



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
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**EXECUTIVE COMMITTEE MEETING
AGENDA**

June 25, 2015

9:00 a.m.

Cascades West Center
1400 Queen Ave. SE
Albany, OR. 97322

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

1. Approval of Previous Meeting Minutes (Chair)

Minutes of the April 23, 2015 Executive Committee meeting will be reviewed for approval (Attachment 1, page 3).

ACTION: Motion to approve the April 23, 2015 Executive Committee meeting minutes.

2. Review of April Financials (Sue Forty)

Finance Director, Sue Forty, will present COG's April financial information for review and discussion (Attachment 2, page 5).

3. Discussion of Possible Board Presentation from the Regional Tobacco Prevention Partnership (Commissioner Schuster)

The Mid-Valley and Coast Tobacco Prevention Initiative, made up of Linn, Benton and Lincoln County health departments and the Inter-Community Health Network (IHN) Community Care Organization (CCO), is working to address tobacco use among individuals receiving services from social service agencies in our region. This partnership has requested the Executive Committee consider including a presentation on this topic at a future Full Board meeting.

4. COG Update, Policy and Regional Developments (Fred Abousleman)

Staff will update the Executive Committee on COG activities, and provide State and Federal policy updates and regional developments that affect the region.

5. **July Full Board Agenda Items** *(Chair)*

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. Approval of Senior and Disability Services Advisory Council (SSAC) and Disability Services Advisory Council (DSAC) memberships

2. **Proclamation to Recommit to Full Implementation of the ADA**

3. **Report on the Health and Transportation Forum**

4. **Presentation of COG's Long Term Services and Support Programs**

5. **COG Update, Policy and Regional Developments**

6. **Program Update Question and Answers**

7. **Information Sharing**

6. **Other Business**

7. **Adjournment**

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.

OCWCOG EXECUTIVE COMMITTEE
April 23, 2015
MINUTES

- ATTENDEES:** Commissioner Bill Hall, Lincoln County; 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; CED Program Director Charlie Mitchell, Program Manager Mary Kay Fitzmorris, and Administrative Assistant Cheryl Carlton.
- VISITORS:** None

Chair Sharon Konopa convened the meeting of the Executive Committee at 9:02 a.m. at the Cascades West Center in Albany, Oregon.

1. Approval of Previous Meeting Minutes

Motion to approve the minutes of the December 4, 2014 Executive Committee meeting made by Councilor Bob Elliott, seconded by Mayor Biff Traber. Motion passed unanimously.

2. OCWCOG Program Discussion

Executive Director Fred Abousleman provided the Executive Committee with an overview of the COG programs listed within the draft Work Program and Budget document, and opened up the discussion for any questions. The Executive Committee discussed the various COG programs, the comparisons of those services used within the tri-county region, and where the focus needs to be, in order to better serve communities. Executive Director Fred Abousleman said the document will serve as a planning document and establishes future goals for projects and services the COG will engage in to better serve communities and the region. The Executive Committee made the following suggestions on the enhancement of the Work Program and Budget to staff:

- Place an interactive table of contents into the electronic version of the Work Program and Budget for easy navigation.
- Provide historical data and future trends of program services used by county (i.e. senior meals, transportation and lending).

Mayor Traber also requested transportation data on the Rideline Program, and the type of services provided to Benton County for medical transportation.

3. Research Meeting Outcomes Draft Review

Mayor Konopa said the Executive Committee recently attended the Research Meeting and agreed the meeting very informative. Executive Director Abousleman said the next steps were to analyze the data to identify priorities for the region, and communicate the need for funding support from the community partners.

4. May Full Board Agenda Items

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

- 1. Consent Calendar**
 - a. Approval of Previous Full Board Meeting Minutes
- 2. COG Update, Policy, and Regional Developments**
- 3. COG FY 2015-2016 Work Program and Budget**
- 4. 501C3 Proposal and Name Discussion**
- 5. Research Meeting Update**
- 6. Older Americans Month Proclamation**
- 7. Senior Meals Program Update**
- 8. Rideline Program Update**
- 9. Albany and Corvallis Area MPO's, a Brief Overview**
- 10. Program Update Questions and Answers**
- 11. Information Sharing**
- 12. Other Business**
- 13. Adjournment**

5. Adjournment

The meeting adjourned at 10:48 a.m.

