



Finance Committee Meeting Agenda Packet

January 21, 2016, 2:00 pm

Cascades West Center
1400 Queen Street 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.

This page is intentionally left blank.



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

**COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE AGENDA**

Cascades West Center in Albany
1400 Queen Ave.
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 March 19, 2015 Finance Committee minutes (Attachment 1, page 5).

ACTION: Motion to approve the minutes of the March 19, 2015 Finance Committee meeting.

2. FY 2016 Meeting Schedule (Treasurer Bill Hall)

(2:05 – 2:10 p.m.)

Approval of the 2016 Finance Committee Meeting Schedule (Attachment 2, page 7).

ACTION: Motion to approve the FY 2016 Finance Committee meeting schedule.

3. Financial Report (Finance Director Sue Forty)

(2:10 – 2:15 p.m.)

Staff will review the month, year Financial Report and respond to questions (Attachment 3, page 8).

ACTION: Information only.

4. FY2015-16 Supplemental/Revised Budget (Finance Director Sue Forty)

(2:15 – 2:20 p.m.)

Proposed amendments to the current FY2015-2016 budget will be presented for review and discussion. The Budget Committee will act on the proposed amendments immediately following the Finance Committee meeting (Attachment 4, page 14)

ACTION: Review and discussion only.

5. **Non-Represented Compensation and Benefits Proposal** (*Executive Director Fred Abousleman*)
(2:20 – 2:25 p.m.)

Salary and benefit adjustments for non-represented staff will be reviewed and proposed (Attachment 5, page 16).

ACTION: Motion to recommend to the Board approval of the proposed compensation and benefits package for non-represented staff.

6. **FY 16-2017 Dues** (*Executive Director Fred Abousleman*)
(2:25 – 2:45 p.m.)

The Board traditionally sets a dues rate for the coming fiscal year 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 CPI and population change is followed (Attachment 6, page 19).

ACTION: Discussion and recommendation to Board.

7. **Adjournment**

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE AGENDA
March 19, 2015
MINUTES**

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

STAFF: Executive Director Fred Abousleman; Deputy Director Lydia George; Communications Consultant Lindsey Riley; and Finance Director Sue Forty.

VISITORS: Senior Services Advisory Chair Catherine Skiens.

The Finance Committee meeting was called to order by Finance Chair, Bill Hall at 2:30 p.m. on March 19, 2015 at the Cascades West Center in Albany, Oregon.

1. Minutes of the Previous Meeting

Motion to approve the minutes of the October 23, 2014 Finance Committee minutes made by Mayor Biff Traber, and seconded by Councilor Dann Cutter.

Motion carried with five ayes and one abstention.

Commissioner Anne Schuster abstained due to not serving on the Finance Committee at the time the minutes were recorded.

2. FY 2015 Meeting Schedule

Motion to approve of the 2015 Finance Committee Meeting Schedule made by Councilor Bob Elliott, and seconded by Mayor Traber. Motion passed unanimously.

3. Review of the FY 2013-2014 Final Audit

Finance Director Sue Forty reported on the FY 2013-2014 Final Audit report with the Committee. The audit findings from Pauly Rogers and Co, PC were favorable with no corrections requested.

4. Financial Report

Finance Director Forty asked the Committee if they liked the new format for reporting. The Committee stated that the new format was easier to read, and the Committee did not have any questions.

5. Update on Request for Proposal (RFP) for Next FY Audit Services

Finance Director Forty said that two qualified auditing firms submitted a proposal for the advertised Request for Proposal (RFP) for a new auditor. Koontz, Perdue, Blasquez & CO, PC and Acquity Group, LLC were the two firms's who submitted proposals. Moss Adams formerly declined to submit a proposal due to the amount of work the firm has. Staff will review the proposals and make a selection for the new auditor early next week (the week of March 23, 2015).

6. Other Business

None.

7. Adjournment

The meeting was adjourned at 2:53 p.m.

Minutes recorded by Cheryl Carlton

Oregon Cascades West Council of Governments 2016 Finance Committee Schedule

Meetings Begin at 2:00 p.m.

DATE	LOCATION
January 21	Albany, COG
March 17	Albany, COG
May 19	Albany, COG
July 21	Albany, COG
September 15	Albany, COG
December 1*	Albany, COG

Video conferencing available at the Toledo Cascades West Center.

