



# Executive Committee Meeting Agenda Packet

**February 25, 2016, 9:00 am**

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, 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

**EXECUTIVE COMMITTEE MEETING  
AGENDA  
February 25, 2016  
9:00 a.m.**

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

1. **Approval of Previous Meeting Minutes** (*Chair Sharon Konopa*)  
(9:00 – 9:05 a.m.)

Minutes of the December 3, 2015 Executive Committee meetings will be reviewed for approval (Attachment 1, page 3).

**ACTION: Motion to approve the December 3, 2015 Executive Committee meeting minutes.**

2. **Review and Approval of the 2016 Executive Committee Meeting Schedule** (*Chair Sharon Konopa*)  
(9:05 – 9:10 a.m.)

The Executive Committee will review and discuss the proposed schedule of meetings (Attachment 2, page 5).

**ACTION: Motion to approve the 2016 Executive Committee meeting schedule.**

3. **Cascades West Financial Services, Inc. (CWFSI) Update** (*Executive Director Fred Abousleman*)  
(9:10 – 9:20 a.m.)

Executive Director Abousleman will report on recent letters written to CWFSI concerning their decision to terminate their contract with the COGs. (Attachment 3, page 6)

**ACTION: Information only, no action needed.**

4. **OCWCOG Program Updates** (*All Program Directors*)  
(9:20 – 9:30 a.m.)

Staff will be available to answer any questions from the Executive Committee on the program updates (Attachment 4, page 17 and Attachment 5, page 21).

**5. March Full Board Agenda Items** *(Chair Sharon Konopa)*  
(9:30 – 9:40 a.m.)

The Executive Committee will review and comment on proposed agenda items for the next Full Board meeting. Staff will present items for the agenda known to date, including:

- 1. Consent Calendar**
  - a. Approval of Previous Full Board Meeting Minutes
- 2. FY 2014-15 Audit Presentation**
- 3. FY 2016-17 Work Program and Budget Presentation**
- 4. Program Update Question and Answers**
- 5. Information Sharing**
- 6. Other Business**
- 7. Adjournment**

**6. Other Business**  
(9:40 – 9:45 a.m.)

**7. Adjournment**  
(9:45 – 9:50 p.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS**  
**December 3, 2015**  
**Minutes**

**ATTENDEES:** Commissioner Bill Hall, Lincoln County; Councilor Dann Cutter, Waldport; Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Councilor Bob Elliott, Lebanon; and Mayor Biff Traber, Corvallis.

**STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Community & Economic Development Director Charlie Mitchell; and Administrative Assistant Cheryl Carlton.

**VISITORS:** None

Chair Sharon Konopa convened the meeting of the Executive Committee at 2:00 p.m. at the Cascades West Center in Albany, Oregon.

**1. Approval of Previous Meeting Minutes**

Motion to approve the minutes of the October 22, 2015 Executive Committee meeting made by Commissioner Bill Hall, seconded by Councilor Bob Elliott. Motion passed unanimously.

**2. Review of April Financials**

Finance Director Sue Forty reviewed the September 30, 2015 Financial Statement with the Committee. The Executive Committee inquired about the higher-than-usual telephone expense. Finance Director Forty stated that the agency recently transitioned telephone services from one carrier to another, which explained a portion of the high expense. Staff intends to watch this expenditure closely over the next few months and evaluate accordingly. Councilor Dann Cutter said that the current teleconferencing system that the COG uses for members to attend the meetings was lacking in volume and quality, which makes participating in these meetings over the telephone difficult.

**3. Review of Executive Director's Goals and Accomplishments**

Executive Director Fred Abousleman presented his accomplishments to date, and provided a snapshot of his future goals for the agency to the Committee. Executive Director Abousleman continued by saying he valued the relationships he was building with the Board members, and would continue the community visits in the tri-county region along with the bi-weekly updates with the Board Chair. One goal would be to establish a mission statement for the COG. Executive Director Abousleman said he believes if the agency had a mission statement, successes would follow. Mayor Traber said that he was not aware that the COG provided technology support to the members. Executive Director Abousleman said the COG has a myriad of technology services (i.e. Website support, email hosting and other contract support services). Currently, the COG's technology staff provide services to members in Halsey, Millersburg, Tangent, and Waldport.

**4. Executive Session**

The Executive Committee adjourned into Executive Session per ORS 192.660(i) under the provision of Oregon Public Meeting laws for the purpose of discussing the Executive Director's performance review.

**5. Reconvene into Regular Session**

The Executive Committee reconvened into Regular Session to report on, and act upon the conclusion of the Executive Committee discussion.

Motion made by Councilor Cutter to recommend to the Board for approval the following compensation package for the Executive Director:

- A monthly cell phone stipend of \$150 dollars;
- A monthly car allowance of \$750 dollars; and,
- A one-time deferred compensation contribution of \$5,000 dollars.

