0.00%	
2077-200-62300		Software	4,695	288	-	4,407	6.13%	
2077-200-62400		Telephone/internet	2,394	-	-	2,394	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2077-200-62500		Memberships/Dues	3,000	-	-	3,000	0.00%	
2077-200-62600		Travel and training	-	183	-	(183)		
2077-200-62610		Trainers	10,000	-	-	10,000	0.00%	
2077-200-62621		Employee mileage	8,000	62	-	7,938	0.77%	
2077-200-62710		Rent expense	19,388	4,847	-	14,541	25.00%	
2077-200-62721		Janitorial Service	1,000	-	-	1,000	0.00%	
2077-200-62800		Internal service charges expenditure	123,267	-	-	123,267	0.00%	
2077-200-95000		Contingency	172,488	-	-	172,488	0.00%	

COMMUNITY PLANNING

2078-200-42100		Dues	-	(84,632)	-	84,632		
2078-200-42200		Program revenue (including Fees)	-	(80,581)	-	80,581		
2078-200-43100		Contracts	-	(2,768)	-	2,768		
2078-200-61100		Supplies	-	248	-	(248)		
2078-200-61300		Equipment (non-capitalized)	-	170	-	(170)		
2078-200-62100		Professional Services	-	96,891	-	(96,891)		
2078-200-62120		Marketing services	-	20	-	(20)		
2078-200-62210		Printing/copying	-	85	-	(85)		
2078-200-62220		Postage	-	1	-	(1)		
2078-200-62300		Software	-	84	-	(84)		
2078-200-62400		Telephone/internet	-	62	-	(62)		
2078-200-62600		Travel and training	-	1,302	-	(1,302)		
2078-200-62700		Facility and Utilities	-	319	-	(319)		
2078-200-62710		Rent expense	-	588	-	(588)		
2078-200-62721		Janitorial Service	-	165	-	(165)		
2078-200-62800		Internal service charges expenditure	-	30,817	-	(30,817)		

RIDELINE

2081-200-42200		Program revenue (including Fees)	(12,000)	(14,154)	-	2,154	117.95%	
2081-200-43300		FedInd	(630,000)	-	-	(630,000)	0.00%	
2081-200-43400		State	(14,000,000)	(3,486,023)	-	(10,513,978)	24.90%	
2081-200-43500		Local	(252,000)	-	-	(252,000)	0.00%	
2081-200-46900		Misc Revenue	-	(876)	-	876		
2081-200-51000		Wages	983,832	193,723	-	790,109	19.69%	
2081-200-52000		Benefits	657,364	155,082	-	502,282	23.59%	
2081-200-61100		Supplies	8,000	2,668	-	5,333	33.34%	
2081-200-61300		Equipment (non-capitalized)	13,710	-	-	13,710	0.00%	
2081-200-61400		Furniture	5,000	-	-	5,000	0.00%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
2081-200-62100		Professional Services	12,000,000	2,645,199	-	9,354,801	22.04%	
2081-200-62110		Legal services	2,000	-	-	2,000	0.00%	
2081-200-62120		Marketing services	1,500	94	-	1,406	6.25%	
2081-200-62140		Banking services	1,000	240	-	760	23.96%	
2081-200-62210		Printing/copying	8,000	898	-	7,102	11.22%	
2081-200-62220		Postage	10,000	1,239	-	8,761	12.39%	
2081-200-62300		Software	174,280	-	-	174,280	0.00%	
2081-200-62400		Telephone/internet	10,000	769	-	9,231	7.69%	
2081-200-62500		Memberships/Dues	500	1,080	-	(580)	215.99%	
2081-200-62600		Travel and training	-	1,880	-	(1,880)		
2081-200-62610		Trainers	30,000	-	-	30,000	0.00%	
2081-200-62621		Employee mileage	2,000	173	-	1,827	8.64%	
2081-200-62700		Facility and Utilities	-	2,821	-	(2,821)		
2081-200-62710		Rent expense	55,786	13,946	-	41,840	25.00%	
2081-200-62800		Internal service charges expenditure	311,865	77,966	-	233,899	25.00%	
2081-200-67000		Resource Reserves	4,000	-	-	4,000	0.00%	
2081-200-95000		Contingency	615,163	-	-	615,163	0.00%	
2081-200-98282		Transfer to fund 2082	1,617,777	-	-	1,617,777	0.00%	

CED IMPROVEMENT PROJECTS

2082-200-48281		Transfer from fund 2081	(1,617,777)	-	-	(1,617,777)	0.00%	
2082-200-62610		Trainers	15,000	-	-	15,000	0.00%	

LENDING SERVICES ADMINISTRATION

Lending

5010-700-42200		Program revenue (including Fees)	(51,120)	(27,656)	-	(23,464)	54.10%	
5010-700-42800		Internal service charges revenue	(150,000)	-	-	(150,000)	0.00%	
5010-700-46900	3160 City	Misc Revenue	-	(162)	-	162		
5010-700-51000		Wages	76,400	14,296	-	62,104	18.71%	
5010-700-52000		Benefits	41,000	8,342	-	32,658	20.35%	
5010-700-61100		Supplies	500	890	-	(390)	177.92%	
5010-700-61300		Equipment (non-capitalized)	1,000	-	-	1,000	0.00%	
5010-700-62100		Professional Services	35,000	-	-	35,000	0.00%	
5010-700-62120		Marketing services	1,800	10	-	1,790	0.56%	
5010-700-62140		Banking services	3,332	-	-	3,332	0.00%	
5010-700-62210		Printing/copying	1,500	53	-	1,447	3.51%	
5010-700-62220		Postage	600	2	-	598	0.40%	
5010-700-62300		Software	3,450	-	-	3,450	0.00%	
5010-700-62400		Telephone/internet	1,500	7	-	1,493	0.44%	

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
5010-700-62600		Travel and training	-	526	-	(526)		
5010-700-62610		Trainers	1,500	-	-	1,500	0.00%	
5010-700-62621		Employee mileage	500	-	-	500	0.00%	
5010-700-62623		Other employee travel	-	2	-	(2)		
5010-700-62700		Facility and Utilities	-	125	-	(125)		
5010-700-62710		Rent expense	2,753	684	-	2,069	24.84%	
5010-700-62800		Internal service charges expenditure	18,911	4,728	-	14,183	25.00%	
5010-700-64200		Client Assist: Lending programs	100	-	-	100	0.00%	
5010-700-95000		Contingency	25,000	-	-	25,000	0.00%	

LENDING PROGRAMS-LOAN DISBURSMENTS

5020-000-42200		Program revenue (including Fees)	-	(4,900)	-	4,900		
	BEGRLF							
5021-700-46100		Interest Revenue	-	(42)	-	42		
5021-700-62140		Banking services	-	181	-	(181)		
	RDF 1-3							
5022-700-42200		Program revenue (including Fees)	-	(1,684)	-	1,684		
5022-700-46100		Interest Revenue	-	(211)	-	211		
5022-700-46110		Lending Program Interest revenue	-	(7,120)	-	7,120		
5022-700-62100		Professional Services	-	5,192	-	(5,192)		
5022-700-92000		Debt Interest	-	6,508	-	(6,508)		
	RDF 4							
5023-700-42200		Program revenue (including Fees)	-	(36)	-	36		
5023-700-46100		Interest Revenue	-	(47)	-	47		
5023-700-46110		Lending Program Interest revenue	-	(2,090)	-	2,090		
5023-700-62100		Professional Services	-	1,630	-	(1,630)		
5023-700-92000		Debt Interest	-	(2,631)	-	2,631		
	RMAP							
5024-700-46100		Interest Revenue	-	(10)	-	10		
5024-700-62100		Professional Services	-	344	-	(344)		
5024-700-62140		Banking services	-	345	-	(345)		
	LINCOLN CO URA							
5025-700-42200		Program revenue (including Fees)	-	(369)	-	369		
5025-700-46100		Interest Revenue	-	(4,057)	-	4,057		
5025-700-62100		Professional Services	-	26,511	-	(26,511)		
5025-700-62140		Banking services	-	0	-	(0)		
5025-700-62210		Printing/copying	-	0	-	(0)		
	CITY OF LINCOLN CITY							
5026-700-42200		Program revenue (including Fees)	-	(205)	-	205		
5026-700-46100		Interest Revenue	-	(1,198)	-	1,198		
5026-700-46110		Lending Program Interest revenue	-	(6,684)	-	6,684		

