



## **Board of Directors Meeting**

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

Tuesday, February 25, 2014

1:00 p.m. to 3:00 p.m.

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I. 1:00 p.m. **Call to Order**

- A. Roll Call and Introductions
- B. Approval of January 28, 2014 Minutes

II. 1:05 p.m. **Open Agenda**

*(This time is set aside for the public and board members to introduce subjects NOT on the agenda). Persons invited by the Chair to speak to the Board, shall state their name and address for the record. Their presentation will be limited to three-minutes. The Board will take no action on the issue(s) presented until the next Board meeting, in order to give the Board time to research any matters or to decide upon a course of action. The time restriction is necessary in order to complete this meeting as published.*

III. 1:15 p.m. **Action Items**

- A. Consideration of Resolution No. 12-29, Pacific Source
- B. Consideration of Resolution No. 12-30, Greater Oregon Behavioral Health, Inc. (GOBHI)

IV. 2:30 p.m. **Reports/Communications**

- A. Senior Advisory Council, Committee Chair Report
- B. Quarterly Financial Report
- C. WIA Report, Vocational Rehabilitation Job Club

V. 3:00 p.m. **Adjourn**

*The meeting location is accessible to persons with disabilities. If you have a disability that requires any special materials, services, or assistance, please contact the Executive Assistant (541) 298-4101 at least 24 hours before the meeting.*

MID-COLUMBIA COUNCIL OF GOVERNMENTS  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, January 28, 2014, 1:00 p.m. to 3:00 p.m.  
Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2014 Board of Directors:

<u>Gilliam County:</u>	*Mike Weimer, Steve Shaffer
<u>Hood River County:</u>	*Maui Meyer, Les Perkins.
<u>Sherman County:</u>	*Michael Smith, Cliff Jett, Tom McCoy
<u>Wasco County:</u>	*Rod Runyon, Scott Hege, Carolyn Wood
<u>Wheeler County:</u>	*Chris Perry, Jack Lorts, Anne Mitchell

(\*denotes Executive Committee Members)

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**I. CALL TO ORDER**

A. Roll Call and Introductions

Michael Smith called the meeting to order at 1:07 pm

Present: Michael Smith, Ed Weathers, Les Perkins, Anne Mitchell, Mike Weimar, Carolyn Wood, Rod Runyon, Scott Hege, Tom McCoy, Cliff Jett.

Absent: Maui Meyer, Steve Shaffer, Jack Lorts

Absent at

Roll Call: Chris Perry arrived at 1:45 p.m.

Staff: John Arens, Executive Director; Sarah Braumbaugh, Fiscal Director; Marti Kantola Dane, Mediation Director; Marvin Pohl, AAA Director; Tine Meriwether, Executive Assistant.

Guests: Rodger Nichols, Haystack Broadcasting; Bill Lennox & Teunis Wyers, Six Rivers Mediation Advisory Committee; Wayne Lease.

**Approval of Minutes**

A. Approval of December 17, 2013 minutes.

Cliff Jett moved, seconded by Mike Weimar, to approve the December 17, 2013 minutes. The motion carried unanimously:

**AYES: Smith, Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (10).**

**Open Agenda**

(This time set aside for the public and board members to introduce subjects NOT on the agenda).

Wayne Lease stated he had not received any responses to the concerns he provided in a packet to the Board. Chair Smith stated his concerns had been reviewed by MCCOG's legal counsel and MCCOG is in compliance.

## **Action Items**

### A. Election of 2014 Board Officers

Chair Smith asked for nominations.

Les Perkins nominated the existing slate of officers for 2014. Tom McCoy seconded the nomination.

There being no further nominations, Chair Smith called for a vote on extending the current slate of officers for another year:

**AYES: Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (9).**

**ABSTAIN: Smith (1).**

### B Election of 2014 Executive Committee

Chair Smith asked for nominations.

Les Perkins nominated Maui Meyer to serve on the Executive Committee, seconded by Ed Weathers.

Rod Runyon nominated Les Perkins to serve on the Executive Committee, seconded by Scott Hege.

Rod Runyon nominated Anne Mitchell to serve on the Executive Committee, seconded by Scott Hege.

Mike Weimar moved, seconded by Carolyn Wood, to close nominations for Wheeler County and cast a unanimous ballot for Anne Mitchell.

