



# Finance Committee Meeting Agenda Packet

**January 19, 2017, 2:00 pm**

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.*

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**COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE AGENDA  
January 19, 2017**

Cascades West Center in Albany  
1400 Queen Avenue  
Albany, OR 97322

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

**1. Minutes of the Previous Meeting (Treasurer Bill Hall)**  
(2:00 – 2:05 p.m.)

Review of the December 1, 2016 Finance Committee minutes (Page 3).

**ACTION: Motion to approve the minutes of the December 1, 2016 Finance Committee meeting.**

**2. FY2017 Meeting Schedule (Treasurer Bill Hall)**  
(2:05 – 2:10 p.m.)

Approval of the 2017 Finance Committee Meeting Schedule (Page 5)

**ACTION: Motion to approve the FY2017 Finance Committee meeting schedule.**

**3. Financial Report (Finance Director Sue Forty)**  
(2:10 – 2:20 p.m.)

Finance Director Sue Forty will review the Financial Report and respond to questions (Page 6).

**ACTION: Information only.**

**4. FY17-2018 Dues (Executive Director Fred Abousleman)**  
(2:35 – 2:50 p.m.)

The Board traditionally sets a dues rate for the coming Fiscal Year (FY) at their January meeting. Attached is a memorandum and chart showing the current dues rate and a potential dues rate for next year, if the past practice of increasing the rate by the Portland Consumer Price Index and population change is followed (Page 12).

**ACTION: Discussion and recommendation to Board.**

5. **Other Business**  
(2:50 – 2:55 p.m.)

6. **Adjournment**  
(2:55 p.m.)

**COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE MINUTES  
December 1, 2016**

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

**STAFF:** Executive Director Fred Abousleman; Deputy Director Lydia George; Finance Director Sue Forty; Senior and Disability Services (SDS) Director Dave Toler; Community and Economic Development (CED) Director Phil Warnock; and Administrative Assistant Jennifer Kelley.

**GUEST:** Public Information Officer Lili'a Neville, Benton County.

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee meeting was called to order by Treasurer Bill Hall at 2:23 pm on December 1, 2016 at the Cascades West Center in Albany.

**1. Minutes of the Previous Meeting**

Mayor Biff Traber motioned to approve minutes from the September 15, 2016 Finance Committee Meeting. Treasurer Hall seconded the motion. The motion passed unanimously.

**2. Financial Report**

Finance Director Sue Forty asked the Finance Committee members for Budget questions.

Councilor Dann Cutter asked for more information regarding additional computer replacements.

Finance Director Forty explained that additional computers were needed to replace outdated equipment. In addition, desktop versions were replaced with laptops for staff to use in the field.

Councilor Cutter asked about encryption on laptops. SDS Director Dave Toler clarified that laptops are encrypted.

Finance Director Forty discussed the *Meals on Wheels* fundraising campaign, and stated that over \$30,000 has been raised so far, with more expected. Finance Director Forty suggested that previous direct-mail fundraising solicitations have raised \$3,000 - \$4,000.

Executive Director Fred Abousleman suggested style differences between this mailer and previous mailers could be responsible for differences in response. SDS Director Toler added that this was an acquisition mailer, intended to acquire new supporters. These types of mailers usually attract an approximate 1.5% return, whereas this mailer has had nearly double that response.

Executive Director Abousleman reminded the Finance Committee of previous budget cuts from the Oregon Department of Human Services (DHS), due to a formula change in how funding is calculated. As a result, half of OCWCOG's funding was held, pending performance benchmarks. SDS Director Toler learned today that this funding will now be

released back to OCWCOG, as we have met and exceeded those standards, even with the prior cut. Executive Director Abousleman stated that he will work on a letter communicating this news to our State Legislatures. SDS Director Toler stated that we were given 1.5 years to meet this performance benchmark assigned by DHS, and not only met it in nine months, but exceeded the benchmark.

Commissioner Anne Schuster asked about a \$700,000 net loss on the Budget. Finance Director Forty explained that due to billing schedules, as expenses are paid before revenue comes in. Mayor Sharon Konopa suggested a footnote explaining this.

Commissioner Schuster asked about vacant positions at OCWCOG. Finance Director Forty stated that we are working to fill positions, being careful to find the right people. Director Forty also stated that she has likely filled the two vacant positions in her department.