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



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
 (541) 967-8720 • FAX (541) 967-6123

DATE: January 21, 2016
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 December 31, 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 2016 Budget	December YTD	Percentage YTD	Prior Year YTD
Dues	255,363.00	255,363.00	100%	100%
Contracts	1,373,819.00	517,668.10	37.86%	19.26%
Grants	155,641.00	90,500.72	58.15%	124.97%
Donations	225,000.00	57,485.58	25.55%	47.52%
State Revenue	1,509,930.00	515,586.15	34.14%	36.24%
Federal Revenue	11,900,052.00	4,825,173.95	40.55%	42.19%
Coordinated Care	4,700,000.00	2,394,617.65	50.95%	44.08%
Total Income (all line items)	31,227,396.00	10,190,226.73	32.63%	39.00%
Total Payroll Expense	13,801,824.00	5,574,252.45	40.39%	42.25%
Contract Expense	5,636,114.00	3,255,012.03	57.75%	60.67%
Indirect Expense	1,629,586.00	809,796.99	49.69%	50.00%
Maintenance & Repair	169,950.00	28,362.92	16.69%	22.28%
Supplies	193,490.00	61,116.18	31.59%	38.70%
Telephone	192,388.00	94,327.85	49.03%	57.18%
Travel / Training	331,032.00	127,421.43	38.50%	45.24%
Total Expense (all line items)	31,227,396.00	11,015,348.20	35.27%	40.16%
Net Gain / (Loss)	0.00	(825,121.47)		

FY 2015 - 2016 Financial Narrative (Revenue)

- a. Net/Gain (Loss) FY 2015-2016 Budget, Oregon Cascades West Council of Governments has a balanced budget. The loss amount is due to quarterly payments and the delay in the Intergovernmental Agreement for the 2015-2017 biennium.
- b. Member dues have all been received and distributed.
- c. Contract revenue is low, a number of program's contracts are billed quarterly and will be reflected in the next report.
- d. Year-to-date Grant Revenue is up, due to the Senior Meals program receiving an unsolicited grant from the Senior Services Foundation for \$31,088.00.
- e. Donations Revenue is received at targeted times throughout the year due to various fundraising events. Currently, there is a Senior Services Foundation solicitation letter circulating receiving donations for Senior Meals and RSVP.
- f. Agency Contracts are billed quarterly, 2nd quarter revenues will be reflected on the report containing January'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.

FY 2015 - 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 December 31, 2015

Acct No	Description	Budget	YTD Bal	YTD %	
000710	Beg Bal-Restricted for Grants	\$ 64,325.00	\$ -	0.00%	Number will be recorded after audit is final
000725	Beg Bal-Restrict for Contracts	\$ 810,894.00	\$ -	0.00%	Number will be recorded after audit is final
000735	Beg Bal-Restricted for Reconciliation	\$ 1,670,837.00	\$ -	0.00%	Number will be recorded after audit is final
000740	Beg Bal Restricted for Other	\$ 397,775.00	\$ -	0.00%	Number will be recorded after audit is final
000745	Beg Bal-Restrict Reserve	\$ 2,200,000.00	\$ -	0.00%	Number will be recorded after audit is final
000750	Beg Bal-Unrestricted	\$ 2,480,553.00	\$ -	0.00%	Number will be recorded after audit is final
000801	Dues	\$ 255,363.00	\$ 255,362.67	100.00%	
000802	Fee For Service	\$ 65,839.00	\$ 45,318.63	68.83%	
000803	Internal Transfer	\$ 1,629,587.00	\$ 816,402.72	50.10%	Indirect
000804	Miscellaneous	\$ 1,500.00	\$ 12,170.19	811.35%	Prior year accounts receivable adjustment
000805	Contracts	\$ 1,373,819.00	\$ 517,668.10	37.68%	
000806	Grants	\$ 155,641.00	\$ 90,500.72	58.15%	
000807	Donations	\$ 225,000.00	\$ 57,485.58	25.55%	
000808	Interest Rev	\$ 174,520.00	\$ 106,589.97	61.08%	Bank interest
000809	Transfers In	\$ 404,846.00	\$ 27,250.60	6.73%	
000809	CED Administration	\$ 187,364.00	\$ 89,539.12	47.79%	
000820	Program Meals Revenue	\$ 165,000.00	\$ 82,504.72	50.00%	
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	\$ 272,158.82	40.79%	
000824	Loan Processing Revenue	\$ 130,000.00	\$ 52,130.00	40.10%	
000824	Match Revenue	\$ 45,000.00	\$ 25,610.00	56.91%	
000826	Borrowers Fees	\$ 1,000.00	\$ 750.08	75.01%	
000827	Loan Packaging Fees	\$ 200.00	\$ -	0.00%	
000828	Service Fees	\$ 6,200.00	\$ 2,907.06	46.89%	
000860	Economic Development Admin	\$ 75,000.00	\$ 37,500.00	50.00%	
000862	Older Americans Act	\$ 1,110,610.00	\$ 459,245.00	41.35%	This contract is always billed a month behind
000863	Title XIX	\$ 10,298,063.00	\$ 4,089,661.15	39.71%	This contract is always billed a month behind
000864	Federal Senior Meals	\$ 296,000.00	\$ 178,111.80	60.17%	Additional Federal Meals served

