



**MID-COLUMBIA COUNCIL OF GOVERNMENTS  
Board of Directors Agenda**

Tuesday, May 23, 2017

1:15 p.m. to 3:00 p.m.

MCCOG Boardroom – 1113 Kelly Ave, The Dalles, OR 97058

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I. 1:15 p.m. **Call to Order**

- A. Introductions.
- B. Approval of minutes from April 25, 2017 Board meeting.

II. 1:20 p.m. **Open Agenda**

*(This time is set aside for the public and board members to introduce subjects NOT on the agenda). Any person wishing to appear before the Board of Directors may appear at the meeting and present under “Open Agenda” Persons recognized by the Chair to speak 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. 1:25 p.m. **Reports/Communications**

- A. Department Presentation/Updates
  - i. [Fiscal](#)
  - ii. [MCBCS](#)
  - iii. [Solutions IT](#)
  - iv. StRUT
  - v. Transportation
  - vi. [AAA](#), WIOA, E.D. Report

IV. 2:00 p.m. **Discussion Items/Action**

- A. MCCOG [Vacation Buy-Back Policy](#)
- B. [Resolution 17-05](#), Asset Surplus
- C. Real Estate, Executive Session ORS 192.660(2)(e)

V. 2:50 p.m. **Board Member Call**

*(This time is for board members to provide information from their areas of representation, or topics for future discussion)*

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

*Pursuant to ORS 192.660, the Board may enter into Executive Session during the meeting to discuss topics allowed. 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 48 hours before the meeting.*

MID-COLUMBIA COUNCIL OF GOVERNMENTS

**Board of Directors Meeting Minutes**

**Tuesday, April 25, 2017**

**1:15 p.m.**

Board Room, 1113 Kelly Avenue, The Dalles, Oregon

2017 Board of Directors:

Gilliam County: \*Michael Weimer  
Hood River County: \*Bob Benton, Paul Blackburn  
Sherman County: \*Tom McCoy  
Wasco County: \*Steve Kramer, Steve Lawrence  
Wheeler County: \*Lynn Morley, Debbie Starkey  
(\*denotes Executive Committee Members)

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**I. Call to Order**

**A. Introductions**

Steve Kramer calls the meeting to order and asks for introductions.

Present: Paul Blackburn, Steve Kramer, Tom McCoy, Lynn Morley, Michael Weimar.

Absent: Bob Benton, Steve Lawrence, Debbie Starkey.

Staff: David Meriwether, Interim Executive Director; Cecilia Lamas-Guiney, Executive Assistant; Sarah Brumbaugh, Finance Director; Rich Eberle, Transportation Director; Caroline Wood, AAA Director; Stephanie Ziegler, MCBCS Director; Steven King, StRUT Manager.

Guests: Rodger Nichols, Gorge Country Media; Paul Zastrow, SAC Chair; Sue Arguellas, Citizen; Scott McKay, SAC vice Chair; Louise Sargent, former SAC Chair; David Staehnke, Chair of The Dalles MOW Board; Neita Cecil, The Dalles Chronicle.

**B. Approval of Minutes**

Tom McCoy motions, seconded by Paul Blackburn, to approve the April 25, 2017 minutes. Motion carries.

**AYES: Blackburn, Kramer, McCoy, Morley, Weimar (5)**

**NAYS: None (0)**

**II. Open Agenda**

Steve Kramer calls for additional items; none heard.

**III. Reports/Communications**

**A. Department Presentation/Updates**

**i. AAA**

Caroline Wood provides AAA activity report. Passes the floor to Paul Zastrow, the Senior Advisory Committee (SAC) Chair. Zastrow provides handout and information from the SAC meeting.

Tom McCoy asks if the proposed subcommittee has met or issued a report yet.

Wood responds they met informally, but were asked to postpone meeting officially until the Interim Executive Director completes his assessment report.

David Meriwether, Interim Executive Director, provides that the Board of Directors has asked him to look holistically at MCCOG (to complete an assessment of the organization). His concern is, when you start looking at pulling pieces out individually, or one at a time, it complicates that process. To him it makes more sense to look at this in the context of the entire organization; look at it comprehensively rather than on a program-to-program basis.

Paul Blackburn agrees with a comprehensive approach, believes it will yield the best results.

Wood adds that the State Unit on Aging informed her that they are provisionally accepting AAA's submitted Area Plan. They are not going to do any more extensions on the one from 2012-2016. That provisional acceptance is going to include some recommendations on addressing the area plan budget, staffing allocations and the funding that goes along with those. Staff will work with the Interim Executive Director and Finance Director to address the States concerns.

Louise Sargent asks about the timeline for this.

