



Executive Committee Meeting Agenda Packet

April 28, 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
April 28, 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 February 25, 2016 Executive Committee meeting will be reviewed for approval (Attachment 1, page 3).

ACTION: Motion to approve the February 25, 2016 Executive Committee meeting minutes.

2. **Review of Financials** (*Finance Director Sue Forty*)
(9:05 – 9:10 a.m.)

Finance Director Forty will present OCWCOG's financial information for review and discussion (Attachment 2, page 7).

ACTION: Information only, no action required.

3. **Revisions to the Adopted FY2016-17 Dues Rates** (*Finance Director Sue Forty*)
(9:10 – 9:15 a.m.)

Finance Director Forty will review revisions needed to be made to the Board adopted Dues Rates for Fiscal Year 2016-2017 (Attachment 3, page 13).

ACTION: Motion to approve the revisions to the FY17 Dues Rates and recommend Board ratification at their May meeting.

4. **OCWCOG Program Updates** (*All Program Directors*)
(9:15 – 9:25 a.m.)

Staff will be available to answer any questions from the Executive Committee on the program updates (Attachment 4, page 16 and Attachment 5, page 18).

ACTION: Information only, no action required.

5. May Full Board Agenda Items *(Chair Sharon Konopa)*
(9:25 – 9:30 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
 - b. Bank Signing Resolution
- 2. Adoption of the FY 2016-17 Work Program and Budget**
- 3. Adoption of Older American’s Month Proclamation**
- 4. Program Update Question and Answers**
- 5. Information Sharing**
- 6. Other Business**
- 7. Adjournment**

6. Other Business
(9:30 – 9:35 a.m.)

7. Adjournment
(9:35 a.m.)

OCWCOG EXECUTIVE COMMITTEE
February 25, 2016
MINUTES

- ATTENDEES:** Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Mayor Biff Traber, Corvallis; and Councilor Bob Elliott, Lebanon.
- VIDEO:** Commissioner Bill Hall, Lincoln County and Councilor Dann Cutter, Waldport.
- STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Rideline Operations Manager Brenda Mainord; and Administrative Assistant Terri Sharpe.

VISITORS:

Chair Sharon Konopa convened the meeting of the Executive Committee at 9:05 a.m. at the Cascades West Center in Albany, Oregon.

1. Approval of Previous Meeting Minutes

Motion to approve the minutes of the December 3, 2015 Executive Committee Minutes made by Mayor Biff Traber, seconded by Councilor Bob Elliott. Motion passed unanimously.

2. Review and Approval of the 2016 Executive Committee Meeting Schedule

Councilor Dann Cutter suggested canceling the December meeting if there was no imperative business to be discussed. Deputy Director Lydia George stated action would be needed for the Consent Calendar for the Full Board meeting, but that could be done by email. Chair Konopa would like to keep the Executive Committee tentatively on the schedule as a place holder for any pressing issues.

Motion to approve the 2016 Executive Committee Meeting Schedule made by Councilor Cutter, seconded by Councilor Elliott. Motion passed unanimously.

3. Cascades West Financial Services, Inc. (CWFSI) Update

Executive Director Fred Abousleman updated the Committee on CWFSI terminating their contract with Oregon Cascade West Council of Governments (OCWCOG), Lane Council of Governments, and Mid-Willamette Valley Council of Governments. According to CWFSI, the three Council of Governments (COGs) have failed to meet Small Business Administration (SBA) regulations. However, there is no proof of this claim, no audit concerns, and no indications of misappropriation of funds.

Letters from the Chairs of all three COGs to CWFSI were sent asking for further conversation regarding this decision. To date, only one response was received to the Mid-Willamette Valley COG, denying any further conversation from CWFSI's perspective about reevaluation of the contract status.

The letters from the COG's Chairs were also sent to the Governor and the Congressional Delegation, along with emails to all Board members.

The COGs have also sent letters to their banking partners to inform them that they are still open for business and still making loans. The COGs have signed two contracts with two other Community Development Corporations (CDC); one in Roseburg, and one in Bend. The CDC in Roseburg has

provided training and marketing tools; all things that CWFSI said they would provide, but failed to do so.

With the consent of the Board, the next course of action would be to pursue, with their Small Business Administration (SBA) Congressional Delegation, an audit of CWFSI.

Chair Konopa would like to give CWFSI's Board two weeks after CWFSI's next Board meeting (taking place next week) to respond to the letter. If there is no response, then Executive Director Abousleman should phone and ask for a response to OCWCOG's letter. Chair Konopa will also contact John Pascone and Doris Johnston, two of CWFSI Board of Directors, to find out if they received the letter and to state that a response is needed.

With severing of contract with CWFSI, Executive Director Abousleman informed the Executive Committee of OCWCOG would be short in the Lending department, and at some point may have to request the release of reserves so the Lending program can continue. This request will be held until the last possible moment, for with each week the amount they need decreases with each new loan they make. The situation will be closely monitored.