000865	USDA	\$ 107,379.00	\$ 55,277.00	51.48%	
000869	Siletz Revenue	\$ 13,000.00	\$ 5,379.00	41.38%	
000840	Veterans	\$ 44,248.00	\$ -	0.00%	ODVA funds not received from State
000841	Oregon Project Independence	\$ 675,796.00	\$ 371,144.20	54.92%	
000843	ODOT	\$ 789,886.00	\$ 144,441.95	18.29%	Quarterly billing
000846	Coordinated Care	\$ 4,700,000.00	\$ 2,394,617.65	50.95%	
	Revenue	\$ 31,227,396.00	\$ 10,190,226.73	32.63%	
0001ED	Executive Director	\$ 118,240.00	\$ 61,590.00	52.09%	
000410	Leave Benefits	\$ 511,682.00	\$ 233,542.97	45.64%	
000420	Fringe Benefits	\$ 4,968,836.00	\$ 1,836,554.51	36.96%	
0004DD	Deputy Director	\$ 90,147.00	\$ 44,273.69	49.11%	
0004PD	Program Director	\$ 330,766.00	\$ 84,643.16	25.59%	
0010PM	Program Manager	\$ 497,801.00	\$ 204,574.21	41.10%	
0013PS	Program Supervisor	\$ 428,209.00	\$ 205,789.37	48.06%	
0016LO	Loan Officer	\$ 64,581.00	\$ 28,053.34	43.44%	
0019CA	Clerical Assistant	\$ 13,418.00	\$ 6,676.03	49.75%	
0019PM	Personnel Manager	\$ 66,996.00	\$ 37,308.00	55.69%	
0022SA	Senior Accountant	\$ 57,791.00	\$ 27,096.00	46.89%	
0031RD	Resource Development	\$ -	\$ 2,664.30	#DIV/0!	Final check for this position
0046CM	Case Manager	\$ 2,179,916.00	\$ 932,790.04	42.79%	
0053CC	Contracts Coordinator	\$ 49,187.00	\$ 22,026.99	44.78%	
0055CS	Clerical Supervisor	\$ 60,554.00	\$ 26,682.08	44.06%	
0060AS	Accounting Specialist	\$ 49,144.00	\$ 23,018.79	46.84%	
0064ES	Eligibility Specialist	\$ 1,083,490.00	\$ 510,123.14	47.08%	
0067EA	Executive Assistant	\$ 45,920.00	\$ 45,655.00	99.42%	Reclassification after budget was adopted
0070AC	Accounting Clerk II	\$ 36,852.00	\$ 11,888.27	32.26%	
0076AA	Administrative Assistant	\$ 462,102.00	\$ 207,769.27	44.96%	
0085CS	Clerical Specialist	\$ 234,489.00	\$ 92,584.67	39.48%	
0085SS	Software Support Specialist	\$ -	\$ -	#DIV/0!	
0085WS	Workstation Support Specialist	\$ 54,850.00	\$ -	0.00%	
013CDP	CED Planner II	\$ 143,318.00	\$ 39,644.83	27.66%	
013MDR	MPO Director	\$ 92,133.00	\$ 42,970.09	46.64%	
025NSS	Network Support Specialist	\$ 72,684.00	\$ 36,369.41	50.04%	