<u>FQA</u>	<u>Grant</u>	<u>Account</u>	<u>Adopted Budget</u>	<u>Actual</u>	<u>Encumbrance</u>	<u>Available</u>	<u>% Used</u>	<u>Notes</u>
5026-700-62140		Banking services	-	0	-	(0)		
	EDA RLF							
5027-700-42200		Program revenue (including Fees)	-	(168)	-	168		
5027-700-46100		Interest Revenue	-	(6,073)	-	6,073		
5027-700-46110		Lending Program Interest revenue	-	(5,128)	-	5,128		
5027-700-62100		Professional Services	-	7,672	-	(7,672)		
5027-700-62140		Banking services	-	0	-	(0)		
5027-700-64200		Client Assist: Lending programs	-	165,664	-	(165,664)		
	EDA RLF CARES							
5028-700-42200		Program revenue (including Fees)	-	(2,552)	-	2,552		
5028-700-46100		Interest Revenue	-	(5,132)	-	5,132		
5028-700-46110		Lending Program Interest revenue	-	(972)	-	972		
5028-700-62140		Banking services	-	0	-	(0)		
	LINCOLN CO LOAN FUND							
5029-700-42200		Program revenue (including Fees)	-	(72)	-	72		
5029-700-46100		Interest Revenue	-	(3,793)	-	3,793		
5029-700-46110		Lending Program Interest revenue	-	(3,248)	-	3,248		
5029-700-62100		Professional Services	-	7,113	-	(7,113)		
5029-700-62140		Banking services	-	0	-	(0)		
	BIF							
5030-700-46100		Interest Revenue	-	(970)	-	970		
5030-700-62100		Professional Services	-	970	-	(970)		
		TOTAL REVENUE		6,272,920				
		TOTAL EXPENDITURES		12,507,991				

2024 OCWCOG MEETING SCHEDULE

	BUDGET COMMITTEE	FINANCE COMMITTEE	FULL BOARD OF DIRECTORS	EXECUTIVE COMMITTEE	LPAC COMMITTEE	LOCATION
	1:00P - 1:30P	1:30P-2:00P	2:00P-4:00P	9:00A-11:00A	11:00A-11:30A	
	Thursday	Thursday	Thursday	Thursday	Thursday	
January	**18	18	18			Albany
February				22	22	Albany
March	*21	21	21			Corvallis
April	*18			25	25	Albany
May	16	16	16			Toledo
June				27	27	Albany
July		18	18			Albany
August				22	22	Albany
September		19	19			Corvallis
October				24	24	Albany
November	-	-	-	-	-	-
December	**5	5	5			Toledo

Budget Committee meeting is Thursday's before the Finance Committee meeting.

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

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

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

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

* Budget Committee work group meetings.

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



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MEMORANDUM

DATE: December 7, 2023
TO: OCWCOG Board of Directors
FROM: Marit Nelson, Finance Director
RE: **Purchasing & Contracts Policy Update 2023**

Please find enclosed an updated Purchasing & Contracts Policy.

During a recent AmeriCorps Monitoring review, it was noted that the most recent version of our policy did not include language that aligns with the Code of Federal Regulations (CFR) 200.321 C. This code outlines the rules for contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

In order to align with the AmeriCorps standard, this language has been added in Section 6, Other Procurement Procedures. No other significant changes have been made to the document.

Board approval is requested to enable our compliance with AmeriCorps sponsored programs.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Purchasing & Contracts Policy 2023



December 7, 2023

OREGON CASCADES WEST COUNCIL OF GOVERNMENT

Purchasing & Contracts Policy 2023

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1. ADMINISTRATION

a. **Enabling Clause.** Oregon Cascades West Council of Governments (OCWCOG) Purchasing and Contracts Policy is binding upon all officers and employees of OCWCOG and governs all purchasing, leasing, selling and contracting by officers and employees of OCWCOG.

b. **Local Contract Review Officer.** The OCWCOG Contracts Coordinator(s) serves as the Local Contract Review Officer(s) for the purposes of determining whether a given procurement or class of procurement is classified appropriately and if all appropriate documentation is sufficient for disclosure to outside parties. Contracts Coordinators have authority on all decisions related to procurement procedure and interpretation as to sufficiency, above all employees, with the exception of the Public Contracting Officer.

c. **Attorney General's Rules Applicable**

i. As OCWCOG was formed as a government agency under ORS Chapter 190, it has the authority to enter into public contracts. Consistent with ORS 279A.065(6) and ORS 279A.070, except where OCWCOG has specifically adopted a modified purchasing process, policy or rule, the Attorney General's Model Rules, as adopted under ORS 279A.065 following each legislative session, are applicable to OCWCOG purchases. Outside of the public purchasing rules, all other applicable laws, including Oregon State Ethics laws, as well as federal laws will be applied. If laws conflict, whichever is most restrictive shall supersede and must be complied with in making purchases.

ii. The procurement rules and this purchasing policy are both applicable to all OCWCOG departments and divisions.

d. **Contract Signing Authority.** The OCWCOG Executive Director has contract signing authority. The Executive Director, or in the absence of an Executive Director, the OCWCOG Board of Directors, may delegate contract signing authority to another manager to act as the Public Contracting Officer for a specific department or for OCWCOG and has the authority to enter into contracts on behalf of the department and OCWCOG.

e. **All Contracts in Writing.** All contracts to which OCWCOG is a party must be in writing.

2. DEFINITIONS

Except as listed below, this policy relies upon the definitions set out in OAR 137-046-0110.

a. **Definitions.** As used in OCWCOG Purchasing and Contracts Policy:

i. **"Bid"** means a competitive offer, binding on the Bidder and submitted in response to an Invitation to Bid.

ii. **"Board"** means the OCWCOG Board of Directors, as established by the Articles of Agreement, ratified August 21, 1996.

iii. **"Competitive Bid"** means issuing an Invitation to Bid (ITB) following the formal process for advertising, bid and bid opening.

iv. **"Competitive Process"** means the solicitation of competitive offers which follow the formal process for advertising, request for proposal (RFP), bid and bid opening.

v. **"Competitive Quotes"** means the solicitation of offers from competing vendors by advertisement or a request to vendors to make an offer. The solicitation and the offer may be in writing or oral.

vi. **"Department"** means an OCWCOG department such as, but not limited to, the Community and Economic Development Department.

vii. **"Electronic Advertisement"** means advertisement of an Offer available electronically over the Internet via the World Wide Web. OCWCOG may maintain the World Wide Web site directly or through any third-party service provider.

viii. **"Electronic Data Interchange or EDI"** means the movement of electronic information between organizations in a structured application.

ix. **"Emergency"** means that a substantial risk of loss, damage, interruption of services, or threat to the public health or safety has arisen from circumstances that could not have been reasonably foreseen.

x. **"Invitation to Bid" (ITB)** means the solicitation of competitive offers in which specification, price and delivery (or project completion) will be the predominant award criteria.

xi. **"Material and Service Contract"** means an agreement in which the vendor agrees to supply all the purchaser's requirements that arise for an item or items within a specified time period, also referred to as a Price Agreement.

xii. **"OCWCOG"** means Oregon Cascades West Council of Government or its Public Contracting Officer(s).

xiii. **"Offer"** means a bid, proposal, or quotation.

xiv. **"Offeror"** means a person or firm submitting an offer.

xv. **"Personal Property"** means everything subject to ownership which is not real property, and which has exchangeable value.