There being no further nominations, Chair Smith called for a vote to appoint Maui Meyer to represent Hood River County:

**AYES: Weathers, Perkins, Mitchell, Weimar, Wood, McCoy, Jett (7).**

Chair Smith then called for a vote to appoint Les Perkins to represent Hood River County:

**AYES: Hege, Runyon, Smith (3)**

Chair Smith called for a vote to appoint Anne Mitchell to represent Wheeler County:

**AYES: Smith, Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (10).**

### C. Appoint Budget Officer.

Mike Weimar moved, seconded by Cliff Jett, to appoint Sarah Brumbaugh as the Budget Officer. The motion carried unanimously.

**AYES: Smith, Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (10)**

D. Appoint Budget Committee Members.

Sarah Brumbaugh, Finance Director, spoke and stated both Bill Lennox and Ted Molinari were willing to be reappointed to the Budget Committee. Lennox represents Wasco County and Molinari represents Wheeler County.

Following discussion, Carolyn Wood moved, seconded by Cliff Jett, to reappoint Bill Lennox and Ted Molinari to the Budget Committee. The motion carried unanimously.

**AYES: Smith, Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (10)**

E. Consideration of Resolution No. 12-28, Mediation Program Transition.

John Arens, Executive Director, stated staff and representatives from Six Rivers Dispute Resolution Center (SRDRC) have come to an agreement and both parties approve of Resolution No. 12-28 and the terms set forth in the Transition Agreement. He stated it was MCCOG's intent to "get to zero" in closing out the budget for Six Rivers Community Mediation Services. He stated any additional revenues outside of what was budgeted for, will go to SRDRC.

Teunis Wyers, legal counsel representing SRDRC, spoke regarding carryover funds. He stated the new entity would like to have start up dollars for their new office. One item that remains unresolved is the issue of \$4,500 of unfunded federal dollars and MCCOG would like to be reimbursed this amount. However, he went on to say that he has contributed 30 hours of his own time in working through the transition agreement and setting up the 501c3 designation for the new entity. He stated it amounts to \$4,500.

Brumbaugh clarified that the USDA funds of \$4,500 were anticipated but then never received. MCCOG's General Fund has covered expenses committed against the funds that never materialized.

Arens stated Marti Kantola Dane, Mediation Director, has done a good job of generating additional revenue into the program and it is anticipated that there will be a carryover amount of approximately \$20,000 for the new entity. He stated he did not support providing the additional \$4,500.

Bill Lennox, Six Rivers Advisory Committee Chair, stated he did not believe that Six Rivers should be "shackled" with the \$4,500 debt as they are "going out the door."

Following comments, Scott Hege moved, seconded by Carolyn Wood, to forgive the \$4,500 as a debt. The motion carried unanimously.

**AYES: Smith, Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (10)**

Cliff Jett moved, seconded by Les Perkins, to approve Resolution No. 12-28 and authorize John Arens to sign the Transition Agreement. The motion carried unanimously.

**AYES: Smith, Weathers, Perkins, Mitchell, Weimar, Wood, Runyon, Hege, McCoy, Jett (10)**

**Reports/Communications**

A. On-The-Job Training Grants, Holli Francis, WIA Program Director.

Chris Perry entered the meeting at approximately 1:45 p.m.

B. Transportation Update, John Arens, Executive Director

Arens stated he had attended the Public Hearing at City Hall regarding the Conditional Use Permit (CUP) for the property proposed for the new Transportation Center. He stated the CUP was approved with 22 conditions.

The construction project and the building design were discussed. The total project cost is approximately \$3.9 mil and we have \$3.2 mil in grants. The project will be done in phases with the first phase including a bus shelter. The second phase will include a shop and bus barn. The \$100,000 loan from Building Codes Reserve was used as a match for the grants received and, will be repaid to over a 10 year period. Arens reported that additional staff will be hired if additional brokerage contracts are realized. It was further noted that when Transportation moves to their new facility, there will be a \$25,000 increase in facility costs which will be spread out between the remaining programs housed in The Dalles office.

Arens further reported that the Coordinated Care Organization/Pacific Source issue will be coming up as an agenda item at the February Board meeting. There was discussion regarding a contract for services. Arens reported he would be reluctant to commit to a fixed income without some flexibility built in. The Transportation Director and Operations Manager will be rearranging their offices to make room for additional staffing needed to support the increase in dispatching needs.

Arens spoke of a Regional Solutions meeting where there was a discussion regarding a pilot project around transportation costs in Hood River, Wasco and Sherman County. He asked if the transportation pilot could also include Gilliam and Wheeler counties. Rod Runyon indicated he would pass this along to the Regional Solutions group.