031CDP	CED Planner	\$ 107,127.00	\$ 17,742.86	16.56%	
034APS	Adult Protective Services Spec	\$ 356,271.00	\$ 169,121.71	47.47%	
037DTC	Diversion & Transition Coordinator	\$ 182,990.00	\$ 81,582.06	44.58%	
037LCM	Lead Case Manager	\$ 231,525.00	\$ 60,951.33	26.33%	
045ISS	Information Support Specialist	\$ 53,255.00	\$ 25,254.54	47.42%	
052ALO	Assistant Loan Officer	\$ 34,540.00	\$ 8,726.01	25.26%	
055VSO	Veterans Service Officer	\$ 57,477.00	\$ 27,559.20	47.95%	
060FMC	Facilities Maintenance Coordinator	\$ 48,456.00	\$ 23,424.23	48.34%	
061LES	Lead Eligibility Specialist	\$ -	\$ 7,311.57	#DIV/0!	Position created after budget was adopted
064ADR	ADRC Specialist	\$ 183,262.00	\$ 60,176.68	32.84%	
064ALW	Asst. AFH Licensing Worker	\$ 72,875.00	\$ 34,213.32	46.95%	
067CEA	Conf. Exec. Assistant	\$ 47,189.00	\$ -	0.00%	Reclassification after budget was adopted
075LTB	Lead Trans Brokerage Specialist	\$ 77,624.00	\$ 36,502.50	47.02%	
075TBS	Transportation Brokerage Specialist	\$ 269,274.00	\$ 108,052.06	40.13%	
082SMC	Senior Meals Coordinator	\$ 37,996.00	\$ 17,735.15	46.68%	
090RSM	Relief Site Manager	\$ 15,000.00	\$ 5,979.45	39.86%	
099EXH	Extra Hire	\$ 146,016.00	\$ 33,196.40	22.73%	
88MSM3	Meal Site Manager 3	\$ 167,841.00	\$ 92,435.22	55.07%	
	Personnel	\$ 13,801,824.00	\$ 5,574,252.45	40.39%	
000504	Advertising	\$ 29,050.00	\$ 16,149.24	55.59%	
000506	Auto Expense	\$ 13,500.00	\$ 6,102.74	45.21%	
000510	Bank Charges	\$ 14,350.00	\$ 7,102.48	49.49%	
000513	Board/Committee/Meeting Expense	\$ 28,950.00	\$ 16,030.79	55.37%	
000514	CED Administration	\$ 187,365.00	\$ 89,226.99	47.62%	
000516	Computer Maintenance	\$ 50,600.00	\$ 2,945.00	5.82%	
000521	Contract Administration	\$ 2,500.00	\$ 879.00	35.16%	
000522	Contracts	\$ 5,636,114.00	\$ 3,255,012.03	57.75%	
000523	Admin Contract Expense	\$ 490,000.00	\$ 277,201.66	56.57%	
000525	Copying	\$ 78,440.00	\$ 34,595.32	44.10%	
000531	Dues/Memberships	\$ 45,600.00	\$ 41,954.23	92.00%	Several memberships are due at the beginning of the year this will level out
000532	Equipment Expense	\$ 3,400.00	\$ 690.00	20.29%	
000533	Finance Indirect	\$ 457,313.00	\$ 227,212.56	49.68%	
000534	Indirect Expense	\$ 683,935.00	\$ 339,895.14	49.70%	

