



Finance Committee Meeting Packet

September 15, 2022

1:00 pm - 2:00 pm

Attend In Person at Two Locations:

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

Cascade West Toledo Center, 203 N Main Street, Toledo, OR 97391

Or Attend Virtually:

[Click to Join Teams Meeting](#)

**Next Finance Committee Meeting:
December 8, 2022 at 1:00 pm**

The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or adminGA@ocwcog.org, forty-eight (48) hours prior to the meeting.



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE AGENDA
September 15, 2022
1:00 – 2:00 pm**

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

Cascade West Toledo Center
203 N Main Street
Toledo, OR 97391

[Join Teams Meeting](#)

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

NOTE: Please contact Leah Snodgrass at 541.967.8720 or lsnodgrass@ocwcog.org, no later than noon on Wednesday, September 14, 2022, to confirm your attendance.

1. **Welcome and Introductions** (*Chair, Commissioner Pat Malone*)
(1:00 – 1:05 pm)

2. **Public Comment** (*Chair, Commissioner Pat Malone*)
(1:05 – 1:10 pm)

Floor will be open to the public for comment.

3. **Consent Calendar** (*Chair, Commissioner Pat Malone*)
(1:10 – 1:15 pm)

Approval of the May 19, 2022, Finance Committee minutes ([Page 3](#)).

ACTION: Motion to approve Consent Calendar items.

4. **Financial Reports** (*Finance Director Marit Nelson*)
(1:15 pm– 1:25 pm)

Finance Director Nelson will review the Financial Reports and respond to questions. ([Page 6](#))

ACTION: Information only.

5. **Other Business** (*Chair, Commissioner Pat Malone*)
(1:25 – 1:30 pm)

6. **Adjournment** (*Chair, Commissioner Pat Malone*)
(1:30 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS
FINANCE COMMITTEE MINUTES
July 21, 2022
Via Zoom Video and Audio Conferencing**

Attendees: **CHAIR:** Commissioner Pat Malone, Benton County, CWACTION; Commissioner Sherrie Sprenger, Linn County; Mayor Jim Lepin, Millersburg; Mayor Chas Jones, Philomath; and Jesse Oakley, TBAC.

Absent: Commissioner Claire Hall, Lincoln County; Mayor Dean Sawyer, Newport; Jan Molnar-Fitzgerald, DSAC; and Mitzi Naucler, SSAC.

Staff: Executive Director Ryan Vogt; Finance Director Marit Nelson; Community and Economic Development Director Jenny Glass; Technology Services Director Jason Sele; Human Resources Manager Ryan Schulze; Communications Officer Meg Walker; and Executive Assistant Leah Snodgrass.

1. Welcome and Introductions

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee meeting was called to order by Chair Malone on July 21, 2022, at 1:00 pm via Zoom Video and Audio Conferencing.

2. Public Comment

No comment.

3. Consent Calendar

Mayor Jones moved to approve the Finance Committee meeting minutes from May 19, 2022. Mayor Lepin seconded the motion. With no objections, the minutes were voted upon and approved.

4. Financial Reports

Finance Director Nelson summarized the financial update provided in the Finance Committee meeting packet that starts on page nine (9). Finance Director Nelson pointed out total projected income is at ninety-six percent (96%), which shows projections are right on target. Payroll Expense is under budget, along with materials and services. Finance Director Nelson does not have any concerns.

The first soft close for the fiscal year will be issued today, and the department directors will have a chance to review those numbers to ensure that everything was captured that needed to be in each program. There will be some changes before the audit starts on September 26, 2022.

Mayor Jones acknowledged that overbudgeting is part of the process, and notes that staffing is off by forty percent (40%). Mayor Jones asked Finance Director Nelson if that can be tightened up and thinks maybe forty percent (40%) is perhaps too much.

Finance Director Nelson answered that she agreed it's a lot and it is something that is being looked at, and a majority of the extra funds is personnel expense. OCWCOG is trying to do a better job at knowing estimates, and when is the best timing for staff positions, to get the funding more in alignment. But we can't always estimate vacancies that will occur.

Mayor Jones related to the fact that staff positions can get filled, then quickly vacated, and not filled again leaving the funds there sitting. Mayor Jones stated he appreciates that funds aren't spent because they are there, that they are spent where it is needed.

Chair Malone pointed out the final debt payment on the Albany building is exciting. Chair Malone asked what is OCWCOG's plans with the freed up funds.

Finance Director Nelson answered that the \$46,000 a year will translate to building maintenance, including expansion and repairs.