C. Area Agency on Aging (AAA) Report.

Marvin Pohl, AAA Director, reported he had accepted a “heartfelt apology” from Judge Chris Perry.

Pohl reported on a grant written for the Money Management Program to help increase the program in Hood River. Grant dollars of \$60,000 to \$80,000/annually will be used to set up a satellite office at MCCOG that will help support the program in other regions. It is exclusively a volunteer based project and no new paid staff will be added at this time. With regards to the SHIBA Program, he stated that staff member Shirley Ludlow will be retiring. He stated that thanks to Shirley's efforts, the SHIBA program is renowned in the state. A new person, residing in the east county area, will come onboard to continue the program. Pohl stated his plans that the Living Well program be integrated with the Hispanic aging community along with a senior meal site.

In other news, Pohl reported: that the Hood River Valley Adult Center's senior meals contract with MCCOG is out of compliance and may be terminated; a rural research project; and, the Oregon Project Independence (OPI) received another \$95,000 and he is considering hiring additional help and/or may use some of the dollars for a Memory Care adult day-care facility through Providence.

**Adjourn**

There being no further business to come before the MCCOG Board of Directors the meeting was adjourned.

Respectfully submitted by:

ATTEST:

\_\_\_\_\_  
Tine Meriwether, Executive Assistant

\_\_\_\_\_  
Michael Smith, Board Chair

**MID-COLUMBIA COUNCIL OF GOVERNMENTS  
RESOLUTION NUMBER 12-29**

**NON-EMERGENT TRANSPORTATION SERVICES**

**WHEREAS**, The Mid-Columbia Council of Governments (MCCOG) is an intergovernmental agency formed under the authority of Oregon Revised Statutes, Chapter 190, consisting of the five counties of Wasco, Hood River, Sherman, Gilliam, and Wheeler; and

**WHEREAS**, MCCOG provides both medical and non-medical public transportation through the Transportation Network, also known as The Link; and

**WHEREAS**, PacificSource Community Solutions, Inc. an Oregon corporation, has received certification from the Oregon Health Authority (OHA) as a Coordinated Care Organization (CCO) for the service area of Hood River and Wasco counties and has entered into a Health Plan Services Contract with OHA which defines the terms and scope of work in the service area; and

**WHEREAS**, PacificSource will coordinate and manage health care for Oregon Health Plan members in its service area, including Non-Emergent Transportation services (NEMT), and has determined that there is a need for assistance as it pertains to provision, coordination and management of NEMT service for its members; and

**WHEREAS**, the Transportation Network specializes in the provision, coordination and management of NEMT services and is designated and subcontracted currently as a transportation brokerage in the State of Oregon; and

**WHEREAS**, PacificSource desires to contract with MCCOG to have the Transportation Network coordinate and manage NEMT services for Members residing in Hood River and Wasco counties.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the MCCOG Board of Directors agree that MCCOG shall enter into an Agreement with PacificSource for NEMT services for Members, and authorizes John Arens, MCCOG Executive Director, to execute the agreement.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2014 by the MCCOG Board of Directors.

\_\_\_\_\_  
Michael Weimar, Vice-Chair

Attest:

\_\_\_\_\_  
Tine Meriwether, Executive Assistant

**MID-COLUMBIA COUNCIL OF GOVERNMENTS  
RESOLUTION NUMBER 12-30**

**NON-EMERGENT TRANSPORTATION SERVICES**

**WHEREAS**, The Mid-Columbia Council of Governments (MCCOG) is an intergovernmental agency formed under the authority of Oregon Revised Statutes, Chapter 190, consisting of the five counties of Wasco, Hood River, Sherman, Gilliam, and Wheeler; and

**WHEREAS**, MCCOG provides both medical and non-medical public transportation through the Transportation Network, also known as The Link; and

**WHEREAS**, Eastern Oregon Coordinated Care Organization (EOCCO), has received certification from the Oregon Health Authority (OHA) as a Coordinated Care Organization (CCO) for the service area of Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa and Wheeler counties; and

**WHEREAS**, Greater Oregon Behavioral Health (GOBHI) an Oregon nonprofit corporation, coordinates and manages behavioral health care for Oregon Health Plan members in EOCCO's service area, including Non-Emergent Transportation services (NEMT), and GOBHI has determined that there is a need for assistance as it pertains to provision, coordination and management of NEMT service for its members; and

**WHEREAS**, the Transportation Network specializes in the provision, coordination and management of NEMT services and is designated and subcontracted currently as a transportation brokerage in the State of Oregon; and

**WHEREAS**, GOBHI desires to contract with MCCOG to have the Transportation Network coordinate and manage NEMT services for Members residing in Baker, Gilliam, Grant, Harney, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wallowa and Wheeler counties.

