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BUDGET COMMITTEE
MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

3:00 p.m.
Tuesday, June 1, 2021
VIA ZOOM (see details above)

A G E N D A

1. CALL TO ORDER ----- Sal Peralta, COG Board Chair
2. NOTE OF ATTENDANCE ----- Denise VanDyke, Staff Assistant
3. ELECTION OF OFFICERS
 - a. CHAIR (Jackie Franke served last year)
 - b. VICE CHAIR (Frank Sheridan served last year)
 - c. SECRETARY (signs minutes) (Kevin Joyce served last year)
4. APPROVAL OF MINUTES OF JUNE 2, 2020 Pages 2-4
5. PRESENTATION OF BUDGET ----- Scott Dadson
(Budget document sent as separate document)
6. PUBLIC TESTIMONY ----- (Limited to 3 minutes per person, please)
7. DISCUSSION
8. AMENDMENTS
9. APPROVAL AND RECOMMENDATION TO COG BOARD OF DIRECTORS
10. ADJOURN

MINUTES OF JUNE 2, 2020

MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS

BUDGET COMMITTEE

Teleconference

3:00 p.m.

MEMBERS PRESENT

Mayor Cathy Clark, City of Keizer
Jackie Franke, Chemeketa Community College
Councilor Sal Peralta, City of McMinnville
Frank Sheridan, City of Sheridan
Kevin Joyce, Revolving Loan Program Board member
Julie Warncke, City of Salem

MEMBERS ABSENT

Ken Huffer, Yamhill County (alternate)
Tribal Councilwoman Lisa Leno, Confederated Tribes of Grand Ronde (alternate)

STAFF PRESENT

Renata Wakeley, Acting Executive Director/Community Development Director
Mike Jaffe, Transportation Planning Director
Amber Mathiesen, Finance Director
John Safstrom, Loan Program Manager
Denise VanDyke, Admin. Specialist II

CALL TO ORDER AND NOTE OF ATTENDANCE

Ms. Franke called the meeting to order at 3:06 p.m. Attendance was taken by roll call, and the presence of a quorum was noted.

APPROVAL OF MINUTES

MOTION By Councilor Peralta, **SECONDED** by Mayor Clark to **APPROVE** the minutes of June 5, 2019 as presented. Motion carried. **In Favor:** Clark, Sheridan, Joyce, Peralta, Warncke, Franke. **Opposed:** None.

ELECTION OF OFFICERS

Mr. Sheridan nominated the slate of officers from last year - Jackie Franke as Chair, Frank Sheridan as Vice Chair, and Kevin Joyce as Secretary.

MOTION By Mr. Sheridan, **SECONDED** by Mayor Clark to **ELECT JACKIE FRANKE AS CHAIR, FRANK SHERIDAN AS VICE CHAIR, AND KEVIN JOYCE AS SECRETARY.** Discussion: None. Motion carried. **In Favor:** Clark, Sheridan, Joyce, Peralta, Warncke, Franke. **Opposed:** None.

PRESENTATION OF BUDGET

The PowerPoint presentation was emailed to all members prior to the meeting.

Ms. Wakeley, Acting Executive Director for the Council of Governments, greeted the Budget Committee and began with thanking them for participating. She also thanked staff for their work and support and, especially, Amber Mathiesen for her efforts as our new Finance Director. Ms. Wakeley presented the

highlights from her budget message summary via a PowerPoint. This budget provides for the continuation of COG programs and activities and is our best projection of expenses and revenues in the coming year. This year's budget process was more different than most, as the COG is operating with an Acting Executive Director and a new Finance Director, with the addition of the COVID-19 crisis. Like many of our members in FY20-21, there may be a need to do a supplemental budget later in the year due to applications for grants to aid members with the effects of the pandemic. Most of those funds will be pass-thru. The new applications were discussed. Some grantors do not allow for administrative costs to be included. For all, but especially those, staff are working with partners to work in ways that will keep administrative costs down. There may be some funding for administrative costs available through the EDA. Ms. Mathiesen mentioned that some anticipated grant funds were included to enable quick turn around of the funds if/when received. Ms. Wakeley explained that staff is confident about some grants, for example, funding from Business Oregon with monies already received by the State. Ms. Franke asked for added notations if funds are anticipated but not confirmed to keep it clear for the Board. Also, please add that the dues level includes the expectation of 100% participation.

Designated reserves mainly include loan program funds. Rural Development has deferred payments on our loans; one has been deferred to October, the other to a date yet to be determined.

The Human Resources and Communication positions are being left in the budget, although there is no plan to do a recruitment at this time. Hopefully, the new Executive Director will do so when they are on board, which is anticipated to be around the first of the year.

Undesignated reserves are shown, but it is anticipated that the amount will be larger than indicated.

Mayor Clark gave kudos to the loan staff for stepping up so quickly with assistance on the PPP program. Local businesses were saved, and the staff showed their resiliency. She is very proud. Ms. Wakeley added that she would like to hear where else the COG staff can help our members. Currently, there are three Community Development Block Grant (CDBG) emergency applications that staff are assisting with.

Our auditors, Grove Mueller & Swank, are on contract, and have been helpful to Ms. Mathiesen as she learns how the finances work for the COG. There was a steep learning curve and limited time with her predecessor.

Clarification was requested regarding the departmental transfer referred to in the presentation. Community Development works primarily with billable hours, but there are also programs (grant administration, etc.) that are not billable. Ms. Wakeley has been working to keep the margins tight to minimize transfer amounts to cover program fund deficits, but it is a constant battle to keep the costs down and try to build the undesignated reserves for the department.

PUBLIC TESTIMONY

None.

DISCUSSION

Ms. Franke commended Ms. Wakeley and Ms. Mathiesen for the excellent presentation. She is excited to see growth, especially in member services. Councilor Peralta mentioned that the McMinnville Budget Committee met and approved the preliminary budget, including supporting the COG member dues. He has great confidence in the budget, especially with the Loan Department stepping up and Ms. Wakeley as Acting Executive Director. Mayor Clark concurred and added that the Keizer Budget Committee also approved the COG dues. The value of the COG is clear, especially the shared resources. Staff is proactive, forward thinking and membership is a good value. The Mid-Willamette Valley Homeless Alliance is a tangible example of the value of membership dollars invested.

AMENDMENTS

None.

ADOPTION

MOTION by Mayor Clark, **SECONDED** by Mr. Sheridan, to approve the proposed budget for fiscal year 2020-2021, as presented, and recommend it to the COG Board of Directors for consideration and adoption at its meeting on June 16, 2020. **MOTION CARRIED UNANIMOUSLY. In Favor:** Clark, Sheridan, Joyce, Peralta, Warncke, Franke.
Opposed: None.

ADJOURNMENT

Hearing no further business Ms. Franke adjourned the meeting at 3:59 p.m.

Kevin Joyce, Secretary