Executive Director Vogt added with the changes in finance and facilities staff, it was discovered that there was not a good five (5) year plan maintenance plan for facilities. OCWCOG wants to get better at preparing for large routine facility expenses without having to tap into reserve funds. It is not a major impact to continue the investment, but shift where it lays in the budget.

Mayor Jones asked if there is a maximum target for the building maintenance funds?

Executive Director Vogt reminded the Committee that there is \$300,000 in reserve funds set aside for a large scale emergency. Separately, we should be maintaining funds for planned maintenance events, like the periodic replacement of the roof or A/C units. The maintenance horizon should dictate how much money we need to plan for.

Commissioner Sprenger joined at about 1:14 pm.

Finance Director Nelson stated there is not a target number in place, but listed off a couple maintenance items that are in constant need of attention like the elevator, the HVAC, and the roof. This is not just for maintenance but keeping in mind that replacement could be a factor in the near future.

Executive Director Vogt added in that after a couple years of monitoring maintenance costs, OCWCOG can revisit the size of the emergency reserve funding.

5. Financial Policy Update

Finance Director Nelson directed the Committee's attention to the proposed Expenditure Limits policy included in the meeting packet starting on page sixteen (16) and summarized it. Finance Director Nelson pointed out the main purpose for the addition of this policy is to specifically outline the hierarchy and setting boundaries with approval limits within the departments. It also allows a failsafe with contracting rules.

Mayor Jones did not see anything that would require Board approval to add this policy. Finance Director Nelson answered that it is in the Oregon Contracting Rules as well.

Mayor Lepin moved to approve the Expenditure Limits Policy to be sent to the Board of Directors for review and adoption. Mayor Jones seconded the motion. With no objections, the Expenditure Limits Policy was voted upon and approved to go to the Board of Directors for review and adoption.

6. Financial Statement Audit Report

Finance Director Nelson did a quick overview of the audit that was finalized on March 31, 2022, included in the meeting packet starting on page eighteen (18). The governance letter outlines to the Board what the auditor's responsibility was.

Finance Director Nelson pointed out that there were no disagreements with management. This was a new auditing firm for OCWCOG, and the auditors were great to work with. They asked about pending or upcoming transactions to assess liability or any financial implications. They found no significant issues.

Finance Director Nelson is already working with the auditors on the next audit. OCWCOG is going to be well prepared for the next one and hopes it will be finished in a more timely manner.

Mayor Lepin asked if Finance Director Nelson plans to use this audit group moving forward?

Finance Director Nelson answered yes. Finance Director Nelson reminded the Committee the auditors are there for our benefit and meant to be there to help us. OCWCOG has a 5 year contract with the audit group Grove, Mueller & Swank, P.C.

7. Other Business

Chair Malone commended Finance Director Marit on her concise report and that she has adapted to her role at OCWCOG nicely.

Chair Malone recognized that this is Mayor Lepin's last meeting, and told Mayor Lepin that his involvement will be missed.

8. Adjournment

Chair Malone adjourned the meeting at 1:33 p.m.

Meeting minutes taken by Leah Snodgrass.



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

MEMORANDUM

DATE: September 15, 2022
TO: OCWCOG Finance Committee
FROM: Marit Nelson, Finance Director
RE: OCWCOG Financial Update

Please accept the following snapshot, and Consolidated Revenue and Expense Statement, for period ending July 31, 2022. Accurately closing it can be difficult to make accurate assumptions on the future of the budget with only one month of information, but we strive as an agency to review, discuss and update financial information monthly in each department. Please let me know if you have any questions.

	FY 2023 Budget	July 2022	Percentage	Prior Year
Dues	342,387	331,357	96.7%	20.1%
Contract Revenue	3,906,360	37,009	1%	54.4%
Grant Revenue	341,494	-	0%	1.1%
Donations	250,500	28,175	12.8%	6.3%
State Revenue	2,792,567	36,465	1.3%	2.1%
Federal Revenue	17,904,799	1,364,487	7.6%	.43%
Coordinated Care	7,715,000	743,595	9.6%	8.8%
Total Income (all line items)	\$ 57,160,554	\$2,906,804	5.1%	5.9%
Total Payroll Expense	\$ 21,229,384	\$ 1,353,681	6.4%	6.8%
Contract Expense	13,881,585	1,009,014	7.3%	7.5%
Indirect Expense	3,097,635	258,136	8.3%	8.3%
Maintenance & Repair	163,900	33,769	20.6%	.7%
Supplies	101,675	7,446	7.3%	5%
Telephone	181,618	11,711	6.5%	8%
Travel / Training	260,220	35,629	13.0%	5.4%
Total Expense (all line items)	\$ 51,974,744	\$2,887,999	5.7%	5.1%
Net Gain / (Loss)		\$18,805		

Snapshot by Major Line Item

Fiscal Year (FY) FY 2022-23 Financial Narrative (Revenue)

I have no concerns with our revenue accruals for the month of July. Payments for annual dues are steadily coming in and we are happy to have Sodaville join us as a member as of August!