**NOW, THEREFORE, IT IS HEREBY RESOLVED**, that the MCCOG Board of Directors agree that MCCOG shall enter into an Agreement with GOBHI for NEMT services for Members, and authorizes John Arens, MCCOG Executive Director, to execute the agreement.

**ADOPTED**, this \_\_\_\_ day of \_\_\_\_\_, 2014 by the MCCOG Board of Directors.

\_\_\_\_\_  
Michael Weimar, Vice-Chair

Attest:

\_\_\_\_\_  
Tine Meriwether, Executive Assistant



Mid-Columbia Council of Governments  
FY 13/14 Financial Report

July 1, 2013 to December 31, 2013

6 months of 12 = 50%

	fund 1 WIA		fund 2 AAA		fund 3,5,6 GEN		fund 4 BCS		fund 7 TRANS		fund 9 IFS	
	actual	budget	actual	budget	actual	budget	actual	budget	actual	budget	actual	budget
<b>REVENUE</b>												
Resources	233,424	37% 623,484	215,221	43% 501,662	222,531	48% 458,865	1,168,565	91% 1,289,320	1,418,737	33% 4,282,270	95,083	53% 180,221
Beginning Balance	0	0	721	103% 700	157,016	105% 150,000	1,176,661	100% 1,176,660	82,664	100% 82,671	0	0
Interfund Transfers	0	0	0	0% 50,000	0	0	0	0	0	0	0	0
Revenues	233,424	37% 623,484	215,942	39% 552,362	379,547	62% 608,865	2,345,226	2,465,980	1,501,401	34% 4,364,941	95,083	53% 180,221
<b>EXPENSE</b>												
Program PS	121,968	296,920	62,856	145,282	185,150	337,484	322,292	654,523	208,604	415,242	59,878	121,385
Admin.PS	11,969	25,704	7,327	38,153	0	0	90,903	188,222	55,452	108,638	4,649	8,887
Personal Svcs.	133,937	42% 322,624	70,183	38% 183,435	185,150	55% 337,484	413,195	49% 842,745	264,056	50% 523,880	64,527	50% 130,272
Program MS	92,032	288,845	139,581	366,186	22,100	106,247	217,039	396,185	1,051,522	2,297,475	27,385	48,400
Admin.MS	7,034	12,015	2,297	2,741	0	0	8,793	8,515	4,544	4,915	1,296	1,549
Materials & Svcs.	99,066	33% 300,860	141,878	38% 368,927	22,100	21% 106,247	225,832	56% 404,700	1,056,066	46% 2,302,390	28,681	57% 49,949
Capital Outlay	0	0	0	0	0	8,000	0	0	0	0% 1,381,000	0	0
Debt Svc.	0	0	0	0	8,765	50% 17,530	0	0	0	0	0	0
Working Capital	0	0	0	0	89,604	89,604	0	0	0	0	0	0
Interfund Transfers	0	0	0	0	0	50,000	0	0	0	0	0	0
	0	0	0	0	98,369	165,134	0	0	0	1,381,000	0	0
Expenses	233,003	37% 623,484	212,061	38% 552,362	305,619	50% 608,865	639,027	51% 1,247,445	1,320,122	31% 4,207,270	93,208	52% 180,221
BALANCE/Reserve	421	0	3,881	0	73,928	0	1,706,199	1,218,535	181,279	157,671	1,875	0

**Comments:**

Expenses at 37% leave the program on track for a 20% carry-forward to next FY - the maximum allowed. An additional \$9600 received from TOC as a result of reallocation of DW funds

The Interfund Transfer is fr GEN ←→ The Interfund transfer is to AAA

Working Capital balance allows debts to be paid timely while waiting for Grantor reimbursement.

Debt Svc. is the financing pmt. on 3 vehicles

Revenue that is unique and exceptional totals approx. \$785,000 (or 67%) of the \$1,168,565 collected. Without this one-time opportunity Revenue would be at 30% of budget and unable to cover expenses.

\* Due to the increased Medicaid client reimbursement activity, a PT employee has been made FT.

This fund houses the grants of JOBS and ABAWD

The balance of \$1,875 is due to incentive goals achieved in the JOBS program. This amount will go to support the program. It is not budgeted for in case goals are not reached.