4. OCWCOG Program Updates

Mayor Biff Traber would like to reinforce the importance of the *Coordination Plan* with the economic development area and the various transportation groups. He feels anything done on a regional planning basis is very important and should be reinforced. He would like to see better alternative ways to get between Albany and Corvallis, and between the eastside of the Valley and back.

Commissioner Anne Schuster stated that she and Senior and Disabilities Services Director, Dave Toler, met yesterday and is very impressed and excited with what Director Toler has planned, i.e., simplifying of the Aging and Disability Resource Connection (ADRC), and his attending the *Represent Veterans* at the Homeless Oversight Committee.

Chair Konopa inquired of Director Toler if he has seen a higher demand for Medicaid bed space in assisted living facilities. Director Toler responded that he has not seen any significant shortages, but Senior and Disability Services' goal is in-home care, which is increasing. However, with the growth of in-home care and all the changes that are taking place, in-home care is becoming more expensive and is putting the program at risk. There is concern that it may push individuals back to institutional care. Chair Konopa is concerned with the lack of affordable senior housing and skilled nursing facilities in the area. Director Toler stated the two resources to keep up with the demand are adult foster homes and assisted living facilities in residential communities.

Mayor Traber inquired if there are ways to reduce the labor for certain clients that don't require as much care, and whether or not the OCWCOG is doing something with this. Director Toler stated that they can use funding to purchase equipment and prescriptions through *Oregon Project Independence*.

Executive Director Abousleman stated Director Toler is also working on a project with the American Association of Retired Persons (AARP) in the three counties on three core issues: age friendly communities, lifelong housing, and lifelong economy. The Executive Committee will be invited to an AARP sponsored event on the issue of a lifelong economy where they will be discussing lifelong housing. Executive Director Abousleman asked Director Toler to provide a one-page report to the Full Board at their March Board meeting on where this will go.

Commissioner Schuster inquired what Director Toler has seen in the needs for transportation with seniors and people with disabilities. Director Toler stated that there is funding for individuals on Medicaid, but for people that are just above the Medicaid eligibility threshold, or on Medicare, the funding is not always there. The big problem, even for Medicaid consumers, is that transportation is not available except for medical appointments.

Chair Konopa inquired if Rideline keeps track of how many calls they have to deny due to the consumer not qualifying. Rideline Operations Manager, Brenda Mainord stated Rideline gets several requests for rides that they have to deny. She offered to pull the numbers for the next Full Board meeting, but it was decided the ADRC would be a better resource for this data; therefore, Director Toler would provide the numbers.

5. March Full Board Agenda Items

The Executive Committee reviewed and approved the proposed Full Board agenda items:

- 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 Questions and Answers**
- 5. Information Sharing**
- 6. Other Business**
- 7. Adjournment**

6. Other Business

Executive Director Abousleman informed the Committee of Community and Economic Development (CED) Director Charlie Mitchell's departure from OCWCOG with his last day being March 11th. They are in the recruitment process with some strong candidates, and he will keep the Committee updated. He will also be working with the community so they will not lose any momentum on any ongoing projects.

A memorandum was presented on the percentage difference in the agency's donations revenue in which Mayor Traber inquired about at the January Finance meeting.

Executive Director Abousleman stated that the OCWCOG has signed a contract with Socrata who works with the city of Albany and Benton County on financial transparency. Socrata will be helping the OCWCOG and their community partners build a data pipeline, which will ultimately be their data center.

On Friday, Mayor Traber and Mayor Konopa will be joining Executive Abousleman to discuss the Regional Accelerator and Innovation Network's (RAIN) efforts on the hiring of a Developmental Director, and the OCWCOG's participation with that new employee. The OCWCOG will participate in the hiring process and pay half the salary of the selected applicant, if they meet up with what the OCWCOG is looking for in a major fundraiser. They are looking at a three-year commitment with a significant amount of money coming back into both organizations to make this profitable.

Executive Director Abousleman has proposed to the CED staff that they look at a *Transport and Economic Summit* in the fall to bring the three-counties together to talk about transportation issues (port, aviation, and rail) and relate them to the economy. The staff has been notified that they need to find a time and topics and the OCWCOG will look into getting the Summit sponsored.

7. Adjournment

Meeting adjourned at 9:58 a.m.

Minutes by Terri Sharpe.



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MEMORANDUM

DATE: April 28, 2016
TO: OCWCOG Executive Committee
FROM: Sue Forty, Finance Director
RE: **OCWCOG Financial Update**

Please accept the following snapshot and Consolidated Revenue and Expense Statement, for period ending March 31, 2016, with notes to items that I felt were pertinent. We strive to make the following financial information consistent, accessible, and transparent.