Meriwether replies that it will be in his assessment provided in late June or August. The Board has not yet determined the final date.

Sargent asks how this is going to affect AAA services, with the AAA having to pick up the costs of the extra facility space.

Meriwether responds that those costs are currently being evaluated and up for review/approval by the Board for this July 1 Budget Cycle.

Sargent states she does not want to see an interruption in client services. Her suggestion is they move it along and make decisions as soon as they can.

## **ii. Finance**

Sarah Brumbaugh summarizes her monthly finance report as provided in agenda packet.

Shares there was news from OAA regarding redistribution of funds. As a result, MCCOG is going to get about \$9,000 more in OPI for this year. The contract has not come through yet.

Steve Kramer asks question about Building Codes funds. He learned that Gilliam County got a new program for Windmills. Will that effect the electrical side or structural side of business?

Stephanie Ziegler, MCBCS Director, replies it will affect each, as permits will be pulled for both electrical and structural.

Kramer asks about timeline for the Windmills.

Michael Weimar replies he believes they will be breaking ground this September.

## **iii. MCBCS**

Stephanie Ziegler provides activity report for Building Codes Services. Keeping busy and getting plans turned around within two weeks.

Michael Weimar asks about FLEX building. Conversation moves to discuss inspector's qualifications and training.

## **iv. Solutions IT**

Lynn Morley shares that Solutions has provided a lot of assistance to Wheeler County.

Paul Blackburn asks about MCCOG's intent to provide video conferencing, if this is still going to happen.

Sarah Brumbaugh replies yes, it is included in next year's budget.

**v. StRUT**

Steve King, Program Manager, reviews information as provided in the packet. Specifically, a letter to StRUT members notifying them of MCCOGs intent to end the program over the next fiscal year.

David Meriwether adds that MCCOG has reached out to multiple organizations regarding taking the StRUT program. At this point, there is not any traction with those approached. Essentially the cost of the program is no longer going to be affordable by MCCOG; anticipating the end of year loss will be around 50,000 range.

Tom McCoy mentions that StRUT was directed to balance their budget. Meriwether confirms, and notes that it is a big number to meet.

King states he would like to reach out to North Wasco ESD. He is also talking to InterMountain ESD to see if they have a need for recycled technology. King inquires; if StRUT is able create a sustainable plan, would MCCOG retain the program.

Paul Blackburn states that McCoy’s statement is on point. StRUT was given a deadline to have a balanced budget by [the given date]. It is not fair to staff to keep stringing it out.

McCoy states he thought it was the end of the fiscal year.

Steve Kramer asks if King has had the conversation with North Wasco ESD. King replies no.

Paul Zastrow provides information about where ESD is with their investments/pursuits. He doubts at this point, ESD would be interested in taking the StRUT program.

Blackburn asks for reminder of what the Budget Committee’s recommendation was regarding the StRUT program.

Sarah Brumbaugh provides the Budget Committee’s recommendation; come next fiscal year, the StRUT program maintain one FTE to close it down.

Meriwether suggests (if there is a motion) by July 1, funding be in place to close the balance.

Alternatively, by July 1, reduce to one FTE to begin phase out program from July 1-December 31 if that is the desire of the Board. Asks if a six-month period is reasonable to accomplish this in the event they cannot relocate StRUT.

King agrees; states keeping an additional FTE to assist with phase out would expedite the process.

Blackburn states that is a reasonable plan. Asks if MCCOG owes refunds to anyone.

King replies no, everyone who has paid has received their items.

Paul Blackburn motions to proceed with plan to have funds in place by July 1 or begin program phase out within a six-month period (July 1-December 31, 2017). Tom McCoy seconds the motion, which carries by the following vote:

**AYES: Blackburn, Kramer, McCoy, Morley, Weimar (5)**

**NAYS: None (0)**

**vi. Transportation**

Richard Eberle addresses the Board and provides Transportation’s activity report.

In discussions with The Dalles Parks & Recs Dept. about partnering to provide a Swim Bus come June. Still discussing details, will keep Board updated. Also looking at providing a vehicle on Saturdays for Farmers Market.

Transportation is in discussions with State of Oregon about raising our rate. Indications show that it will take place. Approached PacificSource regarding increasing the rate, which is needed because overall cost; we are at a deficit with running this contract. Have had initial conversations, they are open to discussing a rate increase. Current contract is up at the end of this year, will likely renew contract.

Generally speaking, with all three contracts partnerships seem to be healthy and moving in a positive direction.

#### **IV. Discussion Items/Action**

##### **A. 2017 SAC Membership List**

Steve Kramer reviews summary of information as provided in agenda packet.