Motion seconded by Councilor Elliott, which passed unanimously.

**6. COG Budget Committee and Process for FY 2016**

Due to lack of time, this agenda item was moved to the Full Board meeting for discussion and approval.

**7. Cascades West Financial Services, Inc. (CWFSI) Contract Update**

Due to lack of time, this agenda item was moved to the Full Board meeting for discussion and approval.

**8. January Full Board Agenda Items**

The following agenda was set for the January Full Board meeting:

**1. Consent Calendar**

- a. Approval of Previous Full Board Meeting Minutes
- b. 2016 Meeting Schedule

**2. 2016-2017 Member Dues**

**3. OCWCOG Update, Policy, and Regional Developments**

**4. Program Update Question and Answers**

**5. Information Sharing**

**6. Other Business**

**7. Adjournment**

**9. Other Business**

No other business to discuss.

**10. Adjournment**

Meeting adjourned at 3:09 p.m.

*Minutes by Cheryl Carlton*

## Oregon Cascades West Council of Governments 2016 Executive Committee Schedule

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*Meetings Begin at 9:00am*

DATE	LOCATION
February 25	Albany, COG
April 28	Albany, COG
June 23	Albany, COG
August 25	Albany, COG
October 27	Albany, COG
December 15*	Albany, COG

*Video conferencing available at the Toledo Cascades West Center.*

*\*December meeting change from the 22<sup>nd</sup> due to holiday week*



COLDWELL BANKER COMMERCIAL  
MOUNTAIN WEST REAL ESTATE  
960 LIBERTY ST SE #250  
SALEM, OR 97302

WWW.CBCRE.COM

December 17, 2015

Dear CWFSI Board of Directors

Due to numerous concerns regarding the functioning of Cascades West Financial Services, Inc. and my compelling belief that CWFSI is not heading in the right direction, I resigned my position on the Board of Directors after serving 12 years as a Board member. I felt it necessary to share with the Board members the concerns that led me to this difficult decision.

Recently, CWFSI Board members and staff have actively maligned the three COGs (Lane COG, Mid-Willamette Valley COG, and Oregon Cascades West COG) and continually failed to work cooperatively and collaboratively with these entities with which CWFSI has shared more than a thirty year history and who are the organizations responsible for all of the SBA 504 loans that CWFSI has made during that time period – an amount in excess of \$198,000,000.

CWFSI was established by these three COGs in 1984 to enhance economic development in the seven-county region by providing the COGs the ability to offer SBA 504 loans to small business in conjunction with the other loan programs available to the COGs. As a result, the COGs were able to work with small businesses to provide them the best possible options available to assist them in growth and expansion opportunities.

It is my observation that under the direction of the current CWFSI President and the Executive Director, CWFSI has worked to dissolve this long-standing successful working relationship with the COGs and has accomplished this through a lack of communication and transparency, as well as intimidation. Communication with CWFSI Board members who did not approve of these tactics and direction was also compromised. I was often not informed of actions being taken until after the fact and sometimes the information provided to me as a Board member was either incomplete or not factually accurate.

I am also concerned regarding the lack of turnover in the position of President of CWFSI. The current President has held this position for almost ten years. This is not a sign of a vigorous and well-functioning Board where progression into and through this position is customary. It also provides an uncharacteristic amount of influence and authority to a single individual who may or may not reflect the viewpoints of the entire Board.

Since I have resigned from the Board, I understand that CWFSI has provided letters to each of the COGs terminating their Professional Services Contract effective March 1, 2016. I find this action reprehensible. This action does not further the mission of CWFSI to facilitate the growth, expansion and diversification of the local economy, but effectively destroys the relationship between CWFSI, and the COGs as well as the other partners in the region who work together in a collaborative manner to foster economic development and growth.

I would recommend that the Board of Directors be restructured with the addition of new board members that support economic development and accept recommendations by the COGs to fill open directors' seats; elect new and different Board officers; and rescind the notification to terminate the Personal Services Contracts with the COGs. I believe these steps will encourage the COGs to remain involved with CWFSI and repair the damaged relationship between CWFSI and the COGs.

I have valued my time as a member of the CWFSI Board of Directors, but feel that I can no longer serve on a Board as dysfunctional as this Board has become.

Sincerely,

DocuSigned by:



A89FD4D3E3434DD...

Alex Rhoten



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

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February 12, 2016

David Green  
Board President  
Cascades West Financial Services, Inc.  
100 High Street, Suite M210  
Salem, OR 97301

Dear Mr. Green,

The Board of Directors of the Oregon Cascades West Council of Governments (OCWCOG) requests that you reconsider your recent decision to end an extremely successful 32-year small business financing partnership with us, as well as with the Lane Council of Governments and the Mid-Willamette Valley Council of Governments whose combined membership includes 100 local governments in seven Oregon counties.