Snapshot by Major Line Item

	FY2016 Budget	December YTD	Percentage YTD	Prior Year YTD
Dues	255,363.00	255,363.00	100%	100%
Contracts	2,077,374.00	825,629.71	39.74%	116.31%
Grants	173,641.00	131,539.64	75.75%	119.78%
Donations	220,000.00	91,331.08	41.51%	64.95%
State Revenue	1,522,943.00	847,014.19	55.62%	60.83%
Federal Revenue	11,870,052.00	7,743,913.10	65.24%	67.36%
Coordinated Care	4,700,000.00	4,074,222.72	86.69%	87.79%
Total Income (all line items)	32,188,535.00	24,227,232.00	75.27%	89.14%
Total Payroll Expense	13,948,302.00	8,506,899.33	60.99%	65.56%
Contract Expense	5,636,114.00	4,947,750.67	85.02%	95.84%
Indirect Expense	1,636,851.00	1,214,695.08	74.21%	75.06%
Maintenance & Repair	169,950.00	70,089.17	41.24%	27.21%
Supplies	198,847.00	86,845.34	43.67%	53.69%
Telephone	192,388.00	143,627.10	75.04%	83.19%
Travel / Training	349,032.00	192,346.94	55.11%	72.14%
Total Expense (all line items)	32,188,535.00	17,075,846.93	53.31%	63.07%
Net Gain / (Loss)		7,151,385.07		

FY2015-2016 Financial Narrative (Revenue)

- a. Net/Gain (Loss) FY2015-2016 Budget, Oregon Cascades West Council of Governments has a balanced budget. Beginning Balances have been recorded reflecting a gain for the current period to date.
- b. Member dues have all been received and distributed.
- c. Contract revenue is low. The Board adopted a supplemental budget that increased the contract revenue total by \$703,555.00. The Non-Emergent Medical Transportation Pilot program represents \$477,750.00 of this increase and has not been billed for the quarter.
- d. Year-to-date Grant Revenue is on track.
- e. Donations Revenue is received at targeted times throughout the year due to various fundraising events. Currently, the Senior Meals Program mailed the annual Mother's Day Tea mailing, the program received \$30,941 from this mailing in the previous year.
- f. Agency's State Contracts are billed quarterly, 3rd quarter revenues will be reflected on the report containing April's numbers.
- g. Federal Revenue appears low. The agency's Federal contracts are billed in the month following the month end close.
- h. Coordinated Care revenue is on budget.

FY2015-2016 Financial Narrative (Personnel and Material & Supplies)

- a. The agency's Personnel Expense is below budget due to several vacant positions not filled. The agency has implemented a process to determine the need to rapidly fill all vacant positions.
- b. Contract expense is coming in a bit higher than budgeted due to the addition of Non-Emergent Medical Transportation provider.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance & Repair expenses are low. There are several building maintenance projects that will be started in the new calendar year.
- e. The agency has implemented a centralized purchasing program which is controlling the supply costs. We are on target to have 40% savings at the end of the fiscal year.
- f. Telephone is on budget.
- g. Travel/Training is on budget. The agency is researching travel policies and plans on the implementation of a robust policy.

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

Consolidate Revenue and Expense Statement

Executive Committee Financial Report

For Period Ended March 31, 2016

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 64,325.00	\$ 85,331.68	132.66%	
000725	Beg Bal-Restrict for Contracts	\$ 810,894.00	\$ 1,106,308.55	136.43%	
000735	Beg Bal-Restricted Reconciliation	\$ 1,670,837.00	\$ 2,435,432.23	145.76%	
000740	Beg Bal Restricted for Other	\$ 397,775.00	\$ 434,553.67	109.25%	
000745	Beg Bal-Restrict Reserve	\$ 2,200,000.00	\$ 1,480,000.00	67.27%	
000750	Beg Bal-Unrestricted	\$ 2,480,553.00	\$ 2,118,311.63	85.40%	
000801	Dues	\$ 510,726.00	\$ 255,362.67	50.00%	
000802	Fees For Service	\$ 65,839.00	\$ 70,546.23	107.15%	
000803	Internal Transfer	\$ 1,629,587.00	\$ 1,224,709.68	75.15%	Indirect
000804	Miscellaneous Revenue	\$ 7,708.00	\$ 13,062.14	169.46%	Prior year accounts receivable adjustment
000805	Contract Revenue	\$ 2,077,374.00	\$ 825,629.71	39.74%	Budget was increased and billing has not happened yet
000806	Grant Revenue	\$ 173,641.00	\$ 131,539.64	75.75%	
000807	Donations	\$ 220,000.00	\$ 91,331.08	41.51%	
000808	Interest Revenue	\$ 174,520.00	\$ 164,560.60	94.29%	Loan/Bank Interest
000809	Transfers In	\$ 404,846.00	\$ 335,875.90	82.96%	All transfers in have been done
000809	CED Administration	\$ 187,364.00	\$ 128,123.25	68.38%	
000820	Program Meals Revenue	\$ 165,000.00	\$ 123,036.08	74.57%	
000821	Program Fee For Service	\$ 1,000.00	\$ -	0.00%	
000822	Loan Packaging Fees	\$ 4,000.00	\$ 500.00	12.50%	
000823	Program Income	\$ 667,151.00	\$ 408,223.28	61.19%	
000824	Loan Processing Revenue	\$ 130,000.00	\$ 93,498.82	71.92%	
000824	Match Revenue	\$ 45,000.00	\$ 30,444.00	67.65%	
000826	Borrowers Fees	\$ 1,000.00	\$ 1,374.04	137.40%	New loans
000827	Loan Packaging Fees	\$ 200.00	\$ -	0.00%	
000828	Service Fees	\$ 6,200.00	\$ 4,327.11	69.79%	
000860	Economic Development Admin	\$ 75,000.00	\$ 56,250.00	75.00%	
000862	Older Americans Act	\$ 1,110,610.00	\$ 722,392.00	65.04%	
000863	Title XIX	\$ 10,268,063.00	\$ 6,599,388.40	64.27%	
000864	Federal Senior Meals	\$ 296,000.00	\$ 271,937.70	91.87%	Additional Federal Meals served
000865	USDA	\$ 107,379.00	\$ 88,566.00	82.48%	