xvi. **"Personal Services Contracts"** means a contract that calls for specialized skills, knowledge and resources in the application of technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment.

xvii. **"Proposal"** means a competitive Offer, binding on the Proposer and submitted in response to a Request for Proposal (RFP).

xviii. **"Public Agency or Public Contracting Agency"** means any agency of the federal government, State of Oregon, or any political subdivision thereof authorized by law to enter into public contracts, municipality and any other public body created by intergovernmental agreement.

xix. **"Public Contract"** means any purchase, lease, or sale by a public agency of personal property, public improvements or services other than agreements which are for personal services.

xx. **"Public Contracting Officer"** means the OCWCOG Executive Director who has signing authority on contracts for OCWCOG. The Executive Director or in their absence, the OCWCOG Board, may delegate contract signing authority to another manager to act as the Public Contracting Officer and has the authority to enter into contracts on behalf of the department and OCWCOG.

xxi. **"Contracts Coordinator"** means the OCWCOG Contracts Coordinator(s), who may review and offer advice on proposed contract(s) and who have the authority to approve procurement methods and documentation by evaluating them as to applicable law(s). Such approval is required prior to any disclosure of procurement documents to outside parties, including via. Electronic Advertisement means, such as email or posting on the State's procurement system, or on any web site on the World Wide Web. Contracts Coordinator(s) have authority on all decisions related to procurement procedure and interpretation as to sufficiency, above all employees, with the exception of the Public Contracting Officer. To be sure of legal sufficiency, Contracts Coordinator(s) may also, at any time, contact the OCWCOG Attorney of Record regarding any procurement or contract matter in any stage of development or execution.

xxii. **"Public Improvement"** means a project for construction, reconstruction or major renovation on real property by or for a public agency. "Public Improvement" does not include emergency work, minor alterations, ordinary repair or maintenance necessary in order to preserve a public improvement.

xxiii. **"Retainage"** means funds set-aside as a contingency for capital projects.

xxiv. **"Request for Proposal"** means a solicitation of competitive proposals, or offers, to be used as a basis for making an acquisition, or entering into a contract when specification and price will not necessarily be the predominant award criteria.

xxv. **"Service Contract"** means a contract that calls primarily for a contractor's time and effort rather than for an end product.

xxvi. **"Solicitation Document"** means an Invitation to Bid (ITB), a Request for Proposals (RFP), or a written Request for Quotations or Request for Qualifications (RFQ).

xxvii. **"State's Active Procurement System"** means the Oregon State web-based procurement system which is active and available to ORCPP members at the time of the solicitation. This could be ORPIN, or OregonBuys, or another system as determined by a Contracts Coordinator.

3. PROCUREMENT PROCESS

a. Commencement of the Procurement Process.

i. Any OCWCOG employee who has determined that there's a need to purchase something for the agency, which either a) requires an Agreement, or b) is valued near or over five thousand dollars (\$5,000.00), must first contact a Contracts Coordinator. The employee will do this through email with details to inform a Contracts Coordinator of the employee's intention and purpose. This protocol is to prevent duplication and the potential improper application of the law. Any request for evaluation by a Contracts Coordinator must be made and will be responded to through email. No verbal discussions or advice regarding solicitations will be upheld as an approval or sign-off, implied or otherwise.

ii. The Contracts Coordinator will then share the appropriate forms, templates, and/or protocol for the process which the inquiring employee needs to follow.

iii. The purchasing total for the contract must take into account the lifetime total of expenses. That is, if the contract is expected to renew annually, then the total of expenses related to all renewals must be added together and the rules will then be applied to that grand total.

iv. All purchases require manager approval.

v. All employees who will work on solicitations which will require a Contract/Agreement will be required to register with the Oregon State Current Online Training Portal and complete the Program entitled "Overview of Oregon Ethics," or its equal, as determined by the Contracts Coordinators. The employee must email a .pdf copy of their certificate of completion of this course to a Contracts Coordinator. In addition, the employee must take a DAS training on procurement within six months of the solicitation and sign in on the Record of Attendance or provide the certificate of completion as proof of attendance.

vi. All employees who need a Contract/Agreement to be executed may be required to draft portions of the Contract/Agreement as directed by a Contracts Coordinator.

vii. All employees should be aware that among other things, Oregon Ethics Laws prohibit public employees from having a financial interest in a public contract; receiving benefits arising from their employment, such as "kick-backs" for purchasing; and nepotism. All employees must be familiar with Oregon Ethics Laws before doing any purchasing on behalf of OCWCOG. Any potential Conflicts of Interest must be disclosed to the employee's supervisor, in writing. It is also understood that all contracts should be procured in a non-biased manner, favoring competition, and with the aim to benefit the public good.

viii. Only a Contracts Coordinator or Public Contracting Officer may post on the State's Active Procurement System. Purchasing employees may use the State's Active Procurement System to browse for Oregon State Price Agreements, vendors, or other solicitations or associated documents.

ix. All Contracts/Agreements will be routed by the Contracts Coordinators first for sign off internally by the appropriate departmental directors and then for signature by the Public Contracting Officer. The signature of departmental directors indicates that that the department director has read and understands the Contract/Agreement and the department is able to meet all requirements of that Contract/Agreement. All Metropolitan Planning Organization (MPO) Contracts/Agreements must be routed from the Contracts Coordinators to appropriate department directors for sign off, and then for signature by the authorizing signer for each particular MPO.

x. If an employee becomes aware of a contract/agreement issue being raised by any party to an

OCWCOG Contract/Agreement, the employee must immediately inform a Contracts Coordinator. The employee must also allow a Contracts Coordinator to participate in any meetings and/or discussions regarding the Contract/Agreement until the Contracts Coordinator has determined that the matter is settled enough to stop doing so. Upon learning about the issue, the Contracts Coordinator will also immediately notify the Public Contracting Officer of the situation.

xi. Any employees' failure to follow the procedures detailed in this policy may result in personnel actions as determined to be appropriate by management or Human Resources.

b. Documentation.

i. All solicitations must be documented in writing, including the name of the person who was contacted, their contact information, the method of contact, and the date and time of the contact. The documentation for procurement valued at five thousand dollars (\$5,000.00) or more must be shared with a Contracts Coordinator by email for the contract file, which is subject to Public Information Request and/or audit.

ii. Acceptable types of documentation will be determined on case by case basis by a Contracts Coordinator, examples are:

1. OCWCOG Buy Decision Form, Sole Source Determination Form, Emergency Procurement Form; and/or

2. Typed out statement by the OCWCOG employee who is purchasing the product or service; and/or

3. Print outs or .pdf electronic copies of emails or of public notice postings.

c. Procurement Types.

i. Qualified Rehabilitation Facility Program is a non-profit rehabilitation organization employing individuals with disabilities.

1. OCWCOG is mandated by Oregon law to *first* assess the availability of products or services from a QRF before going out to the open market. If a QRF is able to provide OCWCOG with a needed product or service, then ORS 279.850 requires OCWCOG to use the QRF unless the QRF cannot deliver the product or service with the appropriate specifications in a timely manner.

2. If a QRF is able to provide OCWCOG with a needed product or service, then OCWCOG can use their services through their existing State Contract rather than a competitive procurement process or may contract directly with the agency.

3. If a QRF is unable to fulfill OCWCOG's existing need(s), then OCWCOG may use another procurement method to meet the need(s). It is the responsibility of the purchasing employee to ensure that they have sufficiently determined that a QRF is or is not able to fulfill OCWCOG's needs, according to ORS 279.85(1)(a) and OAR125-055-0010(1).

4. For purchases of five thousand dollars (\$5,000.00) or more, or which require a Contract/Agreement, the OCWCOG Buy Decision Form must be filled out by the employee and submitted by email to the Contracts Coordinators.

i. **DAS Statewide Price Agreement (Master Blanket Purchase Order)** is a Master Agreement for the procurement of products or services at terms for use by all state entities. Price Agreements benefit agencies by obtaining price discounts and leveraging other concessions through volume purchases.