Councilor Cutter suggested contacting Oregon State University to fill internships.

Executive Director Abousleman asked about having a staff person at the University to guide him to interns for appropriate positions. Currently, there are two open internship positions. Executive Director Abousleman stated that he has been looking at Oregon State University, the University of Oregon, and Linn-Benton Community College. The most success has been in filling Tech internships from Chemeketa Community College. Director Abousleman stated that all internships are unpaid, and stated barriers to finding appropriate interns. Currently OCWCOG can house approximately 11-20 interns or fellows yearly; this year OCWCOG has housed four.

SDS Director Toler announced that the Governor's Budget had been released. The Budget's impact to OCWCOG was better than expected for SDS, with the exception of Oregon Project Independence (OPI), which was cut completely. In addition, a disability pilot program has been eliminated, and a program for seniors 65 years and older has been cut by 75%.

Mayor Konopa questioned how transportation would fare in the Governor's Budget. Commissioner Hall stated that transportation would be a top priority of the AOC.

Finance Director Forty discussed OCWCOG Operational Reserves, and their use to account for incoming revenue timeframes, as well as future Public Employee Retirement System (PERS) cuts.

**3. Other Business**

No other business was presented.

**4. Adjournment**

Treasurer Hall adjourned the meeting at 2:41 pm.

*Minutes recorded by Jennifer Kelley.*



## 2017 Finance Committee Meeting Schedule

**Location: Albany Upstairs Conference Room**

Video conferencing available at the Toledo Cascades West Center

**Thursday**  
**2:00—3:00 pm**

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January 19

March 16

May 18

July 20

September 21

December 7\*

\*November meeting change due to AOC Annual Conference and Thanksgiving.



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 (541) 967-8720 • FAX (541) 967-6123

**M E M O R A N D U M**

**DATE:** January 19, 2017  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE:** **OCWCOG Financial Update**

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending November 30, 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**

	<b>FY2017 Budget</b>	<b>November YTD</b>	<b>Percentage YTD</b>	<b>Prior Year YTD</b>
Dues	251,501.00	261,025.29	103.79%	100%
Contracts	2,322,731.00	739,094.50	31.82%	26.96%
Grants	157,500.00	85,843.62	54.50%	50.76%
Donations	251,501.00	70,079.07	37.88%	11.44%
State Revenue	1,453,284.00	369,567.18	25.43%	30.55%
Federal Revenue	11,605,651.00	3,834,599.74	33.04%	32.38%
Coordinated Care	6,125,000.00	2,224,281.41	36.31%	40.88%
<b>Total Income (all line items)</b>	<b>32,568,319.00</b>	<b>8,939,301.30</b>	<b>27.45%</b>	<b>26.44%</b>
<b>Total Payroll Expense</b>	<b>13,153,601.00</b>	<b>4,686,465.79</b>	<b>35.63%</b>	<b>33.45%</b>
Contract Expense	7,826,679.00	3,344,101.88	42.73%	47.44%
Indirect Expense	1,851,207.00	770,301.11	41.61%	41.67%
Maintenance & Repair	197,061.00	43,153.31	21.90%	15.81%
Supplies	131,234.00	44,210.83	34.28%	27.69%
Telephone	216,306.00	74,154.23	34.28%	40.73%
Travel / Training	309,970.00	120,530.06	38.88%	35.16%
<b>Total Expense (all line items)</b>	<b>32,568,319.00</b>	<b>9,964,400.45</b>	<b>30.60%</b>	<b>29.08%</b>
<b>Net Gain / (Loss)</b>		<b>(1,025,099.15)</b>		

## **FY2016 - 2017 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2016-2017 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a loss because Beginning Balance numbers are not in the financials, and the State and Federal Contract payments are always paid a month behind. We are also mid-quarter of a quarterly billing cycle, and several contracts have quarterly billing. The expense for two months has been recorded, however we will not receive the revenue until December.
- b. All Member dues have all been received and distributed.
- c. Contract revenue is on budget. We are mid-quarter and will bill for October, November, and December in January.
- d. Year-to-date grant revenue is up due to additional grant awards to the *RSVP* and *Foster Grandparent Program*.
- e. Donations revenue is up 26.44% over the previous year. The organization is working on increasing community awareness about the needs of the programs. As of November 30, over \$40,000.00 has been received due to the *Senior Meals* solicitation letter.
- f. The organization's State contracts percentages are low due to payments being received a month after billed. Three Oregon Department of Transportation projects have ramped up and will be billed for 2<sup>nd</sup> quarter. These project include the *Park and Ride*, *Safe Routes to School*, and *Regional Transportation Plan*.
- g. Federal revenue is low due to payments being received in month after billed
- h. Coordinated Care revenue is on budget.

