



# **Executive Committee Meeting Agenda Packet**

**February 28, 2019, 9:00 am**

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

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*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.*



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA  
February 28, 2019; 9:00 am**

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.***

**NOTE:** Please contact Janet Hughes, at 541.967.8720 or [jhughes@ocwcoq.org](mailto:jhughes@ocwcoq.org), no later than noon on Tuesday, February 26th to confirm your attendance.

**1. Approval of Previous Meeting Minutes (Chair Biff Traber)**  
(9:00 – 9:05 am)

Minutes of the December 6, 2018 Executive Committee meeting will be reviewed for approval (Page 4).

**ACTION: Motion to approve the December 6, 2018 Executive Committee meeting minutes.**

**2. OCWCOG Program Updates (All Program Directors)**  
(9:05 – 9:20 am)

Staff will be available to answer any questions from the Executive Committee on program updates (Community and Economic Development Program - Page 7; Community Services Program - Page 8; and Senior and Disability Services Program - Page 9).

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

**3. Topics of Regional Interest (Chair Biff Traber)**  
(9:20 – 9:30 am)

Board members are invited to present topics that may be of interest to other jurisdictions. Emphasis should be on issues of regional significance.

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

**4. March Board of Directors' Meeting Agenda Items (Chair Biff Traber)**  
(9:30 – 9:35 am)

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

- 1. Welcome and Introductions**
- 2. Public Comment**
- 3. Consent Calendar**
  - a. Approval of Previous Board of Directors Meeting Minutes.
  - b. Financial Update.
  - c. Appointment of Disability Services Advisory Council Chair for 2019-2020.
  - d. Appointment of Cascades West Area Commission on Transportation (CWACT) members for 2019-2020.
  - e. Appointments of Community and Economic Development Committee members for 2019-2020.
- 4. Program Update**
- 5. Topics of Regional Interest**
- 6. Other Business**
- 7. Adjournment**

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

**5. Other Business (Chair Biff Traber)**  
(9:35 – 9:40 am)

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

**6. Adjournment**  
(9:40 am)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
December 6, 2018**

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

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddock-Hughes; Finance Director Sue Forty; Senior and Disability Services Director Randi Moore; Community Services Program Director Jennifer Moore; Community and Economic Development Director Phil Warnock; and Community and Economic Development Executive Administrative Assistant Emma Chavez.

The Oregon Cascades West Council of Governments (OCWCOG) Executive Committee Meeting was called to order by Chair Sharon Konopa at 12:08 pm on Thursday, December 6, 2018 at the Cascades West Center in Albany.

**1. Approval of Previous Meeting Minutes**

Councilor Dann Cutter motioned to approve the October 25, 2018 meeting minutes. Councilor Bob Elliott seconded. Motion passed unanimously.

**2. Approval of the 2019 Executive Committee Meeting Schedule**

Members received the meeting schedule for 2019 in their packets.

Councilor Cutter motioned to approve the 2019 Executive Committee Meeting schedule as presented. Councilor Elliott seconded. Motion passed unanimously.

Members held a discussion of the Nominating Committee for the Executive Committee. In January 2019, the Nominating Committee will need to elect the new Executive Committee.

Members discussed how it is odd for members themselves to serve on the Nominating Committee and nominate themselves to serve as the Executive Committee. They did agree that the process as it is, has been working for many years. Members also agreed to bring up to the OCWCOG Board of Directors (Board) and ask if anyone else is interested in being part of the Executive Committee.

Deputy Director Rachael Maddock-Hughes reminded members that in January, each County will need to caucus and elect their At-Large Representatives to the Board.

Executive Director Fred Abousleman added that a Chair, Vice-Chair, and Treasurer of the Executive Committee will need to be elected.

On a separate note, Mayor Konopa added that she would like to be part of the Bylaws Subcommittee.

Mayor Konopa moved for the Nominating Committee to consist of the current Executive Committee. Councilor Cutter seconded. Motion passed unanimously.

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

Prior to reviewing the Executive Director's accomplishments and goals; Mayor Biff Traber questioned if members are able to elect alternates.