000869	Siletz Revenue	\$ 13,000.00	\$ 5,379.00	41.38%	
000840	Veterans	\$ 57,261.00	\$ 14,315.25	25.00%	Pass through funds checking with Benton County
000841	Oregon Project Independence	\$ 675,796.00	\$ 568,244.57	84.09%	
000843	ODOT	\$ 789,886.00	\$ 264,454.37	33.48%	
000846	Coordinated Care	\$ 4,700,000.00	\$ 4,074,222.72	86.69%	
	Revenue	\$ 32,188,535.00	\$ 24,227,232.00	75.27%	
0001ED	Executive Director	\$ 118,240.00	\$ 95,220.00	80.53%	
000410	Leave Benefits	\$ 516,952.00	\$ 351,616.51	68.02%	
000420	Fringe Benefits	\$ 5,015,168.00	\$ 2,846,375.69	56.76%	
0004DD	Deputy Director	\$ 90,147.00	\$ 70,756.94	78.49%	
0004PD	Program Director	\$ 330,766.00	\$ 177,045.07	53.53%	
0010PM	Program Manager	\$ 507,374.00	\$ 316,925.75	62.46%	
0013PS	Program Supervisor	\$ 428,209.00	\$ 312,772.16	73.04%	
0016LO	Loan Officer	\$ 64,581.00	\$ 44,408.76	68.76%	
0019CA	Clerical Assistant	\$ 13,418.00	\$ 11,995.48	89.40%	
0019PM	Personnel Manager	\$ 66,996.00	\$ 57,487.73	85.81%	
0022SA	Senior Accountant	\$ 57,791.00	\$ 41,556.00	71.91%	
0031RD	Resource Development	\$ -	\$ 2,664.30	#DIV/0!	Final check for this position
0046CM	Case Manager	\$ 2,179,916.00	\$ 1,349,493.17	61.91%	
0053CC	Contracts Coordinator	\$ 49,187.00	\$ 33,569.30	68.25%	
0055CS	Clerical Supervisor	\$ 60,554.00	\$ 41,102.86	67.88%	
0060AS	Accounting Specialist	\$ 49,144.00	\$ 34,753.43	70.72%	
0064ES	Eligibility Specialist	\$ 1,108,285.00	\$ 747,252.55	67.42%	
0067EA	Executive Assistant	\$ 45,920.00	\$ 68,872.77	149.98%	Reclassification after budget was adopted
0070AC	Accounting Clerk II	\$ 36,852.00	\$ 14,572.86	39.54%	
0076AA	Administrative Assistant	\$ 466,284.00	\$ 311,741.66	66.86%	
0085CS	Clerical Specialist	\$ 234,489.00	\$ 142,273.35	60.67%	
0085SS	Software Support Specialist	\$ -	\$ -	#DIV/0!	
0085WS	Workstation Support Specialist	\$ 54,850.00	\$ -	0.00%	
013CDP	CED Planner II	\$ 143,318.00	\$ 57,680.05	40.25%	
013MDR	MPO Director	\$ 92,133.00	\$ 65,743.06	71.36%	
025NSS	Network Support Specialist	\$ 72,684.00	\$ 53,952.18	74.23%	
031CDP	CED Planner	\$ 115,153.00	\$ 36,648.35	31.83%	