000537	Insurance	\$ 42,568.00	\$ 47,788.82	112.26%	One time payment
000540	Interest Expense	\$ -	\$ 11,533.61	#DIV/0!	
000541	Janitorial Expense	\$ 3,100.00	\$ 2,484.50	80.15%	Contract increased after budget was adopted
000542	Legal Services	\$ 12,400.00	\$ 5,731.00	46.22%	
000543	Licenses/Fees	\$ 38,700.00	\$ 29,136.90	75.29%	
000546	Loan Fees	\$ 500.00	\$ 750.21	150.04%	Additional Loans processed
000549	Maintenance./Repair	\$ 169,950.00	\$ 28,362.92	16.69%	Projects to come
000550	Taxes	\$ 143,838.00	\$ 51,254.60	35.63%	
000552	Other Operating	\$ 100,000.00	\$ 175.00	0.18%	
000555	Postage	\$ 95,000.00	\$ 29,108.16	30.64%	
000558	Printing	\$ 25,761.00	\$ 9,493.49	36.85%	
000561	Rent	\$ 542,599.00	\$ 277,476.48	51.14%	
000564	Resource Reserve	\$ 200,000.00	\$ -	0.00%	
000567	Supplies	\$ 193,490.00	\$ 61,116.18	31.59%	
000568	Stipend	\$ -	\$ 24,377.18	#DIV/0!	This a new budget line for the IHN CCO advisory council and Foster Grandparent Program
000570	Technology Group	\$ 488,338.00	\$ 242,689.02	49.70%	
000573	Telephone	\$ 192,388.00	\$ 94,327.85	49.03%	
000576	Training	\$ 111,456.00	\$ 33,668.04	30.21%	
000577	Volunteer Recognition	\$ 2,904.00	\$ 3,859.97	132.92%	Change will be reflected in the supplemental budget
000578	Meal Delivery Travel	\$ 28,000.00	\$ 17,463.30	62.37%	More Federal meals being delivered
000579	Travel	\$ 191,576.00	\$ 76,290.09	39.82%	
000580	Transfers Out	\$ 474,973.00	\$ 10,000.00	2.11%	
000582	Utilities	\$ 65,080.00	\$ 33,297.43	51.16%	
000584	Janitorial	\$ 47,700.00	\$ 26,689.65	55.95%	
000585	Unappropriated EFB for future	\$ 6,457,752.00	\$ -	0.00%	
	Materials and Supplies	\$ 17,349,190.00	\$ 5,432,071.58	31.31%	
000595	Capital Purchase	\$ 15,000.00	\$ -	0.00%	
	Capital Outlay	\$ 15,000.00	\$ -	0.00%	
000598	Principal Payment	\$ 43,333.00	\$ -	0.00%	
000599	Interest Payment	\$ 18,049.00	\$ 9,024.17	50.00%	
	Debt Service	\$ 61,382.00	\$ 9,024.17	14.70%	
	Expense	\$ 31,227,396.00	\$ 11,015,348.20	35.27%	
	Net Gain/(Loss)	\$ -	\$ (825,121.47)		



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

DATE: January 21, 2016
TO: OCWCOG Finance Committee
FROM: Sue Forty, Finance Director
RE: Revisions to the Adopted FY2015-2016 Budget

Since the adoption of the FY 2015-2016 budget, OCWCOG has been the recipient of additional funds to enhance services in three (3) program areas:

- Veterans Services was awarded and additional \$86,363.00. This consists of additional revenue from Benton County and special allocation through legislation in the Christmas Tree Bill. This additional revenue allows for the expansion of the Veterans Service program in Benton County.
- OCWCOG received a new grant in the amount of \$141,663 from Senior Corps for Foster Grandparent Program. There are dedicated dollars are required to be used as stipends and increased volunteer support. The award also allows for \$49,258 to be used for administrative expenses and future grant writing to new funders that support education programs.
- Transportation Program Manager, Phil Warnock wrote nine (9) proposals to the Coordinated Care Organization, Inter Community Health Network (CCO/IHN) to utilize risk liability reserves for reinvestment in the Non-Emergent Medical Transportation program. Due, in part, to the CCO/IHN's satisfaction with OCWCOG's work, six of the nine proposals were awarded in contracts totaling \$477,750.

OCWCOG's budget should reflect the most accurate number available. This supplemental budget brings the revenue and expenditures for the agency in line with what will actually be received and expensed in the current fiscal year.

RECOMMENDATION: Information Only. The Budget Committee will review and make a recommendation.

OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

RESOLUTION 16-01-01

Adoption of Supplemental Budget for Fiscal Year 2015-2016

WHEREAS, the Board of Directors adopted a fiscal year 2015-2016 budget at the May 21, 2015 Board meeting; and

WHEREAS, Oregon Cascades West Council of Governments became aware of a condition that had not been ascertained at the time of the preparation of the budget for the current year which requires a change in the fiscal year 2015-2016 budget.

