



# Executive Committee Meeting Packet

**April 23, 2020 at 9:00 am**

**Next OCWCOG Executive  
Committee Meeting:  
June 25, 2020,  
beginning at 9:00 am**

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*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](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*



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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA  
April 23, 2020; 9:00 – 11:00 am**

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

**NOTE:** Please contact Kathleen Codinha, at 541.967.8720 or [AdminGA@ocwcog.org](mailto:AdminGA@ocwcog.org), no later than noon on Tuesday, April 21st to confirm your attendance at the Zoom meeting.

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

Minutes of the February 27, 2020 and March 19, 2020 Executive Committee meeting will be reviewed for approval (Page 4 and 7).

**ACTION: Motion to approve the February 27, 2020 and March 19, 2020 Executive Committee meeting minutes.**

2. **COVID-19 Updates** (*Human Resources Manager Ryan Schulze*)  
(9:20 – 9:35 am)

Human Resources Manager Schulze will update the Executive Committee on any updates to OCWCOG related to COVID-19.

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

3. **OCWCOG Program Updates** (*All Program Directors*)  
(9:35 – 9:50 am)

Staff will be available to answer any questions from the Board of Directors on program updates (Community and Economic Development Program; Community Services Program – Page 8; and Senior and Disability Services Program – Page 10).

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

**4. May Board of Directors' Meeting Agenda Items (Chair Traber)**  
(9:50 – 10:00 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. Consent Calendar
  - a. Approval of Previous Board of Directors Meeting Minutes
  - b. Financial Update
  - c. *Cascades West Business Lending* Revolving Loan Fund Resolution and Business Investment Fund Guidelines
  - d. Authorizing Economic Development Administration Planning Grant Submittal
  - e. Appointments to the Cascades West Economic Development District (CWEDD)
  - f. Appointments to the *Comprehensive Economic Development Strategy (CEDS)* – Strategy Committee
3. Presentation of the *Fiscal Year 2018-2019 Annual Financial Audit*
4. Presentation of the *2020-2021 Work Program and Budget*
5. OCWCOG / Community Services Consortium Merger Discussion
6. OCWCOG Program Updates
7. Other Business
8. Adjournment

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

**5. Other Business (Chair Traber)**  
(10:00 – 10:05 am)

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

**6. Resignation of Vice Chair (Chair Traber)**  
(10:05 – 10:10 am)

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

**7. Adjournment**  
(10:10 am)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
February 27, 2020**

**MEMBERS:** Commissioner Claire Hall, Lincoln County; Mayor Dann Cutter, City of Waldport; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; Mayor Biff Traber, City of Corvallis.

**STAFF:** Finance Director, Sue Forty; Human Resource Manager Ryan Schulze; Senior and Disability Services (SDS) Director Randi Moore; Community Services Program (CSP) Director Jennifer Moore; Community and Economic Development (CED) Director Phil Warnock; General Administration Executive Assistant Kathleen Codinha.

**ABSENT:** Commissioner Pat Malone, Benton County.

Chair Biff Traber called the February 27, 2020 meeting of the Oregon Cascades West Council of Governments' Executive Committee to order at 9:05 am.

**1. Approval of Meeting Minutes**

Motion for approval of the December 5, 2019 Meeting Minutes by Mayor Jim Lepin and seconded by Mayor Dann Cutter. Motion passed unanimously, with Chair Traber abstaining due to his absence at the previous meeting.

**2. Discussion of Candidates for Executive Director**

At 9:06 am, Chair Traber called an Executive Session to discuss the Executive Director candidates.

At 10:35 am, Chair Traber reconvened into regular session of the Executive Committee meeting.

**3. Actions to take on Executive Director Recruiting**

Mayor Cutter motioned to move forward with the top candidate as selected in Executive Session. He also motioned to have an OCWCOG Staff Meet & Greet, followed by a luncheon with the Executive Committee and candidate, concluding with an Executive Committee Meeting. Mayor Lepin seconded the motion. Motion passed unanimously. Potential dates are Friday, March 6th or Friday, March 13th.

**4. OCWCOG / CSC Merger Discussion**

Chair Traber stated the importance of laying out specific intermediate steps without an artificial deadline for a final Memorandum of Understanding (MOU) by March 17, 2020. The early steps are to determine costs. Mayor Cutter stated a framework is in place and the rest will come more swiftly until we reach a point we need more information. He hopes that the timing will be in sync with onboarding a new Executive Director.