034APS	Adult Protective Services Spec	\$	356,271.00	\$	257,988.02	72.41%	
037DTC	Diversion & Transition Coord	\$	182,990.00	\$	125,236.91	68.44%	
037LCM	Lead Case Manager	\$	231,525.00	\$	96,025.48	41.48%	
045ISS	Information Support Specialist	\$	53,255.00	\$	39,041.68	73.31%	
052ALO	Assist. Loan Officer	\$	34,540.00	\$	16,725.92	48.42%	
055VSO	Veterans Service Officer	\$	57,477.00	\$	41,541.80	72.28%	
060FMC	Fac. Maint. Coordinator	\$	48,456.00	\$	35,781.40	73.84%	
061LES	Lead Eligibility Specialist	\$	-	\$	15,844.18	#DIV/0!	Position created after budget was adopted
064ADR	ADRC Specialist	\$	183,262.00	\$	95,753.08	52.25%	
064ALW	Asst. AFH Licensing Worker	\$	72,875.00	\$	51,679.84	70.92%	
067CEA	Confidential Executive Assist	\$	47,189.00	\$	-	0.00%	Reclassification after budget was adopted
075LTB	Lead Trans Brokerage Spec.	\$	77,624.00	\$	56,030.45	72.18%	
075TBS	Transportation Brokerage Spec.	\$	317,574.00	\$	172,749.99	54.40%	
082SMC	Senior Meals Coordinator	\$	37,996.00	\$	27,029.98	71.14%	
090RSM	Relief Site Manager	\$	15,000.00	\$	7,891.91	52.61%	
099EXH	Extra Hire	\$	146,016.00	\$	41,991.90	28.76%	
88MSM3	Meal Site Manager 3	\$	167,841.00	\$	139,106.81	82.88%	
	PERSONNEL		\$ 13,948,302.00		\$ 8,506,899.33	60.99%	
000504	Advertising	\$	28,050.00	\$	17,587.44	62.70%	
000506	Auto Expense	\$	13,500.00	\$	9,168.49	67.91%	
000510	Bank Charges	\$	14,530.00	\$	10,093.63	69.47%	
000513	Board/Comm/Meeting Expense	\$	30,350.00	\$	21,994.48	72.47%	
000514	CED Administration	\$	198,754.00	\$	127,811.12	64.31%	
000516	Computer Maintenance/Equipment	\$	50,600.00	\$	28,430.27	56.19%	
000521	Contract Administration	\$	2,500.00	\$	1,735.00	69.40%	
000522	Contract Expense	\$	5,819,414.00	\$	4,947,750.67	85.02%	
000523	Admin Contract Expense	\$	490,000.00	\$	403,108.68	82.27%	
000525	Copying	\$	79,715.00	\$	55,485.31	69.60%	
000531	Dues and Memberships	\$	47,500.00	\$	44,508.23	93.70%	Several memberships are due at the beginning of the year this will level out
000532	Equipment Expense	\$	30,900.00	\$	690.00	2.23%	
000533	Finance Indirect	\$	459,064.00	\$	340,818.84	74.24%	
000534	Indirect Expense	\$	687,785.00	\$	509,842.71	74.13%	
000535	Furniture & Fixtures	\$	-	\$	118.98	#DIV/0!	

000537	Insurance	\$ 48,768.00	\$ 47,788.82	97.99%	One time payment
000540	Interest Expense	\$ -	\$ 11,533.61	#DIV/0!	
000541	Janitorial Expense	\$ 3,100.00	\$ 4,919.00	158.68%	Contract increased after budget was adopted
000542	Legal Services	\$ 17,400.00	\$ 11,944.00	68.64%	
000543	Licenses and Fees	\$ 38,700.00	\$ 41,400.14	106.98%	
000546	Loan Fees	\$ 500.00	\$ 1,465.08	293.02%	Additional Loans processed
000549	Maintainance and Repair	\$ 169,950.00	\$ 70,089.17	41.24%	Projects to come
000550	Taxes	\$ 156,838.00	\$ 92,881.87	59.22%	
000552	Other Operating	\$ 100,000.00	\$ -	0.00%	
000555	Postage	\$ 95,500.00	\$ 47,027.94	49.24%	
000558	Printing	\$ 28,461.00	\$ 11,947.77	41.98%	
000561	Rent	\$ 542,156.00	\$ 416,319.72	76.79%	
000564	Resource Reserve	\$ 185,000.00	\$ -	0.00%	
000567	Supplies	\$ 198,847.00	\$ 86,845.34	43.67%	
000568	Stipend	\$ 85,777.00	\$ 41,954.46	48.91%	
000570	Technology Indirect	\$ 490,002.00	\$ 364,033.53	74.29%	
000573	Telephone	\$ 191,388.00	\$ 143,627.10	75.04%	
000576	Training	\$ 123,856.00	\$ 51,282.25	41.40%	
000577	Volunteer Recognition	\$ 3,800.00	\$ 8,582.30	225.85%	Foster grandparent and RSVP higher then anticipated
000578	Meal Delivery Travel	\$ 35,000.00	\$ 28,260.43	80.74%	
000579	Travel	\$ 190,176.00	\$ 112,804.26	59.32%	
000580	Transfers Out	\$ 707,635.00	\$ 310,000.00	43.81%	
000582	Utilities	\$ 65,080.00	\$ 50,387.29	77.42%	
000584	Janitorial	\$ 47,700.00	\$ 33,328.00	69.87%	
000585	Unappropriated EFB for future	\$ 6,613,892.00	\$ -	0.00%	
000595	Capital Purchase	\$ 71,663.00	\$ -	0.00%	
	MATERIALS AND SUPPLIES	\$ 18,163,851.00	\$ 8,507,565.93	46.84%	
000595	Capital Purchase	\$ 15,000.00	\$ -	0.00%	
	CAPITAL OUTLAY	\$ 15,000.00	\$ -	0.00%	
000598	Principal Payment	\$ 43,333.00	\$ 43,333.33	100.00%	
000599	Interest Payment	\$ 18,049.00	\$ 18,048.34	100.00%	
	DEBT SERVICES	\$ 61,382.00	\$ 61,381.67	100.00%	
	Expense	\$ 32,188,535.00	\$ 17,075,846.93	53.31%	
	Net Gain/(Loss)	\$ -	\$ 7,151,385.07		