**Significant issues:**

\* "Soft money" is \$169,218 (25%) of this years budget. While some is used for staff effort, most is spent on client training. \* JOB CLUB contract will be renewed for 3 more years in February.

\* CDD position ended 12/31/13  
\* GR program will cease 2/28/14

\* Service to Grant Co. ended 11/30/13  
\* 20% fee increase will be applied beginning January 1, 2014.  
\* Building Official has announced his retirement June 30, 2014.

\* New software is beginning to be utilized that will make ride dispatching more efficient thus saving driver time, mileage cost, and allowing more rides to be delivered. This opportunity was cost-shared with CAT.

\* An increase in funding has allowed the program to continue services out of the Hood River office

**Acronyms:**

WIA: Workforce Investment Act  
OJT: On-the-Job Training  
DW: Dislocated Worker  
TOC: The Oregon Consortium

AAA: Area Agency on Aging  
OAA: Older Americans Act  
OPI: Oregon Project Independence  
CEP: Client Employed Provider  
SEIU: Service Employees Int'l. Union

CDD: Community Development Director  
6R: Six Rivers Community Mediation

BCS: Building Codes Services

CAT: Columbia Area Transit  
PT: Part-time  
FT: Full-time

IFS: Integrated Family Services  
ABAWD: Able-Bodied Adult without Dependents

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**To:** MCCOG Board of Directors  
**From:** Holli Francis, Workforce Development Director / Traci Miller, Job Club Facilitator  
**Date:** 2/10/14  
**Subject:** **Vocational Rehabilitation Job Club**

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In January Workforce Development received a three year extension to continue providing Job Club services to Vocational-Rehabilitation clients. OVRS (Oregon Vocational Rehabilitation Services) assists disabled individuals with getting and keeping a job that matches their skills, interests and abilities.

The dynamics of a group support system make Job Club an effective approach to building self-confidence and provide a structured approach to securing employment. Job Club activities are tailored to the group's needs and designed to accommodate each individual's disability. Individualized services are provided to Job Club participants as needed.

## **Vocational Rehabilitation Job Club: Cumulative Report (March 2012 – January 2014)**

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Job Club is a 10 week program that assists DHS Vocational Rehabilitation clients in developing job search skills and strategies. Job Club members meet from 9:30am to 11:30am on Tuesday mornings at Mid-Columbia Council of Governments. Each week a different topic is addressed.

**The topics are:**

- Resumes
- Cover letters
- References
- Job search resources
- Applications (both paper and online)
- Pre-employment assessments
- Interviewing techniques
- Work ethics
- Social media
- Active listening techniques
- Appropriate job attire (a class favorite)
- Time management skills
- Learning styles
- How to get along with others (another class favorite)

Efforts have been made to incorporate visual, kinesthetic, and auditory aspects into the classes in order to address all learning styles. This includes the use of PowerPoint presentations, videos, group activities, worksheets, role playing and Jeopardy.

In just under two years, we have served **42** clients. **32** of those clients completed Job Club. **52%** were employed at or after program completion, **12%** were volunteering, and **7%** were in school.

Guest speakers are also frequently asked to present in Job Club. The utilization of various guest speakers helps to expose Job Club members to other community resources, as well as local employers. Guest Speakers utilized so far include the following individuals:

- **Laurie Lucas**, Human Resources Manager at K Mart
- **Lauren Kraemer**, Family Community Health and SNAP-Ed Coordinator with OSU Extension Office
- **Emily Plummer, Susan Julian, and Bill Lennox**, with 6 Rivers Mediation
- **Celeste Morgan**, Recruitment Consultant at Mid-Columbia Medical Center
- **Barb Riley**, Community Resource Coordinator with Department of Human Services
- **Robert Costello**, Operations Programs Analyst with the Office of Vocational Rehabilitation Services in East Portland
- **Donitta Booth, Marilyn Richardson, Shelly Rabinowitz, and Holli Francis**, with Mid-Columbia Council of Governments

Mid-Columbia Council of Governments started providing these services in March 2012. Currently Job Club activities are only offered in The Dalles; however we are currently exploring the expansion of these services to Hood River.

We are always looking for new guest speakers!

If you would like to be a guest speaker or know someone who would like to be a guest speaker – please contact Traci Miller [traci.miller@mccog.com](mailto:traci.miller@mccog.com) or Holli Francis [holli.francis@mccog.com](mailto:holli.francis@mccog.com). Thanks!