NOW THEREFORE, BE IT RESOLVED:

That the Oregon Cascades West Council of Governments Board of Directors does hereby adopt the supplemental budget listed below:

REVENUE	ADOPTED 2015-2016	SUPPLEMENTAL Change for 2015-2016	NEW ADOPTED 2015-2016
Beginning Fund Balance	7,624,384		7,624,384
State Revenue	1,509,930	19,221	1,529,151
Federal Revenue	11,900,052	141,663	12,041,715
Local Revenue	2,805,397		2,805,397
Program Revenue	7,642,996	544,892	8,187,888
Total Revenue	31,482,759	705,776	32,188,535
EXPENDITURES			
Personnel	13,801,824	146,478	13,948,302
Materials and Services	17,619,553	559,298	18,178,851
Leasehold	0		0
Principal Payments	43,333		43,333
Interest Payments	18,049		18,049
Total Expenditures	31,482,759	705,776	32,188,535
Balance	0	0	0

ADOPTED this 21st day of January, 2016 at Albany, Oregon.

Sharon Konopa
Chair

Fred Abousleman
Executive Director



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

DATE: January 21, 2016
TO: OCWCOG Finance Committee
FROM: Fred Abousleman, Executive Director
RE: **Wage and Benefit Recommendation for Non-Represented Staff**

The Board adopted the 2015-2017 Union Contract at their December 3, 2015 meeting. Historically, OCWCOG has recommended adjustments to non-represented employee's compensation and benefits similar to those negotiated for represented staff. Consequently, I am proposing a 2% cost of living adjustment for all non-represented employees, retroactive to July 1, 2015; and, a 2% cost of living adjustment effective July 1, 2016.

Effective January 1, 2016 through December 31, 2017, OCWCOG will continue to pay 100% towards all eligible non-represented employees' health insurance premiums. As well, COG will continue to contribute into a Health Savings Account (HSA) as follows:

- A one-time contribution of \$1,100 for single covered employees, and \$2,000 for 2-party/family covered employees on 1/5/16;
- An additional \$450/single and \$750/family on 10/5/16;
- A one-time contribution of \$1,000 for single covered employees, and \$2,000 for 2-party/family covered employees on 1/5/17; and,
- An additional \$300/single and \$400/family on 11/5/17

OCWCOG will continue contributing \$300 annually into a Flex Spending Account (FSA) in accordance with I.R.C. 125(i) for employees who do not have the option of participating in an HSA.

Minor revisions to the Finance Director and Senior and Disability Services Director salary range have been made to be more consistent with the Community and Economic Development Program Director salary range.

RECOMMENDATION: Motion to approve the wage and benefit adjustments for non-represented employees as proposed.

OCWCOG Non-Represented Staff
 Effective 7/1/15 - 6/30/16
 (Includes a COLA of 2%)