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MEMORANDUM

DATE: April 28, 2016
TO: OCWCOG Executive Committee
FROM: Sue Forty, Finance Director
RE: Revision to the OCWCOG Member Dues for FY2016-2017

The Board adopted the FY2016-2017 member dues rate at their January meeting. Since its adoption, a minor error in the calculations has been found. The Port of Newport should not have been charged for General Dues, and the Siletz Tribes should have been charged a flat rate of \$250 for general dues and \$250 for transportation dues. As well, the FY2015-16 dues for both members are incorrect.

Making this correction will not affect any other member's dues, and by correcting the Tribes' and the Port's FY2016 dues, the chart will accurately reflect what was invoiced and received for that year. Two attachments are provided with this memo: the recently adopted dues amount; and, the revised dues rate reflecting the needed correction.

In an effort to provide timely notification of the upcoming dues rate, we are asking the Executive Committee to approve the proposed revisions to the adopted FY2016-2017 dues rates, and recommend the Board ratify this action at their May meeting.

RECOMMENDATION: Motion to approve the suggested revisions to the adopted FY2016-2017 Member Dues Rate and recommend to the Board ratification of this action.

Draft OCWCOG FY2017 DUES - Adopted

	FY 16 Dues	Pop Estimate 7/1/2014*	FY 17 DUES				Change from FY 16
			General Dues	CD Dues	Trans Dues	TOTAL DUES	
Benton County							
Adair Village	1,055.29	845	\$610.94	\$204.49	\$250.00	\$1,065.43	\$10.14
Corvallis	55,104.92	56,535	\$40,874.81	\$13,681.47	\$2,361.13	\$56,917.41	\$1,812.49
Monroe	840.86	620	\$448.26	\$150.04	\$250.00	\$848.30	\$7.44
Philomath	4,657.63	4,630	\$3,347.49	\$1,120.46	\$250.00	\$4,717.95	\$60.32
N. Albany **		7,146					\$0.00
Unincorporated	18,960.98	18,964	\$13,710.97	\$4,589.29	\$962.62	\$19,262.88	\$301.90
Lincoln County							
Depoe Bay	1,588.97	1,410	\$1,019.43	\$341.22	\$250.00	\$1,610.65	\$21.68
Lincoln City	8,198.98	8,400	\$6,073.20	\$2,032.80	\$555.92	\$8,661.92	\$462.94
Newport	10,320.03	10,095	\$7,298.69	\$2,442.99	\$637.55	\$10,379.23	\$59.19
Port of Newport ***	10,954.37	10,800	\$7,808.40	\$2,613.60	\$661.97	\$11,083.97	\$129.60
Siletz	1,426.96	1,235	\$892.91	\$298.87	\$250.00	\$1,441.78	\$14.82
Siletz Tribe	250.00					\$250.00	\$0.00
Toledo	3,556.91	3,485	\$2,519.66	\$843.37	\$250.00	\$3,613.03	\$56.11
Waldport	2,203.65	2,060	\$1,489.38	\$498.52	\$250.00	\$2,237.90	\$34.25
Yachats	931.40	720	\$520.56	\$174.24	\$250.00	\$944.80	\$13.41
Unincorporated	19,429.85	19,485	\$14,087.66	\$4,715.37	\$994.06	\$19,797.09	\$367.24
Linn County							
Albany	50,520.87	51,270	\$37,068.21	\$12,407.34	\$2,184.71	\$51,660.26	\$1,139.39
Brownsville	1,841.51	1,680	\$1,214.64	\$406.56	\$250.00	\$1,871.20	\$29.69
Halsey	1,122.00	915	\$661.55	\$221.43	\$250.00	\$1,132.98	\$10.98
Harrisburg	3,709.39	3,635	\$2,628.11	\$879.67	\$250.00	\$3,757.78	\$48.39
Lebanon	15,801.06	15,740	\$11,380.02	\$3,809.08	\$848.49	\$16,037.59	\$236.53
Millersburg	1,612.79	1,505	\$1,088.12	\$364.21	\$250.00	\$1,702.33	\$89.54
Scio	1,040.99	830	\$600.09	\$200.86	\$250.00	\$1,050.95	\$9.96
Sweet Home	9,234.73	9,060	\$6,550.38	\$2,192.52	\$595.78	\$9,338.68	\$103.96
Tangent	1,379.31	1,195	\$863.99	\$289.19	\$250.00	\$1,403.18	\$23.87
Unincorporated	36,194.13	37,667	\$27,233.24	\$9,115.41	\$1,447.75	\$37,796.41	\$1,602.28
TOTAL	261,937.53	269,927	\$189,990.66	\$63,593.00	\$14,749.98	\$268,333.65	\$6,396.12