Your decision to end this partnership will result in a considerable loss of economic opportunity in our region. The ending of this partnership also reduces the opportunities that now exist for our Small Business Administration (SBA) 504 loan clients to benefit from a host of complimentary resources offered by our three Council of Governments (COGs), including access to many other federal and state business loan programs. It is further disconcerting that the reason for your decision to terminate this successful partnership has not been made known to us. There have been no efforts to engage the COGs in any discussion, nor has an opportunity been provided to stakeholders, private lenders, or the broader community to offer feedback or ask questions before you made this decision.

Regrettably, this decision also comes after more than two years of a lack of communication and transparency between the Cascades West Financial Services, Inc. (CWFSI) and the three COGs leading to the complete breakdown of a once cooperative and collaborative relationship. CWFSI continually declined to meet us to discuss marketing strategies, communication expectations, economic development efforts, ways to work together to increase our loan numbers, and to ensure that the COGs are complying with and meeting SBA regulations and requirements. In addition, the COGs were no longer invited, or allowed to attend, CWFSI's Board meetings or to receive copies of the Board agendas.

We also believe that different views over the performance of the COGs in the delivery of service may have been presented to the CWFSI Board without the COGs ability to explain or refute the information. For example, during a recent audit of OCWCOG's 504 loan files, your auditor indicated we had 14 infractions in three loan files. After completing our review of the audit, we found and reported that there were zero infractions. If we had worked together on file review, you would have found that all of the reportedly missing information (infractions) were in files and accessible to CWSFI at any time.

In relation to the seven-county CWSFI financial situation we point you to the CWFSI 2013 Annual Report, within which the Executive Director reports that:

"This past year, CWFSI funded 22 loans for \$13.133 million and assisted in the creation of 140 new jobs. Since our inception, [CWFSI has] funded 394 loans totaling over \$174 million, stimulating the creation and/or retention of 5,355 jobs. While CWFSI has a lot to be proud of, these results could not have been accomplished without the strong support of your [three COG lending partners]."

This Annual Report's June 30, 2013 Statement of Activity also shows CWFSI's net position at the end of the year at \$525,039, or 88% of the amount of the total expenses for that same year. This unrestricted reserve is due directly to the efforts of our three COGs over our 30-plus year working relationship.

It is extremely disheartening to see an effective economic development partnership being dissolved. It is even more discouraging that it was done without explanation or any attempt to discuss the issues and concerns with OCWCOG staff or with the OCWCOG Board. We fully concur with SBA regulations on the need for CWFSI to be a separate entity with an independent Board of Directors. However, given the long history of our organizations working together it seems that everything should have been done to save this historic partnership. Finally, we find it puzzling because you have a long history of working with many of the elected officials on our Board of Directors, either through your time spent on Lincoln County's Budget Committee for many years or your working relationships with others on our Board.

We strongly encourage you to reconsider your decision to terminate these professional contracts, as we firmly believe that it is not in the best interests of economic development efforts in our region and the constituents we serve and we invite you personally to talk with our Board about your decision and a path forward. Please let me know of your interest and I will schedule your time at our next Board meeting.

Sincerely,



Sharon Konopa  
Mayor, City of Albany  
Board Chair, Oregon Cascades West Council of Governments

Cc: OCWCOG's 25 Board Members\* see attached  
Governor Kate Brown  
U.S. Senator Ron Wyden  
U.S. Senator Jeff Merkley  
U.S. Representative Peter DeFazio  
U.S. Representative Kurt Schrader

## **Oregon Cascades West Council of Governments Board of Directors**

Mayor Sharon Konopa, City of Albany and  
Chair, OCWCOG Board of Directors

Commissioner Anne Schuster, Benton County  
and Vice Chair, OCWCOG Board of Directors

Commissioner Bill Hall, Lincoln County and  
Treasurer, OCWCOG Board of Directors

Councilor Bob Elliott, City of Lebanon and  
Executive Committee, OCWCOG Board of  
Directors

Mayor Biff Traber, City of Corvallis and  
Executive Committee, OCWCOG Board of  
Directors

Councilor Dann Cutter, City of Waldport and  
Executive Committee, OCWCOG Board of  
Directors

Mayor Ron Brean, City of Yachats

Councilor Dave Button, City of Siletz

Board Representative Walter Chuck, Port of  
Newport

Mayor Bill Currier, City of Adair Village

Councilor Jeffrey Goodwin, City of Sweet  
Home

Treasurer Robert Kentta, Confederated Tribes  
of Siletz

Councilor Jim Lepin, City of Millersburg

Commissioner John Lindsey, Linn County

Councilor Ken Lorensen, City of Halsey

Councilor Jill Lyon, City of Toledo

Mayor A.J. Mattila, City of Depoe Bay

Councilor Debbie Nuber, City of Scio

Councilor Chester Noreikis, City of Lincoln  
City

Councilor Sarah Puls, City of Harrisburg

Councilor Dean Sawyer, City of Newport

Mayor Rocky Sloan, City of Philomath

Councilor Ron Thexton, City of Monroe

Mayor Loel Trulove, City of Tangent

Mayor Don Ware, City of Brownsville



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*An equal opportunity lender, provider, and employer*

Cascades West Financial Services, Inc.  
Board of Directors  
100 High Street S.E., Suite M-210  
Salem, Oregon 97301

February 5, 2016

Dear CWFSI Board of Directors

The Board of the Mid-Willamette Valley Council of Governments (MWVCOG) requests that you reconsider your recent decision to end an extremely successful 32-year small business financing partnership with us, as well as with Lane Council of Governments (LCOG) and Oregon Cascades West Council of Governments (OCWCOG) whose members include 100 local governments in seven Oregon counties.

