



Board of Directors Meeting Packet

December 9, 2021
2:00 pm - 4:00 pm

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

**Next Board of Directors' Meeting:
January 20, 2022 at 2:00 pm**

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



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS' AGENDA
December 9, 2021
2:00 – 4:00 pm**

[Join Zoom Meeting](#)

Meeting ID: 893 9793 7015
Passcode: 132278

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 Tuesday, December 7th, to confirm your attendance.

1. **Welcome** (*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. **Introduction of the New Finance Director** (*Sue Forty*)
(2:10 pm – 2:15 pm)
 - Marit Nelson
4. **Consent Calendar** (*Chair Claire Hall*)
(2:15 pm – 2:20 pm)
 - a) Approve Meeting Minutes from September 16, 2021. ([Page 4](#))
 - b) 2022 OCWCOG Meeting Schedule. ([Page 9](#))
 - c) Approve CWEDD Bylaws. ([Page 10](#))
 - d) Administrative Assistant 2 Classification and Salary Scale. ([Page 15](#))
 - e) Financial Statement Review Period July 1, 2021, thru October 31, 2021. ([Page 16](#))

ACTION: Motion to approve Consent Calendar items a thru e.

- f) Bank Signing Resolution 2021-12-01 ([Page 23](#))

ACTION: Motion to approve and adopt Bank Signing Resolution 2021-12-01, Consent Calendar item f.

5. **Collective Bargaining Agreement Review** (*Collective Bargaining Management Team*)
(2:20 pm – 2:40 pm)
- The Chair will call an Executive Session pursuant to ORS 192.660. Discussions will be to provide a review of the final Collective Bargaining Agreement.
- ACTION: Information only, no action needed.**
- Public Discussion and Approval of Contract.
- ACTION: Motion to approve contract.**
- Management Compensation Recommendation.
- ACTION: Motion to approve management compensation.**
6. **Executive Committee Member Change** (*Executive Director Ryan Vogt*)
(2:40 pm – 2:45 pm)
- Councilor Alan Rowe is leaving, and Mayor Chas Jones will be replacing his “at large” position.
- ACTION: Information only, no action needed.**
7. **Subcommittee Bylaws Update** (*Executive Director Ryan Vogt*)
(2:45 pm – 2:55 pm)
- Recommendation to update and systematize subcommittee bylaws. ([Page 24](#))
- ACTION: Motion to approve recommendation to proceed.**
8. **Executive Director Update** (*Executive Director, Ryan Vogt*)
(2:55 pm – 3:10 pm)
- ACTION: Information only, no action needed.**
9. **OCWCOG Program Updates**
(3:10 – 3:25 pm)
- Senior, Disability, and Community Services Program Director, Randi Moore ([Page 25](#))
 - Community Economic Development Director, Jenny Glass ([Page 27](#))
 - Human Resources Manager, Ryan Schulze
- ACTION: Information only, no action needed.**
10. **Other Business** (*Chair Claire Hall*)
(3:25 – 3:30 pm)
11. **Adjournment** (*Chair Claire Hall*)
(3:30 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BOARD OF DIRECTORS COMMITTEE MINUTES
September 16, 2021
Via Zoom Video and Audio Conferencing**

Attendees: **Chair**, Commissioner Claire Hall, Lincoln County; **Treasurer**, Commissioner Pat Malone, Benton County; Mayor Rod Cross, Toledo; Councilor Alan Rowe, Adair Village; Mayor Greg Holland, Waldport; Councilor Joyce King, Depoe Bay; Mayor Alex Johnson II, Albany; Mayor Biff Traber, Corvallis; Councilor Angelita Sanchez, Sweet Home; Mayor Chas Jones, Philomath; Mayor Don Ware, Brownsville; Commissioner Gil Sylvia, Port of Newport; City Manager Nancy Brewer, Lebanon; Councilor Charlotte Thomas (Alternate), City of Harrisburg; and Councilor Riley Hoagland, Lincoln City.

Absent: **Vice Chair**, Mayor Jim Lepin, Millersburg; Commissioner Sherrie Sprenger; Mayor Dean Sawyer, Newport; Mayor Leslie Vaaler, Yachats; Councilor Jerry Gillson, Halsey; Councilor Carol Korn, Tangent; Councilor Debbie Nuber, Scio; and Mr. Robert Kentta, Confederated Tribes of the Siletz Indians

Staff: **Executive Director**, Ryan Vogt; Sr. Finance Director, Sue Forty; Community Economic Development Director, Jenny Glass; Senior, Disability, and Community Service Programs Director, Randi Moore; Human Resources Manager, Ryan Schulze; Senior Services Administrative Assistant Ashley Bogue, Community Economic Development Operations Supervisor Emma Chavez.

Public: No Attendees.

The Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors Committee Meeting was called to order by Chair, Commissioner Claire Hall on September 16, 2021 at 2:03 pm via Zoom Video and Audio Conferencing.

1. Welcome

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

2. Public Comment

There were no public comments.

3. Consent Calendar

- a. Approve Meeting minutes from July 15, 2021. (Page 4)
- b. Purchasing and Contracts Policy 2021 (Page 11)
- c. Resolution to release EDA's Federal Interest (Page 29)

Commissioner Pat Malone moved to approve the consent calendar. Mayor Rod Cross seconded. Motion carried.

4. Executive Director Update

Executive Director, Ryan Vogt spoke about the COVID 19 vaccine mandate. COG has been working through this and is having daily management meetings. A monthly coffee with the director meeting was held today where the discussion took place with COG staff attendees. COG also held a vaccine drive through today at the Albany office and will hold one in Toledo.

Director Vogt noted that the Tech Services Director moved on from COG a few months ago. The tech team has continued to move forward has been working to stabilize the system. OCWCOG entered into an Intergovernmental Agreement (IGA) with Lane Council of Governments (LCOG) to provide some additional tech services support and brought someone onboard once a week to assist with the more technical components. The Tech Director position went out for recruitment two weeks ago. There are currently three candidates. Director Vogt noted that it is encouraging that the economy is picking up.

Director Vogt also advised that the Finance Director recruitment has also been posted and it will remain open until filled. The current Finance Director, Sue Forty will be retiring this coming January. A handful of resumes have come in and interviews are scheduled for today and tomorrow. Second round interviews will be scheduled for the next couple of weeks. Director Vogt announced that if any OCWCOG Board members want would like to be involved in the interviews to please let him know.

In regards to closing the books; Director Vogt reported that OCWCOG is closing finance in a good spot. He also noted that the union and management bargaining session has been the most collaborative relationship he has been involved in.

