



# Executive Committee Meeting Packet

**October 24, 2019; 3:00 pm**

Historic Carousel and Museum  
503 First Avenue West  
Albany, OR 97321

**Next SSF Foundation, OCWCOG Board  
of Directors', and Executive Committee  
and Finance Committee Meetings:  
December 5, 2019 beginning at 9:00 am,  
at the Cascades West Center**

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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 [jhughes@ocwcog.org](mailto:jhughes@ocwcog.org), 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

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA  
October 24, 2019; 3:00 pm**

Historic Carousel and Museum  
503 First Avenue West  
Albany, OR 97321

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

**NOTE:** Please contact Lindsey Riley, at 202.679.6116 or [AdminGA@ocwcoq.org](mailto:AdminGA@ocwcoq.org), no later than noon on Tuesday, October 22nd to confirm your attendance at the Albany location. *There will be no video conferencing capabilities in Toledo for this meeting.*

**1. Approval of Previous Meeting Minutes (Acting Chair Dann Cutter)**  
(3:00 – 3:05 pm)

Minutes of the September 19, 2019 Executive Committee meeting will be reviewed for approval (Page 5).

**ACTION: Motion to approve the September 19, 2019 Executive Committee meeting minutes.**

**2. OCWCOG Program Updates (All Program Directors)**  
(3:05 – 3:20 pm)

Staff will be available to answer any questions from the Executive Committee on program updates (Community and Economic Development Program; Community Services Program - Page 6; and Senior and Disability Services Program – Page 8).

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

**3. Events Update (Executive Director Fred Abousleman)**  
(3:30 – 3:35 pm)

Executive Director Abousleman will update Executive Committee members on *CelebrateLBL*.

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

4. **Bargaining Update** (*Executive Director Fred Abousleman*)  
(3:35 – 3:50 pm)

Executive Director Abousleman will update Executive Committee on changes from bargaining sessions.

**ACTION: Discussion only, no action to be taken.**

5. **December Board of Directors' Meeting Agenda Items** (*Acting Chair Dann Cutter*)  
(3:50 – 4:00 pm)

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
4. OCWCOG Events Update
  - a. *CelebrateLBL*
5. OCWCOG Budget Committee and Process for the Fiscal Year 2020
6. Other Business
7. Adjournment

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

6. **Transition Discussion** (*Acting Chair Dann Cutter*)  
(4:00 – 4:45 pm)

The Executive Committee will discuss the transition of leadership at OCWCOG.

**ACTION: Discussion only, no action to be taken.**

7. **Other Business** (*Acting Chair Dann Cutter*)  
(4:45 – 4:50 pm)

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

8. **Adjournment**  
(4:50 pm)

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
AGENDA  
September 19, 2019**

**MEMBERS:** Commissioner Pat Malone, Benton County; Mayor Sharon Konopa, City of Albany; Mayor Jim Lepin, City of Millersburg; Mayor Biff Traber, City of Corvallis; and Mayor Dan Cutter, City of Waldport (phone).

**STAFF:** Executive Director Fred Abousleman; Deputy Director Rachael Maddox-Hughes; Community Services Program Director Jennifer Moore; Senior and Disability Services Director Randi Moore; and Community and Economic 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 Mayor Biff Traber at 10:06 am on Thursday, September 19, 2019 at the Cascades West Center in Albany.

**1. Approval of Previous Meeting Minutes**

Mayor Jim Lepin motioned to approve the August 22, 2019 meeting minutes. Mayor Sharon Konopa seconded. Motion passed unanimously.

**2. Executive Session**

Chair Biff Traber called the meeting to Executive Session at 10:10 am. All staff were asked to leave except for Executive Director Fred Abousleman and Deputy Director Rachael Maddox-Hughes.

Upon returning from Executive Session; Chair Traber announced that the following action would be taken.

**ACTION:** Chair Traber made a motion for the Executive Committee to accept Executive Director Abousleman's resignation and request that Mr. Abousleman remain at OCWCOG through the entire 90 days as detailed in his contract.

Chair Traber confirmed that a transition plan will be developed leading up to his departure. Additionally, the Executive Committee requests for Executive Director Abousleman to consult with the OCWCOG after his December 6, 2019 departure date. During Executive Director Abousleman's transition, Chair Traber and Vice Chair Dan Cutter will work with Deputy Director Rachael Maddox-Hughes, Finance Director Sue Forty, and Executive Director Abousleman to oversee operations. Deputy Director Maddox-Hughes and Finance Director Forty will consult with Attorney Jim Brewer in regard to OCWCOG policy, and as of December 6th will work with Executive Director Abousleman on a consultant basis, and not hire an Interim Director, for the time being.

Vice Chair Cutter moved to approve the motion. Commissioner Pat Malone seconded the motion. Motion passed unanimously.

**3. Adjournment**

Meeting adjourned at 11:15 am.