Minutes by Cheryl Carlton



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ATTACHMENT 2

Date: June 25, 2015

To: OCWCOG Board of Directors

From: Sue Forty, Finance Director

Re: OCWCOG Financial Update

Please accept the following snapshot and Consolidated Revenue and Expense Statement, for period ending April 30+, 2015 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

	FY 2015 Budget	January YTD	Percentage YTD	Prior Year YTD
Dues	247,945.69	247,945.69	100.00%	100%
Contracts	1,225,378.00	1,564,579.60	127.68%	74.47%
Grants	83,516.00	118,962.67	142.44%	37.75%
Donations	218,412.00	141,767.27	64.91%	65.51%
State Revenue	1,368,215.00	1,101,676.08	80.52%	56.35%
Federal Revenue	10,521,272.00	7,880,175.03	74.90%	79.28%
Coordinated Care	3,900,000.00	3,825,376.07	98.09%	0.00%
Total Income (all line items)	25,880,959.00	24,911,627.67	96.25%	88.70%
Total Payroll Expense	13,183,800.00	9,591,703.70	72.75%	74.11%
Contract Expense	4,449,158.00	4,757,642.34	106.93%	88.10%
Indirect Expense	1,331,369.00	1,110,303.12	83.40%	83.46%
Maintenance & Repair	338,800.00	97,981.12	28.92%	64.05%
Telephone	164,212.00	153,011.19	93.18%	96.92%
Travel / Training	287,292.00	236,083.58	82.18%	87.18%
Total Expense (all line items)	25,880,959.00	18,114,106.69	69.99%	61.05%
Net Gain / (Loss)	0.00	6,797,520.98		

FY 2015 Financial Narrative (Revenue)

- a. Net/Gain (Loss) FY 2015 Budget, Oregon Cascades West Council of Governments has a balanced budget
- b. Member dues have been invoiced and all revenue received, dues will be distributed to programs in February 2015.
- c. Contract revenue is up for the year due to several additional contracts. The Transportation Brokerage program received \$400,000.00 for three pilot projects; and, Senior and Disability Services was awarded \$196,236.00 in additional contract revenue for Dementia Capable Systems, Evidence Base Funds and Intensive Care Management projects.
- d. Year to date Grant Revenue is up, due to the agency soliciting additional grant funds and the receipt said funds. Senior Meals and RSVP have a year to date combined increase in grant funds of \$19,000.00.
- e. Donations Revenue is received at targeted times throughout the year due to various fundraising events. The results of the recent Senior Meals Mothers Day Tea mailing proved to be successful and donations will be reflected in the May and June revenue numbers.
- f. State Revenue percents are trending up as there was additional Oregon Project Independence funds awarded.
- g. Federal Revenue appears low due to quarterly billing cycles and Title XIX billing cycle.
- h. Coordinated Care revenue is up due to additional qualifying individuals in the Non Emergent Medical Transportation program. This revenue source was included in the Contract Revenue line in prior years.

FY 2015 Financial Narrative (Personnel and Material & Supplies)

- a. The agencies Personnel Expense is on track, the percent is low due to vacant positions not being immediately filled.
- b. Contract expense is trending high due to Non Emergent Medical Transportation contractors providing additional rides. The expense will come in over budget, however there is offsetting revenue to cover this expense.
- c. Indirect expenses are on budget. Indirect rates are charged to all programs based on Full Time Equivalence (FTE) to fund General Administration, Human Resources, Finance and Technology Services.
- d. Maintenance & Repair is trending low as projects are just ramping up for the fiscal year.
- e. Telephone expense is leveling out. With the new telephone system, we have incurred additional cost due to increased staffing at the end of the prior fiscal year.
- f. Travel/Training is trending as budgeted.

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