Director Vogt noted that the Board has asked the COG to move forward in working with the City of Corvallis to pull together meetings throughout the region to help inform as to whether the region is interested in a bias response system and what that would look like. COG has been working closely with the city as the initial driver and funder of the project. A draft IGA has been developed and once it is finalized COG will be moving forward in bringing on a contractor.

Mayor Rod Cross asked if COG knows how many staff will be fully vaccinated by the October 18th deadline. Director Vogt stated that it is a moving target. The requirement by the Oregon Health Authority (OHA) covers a majority of staff, but not all staff. COG has narrowed down a list of which staff are expected to be mandated to be vaccinated. Yesterday, managers were also advised if they were expected to be vaccinated. The State has indicated that if an agency is actively working towards required staff being vaccinated; there will not be any consequences. With the Biden mandate, all staff would be required to get vaccinated or apply for an exception.

5. Vaccine Update

Human Resources Manager Ryan Schulze reported that under the OHA mandate; the total number of staff including managers that fall under the mandate are a total of eighty four. There are sixty six represented staff who had previously been identified. The bulk of the effected managers just received notice yesterday.

COG has been holding regular management huddles and union/management meetings. A vaccine clinic was made available at the Albany office today and one will be made available in Toledo on the 21st. COG is doing everything possible to ensure the opportunity to get vaccinated is made available to staff.

For the staff who are interested in exploring their options; Schulze has been meeting one on one with those individuals to ensure a clear understanding of the options. At the same time COG is developing an internal process on how to review exemptions. In order to maintain objectivity, Schulze advised that he is hoping to get partner agencies to assist with the review process in order to remove any possible bias. Schulze hopes to have the one on ones completed by end of next week.

Commissioner Pat Malone stated that this is definitely a work in progress. Over a week ago, Benton County signed a significant financial incentive to get vaccinated and then the Occupational Safety and Health Administration (OSHA) guidelines were announced. This caused the incentives to be placed on hold. Oregon State University (OSU) and University of Oregon (UofO) have implemented vaccine/testing policies for campus events. Commissioner Malone stated that weekly testing for those who are not vaccinated and proof of vaccination may be appropriate. He went on to note that more mandates look to be coming in bits in pieces and we must figure out the best way to proceed.

Commissioner Gil Sylvia asked if there is a difference on the mandate requirements based on whether a staff is working from the office or remotely. Schulze responded that many staff are working almost exclusively remotely. The way the OHA mandate is written is based on what staff would be doing normally and COG based the decision making from that perspective.

Chair Hall noted that this is truly a moving target changing day by day.

6. Financial Update

Finance Director, Sue Forty reported that the finance report is normally a consent calendar item. However, COG decided with it being a year-end report that it would be a good idea to put it on the regular agenda and allow for questions. Forty went on to advise that the memo includes historical data (last year compared to the current year). The grant revenue percentages are high this year and it's partly due to grant funds received from the Economic Development Administration (EDA) which were really helpful during the pandemic. Donations were also higher than normal as well as maintenance and repair costs. While staff have been teleworking, COG was able to take on projects that did not affect staff. Although there are some high percentages, COG is still within budget and there will not be any issues. Lastly, Forty reported that the memo section of the report gives the highlights she has reported.

Commissioner Malone asked why the federal revenue was decreased this year vs last year. Forty responded that there was a bit of a pullback of federal dollars in the title XIX contract after the budget was completed and since a supplemental is not needed to reduce dollars, COG simply does not receive the revenue and you would only see a reduction in the contract.

In regards to the financial section which shows all departments combined; Forty noted a rare 254% in miscellaneous revenue. She reported that this is due to the Technology Services Department selling salvaged copper wire. Additionally, there has been more loan activity than originally budgeted for and those numbers are expected to continue to increase. In staffing, it is fairly consistent but there are some vacancies. For positions that do not have any dollar amounts; that may be due to reclassifications and/or hiring of staff after the budget was completed. COG is well on track and there is nothing over budget that there should be concern about.

There were no additional questions from members.

Chair Hall noted that the COG reporting format is one of the best she has seen and it gives a nice clear picture of where the COG stands in the current fiscal budget.

7. Dept. of Land Conservation and Development Grant Applications and Letter of Support

Community and Economic Development (CED) Director, Jenny Glass reported that the CED department was able to apply for a grant through the Department of Land Conservation and Development (DLCD) to bring technical resources to the region. The opportunity is for a DLCD consultant to work with communities who opt in to receive technical support of a housing development code review. The intention is to provide the smaller rural communities more support around the housing goals. This does not bring any financial resources to the COG or member jurisdictions, it only provides technical support from DLCD.

Commissioner Malone asked if there is a pot of funds that we are competing for. Glass responded that it is a competitive process through DLCD and it is open throughout the State.

Glass went on to report that the Board had held discussions on how COG wanted to support housing work across the region. From a survey completed in 2019, it was pointed out that the COG would like to help with review and analysis. Glass reported that this grant would support that goal.

Chair Hall stated that she likes the concept and Mayor Biff Traber stated that supporting this, specifically for smaller cities is very helpful. Mayor Traber went on to note that Corvallis has taken advantage of the States technical assistance dollars to tune up codes. Having that assistance was very helpful and it makes sense to support the opportunity. Mayor Cross noted that Justin Peterson from COG who assists in their city has been great. However, the additional technical support would be helpful.

Mayor Traber motioned to approve the letter of support. Mayor Cross seconded. Motions carried.

8. Vacancy on Executive Committee for Benton County

Chair Hall asked for OCWCOG program updates to be completed prior to agenda item eight in order for the Linn and Lincoln county members to be released from the meeting and then Benton County members to hold an executive meeting. Director Vogt stated that that would work.

Vacancy discussion took place after agenda item ten:

Director Vogt advised that Benton County will have a vacancy at the Executive Committee when Councilor Alan Rowe moves to the coast. Councilor Rowe stated that once he leaves, the city will only have three people left; the Mayor and two councilors.

Mayor Traber and Commissioner Malone agreed not to nominate someone who is not present at the meeting. Being an Executive Committee member also requires membership in other COG standing committees such as the Cascades West Economic Development District (CWEDD). Director Vogt stated that there is no urgency and it makes sense to talk to potential members ahead of time. Members will reach out to potential members and provide an update for the next Board meeting.

9. OCWCOG Program Updates

There were no questions in regards to the program reports.

10. Other Business

No other business was discussed. Linn and Lincoln Counties exited the meeting and Benton County moved to agenda item 8.