Finance Director Sue Forty said that the Cascades West Community Development Corporation (CWCDC) doesn't have staff capacity to write grants and OCWCOG doesn't have staff capacity to continue to have these conversations if we're not moving forward and seeing progress at each meeting. There have been good conversations understanding the culture and the way we all fit together and how things work. The next step is the MOU. We

need to seek an intern at Oregon State University (OSU) to help write a grant, otherwise it will cost \$50,000 - \$70,000 from each agency to move forward.

Mayor Cutter stated a big step was taken last week when it was determined consultants were needed to tell us the key pieces that needing funding to move forward. The Request for Qualifications (RFQ) is the focus of the MOU. The MOU needs to be written to show the ideas, and then doing the same with the RFQ. He said that the RFQ will be a good test to determine if the two agencies work well together.

## **5. Program Updates**

No updates from Community and Economic Development (CED) Director Phil Warnock.

Mayor Lepin praised Community Services Program (CSP) Director Jennifer Moore on an awesome report. Mayor Sharon Konopa mentioned how important it is to have the *Money Management Program* perform e-pay for clients. She said that this has been a big need, it is good to see this is happening. CSP Director Moore said they are getting more clients, so the program needs to streamline and operationalize procedures. She and the program staff will be meeting with the bank to glean information to move forward.

CSP Director Moore stated she is changing the format and delivery of the *Meals on Wheels (MOW)* updates to be in memo form, which will be sent via email as opposed to USPS mail. *MOW* in Corvallis is currently at the Elks on 9th Street with a contract through the end of June. The City of Corvallis Community Center contract is ongoing. Due diligence is being done on the backend to determine if it's an overall fit for the program; what is the impact to diners, and financial considerations for program. Mayor Traber would like to see *MOW* details worked between the *MOW* program and Community Center.

Senior and Disability Services (SDS) Director Randi Moore stated her Department is hiring nine people in the next three weeks.

## **6. March Board of Directors Meeting Agenda Items**

Mayor Lepin asked to add a presentation and discussion on *Comprehensive Economic Development Strategy (CEDS)*. He questioned why we continue to do it when we haven't been using it for the last ten years. No one is challenging why we're not successful with the program. It appears University of Oregon is in the automatic mode and it's important to determine what benefits have happened over the last ten years. He would like this document to be made more useful or for the program to be stopped.

The discussions continued regarding when it would be most worthwhile to have this discussion. It was determined this conversation should take place during an Executive Committee meeting, or at a Cascades West Economic Development District (CWEDD) meeting.

More time for next month's meeting is needed due to the *Supplemental Budget* that is being added. The tentative schedule for March 19, 2020 is as follows:

- |                         |   |
|-------------------------|---|
| • 10:30 a.m. – 11:30 am | Budget Meeting (including <i>Supplemental</i> ) |
| • 11:30 a.m. – 12:30 pm | Finance Committee                               |
| • 12:30 p.m. – 1:00 pm  | Lunch   |
| • 1:00 p.m. – 3:30 pm   | Board of Director                               |

Finance Director Forty suggested a Community Services Consortium / OCWCOG merger conversation at the Board Meeting.

7. **Other Business**

None

8. **Adjournment**

Meeting adjourned at 10:53 am.

*Meeting minutes taken by Kathleen Codinha.*

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
Via Zoom Audio / Video Conference  
March 19, 2020**

**MEMBERS:** Commissioner Claire Hall, Lincoln County; Commissioner Pat Malone, Benton County; Mayor Dann Cutter, City of Waldport; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; and Mayor Biff Traber, City of Corvallis.

**STAFF:** Finance Director, Sue Forty; Human Resource Manager Ryan Schulze; Community Services Program (CSP) Director Jennifer Moore; Community and Economic Development (CED) Director Phil Warnock; and General Administration Executive Assistant Kathleen Codinha.

**1. Open Meeting. Followed by Executive Session**

Chair Biff Traber called the meeting to order at 11:35 am and announced the meeting was moving into an Executive Session, pursuant to ORS 192.660 (i) under the provisions of Oregon Public Meeting Laws, for the purpose of discussing hiring the Executive Director candidate as OCWCOG's Executive Director.

At 12:02 pm, the meeting came out of Executive Session.

Commissioner Pat Malone motioned to postpone any further action of hiring an Executive Director and notify all applicants that the search will be suspended. This recommendation would be made to the Board of Directors later today. Mayor Sharon Konopa seconded the motion. A roll call vote was taken, due to the video conference call. Motion passed unanimously.

**2. Other Business**

None

**3. Adjournment**

Meeting adjourned at 12:23 pm.