5. OCWCOG employees may search State's Active Procurement System for existing contracts that might meet OCWCOG's purchasing needs.

6. Employees wishing to register on State's Active Procurement System must do so through a Contracts Coordinator, who track the agency's usage.

7. If an OCWCOG employee finds an existing Contract (Master Blanket Purchase Order) that appears to meet the agency's needs, the employee may reach out directly to the contact on the agreement for a quote. If the quote and service or product details meet OCWCOG's needs, then the employee should contact their Contract Coordinator. The Contract Coordinator will ensure the appropriate paperwork will be prepared (Purchase Order, Contract, etc.) and ensure the purchase proceeds.

ii. **Intergovernmental Agreement (IGA)**. An ORS 190 Agreement is an intergovernmental agreement between two or more public agencies that seek to foster efficiency and economy by promoting the use of existing resources. Specifically, IGA's are between the Oregon public agencies of state, local or federal government.

If doing so would benefit OCWCOG, the OCWCOG may enter into an IGA at any time during the procurement process, as an IGA is not subject to the competitive procurement processes or the QRF requirements.

iii. **Open Market Procurement Methods**. If neither a QRF nor DAS Statewide Price Agreement can meet OCWCOG's needs, with documentation as specified under Section 3, Provision b, an employee can use an Open Market Procurement Method:

1. Small Procurement.

a. If the lifetime total of the contract expenses, including renewals, will be under \$10,000, an OCWCOG employee may purchase the product or service directly with manager approval.

b. The OCWCOG employee must estimate on the procurement form as to the expected grand total of expenses for the contract. If it is expected to exceed \$8,000 and there is a reasonable chance that OCWCOG may amend the contract to more than \$12,500 over the life of the contract, then the OCWCOG employee *must* go through another procurement method.

2. Intermediate Procurement.

a. If the lifetime total of the contract expenses, including renewals, will be more than \$10,000 but less than or equal to \$150,000, then the Intermediate Procurement rules apply. A minimum of three solicitations for quotes, bids, or proposals from suppliers is required.

b. OCWCOG requires that for all Intermediate Procurements a Request for Quotation or Request for Qualifications (RFQ) document be published through the State's Active Procurement System for seven (7) days. A Contracts Coordinator will give the purchasing employee an RFQ template for this purpose. The purchasing employee then will email the draft back to a Contracts Coordinator for approval and publishing on the system.

c. Any additional verbal quotes must be documented and included in the procurement file. Documentation of the vendors contacted must include their legal company names; primary contacts; addresses; email and/or phone contacts; and price quotes, along with any particulars for them, such as time frame, extra options, etc.

d. The employee must document the effort it took to obtain any additional quotes or proposals and include it in the procurement file.

e. The OCWCOG employee who is purchasing the product or service must document the basis for the original estimate under \$150,000 and the process used, as well as obtain manager approval for the purchase. Upon awarding the contract, the OCWCOG employee will then make a written record of the basis for award and email it to a Contracts Coordinator.

3. Competitive Sealed Proposals or Competitive Sealed Bidding.

a. If the lifetime total of the contract expenses, including renewals, will be more than \$150,000, then either the Competitive Sealed Proposals method or the Competitive Sealed Bidding method must be used.

i. **Competitive Sealed Proposals** are solicited through the **Request for Proposal (RFP)** process under ORS 279B.060. Through RFP, proposals may be evaluated by several factors, based on the process and factors described in the request for proposals, applicable preferences described in ORS 279A.120 and 279A.125, price, and, when applicable, the outcome of any negotiations authorized by the request for proposals. Other factors may not be used in the evaluation.

1. OCWCOG may issue a Request for Information, a Request for Interest, a Request for Qualifications or other preliminary documents to obtain information useful in preparing an RFP.

2. All documents to be issued for an RFP will be drafted by the purchasing employee, submitted to a Contracts Coordinator at least five business days prior to its required deadline for posting on the State's Active Procurement System. The exception is the RFP document itself which must be submitted 21 business days prior to posting to give time for legal review. As stated in section 3. a. vii. Contracts Coordinators will post the documents on the State's Active Procurement System, upon determining that they are sufficient.

3. OCWCOG has RFP templates available to use for drafting a solicitation. Depending on the product or service being solicited, there are many more laws that will apply to the RFP document. Once drafted, it must be submitted to a Contracts Coordinator to foster its evaluation for sufficiency.

4. Contracts Coordinators are required to submit the RFP document to be reviewed by an attorney prior to it being published.

5. The RFP document must specify the name and title of the person designated to receive proposals and the person the contracting agency designates as the contact person for the procurement, if different.

6. The RFP document must describe the procurement and will identify the scope of work included within the procurement, outlining the contractor's anticipated duties and set expectations for the contractor's performance. The scope of work will require the contractor to meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. It will also include an Attachment with a draft of the contract with insurance requirements for the product or service.

7. The RFP document must specify the separate deadlines for questions and protests, and how they may be received with specific contact information, as well as who will respond and when. All OCWCOG responses must be in writing. OCWCOG decisions regarding protests must be made according to ORS 279B.405 no fewer than three business days before bids, proposals or offers are due.

8. Prior to the RFP being finalized, OCWCOG will form an evaluation committee comprised of at least three (3) employees or unbiased, outside parties without financial interest in the proposed contract. The committee members must be able to meet prior to the RFP being posted to clarify any questions. They then must also be physically present for the pre-bid conference, if any, and for the evaluation session of the received proposals.

9. As provided in the RFP or in written addenda issued thereunder, OCWCOG may conduct site tours, demonstrations, individual or group discussions and other informational activities with proposers before or after the opening of proposals for the purpose of clarification to ensure full understanding of, and responsiveness to, the solicitation requirements or to consider and respond to requests for modifications of the proposal requirements. OCWCOG will use procedures designed to accord proposers fair and equal treatment with respect to any opportunity for discussion and revision of proposals.

10. Retainage, if any, will be determined on a case by case basis by the Public Contracting Officer, will be specified by contract between the parties and will conform to the requirements of ORS 279C.550 through 279C.570.

11. All RFP questions from potential respondents must be answered in writing within one response document or email, as a Q & A document, per the deadline specified in the RFP document itself. This Q & A document will then be submitted to a Contracts Coordinator who upon finding it sufficient will post it on the State's active procurement system.

12. Form of Security. OCWCOG may accept only the following forms of bid security:

- a. A surety bond from a surety company authorized to do business in the State of Oregon;
- b. An irrevocable letter of credit issued by an insured institution as defined in ORS 706.008; or,
- c. A cashier's check or certified check.

13. OCWCOG will give public notice of the RFP at least seven days before the solicitation closing date. This will be done in the following manner:

Once a Contracts Coordinator has approved the RFP as being sufficient, at a minimum, they will publish it on the State's Active Procurement System. The Contracts Coordinator may choose to electronically publish it by other means as well.

14. OCWCOG will designate a deadline for submission of bids or proposals. Offerors or proposers are responsible for ensuring their offers or proposals are timely. OCWCOG may decline to consider a late offer, even if the offer or proposal is late because of a delay in OCWCOG's internal handling of mail or documents or because OCWCOG's receiving equipment was unavailable.

15. Notwithstanding ORS 192.311 to 192.478, proposals must be publicly opened and in a manner to avoid disclosing contents to competing proposers during, when applicable, the process of negotiation, but OCWCOG will record and make available the identity of all proposers as part of OCWCOG's public records after the proposals are opened. To do so, the purchasing employee will type-up an RFP Receipt Record immediately after publicly opened and submit it to a Contracts Coordinator for posting on the State's Active Procurement System.

16. Notwithstanding ORS 192.311 to 192.478, proposals are not required to be opened for public inspection until after the Notice of Intent to Award a contract is issued.