11. Adjournment

With no further discussions, Chair Hall adjourned the meeting at 2.57 p.m.

Meeting minutes taken by Emma Chavez

2022 OCWCOG MEETING SCHEDULE

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

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

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

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

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

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

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

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

* Budget Committee work group meetings.

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

CASCADES WEST ECONOMIC DEVELOPMENT DISTRICT GOVERNING BOARD

BYLAWS

I. PURPOSE AND DUTIES

The purpose of the Cascades West Economic Development District Governing Board (District Board) is to serve as the governing body of the Cascades West Economic Development District (District), which is an Economic Development District Organization recognized by the federal U.S. Department of Commerce Economic Development Administration. Purpose and duties of the District are enumerated in its Articles of Agreement.

II. MEMBERSHIP, TERMS, VACANCIES, AND REMOVAL

- (A) The District shall be governed by a District Board of twenty (20) members, appointed as specified in the District's Articles of Agreement.
- (B) Each District Board member serving as a representative of the Lane Council of Governments (LCOG) Executive Committee or the Oregon Cascades West Council of Governments (OCWCOG) Executive Board shall serve on the Cascades West Economic Development District Governing Board as long as their Council of Governments term lasts. Each District Board member who is a county representative shall be reaffirmed or reappointed, annually.
- (C) County District Board Members are subject to removal if they miss two (2) consecutive District Board meetings. In such an event, the Council of Governments which originally appointed the representative may remove that member from the District Board. The district Governing Board may request the removal, but shall not have the power of removal.
- (D) In order to be eligible for various types of federal Economic Development Administration assistance, including public works and loan guarantee programs, areas must actively participate in the Economic Development District's planning process. County government participation provides for inclusion of its incorporated area. Active participation is defined as being a member of the Council of Governments:

III. ORGANIZATIONAL PROCEDURES

- (A) The District Board shall meet at least once a year. At least one (1) month notice shall be given to the membership for a regular meeting. Regular meetings shall be held in Benton, Lincoln, Lane, or Linn Counties.

- (B) Additional meetings in person, or electronically, may be called by the Chair with the concurrence of two (2) additional members, or by a majority of the full membership of the District Board.
- (C) Meetings may be held by telephone or other means of electronic communication, and the District Board members may participate in any meeting by telephone or other means of electronic communication with advance notice of 48 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all District Board members and any member of the general public can attend, understand, and either hear or read the comments of all members participating in the meeting.
- (D) Each member shall be entitled to one vote on matters before the District Board.
- (E) A quorum shall consist of a simple majority of the membership of the District Board.
- (F) Except as otherwise provided in these Bylaws, a simple majority of the members present and voting shall be sufficient to decide a question before the District Board.
- (G) Unless otherwise specified, Roberts Rules of Order Revised shall govern the proceedings of the meetings of the Board.

IV. OFFICERS

- (A) The officers of the District Board shall consist of a Chair and Vice-Chair elected from among the representatives and by the duly appointed representatives on the District Board for one-year terms after March 1st. Officers may be re-elected for up to three consecutive terms.
- (B) A vacancy in the office of Chair of the District shall be filled by the Vice-Chair for the unexpired term. In such an event, a new Vice-Chair shall be elected, at the next regular or special meeting of the District Board and they shall serve the balance of their term of that office.
- (C) Duties of the Chair: The Chair shall have general supervisory and direction powers of the District, shall preside at all District meetings, and shall be a non-voting ex-officio member of all committees of the District. The Chair is the sole official spokesperson of the governing body on all matters of policy and position, unless this responsibility is delegated in writing or electronically, to another member of the governing body, or a member of a board or committee appointed by the governing body.
- (D) Duties of the Vice-Chair: In the absence of the Chair, the Vice-Chair shall execute all the powers of the chair.

The Chair and Vice-Chair shall not be residents of the same Council of Governments Region.

V. ELECTION OF OFFICERS

- (A) An annual organizational meeting shall be held by the District Board no later than June 30th of each year during which officers for the coming year will be elected at that meeting
- (B) Nominations may be made from the floor and candidates receiving a simple majority vote of those members present at the annual organizational meeting shall be declared elected.

VI. COMMITTEES OF THE DISTRICT BOARD

- (A) A Comprehensive Economic Development Strategy Committee for the District will be appointed by the Boards of the Councils of Governments. Federal requirements and balancing membership between the two Council of Governments areas will be considered in appointing the Strategy Committee.
- (B) Executive Committee
 1. Composition: An executive committee shall consist of one representative from each County, and one at large member for a total of five. The board chair, and board vice chair, shall serve as the chair and vice chair respectively, of the executive committee. The representatives of each County shall be selected annually by the CWEDD board.
 2. Duties: The duties of the executive committee will include, but will not be limited to, acting on behalf of the CWEDD board between meetings. Taking action in situations determined by the Chair to be urgent. Be responsible for routine housekeeping duties, such as determining the content of agendas. Taking needed timely action on issues within the context of decisions or positions previously taken by the CWEDD board. However, the executive committee shall refrain from action on items that can wait for a regular CWEDD board meeting, and refrain from making decisions regarding project priorities.
 3. Chair and Vice-Chair: The chair and vice-chair of the board shall serve as the chair and vice chair of the executive committee and will have similar roles and authority as the chair and vice-chair of the board.
 4. Meetings and Quorum: A quorum shall be four of five members present. Alternates may serve on the executive committee if the representative is not able to attend a meeting and if the representative so decides. The Executive Committee shall meet as called by the Chair or CWEDD Staff. Meetings of the Executive Committee shall be conducted in compliance with the Oregon Public Meetings Law as described in ORS 192.610 through ORS 192.690.
 5. Decisions and Recommendations: Decisions and recommendations of the Executive Committee will be communicated to the CWEDD board. When possible that communication shall be in writing via a memorandum.

- (C) In order to carry out work of the District Board, committees may be created by a majority vote of the District Board. The purpose and scope of activity of each committee shall be outlined in writing.
- (D) The Chair may appoint committee chairs and members.

