



Finance Committee Meeting Agenda Packet

May 17, 2018, 1:30 pm

Cascades West Center
1400 Queen Avenue, SE
2nd Floor, Large Conference Room
Albany, OR 97322

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

**COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE AGENDA
May 17, 2018
1:30 p.m.**

Cascades West Center
1400 Queen Avenue SE
Albany, OR 97322

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

1. Minutes of Previous Meetings (*Treasurer Bill Hall*)
(1:30 – 1:35 p.m.)

Review of the March 15, 2018 Finance Committee minutes. (Page 2).

ACTION: Motion to approve the minutes of the March 15, 2018 Finance Committee meeting.

2. Financial Report (*Finance Director Sue Forty*)
(1:35 – 1:45 p.m.)

Finance Director Sue Forty will review the Financial Report and respond to questions (Page 3).

ACTION: Information only.

3. Other Business
(1:45 – 1:50 p.m.)

4. Adjournment
(1:50 p.m.)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE MINUTES
March 15, 2018**

MEMBERS: Mayor Sharon Konopa, Albany; Commissioner Anne Schuster, Benton County; Councilor Bob Elliott, Lebanon; Senior Services Advisory Committee (SSAC) Chair Bob Daley; Disability Services Advisory Committee (DSAC) Chair Jan Molnar-Fitzgerald; and Transportation Brokerage Advisory Committee (TBAC) Chair Suzette Boydston.

STAFF: Executive Director Fred Abousleman; Finance Director Sue Forty; Community and Economic Development (CED) Director Phil Warnock; Senior and Disability Services (SDS) Director Randi Moore; Community Services Program (CSP) Manager Jennifer Moore; Finance Manager Janet Cline; and Executive Assistant Jennifer Kelley.

The Oregon Cascades West Council of Governments' (OCWCOG) Budget Committee Meeting was called to order by Vice-Chair Anne Schuster at 1:43 p.m. on March 15, 2018 at the Cascades West Center in Albany.

1. Minutes of Previous Meetings

Councilor Bob Elliott motioned to approve the minutes of the January 18, 2018 Finance Committee meeting, Senior Services Advisory Committee Chair Bob Daley seconded. Motion passed unanimously.

2. Presentation of the Fiscal Year (FY) 2016-2017 Annual Financial Report (Audit)

Auditor Kori Sarrett stated that OCWCOG received a clean opinion in the audit. She stated that payroll control testing was the focus of this year's audit, and there were no findings. She stated that the Public Employment Retirement System (PERS) liability creates an unfunded liability for OCWCOG, which increased since the last audit. She stated that this is due to the State recalculating actuarial assumptions. She stated that this unfunded liability is not necessarily bad, as it is due to PERS and not debt.

Vice-Chair Schuster asked Ms. Sarrett whether auditors are seeing this same issue elsewhere. Ms. Sarrett responded that they are, with school districts the most impacted.

Ms. Sarrett stated that the letter in front of the *Audit* is a communication to the Board, and does not say anything unusual as there were no control findings.

Councilor Bob Elliott motioned to recommend the *Audit* to the Board for approval, Mayor Sharon Konopa seconded. Motion passed unanimously.

3. Financial Report

Finance Director Sue Forty stated that there was nothing unusual to note on the Financial Report. There were no questions.

4. Other Business

No other business

5. Adjournment

Vice-Chair Schuster adjourned the meeting at 1:53 p.m.

Minutes recorded by Jennifer Kelley.



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M E M O R A N D U M

DATE: May 17, 2018
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 the period ending March 31, 2018 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

