



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

Tuesday, February 27, 2018

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

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

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

A. Introductions.

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. [IT Report](#), Jacob Dunaway
- B. OMMP Report, Sandra Gettman
- C. County Solutions
- D. [Activity Report](#), Steve Kramer

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

- A. [Resolution 17-12](#), Bank Account Closure
- B. StRUT-related Assets
- C. MCCOG Facility
 - - Executive Session under ORS 192.660(2)(e) to discuss real estate

V. 2:30 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.



III. Reports/Communications

Closeout Progress Report



MID-COLUMBIA
Council of Governments

Prepared for: Mid Columbia Council of Governments

Prepared by: Jacob Dunaway

Dated: February, 27th 2018

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TRANSITION PROJECT OVERVIEW

DEPARTMENT UPDATES

TRANSPORTATION

- STATUS: COMPLETE
- This project is now complete. We are still working through some administration cleanup by shutting services down or transitioning them to their new homes.

BUILDING CODE SERVICES

- STATUS: IN PROGRESS
- We're waiting to hear back from the contact we have at the state for instruction on what is needed as far as equipment or data is concerned.

WORKFORCE IN ACTION

- STATUS: IN PROGRESS
- We've been in contact with CGCC and are working with them to extend service to them during the transition period.

AAA

- STATUS: IN PROGRESS
- Data has been transitioned to APD. There are still a few items we're working through in regard to workstations and other equipment that is in use.

MONEY MANAGEMENT (OMMP)

- STATUS: IN PROGRESS
- This service is still currently active and will be for a short while longer. We will create a plan as we have more information on the specific needs of the transition.

ADMINISTRATION

- **STATUS: IN PROGRESS**
- This represents any remaining staff and information associated with MCCOG as a whole. We're backing up data from the individual programs and storing them on secure hard drives in the IT room at the main office until MCCOG is shut down completely. We will need to keep main infrastructure online and accessible until all data has been distributed securely and we are able to determine a final resting place for any archived data that needs to be kept.
- We're shutting down access and services when possible to reduce the overall system as much as possible.

SECTION 2

IT SERVICES

PROJECT PLAN

- We've dialed down our monthly services and will continue to do so to match the need of MCCOG. We are working with the CFO closely to keep MCCOG up to date on any charges that we can anticipate.

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Board of Directors
From: Steve Kramer, Board Chair
Date: February 27, 2018
Subject: **Activity Report**

AAA

On track, moving forward.

Building Codes

Records at main office moved to new office. Wasco County Facilities staff relocated all files from storage to MCCOG building. The records retention work party postponed, rescheduling for the week of March 5-9.

StRUT

Three, 30-yard containers used for clean-up. Need decision on program-related assets.

Transportation

“Wheels on ground.” Moving days: first wave Feb. 26 at 9 am, second wave Feb. 28 at 9 am. Wasco County Facilities will remove signage on MCCOG and Transit buildings.

Workforce

No change at this time.

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

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

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Board of Directors
From: Sarah Brumbaugh, Finance Director
Date: February 27, 2018
Subject: **January 2018 Financials**

Discussion:

A summary of the most current financial situation is reflected in the attached YTD Summary of Financials through January 31, 2018.

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

Attached: Summary of YTD MCCOG Financials at January 31, 2018

Mid-Columbia Council of Governments
 FY 16/17 Financial Report
 July 1, 2017 to June 30, 2018

JANUARY 2018

7 months of 12 = 58%

	fund 1 WIA		fund 2 AAA		fund 5,6 GEN - Local & FFS	
	actual	budget	actual	budget	actual	budget
REVENUE						
Resources	124,879 51%	245,450	286,046 40%	706,365	130,668 83%	158,326
Beginning Balance	0	0	57,571 98%	58,500	129,189 86%	150,000
Repmts.to GEN					60,830 132%	46,074
Transfers	<u>18,384</u> 169%	<u>10,864</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>
Revenues	143,263 56%	256,314	343,617 44%	789,865	320,687 90%	354,400
EXPENSE						
Personal Svcs.	119,541	184,315	123,908	287,642	64,653 113%	57,142
PS allocated out	<u>(27,847)</u>	<u>(40,434)</u>	<u>(16,124)</u>	<u>(39,497)</u>		
	91,694 64%	143,881	107,784 43%	248,145		
Materials & Svcs.	69,369	115,909	203,066	546,985	95,667 37%	259,394
MS allocated out	<u>(17,800)</u>	<u>(3,476)</u>	<u>(1,582)</u>	<u>(5,265)</u>		
	51,569 46%	112,433	201,484 37%	541,720		
Capital Outlay	0	0	0	0	0	0
Transfers	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>24,282</u> 64%	<u>37,864</u>
	0	0	0	0	24,282	37,864
Expenses	143,263 56%	256,314	309,268 39%	789,865	184,602 52%	354,400
BALANCE/Reserve	0	0	34,349	0	136,085	0

Comments:

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

Interfund transfer from the GEN fund to cover shortfall in grant funding is higher than expected because of the absence of client training expense (fr which we get 10% to cover admin).

The WIOA program continues under MCCOG through March 18th.

At January 31, 2018 the OAA program has been transferred from MCCOG to APD.

