



Budget Committee Meeting Packet

July 18, 2019, 1:00 pm

Cascades West Center
1400 Queen Avenue, SE
2nd Floor, Large Conference Room
Albany, OR 97322

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

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

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BUDGET COMMITTEE AGENDA
July 18, 2019
1:00 pm**

Cascades West Center
1400 Queen Avenue SE
Albany, OR 97322

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

1. **Public Comment** (*Budget Chair Sharon Konopa*)
(1:05 – 1:10 pm)

Floor will be open to the public for comment.

ACTION: Information only.

2. **Minutes of the Previous Meeting** (*Budget Chair Sharon Konopa*)
(1:10 – 1:15 pm)

Review of the May 16, 2019 Budget Committee minutes (Page 4).

ACTION: Motion to approve the minutes of the May 16, 2019 Budget Committee meeting.

3. **Fiscal Year (FY) 2019-2020 Supplemental Budget** (*Finance Director Sue Forty*)
(1:15 – 1:25 pm)

Staff will present proposed *Supplement Budget for FY2019-2020* (Page 6).

ACTION: Motion to recommend to the Board of Directors the adoption of the Supplemental Budget.

4. **Other Business** (*Budget Committee Chair*)
(1:25 – 1:30 pm)

5. **Adjournment** (*Budget Committee Chair*)
(1:30 pm)

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OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
BUDGET COMMITTEE Minutes
May 16, 2019
1:00 pm

MEMBERS: Mayor Sharon Konopa, Albany; Mayor Biff Traber, Corvallis; Mayor Jim Lepin, Millersburg; Commissioner Pat Malone, Benton County; Commissioner Claire Hall, Lincoln County; and Commissioner Annabelle Jaramillo, Benton County and Cascades West Area Commission on Transportation Chair.

VIDEO: Deputy Director Rachael Maddock-Hughes, Oregon Cascades West Council of Governments (OCWCOG).

VIA PHONE: Commissioner Anne Schuster, Benton County.

OCWCOG STAFF: Executive Director Fred Abousleman; Finance Director Sue Forty; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; and Administrative Assistant Janet Hughes.

The OCWCOG's Budget Committee Meeting was called to order by Chair Sharon Konopa at 1:08 pm at the Cascades West Center in Albany.

1. Public Comment

No comments.

2. Minutes of the Previous Meeting

Commissioner Claire Hall made a motion to approve the minutes of the March 21, 2019 OCWCOG Budget Committee minutes. Mayor Jim Lepin seconded. Motion passed unanimously.

3. Fiscal Year 2019 – 2020 Work Program & Budget Review

Finance Director Sue Forty said there were no changes to the *Fiscal Year 2019 – 2020 Work Program & Budget (Budget)*, other than a few minor adjustments, such as a few subtle changes in the Finance Budget pages. Staff added two contracts with Coastal communities that came in since the original document was published. Finance Staff also increased contract revenue, and a one-time increase for supplies and computers.

Finance Director Forty stated that the *Budget* is stable, however there is not any growth moving forward. Staff needs to find more revenue sources.

Chair Konopa asked if there were any layoffs. Executive Director Fred Abousleman replied that no; there were no staff layoffs.

Executive Director Abousleman noted that the organization is rapidly hiring approximately 25 full-time employees, specifically in Senior and Disability Services (SDS) and *RideLine*. Executive Director Abousleman commented that SDS Director Randi Moore has managed these hires well, and soon the SDS program will be one of the largest regional SDS programs in the State.

Chair Konopa asked about the status of the Public Employees Retirement System (PERS), and its impact on the SDS program. Finance Director Forty noted that all Title 19 monies and this *Budget* are at a higher tier this year. OCWCOG has a PERS Reserve, which is funded by indirect returns. The Board has to authorize the use of this Reserve.

Finance Director Forty stated that Staff will present a supplemental *Budget* in July. Additions that need to be made include: *Stand by Me*, a new program; *Foster Grandparent* and *Senior Companion Programs* have received more/new funds; Additional funding for the Benton County Veterans Services Office; among others.