Your decision to end this partnership will result in a considerable loss of revenue to our organization as well as to LCOG and OCWCOG which, in turn, will reduce our ability to make this important resource available to local businesses. Even more importantly, the ending of this partnership also reduces the opportunities that now exist for our SBA 504 loan clients to also benefit from a host of complimentary resources offered by the three COGs including access to many other federal and state business loan programs. The COGs also operate a variety of local and federal economic development initiatives and enjoy close ties and working relationships with the development staff of cities and counties who often play a key part in small business expansions. It is most disconcerting that the reason for your decision to terminate this successful partnership has not been made known to us. There have been no efforts to engage the COGs in any discussion, nor has an opportunity been provided to stakeholders, private lenders or the broader community to offer feedback or ask questions before you made this decision.

Sadly, this decision also comes after more than two years of dysfunctional communication and lack of transparency between CWFSI and the three COGS leading to the complete breakdown of the cooperative and collaborative relationship which is essential to any successful partnership. This was demonstrated during the negotiation process with the COGs for new professional services contracts when CWFSI refused to meet with the COGs together to work out issues/concerns even though MWVCOG's Board Chair had been assured a joint meeting would be scheduled. CWFSI also continually declined to meet with the COGs to discuss marketing strategies, communication expectations, economic development efforts, ways to work together to increase our loan numbers and to ensure that the COGs are complying with and meeting SBA regulations and requirements. In addition, the COGs were no longer invited or allowed to attend CWFSI's Board meetings or to receive copies of the Board agendas. Requests from the COGs

to CWFSI for information to expedite processing loans or for information regarding SBA regulations have been completely rebuffed.

We are concerned that CWFSI may have chosen to terminate the professional services contracts with the COGs in part based on the CWFSI Board being provided inaccurate information regarding SBA regulations about the ability of certified Community Development Corporations (such as CWFSI) to affiliate with Councils of Governments and what legally constitutes a conflict of interest. We also believe that a skewed picture of the performance of the COGS in the delivery of service may have been presented to the CWFSI Board without the COGs ability to explain or refute the information.

In a letter dated June 29, 2015, Dennis Lloyd refers to CFR 120.823 and indicates that the relationship with the COG has changed “to one of the COGs being contractors of CWFSI. No other relationship is permissible by law.” However, CFR 120.820 (b) states that “*A CDC may be affiliated with an entity (other than a 7(a) Lender or another CDC) whose function is economic development in the same Area of Operations and that is either a non-profit entity or a State or local government or political subdivision (e.g., council of governments).*” We have brought this provision to the attention of CWFSI staff, but they have not responded to any of our inquiries. In fact, this kind of operating relationship or affiliation is hardly unique, as the National Association of Development Companies (NADCo) reports that between 35 and 50 CDCs operate with direct COG or government affiliation. As an example, Oregon Business Development Corporation (an Oregon certified CDC based in Bend) has continually operated with COG employees under contract.

In an e-mail dated April 29, 2015, in response to our Executive Director’s request to attend the Board meeting, Dennis Lloyd responded as follows: “*The CWFSI Board meetings are not subject to public meetings rules and the Board has determined to ensure that we are in compliance with the SBA contractor rules the business portion of the Board meeting will not be attended by the COGs.*” We are unable to find any SBA contractor rules that would prohibit the attendance of the COGs at the Board meetings and find this departure from the relationship that existed since CWFSI’s inception very disconcerting. As both CWFSI and MWVCOG are committed to the growth, expansion and diversification of our communities and local economies, we believe it is in both of our interests to be open and transparent – and to find ways in which we can work together.

Alex Rhoten, who recently resigned his position on the CWFSI Board after serving for over 12 years, expressed his concern (letter dated December 2015) regarding the lack of turnover in the position of President of the Board. Another CWFSI Board member, who also recently resigned, expressed similar concerns to our Executive Director and stated that she was unsure of CWFSI’s policy to address succession of the Board President and the process for executive committee appointments. We feel strongly that a healthy and well-functioning Board provides a process for systematic rotation of Board Presidents (Chairs), as well as for executive committee members.