VII. STAFF AND FINANCES

- (A) The OCWCOG shall provide staff and administrative services for the Cascades West Economic Development District. The Executive Director of OCWCOG shall be the Executive Director of the Cascades West Economic Development District.
- (B) At the direction of the District Board, the Executive Director is empowered to pursue and enter into such contracts, grants, and agreements as to carry out the planning functions of the district consistent with the adopted Comprehensive Economic Development Strategy (CEDs).
- (C) The District shall be funded by grants, gifts, contracts, and contributions. All revenue shall be deposited with the OCWCOG for use in conducting the Cascades West Economic Development District work program. Cascades West Economic Development District funds so deposited shall be accounted for in a manner that maintains this identity separate from other revenues of OCWCOG; however, they shall be integrated into the OCWCOG normal accounting system and audited as a part of the OCWCOG's annual audit. OCWCOG will provide an annual account summary at the same meeting in which the Chair and Vice Chair will be elected.
- (D) Expenditures shall be authorized, approved and completed as if they were OCWCOG expenditures. The Cascades West Economic Development District shall be assessed its share of OCWCOG indirect costs in the same manner as other programs of OCWCOG.

VIII. AMENDMENTS

Amendments to these Bylaws shall be adopted by the Councils of Governments which are parties to the Articles of Agreement establishing the Cascades West Economic Development District. The District Board shall not amend its own bylaws, but may propose amendments for the consideration of the Councils of Governments.

IN WITNESS WHEREOF, the parties hereto have caused these Bylaws to be adopted by motion of their respective governing bodies, signed by the Chief Executive Officer and duly attested to by the respective clerk, recorder, or secretary.

OREGON CASCADES WEST
COUNCIL OF GOVERNMENTS

LANE COUNCIL OF GOVERNMENTS

Date

Date

ATTEST:



MEMORANDUM

DATE: December 2, 2021
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: Recommendation to approve Administrative Assistant 2 Classification and Salary Scale

Background:

On March 9, 2021, HR Manager, Ryan Schulze, received a formal reclassification request from Sandra Easdale, SEIU President, on behalf of an Administrative Assistant in the Senior and Disability Services Department.

Working with the supervisor and employee, we updated the Position Description (attached) and performed a classification analysis based on the duties. The analysis concluded that many of the duties being performed are at a higher level than the employees' existing Administrative Assistant classification and that no other existing classification at the COG was a good match. Therefore, we performed a market analysis and found the duties were closely aligned with an Administrative Assistant 2 classification, which exists at other similar agencies.

As a new classification, the salary scale is subject to bargaining:

Article 32 Section 1 (c), the Employer shall present all-new classifications or reclassifications to the Union at least thirty (30) working days prior to presentation to the Employer's Governing Board for adoption. The Union shall have fifteen (15) working days to request to bargain the salary of the reclassification or new classification. If the Union requests to bargain the salary, the Board's action to adopt will be deferred until bargaining is completed. The Employer and the Union may mutually agree to waive timelines.

SEIU requested to bargain the salary scale of the new classification. The tentatively agreed salary range for this position is 7% above the Administrative Assistant classification as follows (hourly rate shown):

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
17.90	18.78	19.72	20.72	21.75	22.84	23.98

This salary range is in alignment with similar classifications as discovered through a market study and also respects the effect on current OCWCOG classifications (compression). The scale, as tentatively agreed to, is 97% of the market average for comparable classifications.

Recommendation:

It is our recommendation the Board approves the addition of the Administrative Assistant 2 classification and the proposed salary scale to the OCWCOG represented salary schedule.



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MEMORANDUM

DATE: December 2, 2021
TO: OCWCOG Board of Directors
FROM: Sue Forty, Finance Director
RE: OCWCOG Financial Update

Please accept the following snapshot and Consolidated Revenue and Expense Statement for the period ending October 31, 2021, with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent. If you need additional information or clarification, please contact Finance Director Forty.

Snapshot by Major Line Item

	FY2022 Budget	OCT YTD	Percentage YTD	Prior Year YTD
Dues	330,506.00	280,614.82	84.90%	66.59%
Contracts	3,689,616.00	2,335,018.05	63.29%	25.08%
Grants	227,220.00	59,752.57	26.30%	18.67%
Donations	250,500.00	33,044.08	13.19%	27.37%
State Revenue	2,090,207.00	498,899.83	23.87%	22.65%
Federal Revenue	15,892,871.00	4,689,686.68	29.51%	25.35%
Coordinated Care	8,945,721.00	3,236,878.12	36.18%	29.15%
Total Income (all line items)	51,429,708.00	12,441,289.79	24.19%	20.33%
Total Payroll Expense	19,851,638.00	5,300,250.93	26.70%	28.50%
Contract Expense	12,323,439.00	3,274,930.80	26.57%	26.77%
Indirect Expense	2,572,175.00	857,371.32	33.33%	34.92%
Maintenance & Repair	103,000.00	15,813.86	15.35%	56.86%
Supplies	85,050.00	18,305.53	21.52%	30.27%
Telephone	131,820.00	43,666.14	33.13%	29.76%
Travel / Training	293,252.00	48,175.65	16.43%	6.38%
Total Expense (all line items)	51,429,708.00	10,379,667.20	20.18%	21.96%
Net Gain / (Loss)		2,061,622.59		

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

- Net/Gain (Loss) FY2021-2022 Budget, OCWCOG has a balanced budget. Net Gain/Loss is not accurate. Beginning Balance numbers are not currently recorded for any programs. We will record these numbers in the financial system once the annual audit is complete.
- Member dues are a once-a-year billing. Some FY2021-2022 dues have not been received from members.
- Contract revenue is high due to two (2) large contracts from the Oregon Department of Transportation (ODOT) for both Corvallis Area Metropolitan Planning Organization (CAMPO) and Albany Area Metropolitan Planning Organization (AAMPO). These are front-loaded contracts, so revenue appears high but will even out over the coming months.
- Grant revenue is down slightly. Staff is always researching additional grant opportunities and applying as they come available.
- Donations revenue is low. Programs are working with the newly hired communication staff on program visibility and various ideas around boosting the donations for the agency.
- State revenue contract percentages are low due to the programs being reimbursement-based and are billed in the month after the expense is incurred.
- Federal revenue contract percentages are low due to the programs being reimbursement-based and are billed in the month after the expense is incurred.

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

- Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of October 31, 2021, there were seven (7) vacant positions that are open with active recruitment.
- Contract expense is on track.
- Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- Maintenance and Repair expense is low. We are mid-project currently on a few building projects and expect to see this level out as we wrap up projects.
- Supply costs are down. The organization continues to monitor these costs. Many staff is still in a telework situation due to COVID. I anticipate this to stay on track.
- Telephone is on budget.
- Training and Travel continues to be low. Teleworking has significantly reduced mileage reimbursements. We will see this start to rising once staff is meeting in person with consumers again.