*population estimates from PSU 2014 Report

**Included in City of Albany population estimate

*** Port of Newport population estimate from Port's webpage

FY 17 General dues rate: FY 16 rate of .714 x Portland CPI-U of 1.2% = .723

FY 17 CD dues rate: FY 16 rate of .239 x Portland CPI-U of 1.2% = .242

Draft OCWCOG FY2017 DUES - Revised

	FY 16 Dues	Pop Estimate 7/1/2014*	FY 17 DUES				Change from FY 16
			General Dues	CD Dues	Trans Dues	TOTAL DUES	
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Siletz	1,426.96	1,235	\$892.91	\$298.87	\$250.00	\$1,441.78	\$14.82
Siletz Tribe	500.00		\$250.00		\$250.00	\$500.00	\$0.00
Toledo	3,556.91	3,485	\$2,519.66	\$843.37	\$250.00	\$3,613.03	\$56.11
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Unincorporated	36,983.23	37,667	\$27,233.24	\$9,115.41	\$1,447.75	\$37,796.41	\$813.17
TOTAL	255,362.63	269,927	\$182,432.26	\$63,593.00	\$14,999.98	\$261,025.25	\$5,662.62

*population estimates from PSU 2014 Report

**Included in City of Albany population estimate

*** Port of Newport population estimate from Port's webpage

FY 17 General dues rate: FY 16 rate of .714 x Portland CPI-U of 1.2% = .723

FY 17 CD dues rate: FY 16 rate of .239 x Portland CPI-U of 1.2% = .242



Senior and Disability Services

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DATE: April 28, 2016
TO: OCWCOG Executive Committee
FROM: Dave Toler, Senior and Disability Services Director
RE: **Senior & Disabilities (SDS) Director Updates**

Livable Communities

Oregon Cascades West Council of Governments' (OCWCOG) SDS is partnering with the American Association of Retired Persons (AARP) Oregon to facilitate discussion with cities and counties across our region to consider a Livable Communities Initiative that will ensure our communities are designed and maintained in a way that is user-friendly for residents age 1-101.

One critical element of a Livable Community is housing. OCWCOG is now dedicating staff time toward bringing the Life Long Housing (LLH) certificate program to this region. The LLH certificate ensures that a home meets a designated number of design criteria that remove mobility barriers into and around the interior of our homes.

After a very successful kick-off event with AARP Oregon at the Albany Golf & Event Center last month, OCWCOG will be reaching out to jurisdictions across the region to engage in further discussion about adoption of the Livable Communities' Initiative with the intent to build a collaboration that will attract national resources toward this endeavor.

Private Admissions Assessments

While OCWCOG Medicaid programs focus primarily on consumers who are income eligible for Medicaid services, our responsibility also lies with private-pay consumers who are entering our most institutional setting in the Long Term Care system: the Nursing Facility.

OCWCOG is bringing on additional staff to provide Private Admissions Assessments (PAA) to private-pay consumers in our region to ensure that they have the information they need to make the most appropriate decision for their situation. In some cases, a PAA may result in opting for a less intensive setting in the community such as an Assisted Living Facility or Adult Foster Home.

Area Plan

To help guide our next four-year Area Plan (2017-2021), SDS sent out a community partner survey to nonprofits and local governments throughout the region. In addition, SDS is reaching out to two target populations in the region: Native Americans and the lesbian, gay, bisexual, and transgender (LGBT) community. Over 60 responses have been received identifying the gaps in services, as well

as suggestions to simplify our public interface in order to make it easier for these partners and the general public to access our services.

April's Senior Services Advisory Council/Disability Services Advisory Council (SSAC/DSAC) meeting was hosted by the Siletz Tribe in Siletz, and we are planning on a Siletz focus group later in April. While informing us for our Area Plan is the immediate objective, the longer term goal is establishing a strong partnership with the tribe, and this initial meeting was a very promising step toward that end.

Meals on Wheels (MOW)

One of OCWCOG's highest profile programs is *Meals on Wheels* (MOW). Unfortunately, the program has been operating on subsidies from other funds for many years. SDS's goal is to make MOW a self-sufficient program by June 30, 2018.

One way to accomplish this goal is to begin reducing services for our region. A few years ago, frozen meals that provided a nutritious meal for MOW participants over the weekend were terminated. Given the critical service this program provides for hundreds of vulnerable older adults throughout our communities, further reducing this program is an option of last resort.

Rather than further reducing MOW in our region, SDS is opting for a second strategy which will be to significantly broaden our community support and revenue streams for MOW. To accomplish this goal, SDS will be working to sharpen our presentation with more professional branding. Stay tuned for a new, more professional and consistent branding for our MOW program.