## **FY2016 - 2017 Financial Narrative (Personnel and Material & Supplies)**

- a. The organization's Personnel Expense are trending up to the budgeted amounts due to filling vacant positions. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure we are utilizing funding in the most equitable way.
- b. Contract expense is on budget.
- c. Indirect expenses are on budget. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expenses are low. New projects are starting to ramp up.
- e. In 2015-2016, the organization implemented a centralized purchasing program that resulted in saving of 42%. We will continue to find ways to reduce supply costs in the coming year.
- f. Telephone costs are low; this is a result of the Tech team researching more efficient services that have resulted in a reduction in cost.
- g. Travel/Training is on budget. Management staff continue reviewing staff travel to ensure the best use of staff time and program expenses.

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

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

For Period Ended November 30, 2016

Revenues year to date under budget

Revenues year to date over budget

Percent of budget to date **41.67%**

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 8,942.00	\$ -	0.00%	Final audit received in December this will be entered in January
000725	Beg Bal Restrict for Contracts	\$ 716,251.00	\$ -	0.00%	Final audit received in December this will be entered in January
000735	Beg Bal-Restricted Reconcile	\$ 1,530,643.00	\$ -	0.00%	Final audit received in December this will be entered in January
000740	Beg Bal-Restricted for Other	\$ 562,186.00	\$ -	0.00%	Final audit received in December this will be entered in January
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ -	0.00%	Final audit received in December this will be entered in January
000750	Beg Bal-Unrestricted	\$ 2,165,082.00	\$ -	0.00%	Final audit received in December this will be entered in January
000860	Economic Development Admin	\$ 75,000.00	\$ 18,750.00	25.00%	Semi Annual payment
000862	Older Americans Act	\$ 1,051,151.00	\$ 351,589.00	33.45%	
000863	Title XIX	\$ 9,841,500.00	\$ 3,291,976.83	33.45%	
000864	Federal Senior Meals	\$ 340,000.00	\$ 126,264.91	37.14%	
000865	USDA	\$ 130,000.00	\$ 44,318.00	34.09%	
000867	504 Program Revenue	\$ 155,000.00	\$ -	0.00%	
000869	Siletz Revenue	\$ 13,000.00	\$ 1,701.00	13.08%	Meals served to tribal clients reduced
000840	Veterans	\$ 57,261.00	\$ -	0.00%	ODVA Pass through not received - email to Benton County
000841	Oregon Project Independence	\$ 710,940.00	\$ 272,684.88	38.36%	
000843	ODOT	\$ 682,083.00	\$ 96,882.30	14.20%	4 projects just started and will be for 2nd quarter
000844	Dept. Of Land Conservation Dev	\$ 3,000.00	\$ -	0.00%	
000801	Dues	\$ 251,501.00	\$ 261,025.29	103.79%	Dues number was not adjusted between draft and final budget. This will be corrected if we do a supplemental budget for 2016-2017
000802	Fees For Service	\$ 87,000.00	\$ 38,635.44	44.41%	
000806	Grant Revenue	\$ 157,500.00	\$ 85,843.62	54.50%	
000807	Donations	\$ 185,000.00	\$ 70,079.07	37.88%	
000808	Interest Revenue	\$ 122,000.00	\$ 106,487.20	87.28%	Loan interest was budgeted low and will exceed the budget.
000812	Sponsorship	\$ -	\$ 12,500.00	0.00%	
000803	Internal Transfer	\$ 1,863,093.00	\$ 772,544.81	41.47%	
000804	Miscellaneous Revenue	\$ 8,883.00	\$ 1,269.71	14.29%	This is for refunds and will not be measured
000805	Contract Revenue	\$ 2,322,731.00	\$ 739,094.50	31.82%	Veterans Service contract payment received in December
000809	Transfers In	\$ 232,987.00	\$ 24,375.00	10.46%	There is a budget item for the Lending Program to transfer funds in if needed.
000820	Program Meals Revenue	\$ 165,000.00	\$ 68,305.53	41.40%	
000821	Program Fee For Service	\$ 500.00	\$ -	0.00%	
000822	Loan Packaging Fees	\$ 6,000.00	\$ -	0.00%	
000823	Program Income	\$ 602,885.00	\$ 246,204.34	40.84%	
000824	Lending Administration	\$ 90,000.00	\$ 55,447.46	61.61%	Additional revenue available for Lending Operations
000824	Regional Revenue	\$ 70,200.00	\$ 26,041.15	37.10%	
000826	Borrowers Fees	\$ 1,000.00	\$ 223.00	22.30%	Very few loans written to date
000828	Service Fees	\$ 5,000.00	\$ 2,776.85	55.54%	