Executive Director Abousleman advised that it is not uncommon for members to have alternates. The elected alternate information needs to be emailed to OCWCOG. Some jurisdictions submit a letter when an alternate is elected.

Councilor Cutter noted that the OCWCOG requires consistency and alternates do not work well for consistency when there isn't someone attending on a regular basis.

A discussion on alternates took place. Members discussed the level of information they relate to their Commissions and City Council and provided ideas on how to share additional information. It was noted that additional outreach to elected officials that do not participate on a regular basis at the OCWCOG level is important.

Executive Director Abousleman advised that the OCWCOG provides updates to the Linn and Benton County Commissions, and is able to provide those updates more widely. When asked, he noted that an invitation has been extended to the Lincoln County Commission, but they have declined.

*Discussion on Executive Director Accomplishment and Goals:*

Members advised that they had no issues with the Executive Directors accomplishments, and he is doing everything he has been asked to do.

Mayor Konopa questioned if there was anything the Director felt hadn't been met.

Executive Director Abousleman noted that the OCWCOG has been struggling with the Albany facility. He would like assistance in planning for the future and figuring out if it is worth the struggle to repair the building, modify, or sell it. He advised that the roof needs to be repaired and that alone is an approximate cost of \$1 million. Additionally, he noted that he envisions the OCWCOG as a Regional Conference Center.

Members discussed the issue and gave some ideas from their own experiences; including having the building inspected for selling as a starting point. Mayor Konopa advised that it was important to fix the roof, regardless of any decision to be made.

It was noted that in January, the Board will elect a Special Subcommittee on the Future of the OCWCOG buildings and facilities.

Continuing to discuss the Director's goals, Councilor Cutter advised that he would like to see the Internship Program prioritized. He stated that it would be good for interns to shadow the Director, Deputy Director, and Program Managers. He went on to add that the National Science Foundation has a core program OCWCOG may want to research and mimic.

Commissioner Anne Schuster stated that having a pipeline for government employers would be ideal.

Executive Director Abousleman noted that a challenge he has faced is that he has not been able to become the change in the Region he is aiming for. He would like to challenge the Board to challenge him on how to achieve that.

Mayor Konopa advised that many efforts have been made towards becoming more Regional. However, the Region is not there yet, and it is hard to bring all the players together on the same page.

Councilor Cutter advised that it is important to look at the possibilities of service delivery. There are many small cities that cannot afford to do the jobs that they are required to do by the State. OCWCOG could assist with such work, i.e. waste treatment and water treatment.

Commissioner Schuster advised that she has been advocating for a grant writer for many years. Executive Director Abousleman advised that there must be commitment from all members to pay for a grant writer, otherwise the cost falls on all of OCWCOG's current program's indirects. Members fell into discussion on the matter and gave the ideas of hiring a grant writer with the possibility of member jurisdictions paying at different levels, depending on their needs.

Executive Director Abousleman noted that it's a good conversation to keep having. Members agreed to make this a goal, and also to try to identify areas such as land use, sewer, and water, as well as other services that smaller city governments may not be able to afford to take care of on their own.

Finance Director Sue Forty reminded members that all Federal dues require a match and it is important to keep that in mind in these conversations.

**4. January Board of Directors' Meeting Agenda Items**

There were no changes.

**5. Other Business**

There was no other business to discuss.

**6. Adjournment**

The meeting adjourned at 1:23 pm.

*Meeting minutes taken by Emma Chavez.*



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## MEMORANDUM

**DATE:** February 28, 2019  
**TO:** OCWCOG Executive Committee  
**FROM:** Phil Warnock, Community and Economic Development (CED) Director  
**RE:** **CED Program Update**

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### ***Cascades West Training Center***

In late January, CED launched the *Cascades West Training Center* website. Trainings have been provided for a number of years to brokerage service providers and is now being offered to public transportation providers and volunteers, in addition to Non-Emergent Medical Transportation (NEMT) providers. Trainings are scheduled monthly and cover Community Transportation Association of America's (CTAA) Passenger Assistance Safety and Sensitivity (PASS); the National Safety Council's Defensive Driving; and First Aid, CPR, and Blood Borne Pathogens. Additional trainings can be added to accommodate specific agency needs. Staff is already working with Albany Transit System to set up training for their employees. Public transportation providers may be eligible for reimbursement through the National Rural Transportation Assistance Program (RTAP) administered by the Oregon Department of Transportation (ODOT). For more information, visit [www.OCWCOG/Training](http://www.OCWCOG/Training).