17. After the opening of proposals, OCWCOG may issue or electronically post an addendum to the request for proposals that modifies the criteria, rating process and procedure for any tier of competition before the start of the tier to which the addendum applies. OCWCOG will send an addendum that is issued by a method other than electronic posting to all proposers who are eligible to compete under the addendum. OCWCOG will issue or post the addendum at least five days before the start of the subject tier of competition or as OCWCOG otherwise determines is adequate to allow eligible proposers to prepare for the competition in accordance with rules adopted under ORS 279A.065. It is the responsibility of the purchasing employee to inform a Contracts Coordinator that an addendum is needed, to draft it, to find out the required timeline for doing so and to submit the draft in a timely manner accordingly.

18. Correction of Certain Errors. Arithmetic errors apparent on the face of a bid will be corrected by OCWCOG before comparing bid prices. Discrepancies between a unit price and an extended total price for a bid item will be resolved in favor of the unit price.

19. Proposals will be evaluated based upon the evaluation criteria established by the RFP. Changes in evaluation criteria will be communicated to all proposers or prospective proposers by addendum. If evaluation criteria are changed after proposals have been submitted, all proposers will have an opportunity to supplement their proposals or submit best and final offers after receipt of the addendum changing the evaluation criteria.

20. If OCWCOG awards a Contract, it will award the Contract to the responsible proposer whose proposal OCWCOG determines in writing is the most advantageous to OCWCOG based on the evaluation process and evaluation factors described in the request for proposals, applicable preferences described in ORS 279A.120 and 279A.125 and, when applicable, the outcome of any negotiations authorized by the RFP. Other factors may not be used in the evaluation. When the RFP specifies or authorizes awarding multiple public contracts, OCWCOG will award public contracts to the responsible proposers who qualify for the award of a contract under the terms of the request for proposals.

21. The cancellation of RFPs and the rejection of proposals must be in accordance with ORS 279B.100.

22. At least seven days before the award of a public contract, unless OCWCOG determines that seven days is impractical under rules adopted under ORS 279A.065, OCWCOG will post a Notice of Intent to Award a contract on the State's Active Procurement System. The purchasing employee will draft the Notice and submit it to a Contracts Coordinator via email.

23. A Proposer may protest the award of a public contract or a Notice of Intent to Award a public contract, according to ORS 279B.410. A Contracts Coordinator will respond to the protest or appeal, with sign off from the Public Contracting Officer, within the timeframe and according to ORS 279B.405 and ORS 279B.415. Such responses do not require OCWCOG Board approval.

24. Before executing a contract solicited under this section, OCWCOG will obtain the proposer's agreement to perform the scope of work and meet the performance standards set forth in the final negotiated scope of work. [2003 c.794 §52; 2009 c.880 §6; 2011 c.458 §12]

ii. **Competitive Sealed Bidding** is solicited through the **Invitation to Bid (ITB)** process under ORS 279B.055. The process permits an award to the lowest responsive and responsible bidder and does not allow a procuring agency to negotiate with a bidder. OCWCOG should use the Competitive Sealed Bidding method when it is clear on "what" the product or service is and "how" the product or service must perform. OCWCOG should use the Competitive Sealed Bidding

method if there are no substantive differences among the products or services that meet specifications, and the only difference among responsive bids is price.

1. OCWCOG may issue a Request for Information, a Request for Interest, a Request for Qualifications or other preliminary documents to obtain information useful in preparing an ITB.

2. All documents to be issued for an ITB will be drafted by the purchasing employee, submitted to a Contracts Coordinator at least five business days prior to its required deadline for posting on the State's Active Procurement System. The exception is the ITB document itself which must be submitted 21 business days prior to posting to give time for legal review. As stated in section 3.a.vii., Contracts Coordinators will post the documents on the State's active procurement system, upon determining that they are sufficient.

3. OCWCOG has ITB templates available to use for drafting a solicitation. Depending on the product or service being solicited, there are many more laws that will apply to the ITB document. Once drafted by the purchasing employee, it must be submitted to a Contracts Coordinator to foster its evaluation for sufficiency.

4. OCWCOG will designate a deadline for submission of bids. Offerors or proposers are responsible for ensuring their offers or proposals are timely. OCWCOG may decline to consider a late offer, even if the offer or proposal is late because of a delay in OCWCOG's internal handling of mail or documents or because OCWCOG's receiving equipment was unavailable.

5. The ITB document must specify the name and title of the OCWCOG employee designated to receive bids and the person OCWCOG designates as the contact person for the procurement, if different.

6. The ITB document must describe the procurement and will identify the scope of work included within the procurement, outlining the contractor's anticipated duties and set expectations for the contractor's performance. The scope of work will require the contractor to meet the highest standards prevalent in the industry or business most closely involved in providing the appropriate goods or services. It will also include an Attachment with a sample draft of the contract for the product or service.

7. The ITB document must specify the separate deadlines for questions and protests, and how they may be received with specific contact information, as well as who will respond and when. All OCWCOG responses must be in writing. OCWCOG decisions regarding protests must be made according to ORS 279B.405 no fewer than three business days before bids, proposals or offers are due.

8. Form of Security. OCWCOG may accept only the following forms of bid security:

- a. A surety bond from a surety company authorized to do business in the State of Oregon;
- b. An irrevocable letter of credit issued by an insured institution as defined in ORS 706.008; or,
- c. A cashier's check or certified check.

9. All ITB questions from potential respondents must be answered in writing within one response document or email, as a Q & A document, per the deadline specified in the ITB document itself. This Q and A document will then be submitted to a Contracts Coordinator who upon finding it sufficient will post it on the State's Active Procurement System **five business days** prior to the ITB deadline for submission, unless otherwise provided in the solicitation document(s).

10. OCWCOG will give public notice of the ITB at least fourteen (14) days before the solicitation closing date. This may be done in the following manner:

Once a Contracts Coordinator has approved the ITB as being sufficient, at a minimum, they will publish it on the State's Active Procurement System. The Contracts Coordinator may choose to electronically publish it by other means as well.

11. Receipt. Bids must be submitted in writing. OCWCOG will not open the offer, proposal or modification, but will date and time stamp the offer and store it in a secure place until the published opening time and date. If OCWCOG inadvertently opens an offer, proposal or a modification, prior to the opening, OCWCOG will reseal and store the opened bid.

12. Offerors or proposers are responsible for ensuring their offers are received by OCWCOG in a complete and legible form. OCWCOG may decline to consider an offer that is incomplete or illegible, even if the problem is caused by OCWCOG's hardware or software.

13. OCWCOG will open bids publicly at the time, date and place designated in the ITB. OCWCOG will designate a deadline for submission of bids.

14. Notwithstanding a requirement to make bids open to public inspection after OCWCOG issues Notice of Intent to Award a contract, OCWCOG may withhold from disclosure to the public trade secrets, as defined in ORS 192.345, and information submitted to a public body in confidence, as described in ORS 192.355, that are contained in a bid.

15. OCWCOG will record the amount of a bid, the name of the bidder and other relevant information specified by rule adopted under ORS 279A.065. The record will be open to public inspection. The purchasing employee will type-up an ITB Receipt Record for this purpose immediately after the public opening of bids. The ITB Receipt Record will then be submitted to a Contracts Coordinator for posting on the State's Active Procurement System.

16. All bids received by OCWCOG for a particular public contract become binding offers when the first bid is opened, and remain irrevocable for 30 calendar days after opening unless a different period is specified in the Invitation for Bids.

17. Opened bids will be evaluated in accordance with applicable statutes. When a bid is determined to be unresponsive to the invitation for bids, it will not be evaluated further.

18. Correction of Certain Errors. Arithmetic errors apparent on the face of a bid will be corrected by OCWCOG before comparing bid prices. Discrepancies between a unit price and an extended total price for a bid item will be resolved in favor of the unit price.