Tom McCoy moves to reappoint members listed and to appoint Anna Williams and Rod Runyon.

Michael Weimar seconds the motion, which carries by the following vote:

**AYES: Blackburn, Kramer, McCoy, Morley, Weimar (5)**

**NAYS: None (0)**

##### **B. Real Estate**

Steve Kramer states he has nothing. Mentions he has not heard anything from either McFadden or Janet Hamada from the Next Door.

David Meriwether adds he has not heard anything firm. There is interest in the space, but nothing he can speak to at this time.

##### **C. WIOA Youth Program**

Steve Kramer speaks for item. Tom McCoy provides summary of recent information received from ECWIB regarding the Youth Program; there is not enough money provided from State to support MCCOG housing the Youth Program.

David Meriwether refers Board to information recently added to agenda packet; document showing budget impact if Youth Program departs MCCOG. Reviews budget samples.

Tom McCoy suggests providing Meriwether another month to evaluate this.

Meriwether requests time to work with whomever accepts the program, transition program of sorts.

Lynn Morley motions, seconded by Paul Blackburn, to phase out the WIOA Youth Program October 1, 2017. Motion carries.

**AYES: Blackburn, Kramer, McCoy, Morley, Weimar (5)**

**NAYS: None (0)**

##### **D. MCCOG Assessment Report/Timeline**

David Meriwether suggests June for a report date.

Steve Kramer suggests reconsidering timeline given the recent program decisions; sooner than later.

Meriwether states making the May meeting is a very short timeline.

Paul Blackburn states he does not want to rush this order; would like a thorough analysis.

Tom McCoy advises not to rush the process. Reminds the Board of the significance of this review. In some sense, MCCOG's very existence is at stake right now, they may decide to dissolve MCCOG. It is a serious issue, fundamentally changing an organization and viability of it.

Michael Weimar states it is also fundamentally changing the way the services are delivered to the people of these counties.

Board reaches a consensus for June as the report date.

**V. Board Member Call**

Steve Kramer calls for other business; none heard.

**VI. Adjourn**

There being no further business to come before the MCCOG Board of Directors, the meeting adjourns.

Respectfully submitted by:

ATTEST:

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Cecilia Lamas-Guiney, Executive Assistant

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MCCOG Board Chair

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** Sarah Brumbaugh, Finance Director  
**Date:** May 16, 2017  
**Subject:** **April 2017 Financials**

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Discussion:

A summary of the most current financial situation is reflected in the attached YTD Summary of Financials through April 30, 2017. A report that gives more detail of this summary is available should you wish to view it - please ask Lia.

As a reminder, Transportation financials are produced approximately 45 days after the end of each month to better reflect Revenue & Expense. This is because of the delay in receiving invoices from Brokerage Providers and clients – they are given the 45 days in which to submit their invoices. Revenue follows this delay because reimbursement billing is not submitted until all expenses are posted. Therefore, Transportation financials report a month behind the other programs.

Even though formal financials are delayed, Program Directors and the Financial Director monitor activity constantly to ensure the programs are either within their limits, or arrangements can be made to accommodate excesses.

Questions may be submitted and answered either at the Board of Directors meeting, or by email to [Sarah.Brumbaugh@mccog.com](mailto:Sarah.Brumbaugh@mccog.com) at any time.

Attached: Summary of YTD MCCOG Financials at April 30, 2017

Mid-Columbia Council of Governments  
 FY 16/17 Financial Report  
 July 1, 2016 to June 30, 2017

**APRIL 2017**

10 months of 12 = 83%

	fund 1 WIA		fund 2 AAA		fund 5,6 GEN - Local & FFS		fund 3,5 GEN - Internal Svc.Chgs.	
	actual	budget	actual	budget	actual	budget	actual	budget
<b>REVENUE</b>								
Resources	254,518	66% 385,637	471,933	75% 629,456	245,769	79% 312,261	2,000	10% 21,000
Beginning Balance	0	0	60,676	104% 58,500	91,661	100% 91,500	0	0
Repmts.to GEN					38,324	61% 62,790	0	0
Transfers	6,907	97% 7,100	0	0	0	0	0	0
Revenues	261,425	67% 392,737	532,609	77% 687,956	375,754	81% 466,551	2,000	10% 21,000
<b>EXPENSE</b>								
Personal Svcs.	196,500	248,405	209,200	274,019	155,887	83% 187,680	32,633	75% 43,391
PS allocated out	(38,768)	(42,580)	(47,187)	(42,002)			(32,633)	(43,391)
	157,732	77% 205,825	162,013	70% 232,017			0	0
Materials & Svcs.	122,237	196,351	284,245	462,392	73,792	27% 271,771	288,224	93% 308,784
MS allocated out	(18,337)	(9,439)	(5,137)	(6,453)			(286,224)	(287,884)
	103,900	56% 186,912	279,108	61% 455,939			2,000	20,900
Capital Outlay	0	0	0	0	0	0	23,552	99% 23,700
CO allocated out	0	0	0	0	0	0	(23,552)	(23,600)
Transfers	0	0	0	0	6,907	97% 7,100	0	0
	0	0	0	0	6,907	7,100	0	100
Expenses	261,632	67% 392,737	441,121	64% 687,956	236,586	51% 466,551	2,000	10% 21,000
BALANCE/Reserve	(207)	0	91,488	0	139,168	0	0	0