*Meeting minutes taken by Kathleen Codinha.*



# Community Services Program

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## MEMORANDUM

**DATE:** April 23, 2020  
**TO:** OCWCOG Executive Committee  
**FROM:** Jennifer Moore, Community Services Program (CSP) Director  
**RE:** **CSP Program Updates**

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

- In response to the COVID-19 pandemic and subsequent safety measures implemented, the Corvallis office was closed to the public on March 23, 2020. All County Veteran Services Office (CVSO) staff were either deployed to work remotely, or redeployed to an alternate office location. All scheduled interviews with veteran clients were moved to tele-interviews. The number of calls for assistance remains steady, and support normally given to a walk-in client is now being delivered electronically (whether by phone or email), and will continue to be considered a “walk-in” contact point. As of this report, the office continues to conduct business remotely.
- Veteran Services Officer (VSO) Curtis “CW” Nelson has evaluated the manner in which walk-in contacts were being tracked. Previously, only walk-ins that resulted in a scheduled appointment were counted; however, this has not been an accurate reflection of service(s) provided. Going forward, walk-ins or call-ins that result in service rendered (whether an appointment is scheduled or not) will be counted as a walk-in contact.
- The CVSO has experienced an increase in Oregon State University (OSU) contacts. This is due to a stronger relationship with Willie Elfring, Military and Veteran Resource Advisor, who has been encouraging students to connect with the CVSO.

### **Meals on Wheels (MOW)**

- MOW dining centers are closed to the public, but are providing take-home, or “to-go” meals to currently registered clients, with pick-up hours between 11:00 am – 12:00 pm on regular serving days.
- Home-delivery continues, using a non-contact delivery method, by suspending hand-to-hand delivery and asking they keep a six-foot distance from each other. Delivery times may be a bit altered, depending on volunteer availability.
- While the volunteer corps remains strong, some volunteers are opting out of service at this time, as they themselves are in the vulnerable demographic. However, the program is receiving a large volume of contacts from individuals interested in helping. MOW Program Supervisor Anita Lengacher is working with *Cascades West RideLine* Supervisor Danny Magana on a project that will simultaneously support meals delivery and help preserve brokerage provider capacity.
- A fundraising campaign has been created for those wishing to support the program that are unable to volunteer: <https://ocwcog.kindful.com/?campaign=1059274>. Launched on March 20, 2020, it has generated \$3,486 in contributions.

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

- Where appropriate, client meetings are held by telephone or will move to intermittent service via online tools.
- *MMP* staff continue to manage Representative Payee accounts without interruption.

### **Older Adult Behavioral Health Initiative (OABHI)**

- In response to guidance from the State of Oregon related to the COVID-19 outbreak, the Oregon Health Authority (OHA) and Portland State University (PSU) have postponed the conference, *Supporting Special Populations of Older Adults and Behavioral Health Issues*, scheduled for June 4, 2020.
- Behavioral Health Specialists Helen Beaman and Marie Laper remain available to provide complex case consultation. Both continue to connect and coordinate with various service providers across the Region, including OCWCOG.
- Lines for Life, a service dedicated to preventing substance abuse and suicide and promoting mental wellness, has partnered with OHA to offer The Senior Loneliness Line as a statewide resource, which started April 4, 2020. Senior Loneliness Line is a free call service for adults older than 55. Volunteers and staff provide a friendly person to talk to when needed, someone to listen, emotional support and understanding, suicide intervention, and other supportive services. Senior Loneliness Line is available at 1-800-282-7035.

### **Senior Corps Programs: Foster Grandparent Program (FGP), Retired and Senior Volunteer Program (RSVP), and Senior Companion Program (SCP)**

- Most programs have temporarily stopped National Service activities due to COVID-19 (*RSVP Tax-Aide, FGP*), have moved to telecounseling; (*RSVP VISIT, RSVP SHIBA, SCP*); or intermittent service (*RSVP MOW*).
- Staff are connecting with low-income, stipend volunteers and clients every Wednesday and Thursday to ensure all are well; they are triaging emergent needs and connecting program participants with the help they need.
- In March, three *RSVP SHIBA* counselors became certified at the Senior Medicare Patrol (SMP) Complex Interactions Level to help identify suspected Medicare fraud, errors, or abuse from Medicare beneficiaries, their caregivers, or professionals caring for beneficiaries. This training allows the volunteers to:
  - Perform case research to determine if a complex interaction is an error or suspected fraud or abuse,
  - Identify and follow-up on situations in which beneficiaries are targets of inappropriate marketing or solicitation, and
  - Manage SMP complex interactions following the processes outlined in this manual and, when necessary, conduct a referral to the appropriate entity for further action.