- END OF DOCUMENT -

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended October 31, 2021

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 33.33%

Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants	\$ 1,713.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000725	Beg Bal-Restrict for Contracts	\$ 3,648,471.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000735	Beg Bal-Restricted Reconcile	\$ 1,326,704.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000740	Beg Bal-Restricted for Other	\$ 3,979,342.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000745	Beg Bal-Restrict Reserve	\$ 2,567,700.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000750	Beg Bal-Unrestricted	\$ 4,377,114.00	\$ -	0.00%	These will be entered once the annual audit is complete.
000801	Dues	\$ 330,506.00	\$ 280,614.82	84.90%	Some member dues have not been received.
000802	Fees For Service	\$ 137,000.00	\$ 33,199.85	24.23%	
000803	Internal Transfer	\$ 2,577,114.00	\$ 857,836.77	33.29%	
000804	Miscellaneous Revenue	\$ -	\$ 1,452.97	0.00%	
000805	Contract Revenue	\$ 3,689,616.00	\$ 2,335,018.05	63.29%	Two (2) large front loaded contracts.
000806	Grant Revenue	\$ 227,220.00	\$ 59,752.57	26.30%	
000807	Donations	\$ 250,500.00	\$ 33,044.08	13.19%	Donations are down. There are some projects ideas ramping up to get some additional revenue.
000808	Interest Revenue	\$ 276,756.00	\$ 68,176.13	24.63%	
000809	Transfers In	\$ 10,000.00	\$ -	0.00%	
000819	Special Event Revenue	\$ 20,000.00	\$ -	0.00%	
000820	Program Meals Revenue	\$ 160,000.00	\$ 60,691.49	37.93%	
000822	Loan Packaging Fees	\$ 4,000.00	\$ 510.00	12.75%	this is based on loan closing fee. This will vary throughout the year.
000823	Program Income	\$ 711,153.00	\$ 237,153.72	33.35%	
000824	Match	\$ 48,000.00	\$ 10,205.00	21.26%	This revenue comes in a various times.
000826	Borrowers Fees	\$ 3,000.00	\$ 2,542.86	84.76%	account may not be budgeted high enough. We will watch this one.
000828	Service Fees	\$ 5,000.00	\$ 2,161.88	43.24%	Budget may be low, we will keep an eye on this account.
000829	Program Administration	\$ 150,000.00	\$ 33,464.97	22.31%	removed and A/R for over bill in the previous year.
000840	Veterans	\$ 113,684.00	\$ -	0.00%	Billing for quarter not yet received.
000841	Oregon Project Independence	\$ 990,000.00	\$ 311,352.92	31.45%	
000843	ODOT	\$ 986,523.00	\$ 187,546.91	19.01%	Billing is reimbursement based, one month behind.
000846	Coordinated Care	\$ 8,945,721.00	\$ 3,236,878.12	36.18%	

000860	Economic Development Admin	\$ 265,500.00	\$ -	0.00%	Have not billed to date, verifying with project manager.
000862	Older Americans Act	\$ 1,300,000.00	\$ 278,672.00	21.44%	Billing is reimbursement based, one month behind.
000863	Title XIX	\$ 13,174,371.00	\$ 3,962,844.34	30.08%	
000864	Federal Senior Meals	\$ 800,000.00	\$ 175,849.95	21.98%	Billing is reimbursement based, one month behind.
000865	USDA	\$ 95,000.00	\$ -	0.00%	Have not bill this revenue source yet.
000867	Federal Match	\$ 50,000.00	\$ 270,457.39	540.91%	Includes \$269,000 for prior year June 2021.
000868	Environmental Protection Agency	\$ 200,000.00	\$ -	0.00%	Have not billed to date, verifying with project manager.
000869	Siletz Revenue	\$ 8,000.00	\$ 1,863.00	23.29%	
	REVENUE	\$ 51,429,708.00	\$ 12,441,289.79	24.19%	

Expenses year-to-date over budget

000410	Leave Benefits	\$ 686,141.00	\$ 199,619.69	29.09%	
000420	Fringe Benefits	\$ 1,086,863.00	\$ 274,552.56	25.26%	
000421	Insurance Benefits	\$ 3,401,337.00	\$ 896,852.57	26.37%	
000425	PERS Benefits	\$ 3,074,469.00	\$ 840,116.23	27.33%	
000430	PERS Reserve	\$ 227,339.00	\$ 30,028.18	13.21%	
0001ED	Executive Director	\$ 155,070.00	\$ 50,735.00	32.72%	
0004PD	Program Director	\$ 479,993.00	\$ 118,109.47	24.61%	
0010PM	Program Manager	\$ 268,586.00	\$ 29,627.00	11.03%	One vacant position
0013PS	Program Supervisor	\$ 819,433.00	\$ 247,601.75	30.22%	
0019PM	Personnel Manager	\$ 105,817.00	\$ 34,070.00	32.20%	
0022SA	Senior Accountant	\$ 62,393.00	\$ -	0.00%	Position is currently vacant.
0046CM	Case Manager	\$ 2,686,844.00	\$ 737,444.00	27.45%	
0053CC	Contracts Coordinator	\$ 87,918.00	\$ 35,196.60	40.03%	
0055CS	Clerical Supervisor	\$ 128,672.00	\$ 57,448.12	44.65%	
0058AP	Assistant Planner	\$ 110,656.00	\$ 57,086.14	51.59%	
005PIO	Public Information Officer	\$ 111,063.00	\$ 4,554.37	4.10%	Started in November.
0060AS	Accounting Specialist	\$ 58,391.00	\$ 16,662.53	28.54%	
0064ES	Eligibility Specialist	\$ 1,349,473.00	\$ 372,535.89	27.61%	
0064MM	Money Management Coord	\$ 50,478.00	\$ 4,163.04	8.25%	This position is recorded in Eligibility Specialist. Correction to follow.
0067EA	Executive Assistant	\$ 81,369.00	\$ 20,208.43	24.84%	
0070AC	Accounting Clerk II	\$ 52,510.00	\$ 18,024.58	34.33%	
0076AA	Administrative Assistant	\$ 397,005.00	\$ 94,334.69	23.76%	
0076BO	Business Officer	\$ 62,916.00	\$ 19,698.82	31.31%	
0085CS	Clerical Specialist	\$ 349,811.00	\$ 89,727.69	25.65%	
0085SA	Senior System Admin	\$ 76,570.00	\$ -	0.00%	Position is currently vacant.