Snapshot by Major Line Item

	FY2018 Budget	March YTD	Percentage YTD	Prior Year YTD
Dues	281,205.00	279,203.86	99.29%	103.79%
Contracts	2,713,797.00	1,551,260.81	57.16%	68.15%
Grants	245,955.00	144,312.76	58.67%	65.76%
Donations	222,982.00	164,428.70	73.74%	94.62%
State Revenue	1,290,369.00	636,437.06	49.32%	48.75%
Federal Revenue	12,487,662.00	8,208,091.78	65.73%	64.58%
Coordinated Care	7,267,487.00	3,903,363.19	53.71%	64.45%
Total Income (all line items)	37,466,249.00	26,818,372.12	71.58%	76.45%
Total Payroll Expense	14,085,876.00	9,182,421.08	65.19%	66.39%
Contract Expense	9,203,892.00	6,624,937.95	71.98%	76.44%
Indirect Expense	2,052,862.00	1,539,647.83	75.00%	75.00%
Maintenance & Repair	248,145.00	80,400.23	32.40%	32.60%
Supplies	100,750.00	74,275.21	73.72%	53.92%
Telephone	223,936.00	120,991.37	54.03%	66.60%
Travel / Training	265,590.00	199,248.43	75.02%	64.93%
Total Expense (all line items)	37,466,249.00	19,481,036.93	52.00%	55.44%
Net Gain / (Loss)		7,337,335.19		

Fiscal Year (FY) 2017-2018 Financial Narrative (Revenue)

- a. Net/Gain (Loss) FY2017-2018 Budget, OCWCOG has a balanced budget. Net Gain/Loss reflects a gain because Beginning Balance numbers have been recorded. The FY2017-2018 Budget numbers have been updated to reflect the supplemental budget adopted at the March 17, 2018 Board Meeting.
- b. All member regular dues have been received.
- c. Contract revenue is low, the majority of contracts are billed quarterly. Some budgeted contracts are getting started later than anticipated.
- d. Grant revenue is low. Some grants have not yet been received.
- e. Donations revenue is on budget. OCWCOG is working on increasing community awareness about the needs of the programs.
- f. State revenue contract percentages are low due to the programs being reimbursement-based, and are billed in the month after the expense is incurred.
- g. Federal revenue contract percentages are low due to the programs being reimbursement-based, and are billed in the month after the expense is incurred.
- h. Coordinated Care revenue will be adjusted to reflect true costs at the end of the year.

FY2017-2018 Financial Narrative (Personnel and Material & Supplies)

- a. Personnel Expense is currently on budget. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized 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. Budgeted projects being scheduled.
- e. The organization continues to monitor the implementation of the centralized purchasing program, and as a result, supply costs are on budget.
- f. Telephone costs are low; this is a result of the Technology Services team researching more efficient services that have resulted in a reduction in cost.
- g. Travel/Training is on budget. Management staff continually review staff travel to ensure the best use of staff time and program expenses.

If you need additional information or clarification, please contact Finance Director Forty or Finance Manager Janet Cline.