19. When All Bids Exceed Estimate. OCWCOG may negotiate with the lowest responsible bidder or proposer submitting a responsive bid if all responsive bids from responsible bidders or proposers exceed OCWCOG's cost estimate. Bidders will be deemed "responsible" according to ORS 279.375 or ORS 279B.110. If a written cost estimate was not prepared prior to bidding, the amount budgeted for the public contract will be deemed the cost estimate for the purposes of this subsection.

20. In determining the lowest responsible bidder in the award of a contract, OCWCOG may use the concept of life cycle costing. As used in this section, life cycle costing means determining the cost of a product for its useful life. Prior to the time of writing specifications for the product, the OCWCOG will identify those factors which will have cost implications over the life of the product.

The ITB will set out clearly the factors and methodology to be used in life cycle cost adjustments. At or after the formal bid opening, the results of life cycle costing adjustments will be applied to the base bid, and the bidder whose total bid results in the lowest ownership cost, taking into account the life cycle costing adjustments, will be considered the lowest responsible bidder.

21. The cancellation of invitations to bid and the rejection of bids must be in accordance with ORS 279B.100.

22. If OCWCOG awards a contract, it will award the contract:

a. To the lowest responsible bidder whose bid substantially complies with the requirements and criteria set forth in the invitation to bid and with all prescribed public procurement procedures and requirements; or

b. If the Invitation to Bid specifies or authorizes the award of multiple contracts, to the responsible bidders: i. Whose bids substantially comply with the requirements and criteria set forth in the invitation to bid and with all prescribed public procurement procedures and requirements; and

ii. Who qualifies for the award of a public contract under the terms of the Invitation to Bid.

23. At least seven days before the award of a public contract, unless OCWCOG determines that seven days is impractical under rules adopted under ORS 279A.065, OCWCOG will post on the State's Active Procurement System, a Notice of Intent to Award a Contract. The purchasing employee will draft the Notice and submit it to a Contract's Coordinator for approval and publishing.

24. An Offeror may protest the award of a public contract or a Notice of Intent to Award a public contract, according to ORS 279B.410. A Contracts Coordinator, with sign off from the Public Contracting Officer, will respond to the protest or appeal within the timeframe and according to ORS 279B.405 and ORS 279B.415. Such responses do not require OCWCOG Board approval.

25. The successful bidder will promptly execute a contract. The successful bidder's duty to promptly execute a contract includes the duty to take all action that is necessary to form a contract in accordance with the invitation to bid, including posting performance security, submitting proof of insurance when the invitation to bid requires the submission and agreeing to perform the scope of work and meet the performance standards set forth in the invitation to bid.

4. Sole Source Procurement. OCWCOG may award a contract for goods or services without competition based on written findings that only a sole source will be able to fulfill its current needs under ORS 279B.075. A Contracts Coordinator will provide the employee seeking a Sole Procurement a form to demonstrate their findings. Upon completion of the form, the employee will submit it via email to a Contracts Coordinator. They will then evaluate it and if they deem it sufficient, route it for the signature approval of the Public Contracting Officer.

a. Procurement findings may include:

- i. That the efficient utilization of existing goods requires acquiring compatible goods or services;
- ii. That the goods or services required to exchange software or data with other public or private agencies are available from only one source;
- iii. That the goods or services are for use in a pilot or an experimental project; or
- iv. Other findings that may or may not support the conclusion that the goods or services are available from only one source.

b. Procurements that generally DO NOT meet the justification for a Sole Source include:

- i. Proprietary products or services that are provided by more than one potential supplier.
- ii. Preference for a brand name product where other brands qualify as equals.
- iii. Highly restrictive specifications written to exclude competition.
- iv. Incumbent supplier that has been furnishing services to an agency.
- v. Loss of funding at the end of a fiscal year.

c. To the extent reasonably practical, the contracting agency will negotiate with the sole source to obtain contract terms that are advantageous to the contracting agency.

5. Emergency Procurement. OCWCOG may utilize this method of procurement for limited circumstances that could not have been reasonably foreseen that create a substantial risk of loss, damage, interruption of services or threat to public health or safety under ORS 279B.080.

a. A Contracts Coordinator will provide an Emergency Procurement Form for the employee seeking to complete the purchase. In filling out the form, the employee will describe the contract scope that adequately addresses and is limited to the risk - created or anticipated - by the Emergency circumstance.

b. Upon completion of the form, the employee will then return it to a Contracts Coordinator, who will evaluate it and if they deem it sufficient, route it for the signature approval of the Public Contracting Officer. Purchases may then only be made upon obtaining the authorizing Public Contracting Officer's signature.

c. In conducting the procurement, OCWCOG will set a solicitation time period that the contracting agency determines to be reasonable under the emergency circumstances and may issue written or oral requests for offers or make direct appointments without competition in cases of extreme necessity. [2003 c.794 §56; 2007 c.764 §6a]

d. OCWCOG's Board of Directors may adopt a resolution indicating the existence of the emergency and stating with specificity the emergency conditions necessitating the prompt execution of the contract.

e. Any contract awarded under this exemption will be awarded within 60 days following declaration of the emergency unless an extension is granted by OCWCOG's Board of Directors.

f. OCWCOG's Board of Directors may waive requirements for performance and payment bonds in the event of an emergency.

6. Other Procurement Procedures

a. **Cooperative Procurements.** A department that chooses to participate in sponsoring, conducting or administering a Joint Cooperative Procurement, Permissive Cooperative Procurement or Interstate Cooperative Procurement may do so only in accordance with ORS 279A.210, 279A.215 or 279A.220. If a department utilizes this exemption and the estimated value of the contract exceeds \$250,000, the department will follow the process set forth in ORS 279A.215(2) and (3).

b. **Copyrighted Materials.** OCWCOG may purchase copyrighted materials, including through license or subscription, if there is only one known supplier available for such goods. Examples of copyrighted materials covered by this exemption may include, but are not limited to, new adopted textbooks, workbooks, curriculum kits, reference materials, books, periodicals, audio and visual media, and non-mass-marketed software.

c. **Price Regulated Items.** OCWCOG may contract for the direct purchase of goods or services where the rate or price for the goods or services being purchased is established by federal, State or local regulatory authority.

d. **Non-Discriminatory Affirmative Step Policy**

- a. OCWCOG will take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.
- b. Affirmative steps include:
 - i. Placing qualified and women's business enterprises on solicitation lists;
 - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce and requiring the prime contractor, if subcontracts are to be let, to be the affirmative steps listed in paragraphs (b)(i) through (vi) of this section.

Adopted by the Oregon Cascades West Council of Governments, Albany, Oregon

December 7, 2023

Chair _____

ATTEST:

Treasurer

Finance Director



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MEMORANDUM

DATE: December 07, 2023
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: **Bias Response Project Final Recommendations**

This memo is being crafted in response to the final recommendations from the Bias Response Project.

Background:

The Board of Directors approved a proposal to have the COG engage with a contractor to evaluate whether there was a regional palette for a Bias Incident Response System, which would provide support to people experiencing bias incidences not rising to the level of legal intervention. The engagement was paid for by the City of Corvallis. After a formal solicitation, Zilo International was selected to lead this work. Over the following year, Zilo inventoried existing systems throughout the state, led community conversations in Linn/Benton/Lincoln counties with local residents, met with local non-profit organizations, surveyed staff and elected officials, and hosted a Bias Response Summit. All of these activities were synthesized into a Final Report which was presented to the Board of Directors on several occasions. The most recent presentation of the Final Report was in March of 2023. After that presentation, Zilo led some additional community storytelling sessions to maintain some of the community momentum around gathering, honoring, and celebrating differences. Those stories can be found [HERE](#).