One of the major strengths of CWFSI and the COGs working in a cooperative and collaborative manner is that the COGs, who also serve as the Economic Development Districts in the seven-county region, provide a host of other economic development programs. In addition to SBA 504

loans, MWVCOG is able to offer small businesses access to all of the commonly used economic development loan programs, including those offered by Rural Business Cooperative Service (formerly FmHA), U.S. Economic Development Administration, Oregon Business Development, SBA's Intermediary Lending Programs, and regional revolving loan programs.

In CWFSI's 2013 Annual Report, the Executive Directors Report states that: *"This past year, CWFSI funded 22 loans for \$13.133 million and assisted in the creation of 140 new jobs. Since our inception, we have funded 394 loans totaling over \$174 million, stimulating the creation and/or retention of 5,355 jobs. While CWFSI has a lot to be proud of, these results could not have been accomplished without the strong support of our lending partners at Lane Council of Governments, Mid-Willamette Valley Council of Governments and Oregon Cascades West Council of Governments."* Also, in this Annual Report's June 30, 2013 Statement of Activity, CWFSI's Net Position at the End of the year is shown as \$525,039 (88% of the amount of the total expenses for that same year). Although we understand that these unrestricted net assets have been declining during the last few years (as may be expected given the economic conditions during this period), this unrestricted reserve is due directly to the efforts of the COGs over our 30-plus year working relationship.

It is extremely disheartening to see 30-plus years of effective economic development partnership being dissolved. It is even more discouraging that it was done without explanation or any attempt to discuss the issues and concerns with COG staff or with the COG Board. The MWVCOG Board did extend an invitation to have CWFSI Board President David Green attend one of our Board meetings in March 2015 to discuss our mutual interests and concerns, but he declined to attend. We understand that CWFSI is a separate entity with an independent Board of Directors. However, provided the long history of our organizations working together, it seems that everything should have been done to save the partnership and that any decision by CWFSI's Board should have been open and transparent.

We strongly urge you to reconsider your decision to terminate these professional contracts as we strongly believe that it is not in the best interests of economic development efforts in our region and the constituents we all serve.

Sincerely,



Jerry Thompson, Salem Area Mass Transit District Board of Directors  
MWVCOG Board Chair

- Cc: COG Board of Directors
- Commissioner Sam Brentano, Marion County
  - Commissioner Mike Ainsworth, Polk County
  - Commissioner Stan Primozych, Yamhill County
  - Mayor Anna Peterson, City of Salem
  - Councilor Jim Fairchild, City of Dallas
  - Mayor Cathy Clark, City of Keizer

- Councilor Kevin Jeffries, City of McMinnville
- Councilor Steve Milligan, City of Monmouth
- Mayor Bob Andrews, City of Newberg
- Mayor Kathy Figley, City of Woodburn
- Mayor John McArdle, City of Independence
- Mayor Shanti Platt, City of Gervais
- Mayor Kathie Oriet, City of Carlton
- Mr. Mike McBride, Chehalem Park and Recreation District Board of Directors
- Mr. Rick Kimball, Chemeketa Community College Board of Education
- Mr. Jeff Faville, Salem-Keizer School District Board of Directors
- Mr. Frank W Pender, Jr., Willamette Education Service District Board of Directors
- Mr. John George, Confederated Tribes of Grand Ronde Council

February 9, 2016

David Green, Board President  
Cascades West Financial Services Inc.  
100 High Street, Ste M210  
Salem, Or 97301



Dear Mr. Green:

As you know, CWFSI recently notified Lane Council of Governments (LCOG) that you would be terminating the contract with LCOG effective March 1, 2016, after a long partnership, and did so without warning or explanation. While the termination of the contract with LCOG will result in a considerable loss of revenue to our organization, the other impacts of this decision are of greater concern.

LCOG, along with Cascades West Council of Governments and Mid-Willamette Valley Council of Governments, facilitated the creation of CWFSI to serve our regions. Since the creation of CWFSI, over 390 loans totaling over \$174 million were made by the three COGs. These loans resulted in the creation and/or retention of over 5,000 jobs. This program is important not only to LCOG and the other two COGs, but to the communities the LCOG Board serves. The LCOG Board represents 33 local governments and agencies that serve over 350,000 citizens in Lane County. The over 170 elected and appointed officials of Lane County owe our citizens this service and we expect to be informed when a decision of such magnitude is being made.

The ending of this partnership impacts LCOG's ability to provide a host of other economic development programs. Our Business Loan Program serves our region best when we can offer a variety of options for economic development needs and the servicing revenue helps to support these other programs. These programs are essential for Lane County and our citizens.

There appears to have been a total lack of consideration for the relationships and reliance our loan recipients have forged with LCOG staff. To our knowledge, there has been little or no effort by CWFSI to reach out to our community businesses to inform them of who they should be working with if they have questions or concerns. This is perhaps our biggest concern as we want and need the small businesses in our region to be successful.