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

AAMPO has seen many changes over the past few months – new Staff came on board in January 2019; the MPO is preparing for the March 1st review of the *Fiscal Year (FY) 2019-2020 Unified Planning Work Program (UPWP)* with State and Federal partners; is preparing for a joint Technical Advisory Committee (TAC) meeting with CAMPO; and is beginning preparation of the *FY2021-2024 Metropolitan Transportation Improvement Program / State Transportation Improvement Program (MTIP/STIP)*.

Staff recently completed the *Annual Accomplishments Report*, and has begun work with the Department of Land Conservation and Development and ODOT on a Scenario Planning project as part of the *Oregon Sustainable Transportation Initiative*.

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

CAMPO submitted its annual workplan in January, which includes several new tasks for the upcoming year. In addition to developing a bicycle/pedestrian/vehicle count program, the MPO is planning to host a bikeway design training and develop a white paper on emerging technology. Staff is actively working with AAMPO on joint tasks and projects, and will be hosting the joint TAC meeting this spring.



# Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322  
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## MEMORANDUM

**DATE:** February 28, 2019  
**TO:** OCWCOG Executive Committee  
**FROM:** Jennifer Moore, Community Services Program (CSP) Director  
**RE:** **CSP Program Updates**

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### **Benton County Veteran's Services Office (VSO)**

The team continues to participate in VET-NET, a local coalition of organizations providing service to Veterans, including representatives from WorkSource Oregon, Local Veterans' Employment Representatives (LVERs), Disabled Veterans' Outreach Program (DVOP), Homeless Veterans' Reintegration Program (HVRP), Supportive Services for Veteran Families (SSVF), Hewlett-Packard, Linn-Benton Community College, Oregon State University, and Samaritan Health Services.

Gwendolyn Morris has recently joined the Veterans Service Office (VSO) as the Veterans Service Officer. She is a U.S. Navy Veteran as well as a Licensed Master Social Worker, with a background in public child welfare that includes investigations and assessments, court work, and providing supportive services to families. After holding positions in California and England, she comes to us from Family Tree Relief Nursery where she supervised a team providing supportive services to families involved in the child welfare system.

### **Money Management Program (MMP)**

*MMP* has been steadily growing the Representative Payee component of the program, adding ten new clients since July 1, 2018. Representative Payee clients are those that have a federal benefit (Social Security, for example) and are unable to manage that benefit or make good decisions about how their benefits are spent. In a previous update, OCWCOG reported a number of these clients transitioning to this level of service from the Bill Pay component. Several of these transitions are due to changes in the client's cognitive abilities. The program currently serves 23 clients age 75 and older; the oldest client is 98.



# Senior and Disability Services

1400 Queen Ave SE • Suite 206 • Albany, OR 97322  
(541) 967-8630 TTY/Voice • 1-800-638-0510 TTY/Voice

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



Area Agency on Aging

## MEMORANDUM

**DATE:** February 28, 2019

**TO:** OCWCOG Executive Committee

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

**RE:** SDS Program Updates

### Oregon Secretary of State Releases *Follow-Up Report* on 2017 In-Home Program Audit

This week, the Oregon Secretary of State's office issued a follow-up report to an October 2017 audit of Oregon's In-Home Care Program. The In-Home Care program utilizes Homecare Workers (HCWs), also known as Consumer Employed Providers (CEPs), to provide services and supports such as bathing, shopping, housekeeping, and medication management to seniors and people with disabilities in their own home.