**Comments:**

The WIA program funding consists primarily of formula funding. There is a small JOB CLUB program continuing as well.

Continuation of a BTW (until June) and a NEG (until June) cover client training & OJTs with minimal allowance for staff wages

The GEN fund must still support the WIOA program this year due to lack of sufficient funding.

Materials & Svcs. Low percentage level is due to underspent client training. It is expected to catch up as funds are spent. If it does not, those unspent funds will return to ECWIB

This is the final year of the biennial funding from OAA. Additional funding from OAA in the form of Sequester Mitigation will be utilized in the Congregate meals, Home Delivered meals, and the Respite programs.

The beginning balance belongs to the Money Mgmt.program

The ending balance belongs to both the Money Mgmt. program and the OPI program (due to some of the add'l funds received from the member counties that haven't been spent yet)

This portion of the GEN fund houses the STRUT program, any FFS activity, and the unrestricted General funds. It is where regular member county dues are recorded, and repayment from the programs for any GEN loans made or purchases made on their behalf.

An example of this is the repayment of the cost of a new truck for STRUT - GEN pays for the truck up front and STRUT repays monthly over 3yrs.

The transfer to WIOA is to cover ineligible expense

This portion of the GEN fund houses the costs of:

\* Facility (the \$21,000 revenue is the anticipated rental in the TD office)

\* Agency owned vehicles

\* Copiers

\* General overhead

\* Administration

\* IT

These costs are pooled and then allocated out to the programs based on methodology.

Budgeted Capital Outlay:

\$17,700 phone system  
\$5,900 backup server

**Significant issues:**

With the resignation notice from Bob Francis, WIOA is left without a Program Director - a MCCOG employee to act as supervisor for the WIOA staff. While the staff are very capable of self direction, it is necessary to have a point person to deal with ECWIB.

David Meriwether, Interim ED, may have to act in this capacity for now since funding does not allow for additional staff.

ECWIB has given notice that they will be going out for RFP this summer for the Youth program. It is supposed that MCCOG's contract for the Youth program will be extended from June 2017 to Sept.2017 while ECWIB conducts the RFP and decides the agency that is awarded the new contract.

Caroline Wood has resigned from MCCOG effective 5/12. For now, the Interim Exec.Dir. will act as Program Director until such time as a new Exec.Director is hired.

OPI funds rec'd. for this fiscal year are exhausted. The addnl. dues collected from the members will carry the program to the end of the fiscal year so that current OPI clients will not lose their coverage.

The State has informed us that we will receive an additional \$9,000 in OPI funds this year due to a redistribution shuffle. We are waiting on the contract mod. paperwork.

A majority of the unrestricted funds of the General Fund were used last FY to support programs. The STRUT program alone took \$116K. The WIOA program needed \$52K, and the Hood River facility expense \$53K. This has left the General Fund seriously depleted. All effort must be made to allow it to rebuild during FY1617.

The STRUT program has seen a fairly good response to the increase in membership cost and as of Feb. 28 80% (\$72,000) of the anticipated membership dues have been received. As a reminder - membership dues were increased from \$500 per school to \$3,000 per school. However, metal prices are still very low and the program is showing signs of a significant loss again this year. At April 30 it is (\$49,834)

The empty space in The Dalles office has yet to be leased out. Cost saving measures began in December, but any average in expense will have to be covered by General funds.

Additional cost savings are being considered, but have not been implemented as yet.

**Acronyms:**

WIOA: Workforce Inovation Opportunity Act  
 ECWIB: East Cascades Workforce Investment Board  
 NEG: National Emergency Grant  
 BTW: Back to Work  
 OED: Oregon Employment Dept.  
 CGCC: Columbia Gorge Comm. College  
 FTE: Full Time Equivilant

AAA: Area Agency on Aging  
 OAA: Older Americans Act  
 OPI: Oregon Project Independence  
 CEP: Client Employed Provider  
 M.Mgmt.: Money Management program  
 SAC: Senior Advisory Council

GEN: General Fund  
 FFS: Fee for Service  
 STRUT: Students recycling used technology.