000846	Coordinated Care	\$ 6,125,000.00	\$ 2,224,281.41	36.31%	Budgeted a bit high for mid year rate changes
	<b>REVENUE</b>	<b>\$ 32,568,319.00</b>	<b>\$ 8,939,301.30</b>	<b>27.45%</b>	
0001ED	Executive Director	\$ 130,415.00	\$ 55,990.00	42.93%	
000410	Leave Benefits	\$ 493,092.00	\$ 196,847.69	39.92%	
000420	Fringe Benefits	\$ 2,794,228.00	\$ 1,084,653.63	38.82%	vacant positions has affected the PERS benefit
000425	PERS Benefits	\$ 1,777,069.00	\$ 532,979.87	29.99%	vacant positions has affected the PERS benefit
000430	PERS Reserve	\$ -	\$ 11,153.98	#DIV/0!	Enacted after the budget was published
0004DD	Deputy Director	\$ 98,412.00	\$ 43,090.24	43.79%	
0004PD	Program Director	\$ 273,961.00	\$ 109,599.05	40.01%	
0010PM	CED Program Manager	\$ 439,321.00	\$ 175,552.99	39.96%	
0013PS	Program Supervisor	\$ 453,613.00	\$ 161,335.10	35.57%	
0016LO	Loan Officer	\$ 68,869.00	\$ 23,388.44	33.96%	
0019CA	Clerical Assistant	\$ 14,104.00	\$ 10,186.45	72.22%	Position was reclassified to full time
0019PM	Personnel Manager	\$ 80,580.00	\$ 33,630.00	41.73%	
0022SA	Senior Accountant	\$ 58,947.00	\$ -	0.00%	Newly hired
0046CM	Case Manager	\$ 1,981,955.00	\$ 704,445.90	35.54%	
0053CC	Contracts Coordinator	\$ 50,642.00	\$ 17,113.74	33.79%	
0055CS	Clerical Supervisor	\$ 102,901.00	\$ 46,781.66	45.46%	
0060AS	Accounting Specialist	\$ 50,573.00	\$ 19,731.09	39.02%	
0064ES	Eligibility Specialist	\$ 1,010,034.00	\$ 345,753.94	34.23%	
0067EA	Executive Assistant	\$ 47,987.00	\$ 17,960.95	37.43%	
0070AC	Accounting Clerk II	\$ 37,895.00	\$ 6,244.80	16.48%	Position has been vacant
0076AA	Administrative Assistant	\$ 440,215.00	\$ 146,368.15	33.25%	
0085CS	Clerical Specialist	\$ 216,370.00	\$ 86,865.27	40.15%	
0085TS	Technology Support Specialist	\$ 19,675.00	\$ -	0.00%	Vacant Position
0085WS	Workstation Support Specialist	\$ 22,054.00	\$ 11,427.30	51.82%	
013CDP	CED Planner II	\$ 106,075.00	\$ -	0.00%	
013MDR	MPO Director	\$ 94,161.00	\$ 36,770.04	39.05%	
025NSS	Network Support Specialist	\$ 74,635.00	\$ 31,577.75	42.31%	
031CDP	CED Planner	\$ 113,446.00	\$ 43,600.45	38.43%	
034APS	Adult Protective Services Spec	\$ 335,011.00	\$ 136,829.94	40.84%	
037DTC	Diversion & Transition Coord	\$ 190,905.00	\$ 67,326.50	35.27%	
037LCM	Lead Case Manager	\$ 149,616.00	\$ 69,099.86	46.18%	
045ISS	Information Support Specialist	\$ 61,339.00	\$ 22,687.78	36.99%	
052ALO	Assistant Loan Officer	\$ 34,478.00	\$ 6,715.57	19.48%	Position is vacant