Report Recommendations:

The final report from Zilo provided 6 recommendations to further support the community, reduce bias incidents, and advance Diversity, Equity and Inclusion throughout the region:

- 1) Hire one FTE as a support/liason for the Tri-County to the Hotline.
- 2) Invest in training and education
- 3) Support and expand community-based responses and partnerships
- 4) Prioritize cultural barriers and language access
- 5) Promote allyship between the different communities in the regions
- 6) Endorse public awareness campaigns

Since the development of the recommendations, the Statewide Hotline received additional funding and staffing to do education and outreach to the communities. There remains a question though about the region's palette for having an entity such as OCWCOG, take a more comprehensive roll in community relations, Diversity/Equity/Inclusion training, and public awareness campaigns. OCWCOG is currently not an expert in this area, and is just now embarking on an internal journey to increase the DEI awareness and acumen of its staff. We are not opposed to taking on this role, but it would mean the addition of expert resources and a need to create funding to support the work.

Recommendation:

Communities throughout the region have differing opinions about the role of OCWCOG to successfully navigate relationship-building on behalf of the community itself. Furthermore, the relationship between local government and their residents is as individualized as the city/county/port/Tribe itself. OCWCOG prides ourselves on our ability to create venues for healthy dialogue and debate. While we aren't subject matter experts in DEI and Zilo research uncovered varying support for this work, we are open to creating the space for dialogue and planning for those communities who would like our support.

Decision:

Does the Board wish to adopt a regional approach to Bias response and Education for all member entities and have the OCWCOG lead that work?



Senior, Disability and Community Services

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Area Agency on Aging

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

MEMORANDUM

DATE: December 7, 2023

TO: OCWCOG Board of Directors

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

RE: **Senior & Disability Services and Community Service Program Updates**

Community Service Program Updates

Stand By Me – Oregon (\$BM-OR) and Casa Latinos Unidos Partnership Update

From July 1 – September 30th, the OCWCOG Stand By Me team, together with partner Casa Latinos Unidos, hosted nine financial literacy workshops for forty-five residents in Linn, Benton, and Lincoln Counties. Workshops in FY24 are offered in English or Spanish, thanks to recent grants from Samaritan Health Services, Linn County Hospitals Social Accountability Funding, and the Benton Community Foundation. Workshops sites/topics included:

- 7/10/2023 COI (Corvallis): Budgeting
- 7/12/2023 (Virtual): Retirement
- 8/14/2023 COI (Corvallis): Savings
- 8/22/2023 Samaritan Village (Corvallis): Basics of Financial Wellness
- 8/24/2023 Casa Latinos Unidos (Corvallis): Basics of Financial Wellness (SPANISH)
- 9/5/2023 YMCA of the Willamette Valley (Albany): Student Debt
- 9/7/20223 (Virtual): Student Debt
- 9/12/2023 Albany Public Library (Albany): Basics of Financial Wellness
- 9/20/2023 Casa Latinos Unidos (Corvallis): Basics of Financial Wellness (SPANISH)
- 11/17/2023 Casa Latinos Unidos (Corvallis): Family Finances (SPANISH)

Upcoming workshops include:

- 11/22/2023: Casa Latinos Unidos (Albany): Investing in the future of your children (SPANISH)
- 12/20/2023: Casa Latinos Unidos (Corvallis): Basics of Financial Wellness (SPANISH)
- 12/21/2022: Casa Latinos Unidos (Lebanon): Basics of Financial Wellness (SPANISH)

Meals on Wheels

- The Meals on Wheels program is preparing for a rebranding in 2024 where congregate dining will receive a new name, Connections Café. Meal sites around the region have hosted soft launches of the new name with the reopening of in-person dining over the past few months.
- 4-H members in Lincoln County are preparing holiday centerpieces for all home delivery and community diners. Delivery to consumers will begin on December 11th.
- The OCWCOG Social Committee is sponsoring the writing and delivery of holiday cards for all MOW consumers.
- The Waldport meal site is planning a monthly Guest Chef event where fresh meals will be served for all Connections Café diners with Meal Site Manager Nicole Person. Nicole is also designing a Nutrition Education Program for quarterly presentations in 2024.

Senior and Disability Services Updates

Older Americans Act Programs

- OCWCOG had two Case Managers, one Meal Site Manager, and one Program Manager from the Older American Act (OAA) team attend a Tribal Meet and Greet in The Dalles. This annual statewide event is hosted by the Department of Human Services (DHS) and brings together staff from Aging and People with Disabilities (APD), the Area Agencies on Aging (AAA), and Tribal Navigators working within tribes. The two-day meeting is an opportunity to develop partnerships, share ideas on how to support older native Oregonians best, and hear directly from the tribes on the issues facing their elders.
- Our team is preparing for the tentative rollout of OPIM. Staff attended a day-long meeting hosted by APD to share information on the expansion of such critical services for our community members. Planning is underway as learn how this program will serve our consumers and where the work will fall for our different teams.
- OAA annual monitoring is underway. We are working with staff on some quality assurance issues, but all issues are minor and reports look good overall.
- We are working on forming a new partnership with Mid-Willamette Valley Trans Support Network and recently participated in the Trans Pride Event that was held in Corvallis. In addition, we are now participating in statewide LGBTQ+ Coalition meetings.
- The new ADRC position will be fully implemented by December 1st. This restructuring will allow our OAA team to have much more time to meet with consumers and enroll them in Oregon Project Independence (OPI), Family Caregiver Program (FCP), and Options Counseling. We are also shifting meal intakes to the Meals on Wheels coordinator in Lincoln County. This will align Lincoln County with Linn and Benton Counties processes and will allow Case Managers much more time to engage in case management activities.

Adult Protective Services (APS)

Adult Protective Services averages for 2023 are on trend to show a continued increase in total overall complaints received. Average complaints have been increasing every year since 2018. Data from the last 5 years shows that total complaints have almost doubled, increasing from an average of 185 complaints in 2018 to an average of 332 complaints so far in 2023.

Month	Complaints	Community Investigations	Facility Investigations	Community Non-Abuse	Facility Non-Abuse
January	297	69	41	162	89
February	277	60	43	107	51
March	372	72	35	184	81
April	308	51	44	154	59
May	397	87	53	180	77
June	342	75	43	155	69
July	347	58	45	156	88
August	362	77	34	203	48
September	284	62	51	131	40
October	334	78	59	137	60

Monthly Active Eligibility Cases

The following chart shows the number of individuals on active medical cases for July, August, and September 2023.

Individuals on Active Medical Cases Served by OCWCOG	July	August	September
Linn and Benton Counties	23,008	22,735	22,403
Lincoln County	6,903	6,760	6,655

Housing Support Services Update

Senior and Disability Services hired two new positions, a Housing Navigator and a Housing Coordinator, earlier this year to support Long Term Care Services and eligible individuals in the region with intensive case management. These positions will help address housing risks and issues throughout the region. OCWCOG began taking referrals in August and has already connected with 92 individuals, securing long-term housing for 4 and placing at least 2 in long-term care settings. Below are some of the other huge impacts this small but mighty team has made in the region:

- Housing Navigator Chiho was actively working with a consumer who was struggling to maintain her living situation. At one of their scheduled home visits, Chiho found that the consumer was extremely disoriented and determined that she hadn't checked her blood sugar in a few days. Chiho assisted EMS and encouraged the consumer to go to the hospital by also ensuring her that her dogs would be cared for. Ultimately, the consumer landed in an Adult Foster Home, but remains stable with appropriate care, and is recovering.
- Housing Coordinator Cassie encountered a consumer due to be evicted for non-payment of rent within days. She coordinated the payment of the back due rent via Crisis Funds and the payment of back due utility bills via coordination with Community Services Consortium (CSC). Cassie assisted in securing a representative payee to ensure this issue does not happen again, ensuring the consumer's current housing situation can remain stable.
- A consumer and her daughter, who also serves as her Health Care Worker, lived in their truck with multiple large dogs for over a year. With our Housing Coordinator's support and coordination of funding from CSC and Crisis Funds, the pair is now settled in an apartment. The consumer received a much-needed surgery now that they have stable housing and, as an added bright spot, can keep all their pets.