Contract revenue comparison to prior year results from three contracts that were front loaded at the beginning of last fiscal year. At 1/12 the way through the budget year, we should be at 8.3% in all categories. Many of our billings are quarterly so we will not see that percentage catch up until the September close. With overall revenue trending very close to last year without the benefit of front loaded contracts, tells me we are on track where it counts.

Program managers and directors have been communicating frequently to ensure that we are starting off the year right by making corrections and updates now rather than later in the year. FYE 2022 Audit is scheduled to begin September 26th. When the document has been finalized, we will roll the beginning fund balances and assess the rest of the year and the need for budget adjustments.

FY 2022-23 Financial Narrative (Personnel and Material & Supplies)

Personnel Expense matches last year's trend so there are no red flags at this time. We onboard new employees almost weekly so we should see a trend of increasing monthly expenses as the year progresses. COLA expenses as well as health insurance open enrollment will also have an impact on future monthly trends.

Materials and Supplies is under budget for the month, trending slightly higher than last year. Roof repairs were completed in Toledo before the end of July and HVAC replacement is on the calendar in September. While projects are not moving as fast as they did pre-pandemic, we are seeing forward momentum in some areas.

We are looking forward to a busy fall and spring with the finalization of the strategic plan and the kickoff of our enterprise system search!

Consolidate Revenue and Expense Statement

Finance Committee Financial Report

For Period Ended July 31, 2022

Percent of budget to date: 8.33%

Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants	\$ 66,956	\$ -	0.0%	
000725	Beg Bal-Restrict for Contracts	\$ 5,423,927	\$ -	0.0%	
000740	Beg Bal-Restricted for Other	\$ 3,089,088	\$ -	0.0%	
000745	Beg Bal-Restrict Reserve	\$ 5,906,076	\$ -	0.0%	
000750	Beg Bal-Unrestricted	\$ 4,634,176	\$ -	0.0%	
000801	Dues			96.8%	Billings sent out, revenue accrued, payments coming in
		\$ 326,083	\$ 315,578		
000802	Fees For Service	\$ 131,600	\$ 6,579	8.1%	
000803	Internal Transfer	\$ 3,793,944	\$ 258,136	8.3%	
000804	Miscellaneous Revenue	\$ 25,000	\$ 188	0.8%	
000805	Contract Revenue	\$ 3,906,360	\$ 37,009	1.0%	
000806	Grant Revenue	\$ 341,494	\$ -	0.0%	
000807	Donations	\$ 200,500	\$ 12,913	6.4%	
000808	Interest Revenue	\$ 220,732	\$ 28,175	12.8%	
000809	Transfers In	\$ 309,398	\$ -	0.0%	
000811	Designated Grants	\$ -	\$ 5,019	0.0%	
000813	Special Projects Dues			96.8%	Billings sent out, revenue accrued, payments coming in
		\$ 16,304	\$ 15,779		
000819	Special Event Revenue	\$ 20,000	\$ -	0.0%	
000820	Program Meals Revenue	\$ 160,000	\$ 16,100	10.1%	
000823	Program Income	\$ -	\$ 57,559	0.0%	
000824	Match	\$ 35,600	\$ -	0.0%	
000826	Borrowers Fees	\$ 7,000	\$ -	0.0%	
000827	Loan Packaging Fees	\$ 7,750	\$ -	0.0%	
000828	Service Fees	\$ 6,200	\$ 428	6.9%	
000829	Program Administration	\$ 120,000	\$ 8,803	7.3%	
000840	Veterans	\$ 114,000	\$ -	0.0%	
000841	Oregon Project Independence			3.5%	Late close for July Financials, Billings being processed this week
		\$ 1,045,000	\$ 36,465		
000842	OEDD/OECD	\$ 120,000	\$ -	0.0%	

000843	ODOT	\$	1,465,567	\$	-	0.0%
000844	Dept. of Land Conservation Dev	\$	48,000	\$	-	0.0%
000846	Coordinated Care	\$	7,410,000	\$	743,595	10.0%
000848	CCO Metrics Income	\$	305,000	\$	-	0.0%
000860	Economic Development Admin	\$	75,000	\$	-	0.0%
000862	Older Americans Act	\$	1,223,000	\$	-	0.0%
000863	Title XIX	\$	15,751,799	\$	1,347,353	8.6%
000864	Federal Senior Meals	\$	650,000	\$	16,501	2.5%
000865	USDA	\$	95,000	\$	-	0.0%
000867	Federal Match	\$	100,000	\$	-	0.0%
000869	Siletz Revenue	\$	10,000	\$	624	6.2%