055VSO	Veterans Service Officer	\$	58,622.00	\$	23,298.12	39.74%	
060FMC	Facility Maint. Coordinator	\$	49,772.00	\$	19,997.29	40.18%	
061LES	Lead Eligibility Specialist	\$	31,083.00	\$	9,561.09	30.76%	
064ADR	ADRC Specialist	\$	214,978.00	\$	81,297.30	37.82%	
064ALW	Asst. AFH Licensing Worker	\$	87,229.00	\$	25,279.44	28.98%	.5 FTE position is vacant
067CEA	Confidential Executive Assist	\$	50,556.00	\$	20,369.63	40.29%	
075LTB	Lead Trans Brokerage Spec.	\$	81,486.00	\$	14,842.13	18.21%	One position was reclassified to Program Supervisor
075TBS	Transportation Brokerage Spec.	\$	340,681.00	\$	116,303.26	34.14%	
076CAA	Conf. Administrative Assistant	\$	-	\$	1,466.08	0.00%	
082SMC	Senior Meals Coordinator	\$	41,917.00	\$	15,298.36	36.50%	
090RSM	Relief Site Manager	\$	15,210.00	\$	3,232.13	21.25%	Have not had to utilize relief site managers much year to date
099EXH	Extra Hire	\$	169,853.00	\$	23,768.16	13.99%	Have not utilized the extra hire funds budgeted
88MSM3	Meal Site Manager 3	\$	189,636.00	\$	76,044.67	40.10%	
	<b>PERSONNEL</b>	<b>\$</b>	<b>13,153,601.00</b>	<b>\$</b>	<b>4,686,465.79</b>	<b>35.63%</b>	
							<b>Expenses year to date over budget</b>
000504	Advertising	\$	16,400.00	\$	5,049.29	30.79%	
000506	Auto Expense	\$	13,500.00	\$	3,920.65	29.04%	
000510	Bank Charges	\$	14,360.00	\$	6,488.99	45.19%	
000513	Board/Comm/Meeting Expense	\$	52,500.00	\$	5,825.69	11.10%	
000516	Computer Maintenance	\$	51,500.00	\$	26,924.11	<b>52.28%</b>	Replacing several outdated computers with in the replacement schedule
000521	Contract Administration	\$	2,500.00	\$	962.00	38.48%	
000522	Contract Expense	\$	7,826,679.00	\$	3,344,101.88	42.73%	
000523	Admin Contract Expense	\$	415,284.00	\$	211,501.05	<b>50.93%</b>	Homecare Workers contracts
000525	Copying	\$	85,630.00	\$	31,977.09	37.34%	
000531	Dues and Memberships	\$	50,100.00	\$	35,341.60	<b>70.54%</b>	Several one time payment at the beginning of the Fiscal Year
000532	Equipment Expense	\$	53,200.00	\$	-	0.00%	
000533	Finance Indirect	\$	468,077.00	\$	195,032.18	41.67%	
000534	Indirect Expense	\$	861,891.00	\$	359,121.70	41.67%	
000535	Furniture & Fixtures	\$	5,500.00	\$	-	0.00%	
000537	Insurance	\$	56,700.00	\$	58,230.00	<b>102.70%</b>	One time payment
000540	Interest Expense	\$	12,000.00	\$	10,608.91	<b>88.41%</b>	USDA Loan interest, odd payment times
000541	Janitorial Expense	\$	2,500.00	\$	800.00	32.00%	
000542	Legal Services	\$	17,450.00	\$	392.00	2.25%	
000543	Licenses and Fees	\$	70,914.00	\$	35,412.14	49.94%	
000546	Loan Fees	\$	1,600.00	\$	322.84	20.18%	
000549	Maintenance and Repair	\$	197,061.00	\$	43,153.31	21.90%	
000550	Marketing	\$	10,000.00	\$	8,978.93	<b>89.79%</b>	Additional Advertising for Foster Grandparent and RSVP