Executive Director Abousleman discussed the *Stand by Me* program, a lifelong financial empowerment program that the State of Delaware has been promoting. The Program embeds financial coaches in local community organizations (HeadStart, Veterans' Offices, Senior Centers, etc.) who then provide one-on-one coaching to program participants. It is open to all residents in the State of Delaware. Community and Economic Development Director Phil Warnock, SDS Director Moore, and Deputy Director Maddock-Hughes traveled to Delaware to learn more about the program. OCWCOG are looking to start the program, with a smaller geographical footprint. If successful, Staff will look to launch Region-wide. This is a powerful tool. Commissioner Malone stated that Delaware has been doing this for some time, no other region across the States has signed up. He thinks it will be a great program for here.

Mayor Lepin made the motion to recommend approval of the *Fiscal Year 2019 – 2020 Work Program & Budget* to the Board of Directors. Mayor Biff Traber seconded the motion. Motion passed unanimously.

Commissioner Hall made the motion to approve *Fiscal Year 2019 – 2020 Work Program & Budget*, and recommend adoption of Resolution #19-05-3 to the Board of Directors. Mayor Lepin seconded the motion. Motion passed unanimously.

4. Other Business

None

5. Adjournment

No further business, the meeting was adjourned at 1:24 pm.

Meeting notes taken by Janet Hughes.



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MEMORANDUM

DATE: July 18, 2019
TO: OCWCOG Board of Directors
FROM: Sue Forty, Finance Director
RE: *Fiscal Year 2019-2020 Budget*

After the *Fiscal Year 2019-2020 Budget (Budget)* was adopted in May of 2019, the Oregon Cascades West Council of Governments (OCWCOG) has been the recipient of additional funds to enhance service in two (2) program areas:

- Benton County Veterans Services program was awarded an additional \$14,330.00 in contract revenue from Benton County.
- The *Stand By Me (\$BM)* program has been added to the Community Services Program that requires appropriation of funds.

\$BM is designed to increase the Region's economic vibrancy by providing financial empowerment coaching and toolkits to help individuals, families, and businesses achieve and maintain personal financial security.

OCWCOG feels it is important to have a *Budget* that reflects the most accurate numbers available. This *Supplemental Budget* brings the revenue and expenditures for the agency in line with what will be received and expensed.

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

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

Resolution # 19-07-05 – Adoption of Supplemental Budget for Fiscal Year 2019-2020

WHEREAS, the Board of Directors adopted a *Fiscal Year 2019-2020 Budget* at the May 16, 2019 Board meeting; and

WHEREAS, Oregon Cascades West Council of Governments became aware of a condition that had not been ascertained at the time of the preparation of the budget for the current year, which requires a change in the *Fiscal Year 2019-2020 Budget*.

NOW THEREFORE, BE IT RESOLVED:

That the Oregon Cascades West Council of Governments Board of Directors does hereby adopt the *Supplemental Budget* listed below:

| REVENUE | ADOPTED 2019-2020 | SUPPLEMENTAL Change for 2019- 2020 | NEW ADOPTED 2019-2020 |
|---------------------------|----------------------|------------------------------------------|--------------------------|
| Beginning Fund Balance | 10,901,004 | | 10,901,004 |
| State Revenue | 1,767,749 | | 1,767,749 |
| Federal Revenue | 13,172,333 | | 13,172,333 |
| Local Revenue | 1,251,049 | | 1,251,049 |
| Program Revenue | 13,705,299 | 99,330 | 13,804,629 |
| Total Revenue | 40,797,434 | 99,330 | 40,896,764 |
| EXPENDITURES | | | |
| Personnel | 16,301,769 | 23,959 | 16,325,728 |
| Materials and Services | 24,434,332 | 75,371 | 24,509,703 |
| Leasehold | 0 | | 0 |
| Principal Payments | 43,333 | | 43,333 |
| Interest Payments | 18,000 | | 18,000 |
| Total Expenditures | 40,797,434 | 99,330 | 40,896,764 |
| Balance | 0 | 0 | 0 |

ADOPTED this 18th day of July, 2019 at Albany, Oregon.

Sharon Konopa
Chair

Fred Abousleman
Executive Director



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