REVENUE

	\$	57,160,554	\$	2,906,804	5.1%
--	----	-------------------	----	------------------	------

Overall Trend is reasonable compared to last year and current known factors

000410	Leave Benefits	\$	740,288	\$	52,010	7.1%
000420	Fringe Benefits	\$	1,074,691	\$	72,196	6.8%
000421	Insurance Benefits	\$	3,728,922	\$	239,688	6.6%
000425	PERS Benefits	\$	3,225,707	\$	210,298	6.6%
000430	PERS Reserve	\$	244,311	\$	7,441	3.0%
0001ED	Executive Director	\$	163,922	\$	13,350	8.1%
0004PD	Program Director	\$	475,870	\$	34,885	7.3%
0004TM	Technology Manager	\$	5,640	\$	278	4.9%
0010PM	Program Manager	\$	313,962	\$	8,068	3.3%
0013PS	Program Supervisor	\$	918,136	\$	64,300	7.0%
0015QA	QA & Improvement Manager	\$	51,656	\$	-	0.0%
0016LO	Loan Officer	\$	71,368	\$	-	0.0%
0019CA	Clerical Assistant	\$	166,399	\$	-	0.0%
0019PM	Personnel Manager	\$	115,985	\$	9,214	7.9%
0022SA	Senior Accountant	\$	51,973	\$	-	0.0%
0046CM	Case Manager	\$	2,971,415	\$	186,500	6.3%
0053CC	Contracts Coordinator	\$	122,728	\$	4,294	3.5%
0055CS	Clerical Supervisor	\$	269,074	\$	21,327	7.9%
0058AP	Assistant Planner	\$	114,927	\$	2,910	2.5%
005PIO	Public Information Officer	\$	72,747	\$	6,898	9.5%
0060AS	Accounting Specialist	\$	47,466	\$	3,587	7.6%

0064ES	Eligibility Specialist	\$	1,437,220	\$	88,632	6.2%	
0064MM	Money Management Coord	\$	46,914	\$	3,600	7.7%	
0067EA	Executive Assistant	\$	55,370	\$	4,178	7.5%	
0070AC	Accounting Clerk II	\$	57,183	\$	735	1.3%	
0076AA	Administrative Assistant	\$	471,107	\$	35,294	7.5%	
0076BO	Business Officer	\$	68,968	\$	4,252	6.2%	
0085CS	Clerical Specialist	\$	410,426	\$	20,374	5.0%	
0085SS	Software Support Specialist	\$	-	\$	3,737	0.0%	
0085WS	Workstation Support Specialist	\$	86,364	\$	-	0.0%	
013TSM	Transportation Manager	\$	87,237	\$	-	0.0%	
025NSS	Network Support Specialist	\$	204,327	\$	11,061	5.4%	
031CDP	CED Planner	\$	294,291	\$	13,951	4.7%	
034APS	Adult Protective Services Spec	\$	877,727	\$	51,540	5.9%	
037DTC	Diversion & Transition Coord	\$	275,149	\$	22,035	8.0%	
037LCM	Lead Case Manager	\$	214,084	\$	15,901	7.4%	
045ISS	Information Support Specialist	\$	66,371	\$	4,665	7.0%	
052ALO	Assistant Loan Officer	\$	56,895	\$	2,729	4.8%	
055VSO	Veterans Service Officer	\$	56,505	\$	4,271	7.6%	
060FMC	Facility Maint. Coordinator	\$	65,930	\$	4,339	0.0%	
061LES	Lead Eligibility Specialist	\$	-	\$	4,694	7.6%	
064ADR	ADRC Specialist	\$	180,261	\$	14,972	8.3%	
064ALW	Asst. AFH Licensing Worker	\$	125,240	\$	7,503	6.0%	
067CEA	Confidential Executive Assist	\$	73,025	\$	4,005	5.5%	
073MRW	Medical Resource Worker	\$	152,061	\$	3,222	2.1%	
075LTB	Lead Trans Brokerage Spec.	\$	-	\$	4,030	0.0%	
075TBS	Transportation Brokerage Spec.	\$	342,564	\$	24,477	7.2%	
076CSA	Case Aide	\$	55,728	\$	-	0.0%	
076IHA	In Home Assistant	\$	185,100	\$	32,533	17.6%	Corrections to labor distributions being implemented in August.
082SMC	Senior Meals Coordinator	\$	44,520	\$	3,197	7.2%	
090RSM	Relief Site Manager	\$	39,940	\$	835	2.1%	
099EXH	Extra Hire	\$	-	\$	6,932	0.0%	Corrections to labor distributions being implemented in August.
88MSM1	Meal Site Manager 1	\$	155,503	\$	-	0.0%	
88MSM3	Meal Site Manager 3	\$	96,187	\$	18,743	19.5%	Corrections to labor distributions being implemented in August.