000551	Taxes	\$	3,238.00	\$	3,212.70	99.22%	One time payment
000553	Loan Admin Exp	\$	90,000.00	\$	58,077.86	64.53%	Additional revenue needed for Lending Operations
000555	Postage	\$	69,143.00	\$	33,011.85	47.74%	
000558	Printing	\$	24,450.00	\$	2,660.36	10.88%	
000561	Rent	\$	614,358.00	\$	255,492.90	41.59%	
000564	Resource Reserve	\$	155,000.00	\$	-	0.00%	Have not used match to date
000567	Supplies	\$	131,234.00	\$	44,210.83	30.95%	
000568	Stipend	\$	87,877.00	\$	21,541.31	24.51%	
000570	Technology Indirect	\$	521,239.00	\$	216,147.23	41.47%	
000573	Telephone	\$	216,302.00	\$	74,154.23	34.28%	
000576	Training	\$	87,250.00	\$	40,558.45	46.49%	
000577	Volunteer Recognition	\$	11,000.00	\$	7,808.73	70.99%	Foster Grandparent and RSVP has additional volunteers creating a larger then anticipated expense.
000578	Meal Delivery Travel	\$	41,000.00	\$	15,692.52	38.27%	
000579	Travel	\$	181,720.00	\$	64,279.09	35.37%	
000580	Transfers Out	\$	88,665.00	\$	10,000.00	11.28%	Most transfers happen at the end of the Fiscal Year if needed.
000582	Utilities	\$	72,871.00	\$	26,874.30	36.88%	
000584	Janitorial	\$	46,760.00	\$	19,145.64	40.94%	
000585	Unappropriated EFB for future	\$	6,474,308.00	\$	-	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	\$	<b>19,201,761.00</b>	\$	<b>5,270,199.66</b>	<b>27.45%</b>	
000595	Capital Purchase	\$	151,575.00	\$	3,600.00	2.38%	
	<b>CAPITAL OUTLAY</b>	\$	<b>151,575.00</b>	\$	<b>-</b>	<b>0.00%</b>	
000598	Principal Payment	\$	43,333.00	\$	-	0.00%	
000599	Interest Expense	\$	18,049.00	\$	7,735.00	42.86%	
	<b>DEBT SERVICES</b>	\$	<b>61,382.00</b>	\$	<b>7,735.00</b>	<b>12.60%</b>	
	<b>Expense</b>	\$	<b>32,568,319.00</b>	\$	<b>9,964,400.45</b>	<b>30.60%</b>	
	<b>Net Gain/(Loss)</b>	\$	<b>-</b>	\$	<b>(1,025,099.15)</b>		

**The appearance of a loss is due to the quarterly billed contracts and the Title XIX, OAA and OPI revenues being billed after the month is closed.**



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## MEMORANDUM

**DATE:** January 19, 2017  
**TO:** OCWCOG Finance Committee  
**FROM:** Fred Abousleman, Executive Director  
**RE:** **OCWCOG Member Dues for FY2017-2018**

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Member dues are used to match federal and state dollars to fund your community programs, projects, and services. For example, your dues match, as required by State law, our Medicaid transfer dollars, and allow us to determine eligibility and provide support to Medicaid clients. Your dues are also used to match, as required by Federal law, our funding for our Economic Development District which allows us to access Federal money for economic development and develop a five-year *Comprehensive Economic Development Strategy* for our region. Therefore, while member dues are a very small portion of the OCWCOG budget, about 1%, they are very important.

Dues are assessed for three areas: General Dues; Community Development; and, Transportation. General Dues are distributed based by program size and FTE, therefore, the majority of these dues are applied toward match for the Senior and Disability Services program. Community Development dues are assessed for the services that are provided by the OCWCOG's Community and Economic Development program, and the Transportation dues provide the OCWCOG's Community and Economic Development staff the increased capacity to work on transportation programs.

At each January Board meeting, a dues rate is set for the next fiscal year. Dues are adjusted annually based upon the current population estimate for each jurisdiction and the Portland Consumer Price Index (CPI-U).

Attached is a table adjusting dues for fiscal year 2017-2018 based upon the Portland CPI-U for the first half of 2015 (1.7%) and July 2015 population estimates. The 2015 population estimates are used because that is the most recent Portland State Population Data Center publication that includes detail for cities that straddle two counties (which impacts the City of Albany, and Linn and Benton County population estimates). The adjustments would increase total dues by \$6,752.07.

