



# Executive Committee Meeting Packet

October 27, 2022  
9:00 am - 11:00 am

In Person and  
Teams Video Conference

***[Click Here to Join](#)***

**Next Executive Committee Meeting:  
February 23, 2023 at 9:00 am**

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



**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE AGENDA**

**October 27, 2022**

**9:00 – 11:00 am**

In Person and Teams Video Conference

[Join Teams Meeting](#)

Meeting ID: 294 572 951 128

Passcode: 27nhQt

*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](mailto:lsnodgrass@ocwcog.org), no later than noon on Wednesday, October 26th, to confirm your attendance.

1. **Welcome/Call to Order** (*Chair, Commissioner Claire Hall*)  
(9:00 – 9:05 am)

Introductions

2. **Consent Calendar** (*Chair, Commissioner Claire Hall*)  
(9:05 – 9:10 am)

- a. Approval of Executive Committee meeting minutes for August 25, 2022. ([Page 4](#))

**ACTION: Motion to approve Consent Calendar items.**

3. **November Month Proclamation** (*SDCS Program Director Randi Moore*)  
(9:10 -9:15 am)

Veterans Day Proclamation presented by Veterans' Service Officer Molly Murphy. ([Page 8](#))

**ACTION: Motion to approve Military Appreciation Month Proclamation.**

4. **Strategic Planning Update** (*Executive Director Ryan Vogt*)  
(9:15 -9:45 am)

Mission and Vision Statements Presented by Communications Officer Meg Walker. ([Page 9](#))  
Strategic Priorities Presented by Communications Officer Meg Walker. ([Page 10](#))

**ACTION: Motion to send final Mission and Vision Statements and Key Goals for the Strategic Priorities to the Full Board of Directors for adoption.**

5. **Executive Director Update** (*Executive Director Ryan Vogt*)  
(9:45 – 9:55 am) **Information only.**

**ACTION:**

6. **Other Business** (*Chair, Commissioner Claire Hall*)  
(9:55 – 10:00 am)

7. **Adjournment**

(10:00 am)

8. **Executive Session** (*Board Officers*)

The Chair will call an Executive Session pursuant to ORS 192.660. Discussions regarding performance of Executive Director.

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
EXECUTIVE COMMITTEE MEETING MINUTES  
Via Zoom Audio / Video Conference  
August 25, 2022**

**MEMBERS:** **Chair**, Commissioner Claire Hall, Lincoln County, **Treasurer**, Commissioner Pat Malone, Benton County; **Vice-Chair**, Commissioner Sherrie Sprenger, Linn County; and Mayor Alex Johnson II, City of Albany.

**STAFF:** Executive Director Ryan Vogt; Finance Director Marit Nelson; Community and Economic Development Director Jenny Glass; Senior, Disability and Community Services Program Director Randi Moore; Technology Services Director Jason Sele; Human Resource Manager Ryan Schulze; Community Services Program Manager Alicia Lucke; and Executive Assistant, Leah Snodgrass.

**ABSENT:** Mayor Chas Jones, City of Philomath; and Mayor Dean Sawyer, City of Newport.

**PUBLIC:** None

**1. Call to Order**

Treasurer Malone filling in as Chair called the August 25, 2022, meeting of the Oregon Cascades West Council of Governments' (OCWCOG) Executive Committee to order at 9:05 am via Teams® and in person attendance.

Due to the lack of attendance at the start of the meeting resulting in no quorum, and the knowledge that some members will be joining late, the agenda items were presented out of order to hold any approval actions until a quorum was reached.

**2. Bias Response Update**

Community Services Program (CSP) Manager Lucke summarized her memo included in the meeting packet starting on page eight (8). CSP Supervisor Lucke added the Bias Response Project is in the middle of conducting focus groups that are collecting data. Zilo, the Bias Response contractor, has been working with a stakeholder's group which includes non-elected governmental officials in the three county region. CSP Manager Lucke highlighted some focus groups and the attendance: Philomath had around ten (10) participants; Newport also had around ten (10) participants; Albany had around twenty (20) participants and many of those were requesting Spanish/English translation; and Lebanon did not have any participants.

Vice Chair Sprenger asked how the focus groups were advertised in Lebanon because she was unaware of the meeting. CSP Manager Lucke answered that there were ads on Facebook, in the newspaper, a reach-out to Linn-Benton Health Equity Alliance, a Latino group helped with outreach in Linn County, and posted flyers at many establishments. Mayor Johnson added that he shared the information with the Albany Councilor's and posted it on the City of Albany webpage.