				6.4%	Overall trend is reasonable due to vacancies and other known factors. COLA and insurance premium changes will influence costs beginning in October.
PERSONNEL		\$ 21,229,384	\$ 1,353,681		
000504	Advertising	\$ 35,595	\$ 1,306	3.7%	
000506	Auto Expense	\$ 17,000	\$ -	0.0%	
000510	Bank Charges	\$ 13,900	\$ 1,024	7.4%	
000513	Board/Comm/Meeting Expense	\$ 37,100	\$ 1,134	3.1%	
000516	Computer Maintenance	\$ 318,776	\$ 15,129	4.7%	
000521	Contract Administration	\$ 1,500	\$ 360	24.0%	Upfront expense to be allocated over time
000522	Contract Expense	\$ 13,896,735	\$ 1,009,014	7.3%	
000523	CEP Contract	\$ 600,000	\$ 36,465	6.1%	
000525	Copying	\$ 44,850	\$ 3,779	8.4%	
000531	Dues and Memberships	\$ 78,820	\$ 1,880	2.4%	
000532	Equipment Expense	\$ 1,000	\$ -	0.0%	
000533	Finance Indirect	\$ 874,506	\$ 72,875	8.3%	
000534	Indirect Expense	\$ 1,247,625	\$ 103,969	8.3%	
000535	Furniture & Fixtures	\$ 119,800	\$ -	0.0%	
000537	Insurance	\$ 82,604	\$ 9,910	12.0%	Monthly & annual liability insurance payments allocated for several programs
000540	Interest Expense	\$ 20,000	\$ 147	0.7%	
000542	Legal Services	\$ 76,500	\$ -	0.0%	
000543	Licenses and Fees	\$ 282,883	\$ 24,151	8.5%	
000549	Maintenance and Repair	\$ 94,000	\$ 27,769	29.5%	Roof repair completed in Toledo.
000550	Marketing Expense	\$ 3,500	\$ -	0.0%	
000551	Taxes	\$ -	\$ 110	0.0%	
000553	Loan Admin Exp	\$ 150,000	\$ 4,520	3.0%	
000555	Postage	\$ 56,677	\$ 3,946	7.0%	
000558	Printing	\$ 19,350	\$ 895	4.6%	
000561	Rent	\$ 683,179	\$ 65,328	9.6%	
000564	Resource Reserve	\$ 60,000	\$ -	0.0%	
000567	Supplies	\$ 78,075	\$ 6,313	8.1%	
000568	Stipend	\$ 139,008	\$ 3,317	2.4%	
000570	Technology Indirect	\$ 975,504	\$ 81,292	8.3%	
000573	Telephone	\$ 181,618	\$ 11,711	6.4%	
000575	Special Event Expense	\$ 20,000	\$ -	0.0%	

000576	Training	\$	128,900	\$	22,720	17.6%	Several trainings this month and invoicing for leadership training throughout the fall
000577	Volunteer Recognition	\$	23,970	\$	158	0.7%	
000578	Meal Delivery Travel	\$	53,000	\$	2,015	3.8%	
000579	Travel	\$	131,320	\$	12,909	9.8%	Several trainings this month and invoicing for leadership training throughout the fall
000582	Utilities	\$	67,677	\$	4,174	6.2%	
000584	Janitorial	\$	97,900	\$	6,000	6.1%	
	MATERIALS AND SUPPLIES					7.4%	Overall trend reasonable and comparable to same time last year. No concerns
		\$	20,712,872	\$	1,534,318		
000580	Transfers Out	\$	314,398	\$	-	0.0%	
000583	Operating Contingency	\$	9,247,090	\$	-	0.0%	
	TRANSFERS AND CONTINGENCY	\$	9,561,488	\$	-	0.0%	
000595	Capital Purchase	\$	405,000	\$	-	0.0%	
000596	Leasehold Improvement	\$	66,000	\$	-	0.0%	
	CAPITAL OUTLAY	\$	471,000	\$	-	0.0%	
	EXPENSE	\$	51,974,744	\$	2,887,999	5.6%	
	NET (GAIN/LOSS)			\$	18,805		