IT: Information Technology

Mid-Columbia Council of Governments  
 FY 16/17 Financial Report  
 July 1, 2016 to June 30, 2017

**APRIL 2017**

10 months of 12 = 83%

	fund 4				fund 4				Trans only - MARCH 2017			
	BCS - St-Pl-M-MH		BCS - Elec		BCS - Elec		fund 7 TRANS		fund 9 IFS		fund 9 IFS	
	actual	budget	actual	budget	actual	budget	actual	budget	actual	budget	actual	budget
<b>REVENUE</b>												
Resources	916,881	166%	553,520		310,383	89%	350,000					
Beginning Balance	3,209,669	100%	3,209,669		(178,734)	100%	(178,734)					
Repmts.to GEN	0		0		0		0					
Transfers	0		0		0		0					
Revenues	4,126,550		3,763,189		131,649		171,266					
<b>EXPENSE</b>												
Personal Svcs.	294,291	85%	347,590		110,245	118%	93,604					
PS allocated out												
Materials & Svcs.	274,657	137%	201,055		62,784	81%	77,662					
MS allocated out												
Capital Outlay	0		0		0		0					
CO allocated out	0		0		0		0					
Transfers	0		0		0		0					
	0		0		0		0					
Expenses	568,948	104%	548,645		173,029	101%	171,266					
BALANCE/Reserve	3,557,602		3,214,544		(41,380)		0					

Comments:	BCS - St-Pl-M-MH	BCS - Elec	Trans only - MARCH 2017	fund 9 IFS
	The budgeted revenue includes a conservative amount of anticipated Google fees.	The Electrical portion of BCS is reported separately as requested.  Payroll is tracked apart from all other BCS activity. Materials & Svcs are a portion of the whole based on percentage of permit activity.	Transition to the new Transit Center is complete. There will be a small amount of continued Capital Outlay as finishing touches are made and a bus shelter is constructed.  The Transportation fund financials are a month behind in reporting due to the 45 day allowance to vendors and clients to submit their invoices.  The ending balance is made up of: Trans. Operations 143,288 FFS (157,159) Pacific Source (35,930) GOBHI 61,457 11,656  This indicates that the FFS & PS ride rate is too low and has been for several months. The FFS rate has been negotiated back up to \$53/ride, and the GOBHI fee will remain at the \$53/ride rate. Pacific Source must be increased, and negotiations are underway.	The JOBS contract has changed to a merit based funding. Monthly remittance is dependent on certain criteria such as clients served.  The beginning balance is incentive earned through the JOBS program and will be used up as the year progresses.  The ending balance is reflective of the grantors reimbursement practices listed below.
<b>Significant issues:</b>	The revenues from Structural, Plumbing, Mechanical, Mobile Home, and related Plan Reviews is to be used to support the Building Codes Program alone. Not each separately unto itself - but to support the whole Building Codes program. Electrical, however, is restricted to the support of the Electrical Bldg.Codes operation alone. This is why, even though the Electrical Codes operation may show a negative balance, it continues without fee increase because of the support of the remaining Building Codes activity.	Since the assumption of Bldg.Codes in 2007, the electrical permit revenue has not been adequate to cover expense. In past years, the windmill permit revenue helped offset this imbalance, as will the Google fees when they come in. The result will be the ability to keep the electrical permit fees at their current level as the excess proceeds are used up.	While negotiating to have the FFS rate return to the \$53 rate, the state has agreed that it should have been at that rate since July 2016 and will remit the difference sometime in May. This will eliminate the negative balance for FFS.	The JOBS program is being funded differently than in past years. It is now being based primarily on client numbers leaving the program dependent on the General Fund for cash flow until those numbers are at the level predicted.  The negative balance belongs to the JOBS program and is due to this new funding reality.  We have learned that the JOBS contract for the new biennium 17-19 will be much more equitable. The new contract will provide a \$5,000 base payment each month plus payment for any incentives met. Under this new model, MCOG can continue the program.

BCS: Building Codes Services  
 IGA: Intergovernmental Agreement  
 LGIP: Local Government Investment Pool

PT: Part-time  
 FT: Full-time  
 OMAP: Office of Medical Assist.Programs  
 GOBHI: Greater Oregon Behavioral Health

IFS: Integrated Family Services  
 ABAWD: Able-Bodied Adult without Dependents  
 JOBS: Job Opportunity and Basic Skills program  
 OFSET: Oregon Food Stamp Employment Transition  
 PT: Part-time  
 FT: Full-time

# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** Stephanie Ziegler, MCBCS Director  
**Date:** May 17, 2017  
**Subject:** MCBCS Activity Report

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Hello there!