On behalf of the LCOG Board of Directors, I request that you provide the reason for terminating LCOG's relationship with CWFSI and we invite you to present this information to our Board in person. Please let me know when you can make this presentation to our Board.

Sincerely,

/s/ John M. Simpson

LCOG Board Chair, President of Eugene Water & Electric Board

Cc: LCOG's 33 Board Members\* see attached  
U.S. Senator Ron Wyden  
U.S. Senator Jeff Merkley  
Governor Kate Brown

**Lane Council of Governments  
Board of Directors**

Commissioner Faye Stewart, Lane County

Mayor Jae Pudewell, City of Coburg

Mayor Tom Munroe, City of Cottage Grove

Mayor Dave Stram, City of Creswell

Mayor Rebecca Ruede, City of Dunes City

Councilor Chris Pryor, City of Eugene

Mayor Joe Henry , City of Florence

Mayor Mike Cahill, City of Junction City

Mayor Don Bennett, City of Lowell

Mayor Jim Coey, City of Oakridge

Councilor Marilee Woodrow, City of Springfield

Mayor Sandra Larson, City of Veneta

Mayor Matt Meske, City of Westfir

Board Member Rich Cunningham, Bethel School District

Board Member Mike Anderson, Creswell School District

Board Member Alan Baas, South Lane School District

Board Member Eric Bishoff, Springfield School District

Board Member Mary Walston, Eugene School District

Commissioner John Simpson, Eugene Water & Electric Board

Board Member Steve Recca, Fern Ridge Library District

Board Member Penny Jordan, Emerald People's Utility District

Board Member Debby Todd, Heceta People's Water Utility District

Board Member Matt Keating, Lane Community College

Board Member Sherry Duerst-Higgins, Lane Education Service District

Board Member, Lane Library District

Board Member, McKenzie School District 68

Board Member, Port of Siuslaw

Board Member, River Road Park & Recreation District

Board Member Susy Lacer, Siuslaw Library District

Jim Langborg, Siuslaw Valley Fire & Rescue District

Board Member Bob Sneddon, Western Lane Ambulance District

Board Member Greg James, Willamalane Park & Recreation District

Board Member Carl Yeh, Lane Transit District



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## MEMORANDUM

**DATE:** February 25, 2016  
**TO:** OCWCOG Executive Committee  
**FROM:** Charlie Mitchell, Community and Economic Development Director  
**RE:** **Community and Economic Development (CED) Program Report**

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Recent activities in CED are highlighted as follows:

### **Corvallis Area Metropolitan Planning Organization (CAMPO)**

- **Regional Transportation Plan (RTP) Update:** CAMPO developed its first Regional Transportation Plan (RTP) in 2006. Federal regulations require that the RTP be updated every five years. The updating of the RTP has been launched and adoption is scheduled for March 2017. A visioning exercise is scheduled in February 2016 using the Community Viz model that analyzes and demonstrates the impacts of various land use and transportation policies. A special public involvement plan is being developed that would outline the extent of public outreach efforts that will be made during the updating process.
- **Scenario Analysis of Greenhouse Gas (GHG) Emission Reduction:** In 2015 CAMPO completed Strategic Assessment of Greenhouse Gas (GHG) emissions in the Corvallis Area. This year, CAMPO has launched a Scenario Analysis project to determine what land use and transportation policies or a combination of those policies would most reduce the area's GHG emissions. This project is in partnership with the Oregon Department of Transportation (ODOT) and the Department of Land and Community Development (DLCD). The final results of this analysis will be presented to the CAMPO Policy Board in March.
- **Feasibility Study of Converting Corvallis Transit Fleet from Diesel to Compressed Natural Gas (CNG):** CAMPO is evaluating the feasibility, logistics, needed technology and the costs of converting the buses of the Corvallis Transit System from diesel burning fuel to CNG. A scope of work has been developed for this task and completion is scheduled for summer 2016. The study will be presented to the Corvallis City Council for their decision on conversion.
- **Coordination of Local Transit System Plans:** The cities of Corvallis and Philomath and Benton County have begun updating their Transportation System Plans. Meanwhile, a coordinated public transportation plan is being developed for the three counties of Linn, Benton and Lincoln. CAMPO

provides technical assistance and coordination to the development of these transportation plans and serves on their Technical Advisory Committees.

### **Albany Area Metropolitan Planning Organization (AAMPO)**

- Adoption of a 'Regional Transportation Plan Framework' is anticipated in March. This document will be a first phase in developing a Regional Transportation Plan and will outline regional transportation goals and project priorities over a 20-year horizon. The second phase of the effort will continue into 2017 and will include development of a more visionary 'what if' project list using ODOT's newly developed Mosaic least-cost planning tool. An Albany Area Transit Development Plan will also be adopted in the second phase.
- To help ensure consistency of the Regional Transportation Plan with local plans, AAMPO staff is providing technical support for the development of the Millersburg Transportation System Plan, Linn County Transportation System Plan, Benton County Transportation System Plan, and the Coordinated Plans for Linn and Benton Counties. Additional coordination work is occurring with Corvallis staff and the Corvallis Area MPO to address regional transit linkages.
- AAMPO also anticipates adoption of its first Transportation Improvement Program (TIP) in March. The TIP will program federally-funded transportation projects over a 4-year period.
- AAMPO staff is coordinating with the City of Albany to support planning and preliminary design for a bus barn and improved park and ride capacity at the Albany station.