**ACTION:** **Motion to recommend to the Board approval of member dues for FY2017-2018**

## Draft OCWCOG FY2018 DUES

		Pop Estimate	FY2018 DUES			Change from	
Benton County	FY2017 Dues	7/1/2015*	General Dues	CD Dues	Trans Dues	TOTAL DUES	FY2017
Adair Village	1,065.43	845	\$621.08	\$207.87	\$250.00	<b>\$1,078.95</b>	\$13.52
Corvallis	56,917.41	57,390	\$42,181.65	\$14,117.94	\$2,337.71	<b>\$58,637.30</b>	\$1,719.90
Monroe	848.30	620	\$455.70	\$152.52	\$250.00	<b>\$858.22</b>	\$9.92
Philomath	4,717.95	4,650	\$3,417.75	\$1,143.90	\$250.00	<b>\$4,811.65</b>	\$93.70
N. Albany**		7,267					\$0.00
Unincorporated	19,262.88	19,233	\$14,136.26	\$4,731.32	\$949.65	<b>\$19,817.22</b>	\$554.34
<b>Lincoln County</b>							
Depoe Bay	1,610.65	1,420	\$1,043.70	\$349.32	\$250.00	<b>\$1,643.02</b>	\$32.37
Lincoln City	8,661.92	8,485	\$6,236.48	\$2,087.31	\$558.66	<b>\$8,882.45</b>	\$220.53
Newport	10,379.23	10,165	\$7,471.28	\$2,500.59	\$619.78	<b>\$10,591.65</b>	\$212.42
Port of Newport***	3,275.57	10,800	\$0.00	\$2,656.80	\$642.88	<b>\$3,299.68</b>	\$24.11
Siletz	1,441.78	1,235	\$907.73	\$303.81	\$250.00	<b>\$1,461.54</b>	\$19.76
Siletz Tribe	500.00		\$250.00		\$250.00	<b>\$500.00</b>	\$0.00
Toledo	3,613.03	3,490	\$2,565.15	\$858.54	\$250.00	<b>\$3,673.69</b>	\$60.67
Waldport	2,237.90	2,075	\$1,525.13	\$510.45	\$250.00	<b>\$2,285.58</b>	\$47.68
Yachats	944.80	725	\$532.88	\$178.35	\$250.00	<b>\$961.23</b>	\$16.43
Unincorporated	19,797.09	19,630	\$14,428.05	\$4,828.98	\$964.09	<b>\$20,221.12</b>	\$424.04
<b>Linn County</b>							
Albany	51,660.26	51,667	\$37,975.25	\$12,710.08	\$2,129.63	<b>\$52,814.96</b>	\$1,154.70
Brownsville	1,871.20	1,690	\$1,242.15	\$415.74	\$250.00	<b>\$1,907.89</b>	\$36.69
Halsey	1,132.98	915	\$672.53	\$225.09	\$250.00	<b>\$1,147.62</b>	\$14.64
Harrisburg	3,757.78	3,645	\$2,679.08	\$896.67	\$250.00	<b>\$3,825.75</b>	\$67.97
Lebanon	16,037.59	15,740	\$11,568.90	\$3,872.04	\$822.58	<b>\$16,263.52</b>	\$225.93
Millersburg	1,702.33	1,620	\$1,190.70	\$398.52	\$250.00	<b>\$1,839.22</b>	\$136.90
Scio	1,050.95	850	\$624.75	\$209.10	\$250.00	<b>\$1,083.85</b>	\$32.90
Sweet Home	9,338.68	9,090	\$6,681.15	\$2,236.14	\$580.67	<b>\$9,497.96</b>	\$159.28
Tangent	1,403.18	1,200	\$882.00	\$295.20	\$250.00	<b>\$1,427.20</b>	\$24.03
Unincorporated	37,796.41	38,330	\$28,172.55	\$9,429.18	\$1,644.35	<b>\$39,246.08</b>	\$1,449.68
<b>TOTAL</b>	<b>261,025.25</b>	<b>272,777</b>	<b>\$187,461.85</b>	<b>\$65,315.46</b>	<b>\$15,000.00</b>	<b>\$267,777.31</b>	<b>\$6,752.07</b>

\*population estimates from PSU 2015 Report

\*\*Included in City of Albany population estimate

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

FY2018 General dues rate: FY2017 rate of .723 x Portland CPI-U of 1.7% = .735

FY2018 CD dues rate: FY2017 rate of .242 x Portland CPI-U of 1.7% = .246



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