Mid-Columbia Building Codes is continuing to see an increase in submitted plan reviews and inspections, which is typical this time of year. We have issued a total of 22 new single family dwellings since the first of the year, with 10 being issued in the city limits of The Dalles and 10 issued in Wasco County. We have one new house being constructed in Gilliam County and another in Rufus.

We have not had any new commercial buildings submitted for review this month, however, Tony has completed the last two buildings that Young Life submitted back in April. Young Life will be constructing a new Dorm building, an infirmary/store building, a Central Utility building and a Recreation building.

Don Beall, our plumbing inspector, has attended a Med-Gas training and has received his certification.

I have contacted several jurisdictions concerning accepting pictures to replace inspections. I also contacted Shane Sumption, the Building Official for the State of Oregon Building Codes Division. Everyone told me the same thing; they only allow pictures once in a while depending on the project and if it is a contractor they can trust. They do not allow pictures to take the place of inspections. Shane Sumption said it is totally up to the Building Official and that the State has not made a ruling regarding whether a picture will take the place of an inspection. It is something they are looking into but there has not been a ruling made yet. Oregon Structural Specialty Code, Section 104.4 also states it is up to the Building Official to make the determination of whether they will accept pictures or not.

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*Mid-Columbia Council of Governments \* 1113 Kelly Avenue \* The Dalles, Oregon 97058  
(541) 298-4101 \* Facsimile (541) 298-2084*

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*Serving Wasco, Hood River, Sherman, Gilliam and Wheeler Counties*

# Technology Business Review



**MID-COLUMBIA**  
Council of Governments

Prepared for: Mid Columbia Council of Governments

Prepared by: Jenna Anderson

Dated: May 16, 2017

<b>SECTION 1 - PROJECT OVERVIEW</b>	<b>3</b>
<b>SECTION 2 - SERVICE REPORTS</b>	<b>4</b>

# SECTION 1

## PROJECT OVERVIEW

### NEW COMPUTERS

- STATUS: IN PROGRESS
- The Finance and Administration department staff computers have been upgraded with new equipment. We are in process of preparing to order and install the Building Codes department computers.

### AAA DEPARTMENT: ADDITIONAL PHONE AND CALL ROUTING

- STATUS: COMPLETE
- Solutions has finished installing an additional desk phone and routing two phone numbers to the AAA department directly (bypassing the MCCOG reception) for ease of access.

### SECURE EMAIL FOR TRANSPORTATION PROVIDERS

- STATUS: COMPLETE
- Solutions has enabled a new email system to allow the MCCOG staff to securely send and receive emails between the transportation providers. A training video and "How To" guide have been created and provided to Transportation Management. Transportation staff will distribute this information to the providers to ensure each knows how to use the email account as intended.

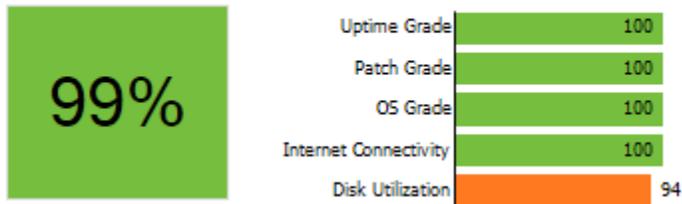
## WHEELER COUNTY – EMAIL PROJECT

- STATUS: **IN PROGRESS**
- We are finishing up migrating the Wheeler county email system to a new Office 365 email system. Upon completion, this will resolve the email issues that are currently being experienced County wide.

# SECTION 2

## SERVICE REPORT

### Network Health



### NUMBER OF STAFF GENERATED SERVICE REQUESTS (LAST 30 DAYS): 51

- These are issues, requests, and questions that staff had and are resolved by our technical team. They include day to day issues, access requests, general training, etc...

NUMBER OF SYSTEM AND NETWORK EVENTS (LAST 30 DAYS): **2,569**

- These are system and network events that are monitored and resolved by our team. They include items like antivirus reports, issues with applications that the user is not fully aware of yet, updates to software and programs, as well as health alerts for machines. Health alerts are generated when a computer or device reports outside of the standard parameters. These include items like: temperature, hard drive space, hard drive failure, speed, etc.

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# Mid-Columbia Council of Governments

*Memorandum*

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**To:** MCCOG Board of Directors  
**From:** David Meriwether, Interim Executive Director  
**Date:** May 18, 2017  
**Subject:** AAA Report

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Since the resignation of AAA Director Caroline Wood, I have been meeting with staff, Senior Advisory Committee (SAC) members and other stakeholders concerning the AAA program, the status of service delivery and the future of the program. I have been very pleased with the level of support received. The AAA Staff are dedicated and engaged; and have been very helpful in bringing me up to speed regarding their duties and status of efforts.