CSP Manager Lucke apologized to Vice Chair Sprenger for her being uninformed. Vice Chair Sprenger requested that herself and the other Linn County Commissioners receive an email so they can have the information to pick up the phone and help spread the word. CSP Manager Lucke assured there is still time and opportunity to get involved.

*Treasurer Malone left around 9:14 am.*

CSP Manager Lucke stated the next step after focus groups is to compile the information collected and see what rises to the top as gaps and opportunities. Within the next month Zilo will be sending an elected officials survey compiled from the information gathered from the focus groups. There will also be a virtual summit in October.

*Vice Chair Sprenger started as acting Chair.*

### **3. Legislative Ask/Advocacy**

Executive Director Vogt referred to a memo from Mid-Willamette Valley Council of Governments (Mid-Willamette COG) that is included in the meeting packets starting on page eleven (11). Mid-Willamette COG has a legislative lobbyist on their payroll and Executive Director Vogt wanted to share this example of what it can look like for a Council of Governments to be involved in lobbying. This is to address the lobbying desires that were expressed at the last Board meeting during the Strategic Planning work session.

Executive Director Vogt stated one of the items Mid-Willamette COG's lobbyist has been working on is trying to get funds freed up to Councils of Governments to bring resources to help smaller communities gain access to remaining American Rescue Plan Act (ARPA) funds and Infrastructure Investment and Jobs Act (IIJA) funds. These funds require grant applications and smaller communities tend to not be equipped to navigate the grant process successfully.

Executive Director Vogt pointed out that each of the economic development districts received money from Business Oregon that was matched by the Ford Family Foundation. OCWCOG's share including Lane County because they are part of our economic development district, is just under \$85,000. These funds are specific to help the smaller communities connect to the ARPA and IIJA funds.

Mid-Willamette COG went in front of the IIJA Governor's Council to see if they will give \$250,000 per Council of Governments (six total) per year for the next five (5) years to strengthen the resources for smaller communities to gain access to the ARPA and IIJA funds. Mid-Willamette COG first asked for the money for themselves but was told to try again with a request for all Councils of Governments. Each of the Councils of Governments in Oregon has signed on to take part in this ask. Mid-Willamette COG is still in the process with legislation regarding this matter.

### **4. Executive Director Update**

Executive Director Vogt reports that he has been visiting the City Council meetings in our three county region and described the experience as "exhilarating". Executive Director Vogt asks council members how many of them knew about OCWCOG before reading the Year End Report that was provided for their meeting packet, and he was happy to hear that most of them knew OCWCOG and are huge supporters. Executive Director Vogt thinks his visits to the Council meetings is creating excitement and momentum for attendance. For example, the City of Monroe has not had a Board member for at least two years, and by the time Executive Director Vogt left the Monroe City Council meeting they had elected a representative to serve on OCWCOG's Board.

Sodaville has not been a member for a number of years, but has decided to rejoin and have a Board representative chosen. Lebanon's Board member has not been able to be active in attendance, and during the Lebanon Council meeting there were several Councilors that were interested in being a Board representative, or at least a back up to make sure they are becoming more active in participation.

Executive Director Vogt reported on the progress of the Strategic Planning and thanked the Board for their participation in the PESTLE Analysis. OCWCOG has its first draft from Pivotal. Executive Director Vogt announced five (5) strategic priority areas of focus: meaningful identification;

organizational excellence; partnerships; Diversity, Equity, and Inclusion (DEI), and belonging; and Innovation and expansion. Executive Director Vogt informed the Board that OCWCOG is in the process of drafting a Request For Proposals (RFP) for a DEI contractor to help OCWCOG through their internal process as well as help OCWCOG be a leader in the region for DEI. This could include legislative lobbying.

*Chair Hall joined at approximately 9:36 am and resumed Chair duties.*

Executive Director Vogt announced that after today's meeting, there will be a OCWCOG staff social BBQ. Executive Director Vogt is looking forward to seeing some staff in person for the first time. In October there will also be a mandatory All Staff meeting. Executive Director Vogt informed the Board that there will be an ask for them to come and introduce themselves and mingle with the staff.

### **5. Lending Program**

Community and Economic Development (CED) Director Glass summarized her memo included in the meeting packet starting on page nine (9). Executive Director Vogt added that this opportunity has been discussed with OCWCOG's Union and they approve of it. This transition will not create any positions or eliminate them, it is an opportunity for growth with the current lending staff.