Long-term Services and Supports/OSIPM Restoration Work

Oregon Supplemental Insurance Program - Medical (OSIPM) is a Medicaid program that provides medical coverage to eligible people who are blind, have physical or developmental disabilities, and/or are 65 or older. People eligible for OSIPM may also be eligible for long-term care services. OSIPM has income and resource limits to qualify for the program, although some limits are excluded for Medicaid purposes. During the COVID-19 Public Health Emergency Unwinding, eligibility for everyone receiving Medicaid, including those participating in OSIPM, is being reviewed. People can lose their OSIPM coverage if they are over income or resource limits, among other reasons. ODHS and OHA recently determined that Oregonians whose OSIPM was closed or reduced from April 1st through September 9th of 2023 did not receive notices that satisfactorily explained why their benefits were ending or allowed for sufficient opportunity to provide updated income and resource information. On October 10, 2023, ODHS and OHA announced that each of these cases would automatically be reopened through March 31, 2024. In some cases, workers had to manually correct the system to reopen these cases. The Financial Eligibility and Case Management teams were not provided advance notice of this decision. Information and guidance on practical aspects of this reopening was improvisational and extemporaneous throughout October, confusing our teams and consumers. A "Talking Points and FAQ's" document was finally issued on November 2, 2023 (weeks after the reopening actions occurred). At this time, there are no clear details or expectations about what

our teams can expect the workload around March 2024 renewals will look like, though the ODHS/OHA states they are looking at strategies to sequence renewal dates out of concern for workloads and will provide more information when it is known. The OSIPM restoration, on the heels of the Public Health Emergency Unwinding, has shown the deep compassion our teams have for the consumers they serve, as well as their resiliency as they diligently perform their work despite continual changes in policy and extra workload expectations.



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MEMORANDUM

DATE: December 7, 2023
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: **Community and Economic Development Updates**

Community and Economic Development Updates

Transportation

It has been business as usual for the Transportation Planning Programs over the last couple of months. Staff attended the Oregon American Planning Association conference, are preparing for upcoming work products, and are beginning to schedule our 2024 meetings. We expect to develop draft work plans for both AAMPO and CAMPO over the next two months and host our state and federal review in February.

Cascades West Ride Line

Cascades West Ride Line provided over 39,000 physical trips during August and October 2023. The majority of these trips were sedan trips over 33,000. The second most utilized mode was Mileage Reimbursements at over 12,000 reimbursements.

	Trips (Sedan, Wheelchair, Secure, Stretchers)	Clients (Unique members)	Reimbursement (Mileage, Meals, Lodging)	Clients (Unique members)
Linn County	24,044	1,881	6,693	336
Benton County	7,643	648	2,326	97
Lincoln County	7,276	688	2,878	212
All other counties	379	77	126	5
Regionally	39,342	3,217	12,023	645

During the month of October 2023, 92,548 individuals are eligible for transportation assistance in OCWCOG’s tri-county region. The majority of transportation services are for A&D, physical, and mental health.

Oregon Health Plan Enrollment by County - for October 2023

	IHN- CCO	OHP - FFS	Other CCO's	Total Enrollment by County
Linn County	44,482	5,248	746	50,476
Benton County	19,653	2,467	12	22,132
Lincoln County	17,612	2,317	11	19,940
Total Enrollment by Plan	81,747	10,032	769	92,548

Planning

Cascades West Economic Development District (CWEDD)

- OCWCOG continues to serve our rural communities. We actively participate in the Regional Solutions Team meetings and visit our rural communities to hear about their pressing infrastructure needs. We work with DEQ, DLCD, USDA, and Business Oregon on the best way to address these needs. We recently visited Toledo and Junction City. Port of Newport and Port of Toledo are scheduled for January 2024.
- Our three-county Childcare Working Group has also joined the new statewide childcare group led by Workforce Development. We are currently discussing a statewide employer engagement toolkit that is being utilized successfully by Douglas, Klamath, and Lake Counties.
- OCWCOG was granted an extension on the EDA Broadband Grant through June 2024. The Broadband Strategic Plan, along with county maps, has been completed. A capital projects grant for Lincoln & Benton Counties will be written in the Spring of 2024.

Cascades West Regional Consortium (CWRC)

- OCWCOG has successfully applied for the Department of Land Conservation and Development (DLCD) grant as approved by the Board of Directors in Resolution #2023-09-01. The proposed project will develop a regional commercial and industrial lands inventory, development barriers analysis, and three detailed site profiles. The project is a review of commercial and industrial development at a regional level and will be used as a tool for business recruitment.

Cascades West Business Lending

- A new loan was approved for Jake's Handyman Services LLC, a veteran-owned junk hauling and clean-up business. The loan was to purchase a cleaning and organizing business in Albany. First Home Bank originally turned down the loan because the business had under two years of operations and was short on collateral. The loan will be enrolled in the Business Oregon Loan Loss Reserve Program.

- Lending staff are working with a prospect with a coffee shop/bakery/small grocery in Gleneden Beach and there are four additional prospects in the early stages.
- Lending staff recently presented in a webinar put on by Oregon Coast Community College on various organizations that provide gap lending. Other attendees were Business Oregon, Economic Development Alliance of Lincoln County, and Community Lending Works.
- Cascades West Business Lending (CWBL) reached out to current borrowers to get Holiday marketing out in the monthly NewsFlyer and we were graciously thanked for the no cost advertising. One customer specifically thanked us for caring so much about the small business community. For the loan program to be successful, our borrowers need to be successful!



Technology Services

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MEMORANDUM

DATE: December 7, 2023
TO: OCWCOG Board of Directors
FROM: Jason Sele, Technology Services Director
RE: **Technology Services Update**

2024 Cybersecurity Grant

The IT team has submitted the initial application for a federally funded, state managed cybersecurity grant to improve security for Oregon Cascades West Council of Governments (OCWCOG), Community Services Consortium (CSC), and several member city locations. If approved, it will include installing firewall equipment or performing security assessments in these locations. The total requested grant funding is over \$100,000. This is an annual grant, but the first year we have applied so we don't know the success rate for approval yet. The final application is due in January with implementation scheduled in 2024.

Corvallis Office

The new Corvallis office move is complete for the COG, and staff are working in the new building with the network infrastructure in place. Printing, Wi-Fi, and video conferencing are working. CSC is preparing to move several staff in January, and we are actively preparing the infrastructure for the shared environment for both agencies.

Enterprise Software Projects

NetSuite Finance is live and Ceridian HR implementation is in process. Both the OCWCOG and CSC have chosen to cancel Ceridian Payroll. We determined that our requirements are not met with this solution and are shifting to NetSuite Payroll instead. NetSuite Payroll was newly added this year, so we did not have the opportunity to view a demo of it during the initial Enterprise Software RFP. If the deep dive analysis of NetSuite Payroll meets our requirements, we will pursue implementation in 2024. A further benefit is having integration into the NetSuite Finance system as well.



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MEMORANDUM

DATE: November 30, 2023
TO: OCWCOG Board of Directors
FROM: Ryan Schulze, Human Resources Manager
RE: **Human Resources Program Update**

CSC Partnership

We have entered into an Intergovernmental Agreement (IGA) with Community Services Consortium (CSC) to provide HR oversight and begin aligning systems, processes, and policies where it is reasonable and prudent to do so. I have begun attending leadership meetings and participating in decision-making processes with CSC and will continue familiarizing myself with the organization.

HRIS Implementation

HR staff have been participating in weekly meetings with Ceridian to develop modules for the Dayforce HRIS. The onboarding module is complete pending any changes resulting from the development of the recruitment module that is currently in process.

Given our increasing partnership with CSC, we have begun holding all meetings jointly with CSC staff in an effort to align system configuration and relevant practices between agencies. This approach will allow nearly seamless coverage across agencies while increasing collaboration in the process.

HR Staffing

HR is hiring for a Senior HR Generalist that will provide primary support to CSC and serve as a backup for my position. We are currently finishing second round interviews and hope to have an accepted offer from the successful candidate by the end of December.