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MEMORANDUM

DATE: April 28, 2016
TO: OCWCOG Executive Committee
FROM: Phil Warnock, Community and Economic Development Director
RE: **Community and Economic Development (CED) Program Report**

Albany Area Metropolitan Planning Organization (AAMPO) and Corvallis Area Metropolitan Planning Organization (CAMPO)

- In March, CAMPO and AAMPO hosted representatives from the Federal Highway Administration, Federal Transit Administration, and Oregon Department of Transportation for reviews of their draft FY2017 work programs. These Federally-required documents outline MPO planning activities and associated budgets for the fiscal year. AAMPO also anticipates adoption of its first Transportation Improvement Program (TIP) in March. The TIP will program Federally-funded transportation projects over a four-year period.

Draft work programs are available here:

CAMPO: <http://www.corvallisareampo.org/Files/Draft%20FY16-17%20UPWP.pdf>

AAMPO: <http://www.ocwcog.org/wp-content/uploads/2016/04/FY16-17-AAMPO-UPWP-Public-Review-Draft.pdf>

Cascades West Area Commission on Transportation (CWACT)

- At its February meeting, the CWACT heard an overview of the applications for funding in the state's "ConnectOregon VI" program. The applicants from the CWACT region are the City of Corvallis, City of Harrisburg, City of Newport, Port of Newport, and Port of Toledo. Projects have been through a modal review and the CWACT Technical Advisory Committee (TAC) completed a ranking of the projects following project applicant presentations at their April 13th meeting. The CWACT TAC project ranking recommendation will be presented to the full CWACT, along with applicant presentations, at CWACT's April 28 meeting. From there they will advance to a final Statewide review committee which considers the compiled rankings and makes final recommendations for funding to the Oregon Transportation Commission for consideration.

Cascades West Rideshare

- Cascades West Rideshare is 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. 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, with OCWCOG overseeing the outreach outside Corvallis. Prizes donated so far include free admissions to the Oregon Coast Aquarium in Newport, a SamFit gym membership (Albany/Corvallis/Lebanon), a gift card to Novak's Hungarian Restaurant (Albany), Sweet Home/Lebanon Farmers Market tokens, and more. Updates will be available soon at www.DriveLessConnect.com. Sponsors are vRide, Enterprise Rideshare, Chinook Winds Casino Resort, Handlebar, and Oregon State University.

Cascades West RideLine, Brokerage

- Bikeshare: OCWCOG, in partnership with the InterCommunity Health Network Coordinated Care Organization (IHN-CCO), is preparing to launch a community bikeshare program in Corvallis in spring/summer 2016. The program will provide short-term bike rentals to help Medicaid members access medical appointments, employment, and the community. It will also be open to other community members. This Pilot Program Phase 1 is projected to include four-to-six bikeshare stations, and approximately 30-40 total bikes. OCWCOG is working with bikeshare vendor Zagster on this project. Zagster manages bikeshare programs in Albuquerque, NM; Fort Collins, CO; on the Yale University campus in CT; and elsewhere. A community stakeholder meeting was conducted on March 18 in Corvallis to discuss siting, membership, and marketing. Staff currently are working on siting approvals and sponsor recruitment.

Lending

- In March, OCWCOG's Lending Program funded a Business Investment Fund loan in the amount of \$100,000 for a new restaurant opening in downtown Corvallis. Additionally, approval has been made for a Rural Development Fund loan in the amount of \$100,000 for a milling business in Brownsville. An additional two 504 loan applications are being worked on with CCD Business Development Corporation in Roseburg.
- Staff are reviewing the options for additional funds available through the U.S. Department of Agriculture (USDA) for a Rural Micro-entrepreneur Assistance Program (RMAP). Micro-lending has been a successful product to offer locally in the past.
- Marketing efforts continue throughout the tri-county area through monthly email blasts to Bankers, Realtors, Chambers, and Economic Development partners. Staff are also attending various Chamber events on a regular basis.

Economic Development

- Comprehensive Economic Development Strategy (CEDS) Implementation: The Cascades West Economic Development District (CWEDD) Board met in Monroe on April 7th. The Resiliency Appendix was presented for additional comment and feedback. It was referred to the Economic Development Practitioners workgroup for further input. Recommendations and refinement will be brought back to the CWEDD Board for adoption.
- Work began on the Connectivity Concept Plan/Budget with Benton County for the City of Monroe.
- Highway 34 Scenic Byway Corridor Management Plan work commenced mid-March. Partners include Lincoln/Benton/Linn Counties, Waldport, Alsea, Philomath, Corvallis, Tangent, Oregon Department of Transportation, United States Forest Service, and the Bureau of Land Management.

Other Projects

- Planning staff has completed a Household Income Survey Update for Mill City. In 2003, Mill City partnered with OCWCOG to survey resident household's yearly income levels. The 2016 updated information was collected from the American Community Survey (ACS) data for the 2014, five-year estimate cycle. One of the purposes of the 2003 and this update study was to ascertain Mill City's eligibility for Community Development Block Grants (CDBG).
- CED staff have begun work on a GIS mapping project for the Port of Alsea to provide geographic details, including major and surface roads, Urban Growth Boundary (UGB), city limits, creeks, and parcel locations.

NOTES



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