### **\$tand By Me Financial Empowerment Program (\$BM)**

- Two grant writers were originally retained to support fundraising efforts. Early in the first quarter, one grant writer backed out due to extenuating circumstances. The remaining grant writer took a new position with another entity during this quarter, and the contract has been closed out. A local grant-writer has been secured and is in process of onboarding with CSP Director Moore to keep proposal submission on track.
- Bi-weekly Joint Oregon Leadership Team (JOLT) conference calls with the Delaware team began in March, and are scheduled through the end of June. At that time, the frequency will be evaluated and updated as appropriate.
- The Communications Consultant is working with DE to add OCWCOG and \$BM Oregon to the \$tand By Me Delaware website and other appropriate collateral.



# Senior and Disability Services

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## MEMORANDUM

**DATE:** April 23, 2020  
**TO:** OCWCOG Executive Committee  
**FROM:** Randi Moore, OCWCOG Senior and Disability Services (SDS) Director  
**RE:** **SDS Program Update**

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### **Continuing Operations for SDS during the COVID-19 Pandemic**

Keeping critical operations running smoothly over the last month has been a challenge. Below are some updates about how the SDS team has managed the stress of keeping employees safe, while still achieving the work that the Department is committed to: serving Oregon's most vulnerable citizens.

### **Policy Changes**

Oregon's Aging and People with Disabilities (APD) Division has implemented the following policy changes to provide as much flexibility to local programs as possible:

- In order to protect consumers, as well as its workforce, APD has called for assessments to be completed telephonically at this time – Case Managers will be required to follow-up with a face-to-face visit when things are more stable.
- To provide a safety net to consumers who may be facing more barriers than normal in accessing services, no adverse actions, such as reductions or closures, will be taken on any ongoing cases.
- Asset verification standards are being loosened, making the process for applying for benefits easier to accomplish.
- Volunteerism and streamlined recruiting for personnel, including Home Care Workers, has been bolstered by temporary adjustments to the criminal background check policies, such as not having to wait for fingerprint results to be returned.
- Supporting the use of more electronic tools – allowing electronic signatures and being able to submit paperwork like vouchers via email is allowing more staff to work remotely and reducing traffic in office lobbies.

Additionally, big projects like submission of agency *Area Plans* and the rollout of the *Eligibility Transformation* have been halted so all organizations can focus on COVID-19 support.

### **Workforce**

- At this time, the majority of SDS staff in the Case Management, Adult Protective Services, and Licensing units are working remotely.
- Despite already having some technology in place, there have been hurdles going offsite, with OCWCOG technology, antiquated State computer systems, and spotty home and community internet connections creating quite a few frustrations.
- Phone calls to and from consumers to workers offsite have been a challenge; the Department hopes it is close to tackling with the deployment of software phones.

- Once phone issues are resolved all Eligibility, and *Aging and Disability Resource Connection (ADRC)* employees will be telecommuting.
- In all, over 100 employees will soon be telecommuting across the tri-County Region.
- A skeleton crew of workers are going to remain in the offices to complete functions that require someone onsite to finish. Huge appreciation for the workers who are “holding down the fort.”
- In order to reduce risk, the Department has spread these people out in the office so they will be further distanced from each other.

### **Supporting Consumers**

Case Managers (CM) are using monthly contacts with consumers to encourage them to develop a back-up plan in case their care worker becomes ill. This back-up should utilize natural supports like family or neighbors. A shortage of paid workers may become an issue.

OCWCOG staff are participating in various State and local agency planning calls designed to provide support and address needs and concerns related to COVID-19. Information provided during these calls is shared at group huddles and other team meetings.

*ADRC* call center staff are collecting information on new resources and supports that can help vulnerable persons who may not be able to get to the store to buy groceries or medicine because of concerns for their health.

Options Counselors are also working with vulnerable consumers to identify what barriers people are experiencing in getting basic needs met. Soon the Department hopes to have a larger scale project in place that can help get needed resources like food and prescriptions to community members who are struggling.

Applications for *Supplemental Nutrition Assistance Programs (SNAP)* have risen from an average of six a week to about 30 a week. Eligibility workers are trying hard to get these processed as quickly as possible.

### **Future Planning**

The SDS supervisory team has developed a plan for the worst case scenario – having to do the same amount of work with only a small percentage of the workforce. The priorities when examining this remain staff safety and serving consumers. At the bare minimum, the SDS Department is dedicated to four things: keeping medical and food benefits open; protecting consumers from abuse or neglect; making sure people’s care needs are met; and by making sure providers are paid.



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