0085WS	Workstation Support Specialist	\$	107,562.00	\$	31,776.22	29.54%	
013SLO	Senior Loan Officer	\$	84,007.00	\$	23,284.30	27.72%	
013TSM	Transportation Manager	\$	81,655.00	\$	21,908.60	26.83%	
025NSS	Network Support Specialist	\$	65,454.00	\$	20,994.41	32.08%	
031CDP	CED Planner	\$	376,527.00	\$	57,400.10	15.24%	Position is currently vacant.
034APS	Adult Protective Services Spec	\$	770,755.00	\$	254,447.27	33.01%	
037DTC	Diversion & Transition Coord	\$	201,122.00	\$	61,782.00	30.72%	
037LCM	Lead Case Manager	\$	227,501.00	\$	62,907.26	27.65%	
045ISS	Information Support Specialist	\$	-	\$	26,774.57	0.00%	Position is currently vacant.
052ALO	Assistant Loan Officer	\$	50,079.00	\$	13,320.03	26.60%	
055SMS	Senior Meals Supervisor	\$	48,165.00	\$	16,256.00	33.75%	
055VSO	Veterans Service Officer	\$	44,634.00	\$	17,433.44	39.06%	
060FMC	Facility Maint. Coordinator	\$	52,425.00	\$	16,086.08	30.68%	
061LES	Lead Eligibility Specialist	\$	57,080.00	\$	18,133.28	31.77%	
064ADR	ADRC Specialist	\$	243,569.00	\$	54,650.47	22.44%	
064ALW	Asst. AFH Licensing Worker	\$	119,481.00	\$	36,336.93	30.41%	
067CEA	Confidential Executive Assist	\$	46,320.00	\$	11,839.42	25.56%	
073MRW	Medical Resource Worker	\$	42,358.00	\$	13,143.38	31.03%	
075LTB	Lead Trans Brokerage Spec.	\$	48,994.00	\$	14,326.24	29.24%	
075TBS	Transportation Brokerage Spec.	\$	359,544.00	\$	85,859.43	23.88%	
076IHA	In Home Assistant	\$	430,497.00	\$	95,575.63	22.20%	
082SMC	Senior Meals Coordinator	\$	40,885.00	\$	12,567.90	30.74%	
090RSM	Relief Site Manager	\$	25,000.00	\$	8,378.07	33.51%	
099EXH	Extra Hire	\$	162,405.00	\$	16,796.57	10.34%	
88MSM3	Meal Site Manager 3	\$	194,502.00	\$	59,875.98	30.78%	
	PERSONNEL	\$	19,851,638.00	\$	5,300,250.93	26.70%	
000504	Advertising	\$	20,590.00	\$	9,751.90	47.36%	Large amount of vacant positions we are advertising for.
000506	Auto Expense	\$	17,000.00	\$	1,667.92	9.81%	
000510	Bank Charges	\$	15,175.00	\$	3,941.88	25.98%	
000513	Board/Comm/Meeting Expense	\$	32,250.00	\$	746.88	2.32%	
000516	Computer Maintenance	\$	179,530.00	\$	53,635.37	29.88%	
000521	Contract Administration	\$	1,500.00	\$	477.40	31.83%	
000522	Contract Expense	\$	12,323,439.00	\$	3,274,930.80	26.57%	
000523	Admin Contract Expense	\$	500,000.00	\$	187,348.92	37.47%	
000525	Copying	\$	62,500.00	\$	9,058.68	14.49%	

000531	Dues and Memberships	\$ 31,615.00	\$ 8,453.34	26.74%	
000532	Equipment Expense	\$ 1,000.00	\$ -	0.00%	
000533	Finance Indirect	\$ 568,185.00	\$ 189,394.60	33.33%	
000534	Indirect Expense	\$ 1,198,046.00	\$ 399,348.44	33.33%	
000535	Furniture & Fixtures	\$ 111,578.00	\$ 7,174.23	6.43%	
000537	Insurance	\$ 76,763.00	\$ 72,579.20	94.55%	Annual Insurance payment
000540	Interest Expense	\$ 16,000.00	\$ 10,036.04	62.73%	Lending interest is higher than budgeted.
000541	Loan Legal Expense	\$ 50.00	\$ -	0.00%	
000542	Legal Services	\$ 38,500.00	\$ 3,230.00	8.39%	
000543	Licenses and Fees	\$ 161,630.00	\$ 70,584.19	43.67%	
000546	Loan Fees	\$ 3,100.00	\$ 4,766.82	153.77%	Business Lending is processing more loans than budgeted.
000549	Maintenance and Repair	\$ 103,000.00	\$ 15,813.86	15.35%	
000550	Marketing Expense	\$ 4,150.00	\$ 2,808.65	67.68%	Various programs doing marketing and outreach
000551	Taxes	\$ 2,500.00	\$ -	0.00%	
000553	Loan Admin Exp	\$ 150,000.00	\$ 29,638.93	19.76%	
000555	Postage	\$ 47,520.00	\$ 10,741.30	22.60%	
000558	Printing	\$ 15,050.00	\$ 2,487.38	16.53%	
000561	Rent	\$ 735,039.00	\$ 243,044.49	33.07%	
000564	Resource Reserve	\$ 30,000.00	\$ -	0.00%	
000567	Supplies	\$ 85,050.00	\$ 18,305.53	21.52%	
000568	Stipend	\$ 147,072.00	\$ 36,708.97	24.96%	
000570	Technology Indirect	\$ 805,944.00	\$ 268,628.28	33.33%	
000573	Telephone	\$ 131,820.00	\$ 43,666.14	33.13%	
000575	Special Event Expense	\$ 20,000.00	\$ -	0.00%	
000576	Training	\$ 109,902.00	\$ 17,360.94	15.80%	
000577	Volunteer Recognition	\$ 20,500.00	\$ 6,810.78	33.22%	
000578	Meal Delivery Travel	\$ 68,000.00	\$ 10,531.56	15.49%	
000579	Travel	\$ 115,350.00	\$ 20,283.15	17.58%	
000580	Transfers Out	\$ 35,000.00	\$ -	0.00%	
000582	Utilities	\$ 65,000.00	\$ 16,378.53	25.20%	
000583	Operating Contingency	\$ 8,141,672.00	\$ -	0.00%	
000584	Janitorial	\$ 90,600.00	\$ 27,792.00	30.68%	
000585	Unappropriated EFB for future	\$ 4,852,567.00	\$ -	0.00%	
	MATERIALS AND SUPPLIES	\$ 31,134,187.00	\$ 5,078,127.10	16.31%	
000595	Capital Purchase	\$ 283,000.00	\$ -	0.00%	