### **Health and Transportation Workshop**

OCWCOG hosted a health and transportation event in partnership with Linn County, Benton County, OSU, and the Linn-Benton Health Equity Alliance. A final report has been prepared for the event, including recommended next steps as identified by workshop participants. These include:

- Adopt a 'core values' statement outlining a commitment to building healthy communities. The statement could be first adopted by the COG, and subsequently by local partners
- Initiate 'quick win' pilot projects as 'first steps' in building a healthier region.
- Establish dedicated staffing to support and help sustain the collaborative effort, including facilitation of a multi-disciplinary group to guide future efforts.

### **Cascades West Area Commission on Transportation (CWACT)**

- The CWACT hosted the Governor's Transportation Vision Panel Regional Forum in Albany on January 28. This is one of several forums taking place around the state in a yearlong effort to develop a series of recommendations to Governor Brown that address transportation issues across all modes and regions of the state. Members of the panel include legislators, business owners, and civic leaders from across Oregon. The Albany forum was attended by approximately 50 local elected officials, practitioners, and community members.

## **Rideshare**

- **Transportation Options:** Cascades West Rideshare and the City of Corvallis Transportation Program celebrated the culmination of the 2015 Employee Transportation Coordinator (ETC) Challenge with awards at the January 13 ETC meeting in Corvallis. The awards recognize worksites for fostering sustainability, community connectivity, and wellness through walking, biking, carpooling, transit, and other transportation options. The honorees are: Oregon State University (Gold), First Alternative Co-op (Silver), Hewlett Packard (Bronze), and Samaritan Health Services' Samaritan Square, (Bronze).
- **Get There Campaign:** Cascades West Rideshare is also gearing up for its annual "Get There" transportation options campaign, set for May 2-22, 2016, across Benton, Lincoln, and Linn Counties. The campaign features events and prizes promoting walking, biking, carpool/vanpool, transit and teleworking. Financial sponsors secured so far include Enterprise Rideshare and American Dream Pizza (Corvallis). Prizes so far have been donated by the Oregon Coast Aquarium, Mo's Seafood Restaurants, Samaritan Health Services (SamFit gym membership), the Lebanon and Sweet Home Farmers Markets, and others. Participants in the 2015 campaign tracked 46,442 non-drive-alone miles, enough to go around the Earth 1.5 times. The event is a collaboration with the City of Corvallis.
- **Safe Routes to School:** OCWCOG's Cascades West Rideshare program will host trainers from the Oregon Department of Transportation for a day-and-a-half training in Sweet Home in May addressing Safe Routes to School elements. Attendees will include teachers and other staff in the Sweet Home School District. This engagement follows up on a recent mini-grant from the Oregon Department of Transportation. The funding for that grant ended Sept. 30. The grant facilitated the completion of an "Action Plan" addressing goals for promoting walking and biking at Oak Heights Elementary in Sweet Home, with District-level policy recommendations. The plan was developed by a community stakeholder group, convened by OCWCOG. The team included representatives from Linn County, City of Sweet Home public works and police department, Sweet Home School District, Oak Heights Elementary, and the Santiam Spokes Bike Club, among others. OCWCOG continues to support Sweet Home's efforts to promote health and safety through increased walking and biking among students.

## **RideLine Brokerage**

- **Debit Card-Mileage Reimbursement:** The mileage reimbursement program has been a great success. We were notified in December our current debit card program was terminating effective March 31, 2016. We have been working with the bank working on implementation of a new debit card program and it is scheduled to roll out mid-February. The transition has been moving forward smoothly.
- **Bikeshare:** With funding from the InterCommunity Health Network Coordinated Care Organization (IHN-CCO), OCWCOG plans to implement a pilot bikeshare program in Corvallis in 2016. The program will provide short-term bike rentals to help Medicaid members access medical appointments, employment, social services, etc. It also will be open to other community members. Pilot Program Phase 1 is projected to include 4-6 bikeshare stations throughout Corvallis, and approximately 40 total bikes. Specific locations and the vendor/technology will be determined soon.

## **Lending**

- Staff is waiting on the final approved contracts with CCD and OBDC with SBA.
- Staff will be attending a SBA Roundtable with SBA's Associated Administrator of Capital Access, Ann Marie Mehlum, on Feb. 8<sup>th</sup> in Portland. She is now in Washington DC, but originally she was from Oregon. She was a co-founder of Summit Bank in Eugene prior to joining SBA. The roundtable will include various economic development professionals, councils of governments, micro-lenders and alternative lenders that are actively involved in the SBA PDX District area. SBA continues to look for ways to help deploy capital to our Nation's Small Businesses in ways other than traditional bank lending that is not always an option. We will be discussing issues we are running into in our local communities.