The Money Mgmt. program will continue at MCCOG through March 31st at the latest.

The beginning & ending balance belongs to the Money Mgmt.program

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 due to decreased funding

Acronyms:

WIOA: Workforce Innovation 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.

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

JANUARY 2018

7 months of 12 = 58%

fund 3,5 GEN - Internal Svc.Chgs.		fund 4 BCS - St-Pl-M-MH		fund 4 BCS - Elec		fund 3 TRANSPORTATION	
actual	budget	actual	budget	actual	budget	actual	budget
REVENUE							
0	0	537,339	713,500	87,583	236,600	3,711,856	
0	0	3,760,014	3,234,500	(37,013)	(80,000)	250,363	
0	0	0	0	0	0	0	
0	0	0	0	0	0	0	
0	0	4,297,353	3,948,000	50,570	156,600	3,962,219	
EXPENSE							
26,134	37,898	233,761	384,676	73,462	194,349	594,055	
(26,134)	(37,898)					(14,200)	
0	0					579,855	
249,360	290,843	175,976	223,215	47,130	74,297	3,276,184	
(249,360)	(290,843)					(14,320)	
0	0					3,261,864	
0	0	50,560	50,000	0	0	14,257	
0	0	0	0	0	0	0	
0	0	50,560	50,000	0	0	14,257	
0	0	460,297	657,891	120,592	268,646	3,855,976	
0	0	3,837,056	3,290,109	(70,022)	(112,046)	106,243	

This portion of the GEN fund houses the costs of:

- * Facility
- * Agency owned vehicles
- * Copiers
- * General overhead
- * Administration
- * IT

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

The PS percentage is high due to vacation accrual payout at emp.termination and due to the increase use of R.Green to help Lia with administrative duties

The MS percentage is high due to the final facility expense of paying back the GEN fund for TD roof, TD remodel, and TD HVAC loans

Comments:

MCCOG ceased administering the BCS program January 31, 2018

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.

Transit program has been MCEDD as of January 31, 2018

Brokerage program has been transferred to GOBHI as of January 31, 2018

The interfund loan to TRANSPORTATION has been repaid. Half coming from the program and half from the

There is a small amount of Brokerage provided and clients to turn in their invoices for

IT: Information Technology

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

PT: Part-time
 FT: Full-time
 OMAP: Office of Medical Assistance
 GOBHI: Greater Oregon Business

7 S	fund 9		
	actual	IFS	budget
budget			
6,562,695	53,093	47%	113,711
123,176	307		0
0	0		0
<u>0</u>	<u>5,042</u>		<u>0</u>
6,685,871	58,442	51%	113,711
1,269,415	47,287		91,435
<u>(25,222)</u>	<u>0</u>		<u>0</u>
1,244,193	47,287	52%	91,435
5,447,853	11,160		22,376
<u>(23,950)</u>	<u>(5)</u>		<u>(100)</u>
5,423,903	11,155	50%	22,276
17,775	0		0
<u>0</u>	<u>0</u>		<u>0</u>
17,775	0		0
6,685,871	58,442	51%	113,711
0	0		0

transferred to
2018

The JOBS program was in need of support from the GEN fund due to a shortfall in funding. This was caused by the lack of referrals from DHS to enable the program to meet its incentive goals and the resulting incentive funding.

an transferred to
2018

NS from BCS has
from the Transit
GEN fund.

The beginning balance is incentive earned through the JOBS program and will be used up as the year progresses.

f activity left as
ients continue
January.

ssist.Programs
ehavioral Health

IFS: Integrated Family Services
ABAWD: Able-Bodied Adult without Dependents
JOBS: Job Opportunity and Basic Skills program
OFSET: Oregon Food Stamp Employment Transition
DHS: Dept. of Human Services



IV. Action Items

Mid-Columbia Council of Governments

Memorandum

To: MCCOG Board of Directors
From: Sarah Brumbaugh, Fiscal Director
Date: February 14, 2018
Subject: **Resolution 17-12, Closure of Bank Account**

Discussion:

The MCCOG bank account #102010973 has been used to receive credit card payments and deposits for the Building Codes program. This activity has ceased with the closure of the program, and the bank account is no longer needed. Any remaining funds in this account will be transferred to the main MCCOG bank account. This does not affect the separation of BCS funds from other MCCOG funds – internal accounting will continue to manage this requirement.

Staff Recommendation:

Adopt Resolution 17-12.

MID-COLUMBIA COUNCIL OF GOVERNMENTS

CLOSURE OF BANK ACCOUNTS

RESOLUTION NUMBER 17-12

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 seeks permission to close the following non-operational bank account and transfer any remaining funds to its main checking account with immediate effect and;

WHEREAS, MCCOG wishes to appoint Sarah Brumbaugh, Finance Director, as authorized to close said non-operational bank accounts on its behalf;

NOW, THEREFORE, BE IT HERBY RESOLVED the MCCOG Board of Directors grants permission to Sarah Brumbaugh to close MCCOG bank account #102010973 and transfer any remaining balance to MCCOG bank account #102010957.

PASSED AND APPROVED this 27th day of February 2017.

Bob Benton, Board Treasurer

Attest:

_____ *for* _____
Cecilia Lamas-Guiney, Executive Assistant