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended March 31, 2018

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 75.00%

Acct No	Description	Budget	YTD Bal	YTD %
000710	Beg Bal-Restricted for Grants	\$ 4,239.00	\$ 26,834.20	633.03% Beginning Balances are a one-time entry.
000725	Beg Bal Restrict for Contracts	\$ 1,657,921.59	\$ 1,631,160.58	98.39% Beginning Balances are a one-time entry.
000735	Beg Bal-Restricted Reconcile	\$ 1,606,793.00	\$ 2,041,268.95	127.04% Beginning Balances are a one-time entry.
000740	Beg Bal-Restricted for Other	\$ 1,948,856.50	\$ 1,901,951.55	97.59% Beginning Balances are a one-time entry.
000745	Beg Bal-Restrict Reserve	\$ 2,230,000.00	\$ 2,230,000.00	100.00% Beginning Balances are a one-time entry.
000750	Beg Bal-Unrestricted	\$ 1,895,477.00	\$ 1,424,357.95	75.15% Beginning Balances are a one-time entry.
000801	Dues	\$ 281,204.87	\$ 279,203.86	99.29% Some Special Projects dues are still outstanding.
000802	Fees For Service	\$ 115,775.00	\$ 68,034.65	58.76% Year-end adjustment.
000803	Internal Transfer	\$ 2,057,863.00	\$ 1,542,318.17	74.95%
000804	Miscellaneous Revenue	\$ 1,015.00	\$ 40,520.90	3992.21% Employee Settlement.
000805	Contract Revenue	\$ 2,713,797.00	\$ 1,551,260.81	57.16% Some contracts are billed quarterly.
000806	Grant Revenue	\$ 245,955.00	\$ 144,312.76	58.67% Grant revenue is trending low. Some grants have not yet been received.
000807	Donations	\$ 222,982.00	\$ 164,428.70	73.74%
000808	Interest Revenue	\$ 215,205.00	\$ 210,698.91	97.91%
000809	Transfers In	\$ 189,292.00	\$ 36,250.03	19.15% Transfers in will be done at year-end.
000812	Sponsorship	\$ 26,500.00	\$ 9,250.00	34.91% Bikeshare - budgeted high in anticipation of additional stations.
000819	Special Event Revenue	\$ -	\$ 9,595.92	0.00% This account was created for <i>CelebrateLBL</i> event revenue.
000820	Program Meals Revenue	\$ 165,000.00	\$ 107,029.19	64.87%
000822	Loan Packaging Fees	\$ 2,000.00	\$ 9,681.68	484.08% Payment for prior year closed loan, payment was after June 30th.
000823	Program Income	\$ 628,767.00	\$ 479,330.04	76.23%
000824	Lending Administration	\$ 120,000.00	\$ 94,043.87	78.37%
000824	Match Revenue	\$ 85,588.00	\$ 55,600.32	64.96%
000826	Borrowers Fees	\$ 1,500.00	\$ 9,136.05	609.07% Received excess funds for loan payoff. This has been refunded to the borrower.
000828	Service Fees	\$ 5,000.00	\$ 4,211.00	84.22%
000840	Veterans	\$ 105,166.00	\$ 52,583.00	50.00% This is a quarterly payment.
000841	Oregon Project Independence	\$ 575,000.00	\$ 361,699.34	62.90%
000843	ODOT	\$ 610,203.00	\$ 222,154.72	36.41% This is a quarterly payment.
000846	Coordinated Care	\$ 7,267,487.00	\$ 3,903,363.19	53.71% Year-end settlement.
000860	Economic Development Admin	\$ 75,000.00	\$ 18,750.00	25.00% This is a semi-annual report. Payment has been received and recorded in April 2018.
000862	Older Americans Act	\$ 1,051,151.00	\$ 604,121.00	57.47% State contract payments are a month behind.
000863	Title XIX	\$ 10,637,386.00	\$ 7,115,567.03	66.89%
000864	Federal Senior Meals	\$ 378,000.00	\$ 251,906.41	66.64%
000865	USDA	\$ 132,000.00	\$ 74,121.00	56.15% USDA payments are a month behind.
000867	Federal Match	\$ 210,125.00	\$ 137,131.34	65.26%
000869	Siletz Revenue	\$ 4,000.00	\$ 6,495.00	162.38% More Tribal meals served than anticipated.
	REVENUE	\$ 37,466,248.96	\$ 26,818,372.12	71.58%