*Meeting minutes taken by Emma Chavez.*



# Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322  
541-924-4539 • FAX 541-924-4544

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## MEMORANDUM

**DATE:** October 24, 2019  
**TO:** OCWCOG Board of Directors  
**FROM:** Jennifer Moore, Community Services Program (CSP) Director  
**RE:** **CSP Program Updates**

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

- Staff tabled at the annual *Stand Down* event held at Linn-Benton Community College, and spoke with 30 Veterans and community members about resources available through the VSO and the agency.
- Facilitated a Mental Health First Aid for Veterans class as part of suicide awareness and prevention activities. Thirty individuals completed the course.
- Presented to Veteran residents and staff at Timberhill Assisted Living facility.
- Continue participation in Vet-Net and local Operation Welcome Home meetings.
- Staff participated in the Operation Welcome Home Annual Veterans Convening and the Veterans Behavioral Health Summit.

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

- Hosted a recognition event for Newport meal site volunteers.
- Volunteer Elizabeth Spatafora was recognized by the Oddfellows as one of this year's Unsung Heroes. She has served with the Corvallis meal site for 19 years and counting.
- Attended Tangent City Council to give a mid-year update on the program's service to Tangent residents.
- Sent a direct mail solicitation to approximately 1,900 lapsed donors, who had previously donated the program, but not within the last two years. Early returns are trending well.

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

- Reviewing seven active referrals for Representative Payee service, and one referral for an Income Capped Trust.
- The program is investigating what is necessary in order to be able to serve as a Representative Payee for clients in need of an Income Capped Trust.

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

- Conducted total of seven complex case consultations across the Region, with five of those in Lincoln County. Of these, several cases are being served several times per month.
- Participated as a keynote speaker at the Symposium on Aging held at the Lebanon Senior Center.
- Creating a Life Enrichment Training with activities for Adult Foster Home providers.

- Behavioral Health Specialist Helen Beaman has been asked to participate in a panel discussion for COMP-NW for the second time.
- Working with Linc Coast to develop a “Handy Resource Guide” for first responders. Linc Coast is a multi-agency stakeholder group which meets monthly to address needs of individuals with complex needs, who may “fall through the cracks” because of eligibility or other barriers. This enables clients to remain on the radar, so that when they meet eligibility, response is quick and effective.

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

- Senior Corps staff attended *Senior Health Insurance Benefits Assistance (SHIBA)* Coordinator and Fall Update trainings held in Portland and Winston in anticipation of the upcoming Medicare Annual Enrollment Period (October 15 - December 7, 2019). Twenty-seven state-certified SHIBA volunteers will offer additional counseling slots in Linn, Benton, and Lincoln Counties during the enrollment period.
- Taylor Thorn, Senior Corps Administrative Assistant is attending the 2019-2020 Leadership Lincoln Program, hosted by Oregon Coast Community College and the Greater Newport Chamber of Commerce. The goal of the program is to develop leaders with interest in, and commitment to the future of Lincoln County and to provide networking opportunities that will enhance positive professional and organizational growth. Her participation will increase the program’s visibility and connection within the County.



# Senior and Disability Services

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

**DATE:** October 24, 2019  
**TO:** OCWCOG Executive Committee  
**FROM:** Randi Moore, OCWCOG Senior and Disability Services (SDS) Director  
**RE:** **SDS Program Update**

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### **Development of the 2021-2024 Senior and Disability Services Area Plan (Area Plan) Beginning**

All Area Agencies on Aging and Disabilities are required to create a four-year *Area Plan* that addresses the needs of older adults, adults with disabilities, and their caregivers while assessing the strength and weaknesses of current community resources available to them.

- The *Area Plan* is developed with broad public input as, required by the Older Americans Act (OAA).
- Traditionally, SDS have collected this input from surveys, meetings with community partners, and listening sessions held in all three of OCWCOG's Counties.
- SDS' Advisory Councils are playing a larger role in the development of the *Area Plan* for this four-year period, with updates and work on the *Area Plan* being a standing item on monthly Council and Committee agendas.
- Focus areas identified by the State that must be addressed in the *Area Plan* include:
  - Information and Referral Services, and *Aging and Disability Resource Connection*,
  - Nutrition Services,
  - Health Promotion,
  - Family Caregivers,
  - Legal Assistance and Elder Rights Protection, and
  - Older Native Americans.
- Area Agencies on Aging may focus on additional topics that are important to the Region, such as Financial Literacy, Housing, or Transportation.
- In Fall 2020, a draft *Area Plan* will be shared with the OCWCOG Board of Directors for approval before being sent to the State Community Services and Support Program (CSSP).
- Once approved by CSSP, the *Area Plan* serves as a basis for planning, program development, and funding priorities for the people and communities SDS serves in our tri-County planning and service area.

*Notes*



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