000596	Leasehold Improvement	\$ 112,393.00	\$ -	0.00%
	CAPITAL OUTLAY	\$ 395,393.00	\$ -	0.00%
000598	Principal Payment	\$ 43,333.00	\$ -	0.00%
000599	Interest Expense	\$ 5,157.00	\$ 1,289.17	25.00%
	DEBT SERVICES	\$ 48,490.00	\$ 1,289.17	2.66%
	Expense	\$ 51,429,708.00	\$ 10,379,667.20	20.18%
		\$ -	\$ 2,061,622.59	0.00%

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

**RESOLUTION # 2021-12-01
Authorizing Signing and Endorsing Checks and Other Instruments**

WHEREAS, U.S. BANK OF OREGON, UMPQUA BANK, WASHINGTON FEDERAL SAVINGS, CITIZENS BANK, OREGON INVESTMENT POOL, and any other bank deemed appropriate by the Executive Director, or Board Designee, be and are hereby selected as depositories of funds of Oregon Cascades West Council of Governments, and that the Chairperson and the Executive Director, or Board Designee, of Oregon Cascades West Council of Governments are authorized to establish such accounts, and that checks or drafts withdrawing said funds may be signed by any two of the following:

- 1. _____, Chairperson
- 2. _____, Vice-Chairperson
- 3. _____, Executive Director
- 4. _____, Finance Director
- 5. _____, Program Director, Community and Economic Development
- 6. _____, Program Director, Senior and Disability Services
- 7. _____, Program Supervisor, Senior and Disability Services

WHEREAS, that the above named banks, Oregon Investment Pool, and any other bank deemed appropriate by the Board of Directors, Executive Director, or Board Designee, are authorized to honor and pay any and all checks and drafts of Oregon Cascades West Council of Governments signed as provided herein, whether or not payable to the person or persons signing them; and that checks, drafts, bills of exchange, and other evidences of indebtedness may be endorsed for deposit to the accounts of Oregon Cascades West Council of Governments by any of the foregoing or by any other employee or agent of Oregon Cascades West Council of Governments and may be endorsed in writing or by stamp and with or without the designation of the person so endorsing.

WHEREAS, that the authority hereby conferred shall remain in force until written notice from the Board of Directors, Executive Director, or Board Designee, of Oregon Cascades West Council of Governments states that a person or persons authorization has been revoked, or a new authorizing resolution is adopted and presented to the banks named above. The signature of the Board Chair and Vice-Chair shall be binding upon Oregon Cascades West Council of Governments.

NOW, THEREFORE BE IT RESOLVED that the signatures on this resolution are the signatures of the persons authorized to sign for and on behalf of this organization.

Clair Hall
Chair

Date

Vote: Yes ___ No ___ Abstention ___



MEMORANDUM

DATE: December 2, 2021
TO: OCWCOG Board of Directors
FROM: Ryan Vogt, Executive Director
RE: Standing Committees Bylaws Review Recommendation

Background:

According to the Articles of Agreement and Bylaws for the OCWCOG, the Board may create committees as necessary to carry out the work of the Board. The Bylaws specifically name 7 standing committees:

- Cascades West Area Commission on Transportation (CWACTION)
- Community and Economic Development Committee
- Senior Services Advisory Committee (SSAC)
- Disability Services Advisory Committee (DSAC)
- Finance Committee
- Loan Program Advisory Committee (LPAC)
- Transportation Brokerage Advisory Committee (TBAC)

* In addition a Budget Committee exists as a requirement of the State.

The Bylaws of the COG requires each standing committee to develop their own Bylaws for their operation. The committee Bylaws and any proposed amendments must be approved by the Board. Furthermore, the Board may create new, or dissolve existing committees as it sees fit.

Current Situation:

The Bylaws for the standing committees are sorely in need of review. The Bylaws are inconsistent in design, place an undue burden on Executive Committee members, and in some cases are missing altogether. The Community and Economic Development Committee has not been meeting for several years. Additionally, the LPAC, TBAC, Finance and Budget committees require the entire Executive Committee to be members. In most cases the Executive Officers of the Executive Committee also serve as the Executive Officers of the standing committees.

Recommendation:

The agency will take a "first pass" at aligning the Bylaws of the above committees as to the consistency of documentation. The drafts will include updated purpose, voting, quorum, and other standard operations of each committee, and will be captured with a consistent approach and format. We will return to the January 2022 Board meeting with the DRAFT documents for review. We will also include recommendations as to the continuation/discontinuation of any of the committees.

Decision Point:

How does the Board wish to decide on membership for the various committees?

- A) Have the Executive Committee deliberate and propose to full Board
- B) Establish a subcommittee of the Board to deliberate and propose to full Board



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MEMORANDUM

DATE: December 2, 2021
TO: OCWCOG Board of Directors
FROM: **Alicia Lucke**, Program Supervisor, Community Services
RE: **Senior, Disability, and Community Service Updates**

The OCWCOG Community Services Programs Department typically trends busy in both grant writing and service delivery operations during the month of November, with this year as no exception. This month, most of the uptick in activities center around Medicare benefits options counseling, Veterans Day activities, and financial coach expansion activities through our Stand By Me – Oregon Program. Program highlights include:

RSVP's Senior Health Insurance Benefits Assistance (SHIBA) Program:

- OCWCOG SHIBA volunteers, trained and certified by the State of Oregon in benefits options counseling, are wrapping up its Medicare Annual Enrollment Period (AEP), held October 15th through December 7th each year. A free service to Medicare recipients, 22 volunteer counselors from Linn, Benton, and Lincoln counties are helping a total of 879 residents from July 1st to the present, with 470 being during the AEP cycle. Clients can speak to a free SHIBA counselor, one on one, via telephone or Zoom during the COVID-19 pandemic. In addition, limited in-person counseling services are also now available at the Corvallis Community Center and the Sweet Home Elks Lodge.
- In addition to reviewing plan options, SHIBA counselors routinely screen eligible clients for cost-saving credits like the Limited Income Subsidy (LIS), which helps pay for prescription drug costs. From July 1st to the present, a total of 157 clients were screened for financial assistance.
- This month, SHIBA counselors from Newport and Albany joined together to host a virtual *New to Medicare Seminar* via Zoom, highlighting Medicare parts A, B, C, and D. The presentation included information on Elder Justice, as several SHIBA volunteers are dually certified in Senior Medicare Patrol (SMP). SMP helps report Medicare fraud to the Department of Justice (DOJ).