TITLE		1	2	3	4	5	6	7	8
Confidential Admin Assist.	<i>Hourly</i>	15.60	16.34	17.11	17.91	18.76	19.65	20.60	21.58
	Monthly	2704	2832	2966	3103	3252	3405	3570	3741
	<i>Annually</i>	32,451	33,982	35,584	37,244	39,018	40,864	42,839	44,885
Confidential Exec. Assist.	<i>Hourly</i>	17.22	18.04	18.89	19.78	20.71	21.72	22.74	23.83
	Monthly	2984	3126	3274	3430	3591	3765	3940	4131
	<i>Annually</i>	35,813	37,515	39,290	41,150	43,082	45,171	47,290	49,565
Senior Meals Supervisor	<i>Hourly</i>	19.90	20.87	21.85	22.90	23.99	25.16	26.36	27.63
	Monthly	3449	3618	3788	3969	4160	4361	4569	4790
	<i>Annually</i>	41,393	43,411	45,458	47,633	49,908	52,326	54,830	57,479
Veterans Service Officer	<i>Hourly</i>	19.90	20.87	21.85	22.90	23.99	25.16	26.36	27.63
	Monthly	3449	3618	3788	3969	4160	4361	4569	4790
	<i>Annually</i>	41,394	43,411	45,458	47,633	49,908	52,326	54,830	57,479
Clerical Supervisor	<i>Hourly</i>	19.90	20.87	21.85	22.90	23.99	25.16	26.36	27.63
	Monthly	3449	3618	3788	3969	4160	4361	4569	4790
	<i>Annually</i>	41,394	43,411	45,458	47,633	49,908	52,326	54,830	57,479
Business Officer	<i>Hourly</i>	24.10	25.25	26.46	27.74	29.08	30.48	31.95	33.51
	Monthly	4176	4376	4588	4809	5040	5283	5538	5808
	<i>Annually</i>	50,122	52,512	55,045	57,693	60,482	63,401	66,450	69,698
Program Supervisor	<i>Hourly</i>	24.74	25.76	26.83	27.94	29.11	30.32	31.58	32.90
	Monthly	4288	4463	4651	4843	5047	5254	5474	5703
	<i>Annually</i>	51,453	53,571	55,804	58,107	60,554	63,058	65,691	68,439
QA & Improv. Manager	<i>Hourly</i>	24.74	25.76	26.83	27.94	29.11	30.32	31.58	32.90
	Monthly	4288	4463	4651	4843	5047	5254	5474	5703
	<i>Annually</i>	51,453	53,571	55,804	58,107	60,554	63,058	65,691	68,439
Senior Accountant	<i>Hourly</i>	25.25	26.34	27.49	28.67	29.92	31.22	32.58	34.00
	Monthly	4376	4566	4764	4970	5187	5412	5647	5894
	<i>Annually</i>	52,512	54,788	57,177	59,639	62,242	64,948	67,766	70,728
Program Manager	<i>Hourly</i>	27.12	28.23	29.42	30.63	31.93	33.25	34.65	36.10
	Monthly	4700	4895	5099	5309	5533	5763	6007	6257
	<i>Annually</i>	56,404	58,722	61,184	63,716	66,406	69,154	72,074	75,078
Human Resources Manager	<i>Hourly</i>	31.34	32.85	34.45	36.12	37.53	38.89	40.18	41.34
	Monthly	5433	5695	5971	6261	6505	6741	6964	7166
	<i>Annually</i>	65,191	68,338	71,658	75,135	78,070	80,888	83,579	85,997
Loan Program Manager	<i>Hourly</i>	33.14	34.52	35.96	37.47	39.04	40.68	42.38	44.18
	Monthly	5743	5983	6234	6495	6768	7051	7347	7658
	<i>Annually</i>	68,926	71,802	74,807	77,939	81,203	84,608	88,157	91,892

OCWCOG Non-Represented Staff
 Effective 7/1/15 - 6/30/16
 (Includes a COLA of 2%)

TITLE		1	2	3	4	5	6	7	8
MPO Director	<i>Hourly</i>	33.22	34.61	36.05	37.55	39.14	40.78	42.49	44.30
	Monthly	5758	5999	6249	6508	6783	7069	7364	7678
	<i>Annually</i>	69,097	71,988	74,992	78,112	81,402	84,823	88,372	92,135
Business Services Dir	<i>Hourly</i>	32.29	33.92	35.69	37.46	39.34	41.27	43.35	45.51
	Monthly	5597	5880	6186	6493	6820	7153	7515	7889
	<i>Annually</i>	67,168	70,560	74,237	77,914	81,835	85,841	90,178	94,671
CED Director	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	Monthly	6785	7030	7282	7545	7817	8098	8385	8679
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
Sr. & Dis. Svcs. Director	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	Monthly	6785	7030	7282	7545	7817	8098	8385	8679
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
Finance Director	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	Monthly	6785	7030	7282	7545	7817	8098	8385	8679
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
Deputy Director	<i>Hourly</i>	39.14	40.55	42.01	43.53	45.10	46.72	48.38	50.07
	Monthly	6785	7030	7282	7545	7817	8098	8385	8679
	<i>Annually</i>	81,421	84,354	87,388	90,536	93,799	97,176	100,624	104,144
Executive Director	<i>Hourly</i>	57.23							
	Monthly	9920							
	<i>Annually</i>	119,034							



1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

DATE: January 21, 2016
TO: OCWCOG Finance Committee
FROM: Fred Abousleman, Executive Director
RE: **OCWCOG Member Dues for FY2016-2017**

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 COG's Community and Economic Development program, and the Transportation dues provide the COG'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. Your 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 2016-2017 based upon the Portland CPI-U for the first half of 2015 (1.2%) and July 2014 population estimates. The 2014 population estimates were 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 \$6,396.12.

RECOMMENDATION: Motion to recommend to the Board approval of member dues for FY2016-2017 as proposed.

Draft OCWCOG FY 17 DUES

	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