I am scheduled to host a visit from State Unit on Aging (SUA) personnel on June 7<sup>th</sup>. At that meeting, we will discuss expectations and program status. We submitted a revised Area Plan in March of this year. SUA has awarded us provisional approval of the plan – which allows us to continue in good stead – until the final evaluation can be completed in August of this year. SUA requested some clarification and documentation regarding the budget, notably the methodology and justification for staff and facility charges. Finance Director Sarah Brumbaugh and I will be addressing those issues, with a submittal target of June 30<sup>th</sup>.

We have also undergone a recent Legal Services Review for the AAA Program. A portion of the funding we receive is directed toward a legal services contract – which we have with Legal Aid Services of Oregon, a Portland firm specializing in providing free or discounted legal services. We are looking at some modifications and updates to that contract, effective for FY 2017-18.

The SAC met at MCCOG on May 2<sup>nd</sup>, and elected new officers. The Chair is Scott McKay. The SAC meeting for June will be at the Fossil meal site on the 14<sup>th</sup>. I plan to attend that meeting, and should be able to provide some budgetary modification information to them at that time. Note that since the MCCOG Budget Committee approved the FY17-18 Budget, there have been several changes that will change the budget assumptions – the most significant being that the AAA Program Director’s position will be vacant for at least the first five months of next year, as I will serve as the Interim AAA Director during that time.

On May 16<sup>th</sup> I provided a presentation on the AAA Program at a meeting of the Aging in the Gorge Alliance (AGA) in Hood River. I discussed the various program components and emphasis, and answered questions. Lastly, I asked for folks to consider volunteering for the various AAA components, including caregiving, Senior Health Insurance Benefits Advisors (SHIBA) and Money Management intermediaries.

[Return to Agenda](#)

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*Serving Wasco, Hood River, Sherman, Gilliam and Wheeler Counties*



#### **IV. Discussion Items/Action**

##### **A. Vacation Buy-Back Policy**

# Mid-Columbia Council of Governments

Memorandum

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**To:** MCCOG Board of Directors  
**From:** Sarah Brumbaugh  
**Date:** May 23, 2017  
**Subject:** MCCOG Vacation Buy-Back policy

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## Discussion:

Currently, as part of MCCOG's Employee Handbook, there is an option for employees to buy back part of their accrued Vacation Leave. It is listed and described as such:

*"Vacation BuyBack. At the employee's request, vacation time may be cashed out. An employee must take one day off for every two days of vacation buyback requested. The vacation request must be submitted ten days prior to the starting date of the requested leave. All buyback is subject to normal payroll taxes.*

*Example: If three weeks' vacation has been accrued, the employee may choose to take one week off with paid vacation leave and receive the other two weeks' vacation accrued in monetary buyback, subject to normal payroll taxes."*

There are two very valid reasons to discontinue this policy. The first, and perhaps the most important, is the well-being of the employee. Paid time away from the job is necessary in so many ways. Many studies have been made that show the benefits to be crucial to physical and mental health. Yet the option of allowing that precious time off accrual to be cashed out and continue working defeats the very purpose of Vacation Leave. Defeats the opportunity to take time off and recharge. Are we, as the employer, enabling higher levels of stress?

The second reason is more black & white. Budgeting. Each vacation hour accrued becomes a liability to the agency – the employee cannot be denied its cash value whether they use it as a day off or if it is paid out to them at employment termination. Grant funding does not allow for the reimbursement of this liability – considered a "what-if" expense, it is ineligible. Grant funding does, however, allow for the reimbursement of wages in a paid time off scenario. With the current policy of Vacation BuyBack grant funds are at risk of being insufficient to cover costs placing even more burden on the General Fund.

## Staff Recommendation:

That the Board of Directors approve the discontinuation of the benefit described as "Vacation BuyBack" as described in the Employee Handbook/Personnel Policy Manual.

### ***Transfer of Hours***

An employee may transfer vacation hours one time per year, per employee, to an employee who has a serious health issue and is eligible to be placed on FMLA/OFLA. These hours will be placed in a bank to be paid out to the individual with the health problem. The benefited employee will be allowed to bank one week of their own, accrued vacation time and continue to have access to the donated bank. Due to the sensitive nature of employees' health issues, the employee will submit to the Executive Director a request for consideration to access this benefit. The Executive Director will make a determination on the request and respond within ten working days from receiving the request. Upon completion of the authorized leave, any unused donated time will be returned to the donor.