## **Economic Development**

- CEDS Implementation: The CWEDD Board and new Regional Economic Practitioners Working Group met on Jan. 7 in Halsey to begin the process of CEDS implementation.

## **Other Items**

- CED has hired a new Planner I, Seth Sherry in January. He will be assigned a variety of CED tasks.
- The COG is assisting Lincoln County with an EPA Brownfield Assessment grant; a Request for Proposal (RFP) was issued and a firm was chosen to administer the project. The grant application was officially submitted to the EPA on December 17. If funded, this project will return some funding to COG.
- COG staff is working with RAIN on a State of Oregon Rural Entrepreneurship Development Grant application, which was submitted in January. If funded, this project will provide enhanced services in western Lane County and Lincoln County. If funded, this project will return some funding to COG.
- The COG is assisting the City of Monroe and Benton County on some community planning work in the city. New Planner Seth Sherry will become lead staff on this project.
- The COG is using an OSU intern to help staff frame a discussion related to enhancing commercial aviation services in the region. The report is complete and is being reviewed by staff.
- The COG is using a University of Oregon (UO) intern to develop a rural banking study. This body of work should be complete by December. The report is complete and is being reviewed by staff.
- The COG is working with Lincoln and Benton County and the cities of Waldport and Philomath on a Highway 34 Scenic Byway proposal. New Planner Seth Sherry will be assigned lead on this project.
- COG hosted a meeting of the Willamette Valley Cultural Corridor planning group in early January.
- COG is looking to develop a member needs assessment so that we can be in a better position to provide the right resources to our members and match resources with needs.



# Senior and Disability Services

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## MEMORANDUM

**DATE:** February 25, 2016  
**TO:** OCWCOG Executive Committee  
**FROM:** Dave Toler, Senior and Disability Services Director  
**RE:** **Senior and Disability Services (SDS) Program Report**

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### **New SDS Director**

It has been a month already, and I just want to report that it is a delight being here and I look forward to working for our members and their constituents.

### **Department of Labor Changes**

Rulings by the U.S. Department of Labor (DOL) are leading to new ways for calculating wages owed to Home Care Workers (HCWs) who provide caregiving to our in-home Medicaid and Oregon Project Independence consumers.

For the last several decades, an HCW could work for multiple clients and each home was considered separately in assessing their number of hours worked per week. Also, their travel time from one consumer to another was not paid time. In addition, for live-in cases where HCWs actually live in the consumer's home, HCWs were not paid in accordance with minimum wage laws for much of the time they are in the home.

The DOL rulings change all of this. Today, HCW's hours are counted cumulatively, regardless of how many consumers they work for and travel time from one consumer's home to another must be calculated as paid time.

The largest impact is for the live-in situations where live-in HCWs will now be paid for many more hours each day than they were previously. The result is much higher cost for a live-in care plan. This is going to result in the loss of this option for many consumers in the future.

On the administrative side, these new rulings translate into a very different and much more cumbersome, voucher process for HCWs and for our staff. Unfortunately, many HCWs went without paychecks for longer than usual. The SDS office has been inundated with HCWs but the new payment schedules were not under our control. Eventually, the wrinkles should roll out and many HCWs will be enjoying increased pay for the hours they are working each day.

## **Legislative Roundtable A Success**

OCWCOG, in coordination with the Oregon Association of Area Agencies on Aging and Disabilities (O4AD), hosted a Legislative Roundtable on January 28, 2016. We enjoyed participation from three state legislators, including Representative Andy Olson, Representative Sherrie Sprenger, and Senator Sara Gelser. The event was well attended by several local elected officials, local agency partners, and many members of our Senior Advisory Council/Disability Services Advisory Council. Legislators heard stories about how SDS programs can positively impact the lives of our consumers.

Expectations are that the 2017-19 biennium will be a difficult session due to substantially increased costs in PERS, as well as growing caseloads as our state ages at a historical pace.

## **Aging & Disability Resource Connection (ADRC)**

SDS is going to begin simplifying access to all services related to aging and people with disabilities in the three county region. Our ADRC will be presented to our communities as the single gateway for all consumers to access any resource or service that can help them or their loved ones to improve or retain quality of life and dignity.

Rather than trying to negotiate a plethora of phone numbers and websites, the ADRC will provide our consumers with the simplicity of one phone number and one web site to access any and all services. This will eventually also include access to DD services and Mental Health services provided by our ADRC partners throughout our region.

Given that many marketing materials in our region are annual publications, this process will take 1-2 years to fully achieve. The result will be much simpler access to information and services for our consumers throughout the three county region.



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