000410	Leave Benefits	\$	492,835.00	\$	344,394.61	69.88%	
000420	Fringe Benefits	\$	765,384.75	\$	501,390.63	65.51%	
000421	Insurance Benefits	\$	2,323,121.25	\$	1,753,535.47	75.48%	
000425	PERS Benefits	\$	2,167,783.00	\$	1,077,720.44	49.72%	
000430	PERS Reserve	\$	82,377.00	\$	50,558.39	61.37%	
0001ED	Executive Director	\$	132,842.00	\$	97,183.13	73.16%	
0004DD	Deputy Director	\$	108,348.00	\$	64,650.21	59.67%	
0004PD	Program Director	\$	194,670.00	\$	186,775.61	95.94%	SDS position was reclassified from Program Manager to Program Director.
0010PM	Program Manager	\$	364,301.00	\$	169,506.43	46.53%	SDS position was reclassified from Program Manager to Program Director.
0013PS	Program Supervisor	\$	597,146.00	\$	410,977.97	68.82%	
0016LO	Loan Officer	\$	71,603.00	\$	48,730.34	68.06%	
0019CA	Clerical Assistant	\$	30,540.00	\$	7,114.49	23.30%	
0019PM	Personnel Manager	\$	85,796.00	\$	64,788.13	75.51%	
0019TM	Technology Services Manager	\$	74,552.00	\$	60,286.40	80.86%	
0046CM	Case Manager	\$	1,840,663.00	\$	1,250,419.59	67.93%	
0053CC	Contracts Coordinator	\$	56,030.00	\$	39,655.31	70.78%	
0055CS	Clerical Supervisor	\$	48,425.00	\$	37,272.67	76.97%	
0060AS	Accounting Specialist	\$	51,597.00	\$	37,269.13	72.23%	
0064ES	Eligibility Specialist	\$	1,041,887.00	\$	677,439.75	65.02%	
0067EA	Executive Assistant	\$	49,424.00	\$	28,490.72	57.65%	
0070AC	Accounting Clerk II	\$	37,409.00	\$	26,086.38	69.73%	
0076AA	Administrative Assistant	\$	440,939.00	\$	255,150.73	57.87%	
0085CS	Clerical Specialist	\$	227,456.00	\$	188,572.32	82.90%	
0085WS	Workstation Support Specialist	\$	50,444.00	\$	36,586.22	72.53%	
013CDP	CED Planner II	\$	58,792.00	\$	35,906.97	61.07%	
013MDR	MPO Director	\$	95,855.00	\$	67,253.53	70.16%	
025NSS	Network Support Specialist	\$	76,122.00	\$	54,834.42	72.03%	
031CDP	CED Planner	\$	180,406.00	\$	96,595.71	53.54%	
034APS	Adult Protective Services Spec	\$	345,897.00	\$	234,236.92	67.72%	
037DTC	Diversion & Transition Coord	\$	183,878.00	\$	131,745.96	71.65%	
037LCM	Lead Case Manager	\$	335,339.00	\$	141,562.11	42.21%	
045ISS	Information Support Specialist	\$	63,987.00	\$	47,136.75	73.67%	
052ALO	Assistant Loan Officer	\$	28,015.00	\$	-	0.00%	This is a vacant position.
055SMS	Senior Meals Supervisor	\$	-	\$	10,603.82	0.00%	This position was recorded as Program Supervisor in the budget.
055VSO	Veterans Service Officer	\$	58,622.00	\$	31,684.49	54.05%	
060FMC	Facility Maint. Coordinator	\$	50,748.00	\$	37,595.40	74.08%	
061LES	Lead Eligibility Specialist	\$	32,626.00	\$	13,720.05	42.05%	
064ADR	ADRC Specialist	\$	226,027.00	\$	134,314.10	59.42%	
064ALW	License & Monitoring Spec	\$	48,653.00	\$	44,541.56	91.55%	The budget allocated a 1.0 FTE, and was increased to a 1.5 FTE based on need.
067CEA	Confidential Executive Assist	\$	51,569.00	\$	37,504.18	72.73%	
075LTB	Lead Trans Brokerage Spec.	\$	43,617.00	\$	31,538.23	72.31%	