### ***Death***

If an employee dies, his or her spouse or dependent children or estate will be paid the cash equivalent of accumulated leave up to the maximum amount permitted by law.

### ***Vacation Buyback***

At the employee's request, vacation time may be cashed out. An employee must take one day off for every two days of vacation buyback requested. The vacation request must be submitted ten days prior to the starting date of the requested leave. All buyback is subject to normal payroll taxes.

*Example: If three weeks' vacation has been accrued, the employee may choose to take one week off with paid vacation leave and receive the other two weeks' vacation accrued in monetary buyback, subject to normal payroll taxes.*

### ***Maximum Hours***

Maximum number of hours for buyback is 125 hours (equals one-third of the maximum vacation accrual hours). The buyback process can be used only once during the calendar year.

### ***Requesting Leave***

Request to take leave will be made with the employee's supervisor at least ten working days prior to the starting date of the leave whenever possible. The employee may be denied the requested leave dates if it would cause an unusual disruption of MCCOG work. Approved leave will not exceed the unencumbered amount available.

### ***Holiday Within Leave Period***

A holiday falling within approved vacation leave period will be paid but not counted as vacation leave time (specifically, a week of vacation leave including an approved holiday should be recorded as four days' vacation leave and one holiday).

### ***Sick Leave***

MCCOG recognizes that the inability to work because of illness or injury may cause economic hardship. For this reason, MCCOG provides a paid sick leave plan.

#### ***Accumulation***

Sick leave will be accumulated until used or until a maximum of 675 hours (90 days) has been accrued. Eligibility is as follows:

**Regular full-time** employees will accrue sick leave at the rate of 7.5 hours for each full calendar month of employment, with an extra day being added on their continuous service date with MCCOG. **Regular part-time** employees are eligible for up to 40 hours of paid sick leave annually, which becomes effective January 1st of each year. **Temporary part-time** employees are not eligible for paid sick leave.

#### ***Use May Be Required***

Although MCCOG realizes that an employee with temporary illnesses such as influenza, colds and other viruses often need to continue with normal life activities, including working, your manager may require you to go home from work if you appear to be too ill to be at work or if you are unable to perform normal job duties and meet regular performance standards. If in the judgment of the manager, your continued presence poses no risk to the health of yourself, other employees, or your customers, you may be allowed to work. However, if this is not the



#### **IV. Discussion Items/Action**

##### **B. Resolution 17-05, Asset Surplus**

**MID-COLUMBIA COUNCIL OF GOVERNMENTS**

**ASSET SURPLUS**

**RESOLUTION NUMBER 17-05**

**WHEREAS**, the Mid-Columbia Council of Governments (MCCOG) is an intergovernmental entity 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 desires to surplus 10 computers totaling \$13,375.05 (Schedule A attached) and;

**WHEREAS**, MCCOG desires to have the fixed assets database comply with the Fixed Assets Policy;

**NOW, THEREFORE, BE IT HERBY RESOLVED** the MCCOG Board of Directors authorizes the surplus of this item in FY 2016/2017.

**PASSED AND APPROVED** this 23<sup>nd</sup> day of May, 2017.

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Steve Kramer, Board Chair

Attest:

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Cecilia Lamas-Guiney, Executive Assistant

SCHEDULE A

MID-COLUMBIA COUNCIL OF GOVERNMENTS  
ASSET SURPLUS DETAIL

<u>Description</u>	<u>Purchase cost</u>	<u>Purchase date</u>	<u>Current condition</u>	<u>Disposal intent</u>	<u>Potential disposal value</u>
1. Dell OptiPlex780	1,482.27	1/14/2011	fair	donate to ECWIB workforce classroom	0.00
2. Dell OptiPlex780	1,366.73	1/14/2011	fair	↓	0.00
3. Dell OptiPlex780	1,366.73	1/14/2011	fair		0.00
4. Dell OptiPlex790	1,627.00	7/11/2011	fair		0.00
5. Dell OptiPlex GX745	1,452.00	9/19/2007	fair		0.00
6. Dell OptiPlex GX745	1,232.36	8/6/2007	fair		0.00
7. Dell OptiPlex GX755	1,211.99	4/24/2008	fair		0.00
8. Dell OptiPlex GX755	1,211.99	4/24/2008	fair		0.00
9. Dell OptiPlex GX755	1,211.99	4/24/2008	fair		0.00
10. Dell OptiPlex GX755	1,211.99	4/24/2008	fair		0.00

TOTAL ASSET BOOK VALUE: \$ 13,375.05

POTENTIAL DISPOSAL VALUE: \$ -