At the time of the audit in 2017, OCWCOG shared the highlights of the findings, which identified the success or failure of the In-Home program being dependent on the consumer, the case manager, and the homecare worker all being capable, competent, and supported in their role, but also recognized:

- Some consumers don't receive the support necessary to ensure required employer duties are being performed, which adds to case managers' and homecare workers' responsibilities;
- Case managers are not consistently contacting consumers, or monitoring services consumers receive, due to excessive workloads;
- Agency requirements do not ensure that homecare workers are prepared to provide the care and assistance consumers need;
- Current data collection and utilization practices, makes it is difficult for the Oregon Office of Aging and People with Disabilities (APD) to determine if consumers are safe and receiving the care and services they need;
- Deficiencies in the program may put consumers' health and well-being at risk, and keep the program from operating as intended; and
- Action needed to be taken by APD to address gaps in program design and oversight in order to improve the safety and wellbeing of participants.

The follow-up report regarding the In-Home Care Program finds that APD has made progress implementing four of the eleven recommendations that they agreed to, but significant work is needed to implement the remaining seven recommendations. State APD leaders will respond to the follow-up *report* and address concerns about areas that they haven't made progress.

According to the Secretary of State, the purpose of follow-up report is to assess the impact of the audit work; promote accountability and transparency within state government; and ensure audit recommendations are implemented and related risks mitigated to the greatest extent possible.

The Care Planning Committee, a joint Committee of Disability and Senior Services Advisory Council members, has been working on ways to support better oversight and quality of the program locally, including learning more about the orientation HCWs go through when they join the workforce, becoming more knowledgeable about program requirements of the In-Home Care Program, and providing input to the State HCW training curriculum, which was mandated by the Legislature through HB 1534.

A copy of the Secretary of State audit completed in 2017 can be found here:

<https://sos.oregon.gov/audits/documents/2017-23.pdf>

The *Follow-Up Report* can be found here:

<https://sos.oregon.gov/audits/documents/2019-05.pdf>



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## MEMORANDUM

**DATE:** February 28, 2019  
**TO:** OCWCOG Executive Committee  
**FROM:** Fred Abousleman, OCWCOG Executive Director  
**RE:** **OCWCOG Committees on which Executive Committee Serves**

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### **Oregon Cascades West Council of Governments (OCWCOG) Board of Directors (Board)**

As a member of the Executive Committee, you are also a member of the OCWCOG Board of Directors. The Board of Directors meets in the month that the Executive Committee does not meet; meetings are at 2:00 pm in Albany (or videoconference in Toledo) on March 21st, May 16th, July 18th, September 19th, and December 5th.

### **Budget Committee and Finance Committee**

As a member of the Executive Committee, you are also a member of the Budget and Finance Committees.

The Finance Committee meets six times a year in Albany at 1:00 pm on March 21st, May 16th, July 18th, September 19th, and December 5th. Finance Committee meetings take place on the same day as Board of Director meetings.

The Finance Committee, a Subcommittee of the OCWCOG Board, reviews and approves OCWCOG's budget throughout the year.

The Budget Committee meetings will be scheduled as needed throughout the year. However, there no Budget Committee meeting scheduled currently.

The Budget Committee, a Subcommittee of the OCWCOG Board, assists the OCWCOG Board throughout the year in developing the timeline and approving the organization's *Work Program and Budget*.

### **Cascades West Economic Development District (CWEDD)**

As Executive Committee members, you are members of the CWEDD, which meets quarterly. The first meeting is March 21, 2019 at 9:00 am at the Millersburg City Hall.

The CWEDD is designated by the U.S. Department of Commerce's Economic Development Administration to work on economic development efforts in Linn, Benton, Lane, and Lincoln Counties. The CWEDD advocates for, supports, and coordinates regionally significant economic development activities in the Region.

### **Loan Program Advisory Committee (LPAC)**

As Executive Committee members, you are members of LPAC, which meets as needed immediately following Executive Committee meetings. No LPAC meeting is currently scheduled.

LPAC is responsible for advising the *Cascades West Business Lending (CWBL)* staff and the OCWCOG Board of Directors on matters relating to the development and operation of the *CWBL* program.



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