*Treasurer Malone rejoined at approximately 9:45 am and was given a summary of the CED memo.*

Mayor Johnson asked if it would cost more to enter into an agreement with CCD Business Development Corporation (CCD)? CED Director Glass answered OCWCOG has not received a quote yet, but is under the impression that it will be more cost effective than having more full time staff. Executive Director Vogt added that other Council of Governments are dedicated to this transition, and they are also expecting to see a cost savings.

Mayor Johnson moved to approve OCWCOG to enter into an Inter-Governmental Agreement with CCD for loan servicing administration. Vice Chair Sprenger seconded the motion. A vote was taken and passed unanimously.

### **6. Corvallis Building**

Executive Director Vogt summarized his memo included in the meeting packet starting on page ten (10). Executive Director Vogt stated that OCWCOG is wishing to co-locate with CSC in Corvallis. Executive Director Vogt added OCWCOG owns its buildings in Toledo and in Albany, and is asking the Board for permission to explore the option of buying an office space in Corvallis. The current lease space in Corvallis will be expiring soon, and the amount to renew the lease or find another space for lease is costly. Executive Director Vogt affirmed that if permission is granted it is only for exploring the commercial market and is looking for parameters from the Board. Anything that is discovered that fits the parameters would come before the Board for consideration.

It was discussed that a motion was not needed as indicated in the agenda and it was acknowledged that Executive Director Vogt has the support of the Executive Committee to explore all options for the OCWCOG Corvallis location. Any further discussion regarding this topic is to take place in executive session.

### **7. Approval of Consent Calendar**

Chair Hall asked for a motion to approve the Consent Calendar. Treasurer Malone moved to approve; Mayor Johnson seconded it. A vote was taken and passed unanimously.

**8. Other Business**

No other business discussed.

**9. Adjournment**

Chair Hall adjourned at 10:02 am.

*Meeting minutes taken by Leah Snodgrass.*



## ***Veterans Day November 11, 2022***

### A PROCLAMATION

The United States Congress has provided that November 11 of each year shall be set aside as a public holiday to honor veterans; with respect for and in recognition of the contributions our service members have made, we urge all Americans to recognize the valor and sacrifice of our veterans; and

The Officers at Oregon Cascades West Council of Governments and residents of Linn, Benton, and Lincoln Counties have the deepest gratitude toward all veterans and honors the commitment and courage of the many people who have served in the armed forces.

THEREFORE, BE IT PROCLAIMED that the Officers at Oregon Cascades West Council of Governments proclaim November 11, 2021, as the day set aside for honoring our veterans and their families and for holding activities in observance of their contribution to our community, our state, and our Nation.

Adopted and signed this 27th day of October, 2022.

### OREGON CASCADES WEST COUNCIL OF GOVERNMENTS

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Commissioner Claire Hall  
Chair, Board of Directors  
Oregon Cascades West Council of Governments

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Ryan Vogt  
Executive Director  
Oregon Cascades West Council of Governments

## *Our Mission ...*

To promote a thriving region through service, connectivity, and innovation.

## *Our Vision ...*

We are a regional leader and partner who provides inclusive services to meet individual and community needs.

We commit to:

- Measure ourselves by staff developed agency values
- Align our daily work with our strategic priorities
- Identify and respond to service gaps in the region
- Use data and consumer input to continually improve

# OCWCOG Strategic Priorities

## Community Visibility

People know who we are, what we do, and how to access us.

*Key goals:*

- New compelling Mission, Vision, and Values
- Strong brand, effective communication and outreach
- Identify common problems and develop/promote regional solutions
- Consumers are aware of available services

## Organizational Excellence

Be seen as a recognized leader, continuously improving and adapting.

*Key goals:*

- Efficient, high-value operations and processes
- Decisive, data-informed actions
- Support and empower staff in delivering programs
- Enhance teamwork and collaboration among staff

## Partnerships & Collaboration

Build and strengthen relationships with partner agencies and member governments

*Key goals:*

- Further alignment and systems improvement with Community Services Consortium
- Expand engagement with non-profit organizations
- Deliver and align with key State agency partner services
- Strong engagement of Board and member governments

## Diversity, Equity and Inclusion

Strengthen our organizational commitment to employing and serving under-represented people and communities.

*Key goals:*

- Identify and address historical gaps and barriers to accessing services
- Meaningful engagement of under-represented communities
- Enhance our workforce to reflect the diversity of our communities
- Position the agency to be a role model

## Expansion & Innovation

Lead the region by driving new ideas, creative solutions, and purposeful growth.

*Key goals:*

- Use data to assess the reach and impact of our programs
- Actively anticipate new regional needs before they emerge
- Be positioned to respond to national and statewide changes
- Take measured risks to deliver new programs and services