075TBS	Transportation Brokerage Spec.	\$	424,735.00	\$	269,788.13	63.52%
076CAA	Conf. Administrative Assistant	\$	40,112.00	\$	29,366.35	73.21%
076IHA	In Home Assistant	\$	-	\$	43,585.10	0.00%
082SMC	Senior Meals Coordinator	\$	43,789.00	\$	26,842.73	61.30%
090RSM	Relief Site Manager	\$	18,917.00	\$	16,213.87	85.71%
099EXH	Extra Hire	\$	149,286.00	\$	92,198.94	61.76%
88MSM3	Meal Site Manager 3	\$	193,311.00	\$	139,096.69	71.95%
	PERSONNEL	\$	14,085,876.00	\$	9,182,421.08	65.19%
						Expenses year-to-date over budget
000504	Advertising	\$	14,450.00	\$	9,012.36	62.37%
000506	Auto Expense	\$	12,500.00	\$	10,350.52	82.80%
000510	Bank Charges	\$	15,700.00	\$	9,998.97	63.69%
000513	Board/Comm/Meeting Expense	\$	32,700.00	\$	12,954.47	39.62%
000516	Computer Maintenance	\$	77,260.00	\$	107,469.74	139.10% Computers for SDS (14 desktops and 11 laptops).
000521	Contract Administration	\$	2,500.00	\$	2,117.00	84.68%
000522	Contract Expense	\$	9,203,891.65	\$	6,624,937.95	71.98%
000523	Admin Contract Expense	\$	350,000.00	\$	292,363.44	83.53%
000525	Copying	\$	77,095.00	\$	53,963.79	70.00%
000531	Dues and Memberships	\$	61,125.00	\$	47,403.71	77.55%
000532	Equipment Expense	\$	4,000.00	\$	3,500.24	87.51% One-time purchase of equipment.
000533	Finance Indirect	\$	487,215.00	\$	365,412.70	75.00%
000534	Indirect Expense	\$	974,023.00	\$	730,517.13	75.00%
000535	Furniture & Fixtures	\$	4,200.00	\$	14,091.26	335.51% Alarm locks (one-time purchase).
000537	Insurance	\$	62,250.00	\$	62,637.32	100.62% One-time payment at the beginning of fiscal year.
000540	Interest Expense	\$	19,200.00	\$	9,674.97	50.39%
000541	Loan Legal Expense	\$	2,000.00	\$	-	0.00%
000542	Legal Services	\$	12,350.00	\$	19,482.00	157.75% Settlement.
000543	Licenses and Fees	\$	55,560.00	\$	34,670.59	62.40%
000546	Loan Fees	\$	1,500.00	\$	9,887.32	659.15% Refunded excess loan payoff to borrower.
000549	Maintenance and Repair	\$	248,145.00	\$	80,400.23	32.40%
000550	Marketing Expense	\$	12,900.00	\$	8,048.43	62.39%
000551	Taxes	\$	3,500.00	\$	3,446.76	98.48% One-time annual expense.
000553	Loan Admin Exp	\$	120,000.00	\$	93,389.55	77.82%
000555	Postage	\$	66,950.00	\$	39,866.79	59.55%
000558	Printing	\$	14,899.00	\$	5,148.79	34.56%
000561	Rent	\$	645,307.00	\$	480,630.28	74.48%
000564	Resource Reserve	\$	189,108.00	\$	68,565.67	36.26%
000567	Supplies	\$	100,750.00	\$	74,275.21	73.72%
000568	Stipend	\$	87,877.00	\$	66,352.46	75.51%
000570	Technology Indirect	\$	591,624.00	\$	443,718.00	75.00%
000573	Telephone	\$	223,936.00	\$	120,991.37	54.03%
000575	Special Event	\$	-	\$	13,474.60	0.00% <i>CelebrateLBL</i> expense.

000576	Training	\$	91,790.00	\$	55,043.98	59.97%
000577	Volunteer Recognition	\$	10,000.00	\$	12,587.87	125.88% <i>Foster Grandparent Program</i> uniforms and meal reimbursements.
000578	Volunteer Travel	\$	35,000.00	\$	44,555.11	127.30% <i>Transportation-based program assisting seniors with non-medical transportation. RSVP Friendly Visitors program, a new Federal grant, will be award July 1st.</i>
000579	Travel	\$	138,800.00	\$	99,649.34	71.79%
000580	Transfers Out	\$	88,411.88	\$	10,000.00	11.31% <i>Transfers out will be recorded at fiscal year-end.</i>
000582	Utilities	\$	70,145.00	\$	49,219.38	70.17%
000583	Operating Contingency	\$	3,001,954.51	\$	-	0.00%
000584	Janitorial	\$	56,400.00	\$	37,981.56	67.34%
000585	Unappropriated EFB for future	\$	5,940,022.92	\$	-	0.00%
	MATERIALS AND SUPPLIES	\$	23,207,039.96	\$	10,227,790.86	44.07%
000595	Capital Purchase	\$	15,000.00	\$	14,600.00	97.33% <i>Server (one-time purchase).</i>
000596	Leasehold Improvement	\$	95,000.00	\$	-	0.00%
	CAPITAL OUTLAY	\$	110,000.00	\$	14,600.00	13.27%
000598	Principal Payment	\$	43,333.00	\$	43,333.33	100.00%
000599	Interest Expense	\$	20,000.00	\$	12,891.66	64.46%
	DEBT SERVICES	\$	63,333.00	\$	56,224.99	88.78%
	Expense	\$	37,466,248.96	\$	19,481,036.93	52.00%

Notes



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