Benton County Veterans Service Office (VSO):

- During Quarter 1, FY22, the Benton County VSO held interviews with over 164 local veterans to aid in the VA claims process. In addition, 24 clients were helped with housing assistance, 20 with medical and dental assistance, four (4) with crisis navigation, and ten (10) with financial assistance.
- The Benton County VSO applied for and was awarded a Suicide Prevention Grant from the Oregon Department of Veteran Affairs to conduct two outreach events from November 1st, 2021, – June 30th, 2022.
- The Benton County VSO will co-host, along with Samaritan Health Services, a Cold Gear event, on December 17th from 10:00 am – 2:00 pm at the Corvallis Elks Lodge.

- The Benton County VSO will host a series of Mental Health First Aid for Veterans courses in the spring of 2021.
- The Benton County Veteran Service Office had the opportunity to help celebrate the 100th birthday of one of our local veterans, Milton “Mickey” Cohen. Mickey served in the Army as an infantryman on the European Front of World War II. He was injured in the line of duty and was awarded a Purple Heart for his service and sacrifice. Read more about the special birthday celebration here: [Nov_NL_External_21.pdf \(ocwcog.org\)](#)

Stand By Me - Oregon:

- Stand By Me – Oregon, a program replica from the highly successful Stand By Me from the State of Delaware, has a total of 6 trained financial literacy coaches with another six (6) coaches scheduled for new coach training this coming January.
- The Program has expanded from its original community service partners (Strengthening Rural Families - Benton County and KidCo Head Start) to include the Center Against Rape and Domestic Violence (CARDV) and Community Services Consortium’s Lincoln County Head Start Programs.
- Thanks to a grant from The Oregon Community Foundation, Stand By Me coaches received specialized training from DevNW during November, with specialized courses on Obtaining and Improving Credit, Creating Savings, Decreasing Debt, and Student Loans/Home Buying. A portion of every training was also conducted in Spanish to give our Spanish-speaking coaches practice their second language.
- In November, after a successful letter of intent and grantee applicant interview, Stand By Me was invited to submit a full proposal this December to the Collins Foundation in support of its expansion.
- In addition, OCWCOG submitted a federal grant proposal for American Rescue Plan (ARP) funds to support Stand By Me expansion activities through its existing AmeriCorps Seniors Programs. If awarded, these funds would help to recruit, train, and recognize Stand By Me volunteers who are ages 55+, starting March 2022.

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MEMORANDUM

DATE: December 2, 2021
TO: OCWCOG Board of Directors
FROM: **Jenny Glass**, Community and Economic Development Director
RE: **Community and Economic Development Updates**

Corvallis Area Metropolitan Planning Organization (CAMPO)

- We are working on the Regional Transportation Plan (RTP) draft and will post it, for public comment, by December 10, 2021.

<https://corvallisareampo.org/planning-programming/rtp/>

Albany Area Metropolitan Planning Organization (AAMPO)

- We have completed a second bicycle and pedestrian plan survey related to project preferences. The draft plan is expected this winter.
- We have continued to co-manage the Jefferson transportation system plan (TSP). The TSP adoption is expected in early 2022.
- We have drafted an update to the MPO's public participation plan (PPP).
- We have completed the MPO's annual Title VI accomplishments reporting.
- We promoted the Linn-Benton Loop's expanded bus service at two (2) in-person events.

Cascades West Area Commission on Transportation (CWACT)

- The Connect Oregon program has returned, which is one CWACT used to have significant influence in prioritizing. The open house/public comment period will start in January when CWACT will prioritize projects within our region. Then, in March, the CWACT chair and vice-chair will participate in a second prioritization round for the projects within ODOT Region Two (2), which includes four (4) other ACTs.
- The Albany transit project has been on hold while Albany Transit System staff were hiring and training for the Loop expanded service, the routes are set, and now we just need to finalize stop locations – which will likely be phased due to needing new stops to be ADA compliant.
- The mobility hub project is about to start. We have selected a consultant but need to finalize the scope and cost before contracts are signed.

Cascades West Transportation Options (CWTO)

- We tabled events at Linn Benton Community College and Oregon State University.
- Our new employer outreach program – trifold brochure is attached.
- We created DMV packets for area DMVs to provide transportation options to seniors who may no longer be able to drive.
- We had over 1,400 participants in the statewide "Get There Challenge."

PLANNING

Cascades West Economic Development District (CWEDD)

- We held virtual meetings on September 30th and November 18th.

- We established the first CWEDD Executive Committee, which the OCWCOG Executive Committee approved on October 15th.
- We have made progress establishing relationships with existing groups (Mid-Valley Partners, Broadband Action Team, and Cascades West Regional Consortium) to serve as workgroups for implementing the Comprehensive Economic Development Strategy (CEDS).
- We formed a childcare working group of the CEDS for Linn, Benton, and Lincoln counties to address childcare business needs and workforce issues.
- We will continue to market the CARES funding recipients on Facebook and LinkedIn. We reach around 500-1100 people on LinkedIn for most project posts and have community engagement on every post.
- The work with Corvallis Economic Development Office continues on the state business registry emergency declaration access for cities/counties.
- We have applied for a ~\$200k Business Oregon Technical Assistance Grant for supporting childcare businesses.

Housing

- The City of Toledo amended its housing code to support missing middle housing development and reduce development code barriers to housing development. Toledo also received funding for a Housing Needs Analysis from the Department of Land Conservation and Development (DLCD)
- The DLCD funded housing implementation plan is kicking off – we will be working closely with 3J Consulting to provide tailored housing development support to Toledo, Harrisburg, Philomath, and Sweet Home and a general regional tool kit for any city to use. As part of this project, two (2) public forums on housing needs will be held to gather input and share results and a tool kit.

CASCADES WEST RIDELINE

- RideLine will begin providing rides for Samaritan Advantage Health Plan members in January 2022.
- We will increase RideLine capacity for wheelchair rides by bringing on another wheelchair provider in December.

Data – August 2021 to October 2021

There were 3,196 Non-Emergent Medical Transportation RideLine clients who received transportation in the last three (3) months, taking a total of 37,817 trips. 22,757 trips were sedan trips, and 9,012 were mileage reimbursements and the rest were other modes of transport.

	Trips	Clients
Linn County	22,591	1,758
Benton County	7,223	614
Lincoln County	7,363	724
All other counties	640	100
Regionally	37,817	3,196

In total, for this period, *78,185 individuals are eligible for transportation assistance in CWCOG’s tri-county region. The majority of transportation services are for physical, mental, and dental health. The two (2) highest concentration of transportation services continues to be around drug and alcohol treatment and mental health.

Oregon Health Plan Enrollment by County in August 2021

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

*78,185 is how many individuals were eligible for RideLine. Our total enrollment plan includes clients that were eligible through other CCOs.

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